

**Sprucewood Elementary**

**Keeping Students Safe, Responsible & Respectful**

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| **Area** | **Be Safe** | **Be Responsible** | **Be Respectful** |
| **Hallways** | Walk Facing Forward at All TimesSingle File/Right Hand Side of Hall | Keep Hands, Feet, and Objects to SelfGo Directly To Where You Need To Go | Follow Adult Directions the First Time GivenFeet WalkingNo Talking |
| **Playground**Recess- Outside and Inside | Play In Approved AreasUse Equipment CorrectlyBe Safe with Ice & Snow | Solve Your Own ProblemsAsk For Help When NeededDress Appropriately | Follow Adult Directions and Signals QuicklyAllow Everyone to PlayPlay FairlyTalk Kindly Go Up Hill on Grass |
| **Arrival &****Dismissal** | Walk on SidewalksCross IN CrosswalksWalk Scooters and Bikes on School Property, and Place Them in Bike CageAllow Safety Patrol to do Their Job | Get to Your Destination Quickly & CorrectlyParent Pick Up- Students Wait Past the Green FlagBus Students- Wait for Bus Behind the LineTake Everything You Need BEFORE You Leave the Classroom | Exit Through Grade Level Doors ONLYListen & Follow Directions of Adults and Safety Patrol |
| **Assemblies** | Walk Facing Forward at All TimesEnter/Exit QuietlySit on Your Pockets | Use Bathroom & Get Drink BEFORE EnteringListen to Presenter | Keep Hands to YourselfApplaud Appropriately |
| **Kiva** | Follow Classroom Rules and Teacher InstructionsAdult Supervision is Required | Clean Up Your Area Before You Leave | Use 6” Whisper VoiceBe a Good Listener |

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| **Cafeteria** | Walk Facing Forward at All TimesEnter/Exit Quietly | Clean Table & Floor Area Before LeavingAll Food & Drink are to be Eaten in the Cafeteria | Use 6” Whisper VoiceKeep Hands, Feet, and Food to Yourself |
| **Bathrooms** | Garbage in Trash CanWater Stays in SinkSoap is for Hands Only | Keep it CleanFlushReport Problems to an AdultUse supplies Responsibly | Be Quick & QuietRespect the Privacy of Others |
| **Computer Lab** | Walk at All TimesEnter/Exit QuietlyAdult Supervision is RequiredNo Food or Drink | Use Clean HandsOnly Use Applications Assigned by TeacherPut Earphones away ProperlyLog OutPush in Chairs | Listen & Follow Teacher DirectionOnly Touch the Mouse & Keyboard |
| **Gym** | Listen & Follow Teacher DirectionUse Equipment Correctly | Participate in ActivitiesReturn Equipment to Proper Place | Use Your Grade Level Restrooms & Drinking FountainsUse Inside VoicePractice Good Sportsmanship |
| **Library** | Walk at All TimesEnter/Exit QuietlyPush in Chair | Tell Librarian if You Lost or Damaged BookTake Care of Library CardAlways Bring Library PassDuring Open Check Out | Keep Books Clean & NeatHandle Books With CareReturn Books When Due |
| **Office** | Enter/Exit QuietlyKeep Hands to Yourself | Complete Errand Quickly & QuietlyPurchase Machine Items Before & After School ONLY | Wait PatientlyExit Promptly When Finished |