

COMMON AREA POLICY #1

Hicks Elementary Hallways

Goal:

Students, staff, and visitors will be aware of and follow hallway behavior expectations during arrival, transitions, and dismissal to promote a safe and respectful learning environment.

Expectations for Student Behavior:

General Transition Expectations

1. Students will walk in a single file line with appropriate spacing and pace.
2. Students will stay on the right side of the hallway.
3. Students will walk with paws in place and their mouths closed.
4. Students will walk with quiet feet.
5. On the stairs, students will take one step at a time, with one hand on the rail, always staying on the right side.
6. Students will keep their eyes forward, always looking ahead.
7. Students will follow directions of all adults, regardless if the adult is their teacher.
8. Students will go directly to their destination without stopping unless in a designated stopping area or directed by an adult.
9. Students are to be silent during school hours (8:00-3:00) and use whispers before and after school (7:45-8:00 and after 3:00).
10. Classes that are split for Specials, will join their specials group before transitioning to their designated class.
11. Teachers may dismiss students from assemblies and Wolf Call in the most convenient and expedient manner.
12. Teachers will communicate quietly and only as necessary in the hallways as to set a proper example of the hallway expectations.

Arrival Expectations

1. Upon arrival to the school, students will go directly to their designated areas.
2. Students arriving from the bus, will enter through the front doors and proceed into the school when directed by the staff member on duty.
3. Students arriving by car or walking will enter the building quietly and proceed through the building, taking the most direct path to their designated area (the library, gym, or cafeteria).

4. Students, who have tutoring or safety patrol before the 7:45 bell, must have a teacher written hall pass stating their destination. See the shared drive for this form.
5. Visitors who arrive before 7:45, will wait in the cafeteria at the visitor table until the bell rings.
6. Once in their designated area students, will remain there and follow the expectations of the library, gym, or cafeteria.
7. Safety Patrol will be visible, modeling these policies and reminding students of these expectations. Safety patrol will remain at their designated station until 8:00am.

Dismissal Expectations

1. Kindergarten will dismiss at 2:50 and 1st grade students will dismiss at 2:55 using general hallway behavior expectations. Lines will move quickly on the right and will exit the building through the front entrance by 3:00. Bus and ESD students will lead these lines and dismiss when appropriate at the first cafeteria entrance.
2. 2nd grade students will dismiss at 3:00 using general hallway behavior expectations. Lines will move quickly and on the right. Bus and ESD students will proceed to the stopping point in front of the Nurse's office, and wait for the supervising teacher to allow them to proceed. Car riders and walkers will exit the building using the stairs located by the Art room.
3. 3rd and 4th grade students will dismiss at 3:00 using general hallway behavior expectations. Students will move quickly and quietly. Bus riders and ESD will use the left side of the hall, proceed to the back staircase and wait for the supervising teacher to allow them to proceed further. Car riders and walkers will use the right side of the hall and proceed out the pavers door with their classroom teacher.
4. 5th grade students will dismiss at 3:00 using general hallway behavior expectations. Bus riders and ESD use the right side of the hallway, proceed to the back staircase, and wait for the supervising teacher to allow them to proceed further. Car riders and walkers exit the building through the pavers door with their classroom teacher.
5. 2nd through 5th grade students with Kindergarten/1st grade siblings will exit the building with their class and walk up the hill to meet their siblings at the Magnolia Circle. They will follow the expectations of that classroom supervisor. *During inclement weather, students may use the middle stairs to meet their siblings in the gym.

6. For K-1st grade students who have tutoring after school, the student will remain with the classroom teacher until all students are dismissed. The student will re-enter the building with their classroom teacher.
7. For 2nd – 5th grade students who have tutoring after school, one grade level teacher will stay with tutoring students to supervise and begin tutoring activities. Another grade level teacher will be responsible for dismissing his/her class.
8. Tutoring dismissal follows the same hallway behavior expectations as regular 3:00 dismissal requires.