**Beginning of the day:**

1. Line backpacks up in the plaza in two lines in number order.
2. If you are in after school sports, place your sports bag in St. Paula Montal Hall.
3. Be in line at 7:55.
4. When you see the teacher, put on your backpack.
5. Walk to homeroom with your teacher.
6. Walk through the IN door.

**In homeroom:**

1. Follow your homeroom teacher’s procedures for the following:
	1. Attendance
	2. Turning in Family Envelopes (Wed. only)
	3. Packing up for morning classes
	4. Dismissal to first period
2. Pack up for the classes **UP UNTIL YOU ARE BACK IN HOMEROOM.**

(For example, if you are not back in homeroom until 4th period, then pack up materials for periods 1, 2, and 3 ONLY.)

1. Follow your homeroom teacher’s procedures for dismissal from homeroom.
2. Leave quietly through the OUT door to the IN door of your first period class.

**Entering a classroom:**

1. Line up outside the next class’s IN door in two lines in number order.
2. Wait for the teacher to greet you and let you in the room.
3. Follow the teacher’s procedures for starting class.

**Recess and Lunch:**

1. \*Line up your backpacks outside the IN door of your next class.
2. \*\*Grab your snack/lunch and take with you.
3. Use the restroom/get a drink of water 5 minutes before the bell rings.
4. At the bell, place sports equipment back in the basket.
5. Walk DIRECTLY to your backpack and wait in line until the teacher greets you.
* If you have P.E. or Music, line up your backpacks outside the IN door of the class AFTER P.E. or Music. (Example: If you have P.E. 1st period and social studies 2nd period, line your backpacks up outside your social studies class. Then, go to the area where Mr. Castro will pick you up for P.E.) Or if you have Music 5th period and religion 6th period, then put your backpack outside your religion class and go to the area where Dr. Howell will pick you up.)

\*\*Snack: at the lunch tables. Then, come out to play on the blacktop.

 Hot lunch: WALK to St. Paula Montal Hall. Then, out to the middle school lawn.

 Lunch from home: WALK directly to the middle school lawn.

 Clean up after yourself and your friends.

**Dismissal at end of the day:**

1. Walk directly to the dismissal area (lunch tables) UNLESS (see below)
	1. Signed up for EDC (go to EDC in St. Paua Montal Hall)
	2. Signed up for sports (wait in front of classrooms to change for practice)
		1. 6th grade room: boys
		2. 7th grade room: girls
		3. Wait until everyone is dressed and then adult will take you to the plaza to wait for coaches