|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **ALL AREAS**  | **COMMONS/** **CAFETERIA**  | **HALLWAYS**  | **OFFICE AREAS**  | **SCHOOL EVENTS**  | **RESTROOMS**  |
| **SAFE**  | -Follow emergency/drill procedures. -Follow arrival and dismissal expectations. -Report suspicious or dangerous behaviors to staff. -Report bullying. -Report vandalism. -Keep feet and hands to self.  | -Walk at all times. -Place backpacks in designated area. -Clean up or report spills.   | -Walk at all times. -Keep moving and stay to the right. -Maintain a clear walk way. -Clean up or report spills.  | -Students check in when arriving late and check out when departing during school day. -All visitors sign in. All staff sign out when leaving during school day.  | -Stay in designated areas.  | -Keep floors and counters dry. -Keep walls and stalls free of graffiti. -Report equipment malfunction.-Wash your hands. **-Cell phone use prohibited.** |
| **ORGANIZED**  | -Bring needed materials to school and class. -Ask for help as needed.-Keep classroom materials and backpack organized. -Use a planner.  | -Know your PIN.-Use vending machines during passing or lunch times if time permits.-Be prepared with payment at cash register.  | -Plan your route. -Keep “No Parking” areas clear. -Use passing time to gather materials and move along.  | -Use your own locker and know your combination. -Handle parking permit matters outside of class time. -Schedule appointments in advance.  | -Bring student ID.  | - Use time efficiently.- Use the restroom that is the closest to your current location.  |
| **ACCOUNTABLE**  | -Be on time and ready to learn.-Be honest. -Leave school or be in designated area by 3:30-Plan departure time and means in advance.  | -Make healthy food choices. -Keep food and drink in Commons area.-Know your account balance.  | -Travel only to permissible destination. -Keep hall pass visible.  | -Clear up unexcused absences within 24 hours. -Be on time. -Follow prearranged absence request procedures.  | -Know and follow rules and guidelines for event. -Dispose of litter appropriately. -Wear appropriate attire.  | -Obtain a pass.  |
| **RESPECTFUL**  | -Follow cell phone policy. -Speak politely in low volume. -Listen when others are speaking. -Respond positively when spoken to. -Be polite and welcoming to guests and others. -Accept differences in one another. -Be respectful of others’ property. -Follow dress code policy.  | -Accept and respect places in line. -Return and correctly stack lunch tray. -Throw trash away. -Use conversational voice. **-Use cell phones in commons or outside areas only.**  | -Be considerate of other classrooms. -Respect personal space. -Be modest with displays of affection. **-Use cell phones only during passing times.**  | -Wait your turn. -Be honest. -Speak politely. -Speak positively.  | -Be courteous.-Display positive sportsmanship.    | -Flush toilet.  |