

	<b>RICHMOND HIGH SCHOOL BEHAVIOUR EXPECTATIONS</b>		
	<b>To Be Safe:</b>	<b>To Be Respectful:</b>	<b>To Be a Learner:</b>
<b>Common Areas</b>	I wear school uniform every day. I follow the schools 'hands off' policy. I remain on school grounds throughout the day. I am in the right place at the right time.	I speak politely and use appropriate language. I follow teachers' instructions. I treat everyone as I want to be treated. I keep the school vandalism and graffiti free. I say NO to bullying.	I attend school every day. I arrive on time ready to learn. I actively participate in class. I do my best to learn and achieve. I bring ALL necessary equipment for learning.
<b>Class</b>	I line up outside and quietly wait for permission to enter the classroom. I ask permission to leave my seat/class. I sit at my seat properly. I follow the safety procedures of the class. I wait to be dismissed by the teacher. I eat & drink at appropriate times.	I take my hat off when I enter the room. I listen to the person who is speaking to the class. I put my hand up and wait silently to speak. I am accepting of the opinions and contributions of others. I allow teachers to teach and students to learn. I keep my workspace clean and tidy.	I bring the equipment needed for each lesson. I have my electronic devices OFF & out of sight. I complete class work to the best of my ability. I complete and submit homework and assignments on time. I ask for help when I need it.
<b>Playground</b>	I stay inbounds. I act and play safely. I report any dangerous behavior or damaged equipment. I report strangers to a teacher. I leave banned items at home.	I wait appropriately for my turn at the canteen. I start walking to class when the bell goes. I put my rubbish in the bins. I take pride in my school environment.	I use the toilets during breaks. I use recess & lunchtime effectively by: <ul style="list-style-type: none"> <li>• having something to eat,</li> <li>• talking to friends,</li> <li>• playing a game,</li> <li>• visiting the library or</li> <li>• seeing a teacher.</li> </ul>
<b>Hallways</b>	I stay to the left when walking. I carry my bag safely. I enter and exit classrooms safely.	I walk quietly so others can continue learning. I line up as directed by my teacher.	I move to class quickly. I have a permission note if I am out of class.
<b>Canteen</b>	I line up behind the Yellow lines in an orderly way.	I only buy food for myself. I speak and act politely. I place all rubbish in the bin.	I go promptly to class when the bells rings. I buy only water 5 minutes before the bell.
<b>Toilets</b>	I use the appropriate toilets for my year group. I follow good hygiene habits. I keep the toilet facilities clean.	I use the toilets correctly. I keep the toilets vandalism and graffiti free. I save water by turning off the taps.	I use the toilets during breaks. I have a permission note if I go to the toilets during class time.
<b>Bus Bay/Bus</b>	I stay behind the fence while I wait for the bus. I get on and off the bus without pushing. I keep myself and my belongings inside the bus.	I speak politely to the bus driver and other passengers. I follow the rules for travelling on the bus.	I model the right behaviour on the bus. I have my bus pass and T-Card.
<b>Formal Exams</b>	I walk carefully to my table. I sit at my assigned seat properly. I leave my bag where instructed.	I silently sit and face the front. I leave electronic devices OFF and out of sight. I put my hand up and wait silently to ask a question. I allow others to concentrate.	I listen to instructions. I do my best and attempt every question. I bring the necessary equipment. I keep my eyes on my own work.
<b>Assemblies</b>	I enter & exit in an organised manner. I sit with my class in alphabetical order. I sit appropriately.	I acknowledge the National Anthem with pride by standing quietly and/or singing. I am quiet throughout the assembly. I congratulate the achievements of others appropriately.	I listen to all announcements. I think about what is presented at the assembly.
<b>Study Periods</b>	I remain on school grounds, seated in the appropriate area.	I am respectful of other classes by sitting quietly.	I use the time effectively to complete all homework or study.
<b>Office</b>	I walk and act calmly. I present an out of class note.	I enter quietly and wait my turn. I always speak calmly and politely. I follow instructions. I am always a good representative for the school.	I have a purpose for being there. I communicate messages clearly and accurately. I ask to speak to the appropriate person.
<b>Cyberspace</b>	I keep my personal details & passwords private. I tell a trusted adult if I receive a message that makes me feel uncomfortable, sad or scared. I take responsibility for my digital footprint.	I treat people the way I want to be treated. I think before I post. I use polite and appropriate language (netiquette). I say NO to cyberbullying.	I record my passwords for school. I stay on task when using technology. I save and back up my work correctly.