

# **Doolen Middle School**



## **HOME OF THE THUNDERBIRDS**

**Doolen Middle School**

**2400 N. Country Club Road**

**Tucson, AZ 85716**

**<https://doolenms.tusd1.org>**

**Facebook: Doolen Middle School**

**Important Contact Information:**

**Main Office: 232-6900**

**Fax: 232-6901**

**Attendance: 232-6902**

**Cafeteria: 232-6923**

**Community Rep/Parent Rep: 232-6929**

**Special Education: 232-6943**

**Health Office: 232-6946**

**Transportation: 225-4800**

**Community Services: 225-7058**

**Clothing Bank: 225-7058**

**Dropout Prevention: 225-8411**

**Refugee Services: 225-6556**

**GATE Program: 225-1305**

**Nathaly Santin, Principal**

**Michelle Gower, Assistant Principal**

# Student Handbook Information

Dear Parents,

The staff of Doolen Middle School is pleased to give this handbook to your child. Consistent use of its guidelines, with encouragement from you, will help ensure greater success in school this year.

*We ask that you do the following two things:*

- Review the handbook with your child.
- Please let us know that you have reviewed the handbook and its importance with your child by signing at the bottom of this page. Students will be required to return this signature page to their 1<sup>st</sup> hour teacher.

Thank you,

Doolen Middle School Staff

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Please sign and return

Student's First Period Teacher: \_\_\_\_\_

Yes, I have reviewed and understand the handbook and I have discussed it with my child.

Student Last Name: \_\_\_\_\_ Student First Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

## **Doolen Middle School**

### **Mission Statement**

#### **“The Path of Learning Never Ends”**

**At Doolen we create a community that:**

- **Celebrates curiosity and lifelong learning.**
- **Honors and fosters diversity.**
- **Supports unity throughout a culture of civility and respect.**
- **Teaches the habits of personal success.**
- **Empowers productive citizens who make meaningful contributions.**

### **School and Office Hours**

**School begins for students at 8:50am. The first bell rings at 8:45 am. The school day ends at 3:50pm. The school’s front office is open from 8:15am until 4:15pm.**

### **Student Drop Off and Pick Up Times**

**Parents are reminded that students are to be dropped off and picked up in the parking lot off Country Club. Drop-off time should not be earlier than 8:15 am, as scheduled supervision does not begin until this time. Doolen Middle School cannot be responsible for your child if they are dropped off at an earlier time.**

**Students being picked up after school must wait for their rides on school grounds. School officials will supervise them until all buses are gone. There will be no adult supervision after 4:15pm unless the student is in an organized after-school activity.**

### **Attendance**

**Regular attendance contributes to success in school. At Doolen Middle School, attendance is one of our highest priorities. A close correlation between attendance and academic achievement has always existed. Likewise, success in the job market is also dependent upon establishing good attendance patterns and work habits. It is with these thoughts in mind that the attendance policy has been developed. It is our objective to assist students in developing more responsibility and to maintain acceptable attendance behavior. Parents’ strong commitment to see their children attend school daily and arrive on time is critical.**

## **Absences**

**When a sickness or other obligation makes an absence necessary, we request that parents call the Doolen Attendance Office at 232-6902. If a student is absent for more than one day, please call each day. If you are unable to talk to a person, please leave a message. The Attendance Technician checks messages multiple times a day. An unexcused absence will occur if we cannot verify the absence from phone contact or written communication.**

**Absences shall be excused only for necessary and important reasons including illness, bereavement, and other family emergencies, observances of major religious holidays of the family's faith, and medical appointments that cannot reasonable be scheduled during non-school time.**

**We ask that you please work to schedule vacations and appointments outside of the regular school day. If an absence is planned, please make arrangements with your student's teachers for make-up work. A student is provided one day to make-up assignments per each day of excused absence. If you know your child is going to be checking out during the school day, please send a note with the student to be given to the school office. (Governing Board Student Attendance Policy JE)**

## **Arriving Late or Leaving Early**

**Students must arrive at school on time for various reasons.**

- **Being late can cause a disruption to the class.**
- **Students may miss important information if they are late.**
- **Students may miss board work participation points that are unable to be made up.**
- **Being on time is an important life skill for students.**

**Please be aware of the following policies should a student happen to be late to school:**

- **Only medical and dental appointments may be deemed as excused tardies. A student must have a note from the office of the medical practitioner at the time they are tardy for the tardy to be excused.**
- **Emergencies and special circumstances may be approved at the administration's discretion.**
- **Students with continued, unexcused tardies will be deemed as truant and law enforcement will be contacted.**

- **Students who are tardy and arrive prior to 9:15am are to report to their 1<sup>st</sup> period classroom, rather than go to the office. Students who arrive after 9:15am are to report to the office with a parent/guardian and sign in. Students leaving early must have permission from a parent.**
- **Students will not be called out of class before a parent/guardian arrives.**
- **For safety reasons, students may not check themselves out of school**
- **Only authorized persons may check a student out. ID must be presented.**

### **Doolen Tardy Policy**

- **1<sup>st</sup> and 2<sup>nd</sup> Tardy = Verbal or Written Warning**
- **3rd Tardy = Lunch Detention, parent notification**
- **4<sup>th</sup> Tardy = Administration conference with student, parent notification**
- **5<sup>th</sup> Tardy = Lunch Detention, parent notification**
- **6<sup>th</sup> Tardy = MTSS referral, Parent Conference to develop Behavior Contract**
- **7<sup>th</sup> Tardy= Escalation to a Level 2 offense and parent notification**

### **Truancy**

**Unexcused absences may be deemed as truant. Truancy is a violation of state and local attendance laws and is considered a serious offense. Continued truancy may result in legal action against the parents or guardian. The Arizona Compulsory Attendance Law makes it the legal responsibility of parents to have their children in school on a regular basis.**

### **Missing Assignments**

**Upon Returning to school, students will be responsible for compiling and completing missing assignments. Make-up work should be completed within one week of the time a student returns to school following an absence.**

### **Homework Requests**

**A request for homework can be made when the absence is called in. Requests can be made to the teacher or the school attendance office.**

### **Withdrawing From School**

**Parents are required to use the form: Official Notice of Pupil Withdrawal when a student withdraws during the school year to ensure uniform and comparable data across schools, districts, and charters.**

**Furthermore, Arizona state law requires that a properly executed withdrawal form be presented to a school if the student previously attended another school within the state of Arizona. (A.R.S. 15-827) It is helpful if you can provide the DMS office with your new address and the name of the new school at the time of withdrawal. Students who withdraw are responsible for returning all books/devices and paying for any lost or damaged books or devices. This applies to school athletic uniforms and/or any other equipment or materials.**

## **Assessments**

### **AASA – Arizona’s Academic Standards Assessment**

**The AASA is the newly adopted state assessment designed specifically to measure each student’s progress in learning the Arizona Academic Standards. ELA and Mathematics are the content areas tested by the AASA. The testing window is April 1- April 26 for 2023-2024. More information will be provided regarding performance levels as it is made available.**

**AzSCI will be used to measure each 8<sup>th</sup> grade student’s progress in learning the Arizona Academic Standard for Science. More information will be provided regarding performance levels as it is made available.**

### **Benchmark Assessments**

**Benchmark assessments measure the academic standards taught in Math, Reading and Writing. Scores reflect whether a student is highly proficient, proficient, partially proficient, or minimally proficient in a content area.**

### **Bikes, Walkers and Skateboarders**

**Students are expected to cross at the designated areas and follow the walking routes. Bikes must be locked to the bike rack. Students must walk bikes on campus. Skateboards should not be ridden on campus.**

## **Cafeteria**

**The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balance breakfast and lunch are offered FREE OF CHARGE for the 2021-2022 school year.**

### **Cafeteria Expectations**

- **Keep backpacks under the table**
- **Remain seated until you have finished eating**
- **Keep tables and floors clean**
- **Food should not be thrown**
- **Leave all food and drinks in designated areas (Cafeteria and Patio ONLY)**
- **Only one person per seat**

### **Possible Consequences for Not following the Expectations**

- **Moved to a different seat**
- **Serve detention**
- **Receive an office referral**

### **Fire Drills and Emergency Drills**

**Fire and emergency drills are held regularly. Classroom teachers will direct students to the exit and to their designated area. Students should adhere to the following rules when the alarm sounds to leave the building:**

- **Keep in single file line.**
- **Stay quiet and listen for announcements.**
- **Move quickly and quietly to a designated area until instructed to return to the classroom. Always remember: IT COULD BE THE REAL THING. Observing the above rules will ensure the safety of all.**

### **Secure**

- **Will be initiated by Incident Commander (usually through intercom or email) when there is Potential Danger Off Campus in Neighborhood Near School**
- **Regular Classroom Instruction Continues in secure classroom**
- **Remain in Classrooms and Wait for Instructions or All Clear**

### **Lockdown**

- **When There is an Immediate Threat on or Near Campus**
- **Any Staff Member May Initiate a Lockdown**
- **Upon Command for Lockdown, the Closest Staff Member Presses the Red Lockdown Located in the Main Office**
- **All Staff Loudly Repeats the Command**
- **Staff Sweeps Outside of Their Classroom and Retrieves All Students Immediately and Secures Their Classroom**
- **Close Blinds, Cover Door Window and Shut Off Lights**
- **Move Students to The Least Visible Area and Remain Silent**



- **Silence cell phones and do not use during lockdown**
- **Students will remain in place until School Safety or TPD clear each room.**

**Any student who falsely reports a fire or rings the fire alarm without cause will be subject to suspension and will be reported to the country Fire Marshall for legal action.**

**Cell Phone & Electronics Policy – Doolen has a NO CELL PHONE policy. Once the first bell rings at 8:50, students are expected to silence phones and place them in their backpacks until the end of the school day.**

**Other electronic devices should be left at home. The school is not responsible for any items that are lost or stolen.**

**Students should ONLY use their TUSD devices when directed by a teacher. Students should not use devices during lunch or passing periods. Misuse of district devices is a level 2 offense. Repeated violations could result in In-School Suspension or elevation to a level 3 offense which can result in Out of School Suspension.**

### **Hall Passes**

**Any student who leaves a classroom during class time must be accompanied by a teacher or have a blue Hall Pass signed by an authorized staff member. Passes must include the student's name, the date, time, and purpose of the trip. Students should not take any side trips. Except for emergencies, all students should have a pass from their teacher before reporting to the Health Office. Only one student at a time may be released from class except in an emergency.**

### **Health Office**

**The district has a registered nurse to train and supervise all Health Assistants and clinic facilities. The Health Assistant is on duty each school day during regular school hours. All emergencies should be reported immediately to the teacher, who will send or accompany the student to the Health Office. Except for emergencies, all students should have a pass from his/her teacher before reporting to the health office. Students should ask to**

**go to the Health Office if feeling ill. Students who are feeling ill will enter through the Main Hall entrance. Students who have been absent due to illness should be fever or symptom free for 24 hours before returning to school. ALL MEDICATIONS are to be kept in the health office and never carried by a student (unless otherwise indicated in a 504 Plan). Carrying over the counter or prescribed medication is a violation of the Student Code of Conduct. Tylenol and antibiotic ointment may be administered with a parent signature on the Medical Emergency Card.**

**The Health Office may request a doctor's note if a student has missed more than 3 days due to illness.**

## **Homework**

**Homework will be assigned at the discretion of the teacher.**

**At Doolen Middle School, we believe homework holds several important purposes.**

- **Homework builds responsibility, organization, and study skills.**
- **Homework allows for practice and reinforcement of a skill that has been taught in class.**
- **Homework can serve as an extension of learning from the classroom environment.**
- **Homework may allow for a preview of upcoming learning that will take place in a new unit of study.**
- **Homework completion leads to better grades and higher overall academic achievement.**
- **Homework prepares students for real-life responsibilities they will encounter in future years.**

## **Visitor Passes**

**We welcome all visitors, yet for the safety of our campus, we must identify all visitors.**

- **All visitors must report directly to Doolen Attendance Office.**
- **Students from other schools are not permitted as visitors during our school day.**
- **Classroom visitors must be approved 24 hours in advance**
  - **All classroom visitors must go through the attendance office prior to going to a classroom.**

## **Extra Help**

**Students may always seek extra help from teachers if they do not understand an assignment, if the work is too difficult, or if they have been absent and have missed assignments and class discussions. Please see the Doolen web page for a list of classroom phone numbers and email addresses.**

## **Tips for Parents**

**Here are some helpful hints in assisting and/or supporting your child with his or her homework:**

- **Check your student's agenda daily for assigned homework from each class.**
- **Designate and set aside a certain block of time for homework every evening.**
- **Find a quiet place in your home where your child can focus on completing homework.**
- **Provide support by checking in from time to time and give praise for good work.**
- **Please Check to make sure all homework has been complete at the end of the homework session each evening.**
- **Please encourage your child to use their time in class wisely; this will greatly diminish the amount of homework they have each evening.**
- **You can check your child's progress on ParentVUE to see how they are doing.**
  - **Username and passwords are available upon request. ID is required.**
- **Be on the lookout for flyers that come home with your student.**
- **Visit our Doolen Middle School Facebook and Instagram pages and our school website.**

## **Library**

**The DMS library is for reading, researching, studying, and learning. Consideration and thoughtfulness towards others should be a priority in the library since the entire school shares this space and the resources are there. Please show mutual respect for others in the library by:**

- **Speaking in a low voice so that you do not disturb those trying to concentrate.**
- **Taking proper care of the library books so that others may use them.**
- **Returning library books on time so that others have access to them.**

- **Ask questions! The library staff is happy to help you locate information, teach you how to use a computer resource, recommend a book to read, or help you think through a research project.**

## **Assemblies**

**Assemblies are a regularly scheduled part of the curriculum, and as such, are designed to be educational as well as entertaining experiences. They provide an opportunity in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, yelling, stomping feet and booing are discourteous and will not be permitted. A student who fails to follow these guidelines will have the privilege to attend assemblies suspended and may receive additional consequences.**

## **Physical Education**

**Students can purchase uniforms from their PE teachers at the school price. If students choose not to purchase a PE uniform, they must dress out in gray t-shirt and maroon shorts/sweatpants. Every student is expected to dress out for every PE class. Students may wear sweatpants during winter months. Failure to dress out will affect student's PE participation points and consequently, their grade.**

**In case of illness or disability, notes from the parent will be accepted to excuse the student from that one day of activities. A DOCTOR'S WRITTEN NOTIFICATION WILL BE NECESSARY TO RELEASE ANY STUDENT FROM PE ACTIVITIES FOR MORE THAN ONE DAY. The doctor's excuse should include the length of release time from class, type of activity the student is restricted from, and any other pertinent information.**

**All clothes and personal items should be locked in the gym locker before students leave the locker room. Anything of value should be secured in the teacher's office before class begins. The student, not the school, is responsible for their personal belongings.**

## **Sports and School Activities**

**Opportunities will be provided for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students to participate in team athletics.**

### **Eligibility**

- **To be declared eligible for participation in team sports, students must meet the following criteria:**

- **Current physical form must be on file in the Doolen Health Office before participating any sport, including practices. Physicals are good for one year from the time they are completed.**
- **Maintain a passing grade in all classes, no F's in any class**
- **Maintain an Outstanding or Satisfactory Citizenship grade**
- **Pay a non-refundable activity fee per student per sport – Waivers and scholarships are available.**
- **Fees must be paid before the first practice**
- **Students' eligibility to participate, using the criteria listed above, is determined every two weeks during the season. Students declared ineligible cannot participate in games or practices and remain ineligible until eligibility is checked again.**

### **Other Important Information**

- **Students who are suspended from school may not participate or attend a game or practice.**
- **Students must be present at least 50% of their school day (based on state required instructional minutes for the student's grade level) to attend any school related activity on the day of the absence.**
- **Students who are declared ineligible multiple times during a given season may be dismissed from the team.**
- **Students are reminded that school rules apply for all extracurricular activities. Good sportsmanship should be shown at all times. Athletes who present chronic disciplinary problems will be removed from the team/activity at the discretion of the coach/sponsor or school administrator.**

### **Promotion Criteria**

**Promotion considerations will include the following:**

- **Grades**
- **Test scores**
- **Age**
- **Current achievement**
- **Attendance**
- **Discipline**
- **Teacher evaluation and judgement**

# **Thunderbird Guidelines for Success**

## **Public Displays of Affection**

**Students are reminded that they are to be always responsible and appropriate. Kissing, hugging, and hand holding are not permitted.**

## **Restrooms**

**Students are expected to keep the restrooms clean. These restrooms are for student use, and student are expected to maintain sanitary practices when using the restroom. Please hold handle down for 5 seconds to flush completely.**

## **Lost and Found**

**Please bring any articles you have found to Room 35. Any valuables that have been found and turned into the office will remain in Room 35. If you lose something, always check with Room 35. Many good articles of clothing, jewelry and other items are not claimed each year.**

## **Student Valuables**

**Students are responsible for personal property. DO NOT leave it in your backpack or classroom desk. The school will not take responsibility for the loss of such items. Leave valuables at home.**

## **Textbooks and Tablets**

**Students are responsible for maintaining their textbooks and laptops. Please do not write in books or intentionally damage any equipment checked out from the school. Teachers will check the condition of the books and laptops prior to distribution to the students and again when they are returned at the end of the year. Students will be charged for damage beyond the normal wear and for loss of books and laptops. Students should check the condition of their books and laptops when issued. If students or parents feel that the condition listed is inaccurate, please bring this to the attention of the office immediately.**

## **Want to Know How Your Child is Doing in School?**

**There are many ways to check on your child's progress. Here are a few:**

**There is internet access to your child's grade for each class, that can be accessed anytime on ParentVUE. (Username and password available from front office upon request if you do not know it)**

- **Engage your child daily about their progress and how things are going in school.**
- **Call or email your child's teachers. Our teachers strive to return voicemail and emails by the following day, Monday-Friday.**
- **Attend parent-teacher conferences.**
- **Progress grades will be posted every four and a half weeks in Synergy. Quarterly grades will be posted every nine weeks. Semester grades will be posted in December and May.**
- **Our teachers will be contacting you as concerns arise as well as for positive behaviors.**

## **Thunderbird Dress Code**

**At Doolen, we are committed to preparing our students for the future. This preparation includes academic, social and job skills. The classroom is a student's "workplace"; we expect them to dress accordingly. School administration will be responsible for judging whether a student's appearance violates DMS dress code standards. If, in the judgement of the school administration, student dress is out of code, a threat to student health or safety, interferes with schoolwork, creates disorder, or disrupts the educational environment, consequences will be applied.**

**The Doolen Dress Codes seeks to strike a balance between the following groups and issues:**

- **Students' need for independence in decision-making, individuality, and comfort.**
- **Parents' desire for clear guidelines, fairness, decency, and appropriateness.**
- **Staff ease of interpretation, need for a safe, orderly school that is free from distractions to maximize the learning environment.**

**Dress Code Guidelines for all students:**

**Top Garment (Cannot be more than one size bigger)**

- **Shirt: Colors may be GRAY, WHITE, BLACK, or BURGUNDY(Maroon).**
- **Shirt must have sleeves and a collar. Either a polo-knit type shirt or an oxford button down shirt is acceptable.**
- **If an undershirt is worn, it must be white in color.**
- **Shirts must be buttoned up such as to not expose inappropriately.**
- **Shirts should not be pulled together and tied at the back.**

### **Bottom Garment (Cannot be more than one size bigger)**

- **Color must be either NAVY, KHAKI, BLACK or DENIM (with no holes)**
- **Shorts may be flat or pleated, cuffed or un-cuffed and longer than the fingertips at the side to just above the knee.**
- **Pants can be flat or pleated at the front, cuffed or un-cuffed.**
- **Belt buckles must not portray illegal or gang related items.**
- **Skirts, skorts, jumpers, and walking shorts, capris (Cuffed or un-cuffed, must be longer than the fingertips at the sides).**

**Any student found in violation of the dress code will need to change into a uniform provided by the school, or the parents may need to bring the student an appropriate change of clothes. Continued non-compliance may result in consequences.**

### **Guidelines for Approved Free Dress Days**

#### **Top Garment:**

- **Blouses can be sleeveless, short sleeved or long sleeved. Clothing must cover the midriff, even when arms are extended overhead. A t-shirt with sleeves must be worn under tank tops and jerseys.**

#### **Bottom Garment:**

- **Skirts, dresses, culottes, and shorts must extend past the fingertips when extended at the sides. They cannot be rolled up past the point of the fingertips. Pants and shorts should be worn at the waist (no sagging). Military belts must have a plain buckle, and all belts must be secured in belt loops.**

### **UNACCEPTABLE CLOTHING/ITEMS:**

- **See-through garments**
- **Spaghetti Straps**
- **Clothing that reveals undergarments**
- **Altered clothing that violates the dress code**
- **Excessively form-fitting garments**
- **8-balls on clothing**
- **Hats (may be worn outside only), hairnets, bandanas**
- **Items of clothing which identify or signify illegal or racist organizations**
- **Outfits entirely of one color (all brown, all blue, all red, all maroon, all black)**



- **Clothing which advertises sex, profanity, alcohol, tobacco, drugs, or illegal organizations (Including hoodies that say Cookies)**
- **Stretch or bicycle shorts**
- **Sunglasses (may be worn outside)**
- **Wallet chains or spiky chokers**

**We all share the responsibility of assuring that the atmosphere is conducive to learning and fosters an environment of respect.**

**Appropriate dress is often a requisite for employment and, therefore, is a topic consistent with meaningful instruction and consequential student learning.**

### **Disciplinary Action**

**Students who create discipline problems or who violate the Thunderbird Guidelines may be disciplined by school personnel in one of the following ways:**

- **Parent contact**
- **Temporary alternative seating assignment**
- **ISI lunch detention**
- **After school detention or lunch detention**
- **In-school suspension**
- **Restriction from activities**
- **Suspension from school**

**The Tucson Unified School District has established that students may be suspended out-of-school for the following offenses:**

- **Fighting**
- **Threats or intimidation**
- **Bullying**
- **Severe or recurring disrespect**
- **Alcohol, tobacco, or drugs**
- **Arson or attempted arson**
- **Assault**
- **Dangerous objects such as: firearms, fireworks, explosives, knives, metal pipes, sharpened implements, clubs, pepper spray, etc.**
- **Destruction or damaging school property or property of another**
- **Harassment**
- **Theft**
- **Defiance or disrespect to Doolen staff members**



- **Repeated classroom disruption**

**All consequences begin with notification of parents. A student's out-of-school suspension may require a parent conference with an administrator before a student is readmitted. A suspended student may not appear on school property or at any school sponsored activity at Doolen.**

**See Student Code of Conduct for specific details**

# Thunderbird Citizenship

**Student citizenship expectations are aligned with the Doolen PBIS matrix.**

		Doolen	PBIS	Matrix		
<b>TUSD</b>	Learning Areas	Bathrooms	Cafeteria	Common Areas	Assemblies	Fields/Courts
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and personal property to yourself</li> <li>Always walk &amp; Keep walking area clean</li> <li>Use equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands with soap and water</li> <li>Keep hands and feet to yourself</li> <li>Use equipment appropriately</li> <li>Keep floors dry</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and food to yourself</li> <li>Always walk</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Walk on the right side of the hall and stairway</li> <li>Keep Walkways clear</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit in orderly fashion</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Use equipment appropriately</li> <li>Play only non-contact sports</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Pay attention to the person addressing class</li> <li>Follow teachers' directions at all times</li> <li>Ask questions at appropriate times</li> <li>Do your own work</li> <li>Use the formal and casual language registers</li> <li>Use appropriate voice level 1-3</li> </ul>	<ul style="list-style-type: none"> <li>Close door to stall</li> <li>Use voice level 1-2</li> <li>Keep bathroom clean</li> <li>Conserve paper and water</li> </ul>	<ul style="list-style-type: none"> <li>Place unopened and uneaten food in the sharing basket</li> <li>Stand in a single-file line</li> <li>Use appropriate voice level 1-2</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate displays of affection</li> <li>Use appropriate voice level 1-2</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0 during performance</li> <li>Voice level 1 during performance breaks</li> <li>Follow directions on assembly behavior</li> <li>Pay attention to presentation</li> <li>Polite, appropriate applause</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words with everyone</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>Recycle Paper</li> <li>Put trash in garbage</li> <li>Use texts and materials appropriately</li> <li>Clean up after yourself</li> <li>Leave class in better condition than you found it</li> <li>Be on time</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet, hold handle down for 5 seconds</li> <li>Use blue pass as bathroom pass during class</li> <li>Clean up after yourself</li> <li>Use paper goods correctly</li> </ul>	<ul style="list-style-type: none"> <li>Have ID ready</li> <li>Sit down when you are in the cafeteria</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep moving towards next class</li> <li>Use blue pass during class time</li> <li>Report graffiti or vandalism to teacher or office</li> </ul>	<ul style="list-style-type: none"> <li>Leave personal belongings in classroom</li> <li>Sit in assigned area</li> <li>Stay seated during performance</li> </ul>	<ul style="list-style-type: none"> <li>Stay in monitored areas</li> <li>Use good sportsmanship</li> </ul>