



# 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	<ul style="list-style-type: none"> <li>Gum free zone.</li> <li>Follow emergency procedures.</li> <li>Walk at all times.</li> <li>Refrain from horseplay.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Sit in your chair properly.</li> <li>Clean up your area.</li> <li>Keep hands, feet, and unkind words to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Get in and out quickly.</li> <li>Wash hands with soap.</li> <li>Report any damage or horseplay to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>Use student door to enter office.</li> <li>Open door to the hallway slowly.</li> </ul>	<ul style="list-style-type: none"> <li>Report spills immediately.</li> <li>Refrain from horseplay.</li> <li>Use restrooms next to the gym.</li> <li>Follow lunch time rules.</li> <li><i>* See <u>lunch time rules</u>.</i></li> </ul>	<ul style="list-style-type: none"> <li>Refrain from horseplay.</li> <li>Stay on the sidewalk.</li> <li>Cross at the crosswalk.</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat.</li> <li>Maintain order during loading and unloading.</li> <li>Tell an adult if you see problems or dangerous behavior on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>Stay to the right.</li> <li>Refrain from horseplay.</li> <li>Report inappropriate behavior.</li> </ul>	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Push chairs in.</li> <li>Follow laptop rules.</li> <li><i>* See <u>COW Rules</u>.</i></li> <li>Follow computer lab rules</li> <li><i>* See <u>Comp. Lab Policies</u>.</i></li> </ul>	<ul style="list-style-type: none"> <li>Pay attention to presenter and surroundings.</li> <li>Enter and Exit in an orderly fashion.</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>Use appropriate language.</li> <li>Respect property of others.</li> <li>Remove any headwear.</li> <li>Follow all directions.</li> <li><i>* See <u>Triple A's</u>.</i></li> </ul>	<ul style="list-style-type: none"> <li>Listen to announcements.</li> <li>Do your own work.</li> <li>Follow adult directions the first time.</li> <li>Raise your hand.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Give others privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently and quietly.</li> <li>Say "please" and "thank you."</li> </ul>	<ul style="list-style-type: none"> <li>Use your indoor voice.</li> <li>Use good table manners.</li> <li>Eat your own food.</li> <li>Include everyone.</li> <li>Remain seated while eating.</li> </ul>	<ul style="list-style-type: none"> <li>Place coats, backpacks, headwear and electronic devices in locker.</li> </ul>	<ul style="list-style-type: none"> <li>Talk quietly.</li> <li>Respect the personal space of others.</li> <li>Keep hands, feet and unkind words to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use your indoor voice.</li> <li>Respect property of others.</li> <li>Keep hands, feet and unkind words to yourself.</li> <li>Be helpful to others</li> <li>Avoid disturbing other classes.</li> </ul>	<ul style="list-style-type: none"> <li>Use your quiet voice.</li> <li>Clean up after yourself.</li> <li>Stay on task.</li> </ul>	<ul style="list-style-type: none"> <li>Listen closely.</li> <li>Participate positively.</li> <li>Be courteous and polite.</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Carry your log book and Code Read book at all times.</li> <li>Help keep Smith clean.</li> <li>Follow the dress code.</li> <li><i>* See <u>dress code policy</u></i></li> <li>IPODS used only with teacher permission.</li> <li><i>* See <u>cell phone policy</u>.</i></li> <li>Carry a hall pass.</li> <li>Always recycle.</li> </ul>	<ul style="list-style-type: none"> <li>IPODS used only with teacher permission.</li> <li>Always do your homework.</li> <li>Participate in class.</li> <li>Stay focused.</li> <li>Bring all materials to class.</li> <li>Be on Time.</li> <li><i>* See <u>tardy policy</u>.</i></li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet.</li> <li>Dispose of trash.</li> <li>Report graffiti, damage, or disturbances to a staff member.</li> <li>Use restroom closest to your class.</li> </ul>	<ul style="list-style-type: none"> <li>Report to the counter and address staff politely.</li> <li>Tell the truth.</li> <li>Use telephone only for emergencies.</li> <li>Ask permission to use cell phone.</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line.</li> <li>Have your school ID ready.</li> <li>Keep food and drink in the cafeteria.</li> <li>All tables must be clean before you leave the cafeteria.</li> <li>Leave with permission or with a pass.</li> <li>Always recycle.</li> </ul>	<ul style="list-style-type: none"> <li>Report to the cafeteria or gymnasium upon arrival.</li> <li>Report inappropriate behavior.</li> </ul>	<ul style="list-style-type: none"> <li>Keep the bus clean and free of clutter.</li> <li>Have a note signed to ride a different bus.</li> <li><i>* See <u>Bus Policy</u>.</i></li> </ul>	<ul style="list-style-type: none"> <li>Use hall time efficiently.</li> <li>Have a hall pass when walking without a teacher.</li> <li><i>* See <u>Lanyard Pass Policy</u></i></li> <li>Keep food and drink in the cafeteria.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the acceptable use policy for all technology.</li> <li><i>* See <u>Acceptable Use Policy</u>.</i></li> <li>Return books and materials on time.</li> <li>Check "tree" sign for open or closed status.</li> <li>Use ID to check out materials.</li> </ul>	<ul style="list-style-type: none"> <li>Turn in all necessary forms on time.</li> <li>Ask appropriate questions.</li> </ul>

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