**Orchard STEM Opening Day Procedures** 

* Students will enter the building by bus.  Walkers and parents may come into the school before the bus riders.  Every student and parent goes through the metal detector.  Parents who come into the building with their child get to go to the front of the metal detector line and must sign in the main office.  Parents who are frequent morning visitors will eventually get a permanent visitor lanyard with their name on it that they will pick up in the morning and return upon departure.
* All paras and admin will have a student alpha list with homeroom numbers to confirm with students their correct room number and teacher if they are unsure. Seek out students to confirm with them that they know this information. Greet them and make them feel welcome.
* We are asking for additional volunteer staff, especially teachers who are off first period to also have an alpha list to assist. Homerooms will also be posted in main hallway and cafeteria for older students and parents.
* Students will sit by grade level assigned tables in the breakfast room. Students in 5th-8th grade will be able to eat first in the cafeteria then go to the gymnasium. Students are not permitted to leave the gym once they enter. They must first get breakfast then enter the gym
* Students will walk straight to the line to get their breakfast and then to their seat. Students are permitted to get up to throw away their trash, staff & volunteers who are in the breakfast room will assist with pushing around the trash cans to collect trash. Staff will be strategically placed in their designated area to assist with breakfast.
* Homeroom teachers will pick up their class by 9:10 a.m. Please help ensure that all trash is picked up from students’ tables. Have your class list to confirm names. Parents may come up with their child. Greet them and make them feel welcome. Come to your class’ table to get them. Set the tone.
* Determine space in your room for personal belongings and determine seating ahead of time.
* Your name should be on the board, your room should be neat, organized, clean, welcoming, and ready to go!
* Attendance must be taken by the teacher (always.) Turn in your attendance folder with a student by 10:00 a.m. Please write names of students not on your attendance sheet on another sheet of paper and place it in the folder. If you have other questions, send them down in the folder.
* Students are processed in the office tardy after 9:15 a.m. Be certain that students have a tardy slip to ensure that they have signed in the main office and their attendance is accounted for.
* Hold a class meeting to greet students and learn their names. This will also help new students feel welcome. Repeat this practice each day. This time should model responsive classroom or twice weekly PATHS for grades K-5. The district has stated "The purpose of Cleveland Classroom Meetings (CMs) is to help meet the developmental needs of all students, K-12 in accordance with the five Social Emotional Learning core competencies of Self-Management, Relationship Skills, Self-Awareness, Social Awareness and Responsible Decision-Making." Keep this in mind during your planning. Whole school class meetings will be held once weekly.
* Follow the regular schedule for the academic day.
* Model and practice procedures for walking together as a class to specials and lunch
* Classes are walked to specials and picked up. This is a good time to leave early and show them where the restrooms are etc.
* Model and practice procedures for the restroom. Students should only use the restrooms on their designated floors. Students in upper grades are only permitted to use first floor bathrooms during lunch with permission and a peer
* Teacher will direct students for seating at lunch until students are familiar with the procedure. Grades 5-8 will be able to choose their table and seats as a privilege.
* Students will be brought down to the cafeteria by the classroom teacher and directed by the administrator to sit at their tables. Tables will be called individually to walk up and get their lunch. Transitions must be timely to ensure teachers lunches are 40 minutes. We will be modelling and practicing procedures with students. The teacher who has the class after their lunch period picks up the class on time.
* Be certain that you know how each student gets home. Double check that each student also knows how they get home. (walker, car rider, bus rider) You may eventually want to post a sheet in the room for this. It is a must that you place one in your substitute folder and that your neighbor teacher knows where your information is kept.
* Teacher of the last period class for the day dismisses the class at the end of the day. This includes the specials. Bus riders will exit the front of the building on to Bailey. Car riders and walkers are picked up in the back of the school on Orchard. Please walk your classes out at the end of the day for dismissal. If ESP dismisses your class, provide a student alpha list with how each student gets home, including bus numbers. This is vital! Take the paper with you for dismissal. Parents are not permitted to park in the parking lot for dismissal. Parents are not permitted in the building at dismissal time, they should wait outside for their child. No students should be pickup up early (between 3:15-3:40 without a note written from parent in the morning or an emergency.
* Every child must go home with: The Parent Newsletter, Emergency Card, Media Consent, Email Sign Up, Volunteer Paper, and Family Handbook. Review each of these papers with the students, especially the Family Handbook. A copy of the family handbook can be found in the staff handbook.
* Review Student Code of Conduct opening week; especially codes for bullying, cyber, and dress code violations. We will also have discipline assemblies scheduled during opening week.
* The first week of school should be used to set the tone, build the classroom culture, and obtain baseline data about your students learning styles, strengths, weaknesses, ability level etc. Please see me for assistance in first week lesson planning if needed,