

COMET CODE OF CONDUCT



Be Respectful

Be Responsible

Be Safe

Be Prepared

Auditorium

- **Be Respectful**
 - Use indoor voices
 - Use appropriate responses (ie. Clap when appropriate)
 - Be a quiet listener and observer
- **Be Responsible**
 - Keep auditorium clean
 - Keep all food and drink outside of the auditorium
- **Be Safe**
 - Keep hands, feet, and objects to yourself
 - Enter/ Exit in an orderly manner (follow dismissal procedures)
- **Be Prepared**
 - Leave backpacks in locker or classroom

Nurse's Office

- Be Respectful
 - Use Inside voices
 - Wait your turn until you are called
 - Respect the privacy of others
- Be Responsible
 - Sign In
 - Follow directions given by adults
 - Go to the nurse's office only when really needed
- Be Safe
 - Keep hands and feet to yourself
 - Report any dangerous situations or injuries
- Be Prepared
 - Have a pass from the class you came from
 - Bring in a doctor or parent's note when absent

Classroom

- **Be Respectful**
 - Raise hand to be recognized
 - Use appropriate language
 - Respect other student's property
- **Be Responsible**
 - Arrive to class on time
 - Complete all assignments
 - Keep classroom clean
- **Be Safe**
 - Keep hands and feet to yourself
 - Keep aisles clear
- **Be Prepared**
 - Arrive to class with appropriate materials
 - Be ready to learn

Media Center

- **Be Respectful**
 - Use “Library Voice”
 - When finished with computer, Log Off
 - When finished return materials and furniture to proper place
- **Be Responsible**
 - Use Library resources appropriately
 - Return materials when due
 - Treat library equipment with care
- **Be Safe**
 - Use approved Media Center websites only, (ask if unsure)
- **Be Prepared**
 - Bring all materials necessary for class

Locker Room

- **Be Respectful**
 - Use appropriate language
 - Use only your own locker and property
- **Be Responsible**
 - Keep locker room neat and clean
 - Keep your combination private
 - Practice good hygiene
- **Be Safe**
 - Lock up your belongings
 - Keep hands and feet to yourself
- **Be Prepared**
 - Wear gym clothes (sneakers, t-shirt, gym shorts or pants)
 - Dress in time given

Main Office

- **Be Respectful**
 - Use appropriate language
 - Wait your turn
 - Use indoor voice
- **Be Responsible**
 - When finished return to class
- **Be Safe**
 - Keep hands and feet to yourself
- **Be Prepared**
 - Always have a pass to enter and exit the office

Gym

- **Be Respectful**
 - Listen and follow directions
 - Encourage your classmates during activities
 - Use appropriate language
 - **Be Responsible**
 - Bring a note from doctor if you can not participate
 - **Be Safe**
 - Follow safety guidelines
 - Keep hands and feet to yourself
- Be Prepared**
- Wear sneakers for gym class
 - Be ready to start class on time

Guidance

- **Be Respectful**
 - Use indoor voices
 - Quietly wait your turn
- **Be Responsible**
 - Have your pass ready for secretary
- **Be Safe**
 - Keep hands and feet to yourself
- **Be Prepared**
 - Always have a pass to enter and exit the office

Cafeteria

- **Be Respectful**
 - Use an indoor voice
 - Use appropriate words
 - Listen to lunchroom staff
 - Use appropriate table manners
- **Be Responsible**
 - Clean up your lunch area when finished
 - Know your lunch code
 - Remember your lunch money
 - Use your lunch time wisely
- **Be Safe**
 - Keep hands and feet to yourself
 - Walk in the lunch room
 - Follow directions
 - Report spills or messes
- **Be Prepared**
 - Be on time
 - Have all books you need for your next class
 - Have your lunch code memorized
 - Have lunch money accessible and ready

Hallway/ Stairway

- **Be Respectful**

- Respect property of others
- Use appropriate language
- Use indoor voice
- Hold open doors for the next person
- Allow space for others to get to locker

- **Be Responsible**

- Be responsible for own personal space and items
- Keep hallways and stairways clean
- Listen and follow directions
- Use own locker at designated times
- Keep combination private

Stairs and Hallways cont.

- **Be Safe**
 - Keep hands, feet, and objects to self
 - Walk at all times
 - Report unsafe situations
 - Report unsafe situations
 - Stay to the right
- **Be Prepared**
 - Arrive at your destination on time
 - Carry a pass between classes

Technology

- Be Respectful
 - Use indoor voice
 - Use equipment as directed by teacher
- Be Responsible
 - Be on schedule and on cue
- Be Safe
 - Move slowly and carefully around equipment and wires
 - When using the internet, keep personal information private
- Be Prepared
 - Anticipate your next task
 - Test equipment to avoid miscues
 - Arrive with time to rehearse

Bathroom

- **Be Respectful**
 - Keep bathroom clean
 - Return to class quickly and quietly
 - Use indoor voice
- **Be Responsible**
 - Report any damage of bathroom to adults
- **Be Safe**
 - Wash your hands
 - Flush after use
 - Be aware of your surroundings
- **Be Prepared**
 - Have a bathroom pass