

Townsend School-wide Expectations

	Be Safe	Be Respectful	Be Responsible
Quads	<ul style="list-style-type: none"> Walk at all times and finish food & drinks at the lunch tables Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Use appropriate language and be polite when passing classroom doors and windows Be mindful of others & your surroundings and maintain a 2-foot voice 	<ul style="list-style-type: none"> Place all trash into the trash cans Report inappropriate behavior
Lunch Table	<ul style="list-style-type: none"> Choose one seat and remain seated there until leaving the tables Keep feet underneath the table 	<ul style="list-style-type: none"> Listen and follow adult instructions Be inclusive and prevent peers from eating alone 	<ul style="list-style-type: none"> Clean up after yourself and put ALL trash in the trashcans Stay in designated areas and be quiet near classrooms
Restroom	<ul style="list-style-type: none"> Keep facilities clean Report inappropriate behavior 	<ul style="list-style-type: none"> Respect others' privacy Throw trash into the trash cans 	<ul style="list-style-type: none"> Use resources properly Flush the toilets
Blacktop	<ul style="list-style-type: none"> Play under control and maintain personal space Play with 10 or less people per court 	<ul style="list-style-type: none"> Use appropriate language and have good sportsmanship Follow all adult directions 	<ul style="list-style-type: none"> Play with adult supervision Stop play at the bell and return all equipment
Media Center	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk at all times and only enter when supervised or with permission 	<ul style="list-style-type: none"> Be polite when passing classroom doors and windows Use appropriate language 	<ul style="list-style-type: none"> Move calmly, quietly, and quickly Be mindful of others and your surroundings
Assemblies	<ul style="list-style-type: none"> Remain seated at all times and keep hands, feet, and objects to yourself Walk at all times and maintain personal space 	<ul style="list-style-type: none"> Be polite and courteous Listen attentively and follow all adult instructions 	<ul style="list-style-type: none"> Walk with your class to your designated seating area Remain seated with your class
Office	<ul style="list-style-type: none"> Keep doorways clear and enter one student at a time Politely wait your turn in designated areas 	<ul style="list-style-type: none"> Speak softly Use "please" and "thank you." 	<ul style="list-style-type: none"> Bring requested items to the appropriate staff member who called you Ask questions if you are not sure where to go or what to do
Health Office	<ul style="list-style-type: none"> Walk to AND from the restroom Use voice level Zero or 1 only Cover coughs and sneezes Wash fronts and backs of hands with soap and water & dry them when asked to do so 	<ul style="list-style-type: none"> Use polite language w/voice level 1: <ul style="list-style-type: none"> May I..., Please..., Thank you Use adult's name (Mr./Ms./Mrs.) Your visit to the Health Office is YOUR and MY BUSINESS, no one else's 	<ul style="list-style-type: none"> Talk to adults only when directed to do so (state your purpose politely) Take paperwork given to you back to only your teacher or parent/guardian Ask an adult for permission to leave the office
Library	<ul style="list-style-type: none"> Walk carefully and quietly Push chairs in before leaving the area and leave furniture in place All students must be in a seat unless looking for a book 	<ul style="list-style-type: none"> Speak softly Handle computers, books, and equipment with care; treat it like you own it Food and drinks are not allowed 	<ul style="list-style-type: none"> Computers are used for research and class assignments only Return materials on-time to avoid charges Logout of computers and clean up after yourself