

Teaching Protocols

Arrival/Departure Protocols

Morning:

- Get off your bus in an orderly fashion.
- Stay between the double yellow and red lines.
- Keep away from the dumpster and any cars that are parked outside.
- The library and the gym close at 7:45 SHARP. Listen to the teachers to see if something is open or closed.
- No running or roughhousing of any kind.
- When the bell rings, WALK inside.
 - 6th Grade Annex Doors
 - 7th and 8th Grade through Activities Entrance Doors

Afternoon:

- Quickly get your things from your locker and proceed outside.
- No running or roughhousing of any kind.
- Walk outside and walk to your bus lines.
 - Bus lines are numbered
- Line up in 3 lines per bus, one for each grade level.
- No loitering ANYWHERE other than in line, waiting for your bus.
- You MUST be in YOUR bus line.
- Be in a line. If you are not behind someone, you are NOT in a line.
- Wait until the teacher dismisses you. Your bus driver CANNOT dismiss your line.
- If you are told to do something by a teacher or administrator, do it THE FIRST TIME YOU ARE ASKED, without questions, and without attitude.

Inside Dismissal:

- Quickly get your things from your locker and proceed to the gym.
- Once you get in the gym, find the sign for your bus and SIT DOWN in that group. .
Wait until your bus is dismissed.
 - You are no longer allowed to move around but may quietly speak with friends
- Once your bus is dismissed, walk in a SINGLE FILE line out the back gym doors.
WALK THE ENTIRE WAY to the bus.

STAIRWAY & HALLWAY PROTOCOLS

STAIRWAY

- All students should walk to the right when going up and down stairs.
- Students should be aware if there is a person behind them so as not to let the door go in someone's face.
- Students should walk and carry their materials appropriately when going up and down steps (No skipping, jumping or pushing.)
- Students should use the Main Stairs labeled UP and Down appropriately, unless directed differently by an adult.
- Use appropriate language and volume at all times. (Indoor voice.)

HALLWAY

- All students should walk to the right when moving through the halls.
- Walk around students standing at their lockers (do not bump into them).
- Use appropriate language and volume at all times. (Indoor voice)
- Move at a pace to get to class on time
- Only use locker assigned to you (NO SHARING LOCKERS).
- Practice opening your locker; do not give your combination to anyone else.
- Keep straps, coats, etc. inside locker when closing it (this will avoid locker jams).
- Close locker gently (no need to slam door).
- If your locker is jammed ask a staff member to call a custodian for help. (Do not bang on or kick the locker)
- DO NOT GO INTO ANY ONE ELSE'S LOCKER. This is against school policy.

Elevator

- Only 1 person and "helper" are allowed in the elevator at a time
- Use the elevator safely and with respect
- Go to the direct floor

Locker Room/Restroom Protocols

LOCKER ROOM

- Students must have permission from PE instructor to enter the locker rooms at any time
- Students are to keep valuable personal items in their hallway locker
- Respect others, including their personal privacy, space, and property
- Clean up after yourself

RESTROOM

- Students must have pass if in the restroom other than passing time
- Report any vandalism, graffiti, or disturbances immediately to a staff member
- Loitering is not allowed in the restrooms
- Respect the privacy of others
- Clean up after yourself: flush the toilets, turn off the water, throw away paper towels

Cafeteria / Recess Protocol

Bringing lunch from HOME:

Entering from the doors closest to the stage

Buying lunch from SCHOOL:

Enter from the door in the main hall (express)

Enter from the door by the custodial office (main)

- Be on time, but don't run.
- Cutting into the line is not allowed.
- Get **everything** you need **before** being seated (fork, spoon, napkin, etc.)
- Find your PRIDE table and have a seat
- Once you are seated, you **do not get up**
- Once you're seated if you need something, raise your hand and wait for an adult supervisor
- Sit at your table facing the table
- Use appropriate volume
- Eat your lunch so you can be dismissed with the entire group
- **Wait** until you are dismissed by an adult supervisor
- Make sure your area is clean
- If you drop or spill something on the table or the ground please clean it up
- Throw away ALL garbage
- **Food and/or drinks are NOT permitted to leave the cafeteria**

Going to ACADEMIC LUNCH:

- Show your pass to an adult supervisor then go to the head of the line
- Be sure to get everything you need before you leave (fork, spoon, napkin, etc.)
- Take your lunch and your materials to the Academic Lunch room
- Stay there until you are dismissed by the teacher

Recess / Intramurals

- Go out the door designated by the cafeteria supervisor, by the custodial office or the elevator
- Follow all adult directions the first time they are given

MAIN OFFICE PROTCOLS

GENERAL OFFICE

- All students entering the office **must have a pass** from a teacher/building adult
- (Except before school and at lunch time)
- Upon entering the office, respectfully address an adult with the purpose of the visit
- When reporting to the office to see someone – know the name of the person you are to see
- If obtaining a classroom book, know what the title is
- When given permission to use the phone, sign the call log, leave a message on any answering machine/voice mail if the party does not answer
- Students must check the message board in the front hall to see if they have a message

NOTES FOR DISMISSAL CHANGES

- BUS NOTES: Take to the office upon arrival at school, both students must have a note from their home
- Notes will be approved during the day
- Stop at the office **during lunchtime** to pick up bus note
- APPOINTMENT/LEAVING EARLY NOTES: Take to the office upon arrival at school. Student will be given a pass to leave class.

DRESS CODE VIOLATIONS

- Office will lend clothing articles on first infraction. Future infractions will result in call home for parents to bring in clothing
- Return clothing articles to office the following day – CLEAN

CLINIC

- Students reporting to the office to see the nurse or be in the clinic **must have a pass** from their teacher/class
- Temperature will be taken/See nurse if present
- Phone call made to home after office staff say it is necessary, otherwise student will receive pass to class
- Clinic use for illness only when a student would need to go home. Not to rest, escape class,
- Ice can be obtained during passing time

TEACHER GUIDELINES FOR MAIN OFFICE

- If a student arrives tardy, they must go to the previous teacher to get a pass, not the office
If there is not previous teacher who kept them late, then the student is tardy and should be marked such and let into class
- When a student is called to the office, make sure the student has a pass and knows who they are to see
- If a student needs a book for your class, make sure they know the title
- Students are not allowed to call home for forgotten items without specific permission from teacher – (students are misusing this opportunity to change/create after school plans)
- Assign a group/pair/table of specific students to bring attendance/notes to the office for you or substitute – they will learn the process and therefore it will be consistent
- Notify the main office if your classroom will be meeting anywhere other than in your classroom
- Please honor the request to have homework for absent students to the office **by 2:30** on the day requested (sometimes a student takes it home for another student)

COUNSELING OFFICE PROTCOLS

- Students may come to the counseling center without a pass before school, during lunch, after school
- All other times, Pride and during classes – students need a pass from classroom teacher/staff
- Enter the counseling center quietly
- Check to see if Ms. Clark or Mrs. Suffety are in their offices (ask to call from the classroom to see if counselors are available)
- If counselors are not available, sign on the Sign In Sheet and the counselor will contact you as soon as possible
- If called to the counseling office, tell staff members who you are to see, enter quietly, and wait for staff member

Media Center Procedures

Before School

- Opens at 7:30 am. Please stay downstairs until that time. Opportunity ends at 7:45. Enter from main staircase.
- Sign in
- **Positive behaviors:** book circulation, homework, computer use to check Zangle, print homework, work on homework, quietly sitting down in a chair.
- When the bell rings: log off computers, check for personal belongings, push in chair/stool, and exit quietly.
- **Non-positive behaviors:** playing games on computer, using loud voices, running, cell phone use, standing around, sitting on a table, leaving without a pass.

Pride

- Obtain Redbook Pass from Pride teacher, bring ID, check in at desk with library personnel.
- book circulation activities (meaning returning or checking out a book)ask permission first before using computers.

When the bell rings:

- log off computers, check for personal belongings, push in chair/stool, exit quietly.
- **Non-positive behavior:** using computers without permission, wasting time with no intention of checking out a book, doing homework without permission, playing games.

Drop in

- Obtain Redbook pass from teacher, bring ID – show pass to library staff member.
- stop and ask library personnel for assistance or explain purpose of visit.
- wait for instructions where to sit or which computer .
- When leaving log off computer, check for personal belongings, push in chair/stool, exit quietly.
- **Non-positive behaviors:** using computers without permission, wasting time, playing games, leaving personal belongings behind, forgetting to log off computers.

Circulation of Materials

- Carry Rebook/ID for checkout
- Sign name for class book after due date
- Note due dates
- Respect borrowed materials
- Return books on time or renew
- Pay for damaged or missing books