

Mattawan Early Elementary Building Procedures-2012-13 School Year

We Respect Others, Ourselves and Property in All Areas of Mattawan Early Elementary by:

- Walking
- Using indoor voices
- Making positive comments
- Keeping hands, feet and all objects to self
- Carrying materials and possessions in a controlled manner
- Following all adult directions first time given
- Eating in lunchrooms and classrooms (never the hallways)
- Look with eyes, not with hands or feet

We Demonstrate Respect in Our Cafeteria By:

- Keeping hands off others lunches, drinks and possessions
- Including others who want to sit at your table
- Cleaning up your eating area
- Waiting your turn for sanitizer, card and lunch
- Taking only food and supplies needed
- Remaining seated unless getting supplies and/emptying garbage
- Receiving permission before leaving cafeteria

We Demonstrate Respect in Our Bathrooms By:

- Keeping hands and feet off stalls and walls
- Putting toilet paper in the toilet after use
- Flushing after use
- Respecting others' privacy by not looking into stalls and knocking if stall door is closed
- Washing and drying hands appropriately

We Demonstrate Respect on Our Playground By:

- Following rules for proper use of equipment
- Sharing equipment and taking turns
- Allowing everyone to play in group games
- Playing by the rules
- Staying within playground boundaries
- Lining up when the whistle blows

We Demonstrate Respect in Our Hallways (Including Stairwells) By:

- Walking to the right
- Shutting lockers completely
- Neatly lining up boots or backpacks that don't fit in lockers
- Picking up things that have fallen

We Demonstrate Respect at Our Drinking Fountains By:

- Waiting our turn
- Not spitting in the fountain sink
- Taking a short drink if there is a line