

Morning Procedures and Expectations - Beginning Tuesday, August 20th

Beginning Tuesday, August 20th at 8:10am we will be implementing our campus wide Morning Procedures system and expectations. The goal of these procedures is to uphold our reputation of a welcoming environment that prioritizes the safety and security of our students. We appreciate the effort and energy each of our staff members have put into helping shape these procedures.

Stiles is blessed to have supportive partnerships with our parents and we recognize the important role you play in helping us continue our tradition of excellence. The information below is to provide you some details of our morning procedures. Some key aspects of our morning procedures are as follows:

- **Beginning at 8:10am students will be required to report to one of the “open” supervised areas/classrooms around the building.**
- **There are two main open areas that are the same everyday until they reach capacity - the library and the cafeteria (priority will be given to those eating breakfast).**
 - **students are NOT permitted to play bluetooth speakers in the cafeteria or hallway or while on campus, but we do encourage them to bring personal headphones if they wish to listen to music**
- **The other open areas are the classrooms of those teachers that are assigned to be on morning duty. Students can also opt to attend tutorials according to the tutorial link provided below, attend any student club and/or organizations they are a part of, or they can also show a pass from a teacher for a specific classroom. Open areas/classrooms do not require passes.**
- **Open classrooms will be indicated by a colored cone outside of their door. Duty schedules are by day of the week and do change. We will be providing information about the open classroom options to students in various forms including a link on our website and flyers around the building. For your information, please see the link below to the open classrooms for students to report to when they arrive on campus. (Tip: have your student save these documents on their laptops or bookmark them so they can easily pull it up if needed)**
- **Each of the designated areas and classrooms do have capacity limits and once reached the colored cones (see attached picture) will be pulled by the supervising teacher. This may mean that students will need to make their way to a different location.**
- **Students will need to remain in the area until the first bell at 8:45am. There will be staff members in the hallways to help guide students.**
- **Students can choose to go to any open classroom that is appropriate for their grade level, even if they do not have those teachers. The informational posters will have**

the grade level information on them to help guide them to the appropriate halls. For instance, if they are in 7th grade and it is a Wednesday, there are open classrooms for them to go to in the 7th grade hallway. Teachers are more than happy to have students who are not on their class rosters for the mornings. It's a great way for them to get to know more students.

- Since we still have tutorials, test make ups, parent conferences and a zero hour class, we do need students to report directly to the open areas and won't be allowed to access their lockers until the 8:45am bell as this can be quite noisy.
- While in the open area/classrooms, students are free to work on homework, talk with friends, read a book, chat with the teacher, etc. Kind of like "free time." However, we do need students to continue to conduct themselves appropriately.
- Band students will be released at 8:40am to bring their instruments to the band hall to help with hallway traffic flow while also providing them ample time to get to their lockers.

We recognize that with even the best laid plans, there may be a need to continue to make adjustments to meet our goals. I am confident that with our continued partnership, the dedication of our staff and the cooperation from our students we will remain a campus that ensures every student feels welcome at their school while remaining safe and secure.

Open classrooms by day

Link: https://docs.google.com/presentation/d/1nmeVOAECyr7hn54NbcUKwBLTplU01OH_bNFXXBjaQJM/edit?usp=sharing

Items Dropped off by parents for students:

We understand that there are occasions in which a student may need an item dropped off at the campus. Please see below for important information regarding student drop off items:

- In order to maintain an instructional environment free from distractions, we do not call students out of the classroom or send those items to students during class.
- When you arrive on campus you will notice two long tables in which items can be dropped off and a slip that you can record your student's name and they can come retrieve the item between classes or during their lunch
- Please help us inform your student that it is their responsibility to check for these items in the front office, often times parents are bringing items that a child has requested be dropped off
- In order to maintain safety and security on our campus "carrier" services (i.e. Uber Eats, DoorDash etc.) are not allowed to be used to drop off food or supply items for students

We appreciate your help and cooperation with these expectations in order for us to meet the needs of our growing campus more effectively. If you have any questions about items you are dropping off for your student Mrs. Leleux or any one of our friendly office staff members are happy to answer them.

Parent Pick-up Procedures

Thank you to our wonderful parents who have displayed such great pick-up etiquette the past two days. As many of you know, the past two years we have worked with district risk management personnel, LISD transportation, LISD Safety and Security as well as local law enforcement to identify opportunities for improvement and refinement. After working with these departments and training our faculty, we have exhausted and implemented all possible remedies within our control as a campus to making our after school pick-up process safe, secure and efficient. Detailed information, including a campus aerial picture can be found at the following

link: http://fsm.leanderisd.org/UserFiles/Servers/Server_102207/File/TrafficInfo.pdf

For the remainder of this week we have additional staff helping support our after school parent pick up process. Starting next week, teachers and faculty members are assigned duties by day and we will need all of your help to continue the parent pick-up procedures.

There are a few areas that we need your help with to support our goals of having not only an efficient parent pick up process, but a safe and secure one as well.

1. Students need to wait to load vehicles starting from the main entrance up to the stop sign, unless a staff member is guiding them.
2. **Pull all the way up as close to the stop signs as possible, even if you arrive early.**
3. Students will not be permitted to wait for parents in the near the 7th grade hallway side exterior door as this causes back ups and potentially a very dangerous situation as there is no supervision in these areas
4. Students need to be looking for their parents in the parent pick-up lanes. Staff members do make announcements, but often times, students are either on their phones or talking with friends
5. **Cooperate and support our hard working parent pick up duty staff,** they are doing their job and your cooperation is appreciated and expected
6. **Remain in your car at all times** while in the parent pick up lane
 1. Park your car in a designated parking space if you need to leave your vehicle for any reason
7. Consider using the third parent pick up lane, this is commonly underutilized and can help increase flow and efficiency
8. Share these procedures with your neighbors or other individuals that may not know them. Including anyone that you may ask to pick up your child, but does not do so regularly.
9. **Finally, our parent pick-up process is only successful if ALL parents adhere to and follow our campus pick-up procedures.** Our campus is safest when all of us commit

to these procedures. The students and staff are safer, plus your neighbors will appreciate your help in making parent pick-up as smooth as possible.

Thank you for your continued help and support with our parent pick-up process. It truly is only as good as our students and parents help make it be.

If you have any questions regarding any of these procedures please feel free to reach out to your student's teachers, grade level AP or counselor.