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|  | ASSEMBLIES | CAFETERIA | DISMISSAL | HOMEWORK | EXTRACURRICULAR |
| Be Responsible | Sit by grade level with teacher  Dismiss by grade level or teacher | Have ID ready  If you drop something on the floor- pick it up  Clean table area before leaving café | At final bell-take belongings to locker  Pack up and exit using a level 1 voice  Leave school grounds immediately  Take all needed belongings with you when you leave. No reentry allowed | Come to class with homework completed as assigned  Complete homework on time | Be on time with needed materials  Attend all scheduled events  Keep your grades up to standards |
| Be Respectful | Keep hands and feet to self  Eye contact with presenter  Give full attention  Remain at a level 0 and stay seated  Applaud appropriately  No cheering or yelling out. | Do not cut in line  Use Level 1 voice  Talk with table mates only  Say please and thank you to servers  Keep hands and feet to self | Leave the building at a level 0  No running/pushing | Complete using “Quality Work Standards”  Respect all school materials at home and at school | Extracurricular activities are not a right – but a privilege  Notify your sponsor if unable to attend practice  Treat your friends respectfully  Be a good sport and demonstrate good sportsmanship  Encourage your team mates  Respect building and equipment at all times |
| Be Safe | Enter single  file  Feet crossed on floor  Hands to self | Remain at table until dismissed  Don’t touch other students’ trays  Don’t share food | Bus riders wait on sidewalk away from curb  Cross with guards only at corners |  | After events… leave school grounds immediately  Stay clear of moving vehicles |

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|  | **DRILLS** | **CLASSROOM** | **LOCKERS** | **DANCES** | **RESTROOMS** |
| Be Responsible | Take safety drills seriously  Return from drills at a level 0 | Arrive to the classroom on time  Come to class prepared with books/supplies  Complete all work to quality standards | Keep locker organized and materials neat  Report any locker problems to the office so that it can be addressed | Arrive on time and wait quietly in line to purchase ticket  No cell phone use during dance/wait until after event  Throw all trash and recycling in the appropriate receptacles | Use a level 0  Don’t play with water at the sink  Place paper towels in garbage only |
| Be Respectful | Remain quiet  Listen for staff directives – follow them immediately  Keep hands and feet to self | Attend to the lesson  Participate fully  Do not disturb others  Follow directions of teacher  Respect equipment/technology | Close locker doors quietly  Do not kick or slam lockers  No decorations are to be placed on outside of lockers or cubbies | Dress appropriately  Use respectful language  Dance appropriately- respecting’ personal space | Respect the privacy of others  No writing on or defacing walls or stalls |
| Be Safe | Remain calm  DO NOT RUN  Follow drill specific procedures  Do not use cell phones | DO NOT RUN  Keep hands and feet to self  Sit appropriately | Lockers are not to be shared  Keep locker combo private  No open food or liquids | Stay in the gym and outer hallway area only  Do not climb on the bleachers  No running  Exit the building and school grounds at the end of the dance. | Wash hands before leaving  No climbing/ sitting on stools, doors, sinks |

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| etting | ARRIVAL | HALLWAYS | BUS | DRESS CODE | OFFICE |
| Be Responsible | Arrive at Door 4  Be in proper dress  Turn off cell phones/iPods  Place in locker | Use trash cans and recycling at entryways | Be on time waiting for the bus  No cell phone use  Use level 1 voice/no disrespectful language  2 students per seat only | Follow dress code as outlined in handbook  Dress responsibly for the weather | Clearly explain why you are visiting the office area |
| Be Respectful | Remove hats  Proceed quietly to appropriate area | Be at a level 0  Walk in single file if with a group  Keep hands off walls or displays  If you see garbage, pick it up – dispose of it | No eating, drinking, or chewing gum  Listen to the bus driver and follow all directives immediately | Hair should be clean, neat and well groomed  Take off hat when you enter the building | Treat everyone respectfully and be courteous  Please and thank you should be used  Do not interrupt~ wait your turn |
| Be Safe | Display I.D.  Follow hallway procedures  Wipe your feet of snow/water  No pushing or crowding on stairs  Use hand rails | Stay to the right side on hall and stairs  Hands to self  NO RUNNING  Do not touch fire doors  No playing or horseplay | Keep hands and feet to self when boarding or exiting bus  Stay seated. Face forward. Sit up straight  Keep feet/hands out of aisle  Follow emergency directives  Cross in FRONT of bus only | Take care of your ID; do not damage or deface it  Keep shoe laces tied  Keep pants at appropriate length | Do not report to the office during class time without permission or a pass  When coming to and from the office take the shortest route and do not stop along the way |