



Team



Explorer

Procedures

- **Advisory**

Students should begin to report to advisory at 7:15. All students will need to be in advisory by 7:20. If late, they will report to the Express Café for a late pass. The pledge will be recited daily. Mondays will be used for silent reading. Fridays will be the day for video announcements. The remaining days will be used for advisory activities (goal setting, getting to know each other, organization...) Each advisory is permitted one breakfast a month.

- **Assemblies**

The team will be called to the assembly by the administration. When each class is called they will be expected to walk to the assembly quietly and in single file. We will enter the gymnasium from the activity lobby and sit in the section marked 8-2. During the assembly students will be on their best behavior showing respect for the speakers. Failure to do this will result in disciplinary action.

- **Bathroom Visits**

Students will be expected to use their bell change time and lunch time to visit the bathroom. In case of an emergency, students will be given 4 passes per teacher per quarter to use. These passes must be presented with the student's agenda to leave the room. Once the passes are used they may no longer leave the room that quarter.

- **Dismissal**

The 7th graders will be dismissed with a bell at 2:13. The 8th graders will be dismissed with their bell at 2:15. Students should not to pack up their belongings until they are instructed to do so. When dismissed students should report to their lockers and then head immediately to their buses or after school activities.

- **Dress Code**

Students will be checked for dress code violations daily in advisory as well as throughout the day. If a student is in violation of the code they will be sent to the office. If in doubt about a clothing item then don't wear it.

- **Fire Drill**

When there is a fire drill students will exit their classroom in an orderly fashion. They should help by being sure all windows are shut and that the last one out shuts the door. As we exit the building, students are expected to be quiet. Talking will not be tolerated. Once in our designated area, students should line up in alphabetical order to help with attendance. Because of the importance of emergency situations, failure to remain quiet and follow directions during a drill will result in a DT.

- **Lockers**

Students may visit their lockers 4 times throughout the day. When they first arrive at school they will go to their lockers to put stuff away and to get their Encore materials. The next visit will occur immediately following Encore. At this break they will get their materials for their first two Core classes as well as lunch. Between Cores 2 and 3 students will go to their lockers again. They will need to get their materials for their final two Core classes of the day. (Please note, there is no locker break immediately before or after lunch.) The final locker break will be at the end of the day. At this time students will get their materials to take home and then exit the area.

- **Tardies**

Students are expected to be in class on time. Class breaks are 2 minutes in length when there is not a locker visit and 5 minutes when there is. Students who are late to class will need to sign in as they enter the room. A student will receive one warning. After their one warning students will be given an after school DT. Chronic problems will result in administrative intervention with escalating consequences.