

## **SCHOOL SPECIFIC PROCEDURES**

In addition to the adopted practices, procedures, and district policies; the building principal shall articulate and communicate these specific procedures for the school site:

- Arrival and Dismissal processes
- Attendance Process
- Bells and timing
- Before school activities/intramurals logistics
- Cell phone use for adults
- Culture and Climate focus
- Daily Communication Plans (announcements, emergencies)
- Field Trip checklist
- Hallway and Passing time
- Lunchroom for learners
  - Include use of the restroom during lunch/recess
- MTSS A specifics (follow district guidelines, but include names, etc.)
- MTSS B specifics (follow district guidelines, but include names, etc.)
  - Crisis Team Response (who and specifics on logistics)
  - Emergency (who and how to call, posted for substitutes too) Include needing to leave a classroom of learners
  - Behavior reporting specifics (follow district guidelines, but include names, etc.)
  - PBIS – Positive Behavior Incentives and Supports
- PLC (follow district guidelines, but include building specifics)
- Recess procedures for adults and learners
- Restroom Procedures/Breaks
- Transportation procedures – drop off and pick up/driving & parking specifics

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.