



Flight Plan: Procedures and Expectations

General School-wide Expectations

1. Respectfully follow directions.
2. Use appropriate voice levels and language.
3. Respect school property and others.
4. Keep hands, feet, and objects to yourself.

Before School Procedures

Be on time-gates will be opened at 7:45 a.m.

1. Breakfast and Safekey students will enter through multipurpose room.
2. Walk bikes on school property. No skateboards allowed on campus.
3. Remain outside until the bell rings unless you have an Early Arrival Boarding Pass.
4. Bell 1 "Freeze". Bell 2 "Walk".
5. Enter building in single file line with voice level 0.
6. Students in front of school at freeze bell should walk to the playground to line up.
7. Be respectful of morning music and routine.

After School

1. Stay with your teacher while walking to your dismissal area.
2. Wait patiently for release. Inform your teacher (High 5, etc.) before you leave.
3. Students not picked up by 2:29 p.m. will be escorted to the office to ensure each child's safety.
4. Walk bikes off school property.
5. Use crosswalks
6. Listen for your name at Kiss and Go Lane.
7. Playground is closed after school. Leave the playground promptly.

Bathroom Procedures

1. Go! Flush! Wash! Leave!
2. One push of soap, one pull of paper towels!
3. Throw away trash and return to class promptly.
4. Voice level 0.
5. Follow CHAMPS expectations

Greatroom Expectations

1. Use voice level 0 when walking through greatroom.
2. Stay on task.
3. Hang headphones over monitor when finished.
4. Push chairs in when not using.
5. Shut down computers properly at the end of each day.
6. Do not use computers with "Do Not Use" signs posted.
7. Inform teacher of technical problems.
8. Use paper towels and soap appropriately.
9. Place trash in cans.

Hallway Expectations

1. Keep hands to yourself
2. Use voice level 0 at all times.
3. Stay to the right and walk in line with eyes forward when with your teacher.
4. You must have a pass when not with your teacher.

Assemblies

1. Enter and sit quietly using a voice level 0.
2. Sit flat with legs crossed and hands in your lap.
3. Look and listen to the speaker.
4. Use appropriate clapping and performance etiquette.
5. Wait patiently and quietly to be dismissed using voice level 0.

Lunchroom

1. Enter/Exit quietly while walking using voice level 2.
2. Sit appropriately with feet under the table.
3. Raise your hand if you need anything.
4. Respond immediately to "Give Me Five" signal.
5. Wait patiently for dismissal.
6. Clean your table and floor when dismissed.
7. Pay for lunch before school.
8. Follow CHAMPS expectations.

Playground Expectations

1. Follow Playground and PE rules.
2. Use and return equipment appropriately.
3. Play in a safe manner.
4. Walk on blacktop.
5. Running permitted on grass only.
6. Chase games may be played on the grass only.
7. Use your grade level structure only.
8. Bell 1 "Freeze". Bell 2 "Walk".
9. **Playground is closed after school.**

Field Trips

1. Be on time.
2. Enter/Exit the bus in a single file line using voice level 0.
3. Remain seated on the bus facing forward with your back against the seat.
4. Follow the bus driver's directions.
5. Stay with your assigned group.
6. Be a positive representative of our school.
7. While on the bus remain at voice level 2.