

**Sprucewood Elementary**

**Keeping Students Safe, Responsible & Respectful**

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| **Area** | **Be Safe** | **Be Responsible** | **Be Respectful** |
| **Hallways** | Walk Facing Forward at All Times  Single File/Right Hand Side of Hall | Keep Hands, Feet, and Objects to Self  Go Directly To Where You Need To Go | Follow Adult Directions the First Time Given  Feet Walking  No Talking |
| **Playground**  Recess- Outside and Inside | Play In Approved Areas  Use Equipment Correctly  Be Safe with Ice & Snow | Solve Your Own Problems  Ask For Help When Needed  Dress Appropriately | Follow Adult Directions and Signals Quickly  Allow Everyone to Play  Play Fairly  Talk Kindly  Go Up Hill on Grass |
| **Arrival &**  **Dismissal** | Walk on Sidewalks  Cross IN Crosswalks  Walk Scooters and Bikes on School Property, and Place Them in Bike Cage  Allow Safety Patrol to do Their Job | Get to Your Destination Quickly & Correctly  Parent Pick Up- Students Wait Past the Green Flag  Bus Students- Wait for Bus Behind the Line  Take Everything You Need BEFORE You Leave the Classroom | Exit Through Grade Level Doors ONLY  Listen & Follow Directions of Adults and Safety Patrol |
| **Assemblies** | Walk Facing Forward at All Times  Enter/Exit Quietly  Sit on Your Pockets | Use Bathroom & Get Drink BEFORE Entering  Listen to Presenter | Keep Hands to Yourself  Applaud Appropriately |
| **Kiva** | Follow Classroom Rules and Teacher Instructions  Adult Supervision is Required | Clean Up Your Area Before You Leave | Use 6” Whisper Voice  Be a Good Listener |

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| **Cafeteria** | Walk Facing Forward at All Times  Enter/Exit Quietly | Clean Table & Floor Area Before Leaving  All Food & Drink are to be Eaten in the Cafeteria | Use 6” Whisper Voice  Keep Hands, Feet, and Food to Yourself |
| **Bathrooms** | Garbage in Trash Can  Water Stays in Sink  Soap is for Hands Only | Keep it Clean  Flush  Report Problems to an Adult  Use supplies Responsibly | Be Quick & Quiet  Respect the Privacy of  Others |
| **Computer Lab** | Walk at All Times  Enter/Exit Quietly  Adult Supervision is Required  No Food or Drink | Use Clean Hands  Only Use Applications Assigned by Teacher  Put Earphones away Properly  Log Out  Push in Chairs | Listen & Follow Teacher Direction  Only Touch the Mouse & Keyboard |
| **Gym** | Listen & Follow Teacher Direction  Use Equipment Correctly | Participate in Activities  Return Equipment to Proper Place | Use Your Grade Level Restrooms & Drinking Fountains  Use Inside Voice  Practice Good Sportsmanship |
| **Library** | Walk at All Times  Enter/Exit Quietly  Push in Chair | Tell Librarian if You Lost or Damaged Book  Take Care of Library Card  Always Bring Library Pass  During Open Check Out | Keep Books Clean & Neat  Handle Books With Care  Return Books When Due |
| **Office** | Enter/Exit Quietly  Keep Hands to Yourself | Complete Errand Quickly & Quietly  Purchase Machine Items Before & After School ONLY | Wait Patiently  Exit Promptly When Finished |