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|  | **ALL AREAS** | **COMMONS/**  **CAFETERIA** | **HALLWAYS** | **OFFICE AREAS** | **SCHOOL EVENTS** | **RESTROOMS** |
| **SAFE** | -Follow emergency/drill procedures.  -Follow arrival and dismissal expectations.  -Report suspicious or dangerous behaviors to staff.  -Report bullying.  -Report vandalism.  -Keep feet and hands to self. | -Walk at all times.  -Place backpacks in designated area.  -Clean up or report spills. | -Walk at all times.  -Keep moving and stay to the right.  -Maintain a clear walk way.  -Clean up or report spills. | -Students check in when arriving late and check out when departing during school day.  -All visitors sign in.  All staff sign out when leaving during school day. | -Stay in designated areas. | -Keep floors and counters dry.  -Keep walls and stalls free of graffiti.  -Report equipment malfunction.  -Wash your hands. **-Cell phone use prohibited.** |
| **ORGANIZED** | -Bring needed materials to school and class.  -Ask for help as needed.  -Keep classroom materials and backpack organized.  -Use a planner. | -Know your PIN.  -Use vending machines during passing or lunch times if time permits.  -Be prepared with payment at cash register. | -Plan your route.  -Keep “No Parking” areas clear.  -Use passing time to gather materials and move along. | -Use your own locker and know your combination.  -Handle parking permit matters outside of class time.  -Schedule appointments in advance. | -Bring student ID. | - Use time efficiently.  - Use the restroom that is the closest to your current location. |
| **ACCOUNTABLE** | -Be on time and ready to learn.  -Be honest.  -Leave school or be in designated area by 3:30  -Plan departure time and means in advance. | -Make healthy food choices.  -Keep food and drink in Commons area.  -Know your account balance. | -Travel only to permissible destination.  -Keep hall pass visible. | -Clear up unexcused absences within 24 hours.  -Be on time.  -Follow prearranged absence request procedures. | -Know and follow rules and guidelines for event.  -Dispose of litter appropriately. -Wear appropriate attire. | -Obtain a pass. |
| **RESPECTFUL** | -Follow cell phone policy.  -Speak politely in low volume. -Listen when others are speaking.  -Respond positively when spoken to.  -Be polite and welcoming to guests and others.  -Accept differences in one another.  -Be respectful of others’ property.  -Follow dress code policy. | -Accept and respect places in line.  -Return and correctly stack lunch tray.  -Throw trash away.  -Use conversational voice. **-Use cell phones in commons or outside areas only.** | -Be considerate of other classrooms.  -Respect personal space. -Be modest with displays of affection.  **-Use cell phones only during passing times.** | -Wait your turn.  -Be honest.  -Speak politely.  -Speak positively. | -Be courteous.  -Display positive sportsmanship. | -Flush toilet. |