

Reed Middle School

Procedure Camp 2018 – 2019

The purpose of Procedure Camp is to organize and help students become familiar with Reed guidelines and expectations. In order to familiarize students with these guidelines and expectations, different “topic scripts” will be read by every teacher each period for the first day of school. This procedure will help avoid repetition, as new information is given each period, and all students will receive the same information at the same time. Teachers, please make time in your lesson plans for this script and any further discussion needed.

Areas that must be discussed by each teacher in every period on the first day of school:

Any needed supplies (general supply lists were given at registration)
Any other class rules
Fire drill, tornado, lockdown drills
BYOT Policy
Tardy Policy

August 15 – Period 1

Procedure Camp Topics: Classroom conduct, establishing signals for attention, cell phones.

Write the following on the board (or simply read aloud) and ask students which rule is NOT a classroom rule at Reed Middle School.

1. Be Responsible for your learning.
2. Cell Phones may be turned on as long as they are not visible when BYOT is on Red.
3. Be on time.
4. Be “Ready” to work by bringing all materials needed for each class.
5. We take pride in our school and in our traditions

* Number 2 is not a rule at Reed. Cell phones shall remain “Off” and not visible.

You may choose to discuss these rules further. Explain that ALL classes at Reed will incorporate these rules. (Please be aware that you may discuss consequences at this time, but the administrators will discuss these at a later date.)

Cell phones:

Students may use personally owned mobile technology devices at school for educational purposes only when permission is granted by the applicable teacher. Phones must be turned off at all other times. Students are responsible at all times for complying with the Student Code of Conduct, Student Technology Acceptable Use Policies and Guidelines, and the conditions outlined in this document. Phones are to be turned off in the morning when the bell rings to begin school at 9:00 a.m.

Read the following:

To improve security and develop an overall safe (as well as respectful) environment, please establish a signal that will use consistently that indicates to students that their full attention is required. Administrators and teachers may use these signals when noise levels have escalated to the point of an unsafe or disrespectful environment. **(Teachers please have a signal for your classroom that you will use consistently and review this signal with your class.)**

August 15 – Period 2

Procedure Camp topic: Lunchroom procedures

In order to make a purchase, students must know their student I.D. number. Student I.D. numbers can be found on the student's schedule card.

Read the following:

These lunchroom procedures will be followed throughout the year:

- Running is not permitted in the cafeteria.
- Do not save seats in the cafeteria. If someone wants to sit down, let him or her. Do not try to exclude anyone. We are a family, and we must treat one another with respect and kindness.
- We will demonstrate respect for each other by not cutting in line.
- We take pride in our school. All students will be "Responsible" for picking up and cleaning their areas of trash.
- Please remember that food and drinks are not allowed in the hallways.
- If your decision to be late to class has provided you the opportunity to serve lunch detention, then you are to report to the lunch detention location for the entire lunch period where lunch will be served to you in a quiet and respectful environment.
- Students should bring assignments to work on during lunch detention.
- We walk into the cafeteria
- We wait in a single file line
- We are patient and polite
- We will follow directions by all school personnel
- We remain in dress code
- We clean up after ourselves and We recycle

August 15 – Period 3

Procedure Camp topic: Hallway conduct and restrooms

Teachers: Please read the following information to your students.

Hallway Conduct

- Food and drinks are not allowed in the halls or in the classrooms (*unless approved by the teacher*). All food or drinks seen in the hallways will be collected and thrown away. Food and drinks may only be carried in the hallways when going to the cafeteria for lunch.
- The hallways at Reed are very clean. The custodial staff does a great job of cleaning the halls each day after school. Please help them out by picking up trash, even if it is not yours, and keeping the hallways free of food and drinks.
- A hallway is a place that gets you from one classroom to another....it is NOT a gym! Therefore, please use a quiet voice when talking in the halls and please walk. Save the yelling and running for outside!
- No Clumping – please do not stand around in the middle of the hallway with ten of your best friends. You only have 3 minutes to get from one class to the next, so learn to walk and talk at the same time! Standing around in a clump clogs up the hallways and prevents students and teachers from getting to class on time!
- The hallways are “BYOT RED” All technology visible or turned on in the hallway will be confiscated. Please put headphones, phones, and all other technology away prior to entering the hallway so to avoid confiscation.
- We walk on the right side of the hallway
- We keep it moving
- We keep our hands, feet, and objects to ourselves
- We use appropriate language
- We use inside voices
- We keep our hallways clean
- We are on time to class

Restrooms:

- Students should use the restroom during passing periods.
- Students using the restroom need to get in, get out quickly.
- Please refrain from horse play in the restroom.
- Take pride in our building; help to keep the restrooms clean.
- Do not use your cell phones while in the restroom.
- Students who do not have their I.D’s will not be permitted to use the restroom during class.
- We use the closet restroom
- We follow the 15/15 rule

- We respect privacy
- We throw away trash in designated areas
- We use inside voices
- We use only what we need
- We wash our hands

August 15 – Period 4

Procedure Camp topic: Dress Code

Let's see what you know about dress code. *Ask the students the following questions.*

Are sandals, flip flops, or open toed shoes allowed?

Answer: No, Suitable footwear shall be worn at all times. All footwear are soled and closed toe. Flip Flops, shower shoes, beach thongs, etc., Heelys, and heels higher than 2 inches and house shoes are not acceptable for school.

Are spaghetti straps allowed for tops or dresses?

Answer: NO, All shirts must have sleeves that cover the shoulders and be constructed of a solid material. Shirts must be long enough to reach below the top of the pant/skirt. All shirts/blouses must cover cleavage, the entire back, and midriff

How about boys wearing tank or muscle shirts?

Answer: No, All shirts must have sleeves that cover the shoulders and be constructed of a solid material. Shirts must be long enough to reach below the top of the pant/skirt. All shirts/blouses must cover cleavage, the entire back, and midriff

Is sagging allowed?

Answer: No, the waist of the trousers or overalls must be worn at the waist.

Are Warm-Up suits and sweat suits allowed?

Answer: No, they are not allowed.

Can you wear shorts/skorts?

Answer: Shorts and skorts are not allowed in Grades 5 - 12.

Can you wear bicycle pants/leggings/tights?

Answer: Yoga pants, stretch pants, spandex leggings, Spanx or similar clothing items are not permitted unless overlaid with a shirt/blouse that covers the student's legs to the bend of the knee.

How about short dresses?

Answer: Dresses, skirts, and jumpers are allowed, but may not be shorter than the bend of the knee and must be hemmed. Show example.

Say:

The following are not acceptable: see through materials, belly buttons showing, hats or caps, chained or spiked jewelry, crop tops, tube tops or any clothing or accessories that suggest gangs, obscenities, alcohol, or tobacco products. If you're still unclear about dress code, read page 16-17 of the Student Code of Conduct. Students who are out of dress code will be sent to the administrator to find a solution to the issue.

August 15–Period 5

Procedure Camp topics: attendance (including absences, tardies, make-up work) & counselor visits.

Read the following to your students:

When a student is absent, it is the responsibility of the parent to call the school by 10:00 a.m. to explain the reason for absence. If phone documentation is not recorded within 24 hours, the absence is considered unexcused. In order to remove the unexcused absence, a written/phone notice from the parent is required upon the student's return to school. Please be aware that if the absence is unexcused, students may not receive credit for work missed during the unexcused absence period. An unexcused absence is a form of truancy. No notes or calls will be accepted once truancy date has been set.

Excessive days or three consecutive days of illness could require a physician's statement.

Upon return from an excused absence, the student must **ask** each individual teacher for make-up work. The students are allowed one day for each day absent to make up work. **Give an example here.** If a parent calls for make-up work while the student is still ill, the work will be available for pick-up by 4:45 p.m. the following day.

Tardies to class are unacceptable. Three unexcused tardies will result in 1 unexcused absence. All teachers will close and lock doors when the bell rings. All tardy students are to report to their tardy sweep room and will receive a discipline consequence from their assistant principal.

Throughout the year many students request visits with the school counselor. Teachers will send a requesting student with a pass to the main office. The counseling secretary will set the counseling appointment. Students will receive a counseling pass at their appointment time. Once students receive their counseling pass, students will go directly to the counseling office.

August 15 – Period 6

Procedure Camp topic: Before and after school procedures, I.D.'s

Read the following to your students:

Before school, all technology will need to be put away and turned off when the bell rings to begin school at 9:00 a.m. Technology that is visible and/or on is subject to be confiscated.

After school, students will have 10 minutes to go to the Panther store and clear the building. All buses will be loaded at the front of the building. All school rules apply while loading buses, riding buses, or waiting for a ride. The office phone will not be available for calls for a ride home. Please be aware that once a student leaves the building, he/she will not be allowed to reenter. Make sure you have all materials needed for the evening before exiting the building.

I.D.'s are required for all students at all times. Students must wear their I.D. badge around their neck at all times. All students with a temporary I.D. must wear their temporary I.D. above their heart. I.D.'s are made Monday thru Friday from 8:40 a.m.-8:55 a.m. in the library during breakfast. Remember, in order to receive a pass from class, or enter any after school activity such as a volleyball game, football game, dance, etc., your ID is required.

August 15 – Period 7

Procedure Camp topic: Bullying and Emergency Drills

Teachers: Please read the following information to your students.

Say:

Bullying will not be tolerated at Reed. Although bullying is not always easy to define, one useful definition reads: "Bullying is the willful, conscious desire to hurt or threaten or frighten someone else." Sometimes it involves hitting or kicking, or social media. But threats, teasing, and taunting are more common and can be more damaging. The word 'bullying' is used to describe many different types of behavior ranging from teasing or deliberately leaving an individual out of a social gathering or ignoring them, to serious assaults and abuse. Sometimes it is an individual who is doing the bullying and sometimes it is a group. The important thing is how the bullying affects the student. There are severe consequences for any student at Reed who engages in bullying activity.

How to STOP a Bully or Bullying:

Do not hit back.

If you have a problem, ask your teacher, counselor, or administrator for help.

Tell an adult in charge, especially if the bully threatens to do worse things. An adult can stop the bully, but only if you tell them about it.

If you see another person being hurt or intimidated tell an adult immediately.

Keep your belongings tidy and close to you.
 Keep your eyes on the teacher; do not stare at other students.
 Pack your things away when you are done with them.
 Make sure an adult knows where you are at all times.

Remember; tell a teacher, an adult, your counselor!

Types of Emergency Drills			
<u>Shelter in Place</u> : restricting movement within the building	<u>Severe Weather</u> : relocating to a safer area within the building	<u>Fire Drill (building evacuation)</u> : leaving the building	<u>Lock down</u> : stay in your current location
What should I tell my students in an emergency?			
We are in a shelter in place emergency procedure. Remain calm. Please stay out of sight, remain quiet and wait for further instructions.	We are in a severe weather procedure. Remain calm. Please avoid all windows and outside doors. Please kneel down on your knees hands behind your heads and wait quietly for further instructions.	We are evacuating the building. Remain calm. Please exit the building quickly, quietly, do not run or push others. Stay with you class.	We are in a lock down emergency procedure. Remain calm. Please stay out of sight, remain quiet, don't draw attention to yourself, do not open any hallway doors and wait for further instructions.
How can I prepare my students prior to a drill?			
Observe they are following the procedures above.	Walk your class/or show on a map where your classes shelter in place classrooms is located. If your class is the shelter place location instruct your student where they will move to make room for other students.	Walk with your students the exit route from your classroom to the parking lot and where you will stand (100 feet from the building). Observing they are following the procedures above.	Show your students where to stand in the classroom, so they are not visible from the hallway. Observe they are following the procedures above.

Intruder Lockdown Procedures *Not in a classroom or with a teacher*****

- If you are not in a classroom when a lockdown starts, go to the **NEAREST SAFE PLACE**.
- If you cannot get to a safe location and you are in immediate danger, your options include:
 - 1) Flee the location. Use a distraction if necessary.
 - 2) Use teamwork to ensure your safety and others.