# The West Way

<table>
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| **Respect**       | • Respect others and yourself at all times.  
                   • Respect others personal property and of the school.  
                   • Follow directions the first time and without complaint.  
                   • Observe and follow “Technology Zones.”  
                   • Words and actions should be positive and respectful.  
                   • Don’t block the hallway.  
                   • Observe the no touch policy.  
                   • Walk quickly without disruption of learning.  
                   • **Laptop:** All devices should be away in the hallway.  
                   • Be polite and friendly, using words and actions that are positive and respectful.  
                   • Walk to the lunch line and wait your turn.  
                   • Knock on door before entering.  
                   • Keep the bathroom clean and free of writing.  
                   • Flush, wash hands, keeping water in the sink, and return to class quietly.  
                   • Words and actions should be positive and respectful.  
                   • Use equipment for its intended purpose.  
                   • Enter building quickly, calmly, and quietly.  |
| **Responsibility**| • Use good judgment and think through the consequences of actions.  
                   • Be accountable for your choices and do not make excuses.  
                   • Clean-up after yourself, it is your responsibility.  
                   • Walk on the right side of the hallway.  
                   • Use your time effectively and appropriately.  
                   • Take the most direct route.  
                   • **Laptop:** The device must be put away in an approved case.  
                   • Bring your ID with you.  
                   • Keep your area clean, throw away your trash and any trash left by others.  
                   • **Laptop:** Device allowed in designated areas only.  
                   • Use bathrooms for appropriate purposes.  
                   • Return to class quickly and quietly.  
                   • Tell the office of any unsafe conditions and/or behavior.  
                   • **Laptop:** Should NEVER be out in the restroom.  
                   • Return any equipment that was used.  
                   • Stay in designated areas.  
                   • Throw your trash away and any trash left by others.  
                   • Keep track of your belongings.  
                   • **Laptop:** Use only in designated areas.  |
| **Being Ready to Learn** | • Show up to every class on time and prepared.  
                   • Always do your own work.  
                   • Actively participate in class and have a mindset for learning.  
                   • **Laptop:** Have your laptop charged and ready according to teacher’s expectations  
                   • Go to your locker only during designated times.  
                   • Keep your locker and materials organized and clean.  
                   • Make your lunch selections quickly to keep line moving.  
                   • Head outside or to the library line when you are done eating and dismissed.  
                   • Wash hands, keeping water in the sink.  
                   • Take the quickest and most direct route back to class.  
                   • Use the entrance designated for your grade level.  
                   • Walk quickly, quietly, and in an orderly manner to your class.  |
| **Relationships**  | • Smile!  
                   • Offer help to a person in need.  
                   • Be polite to others.  
                   • Use words that are positive and supportive.  
                   • Encourage others when they are struggling.  
                   • Say Please and Thank you.  
                   • Be polite and helpful to others.  
                   • Say hello to others.  
                   • Say Please and Thank you.  
                   • Help others by cleaning up.  
                   • Invite others to sit with you.  
                   • Smile!  
                   • Smile!  
                   • Greet others with a hello.  
                   • Be helpful to staff, custodial staff, students.  
                   • Smile!  |

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