

### School Wide Expectations Matrix for Common Areas

BURBANK HIGH SCHOOL	Respectful	Responsible	Compassionate
<b>At All Times</b>	<ul style="list-style-type: none"> <li>• Use proper and positive language</li> <li>• Demonstrate the respect you wish to receive</li> <li>• Treat everyone with dignity</li> </ul>	<ul style="list-style-type: none"> <li>• Report suspicious behavior (bullying, threats of violence, etc.) to an adult</li> <li>• Have your school ID handy</li> <li>• Demonstrate proper Bulldog behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain positive interactions</li> <li>• Maintain positive boundaries</li> <li>• Work towards understanding and empathy towards all</li> </ul>
<b>Hallways (during class, passing periods, before/after school)</b>	<ul style="list-style-type: none"> <li>• Keep voices low</li> <li>• Share the space</li> <li>• Properly dispose of own trash</li> <li>• Elevator use with medical pass only</li> </ul>	<ul style="list-style-type: none"> <li>• Merge to the right; follow the flow of traffic</li> <li>• Keep hall pass visible</li> <li>• Contribute to a clean environment</li> <li>• Move with purpose (refrain from loitering)</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of others</li> <li>• Minimize your distraction as you walk by classes in session</li> </ul>
<b>Offices</b>	<ul style="list-style-type: none"> <li>• Use a calm and respectful tone of voice</li> <li>• Wait your turn patiently, if others are busy</li> </ul>	<ul style="list-style-type: none"> <li>• Your appointment will come, please wait patiently</li> <li>• Use cell phone appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Office information remains confidential</li> <li>• Be courteous</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Use a calm and respectful tone of voice</li> <li>• Return books in same condition</li> <li>• Phone calls are taken outside</li> <li>• Value school property</li> </ul>	<ul style="list-style-type: none"> <li>• Food/drinks need to be outside, or in your bag</li> <li>• Silence electronic devices</li> <li>• Print school-related assignments only</li> <li>• Ask for permission to use the 2nd floor</li> <li>• Harvard doors are for emergencies only</li> </ul>	<ul style="list-style-type: none"> <li>• Be courteous when speaking with others</li> <li>• Push-in chairs and clean your work area before leaving</li> <li>• Physical activities stay outdoors</li> </ul>
<b>Cafeteria/Lunch Shelter</b>	<ul style="list-style-type: none"> <li>• Patiently wait your turn in line, maintain proper physical distance</li> <li>• Physical activities remain in their designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Dispose all food/trash in bins</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome others to share your space</li> <li>• Accept cultural and individual differences</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Smoking/vaping/drugs/ alcohol are against school rules and California State laws</li> <li>• Keep facilities clean of trash and vandalism</li> <li>• Respect personal space</li> <li>• Take care of personal needs and exit in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>• Practice good hygiene: flush and wash</li> <li>• Return to class in a timely manner</li> <li>• Keep hall pass visible</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to a clean environment</li> <li>• Value school property</li> </ul>
<b>Quad/ Outside of Classroom (Non-class time)</b>	<ul style="list-style-type: none"> <li>• Throw away trash</li> <li>• PDA should be minimal</li> <li>• Smoking/vaping/drugs/ alcohol leads to serious consequences.</li> </ul>	<ul style="list-style-type: none"> <li>• Go to class when the first bell rings</li> <li>• Follow the Academic Honesty rule</li> </ul>	<ul style="list-style-type: none"> <li>• Accept cultural and individual differences</li> <li>• Participate with appropriate school spirit</li> </ul>
<b>School-Related Events (field trips, sporting events, school performances, dances, rallies, etc.)</b>	<ul style="list-style-type: none"> <li>• PDA should be minimal</li> <li>• Smoking/vaping/drugs/alcohol is against the law</li> <li>• Show school spirit without disrespecting other teams</li> </ul>	<ul style="list-style-type: none"> <li>• Throw away trash</li> <li>• Keep your hands to yourself</li> <li>• Be aware of other site rules and expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain positive interactions</li> <li>• Display good sportsmanship</li> <li>• Accept cultural and individual differences</li> <li>• Be helpful and courteous</li> </ul>