

THE COMET WAY



Be Respectful

Be Responsible

Be Safe

Be Prepared

Auditorium

- **Be Respectful**
 - Respect the speakers
 - Stand at the appropriate time
 - Be a quiet listener and observer
- **Be Responsible**
 - Keep auditorium clean
 - Keep all food and drink outside of the auditorium

Single Point Entry

Be Respectful

Wait quietly in line until it is your turn

Be Responsible

- Get to class on time

No mid-day passes will be given

Be Prepared

- Have a pass to enter the main office

Office (Main and Guidance)

- **Be Respectful**
 - Use appropriate language
 - Wait quietly until it is your turn
 - Ask first to use the phone
- **Be Responsible**
 - Enter through the front door **only!**
 - When finished return to class
- **Be Prepared**
 - Always have a pass to enter and exit the office

Nurse's Office

- **Be Respectful**
 - Use Inside voices
 - Wait your turn until you are called
- **Be Responsible**
 - Sign In
 - Go to the nurse's office only when really needed
- **Be Prepared**
 - Have a pass from the class you came from
 - Bring in a doctor or parent's note when absent

Media Center

- **Be Respectful**
 - Keep bookshelves and aisles neat
 - When finished with computer, Log Off and tuck in chair
 - If you do not want a book, leave it on front counter
- **Be Responsible**
 - Use Library resources appropriately
 - Return materials when due
 - Sign in and out of the Media Center
- **Be Safe**
 - Use computers and printing for school purposes only
 - Keep you computer and username and password private
 - Follow instructions from the Media Specialist or other staff member
- **Be Prepared**
 - Bring all materials necessary for class
 - Understand how to search the catalog and locate books on the shelves
 - Know what types of books interest you

Cafeteria

- **Be Respectful**
 - Use an indoor voice
 - Use appropriate language
 - Listen to lunchroom staff; pay attention to the microphone
 - Use appropriate table manners
- **Be Responsible**
 - Clean up your lunch area when finished
 - Have a pass from teacher if you are late or need to leave the lunchroom
 - Keep athletic equipment on the floor and not in motion
- **Be Safe**
 - Keep hands and feet to yourself
 - Walk in the lunch room
- **Be Prepared**
 - Be on time
 - Have all books you need for your next class
 - Bring your coat to the lunchroom if you plan to go outside

Playground

- **Be Respectful**
 - Follow all directions; stop play when told to go inside
- **Be Responsible**
 - 7/8 Exit cafeteria on Union St. and re-enter from the blacktop
 - 5/6 Exit and re-enter from 5/6 entrance only; stay in designated area on grass
- **Be Safe**
 - Touch football only
- **Be Prepared**
 - Bring your coat to the lunchroom if you plan to go outside

Hallway/ Stairway

Be Respectful

- Keep moving
- No horseplay

Be Responsible

- Keep combination private
- Be on time for class

• **Be Safe**

- 5/6 center stairwell **DOWN ONLY**
- Walk at all times
- Report unsafe situations
- Stay to the right

• **Be Prepared**

- Arrive at your destination on time
- Carry a pass between classes

Bathroom

- **Be Respectful**
 - Keep bathroom clean
- **Be Responsible**
 - Report any damage of bathroom to adults
 - Practice good hygiene
- **Be Safe**
 - Do not use bathrooms in between classes
- **Be Prepared**
 - Have a bathroom pass

Digital Citizenship

- **Be Respectful**
 - When posting comment and updates online, treat other people kindly
 - Use Only open files and folders that you are authorized to access
- **Be Responsible**
 - Learn how to use technology tools to enhance your education
- **Be Safe**
 - Set your privacy setting on social networks so that only friends can see any of your information
 - Avoid viruses- do not click on links that you are not sure about
 - Only interact with people you know irl (in real life!)
 - Never give your username and password to another person
- **Be Prepared**
 - Keep your files organized
 - Back up all of your important data