

EXPECTATIONS AND SETTINGS MATRIX

<b>EXPECTATIONS</b>				
<b>Setting</b>	<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be There, Be Ready</b>	<b>Follow Directions</b>
<b>Gym</b>	Observe proper etiquette	Respect the participants of the event	Arrive & leave quickly and quietly	Listen & respond politely to adult directions
<b>Bathroom</b>	Clean up after yourself  Report any concerns	Respect others' privacy  Maintain a clean, smoke & graffiti free environment	Observe time limits	Use good hygiene
<b>Before/After School</b>	Be in class by 7:45am  Leave the area clean	Be polite to everyone  Be conscious of other activities in session	Be prepared for before school/after school activities	Walk to your destinations
<b>Bus</b>	Clean up after yourself.  Sit in assigned seat.	Respect others' property  Respect Driver's responsibilities.  Use appropriate language & voice level, 0-2	Be at pick-up point 5 minutes prior to pick-up time.  Report to your appropriate loading line  Know your correct route #and drop off/pick up point	Listen & respond to driver/ monitor's directions.  Be 15 feet off road prior to bus pick-up.
<b>Cafeteria</b>	Report any concerns  Push in chair  Clean up after yourself	Use appropriate language & tone of voice (2-3)  Respect others & their space. Be polite to everyone	Arrive & leave quickly and quietly  Have ID card ready	Listen & respond politely to adult directions  Remain within boundaries
<b>Classroom</b>	Follow homework policy  Bring agenda's daily	Respect others' space  Use appropriate language & tone of voice (0 - 2).  Follow classroom guidelines	Be In class and in your seat before the bell rings  Bring required materials every day.	Listen & respond politely to adult directions  Ask when in doubt
<b>Library</b>	Arrive with a task in mind	Leave food or drink out of the library	Bring work to do	Sign in and out of the library at lunch

	Report problems	Respect equipment  Use appropriate language & tone of voice (0-1)		
<b>Quad Area</b>	Pick up after yourself  Eat & drink only in designated areas	Respect others' space  Use appropriate language & tone of voice (0-2)	Upon dismissal bell, move toward next destination	Listen & respond politely to adult directions
<b>Office</b>	Be prepared to state your purpose for visiting the office	Wait patiently	Always form a straight line	Listen & respond politely to adult directions

Voice Level Key

0 – No Talking    1 – Whisper    2 – Normal Speaking    3 - Slightly Raised    4 – Outside    5 – Emergency