

	Taking Care of our Community and our Reputation	Taking Care of Ourselves	Taking Care of Each Other
Classroom	<ul style="list-style-type: none"> • Follow teacher directions. • Come prepared • Be on time • Be ready to learn • Keep your binder organized • Use appropriate language • Participate 	<ul style="list-style-type: none"> • Always try your best • Bring your materials • Complete and submit homework • Actively participate in class • Ask for help when you need it 	<ul style="list-style-type: none"> • Encourage, help and support your classmates • Keep your hands and feet to yourself • Listen, raise your hand and wait your turn • Scent Sensitive school wear non-perfumed deodorant or antiperspirant • Leave backpacks in lockers
Hallways	<ul style="list-style-type: none"> • Use the hall pass during class time • Use appropriate language • Only use student phone during non-instructional times (not between classes) • Wear school appropriate clothing • Always use the recycling and garbage bins • Ensure displays and student work in hallways are free from vandalism • Keep hallways free of obstacles and hazards • Keep entrances and exits clear • Welcome and greet new people/guests • Use lockers with care • Keep backpacks in lockers • Keep locker doors free from jams 	<ul style="list-style-type: none"> • Be polite. Use appropriate language and volume. • Walk quickly and with purpose to your destination • Stay organized • Regularly clean locker • Keep locker combination private 	<ul style="list-style-type: none"> • Keep hands, feet, and body to yourself • Walk to the right of the hallway • Treat everyone kindly and with respect • Walk calmly • Appreciate displays and student work • Help peer, visitor or adult find their way • Use benches to sit with friends • Encourage others to pick up after themselves • Follow Noon Hour Supervisors instructions • Be helpful to and respectful of custodial staff • Allow peers to access their lockers • Respect personal space and personal property
Outside Areas Front of school Parking Lot	<ul style="list-style-type: none"> • Follow staff instructions • Use the crosswalk • Stay on the sidewalk • Line up for the bus • During the school day stay within the school fence • Use garbage bins • Take pride in your school • Report strangers or suspicious activity to the office 	<ul style="list-style-type: none"> • Wear a helmet when riding a bike, longboard, skateboard, scooter or rollerblades • Secure your a bike, longboard, skateboard, scooter or rollerblades in the bike lock up or the gym lock up • Use appropriate language 	<ul style="list-style-type: none"> • Stay clear of the parked cars • Be aware of the traffic in the parking lot • Be a courteous bus rider and wait your turn in line • Follow staff instructions for safety
Washroom	<ul style="list-style-type: none"> • Use a quiet voice • Use bathroom for appropriate need only • Flush the toilet • Return to class quickly • Properly dispose of garbage • Help keep the area clean • Report problems 	<ul style="list-style-type: none"> • Wash your hands each time • Be private 	<ul style="list-style-type: none"> • Wait your turn politely • Allow others to have privacy
Gym & Change Rooms	<ul style="list-style-type: none"> • Use facilities and equipment appropriately • Keep hands, feet and objects to self • Use water fountain quickly • Use your own locker 	<ul style="list-style-type: none"> • Always participate • Lock belongings in assigned locker • Listen to and follow instructions • Be prepared and on time 	<ul style="list-style-type: none"> • Show sportsmanship • Respect everybody's abilities and be encouraging • Keep hands, feet and objects to yourself. • Use equipment as instructed • Follow staff instructions
Office & Front Foyer	<ul style="list-style-type: none"> • Use appropriate language and volume • If sent to the office report to office staff and then wait patiently • If you are late, report to the office for a late slip 	<ul style="list-style-type: none"> • Use manners • Wait in a single file line 	<ul style="list-style-type: none"> • Be polite. • Until helped, wait patiently at the window • Trips to the office should be purposeful
Computer Lab & Library	<ul style="list-style-type: none"> • Treat all school equipment (books and computers) with respect • Use appropriate language • Follow teacher directions • Report any problems immediately • Use the Internet appropriately • Keep the space clean and tidy • Resources should be used wisely 	<ul style="list-style-type: none"> • Always make appropriate use of materials and equipment • Always use and return books/equipment in a timely fashion • Make good use of your time 	<ul style="list-style-type: none"> • Keep hands, feet and objects to yourself • Use manners • Wait your turn at the printer • Take care of books, equipment, resources and return in a timely fashion
Multipurpose Room/ Charlie's Kitchen	<ul style="list-style-type: none"> • Get food at start of lunch time • Wait in single file line • Use appropriate language • Use manners • Use recycle and garbage bins • Keep the area clean and tidy 	<ul style="list-style-type: none"> • Clean up after yourself • Use good table manners, and be polite. 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Be mindful of peers who may have life threatening nut/food allergies • Follow the directions of Noon Hour Supervisors
Assemblies	<ul style="list-style-type: none"> • Walk in an orderly fashion to your designated seating area • Follow teacher directions • Stand for O' Canada • All electronic devices should be turned off. • Hats must be removed for assemblies • Remain seated for the duration of the assembly 	<ul style="list-style-type: none"> • Be on your best behaviour • Participate as directed • Respond appropriately 	<ul style="list-style-type: none"> • Listen to the speaker • Clap at appropriate times • Keep hands and feet to yourself • Sit quietly