

# Expectation by Location

## Library Expectations

Week of: \_\_\_/\_\_\_/\_\_\_

Library Expectations		
Be Respectful	Be Responsible	Be Safe
Use QUIET voices	Push in your chair	Keep hands & feet to yourself
Listen to instruction & directions	Sit and read once you have checked out your book	While seated: Keep 2 feet and 4 legs on the floor
Wait in a single file line	Use book paddle to mark the book's place	Walk at all times



Day of the Week	Library Expectations
Monday	<p><b>Explain</b> the importance of being safe in the library.  <b>“What does it look like to be SAFE in the library?”</b>                      1. Keep hands and feet to yourself 2. While seated: keep 2 feet and four legs on the floor 3. Walk at all times</p>
Tuesday	<p><b>Explain</b> the importance of being respectful in the library.  <b>“What does it look like to be RESPECTFUL in the library?”</b>                      1. Use quiet voices 2. Listen to instruction and directions 3. Wait in a single file line</p>
Wednesday	<p><b>Explain</b> the importance of being responsible in the library.  <b>“What does it look like to be RESPONSIBLE in the library?”</b>                      1. Push in your chair 2. Sit and read once you have checked out your book 3. Use book paddle to mark the book's place</p>
Thursday	<p><u>Role-Play Positive Example:</u>  <b>Teacher:</b> “Okay class, we are going to go to the library. Remember when we are in the library we use our whisper voices, we sit quietly, wait our turn to look for a book, and keep all objects to ourselves.”  <b>Class:</b> Walk in a quiet line to the library (hands and feet to self). Once inside sit down (without talking) and wait for instruction from the librarian.  <b>Librarian:</b> “Thank you for coming in quietly and finding a seat. I will dismiss you by table to get your new books. While you are waiting your turn you can read your old book, work on homework, draw, etc., but remember to use your whisper voice.”</p> <p><u>Role-Play Negative Example:</u>  <b>Teacher:</b> “Okay class, let's all go to the library now.”  <b>Class:</b> All get up at the same time talking to one another, walk as a big group to the library. Once inside the library walk around talking to one another.  <b>Librarian:</b> “Class, class – could you please sit down so we could get started?”  <b>Class:</b> Continue wasting time. No one is able to check out a book.</p>
Friday	<p><u>Check for Understanding:</u>                      1. Review with the class why it is important to use appropriate library behavior.                      2. Talk about comments and concerns students voiced during the role-plays.                      3. Optional: Use Library PowerPoint for review.</p>

# Expectation by Location

## Hallway Expectations

Week of: \_\_\_/\_\_\_/\_\_\_\_\_

Hallway Expectations		
Be Respectful	Be Responsible	Be Safe
Use quiet voices - so not to disrupt others	Stay in line facing forward unless directed by an adult	Walk at all times
STOP, LOOK & LISTEN when spoken to by adults	Be in your seat before the tardy bell rings	Keep hands, feet & objects to yourself
Put trash in garbage cans	Keep halls clean: this is a food & gum free zone	Move with the flow of traffic



Day of the Week	Hallway Expectations
Monday	<p><b>Explain</b> the importance of being safe in the hallways.  <b>“What does it look like to be SAFE in the hallway?”</b></p> <ol style="list-style-type: none"> <li>1. Walk at all times</li> <li>2. Keep hands, feet and objects to yourself</li> <li>3. Move with the flow of traffic</li> </ol>
Tuesday	<p><b>Explain</b> the importance of being respectful in the hallways.  <b>“What does it look like to be RESPECTFUL in the hallway?”</b></p> <ol style="list-style-type: none"> <li>1. Use quiet voices - so as not to disturb others</li> <li>2. Stop, look, and listen when spoken to by adults</li> <li>3. Put trash in garbage cans</li> </ol>
Wednesday	<p><b>Explain</b> the importance of being responsible in the hallways.  <b>“What does it look like to be RESPONSIBLE in the hallway?”</b></p> <ol style="list-style-type: none"> <li>1. Stay in line facing forward unless directed by an adult</li> <li>2. Be in your seat before the tardy bell rings</li> <li>3. Keep halls clean: this is a food and gum free zone</li> </ol>
Thursday	<p><u>Role-Play Positive Example:</u>  <b>Teacher:</b> Create a pseudo-hallway in your classroom OR walk the students out to a hallway nearest you.</p> <ul style="list-style-type: none"> <li>• Model for the students how they should look when they are walking in the hallway.</li> <li>• Show students how they should stay one arm’s length away from the person ahead of them in case that person stops quickly.</li> <li>• Demonstrate the appropriate pace to walk.</li> <li>• Demonstrate the appropriate voice level.</li> </ul> <p><b>Students:</b> Practice walking as shown by the teacher.</p> <p><u>Role-Play Negative Example:</u>  <b>Don Not Role Play Non-Example. Somebody could get hurt.</b> Instead have students go back to their seats and brainstorm other reasons why it is a good idea to walk appropriately in the hallways and why we shouldn’t run, stop, yell, etc.</p>
Friday	<p>Check for understanding:</p> <ol style="list-style-type: none"> <li>1. Review the reasons why it is important to behave appropriately in the hallways.</li> <li>2. Talk about comments and concerns students voiced during the role-play.</li> </ol> <p>Optional: Use Hallway powerpoint for review.</p>

*Expectation by Location*  
*Restroom Expectations*

Week of: \_\_\_/\_\_\_/\_\_\_\_\_

<b>Restroom Expectations</b>		
<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Safe</b>
Give people privacy	Flush toilets	Walk to and from restroom
Use quiet voices	Wash your hands	Keep water off the floor
Wait your turn	Put trash in garbage cans	Report problems: sink / toilet



<i>Day of the Week</i>	<i>Restroom Expectations</i>
<i>Monday</i>	<p>Brainstorm &amp; Discuss:</p> <ul style="list-style-type: none"> <li>• When is the best time to use the restrooms?</li> <li>• Do you believe the restrooms are clean and have adequate supplies?</li> <li>• Is there a way to make the restrooms on campus safer?</li> <li>• Do you know how to report a restroom problem?</li> </ul> <p>Optional: Use Restroom powerpoint to introduce all expectations.</p>
<i>Tuesday</i>	<p><b>Explain</b> the importance of being safe in the restrooms. <b>“What does it look like to be SAFE in the restroom?”</b></p> <ol style="list-style-type: none"> <li>1. Walk to and from restroom</li> <li>2. Keep water off the floor</li> <li>3. Report problems: sink/toilet</li> </ol>
<i>Wednesday</i>	<p><b>Explain</b> the importance of being respectful in the restrooms <b>“What does it look like to be RESPECTFUL in the restroom?”</b></p> <ol style="list-style-type: none"> <li>1. Give people privacy</li> <li>2. Use quiet voices</li> <li>3. Wait your turn</li> </ol>
<i>Thursday</i>	<p><b>Explain</b> the importance of being responsible in the restrooms. <b>“What does it look like to be RESPONSIBLE in the restroom?”</b></p> <ol style="list-style-type: none"> <li>1. Flush toilets</li> <li>2. Wash your hands</li> <li>3. Put trash in garbage cans</li> </ol>
<i>Friday</i>	<p>Check for Understanding:</p> <ol style="list-style-type: none"> <li>1. Review with the class the reasons why it is important to behave appropriately in the restroom.</li> <li>2. Talk about comments and concerns student voiced during the discussion.</li> </ol> <p>Optional: Use the Restroom powerpoint for review.</p>

# Expectation by Location

## Office Expectations

Week of: \_\_\_/\_\_\_/\_\_\_

Office Expectations		
Be Respectful	Be Responsible	Be Safe
Use polite language: "please," "thank you"	State your purpose politely	Keep hands to self
Wait in a single file line	Sign in and be seated	Keep feet to self
Talk to adults only when directed to do so	Wait patiently for your turn	While seated: Keep 2 feet and 4 legs on the floor



Day of the Week	Office Expectations
Monday	<p>Brainstorm &amp; Discuss:</p> <ul style="list-style-type: none"> <li>• What important jobs take place in the office?</li> <li>• Why is it important not to bother the office staff?</li> <li>• Why is it important mind your own business when you are in the office?</li> <li>• Which adults have the right to remind you to be safe, respectful, and responsible while you are in the office?</li> <li>• Who may have business to take care of in the office - parents, students, teacher, administrators, etc.?</li> </ul> <p>Optional: Use Office powerpoint to introduce all expectations.</p>
Tuesday	<p><b>Explain</b> the importance of being safe in the office  <b>"What does it look like to be SAFE in the office?"</b></p> <ol style="list-style-type: none"> <li>1. Keep hands to self</li> <li>2. Keep feet to self</li> <li>3. While seated: keep 2 feet and 4 legs on the floor</li> </ol>
Wednesday	<p><b>Explain</b> the importance of being respectful in the office  <b>"What does it look like to be RESPECTFUL in the office?"</b></p> <ol style="list-style-type: none"> <li>1. Use polite language: please and thank you</li> <li>2. Wait in a single file line</li> <li>3. Talk to adults only when directed to do so</li> </ol>
Thursday	<p><b>Explain</b> the importance of being responsible in the office  <b>"What does it look like to be RESPONSIBLE in the office?"</b></p> <ol style="list-style-type: none"> <li>1. State your purpose politely</li> <li>2. Sign in and be seated</li> <li>3. Wait patiently for your turn</li> </ol>
Friday	<p>Check for Understanding:</p> <ol style="list-style-type: none"> <li>1. Review with the class why it is important to behave appropriately in the office.</li> <li>2. Talk about comments and concerns students may have voiced during the discussion.</li> </ol> <p>Optional: Use Office powerpoint for review</p>

## Expectation by Location

### OCS Expectations

Week of: \_\_\_/\_\_\_/\_\_\_

OCS Expectations		
Be Respectful	Be Responsible	Be Safe
Use polite language: "please," "thank you"	Complete assigned work	Keep hands to self
Work independently	Sign in and be seated	Keep feet to self
Talking is limited: must be directed by an adult	This is a gum and food free zone	Stay seated

Day of the Week	OCS Expectations
Monday	<p>Explain why it is important to stay in the classroom rather than go to OCS.</p> <ul style="list-style-type: none"> <li>When students come back from OCS they will have to figure out what they missed while they were gone.</li> <li>Students who have to go to OCS, may miss the opportunity to have fun with friends (recess, before or after school).</li> </ul> <p><b>Inform</b> students they will be expected to complete class work while they are in OCS.</p> <p>Optional: Use OCS powerpoint to introduce all expectations.</p>
Tuesday	<p><b>Explain</b> the importance of being safe in the OCS room.  <b>"What does it look like to be SAFE in OCS?"</b></p> <ol style="list-style-type: none"> <li>Keep hands to self</li> <li>Keep feet to self</li> <li>Stay seated</li> </ol>
Wednesday	<p><b>Explain</b> the importance of being respectful in the OCS room.  <b>"What does it look like to be RESPECTFUL in OCS?"</b></p> <ol style="list-style-type: none"> <li>Use polite language: please and thank you</li> <li>Work independently</li> <li>Talking is limited: must be directed by an adult.</li> </ol>
Thursday	<p><b>Explain</b> the importance of being responsible in the OCS room.  <b>"What does it look like to be RESPONSIBLE in OCS?"</b></p> <ol style="list-style-type: none"> <li>Complete assigned work</li> <li>Sign in and be seated</li> <li>This is a gum and food free zone</li> </ol>
Friday	<p>Check for Understanding:</p> <ol style="list-style-type: none"> <li>Review the reasons why it is important for students to behave appropriately in OCS.</li> <li>Address comments or concerns voiced by student during the discussion.</li> </ol> <p>Optional: Use OCS powerpoint for review.</p>

*Expectation by Location*  
*School-wide Expectations*

Week of: \_\_\_/\_\_\_/\_\_\_



<i>Day of the Week</i>	<i>School-wide Expectations</i>
<i>Monday</i>	Introduce the school-wide expectation: Be Safe, Be Respectful, and Be Responsible. Show students a poster of the school-wide expectation. Discuss the meaning of the word expectation(s). Discuss the meaning of the words safe, respectful and responsible.
<i>Tuesday</i>	<p>Revisit the school-wide expectations poster. Review the meaning of the words safe, responsible and respectful. Tell students that ALL staff members may acknowledge students for following the school-wide expectations as well as correct students who are not following the expectations.</p> <p>Inform students the school-wide expectations apply to these locations on campus:</p> <ul style="list-style-type: none"> <li>• Cafeteria</li> <li>• Classroom</li> <li>• Hallway</li> <li>• Library</li> <li>• Lunch Line</li> <li>• Office</li> <li>• Playground</li> <li>• Restroom</li> <li>• OCS</li> </ul> <p>Ask students: Why do you think it is important to Be Safe, Be Respectful, and Be Responsible bi natter where you are on campus?</p>
<i>Wednesday</i>	<p>Check for Understanding:</p> <ol style="list-style-type: none"> <li>1. Review why it is important to Be Safe, Be Respectful, and Be Responsible no matter where you are on campus.</li> <li>2. Address comments and concerns voiced during discussion.</li> <li>3. Make sure students understand that all staff members have the responsibility to teach students how to Be Safe, Be Respectful, and Be Responsible.</li> </ol>
<i>Thursday</i>	Have students share some of the expectations their parents have for them at home and, or in school.
<i>Friday</i>	Have students brainstorm & share out experiences where they have felt safe, responsible or respectful at home or in school.

*Expectation by Location*  
*Playground Expectations*

Week of: \_\_\_/\_\_\_/\_\_\_

Playground Expectations		
Be Respectful	Be Responsible	Be Safe
Wait your turn in line	Freeze at the bell	Walk to/from class and playground
Listen to all adults	Put away all equipment	Play fighting is not allowed
Play by the rules	Tell an adult if someone is hurt	Stay in designated play areas

Day of the Week	Playground Expectations
Monday	<p>Brainstorm &amp; Discuss:</p> <ul style="list-style-type: none"> <li>• What do you like best about the playground?</li> <li>• What do you like least about the playground?</li> <li>• Which adults have the right to remind you to be safe, respectful, and responsible on the playground?</li> <li>• Who is available to assist you if you need help while on the playground?</li> <li>• Do you know how to report a playground problem?</li> </ul> <p>Optional: Use Playground powerpoint to introduce all expectations.</p>
Tuesday	<p><b>Explain</b> the importance of being safe on the playground.</p> <p><b>“What does it look like to be SAFE on the playground?”</b></p> <ol style="list-style-type: none"> <li>1. Walk to/from class and playground</li> <li>2. Play fighting is not allowed</li> <li>3. Stay in designated play areas</li> </ol>
Wednesday	<p><b>Explain</b> the importance of being respectful on the playground.</p> <p><b>“What does it look like to be RESPECTFUL on the playground?”</b></p> <ol style="list-style-type: none"> <li>1. Wait your turn in line</li> <li>2. Listen to all adults</li> <li>3. Play by the rules</li> </ol>
Thursday	<p><b>Explain</b> the importance of being responsible on the playground.</p> <p><b>“What does it look like to be RESPONSIBLE on the playground?”</b></p> <ol style="list-style-type: none"> <li>1. Freeze at the bell</li> <li>2. Put away all equipment</li> <li>3. Tell an adult if someone is hurt</li> </ol>
Friday	<p>Check for Understanding:</p> <ol style="list-style-type: none"> <li>1. Review with the class why it is important to behave appropriately on the playground.</li> <li>2. Talk about comments and concerns students may have voiced during the discussion.</li> </ol> <p>Optional: Use Playground powerpoint for review.</p>

*Expectation by Location*  
*Cafeteria Expectations*

Week of: \_\_\_/\_\_\_/\_\_\_

Cafeteria Expectations		
Be Respectful	Be Responsible	Be Safe
Only eat the food on your plate	Wait your turn in line	Leave space between you and others (in line)
Clean up your area: table and floor	All food & drink stay in eating areas	Walk at all times
Listen to all adults	Pick up trash around you – even if left by others	Keep all food off the floor

Day of the Week	Cafeteria Expectations
Monday	<p>Brainstorm &amp; Discuss:</p> <ul style="list-style-type: none"> <li>• What do you like best about going to the cafeteria?</li> <li>• What is your least favorite part of going to the cafeteria?</li> <li>• Which adults are responsible for making sure you are safe in the cafeteria?</li> <li>• Who may you ask for help if you have trouble in the cafeteria?</li> </ul> <p>Optional? Use Cafeteria powerpoint to introduce all expectations.</p>
Tuesday	<p><b>Explain</b> the importance of being safe in the cafeteria.  <b>“What does it look like to be SAFE in the cafeteria?”</b></p> <ol style="list-style-type: none"> <li>1. Leave space between you and others in line</li> <li>2. Walk at all times</li> <li>3. Keep all food off the floor</li> </ol>
Wednesday	<p><b>Explain</b> the importance of being respectful in the cafeteria.  <b>“What does it look like to be RESPECTFUL in the cafeteria?”</b></p> <ol style="list-style-type: none"> <li>1. Only eat the food on your plate</li> <li>2. Clean up your area: table and floor</li> <li>3. Listen to all adults</li> </ol>
Thursday	<p><b>Explain</b> the importance of being responsible in the cafeteria.  <b>“What does it look like to be RESPONSIBLE in the cafeteria?”</b></p> <ol style="list-style-type: none"> <li>1. Wait your turn in line</li> <li>2. All food and drink stay in eating areas</li> <li>3. Pick up trash around you - even if left by others</li> </ol> <p>**After instruction on this day be sure to take your students to the cafeteria to practice/role play the expected behaviors.</p>
Friday	<p>Check for Understanding:</p> <ol style="list-style-type: none"> <li>1. Review the reasons why it is important to behave appropriately in the cafeteria.</li> <li>2. Talk about comments and concerns students voiced during the discussion and concerns students voiced during the discussions.</li> </ol>