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|  | **Common Instruction** | **Hallways** | **Lunchroom** | **Restrooms** |
| Safe | * Keep hands, feet, and objects to yourself * Use all equipment/materials safely and according to school/classroom/teacher rules * Walk with eyes forward | * Walk * Face forward * Keep hands and feet to self | * Walk * Follow appropriate lines/walking paths * Sit properly at assigned table * Clean up after yourself (table and floor) * Touch and eat only your food | * Use soap and water for washing hands * Use stall doors properly * Reports spills and messes |
| On time | * Be in the proper place and the proper time | * Be in the proper place at the proper time | * Cooperate with your class to be on time * Enter and exit quietly and promptly through assigned doors | * Use bathroom at scheduled times * Return promptly |
| Active Learner | * Keep eyes on teacher or work * Follow instructions first time given * Be a positive example-remind/encourage others in a polite way | * Take care of yourself * Be quiet | * Take care of yourself * Use quiet voices | * Flush toilet after use * Put towels in garbage |
| Respectful & Responsible | * Be honest * Use kind words/actions * Clean up after self * Respect property of others * Follow teacher and staff directions/ signals | * Quiet voices * Stay in straight line * Open and close doors quietly * Quiet feet | * Say: “Excuse me”, “Please”, and “Thank you”. * Allow any classmate to sit next to you * Have respectful and kind conversation * Be helpful to others * Respect lunch staff and workers * Be appropriate | * Respect people’s privacy * Be appropriate * Wait your turn—one at a time * Use a quiet voice * Use toilets and sinks for their proper purpose |
|  | **Assemblies** | **Arrival & Dismissal** | **Playground** | **Library** |
| Safe | * Walk * Sit quietly on pockets with eyes forward | * Walk your bikes on school grounds * Stay on side walks; use cross walks and obey safety rules * Check in with the office if you are late | * Use equipment properly * Play by the school rules * NO TACKLING OR SLIDING ON ICE * Stay in designated areas   Be aware of activities and others around you | * Walk * Enter/exit through correct doors * Keep hands and feet to self * Push in chairs |
| On time | * Cooperate with your class to arrive on time | * Arrive on time: leave on time * Line up when you hear the bell * Enter/exit building through your grade level door | * Promptly line up in straight quiet lines when you hear the bell | * Select books quietly * Checkout books during the appropriate time * Line up quietly to leave |
| Active Learner | * Listen and learn * Keep all personal items in the classroom | * Come prepared to learn | * Bring in what you take out * Hold playground equipment still while in line * Try new activities * Make new friends * Have fun! | * Pay attention * Use shelf markers and reshelf books |
| Respectful & Responsible | * Follow directions * Keep hands and feet to self * Sit still * Eyes on speaker * Be a good audience member | * Keep hands and feet to self * Keep backpacks and coats to self * Be appropriate * Follow playground rules | * Take turns, play fairly, and include everyone * What is on the ground stays there * Respect adults on duty * Get permission when entering the building | * Whisper * Handle books and materials with care * Treat computers with respect * Line up for questions * Obey couch rules |

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|  | **Computer Lab** | **Classroom** |  |  |
| Safe | * Wash hands before entering * Keep hands and feet to self * Stay seated * Push in your chair when you leave * Follow district policy |  |  |  |
| On time | * Use your time wisely * Complete your work |  |  |  |
| Active Learner | * Use quiet voices * Listen and follow directions |  |  |  |
| Respectful & Responsible | * Ask permission to print * Treat computers with respect * Quit all programs and log out when leaving * Report any problems to the teacher |  |  |  |