

# Common Area Procedures

## Common Area: Hallway

**Goal:** The hallways will be safe and will be orderly where people travel showing courtesy and respect to others.

<b>Looks Like</b>	<b>Sounds Like</b>
<ol style="list-style-type: none"><li>1. Walk on the 3<sup>rd</sup> block on the right side of the hall, stay on 3<sup>rd</sup> block when waiting in line.</li><li>2. Hands behind back when walking in line without materials.</li><li>3. Carry materials in front of you at waist level.</li><li>4. Walk with backpacks worn properly on back with arms through each strap or appropriate requirement for individual backpack.</li><li>5. Walk in a single file line facing forward to and from destination.</li><li>6. Students should use the stairs in the hallway unless instructed to use the ramp (based on need).</li></ol>	<ol style="list-style-type: none"><li>1. No talking when walking (Level 0) and a whisper (Level 1) when waiting.</li></ol>

**Students will stay on 3<sup>rd</sup> block at all times**

### **Voice Levels**

Level 1 = when stopped in line unless instructed by faculty/staff

Level 0 = when walking in line

## **Supervision Responsibilities:**

1. Kindergarten teacher/aide will beat the beginning and end of the line.
2. 1<sup>st</sup> - 6<sup>th</sup> grade teachers monitor the line from beginning to end moving as necessary.
3. When the entire class is traveling in the hallways a staff member must be present.
4. Interact positively with students and redirect behavior when necessary.
5. Expectations should be taught and modeled by teacher at the beginning of the year and re-taught at least at the beginning of each quarter.
6. Staff speak to class at an appropriate level in the hallway.

## **Encouragement Procedures:**

1. Positive praise for your students or another teacher's students
  - a. Bull Dog tickets
  - b. Verbal compliments
  - c. Hand cues (thumbs up, etc.)
2. Compliment individual students for exceptional hallway behavior.
3. Compliment other classes that you see accomplishing the hallway goals.