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| **Location** | **At Spradling, I can be** **KIND, RESPECTFUL, and HARDWORKING:** | **Procedures** | **Positive Reinforcement** | **Grade Level Assignments** |
| **Classroom** | * support others
* follow procedures
* actively participate
 | * Support
	+ Use kind words
	+ Work cooperatively
	+ Respect others
* Procedures
	+ Know and use the classroom procedures.
	+ Respect the classroom environment.
* Participate
	+ Be an active learner.
 | * Ticket System
 | 3rd |
| **Playground** | * be safe
* be a friend
* be responsible
 | * Safety
	+ Use all playground equipment appropriately.
	+ Be aware of your surroundings.
	+ Always ask permission to leave the playground.
	+ If you see something that doesn’t belong let the duty teachers know.
	+ Choose a safe activity.
* Friendly
	+ Use kind words.
	+ Include others.
	+ Take turns.
* Responsible
	+ Line up on time
	+ Listen to the teachers on duty.
	+ Get your belongings.
 | 1st |
| **Cafeteria** | * be quiet
* keep your space clean
* be courteous
 | * Use manners
	+ Say “Please”
	+ Say “Thank you”
	+ Say “Excuse me”
	+ Chewing with mouth closed
* Tray/Silverware procedures
	+ Carrying the tray
	+ Spot placement
	+ Dumping tray/milk
	+ Silverware bucket
* Trash
	+ Pick up trash that falls off of your tray
	+ Pick up trash on table and floor
* Line
	+ Touch only your card and put it in the basket
	+ Hands to your side
	+ Face the front
	+ Wait your turn to get milk and silverware
* Sitting
	+ Look at the duty teacher for directions to your spot
* Eating
	+ “Quiet talk” lunch
	+ Straws are for drinking milk
	+ Use time wisely
* Dismissal
	+ Walking feet
 | 5th  |
| **Hallway** | * be quiet and value personal space
* keep hands and feet to yourself
* walk on the right-hand side
 | * Be quiet
* Value personal space
* Keep hands and feet to yourself
* Walk on the right-hand side
 | Kinder |
| **Restroom** | * take care of needs quickly and quietly
* value personal space and privacy
* keep it clean
 | * Washing/Drying Hands
	+ Keep the water in the sink.
	+ Use one pump of soap.
	+ Use hand dryer appropriately.
* Going to the bathroom
	+ Quietly shut the bathroom stall door.
	+ Flush the toilet.
* Personal space/Privacy
	+ Lock the stall door.
	+ Politely knock on the door to check if it is occupied.
	+ Keep your eyes to yourself.
* Clean
	+ All trash goes in the trash can.
 | 2nd |
| **Assembly** | * sit appropriately
* be an active listener
* actively participate and celebrate
 | * sit appropriately
	+ Criss-cross applesauce
	+ Keep body to one’s self
	+ Transition quickly & quietly
* be an active listener
	+ Eyes on the speaker
* actively participate and celebrate
	+ Clap 3 times
	+ Respond to speaker
 | 6th/Clark |
| **Before/After School** | * be safe
* follow procedures and directions
* use your time wisely
 | * Sitting
	+ Stay in your assigned spot
* Cars
	+ Wait to enter or exit the vehicle until it has reached a complete stop.
* Follow procedures
	+ Be aware of the teacher on duty.
	+ Stay quiet to listen to the teacher on duty.
* Time
	+ Find something to keep yourself busy.
 | 4th |