



Thomas Jefferson Middle School – Explorer Expectations

Passing Areas :
Halls, Stairway, balcony, common areas.

Respectful	Responsible	Ready
Inside voices	Throw away your trash	Throw away your trash; pick up any litter you see.
Be polite and appropriate	Always walk down halls	Always have a pass
Hats are to be worn outside	Stay on right	Use the restroom during passing and lunch time

Passing time: things to remember

- *Walk – even on the way to lunch.
- ***Make eye contact and politely say hi to people you know.**
- *Make sure you have a pass during class times.
- *Keep hats stored away.
- ***Passing time is a great time to make someone else’s day with a compliment or even a hi five or fist bump.**



Thomas Jefferson Middle School – Explorer Expectations

Physical Education/ Athletics		
Respectful	Responsible	Ready
Use equipment properly	Lock your locker	When absent fill out a P.E. Activity make-up sheet
Sportsman-like behavior	Be on time	Sit/Stand in assigned area for attendance
Follow directions of teachers	Try your hardest	Dress down daily



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Media Center

Respectful	Responsible	Ready
Inside voice	Walk	Return books on time
Use courteous language	Keep your feet and the chair's on the floor	Bring writing materials with you
Leave the areas clean	Use computers responsibly	Follow directions from adults
Handle books and materials with care		

Computer Lab:

Respectful	Responsible	Ready
Respect all electronic equipment	Have clean hands in the computer lab	Know your student ID and password
Leave the lab as of found it and push in chairs	Notify a teacher if there is a problem with the computer	Remember to log out
Visit appropriate websites	Eat and drink outside	Bring all needed materials

Media Center/Computer lab things to remember

***These are both professional environments.**

*Many people use these areas to focus, and noise and talking can be very distracting.

***Hundreds of students pass through these areas each** day - if everyone picks up after themselves the areas stay clean and orderly.



Thomas Jefferson Middle School – Explorer Expectations

Drills		
Respectful	Responsible	Ready
Level 1 voices	Go to designated area	Listen to adults
Stay in line	re-enter the building quickly	Know your place in line
Treat emergency drills as if they were a real emergency		

Drills: things to remember

***In ten years TJ has had one SERIOUS disaster: a lockdown for a tornado.**

***TJ has been evacuated for two “minor fires” in ten years.**

*Although rare, disasters we drill for can pose to most significant safety risk to students – it’s important to be prepared.



Thomas Jefferson Middle School – Explorer Expectations Matrix

Commons

Respectful	Responsible	Ready
Use table manners	Keep hands and feet to self	Know your lunch code
Listen to all announcements	Only 8 students at each table	Use the proper recycling containers and stack trays securely
Raise your hand and wait to be dismissed by an adult	Stay seated	Arrive on time

Lunch Line

Respectful	Responsible	Ready
Be patient while waiting in line	Stay in your place in line	Know your meal account number
Use good manners	Alert an adult if there are spills	Line up at the start of lunch time
Inside voices	Keep the passing lane open	Have money and checks ready

Lunch things to remember:

***Our head chef’s name is Angela Ward** and she has been at TJ since it opened.

***It’s your responsibility to remember your meal** number and make sure you have money on your account.

***Lunch is also a great time to make another students day by complimenting them, sitting by them, or doing something nice for them.**



Thomas Jefferson Middle School – Explorer Expectations Matrix

Commons Breakfast		
Respectful	Responsible	Ready
Use good eating manners	Enter through 6th grade doors	Come 8:30-8:55
Clean up your area	Use proper containers and trays	Know your code
Enter at 6 th grade doors		

Classroom		
Respectful	Responsible	Ready
Respect individual differences	Keep chair on floor	Be prepared to learn by having materials, and following classroom rules
Be patient	When bell rings, wait to be dismissed by teacher	Bring planner
Quiet when the teacher is talking	Fill out your planner	Have homework finished if students had any
Leave the area clean	Follow directions	



Thomas Jefferson Middle School – Explorer Expectations Matrix

Bus Area		
Respectful	Responsible	Ready
Listen and obey the driver	Stand and wait behind white line	Don't be late
Be patient when waiting for the bus	Stay on the sidewalk	Go to the bus loading zone immediately
Use common sense		Follow bus rules

School Grounds		
Respectful	Responsible	Ready
Use respectful language	Enter 6 th grade doors when going to breakfast	Monitor time
Allow for clear passing through door way	Follow TJMS dress code.	Wait outside in the AM until the bell rings.
Always walk bicycles on school grounds	Use cross walks	Be on time for the bus before and after school

Bus/School Grounds things to remember:

*Other than the classroom, the second most common place to receive a referral was on the bus last year.

***Bus drivers are often responsible for TWICE as many students as a teacher is at one time.**

***Bus disruptions can be dangerous because they can cause traffic accidents**



Thomas Jefferson Middle School – Explorer Expectations

Assemblies / Performances

Respectful	Responsible	Ready
Show appreciation with applause	File into the assembly	Turn off electronics beforehand
Wait until after the assembly to talk	Go to seat and stay in it	Listen and follow adult directions

Bathroom

Respectful	Responsible	Ready
Give others privacy	Wash hands	Return to class afterwards
Use bathroom appropriately	Keep floor and walls clean	Have pass with you
	Flush the toilet when finished	



Thomas Jefferson Middle School – Explorer Expectations Matrix

Office		
Respectful	Responsible	Ready
State your purpose politely	Inside voice	Present your pass.
“Remember to say “Please”, “Thank you”, “Excuse me”, and “May I”	Wait patiently behind the counter	Check in with staff beforehand

Office things to remember:

*For security reasons nobody is allowed in the building without an appointment – **you will not be allowed in the building unless your appointment with a staff member is confirmed.** You can’t just walk in.

***Being POLITE is always a good way to earn respect.** When people respect you they are much more likely to help you.



Thomas Jefferson Middle School – Explorer Expectations

Locker Room:

Respectful	Responsible	Ready
Keep all phones in backpack.	Wash P.E clothes regularly	Dress down promptly and exit the locker room.
Stay near your locker	Lock all belongings	Remember your combination
Spray free zone	Use the large locker for backpacks	Have P.E clothes