

Arena Elementary School Rules and Expectations

Area/Rule	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> • Walk at all times. • Keep your hands, feet, body and personal belongings to yourself. • Use materials and equipment as instructed. • Alert adult to strangers on campus • Get adult help for accidents and spills. • Keep the school gates closed. 	<ul style="list-style-type: none"> • Be polite, using words like “please” and “thank you” • Respect property, yours and others. • Touch property with permission only • Clean up after yourself and others. • Use kind and encouraging words. • Speak in a quiet voice. • Wait for your turn. • Follow adult directions. • Treat others, as you would like to be treated. • Hold door open for person(s) behind you. • Follow school dress code • No hoods/hats/beanies inside 	<ul style="list-style-type: none"> • Follow the School Rules. • Know where you’re supposed to be and be there on time. • Obtain a pass when you’re out of your classroom. • Inform adults of vandalism and other problems. • Resolve conflicts peacefully. • Abstain from chewing gum or eating lollipops at school. • Put litter in trashcans. • Recycle aluminum, plastic and glass into recycle containers. • Take care of your personal belongings. • Use drinking fountains properly. • Abide by the school dress code.
Bathroom	<ul style="list-style-type: none"> • Keep the water in the sink. • Wash your hands. • Put used towels in the trashcan. • Keep your feet on the floor. 	<ul style="list-style-type: none"> • Knock on the stall door. • Give people privacy. • Treat property with respect. 	<ul style="list-style-type: none"> • Use a bathroom pass • Flush toilet after use. • Return to classroom/playground promptly. • Inform adults of vandalism or other problems. • Use bathroom properly.
Bus Area	<ul style="list-style-type: none"> • Stay behind designated line until an adult gives permission to load on buses. • Wait until the bus comes to a complete stop and opens it’s door before approaching it. • Stay at a safe distance when buses are arriving and departing. • Walk with your class to bus area. • *On rainy days – Allow access to multipurpose room and hallway doors. Leave passing room. 	<ul style="list-style-type: none"> • Allow smaller children to load first. • Wait your turn. • Follow adult directions. 	<ul style="list-style-type: none"> • Take care of your personal belongings. • Remind others to follow the rules.
Dining Hall	<ul style="list-style-type: none"> • Keep your food to yourself. • Throwing items is prohibited. • Remain seated at all times. • Sit on the bench with your feet on the floor and facing the table. • Keep play equipment in a safe place and away from your table. • Consume all food and drink inside the dining hall. • *Primary Grades – Sit at your own classroom table. 	<ul style="list-style-type: none"> • Use good table manners. • Speak in low voices • Allow anyone to sit next to you. • Be polite to those serving you. 	<ul style="list-style-type: none"> • Wait your turn. • Clear/Clean table and floor around you and others. • Raise hand and wait for permission to be excused or ask a question. • Compost your food and throw trash in bins. • Recycle in proper recycle bins. • Use your own money. • Obtain a pass to go to the bathroom, office, or classroom.
Office	<ul style="list-style-type: none"> • Walk to the office. • Use chairs and tables properly. 	<ul style="list-style-type: none"> • Wait for your turn. • State your purpose calmly and politely. 	<ul style="list-style-type: none"> • Use an office pass. • Obtain permission to use the phone (emergencies Only).

Passing Areas	<ul style="list-style-type: none"> Move to class on time. Allow passing room for others. Walk around corners. 	<ul style="list-style-type: none"> Remember other people are working. 	<ul style="list-style-type: none"> Know where you're supposed to be and be there. Use drinking fountain properly.
Playground	<ul style="list-style-type: none"> Walk to and from playground. Chips, rocks, and sticks belong on the ground. Sit on the bench to eat snacks (First recess). Stay within school and playground boundaries. Stay within eyesight of the yard duty supervisor. Carry playground equipment to and from the playground. Be aware of where others are playing. Keep the playground gates closed. Primary yard: Chasing games prohibited on and between play structures. 	<ul style="list-style-type: none"> Use playground equipment properly. Play fairly within the rules of the game. Include everyone. 	<ul style="list-style-type: none"> Use playground equipment for purpose intended Return all playground equipment. Resolve conflicts peacefully. Inform yard duty supervisor of vandalism or other problems. Put litter in trashcans. Listen for the bell and/or whistle and walk from the playground. Get permission to leave playground. Obtain a pass from yard duty to use bathroom, go to the office or elsewhere on campus. Use the gates to retrieve play equipment from outside playground boundaries. Use drinking fountains properly.
Special Events and Assemblies	<ul style="list-style-type: none"> Sit properly on your bottom. Walk in quietly Wait for teacher signals during arrival and dismissal. 	<ul style="list-style-type: none"> Use good manners Be quiet during presentation. Focus on presentation. Applaud at appropriate times. (Clap when you're suppose to) Listen (Use your ears). Hats off Allow anyone to sit next to you. Hold door open for person(s) behind you. 	<ul style="list-style-type: none"> Take care of personal belongings. Obtain a pass for the bathroom, office or classroom.
AREA	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Music Room	<ul style="list-style-type: none"> Keep hands, feet, and objects (including instruments) to self Use materials, instruments, and equipment as instructed Be aware of your surroundings Sit in chairs with feet on floor and instrument in lap (when not playing) Leave all illegal items at home (pocket knives, look-alike weapons, drugs, etc.) 	<ul style="list-style-type: none"> Be polite: "please", "thank you", "excuse me" Raise hand before asking a question or making a comment Follow teacher's directions the first time Touch property with permission only (such as other instruments in the room) Care for all equipment and instruments as instructed Use positive & appropriate language No violent gestures Honor personal space Follow school dress code 	<ul style="list-style-type: none"> Help others follow the rules Be honest and fair Leave the area as clean or cleaner than you found it Be punctual Leave all distractions (electronics, phones, and toys, etc.) securely in backpack Report problems to the teacher Enter classrooms only once instructed by the teacher

Point Arena School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived age, ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, immigration status, marital status, medical information, national origin, parental status, pregnancy status, race, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.) For questions or complaints, contact: Title IX Coordinator: Michelle Egger (707) 882-2131, 504 Coordinator: Michelle Egger, (707) 882-2131, Title II Coordinator: Warren Galletti (707) 882-2803 or vgalletti@mcn.org)