



# MANTUA ELEMENTARY SCHOOL PTA

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## 2011-12 Building Use and Student Activity Guidelines

Greetings PTA Activity Chairperson,

The PTA thanks you for your tremendous effort to help enrich the lives of our students.

Over the years, students who are involved in before/after-school PTA group activities have sometimes been observed behaving in a manner that is either unsafe or out of control during those activities. Some of the behaviors have been:

- students roaming/running the hallways unescorted;
- climbing on or playing with school equipment that is off-limits (such as the folded cafeteria tables or gym equipment);
- loud/rowdy behavior, especially near working staff (sometimes working just out of eyesight in a classroom).

Since the PTA is held directly responsible if there is an accident involving injury or property damage, we wanted to lay out guidelines on paper for all groups to use/follow. Please share these with your parent helpers and student participants:

1. During PTA-sponsored activities, activity chairpersons and parent chaperones (not the school staff or administrators) are responsible for supervising the behavior of their student participants. That means that adequate planning for a reasonable ratio of parents-to-students is warranted for **every** gathering, in addition to setting out firm guidelines for student behavior. **Enforcing** those guidelines throughout the course of the activity/club is expected at all times.
2. Students participating in before/after-school activities are expected to behave the same way they do during school hours--with respect toward others and the school itself.
3. Students should not be allowed to roam the school hallways unescorted, except for reasonable bathroom breaks.
4. When an activity borrows a room/s at the school (aside from bathrooms), those are the only rooms available for their use. That does not include adjacent hallways, other nearby rooms, or outdoor spaces, unless pre-arranged.
5. In the hours just before and after school, the staff is working. Please keep noise levels down and avoid interrupting staff members.

I'm sure many of you are already following the idea of these guidelines, but the administration has asked us to make sure we are all on the same page. If you need to recruit a co-chair or adult helper to maintain order, please feel free to do so, or let the PTA know if you need help. Also, if you have questions or suggestions, please feel free to contact the PTA VP of Programs, who is currently Lori Prendergast ([Loripren@yahoo.com](mailto:Loripren@yahoo.com)).

Thanks so much,  
Mantua PTA