

MILLSAP MATRIX

	Integrity	Respect	Responsibility	Effort
Restroom	Walk to class right away. Report inappropriate restroom behavior. Tell an adult if the restroom needs attention from a custodian.	Wait your turn. Keep hands, feet, & eyes to yourself. Voice – Level 0. Give others their privacy.	Aim for toilet or urinal. Wash hands – use no more than 2 pumps of soap and 2 towels. Put trash in trash can. Enter & exit stalls appropriately.	Put toilet paper in toilet. Flush once.
Bus	Report inappropriate bus behavior. Stay safe.	Listen to bus driver. Follow bus driver’s directions the first time. Use appropriate language.	Have your bus card every day and take care of it. Sit flat and face forward in assigned seat. Keep hands, feet, and objects to yourself. Voice – Level 1. Keep bus clean.	Walk to the bus. Wait your turn to get on the bus. Greet one another and others/adults.
Playground	Ask permission to re-enter the building. Report inappropriate behavior. Stay safe.	Take turns. Play fair. Keep hands to yourself. Follow the rules of the game.	Use the equipment properly. Listen to whistles (1-squat; 2-line up). Stay within the playground boundaries.	Play fair and include others. Respect and support other classes on the playground.
Classroom	Be honest. Be kind to others. Do the right thing even when no one is looking.	Take turns. Keep hands, feet, and objects to self. Look and listen to the speaker. Use appropriate voice levels. Follow instructions the first time.	Raise your hand to speak. Keep workspace clean and neat. Complete your work. Use materials appropriately. Follow all procedures.	Participate. Be prepared. Do your best. Stay on task.
Cafeteria	Pick up any and all trash. Turn in any found items or money to teacher.	Use polite words: “Please, Thank You, and Excuse Me.” Always stay in line. Wait your turn. Always walk.	Keep your food, hands, and feet to yourself. Raise your hand to ask for permission to leave your seat.	Remember to get all your food and items while in line. Swallow your food, then talk. Keep your space clean.
Hallway	Do the right thing, even when no one is looking.	Yield to adults. Maintain personal space.	Keep to the right. Stop at designated points. Walk in line.	Hands to yourself. Walk. Face forward. Voice - Level 0.
Assemblies	Monitor your own behavior. Interact at the right time.	Sit flat where assigned. Listen to speaker or performance.	Keep hands and feet to yourself. Maintain eye contact with speaker. Clap at appropriate time.	Enter and exit quietly. Show appreciation for speaker.
Library	Use library computers appropriately. Be polite. Report damage to library materials to librarian.	Enter and exit quietly. Walk at all times. Handle books carefully. Wait your turn in line. Use good manners during story time and book talk.	Return books on time. Use shelf markers properly. Sit quietly and read at a table. Keep up with your library card.	Return books to the book drop. Use library resources for research and finding books. Ask your teacher or librarian if you need help. Keep library shelves and materials neat and orderly.