

WHS IMC Behavior Matrix

The Waupaca Way

	Beginning of Class	Work Time	Movement in Room	Use of Technology	Use of Library Materials	End of Class
Responsible	Be in IMC by final bell Sign in legibly	Be silent in silent area; be quietly working in other areas. Use time wisely. If you need to leave (for lesson, test corrections, appointment or other reasons), have a valid pass prior to coming to IMC. Indicate on sign-in sheet, legibly, where we can find you.	Move in orderly fashion; allow others in IMC to work without distraction.	Use for school purposes Ask to use phones before taking them out; use only for school purposes (calculator, flash cards, etc.)	Keeps books neat and clean. Keep food and drink away from books.	Return materials to appropriate location
Respectful	Allow Librarian to take care of attendance before approaching desk No Food in IMC	Work quietly so others can work Do your own work. No food in IMC No earbuds or headphones unless directly class related	Be patient. Keep hands to self.	Take care of equipment. Keep drinks away from computers Use only your own log-in	Keep shelves orderly. If you do not know the location of a resource you've used, ask for direction.	Wait, seated, until bell rings. Do not wait by doors. Push in chairs. Throw away trash.
Safe	Find a seat.	Keep aisles clear Use Makerspace items as designated. Keep four chair legs on the floor	Be aware of your peers Move cautiously	Stay on school appropriate sites Use 2 hands while moving equipment	Appropriate use of cutting materials, craft supplies, and books	Stay in seats until dismissed
Prepared	Bring all necessary materials	Complete previously assigned work	Move with a purpose	Know your username and passwords	Have bookmarks so books won't get damaged.	Gather materials including phones and flash drives. Log out
Voice Level		0 Silent tables and during Pledge of Allegiance, announcements 1-2 Quiet area tables after announcements and pledge 1-3 Before and After School				