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|  | ASSEMBLIES | CAFETERIA | DISMISSAL | HOMEWORK | EXTRACURRICULAR |
| Be Responsible | Sit by grade level with teacherDismiss by grade level or teacher | Have ID readyIf you drop something on the floor- pick it upClean table area before leaving café | At final bell-take belongings to lockerPack up and exit using a level 1 voiceLeave school grounds immediatelyTake all needed belongings with you when you leave. No reentry allowed | Come to class with homework completed as assignedComplete homework on time | Be on time with needed materialsAttend all scheduled eventsKeep your grades up to standards |
| Be Respectful | Keep hands and feet to selfEye contact with presenterGive full attentionRemain at a level 0 and stay seatedApplaud appropriatelyNo cheering or yelling out. | Do not cut in lineUse Level 1 voiceTalk with table mates onlySay please and thank you to serversKeep hands and feet to self | Leave the building at a level 0No running/pushing | Complete using “Quality Work Standards”Respect all school materials at home and at school | Extracurricular activities are not a right – but a privilegeNotify your sponsor if unable to attend practiceTreat your friends respectfullyBe a good sport and demonstrate good sportsmanshipEncourage your team matesRespect building and equipment at all times |
| Be Safe | Enter singlefileFeet crossed on floorHands to self | Remain at table until dismissedDon’t touch other students’ traysDon’t share food | Bus riders wait on sidewalk away from curbCross with guards only at corners |  | After events… leave school grounds immediatelyStay clear of moving vehicles |

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|  | **DRILLS** | **CLASSROOM** | **LOCKERS** | **DANCES** | **RESTROOMS** |
| Be Responsible | Take safety drills seriouslyReturn from drills at a level 0 | Arrive to the classroom on timeCome to class prepared with books/suppliesComplete all work to quality standards | Keep locker organized and materials neatReport any locker problems to the office so that it can be addressed | Arrive on time and wait quietly in line to purchase ticketNo cell phone use during dance/wait until after eventThrow all trash and recycling in the appropriate receptacles | Use a level 0Don’t play with water at the sinkPlace paper towels in garbage only |
| Be Respectful | Remain quietListen for staff directives – follow them immediatelyKeep hands and feet to self | Attend to the lessonParticipate fullyDo not disturb othersFollow directions of teacherRespect equipment/technology | Close locker doors quietly Do not kick or slam lockersNo decorations are to be placed on outside of lockers or cubbies | Dress appropriatelyUse respectful languageDance appropriately- respecting’ personal space | Respect the privacy of othersNo writing on or defacing walls or stalls |
| Be Safe | Remain calmDO NOT RUNFollow drill specific proceduresDo not use cell phones | DO NOT RUNKeep hands and feet to selfSit appropriately | Lockers are not to be sharedKeep locker combo privateNo open food or liquids  | Stay in the gym and outer hallway area onlyDo not climb on the bleachersNo runningExit the building and school grounds at the end of the dance. | Wash hands before leavingNo climbing/ sitting on stools, doors, sinks |

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| etting | ARRIVAL | HALLWAYS | BUS | DRESS CODE | OFFICE |
| Be Responsible | Arrive at Door 4Be in proper dressTurn off cell phones/iPodsPlace in locker | Use trash cans and recycling at entryways | Be on time waiting for the busNo cell phone useUse level 1 voice/no disrespectful language2 students per seat only | Follow dress code as outlined in handbookDress responsibly for the weather | Clearly explain why you are visiting the office area |
| Be Respectful | Remove hatsProceed quietly to appropriate area | Be at a level 0Walk in single file if with a groupKeep hands off walls or displaysIf you see garbage, pick it up – dispose of it | No eating, drinking, or chewing gumListen to the bus driver and follow all directives immediately | Hair should be clean, neat and well groomedTake off hat when you enter the building | Treat everyone respectfully and be courteousPlease and thank you should be usedDo not interrupt~ wait your turn |
| Be Safe | Display I.D.Follow hallway proceduresWipe your feet of snow/waterNo pushing or crowding on stairsUse hand rails | Stay to the right side on hall and stairsHands to selfNO RUNNINGDo not touch fire doorsNo playing or horseplay | Keep hands and feet to self when boarding or exiting busStay seated. Face forward. Sit up straightKeep feet/hands out of aisleFollow emergency directivesCross in FRONT of bus only | Take care of your ID; do not damage or deface itKeep shoe laces tiedKeep pants at appropriate length | Do not report to the office during class time without permission or a passWhen coming to and from the office take the shortest route and do not stop along the way |