

	CLASSROOMS	COMMON AREAS (CAFETERIA/WALKWAYS /QUAD/RESTROOM)	PARKING LOT & SURROUNDING COMMUNITY	ACTIVITIES	OFFICE AREAS/ LIBRARY
P PREPARATION Being ready physically and mentally	<ul style="list-style-type: none"> • Be on time • Have necessary materials • Arrive with completed assignments • Follow school dress code • Use the restroom during passing period or lunch 	<ul style="list-style-type: none"> • Carry a pass if it is during class • Manage time effectively • Move promptly to class • Know the cafeteria procedures • Keep belongings with you 	<ul style="list-style-type: none"> • Arrive on time • Display a parking permit • Bring all materials with you • Be aware of your surroundings 	<ul style="list-style-type: none"> • Carry your ID card • Follow school rules • Effectively manage your time 	<ul style="list-style-type: none"> • Carry a pass • Make appointments • Be proactive: know what you need and have necessary forms and requests ready
R RESPECT Showing consideration, appreciation, and acceptance	<ul style="list-style-type: none"> • Be an active listener • Be an active participant • Work cooperatively • Keep workspace clean • Use positive language • Observe classroom electronic device policy • Follow class rules • Ask to use the restroom only when you need to 	<ul style="list-style-type: none"> • Keep campus clean • Keep noise levels down • Appreciate cafeteria and custodial staff • Use positive language • Maintain dress code 	<ul style="list-style-type: none"> • Park in designated spots • Walk in designated areas • Use appropriate lots for drop off zones • Use positive language • Respect others' property 	<ul style="list-style-type: none"> • Be aware others' personal space • Use positive language 	<ul style="list-style-type: none"> • Use quiet voice levels • Wait your turn • Honor professional and personal space • Wait for an invitation from office staff • Use positive language • Put cell phones and accessories away when speaking to staff
I INTEGRITY Being honest, sincere, and kind in words and actions	<ul style="list-style-type: none"> • Do your own work • Take accountability for self and actions 	<ul style="list-style-type: none"> • Be polite • Honor the waiting process of the line • Return to class promptly • Maintain academic honesty 	<ul style="list-style-type: none"> • Follow traffic laws • Be mindful of pedestrians • Report accidents • Follow designated arrows and directions 	<ul style="list-style-type: none"> • Exhibit honorable conduct • Be drug and alcohol free • Turn in lost items 	<ul style="list-style-type: none"> • Honor confidentiality • Accept consequences • Return to class promptly when instructed • Accept accountability for yourself and actions
D DETERMINATION Setting goals and meet expectations	<ul style="list-style-type: none"> • Challenge yourself academically • Learn from mistakes • Advocate for yourself 	<ul style="list-style-type: none"> • Be mindful of the time • Move promptly to class • Take care of personal needs 	<ul style="list-style-type: none"> • Plan for early arrival • Obey hands free driving laws • Be alert and aware 	<ul style="list-style-type: none"> • Be open to new opportunities • Be engaged • Maintain a healthy balance between school and campus activities 	<ul style="list-style-type: none"> • Advocate for yourself • Welcome feedback for opportunities for growth
E EMPATHY Showing the ability to understand and sharing the feelings of another	<ul style="list-style-type: none"> • Be kind • Consider others' feelings • Provide encouragement to others 	<ul style="list-style-type: none"> • Be kind • Be inclusive of all students • Provide encouragement to others 	<ul style="list-style-type: none"> • Be kind • Allow pedestrians to cross • Provide encouragement to others 	<ul style="list-style-type: none"> • Be kind • Display compassion for injured players • Be inclusive of all • Give positive feedback • Provide encouragement to others 	<ul style="list-style-type: none"> • Be kind • Be understanding of other students' needs • Provide encouragement to others

