

IKE PROTOCOLS

PASSES DURING CLASSROOM INSTRUCTION

1. The following areas will have their assigned color for Restroom Passes:

Area of School	Pass Color	Restroom Used
Upper/Lower 100's	Lemon	100's
Upper/Lower 200's	Teal	200's
Upper/Lower 300's	Pink	300's
Science	Orange	700's
Portables	Lime	300's
PE/Fine Arts	Gold	Cafeteria

2. Any student who is given permission to go to the restroom **MUST** use the color coded lanyard pass and go to that area's assigned restroom.
3. A student who leaves the room for any other reason must have a regular pink pass with time, date, location and teacher signature.

A.M. ASSIGNED COMMON AREAS

6 th graders	100 courtyard
7 th graders	300 courtyard and east of covered breezeway
8 th graders	Café courtyard and west of covered breezeway to 300 building

1. All students are to go directly to their assigned common area unless they have practice or an organizational meeting to attend.
2. Any student who needs to go to tutoring must follow the following protocol to be let in the building before 8:15 a.m.
 - have a teacher tutoring pass or a parent note.
 - all students enter through the 200 wing

TRANSITIONS TO LUNCH

1. All students are to go to their locker and directly to lunch. There should be no students in the hallways or common areas after the tardy bell.
2. Teachers must provide a pass to their student if they are delayed to lunch.

AFTER SCHOOL

1. Students who are not attending tutoring or practice must be at the front of the school or at the bus area by 3:30 p.m.
2. After 3:30 p.m., students are not allowed to go back into school unless they have a pass from a teacher or are accompanied by an adult.
3. Students who are walking home must leave campus at 3:30 p.m.
4. Students waiting in the front of school for a parent/guardian pick-up should be seated by 3:30

BUS LOOP

1. Only riders in the bus loop area.
2. Students may ride a different bus other than their own with a parent note. These notes must be submitted to the main office before the start of the school day.
3. Those that miss their bus will inform the administrator on duty and proceed to the main office to call their parent.

EXTRA-CURRICULAR ACTIVITIES

1. Students must be in dress code including shirts tucked in unless accompanied by their parent/guardian.
2. Students may only congregate in the area of the event.
3. No noise-makers may be brought into the activities.
4. Any student who was in ISS or placed off-campus for disciplinary reasons for that day is not allowed to attend extra-curricular activities.
5. Any student displaying disruptive behavior will be asked to leave and may lose their after school privileges.