



Smith Middle School Expectations Matrix



	In all Settings	Classroom	Restroom	Office/Clinic	Cafeteria/ Gym	Arrival/Departure	Bus	Hallways	Media Center/ Computer Labs	Assemblies/ Field Trips
Be Safe	- Gum free zone. - Follow emergency procedures. - Walk at all times. - Refrain from horseplay. - Keep hands, feet, and objects to yourself.	- Sit in your chair properly. - Clean up your area. - Keep hands, feet, and unkind words to yourself.	- Get in and out quickly. - Wash hands with soap. - Report any damage or horseplay to an adult.	- Use student door to enter office. - Open door to the hallway slowly.	- Report spills immediately. - Refrain from horseplay. - Use restrooms next to the gym. - Follow lunch time rules. <i>* See <u>lunch time rules</u>.</i>	- Refrain from horseplay. - Stay on the sidewalk. - Cross at the crosswalk.	- Stay in your seat. - Maintain order during loading and unloading. - Tell an adult if you see problems or dangerous behavior on the bus.	- Stay to the right. - Refrain from horseplay. - Report inappropriate behavior.	- Always walk. - Push chairs in. - Follow laptop rules. - Follow computer lab rules <i>* See <u>COW Rules</u>.</i> <i>* See <u>Comp. Lab Policies</u>.</i>	- Pay attention to presenter and surroundings. - Enter and Exit in an orderly fashion.
Be Respectful	- Use appropriate language. - Respect property of others. - Remove any headwear. - Follow all directions. <i>* See <u>Triple A's</u>.</i>	- Listen to announcements. - Do your own work. - Follow adult directions the first time. - Raise your hand.	- Clean up after yourself. - Give others privacy.	- Wait patiently and quietly. - Say “please” and “thank you.”	- Use your indoor voice. - Use good table manners. - Eat your own food. - Include everyone. - Remain seated while eating.	Place coats, backpacks, headwear and electronic devices in locker.	- Talk quietly. - Respect the personal space of others. - Keep hands, feet and unkind words to yourself.	- Use your indoor voice. - Respect property of others. - Keep hands, feet and unkind words to yourself. - Be helpful to others - Avoid disturbing other classes.	- Use your quiet voice. - Clean up after yourself. - Stay on task.	- Listen closely. - Participate positively. - Be courteous and polite.
Be Responsible	- Carry your log book and Code Read book at all times. - Help keep Smith clean. - Follow the dress code. <i>* See <u>dress code policy</u></i> - IPODS used only with teacher permission. <i>* See <u>cell phone policy</u>.</i> - Carry a hall pass. - Always recycle.	- IPODS used only with teacher permission. - Always do your homework. - Participate in class. - Stay focused. - Bring all materials to class. - Be on Time. <i>* See <u>tardy policy</u>.</i>	- Flush the toilet. - Dispose of trash. - Report graffiti, damage, or disturbances to a staff member. - Use restroom closest to your class.	- Report to the counter and address staff politely. - Tell the truth. - Use telephone only for emergencies. - Ask permission to use cell phone.	- Wait in line. - Have your school ID ready. - Keep food and drink in the cafeteria. - All tables must be clean before you leave the cafeteria. - Leave with permission or with a pass. - Always recycle.	- Report to the cafeteria or gymnasium upon arrival. - Report inappropriate behavior.	- Keep the bus clean and free of clutter. - Have a note signed to ride a different bus. <i>* See <u>Bus Policy</u>.</i>	- Use hall time efficiently. - Have a hall pass when walking without a teacher. - Keep food and drink in the cafeteria. <i>* See <u>Lanyard Pass Policy</u></i>	- Follow the acceptable use policy for all technology. - Return books and materials on time. - Check “tree” sign for open or closed status. - Use ID to check out materials. <i>*See <u>Acceptable Use Policy</u>.</i>	- Turn in all necessary forms on time. - Ask appropriate questions.

*** Please see Appendix for more detailed information.**