

School-wide Matrix

	Be Safe	Be Responsible	Be Achieving	Be Respectful
Classroom	<ul style="list-style-type: none"> Stay seated Walk Keep desks and chairs on floor 	<ul style="list-style-type: none"> Follow emergency procedures Clean up after yourself Be prepared for instruction with all necessary materials 	<ul style="list-style-type: none"> Attend class daily and on time Turn in all of your homework Ask questions when you don't understand 	<ul style="list-style-type: none"> Respect other's rights to learn Accept redirection, feedback or discipline from staff by listening, asking appropriate questions and following directions Focus on teachers and other students when they are speaking
Office	<ul style="list-style-type: none"> Stay seated in waiting area. Contain yourself within your own physical space 	<ul style="list-style-type: none"> Request a pass to return to class Sign in and out 	<ul style="list-style-type: none"> Give accurate information Return to class immediately after talking to designated staff member 	<ul style="list-style-type: none"> Speak at appropriate times. Use a reasonable inside voice Treat all teachers, guest, and peers appropriately
Restroom	<ul style="list-style-type: none"> Wash hands. Keep unfriendly and overly friendly hands and feet to self Report any broken or unsanitary conditions 	<ul style="list-style-type: none"> Take your pass back to class Leave the restroom once you have finished Report any activities that could hurt others physically, emotionally, or mentally Only flush toilet paper 	<ul style="list-style-type: none"> Use the restroom, wash your hands, and return to class Use two pumps of soap Use two paper towels 	<ul style="list-style-type: none"> Allow others privacy Flush toilet Place litter in trashcans
Hallways	<ul style="list-style-type: none"> Walk Earbuds and electronics must be kept in pockets 	<ul style="list-style-type: none"> Follow the dress code Keep hallways clean and uncluttered 	<ul style="list-style-type: none"> Get to class before the bell rings Take what you need to class 	<ul style="list-style-type: none"> Use a reasonable inside voice Use words and actions that are

	<ul style="list-style-type: none"> • Report dangerous situations to an adult 	<ul style="list-style-type: none"> • Store jackets/coats, backpacks, and electronic devices in your locker from 7:35-2:40 	<ul style="list-style-type: none"> • kind, welcoming, and helpful
Cafeteria	<ul style="list-style-type: none"> • Stay in seats. Stay off of tables and booths. • Avoid conflict with peers • Stay at your own booth or table for the duration of the lunch period 	<ul style="list-style-type: none"> • Pick up after yourself. If you make a mess, clean it up. • Please pay for all items • Please get items the first time through the line 	<ul style="list-style-type: none"> • Make healthy food choices • Eat all of your food • Food should be kept on trays and in mouth • Use appropriate language and volume when speaking in line • Return trays to dish window • Food must stay in the cafeteria • Be courteous to the cafeteria workers
Auditorium	<ul style="list-style-type: none"> • Stay seated • Keep unfriendly and overly friendly hands and feet to self 	<ul style="list-style-type: none"> • Listen with your head up and your eyes open • Keep cell phones in pocket or purse • Sit in designated seats. • Wait quietly for your class to be dismissed to leave your seat. 	<ul style="list-style-type: none"> • Bring needed items with you • Ask any questions in a respectful manner • Think about the topic presented and how you can benefit • Refrain from speaking to your neighbor • Enter and leave the auditorium quietly
Gym	<ul style="list-style-type: none"> • Zero dangerous behaviors in the gym (kicking and throwing of equipment) • Keep exterior doors closed • Use hands and feet for working out 	<ul style="list-style-type: none"> • Change clothes in the locker room • Be prepared for class (wear proper clothing and bring a positive attitude) • Be on time and ready to go in your attendance spot 5 minutes after the bell 	<ul style="list-style-type: none"> • Give your best effort; participation is part of your grade • Listen when the teacher is speaking. • Stay inside the double doors until the bell rings for dismissal • Respect all classmates, teachers, and property (school's, others', and your own) • Participate fully-take turns contributing • Use sportsmanship that is kind, welcoming, and helpful