

**S**ervice

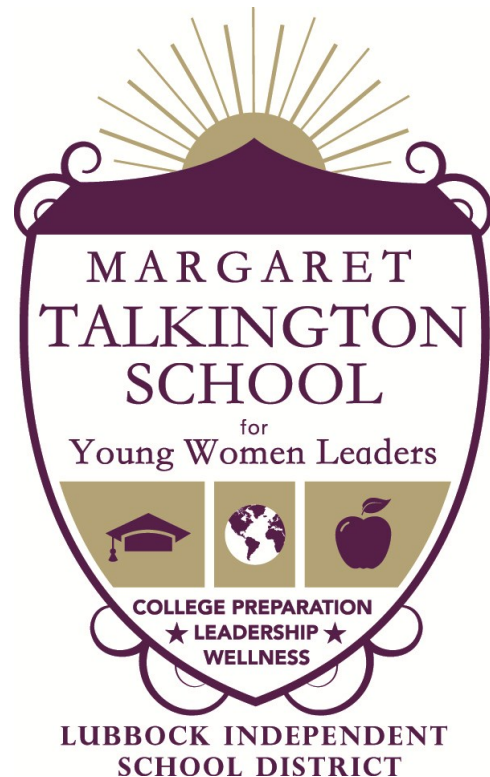
**H**onor

**I**nitiative

**E**xcellence

**L**eadership

**D**edication



## DISPLAY YOUR **SHIELD**

### IN THE CAFETERIA

- \* Form a single-file straight line.
- \* Conserve resources.
- \* Say “please” and “thank you”.
- \* Move directly from the lunch line to a table.
- \* Seat a maximum of six at each table.
- \* Invite those sitting alone to join your table or ask if you may join them.
- \* Remain seated until dismissed.
- \* Use inside voices when talking.
- \* Pick up all trash at your table, even if it isn’t yours.

**S**ervice

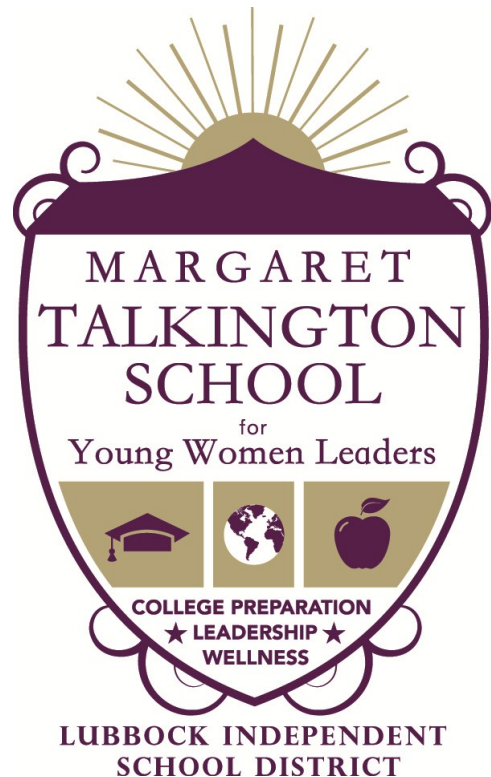
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## DISPLAY YOUR **SHIELD**

### IN THE HALLWAY

- \* Walk on the right side of the hallway.
- \* Use inside voices when talking.
- \* Go directly from class to class.
- \* Use time wisely.
- \* Smile and speak kindly to everyone.
- \* Pick up trash, even if it isn't yours.

**S**ervice

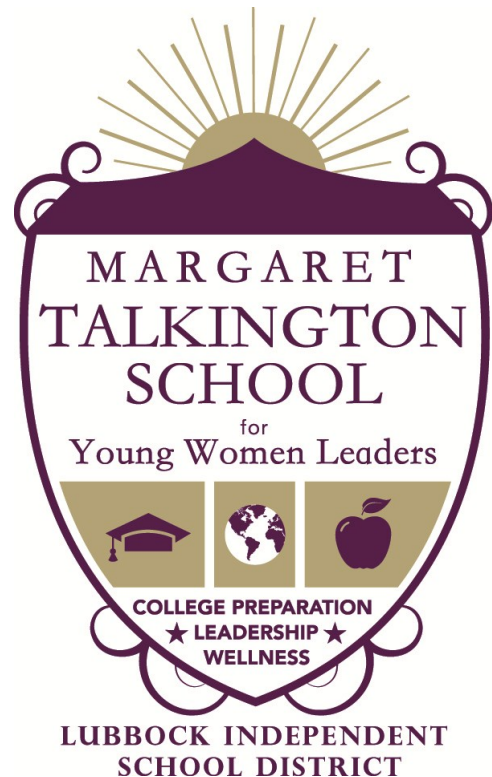
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DISPLAY YOUR **SHIELD**  
IN THE RESTROOM

- \* Go, Flush, Wash, Leave.
- \* Conserve resources.
- \* Dispose of feminine products properly.
- \* Throw away all trash.
- \* Be mindful that others may be waiting.

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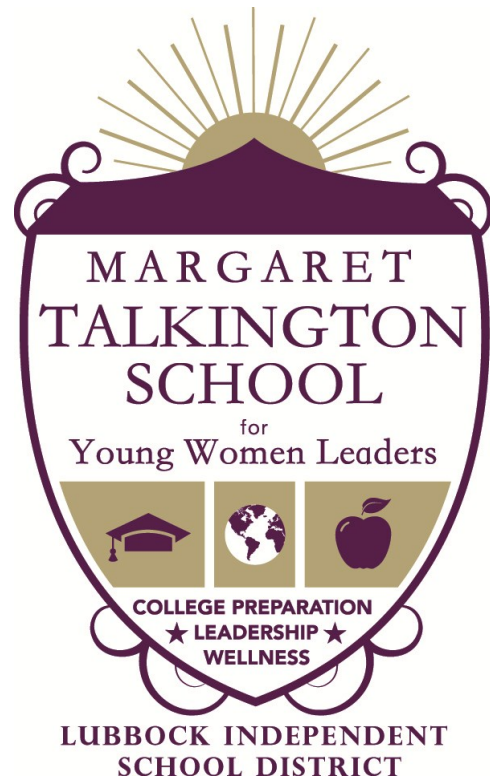
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DISPLAY YOUR **SHIELD** DURING  
SPECIAL EVENTS/FIELD TRIPS

- \* Move to the assigned area quickly and quietly and follow adult instructions.
- \* Stay with your designated group at all times.
- \* Be an active and courteous participant.
- \* Sit up straight, facing the speaker.
- \* Listen attentively and if others around you are talking, politely ask them to stop.
- \* When the event is over, quickly and quietly follow adult instructions.

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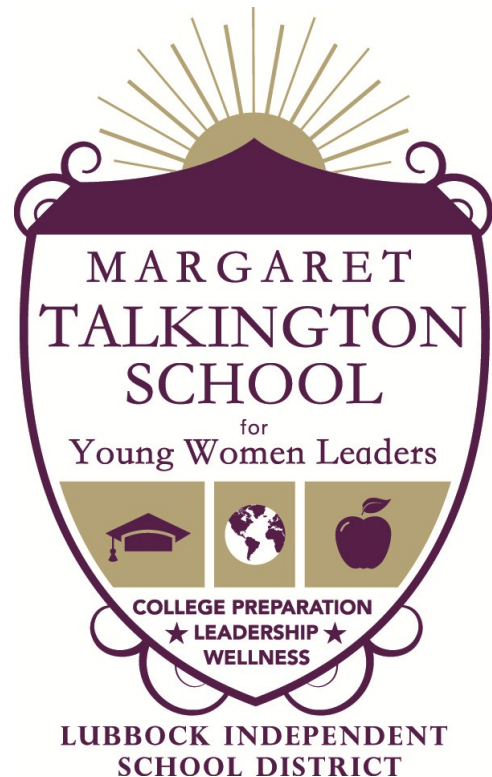
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DISPLAY YOUR **SHIELD** DURING  
ARRIVAL AND DISMISSAL

- \* When arriving before 8:25am, report to the cafeteria to wait for dismissal to morning meeting.
- \* Teacher passes are required to be in the hallway before or after school.
- \* Report to the cafeteria if your ride has not arrived by 4:15pm.
- \* Observe cafeteria expectations.

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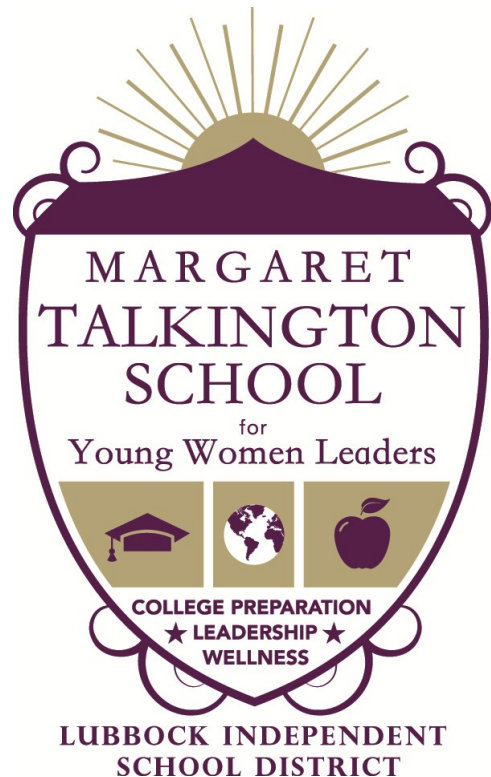
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## DISPLAY YOUR **SHIELD**

### WHEN ON A BUS

- \* Board and exit the bus one at a time.
- \* Follow all bus rules and adult directions.
- \* Speak kindly to others and be mindful of your volume.
- \* Collect your belongings when exiting the bus.

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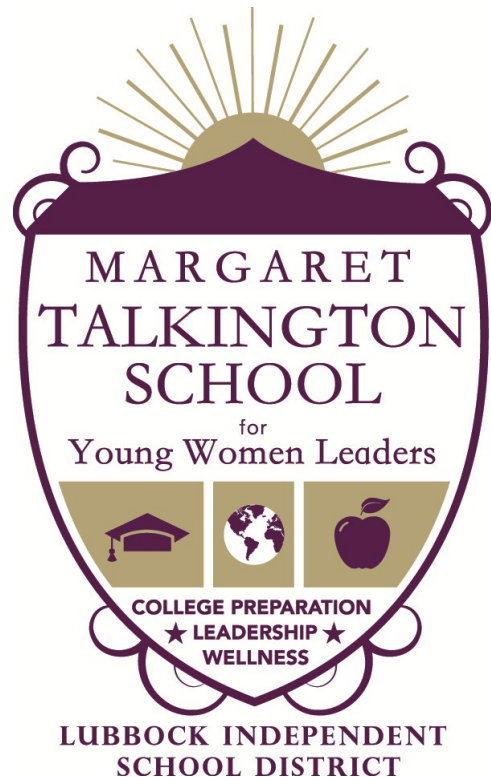
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## DISPLAY YOUR **SHIELD**

## USING TECHNOLOGY

- \* Retrieve and return your assigned laptop only when instructed.
- \* Plug in laptop upon return to cart.
- \* Always carry your laptop with both hands.
- \* Ask for permission to print.
- \* Follow adult instructions when using your laptop.