

Central Middle School Handbook

2023-2024

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Welcome to Central Middle School!

Central Middle School is located just outside of Quincy Center at 875 Hancock Street. In 2013, we welcomed students into a state-of-the-art new building.

A dedicated staff provides quality education to over 650 students in grades six, seven, and eight. In addition to teaching students from the Merrymount, Beechwood Knoll, Bernazzani, and Wollaston neighborhoods, Central services students in the city's Advanced Placement Center (APC) housed at Central.

We provide a supportive, challenging, safe and inclusive learning environment while empowering our students to be committed to their personal growth, contribute to their community, and be respectful and responsible citizens.

Our School Core Values are

Respect – A community of learners who respect themselves, others and their environment with an inclusive and respectful culture for all.

Attitude – A community of learners who demonstrate a positive attitude by working well with others, encouraging each other, being kind and inclusive of everyone.

Motivation- A community of learners who are responsible for their social and academic behavior by giving their best effort, being prepared and ready to learn, resulting in motivated students who are excited about learning.

Safety – A community of learners who demonstrate appropriate behaviors resulting in a safe and comprehensive learning environment for all.

Our families, teachers, students, staff and community work in collaboration to provide a culture of personal success, support and a positive learning atmosphere.



Middle School Hours

8:15 AM – 2:30 PM

Early Release Days

Generally held on the second and fourth **Wednesdays** of each month

8:15 AM – 12:15 PM

Lunch will be served

Student Services

Nurse and Medical Information

A school nurse is on site during school hours to assist with the medical needs of the students.

Quincy Public Schools have a medication policy that requires certain consents to be in place before any medication is taken in school. This policy is in place to protect both your child and the other students in the building.

When a student is required to take medication prescribed by a physician during school hours, two prerequisites are needed:

- Written permission for the nurse to dispense the medicine must be signed by a parent and the doctor before any such medicine will be dispensed.
- The medicine, which is limited to five-day supply, must have the prescriptive label. The medicine will be kept in a locked cabinet and dispensed by the nurse. If necessary, the form must be updated at the request of the school nurse.

Need more information? Please visit the [QPS Health Services Page](#)

School Counseling Services

School counselors are professionally trained to assist all students in academic, personal, behavioral, and social-emotional areas. Counselors in each school work with students individually, in small groups, and in the classroom. Observation and teacher/ parent consultations allow counselors to understand the whole child and to plan positive interventions and referrals when necessary. Counselors emphasize preventive and developmental approaches to provide students with the life skills needed to deal with life's pressures.

Middle School Counselors facilitate communication between students, parents/guardians, teachers, administrators and peers.

Parents are encouraged to contact the counselors when necessary, but especially if there are events occurring in their child's life which may affect the child at school.

Curriculum and Instruction

Our teachers have developed a syllabus for each of the courses that they teach. These syllabi will provide an overview of the major topics that are covered in each course at each grade level, and these topics are aligned with the Massachusetts Curriculum Frameworks in each academic area. In addition to the major topics, the syllabus contains a list of important text and learning materials, types of assessments that will be used, and a homework policy and grading policy.

The focus of instruction is on the basic subjects of language arts, social studies, mathematics, science, reading/study skills, and Spanish and French. In addition, a wide program of general education is provided in music, art, health, physical education, technology, and library media.

Central serves to meet the needs of all learners. Some students receive additional support or services deemed necessary through an Individualized Educational Plan, English language support for students for whom English is not their first language, advanced coursework, or through the system-wide Advanced Placement (APC) program.

Student Support Block (SSB)

The Student Support Block is a 30 minute block of time which will occur daily. All students return to their homeroom teacher during SSB unless otherwise assigned. The flexibility of this block of time enables us to build relationships, re-teach when necessary, communicate important announcements, distribute notices, and help students with organizational skills.

Attendance

Attendance Policy

Daily attendance at school is required by state law. Truancy or willful, deliberate absence from school is not allowed and will result in disciplinary action. Regular attendance is the foundation of success in school.

Any student absent for 28 days or more may be recommended for summer school or a program established by the principal. The student may be retained in his/her current grade at the principal's discretion.

Parents/guardians must call the school before 9:00 AM, on the day of the absence. If a call isn't received, our attendance aide will call that home to be sure the student is homesick. All absences require a note of explanation from the parent/guardian.

Following an absence, the student is expected to make-up missed work at the discretion of the teacher. Extended absences require formal written documentation.

Students are responsible for completing all make-up work due to absences. Make-up work will be provided for absences with advanced notice. If an extended absence is to take place, arrangements can be made for work to be provided ahead of the scheduled absence.

Attendance Procedures

Middle school administrators and staff use many strategies, programs, and incentives to promote regular attendance. For students who exhibit a pattern of excessive absenteeism, the following procedures **may** be taken at the discretion of the principal:

- The attendance aide shares cumulative absences with the assistant principal/guidance counselor.

- The nurse/counselor follows up on consecutive absences or after a pattern of absences by speaking to the student individually and to the parent/guardian.
- The student is discussed at Student Support Services meetings.
- A letter may be sent to the parent/guardian.
- A parent/guardian meeting may be held.
- An attendance hearing may be held with the supervisor of attendance.
- The supervisor of attendance may visit the home.
- A referral to outside counseling may be recommended.
- A referral to the “Family Assistance Conference” may be made.

In extreme cases:

- A referral to the Department of Children and Families may be made.
- A CRA petition may be filed with the court by the supervisor of attendance.
- A “Failure to Send” petition may be filed with the court by the supervisor of attendance.

Tardiness Procedures

- ***Unexcused and/or excessive tardies may result in detention.***
- A letter may be sent to the home at the discretion of the principal.
- Repeated tardiness may necessitate an attendance hearing.
- Interventions may include a home visit by the supervisor of attendance.
- Other strategies, e.g., community service and incentives, will be used to promote promptness.
- A referral to outside counseling may be recommended.
- A referral to the “Family Assistance Conference” may be made.

Dismissals

For other dismissals, a student wishing early dismissal must present a note from a parent or guardian to the homeroom teacher during the morning homeroom period. The note should state the reason and time for dismissal. Parents or authorized persons must come to the office and sign out students who are being dismissed. **We do not allow students to leave on their own at any time during the school day.** Students will not be dismissed from school by telephone request.

Student Life

Lockers

You are expected to go to your locker only during designated times. Students are responsible for safeguarding their possessions. Lockers are school property and are issued for student use. The school administration has the right to inspect any locker without notice if there is reasonable cause.

Students are responsible for their assigned lockers which should be kept locked at all times. ***If a student is assigned a locker with a padlock, the student is responsible for the padlock and returning the one assigned to them.***

All personal items and school materials, when not being used, should be kept in lockers. The school is not responsible for lost items.

Bookbags/backpacks may be used to carry material back and forth to school. Students must leave all bookbags/backpacks in their lockers during the school day.

Valuable items, such as musical instruments, should be in school only on the day they will be used and should be taken home when not being used.

Do not tamper with another lock or locker, or give your combination to another student. Use only the locker assigned to you.

It is important to remember that lockers are the property of the school, and are subject to search by school personnel at any time for legal, health, or safety reasons.

Lost and Found

During the course of the year there are many lost and found items: glasses, cell phones, jackets, lunch boxes, etc. Please label items. Articles found in and out of the building should be brought to the office. These items may be claimed by the owner. Students should refrain from bringing unnecessary valuable items to school.

MBTA Bus

Several MBTA bus routes service Central Middle School students. Please contact the MBTA for a schedule or for more information. Student Charlie Cards are available in the main office.

Bus conduct, whether it is a school bus or MBTA bus, requires appropriate behavior. Since bus rides are considered extensions of the school day, students will follow the rules and regulations of the drivers. Misbehavior on buses will be treated similar to in-school infractions.

Student Activities

Beyond our core academic programs, Central offers a variety of activities before, during, and after school. Students are encouraged to participate in these programs so that they have a chance to meet new friends, experience new initiatives, exhibit their talents, and enjoy the complete middle school experience. Please [click here](#) using the students QPS Google Account to view these activities.

Field Trips

Teachers schedule field trips to provide on-site learning experiences. Students are expected to conduct themselves in a proper and orderly manner at all times. These explorations are considered a part of the regular school day and not a recreational experience. Standards of behavior are the same as for all school activities. Any student, who by his/her prior behavioral record, indicates that he/she could be a danger to him/herself or others, may be excluded from a field trip(s). However, in some specific cases, the student may need to be accompanied by a parent or guardian as a prerequisite for their participation.

Backpacks

Backpacks and bookbags should not be brought to class but rather left in lockers for storage because they are a safety hazard.

Food

We ask that you eat a healthy lunch. Milk, water and juice should be the beverages during lunch. Soda is discouraged. The cafeteria food and beverages are not allowed outside the cafeteria unless under the direct supervision of a staff member. Free lunch will continue to be served every school day including all half days. Please note, although every child is permitted one breakfast and one lunch meal a day, second meals, beverages, or snacks are available for purchase. The price list includes:

Lunch: \$3.50 full price

\$0.40 reduced price

Milk: \$0.50

Snack prices: Varies

Gum should not be allowed in school.

We strongly continue to encourage families to complete the free and reduced meal application, on the Quincy Public Schools website, as there are many other financial benefits, such as access to the P-EBT/Summer EBT benefits, discounts on internet/cable service, free SAT testing, waivers on college application fees, etc.

Use Of Cell Phones and Other Portable Electronic Equipment

During the instructional day, the use of cell phones and other portable electronic equipment (including, but not limited to, Apple watches) is not allowed as it causes a disruption to the learning environment. This does not include the school issued chromebook. While we recognize the importance of the use of cell phones for families to stay in contact with each other, when needed, the office phones must be used instead.

Cell phones/portable electronic equipment must be turned off during the school day including lunch time. These devices cannot be used during the school day for any purpose (including, but not limited to, checking the time, text messaging, photographing, etc.)

Cell phones/portable electronic equipment in use during the school day will be confiscated by staff. Confiscated cell phones and other portable electronic equipment may only be picked up in the Main Office at the end of the school day by a parent or guardian. Please see the Quincy School Committee Policy below.

QUINCY SCHOOL COMMITTEE POLICY:

9.15 QPS Student Personal Electronic Device Policy

The use of cell phones and other personal electronic devices during the school day negatively impacts student engagement with learning activities and is often a source of disciplinary interventions. This Quincy Public Schools Student Electronic Device Policy is intended to remove this source of distraction by eliminating the use of personal electronic devices (including, but not limited to, cell phones, tablets, smart watches, earbuds, and headphones) during academic instructional time. All Quincy Public Schools students in Grades 4-12 have been issued a Chromebook to be used during instructional time when online access is required.

For elementary and middle school students, cell phones and other personal electronic devices should be turned off and safely secured in a locker or backpack during the school day.

DISCIPLINE

Students who do not comply with the terms of the Policy will be subject to progressive discipline as follows:

- ***First offense: The student will be required to turn over their personal electronic device(s) in the main office. The device(s) will be returned to the student at the end of the school day.***
- ***Second offense: The student will be required to turn over their personal electronic device(s) in the main office. The student's parent/guardian will be called and the device(s) will be returned to parent/guardian.***
- ***Third offense: Same as the second offense above. In addition, the student will be prohibited from bringing any personal electronic devices to school for the remainder of the school year.***
- ***Students committing repeated violations of this policy may be subject to additional disciplinary actions, consistent with the Student Rights & Responsibilities Handbook.***

Appropriate Dress

Whenever any clothes or accessories are questionable and may disrupt the learning environment, the principal has the authority to resolve the matter. Hats and hoods are not allowed.

Care of School Property

Students are responsible for the proper care of all books, equipment, chromebooks, supplies, and furniture provided by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be subject to disciplinary action and may be required to pay for the damage or replace the item. Remember, this is your school and every person is expected to show concern for its upkeep.

Cheating

Academic dishonesty will not be tolerated. Cheating in any form is considered a discipline matter to be addressed by the school. A teacher who becomes aware of one or more students cheating on any graded assignment, quiz or test will record a zero grade for that assignment for each student involved. Plagiarism, (stealing the thoughts and ideas of another and passing them off as one's own) is a form of cheating and will be dealt with as a cheating offense. The teacher will inform the parent/guardian and the administration of the incident. The Administrator will take further action if they deem it warranted.

Textbooks

It is the student's responsibility to return the books that were assigned to them during the school year. All books and other personal material should be kept in **locked** lockers. If you find any books belonging to the school in your home, please return them to the school asap. Students may be responsible for the cost of the book, if lost.

Lavatories

Students should have a pass to use the lavatories and sign in and out. School rules apply to the use of lavatories including cleaning up after yourself, respecting others' privacy, caring for school property, and reporting any inappropriate behavior.

Lost and Found

Lost articles should be reported to the office immediately. Articles found are kept in an area adjacent to the cafeteria or in the office. Periodically, any unclaimed items will be donated to charitable organizations.

IN-SCHOOL DISCIPLINE/SATURDAY SCHOOL

In-School Discipline, Saturday School, and detention are progressive discipline options that the principal may use to improve attendance and/or to modify student behavior and to monitor the student's behavior during the disciplinary process.

Students who have violated the Student Discipline Code may be assigned to In-School Discipline, Saturday School, or detention by the principal or assistant principal

Lunch-Time Detention: The principal (or faculty member) may designate an area in which the student must remain during the lunch period. Failure to report to or remain in the area may lead to Saturday school or out-of-school suspension

After-School Detention: The principal (or faculty member) may require a student to remain after school provided the parents have been given at least one 1 day's notice. Students should attend with sufficient

academic materials. Failure to report for or to complete the detention may result in additional detentions, an in-school discipline, assignment to Saturday school, or an out-of-school suspension.

In School Discipline: Assignment to in-school discipline means that the student is removed from the classroom but not from the educational program. The student will report to the assigned location where they will work on classroom tasks assigned by the teacher(s) all of which are related to a course of study in which the student is currently enrolled. When completed, the assignments are to be turned in to the teacher(s) for review and grading. Thus, the student continues their academic program albeit in a different setting and receives full credit for the completed work.

Saturday School: Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel.

Saturday school will be in session from 9:00 a.m. to 11:00 and held at Central Middle School.

Assigned students will attend a continuous 2-hour period, during which time they will be permitted one ten (10) minute break at 10:00 a.m. Each student shall arrive with sufficient educational materials to be busy during this 2-hour study period.

A student missing any portion of his/her assigned time in in-school discipline or Saturday school may be given additional disciplinary time. Failure to serve in-school discipline or Saturday school assignment(s) may lead to further discipline.

The rules and procedures regarding participation include, but not necessarily limited to the following:

- Students are to have sufficient learning activities and materials for the period of their restriction.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless given permission.
- Students shall not be allowed to use the telephone or to go to their lockers.
- Students shall not be allowed to put their heads down or sleep.
- No phones are allowed.
- Students are required to have class assignments with them when they attend in-school discipline or Saturday school.

Transportation to and from in-school discipline or Saturday school shall be the responsibility of the parent/guardian of the student.

If the student fails to obey the rules established for in-school discipline/Saturday School or to fulfill the assignments properly, they may be assigned to other disciplinary options.

As a means for keeping a student in school rather than suspending them, the district has established an in-school discipline program. The student is not only removed from the classroom and assigned to a designated work area, they are also denied participation in any school activity for the length of the discipline.

The teacher(s) may assign work related to a course of study for which the student will receive full credit, or the teacher(s) may assign some type of work that will benefit the student but does not have to be directly related to

the student's current course of study. The student will receive full credit for completing the work and will be recorded as attending school.

The same rules of conduct established for in-school discipline/Saturday school shall apply, and any violation of these rules may result in further disciplinary actions.

No School Announcements and Communication

If school is canceled for any reason by the Superintendent, announcements will be made over local radio and television stations. An instant messenger system will also be utilized to communicate school closings to households.

- Television
 - WBZ-CBS Channel 4 - [Click here to view closings](#)
 - WVCB-ABC Channel 5 - [Click here to view closings](#)
 - WHDH- Channel 7 - [Click here to view closings](#)
 - NBC Channel 10 - [Click here to view closings](#)
 - Fox Channel 25 – [Click here to view closings](#)
 - WBZ AM 1030 – [Click here to view closings](#)

School Messenger:

School Messenger for Schools is an essential tool for notification and communication. School officials will use School Messenger to deliver messages to parents or guardians by telephone, cell phone, email or text message in any combination. School Messenger can also be used to notify you of a school closing due to inclement weather and to communicate daily information, such as sports schedules, newsletters, attendance notifications and other announcements.

Telephone Use

Personal messages to students must be limited to emergencies only and delivered through the office. Students may use the office and guidance telephones for emergencies (with permission). Some examples may include if the student forgot an important project at home, if the student needed to stay after school, etc.

Safety and Security

Central continually reviews and practices various safety and security procedures. **We are monitored by video cameras and our doors are kept locked at all times. Entry for all visitors must be by ringing the front door bell and identifying oneself.**

All visitors must report to the office. Identification badges are provided and must be worn by any visitor within the building. Other than staff personnel, no one may visit or enter any classroom without the permission of the Principal.

To help ensure the safety of our students walking home, taking the bus or being picked up by a parent/guardian, please see the map on the following page. This map shows designated crosswalks, locations of crossing guards and drop off/pick up locations.

Pick Up & Drop Off



Grading Policies and Procedures

ASPEN

Central Middle School is “paperless” with both Interim Reports and End of the Term Grades. They will be available online through the student portal, Aspen. This means that parents will have access to this information throughout the year.

Central Middle School would like to make sure that all parents are able to access Aspen and/or receive the help necessary to access the Aspen system. To access the **Aspen Portal** visit:
<http://aspen.quincypublicschools.com>.

Frequently Asked Questions

1) How do I retrieve my forgotten password?

On the login page, look under the login box for “I forgot my password.” Click on this link, follow the directions, and your password will be sent to the registered email address.

2) How do I find out my username?

All usernames are your student’s 8-digit local id number; your student’s school counselor can help you if you did not receive this information.

3) How do I change the email address associated with this account?

In the upper right hand corner click on "Set Preferences." You will then see a pop-up box. Choose the security tab at the top and change your email address and press "OK."

4) What if my account is disabled?

If you have tried to log-in unsuccessfully 3 or more times, your account will be disabled. Please contact your child's school counselor.

For additional information or assistance please contact your child's school counselor at 617-984-8725.

Grading

The letters A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F represent the quality of work in most subjects. A teacher comment section provides additional information. This is also a record of conduct, attendance and tardiness.

Specialist Course Grading

E = Excellent S = Satisfactory U = Unsatisfactory

Grade Reporting

The Quincy Public Schools Middle Schools are divided into trimesters. At the middle of each trimester a student will receive an Interim Report which indicates the student's academic standing at that point in time. At the end of each trimester a student will receive an End of the Term grade.

Promotion

Any student who fails two or more academic subjects for the year and/or is absent 30 or more days, may be retained in his/her current grade, unless the student successfully completes an agreed upon summer school program (as approved by the principal) or in the opinion of the principal extenuating circumstances exist which make the student's retention inappropriate. It is the responsibility of the student personnel team to provide the principal with the pertinent data and a placement recommendation for any student who is in danger of retention.

It is incumbent upon the principal to notify the student's parents or guardians when poor classroom performance and/or attendance indicate that a child is in danger of being retained. The principal has the final responsibility for placement of any retained student.

Homework

Homework is given, as needed, to reinforce and extend the work done in the classroom. Some long range project assignments and independent study work will be given and enrichment reading is always encouraged.

It is the student's responsibility to see that the homework is turned in on time and to check with teachers for make-up homework that is due as a result of absences. All work missed during an absence should be made up in a timely manner.

Student Expectations

We are looking forward to another successful PBIS school year here at Central Middle School.

PBIS or Positive Behavioral Interventions and Supports (PBIS) is an approach to teaching and supporting positive behaviors and meeting the needs of our students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn.

The foundation of PBIS at Central Middle School are our core values:

- **Respect** – Respect yourself, your peers, school staff and school property.
- **Attitude** – Be positive about your ability to succeed and encourage those around you.
- **Motivation** – Be prepared and give your best effort.
- **Safety** – Be aware of your surroundings, listen to and follow directions, and be respectful of personal space.

School-wide Expectations Matrix (next page)

The matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say “please” and “thank you” and to clean your space. Expectations are posted in classrooms and around the school.

Students will be taught specific lessons on the expectations. Teachers will help students learn what the expectations “look” and “sound” like in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year.

Acknowledging and reinforcing positive behavior is one of the best ways to encourage appropriate behavior. At Central Middle School, students will earn recognition when meeting behavior expectations. When grade-level and classroom goals are met, students will enjoy participating in rewards and celebrations.

Even with clear expectations and positive reinforcement, sometimes students do make mistakes. Major infractions are issues that result in office time. Parents/guardians will always be notified by the principal, assistant principal or teacher about major infractions. Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member. When a student repeatedly receives minors or majors, parents/guardians, teachers, support staff, assistant principal and principal will meet to build an effective behavior intervention plan for that child.

The following infractions are strictly forbidden: possession of weapons; drugs and alcohol; firecrackers, tobacco products, matches, or other incendiary objects; setting off a false fire alarm; fighting; obscene language or gestures; sexual harassment; hazing; verbal or physical intimidation, bullying and/or racial slurs; extortion. Our goal is to provide a safe and healthy learning environment, where students feel secure.

School-wide Expectations	Typical Settings/Contexts					
	Classroom	Computer Lab	Hallways/Lockers/ Stairwells	Cafeteria/Recess	Bathroom	Outside Activities
Respect	<p>Listen to and follow directions</p> <p>Stay on task</p> <p>Pick up and put away class materials</p> <p>Speak kindly to your teachers and classmates</p> <p>Respect others' property</p>	<p>Care for the computers/iPads as if they were your own</p> <p>Keep the settings on the computer/iPad the way you found them</p> <p>Plug in and shut down the computer appropriately</p> <p>Pick up after yourself/keep computer lab clean</p>	<p>Open/Hold doors for others</p> <p>Be respectful of personal space</p> <p>Assist others in need</p> <p>Be courteous to your peers</p> <p>Use school appropriate language</p>	<p>Say "please" and "thank you"</p> <p>Be respectful of personal space</p> <p>Eat your own lunch</p> <p>Pick up after yourself</p>	<p>Respect others' privacy</p> <p>Flush toilet</p> <p>Throw trash in barrels</p>	<p>Respect people in authority at the event</p> <p>Be a good ambassador for Central</p>
Attitude	<p>Work well with others</p> <p>Encourage each other</p>	<p>Be helpful to fellow students</p>	<p>Walk with your head up</p> <p>Smile and greet teachers/classmates</p> <p>Use appropriate language</p>	<p>Use appropriate language</p> <p>Be kind to others</p>	<p>Use appropriate language</p> <p>Be kind to others</p>	<p>Be prepared</p> <p>Be on time</p> <p>Show good sportsmanship</p>
Motivation	<p>Be prepared</p> <p>Be on time</p> <p>Be ready to learn</p> <p>Give your best effort</p>	<p>Stay on task assigned</p> <p>Stay on app/site teacher has assigned</p>	<p>Be efficient</p> <p>Follow locker times</p> <p>Keep locker organized</p>	<p>Bring your money, lunch, or coat with you</p>	<p>Be efficient</p> <p>Keep facilities clean</p>	<p>Give your best effort</p> <p>Show pride in your school</p>
Safety	<p>Sign in and out</p> <p>Line up in designated areas while waiting for class to exit</p> <p>Walk in quietly to your assigned seat</p> <p>Stay seated during class</p> <p>Keep your hands to yourself</p>	<p>Sign in and out</p> <p>Students must be accompanied by a teacher and or substitute at all times</p> <p>Keep your hands to yourself</p> <p>Maintain a 1 voice level</p> <p>Report inappropriate behavior/activity</p>	<p>Use assigned stairwell</p> <p>Walk and stay to right</p> <p>Keep your hands to yourself</p> <p>Maintain a 1 voice level</p> <p>Keep all materials in locker & keep locker locked</p> <p>All electronic devices should be on silent and left in locker</p> <p>Carry pass when applicable</p> <p>Elevator should only be used with pass from the nurse and 1 helper</p>	<p>Walk</p> <p>Stay in your seat</p> <p>Keep your hands to yourself</p> <p>Listen to directions</p> <p>Be mindful of allergies</p>	<p>Sign In and out</p> <p>Wash hands</p> <p>Use facilities correctly</p> <p>Report inappropriate activities</p>	<p>Listen to and follow instructions</p> <p>Be aware of your surroundings</p> <p>Stay with designated groups</p>