

Common Areas	Be Safe	Be Respectful	Be Responsible
Play Areas	<ul style="list-style-type: none"> ➤ Walk facing forward ➤ Keep hands, feet, and objects to self ➤ Report problems to an adult promptly ➤ Avoid inappropriate contact 	<ul style="list-style-type: none"> ➤ Use courteous language ➤ Share equipment ➤ Play fairly ➤ Pick up litter ➤ Follow proctor directions ➤ Walk around other's games 	<ul style="list-style-type: none"> ➤ Remind others to follow school expectations ➤ Take proper care of play equipment ➤ Be honest ➤ Learn the playground and game rules
Cafeteria	<ul style="list-style-type: none"> ➤ Eat only your own food ➤ Keep all food to self ➤ Sit with feet on floor, bottom on chair, and facing table ➤ Walk at all times ➤ Get adult help for accidents and spills 	<ul style="list-style-type: none"> ➤ Make room for others ➤ Use quiet voices ➤ Use good manners ➤ Offer to take another's trash and throw it away ➤ Offer to help 	<ul style="list-style-type: none"> ➤ Clean up your area ➤ Wait to be excused ➤ Wait patiently ➤ Choose healthy food
Restroom	<ul style="list-style-type: none"> ➤ Keep feet on the floor ➤ Keep water in the sink ➤ Wash hands when finished ➤ Use only one pump of soap ➤ Report problems to an adult promptly 	<ul style="list-style-type: none"> ➤ Knock politely on stall ➤ Give others privacy ➤ Use quiet voices ➤ Throw away trash ➤ Leave restroom clean 	<ul style="list-style-type: none"> ➤ Use designated bathrooms ➤ Flush toilet after use ➤ Return to room promptly ➤ Use for appropriate reasons ➤ Use restroom during lunch and passing periods
Arrival & Dismissal Areas	<ul style="list-style-type: none"> ➤ Use sidewalks & crosswalks ➤ Wait in designated areas ➤ Wear bike, scooter, and skateboard helmets 	<ul style="list-style-type: none"> ➤ Wait patiently ➤ Pay attention to your surroundings and others ➤ Avoid inappropriate contact 	<ul style="list-style-type: none"> ➤ Arrive on time ➤ Leave on time ➤ Go directly to your dismissal gate ➤ Walk bikes, scooters, and skateboards while on campus
Library	<ul style="list-style-type: none"> ➤ Keep hands and feet to yourself ➤ Walk at all times 	<ul style="list-style-type: none"> ➤ Use quiet voices ➤ Use book spacers ➤ Use good manners ➤ Wait in line patiently for check-out and check-in 	<ul style="list-style-type: none"> ➤ Get teacher's permission ➤ Return to classroom quickly ➤ Return books on designated library day
Office	<ul style="list-style-type: none"> ➤ Walk at all times ➤ Keep hands and feet to yourself ➤ Use chairs appropriately 	<ul style="list-style-type: none"> ➤ Use inside voice ➤ Wait patiently for help ➤ Use good manners ➤ Use courteous language 	<ul style="list-style-type: none"> ➤ Always have a pass ➤ State your purpose politely ➤ Get permission to use the phone
Special Events & Assemblies	<ul style="list-style-type: none"> ➤ Enter MPR in straight lines ➤ Keep hands and feet to yourself ➤ Wait for arrival and dismissal signal 	<ul style="list-style-type: none"> ➤ Use audience manners ➤ Sit properly ➤ Sit quietly during presentations ➤ Remove hats and hoods 	<ul style="list-style-type: none"> ➤ Focus on presentations ➤ Clap at appropriate times
Computers	<ul style="list-style-type: none"> ➤ Food and drink permitted outside only ➤ Use keyboard and mouse gently 	<ul style="list-style-type: none"> ➤ Wait your turn ➤ Get permission to use the computer 	<ul style="list-style-type: none"> ➤ Use appropriate websites and games ➤ For school use only
Bus	<ul style="list-style-type: none"> ➤ Keep hands, feet, and objects to self ➤ Keep hands, feet and objects out of aisle and inside bus 	<ul style="list-style-type: none"> ➤ Make room for others ➤ Touch only your belongings ➤ Use quiet voices ➤ Use courteous language ➤ Sit facing forward 	<ul style="list-style-type: none"> ➤ Arrive to bus stop on time ➤ Enter and exit appropriately ➤ Report problems to driver
Class	<ul style="list-style-type: none"> ➤ Report problems to teacher promptly ➤ Stay in your seat unless teacher directs otherwise ➤ Use chairs appropriately ➤ Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> ➤ Allow teacher to teach ➤ Volunteer to help a peer ➤ Follow directions ➤ Stay on task ➤ Take turns ➤ Be honest ➤ Use courteous language ➤ Respect differences 	<ul style="list-style-type: none"> ➤ Complete and turn in class/homework ➤ Self-monitor grades ➤ Ask questions ➤ Ask for assistance ➤ Have all necessary supplies ➤ Participate ➤ Think before you speak/act
Athletics	<ul style="list-style-type: none"> ➤ Report problems to an adult promptly ➤ Keep hands, feet, and objects to self in locker rooms/restrooms ➤ Avoid hard contact and rough housing 	<ul style="list-style-type: none"> ➤ Play fairly ➤ Use courteous language ➤ Give others privacy in the locker room/bathrooms ➤ Leave other schools cleaner than when you arrived 	<ul style="list-style-type: none"> ➤ Keep uniforms clean ➤ Participate ➤ Abide by the guidelines of the game ➤ Be courteous to other athletes and parents