



## Student and Teacher Code

### Respectful

*Kids Definition: Treat others like you want to be treated.*

<i>Students who are being respectful:</i>	<i>Staff members support respectful behavior by:</i>
<ul style="list-style-type: none"> <li>actively listen to adults.</li> <li>actively listen to other students when they have the floor.</li> <li>talk at appropriate times during class.</li> <li>follow classroom procedures regarding actions that may cause disruption such as leaving their seat, sharpening pencils, throwing away trash, etc..</li> <li>use appropriate language and tone when talking to adults and other students.</li> <li>receive reinforcement for respectful behavior.</li> </ul>	<ul style="list-style-type: none"> <li>teaching students how to actively listen.</li> <li>reinforcing students who are actively listening and correcting students who are not.</li> <li>pre-correcting students so that they understand appropriate talk times.</li> <li>training students in classroom procedures for activities like pencil sharpening and throwing away trash.</li> <li>modeling appropriate language and tone when talking to students.</li> <li>reinforcing respectful behavior.</li> <li>verbally correcting students and providing an explanation of alternative correct behaviors.</li> </ul>

### Responsible

*Kids definition: Being accountable for work, actions, and words.*

<i>Students who are being responsible</i>	<i>Staff members support responsibility by:</i>
<ul style="list-style-type: none"> <li>complete assignments by the due date</li> <li>use provided time to work on assignments</li> <li>choose appropriate activities during free time.</li> <li>follow school rules in unstructured settings</li> <li>stop at their locker only at appropriate times.</li> <li>are on time</li> <li>use their planner in all classes.</li> <li>receive reinforcement for responsible behavior.</li> </ul>	<ul style="list-style-type: none"> <li>listing due dates on an assignment board.</li> <li>providing a structured classroom environment.</li> <li>providing students with acceptable activities when work is completed.</li> <li>being on duty during unstructured times and correcting students who are not being responsible.</li> <li>teaching students appropriate procedures and times for locker stops.</li> <li>providing an assignment board and monitoring planner use.</li> <li>pre-correcting possible problems before they happen.</li> <li>reinforcing responsible behavior.</li> <li>correcting students and providing an explanation of alternative correct behaviors.</li> </ul>

## Ready

*Kids definition: Be prepared for all situations with the proper materials attitude.*

<i>Students who are ready:</i>	<i>Staff members support students by:</i>
<ul style="list-style-type: none"><li>• bring required materials to class.</li><li>• follow established procedure for starting each period.</li><li>• receive reinforcement for being ready.</li></ul>	<ul style="list-style-type: none"><li>• providing an explanation of what is required for class.</li><li>• providing a method for students to obtain necessary materials to participate in class.</li><li>• providing and teach a starting procedure for each period that can be easily followed by the students.</li><li>• reinforcing students who are ready.</li><li>• verbally correcting students and provide explanation of alternative correct behaviors.</li></ul>

## On Time

*Kid definition: Be where your are supposed to be when your supposed to be there.*

<i>Students who are on time:</i>	<i>Staff members support students by:</i>
<ul style="list-style-type: none"><li>• are seated in their homeroom by 8:00 AM.</li><li>• are seated in each class before the bell rings.</li><li>• turn in assignments on or before the due date.</li><li>• receive reinforcement for being on time.</li></ul>	<ul style="list-style-type: none"><li>• monitoring students during duty and in common areas.</li><li>• monitoring student arrival times.</li><li>• reinforcing proper behavior.</li><li>• correcting students who are tardy.</li><li>• problem solving with tardy students to prevent tardiness in the future.</li></ul>

## Cooperation and Collaboration

*Kid definition: Working positively with others so everyone benefits.*

<i>Students who cooperate and collaborate:</i>	<i>Staff members support students by:</i>
<ul style="list-style-type: none"><li>• use good manners.</li><li>• actively listen to the ideas of others.</li><li>• do their fair share of the work.</li><li>• receive reinforcement for proper behavior.</li></ul>	<ul style="list-style-type: none"><li>• modeling the use of good manners.</li><li>• modeling cooperation and collaboration.</li><li>• actively listening to students.</li><li>• providing students opportunities to make suggestions.</li><li>• correcting students who are not cooperating or being collaborative.</li><li>• making suggestions for improvement.</li><li>• reinforcing cooperative and collaborative behavior.</li></ul>

## Keeping Focused

***Kid definition: Staying on task until the task is completed.***

<b><i>Students who keep focused:</i></b>	<b><i>Staff members support students by:</i></b>
<ul style="list-style-type: none"><li>• work on assignments when time is provided.</li><li>• pay attention during class activities.</li><li>• use their assignment notebook in all classes every day.</li><li>• organize their materials and supplies.</li><li>• receive reinforcement for staying focused.</li></ul>	<ul style="list-style-type: none"><li>• monitoring and redirecting students who are off task.</li><li>• providing a daily agenda/assignment board for students to follow.</li><li>• instructing students on organizational/study skills.</li><li>• making suggestions to unfocused students of strategies for improving their focus.</li><li>• reinforcing focused behavior.</li></ul>

## Safety

***Kid definition: Choosing actions that do not harm or endanger yourself or others.***

<b><i>Students who are safe:</i></b>	<b><i>Staff members support students safety by:</i></b>
<ul style="list-style-type: none"><li>• think before they act.</li><li>• use equipment and materials properly.</li><li>• stay out of the personal space of others.</li><li>• walk on the right side of hallways.</li><li>• do not joke or kid around in ways that could cause someone else harm.</li><li>• receive reinforcement for being safe.</li></ul>	<ul style="list-style-type: none"><li>• monitoring common areas of the building during unstructured times.</li><li>• organizing instructional activities and space with safety in mind.</li><li>• pre-correcting students prior to activities to prevent safety issues.</li><li>• correcting students who are not being safe.</li><li>• instructing students how to change their behavior to be safe.</li><li>• reinforcing safe behaviors.</li></ul>