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|  | **Prepare** | **Act Responsible** | **Work and Play Safe** | **Show Respect** |
| **Hallway** | * Go directly to your destination * Set a good example * During class have a pass | * Follow directions * Hold doors for others | * Walk face forward * Keep to the right * Keep hallways clear and clean | * Keep hands and feet to self * Stay quiet - classes are in progress |
| **Restroom** | * Throw trash in receptacle * Use time wisely | * Wait your turn * Go, flush, wash | * Wash hands * Report problems to an adult * Walk at all times * Keep water in sink | * Respect privacy * Use kind words and actions * Use equipment and supplies properly |
| **Assembly** | * Keep hands and feet to yourself * Sit appropriately | * Follow directions from adults * Enter and exit quietly | * Enter and exit quietly * Walk at all times * Stay in designated area | * Eyes and ears on speaker * Participate * Use appropriate applause |
| **Playground** | * Line up when you are called * Set a good example * Use equipment appropriately | * Play by the rules * Invite others to play | * Stay in designated area * Report problems to an adult * Walk to and from building | * Take turns * Use kind words and actions |
| **Cafeteria** | * Leave a clean table, chair and floor | * Sit with feet under table * Use an indoor voice * Raise your hand for help | * Follow directions from adults * Walk at all times * Eat only your food | * Respect other’s space * Use kind words and actions |
| **Library** | * Stay on task * Put things away in their proper place * Return materials on time | * Be quiet * Use time wisely | * Follow directions from adults * Walk at all times | * Take care of books and equipment * Respect others trying to read and learn |
| **Classroom** | * Complete your work * Organize | * Be ready to learn * Try your best * Stay on task * Participate | * Use classroom materials appropriately * Walk at all times * Keep hands, feet and objects to yourself | * Pay attention to your teacher * Follow instructions * Use kind words and actions * Raise your hand to speak |
| **Bus** | * No eating or drinking * Keep track of your belongings | * Keep your backpack closed * Report problems to adult * Listen to bus driver | * Stay seated face forward * Watch for traffic when entering/exiting * Keep hands and feet to yourself | * Keep noise down * Use kind words and actions * Listen for your stop * Remember your bus number |