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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 |