

Arena Union 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 equipment and materials appropriately. • Get adult help for accidents and spills. • Keep the school gates closed. 	<ul style="list-style-type: none"> • Respect property, yours and others. • 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. 	<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 white 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.
Cafeteria	<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 multipurpose room. • *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 play 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"> • 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.