

Mandeville Junior High School Procedures

ARRIVAL:

- Car line and bus unloading begins at 7:00 am.
- Students must report directly to their first period of the day.
- Homeroom lists will be provided to duty teachers and they will assist in helping students find their class.
- Students arriving in car line: If first period is 100, 200, 300 wing they enter through the main hall, if their first period is in 400 wing they will take the back walkway.
- Students arriving on buses: If first period is 100, 200, 300 wing they enter through the 100 wing, if their first period is in 400 wing they will enter from the bus ramp entrance.

SCHEDULES: For our Safe Start days (Sept. 8 – 11)

- Each student's schedule will be printed, and teachers will hand them out in FIRST hour.
- Make sure the students copy their schedule into their planners.

BREAKFAST:

- Students will be allowed to go to the lunchroom to eat breakfast once they have been temperature checked and screened.
- They will be given a breakfast pass by their teacher to verify for duty teachers that they have been properly checked.
- They must remain in the cafeteria to eat their breakfast.

CLASS EXCHANGES:

- We will have one way hallways for class changes. (Arrows placed on hallway door entryways)
- Extended transition times and fewer changes while on the Hybrid Schedule (beginning Sept 14th)

LUNCH:

- One line only
- Stay on the right-hand wall when entering
- Wash and/or sanitize their hands
- Students will all enter the same door, they get to choose (cold or hot), then exit the side door by stage if going out to the picnic tables.

DISMISSAL:

- We will have a controlled dismissal every day.
 - Round 1: 300, 500, gym – go to carline AND 100, 200, 400 – go to buses
 - Round 2: 300, 500, gym – go to buses AND 100, 200, 400 – go to carline
 - Round 3: Once we know the buses have left, bike riders and walkers will be released.