

Manzanita Elementary School District Behavioral Standards
SCHOOLWIDE

Common area	Be Safe	Be Kind	Be Responsible
Schoolwide	<ul style="list-style-type: none"> Walk facing forward. Keep hands, feet, and objects to yourself. Be in class on time. Get adult help for accidents and spills. Use all equipment and materials appropriately. No gum. Cell phones are not seen or heard during school hours. Hats and shirt hoods are removed inside. 	<ul style="list-style-type: none"> Use kind words and actions (please & thank you). Wait for your turn. Clean up after yourself. Follow adult directions. Touch others' property only with permission. Pick up litter. 	<ul style="list-style-type: none"> Follow the school rules and remind others to follow the school rules. Be honest. Take proper care of all personal belongings and school equipment. Property found, that is not yours, should be taken to the office. Do your work, do your best, turn it in on time.
Restroom	<ul style="list-style-type: none"> Keep your feet on floor-no climbing. Keep the water in the sink. Wash your hands. Use appropriate bathroom: K-3; primary area, 4th/5th across from kitchen, and 6th-8th by the upper driveway. 	<ul style="list-style-type: none"> Knock on the stall door. Give people privacy. Use quiet voices. 	<ul style="list-style-type: none"> Flush the toilet after use. Return to room promptly. Inform adults of vandalism. Leave area clean of paper, garbage, paints, etc.
Bicyclists/walkers	<ul style="list-style-type: none"> Walk bikes on school grounds. When off school grounds, ride bikes safely. Wear a helmet. Wait in designated area for crosswalk supervision. 	<ul style="list-style-type: none"> (see common areas) Keep far to the side of roads. 	<ul style="list-style-type: none"> Ride single file at a safe distance. Know your hand signals. One person on bike at a time.
Bus	<ul style="list-style-type: none"> Do not talk to driver when bus is moving. Sit in your seat and face forward. Do not change seats without permission. No rough playing, pushing fighting. Remain silent at railroad crossing. Don't write with pencils on the bus. 	<ul style="list-style-type: none"> Use conversational voice. Be at bus stop on time. Raise/lower windows only when the bus is stopped. 	<ul style="list-style-type: none"> Keep all body parts in the bus. Not permitted on bus: food, drinks, candy, gum, animals, glass. Do not re-cross street.
Cafeteria	<ul style="list-style-type: none"> Sit with your feet on the floor, bottom on the bench, facing the table. Use hand sanitizer before eating. Cafeteria food may be eaten only by those who have purchased a cafeteria meal. Food, bought or brought, is not to be given away or traded. Walk slowly and carry trays with 2 hands. Follow established traffic lines. Never run or chase a student. 	<ul style="list-style-type: none"> Allow anyone to sit next to you. Use conversational voices. Use polite manners (please and thank you). In the morning, be seated, reading, studying or quietly talking until dismissed. 	<ul style="list-style-type: none"> Do not carry playground balls with food or bounce balls in cafeteria. Cafeteria food may be eaten only by those who have purchased a cafeteria meal. Leave your table and floor clean. Raise your hand and wait to be excused. (K-5).
Detention (Middle School)	<ul style="list-style-type: none"> Students not following expectations will be sent to the office for additional detention or suspension. 	<ul style="list-style-type: none"> Complete HW/Read quietly. 	<ul style="list-style-type: none"> Bring all HW/supplies/AR book by 12:20
Drop off/pick up areas	<ul style="list-style-type: none"> Use sidewalks and crosswalks. Only cross driveway or streets when accompanied by an adult. If your ride is late, go to the office and wait until you are picked up. 	<ul style="list-style-type: none"> (See common areas) 	<ul style="list-style-type: none"> Arrive on time. Leave on time. Get the teacher's permission to use the classroom phone.
Gym	<ul style="list-style-type: none"> Non-marking shoes are to be worn when running or playing on court. 	<ul style="list-style-type: none"> Use respectful, encouraging comments. 	<ul style="list-style-type: none"> Floor is to be swept and picked up after each use.
Special events and assemblies	<ul style="list-style-type: none"> Hats, visors must be removed. Quietly enter and sit in assigned area. 	<ul style="list-style-type: none"> Use audience manners (clapping when appropriate, no shouting). 	<ul style="list-style-type: none"> Sit on your bottom. Remain seated until dismissed.
Library	<ul style="list-style-type: none"> Walk facing forward. Keep hands, feet, and objects to yourself. Move to class on time. Use all equipment and materials appropriately. 	<ul style="list-style-type: none"> Use kind words and actions (please & thank you). Use quiet voices. Hats and shirt hoods are removed inside. Wait for your turn. Clean up after yourself. 	<ul style="list-style-type: none"> Place library bookmark in place when you look at a book. Return book or marker when finished looking at a book. Check out all books before you leave. Two books checked out at a time. Books returned before two weeks up or renew for another two weeks.
Office	<ul style="list-style-type: none"> Sit in chairs appropriately Enter office through front door, not the cafeteria door. 	<ul style="list-style-type: none"> Enter and exit quietly. Use polite manners (please and thank you). Use inside voices. Wait to be addressed. 	<ul style="list-style-type: none"> Know why you are there. Wait your turn. Clean up when you leave. Stay in office until picked up.