

Terra Linda Elementary School Expectations & Procedures

Learning Environment	Be Respectful	Be Responsible	Be Safe
Arrival & Dismissal	<ul style="list-style-type: none"> *Use appropriate and friendly language *Keep hands and feet to self *Follow adult directions *Hold the door for the person behind you *Voice level 3 	<ul style="list-style-type: none"> *Follow adult directions *Use the appropriate doors to enter and exit the building 	<ul style="list-style-type: none"> *Stay on the sidewalks *Use the crosswalks *Walk your bikes and scooters on school grounds *Walk straight to where you are expected before and after school
Hallways	<ul style="list-style-type: none"> *Keep hands & feet to self *Respect displays in hallway *Voice level 0 	<ul style="list-style-type: none"> *Go straight to where you are going *Follow adult instructions *Stay together as a class 	<ul style="list-style-type: none"> *Walk facing forward *Keep line straight *Let others pass
Playground	<ul style="list-style-type: none"> *Play fairly & include everyone * Share equipment, *Use appropriate and friendly language *Keep hands & feet to yourself * Use a respectful tone of voice, * Be respectful to adults * Voice level 4 	<ul style="list-style-type: none"> *Follow adult directions *Put equipment away *Respond to the whistle IMMEDIATELY * Get permission to use the bathroom, get a drink or leave the playground. *YOU MUST HAVE A PASS FROM THE AIDE TO GO TO THE OFFICE. 	<ul style="list-style-type: none"> *Follow game rules *Play with & use equipment appropriately * Stay within designated boundaries *Report unsafe equipment or people *Keep rocks on the ground. *Do not throw or kick snow or slide on the ice.
Inside Recess	<ul style="list-style-type: none"> *Play fairly and include everyone *Share and use materials appropriately *Use appropriate and friendly language *Keep hands, feet, and objects to self *Voice Level 3 	<ul style="list-style-type: none"> *Follow game rules *Walk in the classroom *Stay in the designated area *Use appropriate materials *Use materials appropriately 	<ul style="list-style-type: none"> *Follow adult directions *Put materials away *Get permission to use the bathroom, get a drink, or leave the room
Cafeteria	<ul style="list-style-type: none"> * Use good manners * Stay in line and wait patiently * Keep hands and feet to self * Voice level 3 	<ul style="list-style-type: none"> * Clean up after yourself * Throw all trash away * Keep food in the cafeteria * Stay seated until excused 	<ul style="list-style-type: none"> * Enter and exit appropriately * Carry your tray with two hands * Face table and keep your pockets on the bench and your feet on the floor

Bathroom	<ul style="list-style-type: none"> * Respect the Privacy of others * Respect school property do not place any objects into the toilets other than what should be there. * Voice level 2 	<ul style="list-style-type: none"> * Flush the toilet * Wash your hands * Leave the bathroom * Use materials appropriately and moderately. * Clean up when finished 	<ul style="list-style-type: none"> * Let teacher know where you are going * Go straight to bathroom * Do not loiter there * Use bathroom, clean up * When finished leave and go straight to your room
Library	<ul style="list-style-type: none"> * Use and share resources appropriately * Respect the rights of others * Respect library materials and furnishings * Use appropriate and friendly language * Voice level 1 	<ul style="list-style-type: none"> * Have an appropriate purpose * Use equipment and materials appropriately * Follow adult directions * Put materials away in the correct place * Act appropriately in line * Push in chairs 	<ul style="list-style-type: none"> * Follow adult directions * Enter and exit the library quietly
Computer Lab	<ul style="list-style-type: none"> * Keep hands and feet to self * Share & take turns * Use appropriate and friendly language * Follow directions the first time * Wait for direction to begin working * Voice level 1 	<ul style="list-style-type: none"> * Use assigned equipment/materials appropriately * Clean up & put materials away 	<ul style="list-style-type: none"> * Sit in the correct typing position * Do not spin in the chairs * Walk in & out of the lab * Use internet and other computer functions appropriately * Push in Chair
Gym	<ul style="list-style-type: none"> * Use appropriate and friendly language *Share and take turns *Keep hands and feet to self *Voice level 3 	<ul style="list-style-type: none"> *Use the equipment appropriately *Put the materials away in the correct place *Follow adult directions *Clean up after yourself 	<ul style="list-style-type: none"> *Follow adult directions *Follow the game rules *Play with and use the equipment appropriately
Assemblies	<ul style="list-style-type: none"> *Enter & Exit quietly *Be a good audience *Voice level 0 	<ul style="list-style-type: none"> *Follow adult directions *Listen to presenter *Wait to be dismissed 	<ul style="list-style-type: none"> *Eyes forward *Sit on Pockets *Keep hands & feet to self
Office	<ul style="list-style-type: none"> * Check In at the Check In sign * Wait your turn * Use appropriate and friendly language * Voice level 2 	<ul style="list-style-type: none"> * Bring a phone or office pass from your teacher 	<ul style="list-style-type: none"> * Walk * Wait where you are told