|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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
 |  |  |  |