



MPS Procedure Matrix



	All Settings	Classroom	Hallways	Arrival/ Dismissal	AM/PM Gym	Bathroom/ Locker room	Recess	Small Groups	Bus	Cafeteria	Technology	Assemblies
S A F E	Walk Keep hands, feet, & objects to yourself Follow adult directions Stay within the assigned area	Use materials & school furniture appropriately	On right hand side Eyes forward 1 stair at a time Use handrail appropriately Travel appropriately with technology/ school materials	Backpacks on back Coats on or in backpack Utilize crosswalks **All school technology carried appropriately **Drive slowly and in the correct direction of traffic	Sit in the same direction	Using appropriate 0-3 voice level Follow hallway expectations while waiting to use the restroom No technology/ electronics Report unsafe/ unclean conditions to current classroom teacher	Use the equipment appropriately	Mare sure you are seen and heard by an adult Use seating appropriately	Sit down on seat and face forward Aisle is clear	Enter and exit through correct doors Sit with feet on floor and facing forward *Raise hand for help or to leave seat Eat only your food	Chromebook closed when transitioning Abide by district policy agreement	Sit as directed by teacher
R E S P E C T F U L	Use appropriate language Use appropriate 0-3 voice level Use supplies appropriately Be a polite and active learner/ listener	Stay on topic Respectful conversations Wait for the Classroom Teacher to dismiss you	Soft feet on stairs Respect student and teacher work displays Body awareness	Respect other's personal space and belongings Use school appropriate greetings/ farewells Body awareness **No excessive noise or horseplay	Building appropriate 0-1 voice level Respect other's personal space Listening for adult directions	Use toilet, toilet paper, sink, paper towels, and trash cans appropriately Wait your turn One person per stall	1 whistle blow = freeze 3 whistle blows = end of recess and line up Include others Take turns	Building appropriate 0-2 voice level Clean up area	Follow bus procedures Load and unload with a 0 voice level Building appropriate 0-2 voice level while the bus is moving Greet bus driver	Follow building cafeteria procedures *Enter/exit cafeteria with 0-1 voice level 1-2 voice level when at table Use manners	Use technology as directed by teacher Use headphones if applicable	Audience Basics Use appropriate responses/ chants
R E S P O N S I B L E	Follow adult directions Leave area better than the way you found it Be in your designated area Keep track of personal belongings	Be prepared Be cooperative Keep materials organized Arrive on time	Be in charge of only your supplies and belongings Travel with a purpose **Use hall passes	Arrive on time Building appropriate 0-3 voice level **Park in designated parking spaces	No food or drink	Building appropriate 0-3 voice level Use toilet and materials appropriately Use in a timely manner	Keep track of recess equipment Play fair Pick up all materials and equipment while lining up No food or drinks	Keep a clear walking path	Be ready to unload the bus when it is time	Follow building restroom break procedures Carry tray with two hands	Use device for academic use only **Bring to school each day, charged	Use bathroom before/after No technology

Voice Levels: 0 - No Sound

1 - Whisper

2 - Table Talk

3 - Presenting

4 - Outside