

Rules by location

ROUTINE/SETTING

	Hallway	MPR/ QUAD	Restroom	Office	Library	Classroom	Career / Counseling
Be Respectful	<p>Use quiet voices- so not to disrupt others</p> <p>STOP, LOOK& LISTEN when spoken to by adults</p> <p>Put trash in garbage cans</p>	<p>Listen to directions from campus officers and noon aides</p> <p>Socialize without disrupting others</p> <p>Wait your turn in line and use appropriate language</p>	<p>Give people privacy</p> <p>Use quiet voices</p> <p>Wait your turn</p>	<p>Wait until the person is done talking before you speak</p> <p>Use polite language: "Hello", "Please" and "Thank you"</p> <p>Thank the person for helping you</p>	<p>Use quiet voices and work privately</p> <p>Listen to instructions, and follow directions</p> <p>Wait in a single file line at circulation desk</p>	<p>Be an active listener to the speaker</p> <p>Use appropriate tone of voice</p> <p>Use appropriate language</p>	<p>Use Quiet voices</p> <p>Use polite language</p> <p>Follow instructions given by staff members</p>
Be Responsible	<p>Be in your seat before the tardy bell rings</p> <p>Arrive at your destination on time</p> <p>Keep halls clean: This is a gum& food free zone</p>	<p>Clean up your area: table and floor</p> <p>All food & drink stay in eating areas</p> <p>Pick up trash around you – even if left by others</p>	<p>Flush toilets</p> <p>Wash your hands</p> <p>Put trash in garbage cans</p>	<p>State your purpose politely</p> <p>Wait patiently for your turn</p> <p>When finished return to class promptly</p>	<p>Keep library clean</p> <p>Stay focused and on task</p> <p>When finished, return to your class promptly</p>	<p>Come to class on time</p> <p>Be prepare: have all necessary materials</p> <p>Stay on task and complete all assigned work</p>	<p>Sign in and show your pass</p> <p>Stay in designated areas</p> <p>No food or drink</p>
Be Safe	<p>Walk with purpose at all times</p> <p>Keep hands, feet and object to yourself</p>	<p>Remain in supervised lunch areas</p> <p>Keep hands and feet to yourself</p> <p>Look, Listen and be aware of your surroundings</p>	<p>Report problems: sink/ toilet</p>	<p>Wait in a single file line</p> <p>Use appropriate tone of voice</p> <p>Keep hands and feet to self</p>	<p>Keep hands & feet to yourself</p> <p>Have your ID available at all times</p> <p>Push in your chair</p>	<p>Maintain personal space</p> <p>Sit properly in assigned seat</p> <p>Contribute positively and take every opportunity to learn</p>	<p>Keep hands and feet to self at all times</p> <p>Be courteous</p> <p>Contribute positively and take every opportunity to learn</p>