

Work Completion

SAFE	RESPECTFUL	RESPONSIBLE
<ul style="list-style-type: none"> • Follow adult directions • Keep to your own space • Keep hands and feet to self • Use materials and equipment appropriately • Move safely and appropriately for the activity • Follow classroom rules • Know emergency procedures • Report unsafe conditions or behaviors to an adult 	<ul style="list-style-type: none"> • Use good listening skills (look at the speaker, stay quiet when others are speaking) • Listen and be open to the differences and opinions of others • Welcome all questions and positive responses • Use appropriate words, actions, volume, and tone of voice • Work quietly on assignments and allow others quiet time to finish their work • Take pride in your work and its presentation • Believe in your own work • Take a positive attitude toward work • Remember that your work counts • Communicate needs and concerns to teacher and/or parents 	<ul style="list-style-type: none"> • Be prepared with materials and homework • Have high expectations of yourself and others • Give your personal best • Listen carefully to directions the first time • Use time wisely and ask for help with time management when needed • Complete work in a timely manner at school and at home • Check assignments for “essential information” (e.g. name, date, etc.) • Return work and materials to their proper places • Fill out organizers and assignment books completely • Bring home materials you need to complete missed work and bring it back • Be sure to complete missed work when absent (ask for help when needed)

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