

Area	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet, and objects to self • Get adult help for accidents and spills • Use all equipment and materials appropriately 	<ul style="list-style-type: none"> • Follow adult directions the first time given • Use kind words and actions • Clean up after self • Always take off your hat in the building 	<ul style="list-style-type: none"> • Follow school rules • Remind others to follow school rules. • Take proper care of personal belongings and school equipment
Cafeteria	<ul style="list-style-type: none"> • Keep all food to self • Sit with feet on floor, bottom on bench, and facing table • Exit using determined route 	<ul style="list-style-type: none"> • Allow anyone to sit next to you • Use quiet voices • Be polite • Always remove your hat 	<ul style="list-style-type: none"> • Clean up after yourself • Get all utensils, milk, sauces, etc., when first going through the line
Playground/Recess	<ul style="list-style-type: none"> • Stay within boundaries • Be aware of activities/games around you • Use playground equipment as directed 	<ul style="list-style-type: none"> • Play fairly • Include others • Follow directions the first time given • Play on the blacktop, playground, and fields 	<ul style="list-style-type: none"> • Use hall/bathroom pass for leaving the area • Return equipment to proper areas
Passing Areas, Halls	<ul style="list-style-type: none"> • Walk facing forward 	<ul style="list-style-type: none"> • Hold the door open for the person behind you • Use quiet voices in hallways 	<ul style="list-style-type: none"> • See "All Common Areas"
Bathrooms	<ul style="list-style-type: none"> • Keep water & soap in sink • Wash hands • Put towels in garbage can 	<ul style="list-style-type: none"> • Give others privacy • Use quiet voices 	<ul style="list-style-type: none"> • Flush toilet after use • Return to classroom promptly • Use bathroom pass
Arrival & Dismissal Areas	<ul style="list-style-type: none"> • Walk when using sidewalks & crosswalk • Wait and walk in designated areas • Walk your wheels 	<ul style="list-style-type: none"> • See "All Common Areas." • Use sidewalks and blacktop 	<ul style="list-style-type: none"> • Arrive on time • Leave on time • Lock up scooters and bikes in the bike rack
Media/Gym/Computer Lab	<ul style="list-style-type: none"> • See "All Common Areas" 	<ul style="list-style-type: none"> • Use quiet voices 	<ul style="list-style-type: none"> • See "All Common Areas"
Special Events & Assemblies	<ul style="list-style-type: none"> • Wait for arrival & dismissal. • See "All Common Areas" 	<ul style="list-style-type: none"> • Use audience manners • Sit on pockets • Enter & exit silently 	<ul style="list-style-type: none"> • See "All Common Areas"
Office	<ul style="list-style-type: none"> • Get adult assistance 	<ul style="list-style-type: none"> • Wait your turn • Use kind words & actions • Follow adult directions 1st time given 	<ul style="list-style-type: none"> • Get adult assistance • Use phone and office passes
Inside Recess	<ul style="list-style-type: none"> • Be seated in assigned areas 	<ul style="list-style-type: none"> • Use inside voices • Keep hands, feet, & objects to self 	<ul style="list-style-type: none"> • Take proper care of classroom materials • See "All Common Areas"