

Stafford Middle School Behavioral Expectations Matrix

| | Be Safe | Be Responsible | Be Respectful |
|--------------------------------------|--|---|---|
| Arrival & Dismissal Areas | <ul style="list-style-type: none"> – stay in designated areas – remain on school property once arrived – cross with crossing guard | <ul style="list-style-type: none"> – dress for weather – keep snow on the ground – lock your bike to the bike rack or fence – throw your garbage in garbage can | <ul style="list-style-type: none"> – visit with your friends without hitting or pushing – treat other people's bikes and skateboards with care – follow directions of teachers, etc. on duty |
| Hallways/ Stairways | <ul style="list-style-type: none"> – walk at a reasonable rate – keep hands and feet to self – no open containers – contact the office if visitors are seen without passes – report directly to class | <ul style="list-style-type: none"> – report dangerous activities to office or adult – report others who are threatening or disrespecting others – take the shortest and most convenient route to class | <ul style="list-style-type: none"> – move quietly – stay to the right as you pass – use respectful language |
| Lockers | <ul style="list-style-type: none"> – make sure that you are the only person who knows your combination – keep only items that you need for school in your locker | <ul style="list-style-type: none"> – keep all your belongings neatly in locker so that locker closes properly – keep only your belongings in your locker – plan the best times to go to your locker | <ul style="list-style-type: none"> – give those students around you room to get to their lockers |
| Classroom | <ul style="list-style-type: none"> – sit in seat – walk while in classroom – keep feet on floor – keep hands to self – keep all chair legs on floor – observe fire drill rules | <ul style="list-style-type: none"> – have necessary materials – write down assignments in assignment notebook – have homework completed – take care of school equipment – leave classroom as found | <ul style="list-style-type: none"> – listen to individual speaking – be on time – raise hand to speak – use appropriate language – talk in audible tone – be polite of others' opinions |
| Bathroom | <ul style="list-style-type: none"> – wash hands with soap and water – use proper hygiene | <ul style="list-style-type: none"> – keep papers in basket – keep water off floor – use proper disposal of waste products – alert office to need for janitor | <ul style="list-style-type: none"> – flush toilet – turn off water – leave it neat for others – respect privacy of others – observe time limits |
| Cafeteria | <ul style="list-style-type: none"> – keep hands & feet to yourself – walk to your seat in the cafeteria – wash hands before eating – ask lunch monitors for permission to leave the cafeteria | <ul style="list-style-type: none"> – eat a nutritious lunch – take only as much food as you will eat – clean up your area when finished – keep food on your tray or in your mouth – ask lunch monitors if you wish to change seats | <ul style="list-style-type: none"> – be considerate of others and use good manners – talk softly to those at your lunch table – use good manners while being served and waiting in line |
| Computers | <ul style="list-style-type: none"> – communicate only with known individuals – log off computer when finished | <ul style="list-style-type: none"> – use for educational purposes – follow Acceptable Use Policy for Internet Resources – use appropriate computer programs and websites – have computer pass for labs | <ul style="list-style-type: none"> – use appropriate language/internet etiquette – respect equipment – be aware of others working around you – access your own files/information |

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| Library | <ul style="list-style-type: none"> – walk slowly when passing through | <ul style="list-style-type: none"> – know what you came to library for – have a pass, sign out before you leave – return books and materials on time – leave the area clean, push chairs back in place | <ul style="list-style-type: none"> – use appropriate tone of voice – be aware of others working around you – show respect to library staff – treat books and equipment with care |
| P.E. Areas | <ul style="list-style-type: none"> – lock up your belongings at all times – participate in a safe manner – behave appropriately in the locker rooms | <ul style="list-style-type: none"> – be prepared for class | <ul style="list-style-type: none"> – keep your hands to yourself – listen to the announcements – be a good sport – treat your classmates fairly |
| Auditorium | <ul style="list-style-type: none"> – keep hands and feet to self and out of the aisles – walk in the aisles – sit in assigned area | <ul style="list-style-type: none"> – be on time for program – follow directions of supervisor – take any handouts with you – leave food/drinks outside the auditorium | <ul style="list-style-type: none"> – listen to speaker/presentation – use appropriate applause – participate when/if asked |
| Extracurricular Activities/ Dances | <ul style="list-style-type: none"> – pay full attention to activity – observe safety rules – report dangerous activities to supervising adult – follow directions for exiting | <ul style="list-style-type: none"> – be on time for event – bring all necessary supplies/equipment – arrange for ride to arrive promptly after completion | <ul style="list-style-type: none"> – follow directions given by supervising adult(s) – use appropriate language when interacting with peers and adults – treat others with respect |
| Health Office | <ul style="list-style-type: none"> – all medications are to be taken to the health office – bring a written order from health care provider & parental permission for any prescription or non-prescription medication to be taken at school – bring all medical releases or gym excuses to health office – when ill or injured, have an escort as needed, or have someone call for nurse | <ul style="list-style-type: none"> – have a timed pass – sign in and indicate time & reason – have parent contact health office for any requests regarding student illness or injury – return forms whenever needed or requested | <ul style="list-style-type: none"> – report to health office when ill or injured – cooperate with nurse and staff – respect people and property – be polite and use appropriate language – ask permission to use phone |
| Main Office | <ul style="list-style-type: none"> – alert office if you see a visitor without identification – report dangerous activities and/or strange smells – remember to sign in and out of school | <ul style="list-style-type: none"> – let secretary know why you are in office and who sent you – if not in regular attendance, bring in note explaining absence/tardiness – let office know when family goes on vacation – call by 8:00 to report absences/request homework | <ul style="list-style-type: none"> – enter quietly – speak in audible tone – be courteous – cooperate with secretaries and administrators – respect other people's property |