## EXAMPLE

Missouri School Procedures

|  |  |
| --- | --- |
| **Hallways** | **Cafeteria** |
| Walk  Use the right side of the hall Open lockers with caution  Go promptly to your destination Be respectful of posters on walls | Enter east doors Stay in line  Get drinks  Select salad bar, cold or hot lunch Wait in line  Enter student number in computer Give money to supervisor  Take utensils  Sit at assigned tables  Talk with friends only at your table Ask permission to go to restroom Stay seated until dismissed  When supervisor gives signal, walk to trash can Dispose of trash respectfully  Line up  Walk out west doors |
| **Outside During Dismissal** | **Gym Locker Room** |
| Students waiting for parent pick up walk past flag pole, stand and watch for your parent’s vehicle.  Students boarding buses 10, 11 and 15, walk to the right when you exit the school.  Students boarding buses 8, 22 and 25 walk to the left when you exit school, look for your bus, stay in line on sidewalk , wait your turn to board bus and board safely.  All students look for your bus, stay in line on the sidewalk, wait your turn to board bus and board safely. | Use lock on your locker.  Everyone is expected to change into approved gym clothes/uniforms and shoes.  Wait for instructions from  coach before exiting locker room.  After class or game, pick up towels in bin. Shower quickly.  Take gym clothes home to wash. Lock locker.  Put uniforms in dirty bin.  Wait on benches for coach to dismiss class. |