

Following these guidelines will help provide a safe, caring, respectful, and responsible environment:

Assembly

- Use proper voices
- Show courtesy to your peers, staff and visitors
- Follow staff directions

Bus

- Stay seated
- Keep hands on lap
- Face the front
- Talk quietly to students near you
- Submit bus pass to driver if necessary



Cafeteria

- Talk quietly to the person beside you or across from you
- Walk at all times
- Be respectful to cafeteria staff
- Move through line quickly and quietly
- Have ID number or money ready for purchase
- Return tray to proper location
- Leave area clean
- Sit and keep hands and feet to yourself
- Leave food and drinks in the cafeteria
- After returning your tray, line up quietly with your class



Classroom

- Be on time
- Have completed work and supplies
- Listen when teachers and peers speak

- Follow directions
- Wait to be recognized by your teacher before talking
- Keep hands and feet to yourself
- Keep area neat and organized
- Take care of school property

P.E./Recess

- Follow staff directions
- Use gym equipment safely and return to appropriate place
- Keep hands and feet to yourself
- Keep yourself and others safe with appropriate actions
- Play fairly
- No inverted positions
- Follow playground rules



Hallway

- Keep hallways clean and litter free
- Show courtesy to your peers, staff and visitors
- Respect school displays/property
- Follow staff directions
- When walking in the hallway or standing in a line, stay silent
- Walk in an orderly, straight line
- Keep hands and feet to yourself

Bathroom

- Politely wait your turn
- Use your time well
- Use your quiet voice
- Use soap responsibly
- Place paper towels in the trashcan

Library/Computer Lab

- Enter quietly
- Keep library/lab free of food and drink
- Be attentive and focus on assignments
- Listen to the librarian/computer technician
- Keep volume at an appropriate level
- Sit in designated areas
- Use internet for school work only
- Follow RCPS Technology Use Guidelines
- Adhere to Copyright Laws
- Put chairs, materials, and supplies in appropriate places
- Straighten room before leaving

Nurse's Office

- Enter with a pass
- If the nurse's door is closed and/or the nurse is not in, see the secretary and wait in the office
- Be respectful of office/clinic property
- Follow staff directions



After-School Events

- Follow all school rules
- Parent/guardian must accompany children to all evening/night events (Ex. PTA programs)
- Stay in designated areas
- Individuals picking up students from after-school activities should arrive on time