

Common Area Procedures

Common Area: Arrival Procedures

Goal: Students will enter the building and proceed in a safe, orderly manner to their designated areas showing courtesy and respect to others.

Looks Like	Sounds Like
<p style="text-align: center;">BEFORE 7:55 a.m.</p> <ol style="list-style-type: none"> 1. Car riders enter the building in a single file line. 2. Bus riders enter the building on Level 0 and walk on the third block straight to the gym. Backpacks should be worn on both shoulders with hands to the side or behind their backs. 3. All students eating breakfast will: <ol style="list-style-type: none"> (a) car riders enter building, turn right, place backpacks behind appropriate cone and proceed to the serving line. (b) bus riders enter gym, make a left, place backpack behind appropriate cone, and proceed to serving line. (c) Encourage student when they come in that if they are going to eat they need to do so right then. (student do not need to sit down and then come and eat later) 4. Students who do not eat breakfast will read or sit on a Level 2 by grade level on the gym floor. 5. Students may use the gym restroom in an emergency situation with approval from a supervisor. 6. Students who finish breakfast will get their personal items and sit on the gym floor. <p style="text-align: center;">AFTER 7:55</p> <ol style="list-style-type: none"> 7. Students will be dismissed to the classrooms by rows in a quiet, orderly manner. 8. <ol style="list-style-type: none"> a. 6th grade and 4th grade (6th grade through the rear of the gym, 4th grade through the 400 hallway) b. then 5th grade and 2nd grade (2nd grade through the 400 hall) c. then 1st grade and 3rd grade (both through the 400 hallway) d. kindergarten should be released last 9. Students arriving from buses will enter the building and if it is 7:55, will see a teacher at the top of the hallway. This is a cue that students need to either go to their classrooms or to breakfast but not to go to the gym to sit in on the floor. 	<ol style="list-style-type: none"> 1. No talking (Level 0) when walking and whisper (Level 1) while waiting. 2. Level 2 when eating breakfast at the tables. 3. Voice Level 2 while seated on the bleachers or read silently. 4. Voice Level 0 when walking and exiting to class on the 3rd block. 5. Use courtesy words (“please” and “thank you”).

Voice Levels

Level 2 = while at tables or waiting for dismissal on gym floor

Level 0 = when walking in the hallways entering or going to class

Supervision Responsibilities:

1. Teachers will need to teach arrival procedures and allow time for students to practice and learn the procedures. These procedures need to be taught after any extended break such as fall and spring breaks.
2. Cafeteria/breakfast supervisors will place cones along the in front of Ms. Johnson's office court line with the kindergarten cone closest to the serving line.
3. Floor supervisor will monitor to see that students are on Level 2 and seated.
4. Breakfast supervisors will encourage correct traffic flow and wipe down tables until 8:15.
5. Teachers on duty will make sure to follow guidelines under teacher responsibility and will dismiss students to the classrooms at 7:55.
6. Breakfast supervisor will encourage students to finish eating and exit the gym before 8:10.
7. School custodians will clean up spills, clean the floor, wipe down the tables, and put up the tables at least by 8:15.
8. Supervisors need to be positioned at the following areas: top of front entrance, at the breezeway and 300 hall, top of double ramps, trophy area between the gym and ramp. Remain there until all students are dismissed from the bleachers, then float.

Encouragement Procedures:

1. Teachers and cafeteria staff will verbally compliment students for correctly following our arrival procedures.
2. Any cafeteria staff or faculty may give out the necessary amounts of Good Dog tickets.