

# Teacher Procedural Manual 2025-2026



**I will learn the True. I will do the Good. I will love the Beautiful.**

*The mission of St. Johns Classical Academy is to develop graduates in mind and character through a classical, content-rich curriculum that emphasizes the principles of virtuous living, traditional learning, and civic responsibility. We are building intelligent, virtuous American citizens.*

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## **I. Before School**

- A. Scholars are not permitted to enter the building before 7:00 a.m.
  - 1. Grammar School (K-5) scholars arriving with an Upper School (6-12) scholar must wait in the cafeteria until 7:25 a.m.
- B. Upper School entry:
  - 1. Upper School scholars may go to their lockers to unpack and then quietly wait outside of their first period classes.
    - a. All cell phones and electronic devices must be turned off and put into backpacks before entering the building.
  - 2. All classroom doors will be open by 7:25 a.m. Upper School scholars will enter the classroom at or before the 7:25 a.m. bell. Teachers will greet students as they enter and evaluate uniforms.
  - 3. Doors shut at the 7:30 a.m. bell, and morning announcements begin promptly.
  - 4. TARDIES: Any time after 7:30 a.m., scholars must obtain a tardy slip from the school secretary. They should not enter the classroom without a tardy slip.
- C. Grammar School entry:
  - 1. At 7:25 a.m., Grammar School scholars who are in the cafeteria will be permitted to go straight to their classrooms.
  - 2. Scholars will sit outside of the classroom door and read or study. Teachers will create a duty rotation for supervising their hallway.
  - 3. All classroom doors will be open at 7:50 a.m. Teachers will greet students as they enter and evaluate uniforms.
  - 4. TARDIES: Grammar School scholars who arrive between 8:00-8:10 a.m. will be marked tardy by their homeroom teacher and allowed to enter the classroom. After 8:10 a.m., scholars must obtain a tardy slip from the front office, located in the Reception Building, in order to enter the classroom.

## **II. Dismissal from School**

- A. Upper School (6-12):
  - 1. Scholars are dismissed at 2:23 p.m. on regular days and 12:24 p.m. on Wednesdays.
  - 2. Scholars who will be picked up in the Upper School car line from 2:23-2:50 p.m. (Wed 12:24-12:50 p.m.) will stand outside the cafeteria building, prepared to enter their vehicle as soon as it comes to a stop.

3. Scholars who will be picked up in the Grammar School car line will report to the cafeteria.
- B. Grammar School (K-5):
1. Teachers will ensure their scholars are in their classroom for dismissal by 2:50 p.m. **All scholars should be seated and ready to listen for their name to be called at 2:50 p.m.** Scholars are expected to remain silent, with their backpacks on, and ready to leave as soon as their name is called.
  2. YMCA scholars will be sent to the YMCA room at 3:00 p.m.
  3. Walkers will be released to the gate at 3:00 p.m.
  4. 5<sup>th</sup> grade will be dismissed from their cocurricular classroom. PE will dismiss from the piano hallway.
- C. After School: scholars are not permitted to be in any classroom without a teacher or parent volunteer after hours. Any after-school event must have proper chaperones for scholars to ensure they are not left unattended in classrooms.

### **III. In the Classroom**

- A. Upper School **mandatory** procedures (first several minutes of class)
1. Open Synergy and the Uniform Violation Tracker.
  2. Enter attendance. (First period must be entered in Synergy by 7:40 a.m.)
  3. In first period, prepare for announcements.
    - a. Stand and recite the Pledge of Allegiance.
    - b. Remain standing for announcements. Announcements will also be displayed on the TV from the teacher's computer. Check uniforms.
    - c. Recite school motto.
    - d. Provide a moment of silence.
      - Enter violations into Behavior/Uniform Tracker.
  4. In all class periods, it is **mandatory** that scholars record tests, assignments, etc. in their planners during the first or last few minutes of class.
- B. Grammar School **mandatory** procedures (first several minutes of class)
1. Enter attendance. (Must be entered in Synergy by 8:10 a.m.)
  2. The class stands and recites the Pledge of Allegiance and the school motto.
  3. The teacher evaluates uniforms and handles violations according to the Family and Scholar Handbook (p. 51-59).
  4. Provide a moment of silence.
- C. Scholars should cross the threshold of the classroom ready to learn; therefore, they should be in their seats with all materials ready at the start of each class period.
- D. Tardy Procedure
1. Upper School (for all classes after first period):
    - a. Classroom door is open at least one minute before tardy bell rings so that scholars have time to enter and be seated.

- b. Door closes when bell rings, and teacher marks tardies in Synergy. Tardy students knock to enter.

2. Grammar School (homeroom teacher):

- a. Teachers mark the scholars tardy from 8:00-8:10 a.m. Scholars who arrive after 8:10 a.m. must report to the front office for a tardy pass, which they will give to their teacher.

E. Leaving the Classroom

- 1. Upper School: With the exception of physical illness and emergencies, scholars should not leave the classroom. If possible, restroom breaks and gathering of materials should take place between class periods. Scholars will use the classroom lanyard as a hall pass for the restroom.
- 2. Grammar School: The teacher will use his or her discretion when allowing scholars to use the restroom. Scholars should not habitually miss instructional time to use the restroom unless they have a documented medical issue from their doctor.
- 3. For all health room visits, teachers must sign a planner that the scholar will present to the nurse. The nurse will stamp the teacher's signature before the scholar returns to class.

F. Organization and Materials in Upper School

- 1. Teachers will give explicit instructions on the organization of the folder, notebook, or binder so that scholars know what they should keep and for how long. Scholars should bring the appropriate materials to each class every day. The first few minutes of class will be used to turn in homework, write in planners, complete a bell ringer, and take attendance.
  - a. Scholars will not be permitted to habitually arrive to class unprepared without books, materials, etc. Teachers should have consequences for this irresponsibility.
  - b. Homework should be turned in on time and due at the beginning of the class period. Refer to late work policy in Section VII.A.2.a.
  - c. Parents should be contacted when a scholar consistently turns in late homework or does not come to class with the appropriate materials.

G. Cell phones, smart watches, and electronic devices are to be turned off and stored in scholars' backpacks. Cell phones/smart watches cannot be carried in any pockets or carried to the bathroom. If needed, allow students to use the teacher's desk phone to contact their parents.

H. No other electronic devices of any kind are allowed on school property unless approved by the administration.

I. No food, including gum, is allowed in the classroom. (Exception is snack time in Grammar School.) Scholars are permitted to have a water bottle with them at all times in the classroom. All drinks must have a no-spill lid. Scholars are not permitted to have energy drinks on campus.

J. Scholars are to sit up straight with their feet on the floor. They are to face the teacher.

- K. Scholar desks and desk areas are to be neatly kept at all times. The aisles must be clear.

#### **IV. Hallway Behavior**

- A. If inappropriate behavior is exhibited by a scholar, it is the observing teacher's duty to correct that scholar's behavior. **All teachers are required to participate in the monitoring of the hallway during classroom changes or between periods.**
  - 1. Staff Member Expectations:
    - a. Correct inappropriate hallway behavior, which includes running, loud voices, and not keeping hands to themselves.
    - b. Stand in the hallways during Upper School passing periods as well as before and after school to deter inappropriate behavior and to build rapport as students enter/exit the classroom.
    - c. Escort Grammar School scholars (as a class) through the hallways in a straight, quiet line.
    - d. As you correct behaviors, remember that you are always working to build rapport.
- B. Upper School Hall Passes: Every scholar in the hall during class time must use the classroom lanyard as a hall pass. A scholar who does not have a lanyard will be walked back to class by a faculty member.

#### **V. Health Room (non-sickness only)**

- A. A signed planner is required to visit the clinic (unless there is an emergency).
- B. Synergy does not contain updated medical information. If a child has a medical condition that requires a care plan, the nurse will give copies of the care plan to his/her teachers. There may be families who do not want their scholar's medical condition information shared. In this case, only Health Room staff are informed.
- C. Discourage frequent, non-urgent Health Room visits.
- D. Teeth: Health Room staff cannot pull baby teeth. Do not send scholars to the clinic unless they actually lose a tooth.
- E. Splinters: Health Room staff can only attempt to remove splinters that are not embedded.
- F. Minor cuts: Teachers can wash/dry the area and apply band aids. Antibacterial ointment is not permitted per Department of Health without a written physician order.
- G. Medication: The Health Room is unable, by law, to dispense medication of any kind (including over-the-counter medication such as acetaminophen, aspirin, ibuprofen) without a doctor's order on the PAMM form, a parent/guardian's signature, and a supply of the medication (unopened, unexpired, sealed container) provided by the scholar's parent/legal guardian.
- H. Injury: Email [reportaninjury@stjica.org](mailto:reportaninjury@stjica.org) to report any injuries. You will then be contacted if further information is required.

- I. Faculty/Staff Health Conditions: If you have a medical condition, please inform the nurse. If you have prescribed medications and need to have them with you, keep them in a secure place.

**VI. SIGNS of EMERGENCY (requires call to nurse and escort)**

- Shortness of breath or difficulty breathing
- Persistent pain or pressure in chest
- Confusion or change in behavior
- Altered level of consciousness
- Bluish color or change in coloring to face and extremities
- Inability to wake or stay awake

**VII. Scholar Work**

A. Homework

1. Posting: All assignments are posted daily in a consistent place in each classroom. Scholars are required to use their planners to record homework and assignments at the beginning or end of each class.
2. Turning in: Teachers should have a designated area in the classroom for scholars to turn in class work and homework.
  - a. Late Work: Late work in grades 6-8 will lose 10 points per day for five days. Late work in grades 9-12 will be accepted within five days for a grade of 50. After five days, any unsubmitted work is considered a “refusal to submit,” and teacher does not have to accept it; student earns zero points. Teacher discretion is allowed.
3. Make-up Work: If a scholar is absent, he/she has at least two school days to complete the make-up work for every day absent.
  - a. Teachers must be flexible if a scholar misses several days in a row due to an illness or a family emergency.
  - b. If a scholar is absent for the day of a test, the teacher will make arrangements with the scholar to make up the test. If the scholar is absent for a day or days prior to the test, the teacher will be flexible when the scholar needs to obtain missed notes or assignments necessary to prepare for the test.
  - c. Teachers should have a designated area in their classroom for scholars to turn in make-up work.

- B. When assigning homework, teachers should be familiar with the chart below, found in the *Family and Scholar Handbook* (p. 15). These minutes are a **maximum**, so homework should not exceed the allotments shown; however, it is not required that students receive the allotted homework daily.

| Grade        | Homework Time Allotment             |
|--------------|-------------------------------------|
| Kindergarten | 10 minutes plus family reading time |
| Grade 1      | 10 minutes plus family reading time |
| Grade 2      | 20 minutes plus reading time        |
| Grade 3      | 30 minutes plus reading time        |
| Grade 4      | 40 minutes plus reading time        |
| Grade 5      | 50 minutes plus reading time        |
| Grade 6 -12  | 60 minutes plus reading time        |

C. All Upper School classes should use the standard heading shown below.

|                          |                                       |
|--------------------------|---------------------------------------|
| Name                     | Subject, Period                       |
| Date                     | Assignment                            |
| Example:                 |                                       |
| <i>Becky Holland</i>     | <i>Biology, 4<sup>th</sup> period</i> |
| <i>February 22, 2019</i> | <i>2-1 Section Assessment #1-5</i>    |

#### **VIII. Discipline Procedures (see school wide behavior support plan)**

- A. Scholars are expected to follow the nine SJCA Virtues at all times. At the beginning of the year, Upper School scholars will sign an Honor Code form. Always link discipline to virtue. Frame correction as an opportunity for moral growth, not merely behavior control.
- B. If a scholar is exhibiting behaviors that are inappropriate, the teacher should take actions that will prevent disruption of instructional time, such as having the scholar complete a Refocus Form or a preferred classroom management strategy.
- C. If actions have been taken by the teacher and the scholar continues to display behaviors that disrupt the instructional environment or are insubordinate to an adult, the teacher may request administrative assistance. Do not send the scholar to an administrator. Call the school secretary (EXT 11105) to request immediate administrative assistance.
- D. A referral should only be written for extreme behavior or when all other disciplinary measures have been exhausted. **Teachers are responsible for contacting the parent when they write a referral.**

#### **IX. Lunch in the Cafeteria**

- A. General Guidelines
  1. All scholars must be seated on their rear ends while eating lunch.
  2. After eating, scholars will clean up after themselves.
  3. Restrooms in the cafeteria may be used after the scholar has obtained permission from the lunchroom monitor. Note that Grammar School should only be using the cafeteria restrooms for emergencies as they have restroom breaks scheduled before and after lunch.

4. To reduce simultaneous restroom use among Grammar and Upper in the cafeteria, Grammar should be using restrooms during their scheduled breaks. The lunch monitor will clear cafeteria restrooms if a Grammar scholar has a restroom emergency during Upper lunches.
5. Teachers will drop their scholars off at the designated table at the exact time listed on their schedule. Before leaving, each teacher will ensure that scholars are either sitting at the table or in line to pick up lunch.
6. **No scholars are to eat in teachers' classrooms unless approved by administration.** All scholars will eat lunch in the cafeteria with the exception of juniors and seniors, who may eat in the courtyard. The courtyard will be used by parents eating with a scholar or by special permission from administration.

#### **X. Recess and Physical Education**

- A. Teachers should spread out on the designated play area and monitor scholars at all times while at recess. As a reminder, a teacher can be held liable for accidents. Grade chairs will provide a recess duty station list. **Digging is not permitted.**
- B. Scholars are required to stay clear of the area that is being used for PE classes.
- C. Scholars are not allowed to use PE equipment unless approved by PE teachers.
- D. Recess times should be strictly adhered to.

#### **XI. Custodial Services, Facilities, and Keys**

- A. For information regarding custodial services and facilities, refer to the STJCA website and the employee hub for the appropriate forms.
- B. **Trash must be left outside the classroom every single day before dismissal.**
- C. If you plan to use any space, other than your classroom, on campus for any reason, you must email the Head of School with details (date, time, facility needs) for approval and Cc Mrs. Dasher. Upon written approval, Mrs. Dasher will create a calendar event and invite required attendees.
- D. Whiteboard care:
  1. Only use Expo cleaner, erasers intended for dry-erase boards, or microfiber cloths to clean the whiteboards. **Do not use Clorox wipes to clean the whiteboards.**
  2. Do not use tape of any kind on whiteboards; use only magnets to hang papers.
  3. We recommend using Expo or Bic Intensity dry erase markers.

#### **XII. Grading**

##### A. Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-59%

##### B. Reporting Progress/Report Cards

1. At the beginning of the school year, teachers are required to set up their gradebooks in Synergy during the week of preplanning. By the end of preplanning, all Grade and Department Chairs must approve the grading scale for their team.
2. Teachers must contact parents of scholars who have D's or F's (or "Needs Improvement or Unsatisfactory" in the early elementary grades) at mid-quarter. Phone contact must be logged in Synergy.
3. Report cards are available in Synergy at the end of each quarter.
4. Teachers are encouraged to constantly communicate with parents through Blackboard, Synergy (especially in the gradebook), email, etc.
5. General guidelines for an acceptable gradebook:
  - a. Gradebooks should be balanced, and grades should reflect overall student performance and learning.
  - b. Grade categories should have a variety of assignments. One single grade should not have an excessive impact on a scholar's final grade. For example, we recommend three assessments per quarterly grading period.
  - c. Zeros should only be given for refusal to submit work, cheating, or plagiarism. Late work is not an automatic zero; refer to the Upper School late work policy in Section VII.A.2.a.
  - d. See examples of unbalanced and balanced gradebooks below. Note both numbers of assignments per category and category weights.

Example of Unbalanced Gradebook

| 4 Assignment Categories <span style="float: right;">20-27<br/>28-34</span> |        |
|----------------------------------------------------------------------------|--------|
| Assignment Category                                                        | Weight |
| Classwork (7)                                                              | 20%    |
| Participation (6)                                                          | 10%    |
| Quiz (3)                                                                   | 20%    |
| Test (1)                                                                   | 50%    |

Example of Balanced Gradebook

| 4 Assignment Categories <span style="float: right;">2020-2021</span> |        |
|----------------------------------------------------------------------|--------|
| Assignment Category                                                  | Weight |
| Classwork/Homework (16)                                              | 25%    |
| Participation/Preparedness (5)                                       | 5%     |
| Quizzes (8)                                                          | 30%    |
| Tests (3)                                                            | 40%    |

### C. Tests, Quizzes, and Exams:

#### 1. Upper School

- a. Tests: A test evaluates learning of a unit of work (for example, a chapter or two in history or science, a book in literature, a unit of grammar). A test should take the average scholar 40-50 minutes to complete. Tests should be announced to the scholars one week in advance. **Tests must be entered into the shared calendar one week in advance.** The guideline is no more than two tests per day in a specific grade level. It is best practice to review often, so teachers should spend a class period, or a portion of a class period, reviewing material that will be assessed. Teachers assigning long-term projects for test grades, such as poetry recitation, should be mindful of the testing calendar.
- b. Quizzes: A quiz evaluates understanding of anything from the previous night's reading homework to a portion of a unit. A quiz should take the average scholar no more than 25 minutes to complete. Quizzes may be announced or unannounced (pop quizzes).
- c. Exams: Exams take place at the end of each semester. Review sheets must be given to the scholars at least one week before the final exam date. High School non-EOC courses must have exams at the end of each semester. Middle School courses do not require a semester exam, but that time can be used to take an end-of-chapter test.
- d. If you have any questions when writing your lesson plans, tests, etc., please feel free to contact the support team at BCSI:

|                    |                             |                        |
|--------------------|-----------------------------|------------------------|
| Mrs. Becky Lincoln | Director of Teacher Support | rlincoln@hillsdale.edu |
| Mr. Michael Berndt | Director of Curriculum      | mberndt@hillsdale.edu  |

#### 2. Grammar School

- a. Grades K-2: The content and amount of written work, including tests and quizzes, should depend on the class's place within literacy and orthography. Scholars should not be writing beyond their phonemic awareness. History, science, and literature assessments at these grade

levels may be oral, aural, or pictorial. The assessments for spelling and reading and math are prescribed by the Literacy Essentials and Singapore programs.

- b. Grades 3-5: **Scholars at these grade levels should not be held to the expectations outlined above for Upper School scholars.** In order to create appropriate assessments, teachers should be mindful of their scholars' abilities early in the year and their progress throughout the year. Tests at these grade levels should take the average scholar 20-35 minutes, depending on the specific grade level. A one- or two-page review sheet may be given to the scholars in advance. **Teachers should not give more than one test per day, excluding Literacy Essentials.**
- c. Elementary school scholars will not have semester exams.

### **XIII. Planbook**

- A. Teachers are expected to have lesson plans completed before the start of the school week. All lessons for the week should be on Planbook.com by Sunday evening. Grade and Department Chairs will conduct weekly audits of lesson plans.
  - 1. Please view the videos in the Help section of Planbook.com to learn how to use its features.
  - 2. For additional help, see a team member, dept. chair, Mrs. Casteel, or Mrs. Melquist.
- B. Lessons should incorporate the following items:
  - 1. Florida Standards as well as appropriate Core Knowledge Standards (K-8)
  - 2. Objective of the lesson (i.e. "Student will...")
  - 3. ESE, 504, MTSS accommodations (See a dept. chair or team member for help)
  - 4. Outline of the day's lesson(s)
    - a. A minimum of three insightful questions per subject should be embedded in the lesson to guide Socratic discussion
  - 5. In-class assignments
  - 6. Homework, if applicable

### **XIV. Communication with Parents**

- A. Teachers must maintain regular communication with all parents. It is good practice to over communicate with parents. Keep parents informed on all the following items:
  - 1. Positive phone calls, emails, or Blackboard messages are strongly encouraged.
  - 2. **Teachers are expected to communicate behavior in scholar planners and/or via phone with a follow-up email.** Parents should not be contacted during instructional hours by platforms other than school email (SJCA, Blackboard, Synergy).
  - 3. K-5 teachers will send home a monthly, grade-level newsletter.
  - 4. Notify parents directly if a scholar shows a sharp drop in behavior/performance or performs poorly on a major assignment. No parent should be surprised by the grades or comments on a progress report or report card.
- B. Parent-Teacher Conferences

1. Parent-teacher conferences are held as needed. If a scholar has a “D” or “F,” then a conference should be held within a week.
2. Conferences can be held before school, after school, during lunch, or during planning. A teacher will **not** schedule a conference during his/her duty.

## **XV. Professional Development, Meetings, and Assemblies**

- A. These activities are part of the contracted school day. **Attendance is required.** Avoid making any other appointments during this time. Coaches are to have an assistant coach take practice, if possible. As with any absence from the work day, absence from these activities must be communicated in advance with the Head of School.
- B. Professional Development
  1. Professional development occurs on Wednesdays from 2:00-3:00. Attendance is required. These PD meetings, which include team/departments meetings (PLC), are scheduled in advance by the administration. Refer to the [PD calendar](#) in the Appendix. SJCA provides additional opportunities for professional development; refer to the [Professional Development Folder](#) for detailed information on sources and guidelines as well as access to forms for scheduled PD.
- C. Faculty and Staff Meetings
  1. Meetings are held on Wednesdays at 1:30. Attendance is required. If absent, contact Mrs. McCullough ahead of time.
- D. Assemblies
  1. **Teacher attendance is required.** Upper School has scheduled assemblies on Wednesday. Assemblies on other days will use the Assembly Bell Schedule unless otherwise directed.

## **XVI. Planning Days**

- A. The following dates will be planning days:
  1. Monday, October 13, 2025
  2. Monday, January 5, 2026
  3. Monday, March 23, 2026
- B. Teachers are expected to complete the following tasks on planning days:
  1. Submit quarterly report cards
  2. Begin lesson planning for the following quarter
  3. Contact parents as needed
  4. Attend team meetings as needed

## **XVII. Inventory**

- A. All books and electronic devices that belong to SJCA must be inventoried yearly. Grammar and Upper Dean of Academics are responsible for coordinating inventory.
- B. Each teacher is responsible for maintaining the condition of his/her classroom materials.
  1. For lost or damaged books, you must complete a “Lost or Damaged Book” form, located in the front office.
- C. Please label/tag any personal items.

## **XVIII. Uniform Violations**

- A. All teachers will check uniforms during the first several minutes of the school day. Our goal is to get students into uniform compliance and back to learning as quickly as possible.
- B. **All staff members are expected to enforce the dress code at all times, in the classroom and outside of the classroom.** Administration is available to help with any potentially uncomfortable or inappropriate situations (for example, an inappropriately dressed female scholar in a male teacher's class).
- C. Grammar School:
  - 1. If a scholar is inappropriately attired, inform the scholar of the violation.
  - 2. Immediately inform parents of the violation through Blackboard and ask them to correct the uniform as soon as possible. For grades 3-5 the scholar can call their parent or guardian from the classroom phone. The corrected item must be brought as soon as possible, or the scholar will be required to change into an approved item from the school's uniform closet. If this becomes habitual, contact an administrator.
- D. Upper School:
  - 1. Ask the scholar to explain the violation; if needed, offer the classroom uniform board for assistance.
  - 2. Ask the scholar to fix the uniform immediately, if possible (unroll skirt, etc.). If an item, such as hair piece, hat, or hoodie, can be removed, ask the student to remove it, and then keep it in your classroom until the end of the day.
  - 3. The scholar will call their parent or guardian from the classroom phone. The corrected item must be brought as soon as possible, or the scholar will be required to change into an approved item from the school's uniform closet. Contact the Dean of School Culture for assistance with uniforms.
- E. Code the violation in the Uniform/Behavior Tracker. Admin will contact parents and get the scholar into compliance (if necessary). The scholar will call their parent or guardian from the classroom phone. The corrected item must be brought to school as soon as possible. If it is not received in time, the scholar will be required to change into an approved item from the school's uniform closet.
- F. Scholars who are unsure about a particular item should check the classroom uniform board and the uniform policy in the Family and Scholar Handbook.
- G. Scholars are required to remain in uniform until leaving campus, unless participating in an after-school activity that requires them to change.
- H. Clothing for after-school activities should be in accordance with the following: Shirts must not be low-cut or revealing, and attire for all after-school events must follow the dress code or spirit day guidelines unless otherwise approved by administration; athletic shorts are not permitted on spirit days.

#### **XIX. Public Displays of Affection (PDA)**

- A. The school does not allow any public displays of affection. This includes handholding, long hugs, and kissing. Teacher presence in the hallways and other areas outside of the classroom helps deter this behavior.
- B. If frequent disregard for this rule is observed, write a detailed referral of the offense.

#### **XX. Substitute Procedures for Annual and Sick Leave**

A. Annual Leave

1. Secure a substitute AND notify sub of your parking spot and duties.
  - a. Use approved substitutes list.
  - b. Coordinate with school secretary, Amber Norton.
2. Submit request for time off through TIMECO—MUST include name of substitute in the “comments.”
  - a. timeco.com
  - b. Username: StJohns/jsmith (first initial + last name)
  - c. Password: 51980 (birth month + 4-digit year of birth)
3. Once approved, forward email notice of approval to Amy Phillips.
4. Prepare your classroom before you leave.
  - a. Print your lessons.
  - b. Update your yellow sub folder (seating charts and daily procedures).

B. Emergency Sick Leave

1. Notify Amber Norton immediately so that she can secure a substitute. Try to notify her as far in advance as you can.
2. Keep your Planbook and yellow sub folder updated for emergencies.
3. Submit your emergency leave through TIMECO—HR will no longer do this.

C. **NOTE:** Due to substitute availability, there is a limit to the number of teachers approved to take time off on any given day. Please keep this in mind and schedule your leave well in advance.

**XXI. Copier Procedures**

- A. Printers will be set up so that you can print from your laptop. **Please do not print from your classroom; rather, bring your laptop or a jump-drive to the copy room to get in line to make copies.**
- B. Be mindful of the number of copies you are making. Do not make excessive copies that are not needed for instruction. Also, be mindful of the amount of black on the page so that we don’t unnecessarily deplete ink cartridge supplies. Do not send scholars to retrieve your copies or use the copier at any time.

**XXII. Field Trips and Afterschool Activities**

- A. Field trips must be directly tied to the curriculum.
  1. In Grammar School, each grade level is allowed one off-campus field trip and all on campus field trips must be approved by the Head of School.
  2. Each field trip must be approved by the Head of School 4-6 weeks in advance. Field trip packets are available in the front office.
  3. Extended field trips require Board approval a minimum of 90 days in advance (180 days if outside the US).
- B. **Any afterschool activity that allows parent attendance (i.e. requires parking) cannot begin before 4:00PM.** This allows time for carline completion, tutoring pickup, and staff leaving.
  1. Afterschool activities must be approved by Administration at least two weeks in advance.

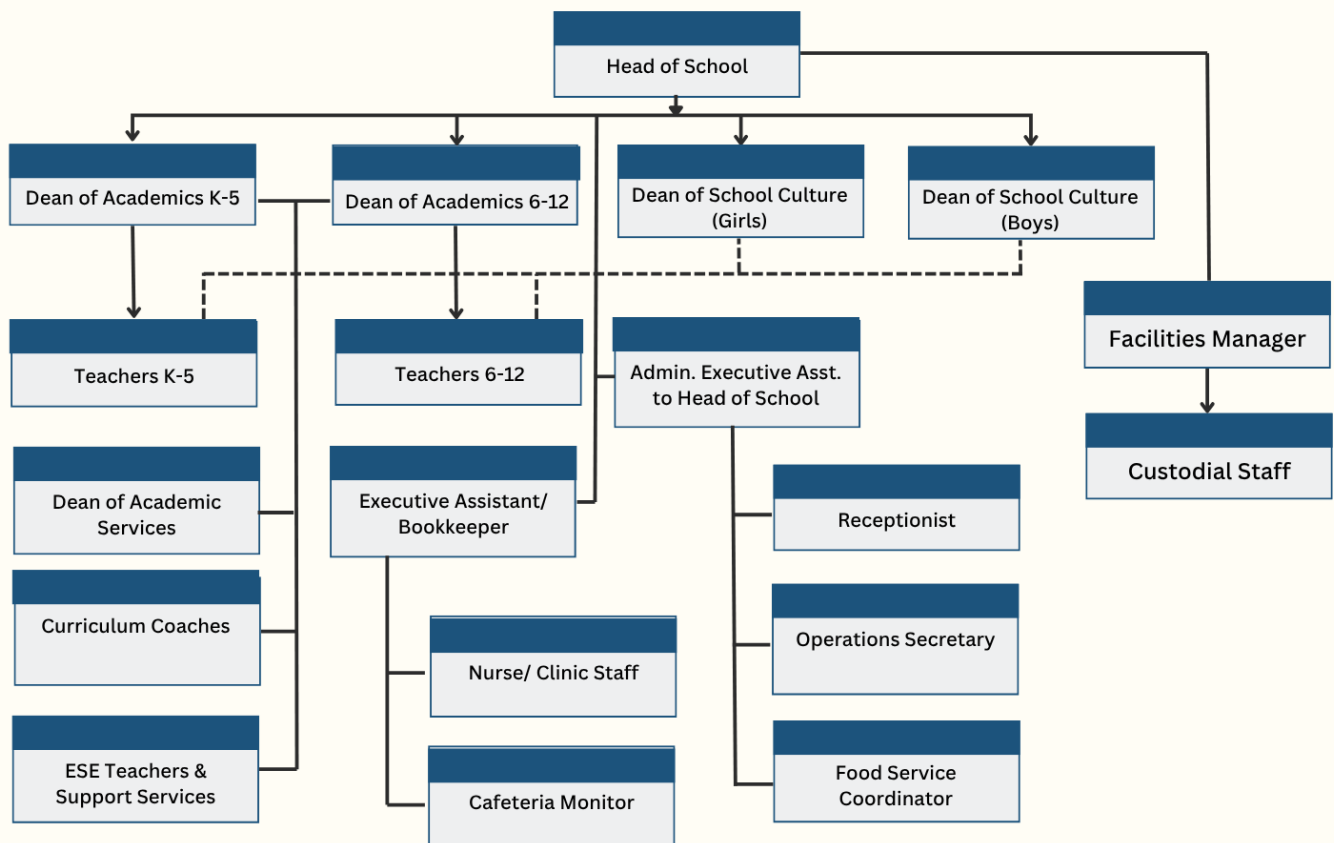
**XXIII. Tuesday Folders and Homeroom**

- A. Grammar School teachers (K-6) will send home Tuesday folders on Tuesdays only.
  - 1. All paperwork/fliers will be in boxes no later than Monday for teachers to insert into folders. Room volunteers are not allowed to add scholar work to Tuesday folders.
  - 2. Graded work from the previous week should be in Tuesday folders.
  - 3. Parents should sign the folder and return to school on Wednesdays.
- B. 1<sup>st</sup> period teachers are considered homeroom for Upper School (7-12).
  - 1. The upper school master schedule allows 5 minutes for the following: pledge, motto, uniform checks, and a moment of silence.

#### **XXIV. Non-negotiable Guidelines for Teachers**

- A. Teachers and staff must abide by the contractual agreement.
  - 1. Be present, at minimum, for contracted hours (7:10-3:20), and attend to assigned duties and professional responsibilities.
- B. Dress as a professional; behave as a professional. Everyday dress at SJCA is business casual, which is dressier than most schools, with a required uniform on Wednesdays. See the Employee Handbook in the HR portal for more details. Teachers and staff must abide by SJCA and state/district mandates.
  - 1. Teach the Hillsdale curriculum, following the most recent K-12 Program Guide. Follow SJCA administrative directives while adhering to the Charter agreement with Clay County School District.
  - 2. Teach bell-to-bell, following SJCA procedures and Hillsdale K-12 Best Practices.
  - 3. Strive to meet Planbook and gradebook guidelines.
- C. Teachers and staff must abide by the SJCA mission.
  - 1. Work to create a positive atmosphere in and out of the classroom, and in the community.
  - 2. Strive towards academic rigor.
  - 3. Expect scholar virtue in and out of classroom.
  - 4. Demonstrate virtue in and out of the classroom, and in the community.
- D. Violation of any non-negotiable may lead to disciplinary action, up to and including dismissal.

# SJCA FLEMING ISLAND ORGANIZATIONAL CHART





## St. Johns Classical Academy Employee Work Calendar 2025-2026 School Year

|                                              |                                                                          |
|----------------------------------------------|--------------------------------------------------------------------------|
| Tuesday, July 1, 2025                        | First Day, All 12-Month Personnel (4-day work week)                      |
| Thursday, July 3, 2025                       | Independence Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>       |
| Wednesday, July 16, 2025                     | First Day, 11-Month Personnel, Instructional & Support (4-day work week) |
| Monday, July 28 - Thursday, July 31, 2025    | Last 4-day work week for 11 & 12-month personnel                         |
| Monday, August 4, 2025                       | First Day, 10-Month Personnel, Instructional, Support & Cafeteria        |
| Monday, September 1, 2025                    | Labor Day - Non-Working Day, <i>ALL PERSONNEL</i>                        |
| Monday, October 13, 2025                     | Planning Day, <b>Working Day</b> , All 10, 11, & 12-Mo. Personnel        |
| Tuesday, November 11, 2025                   | Veterans' Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>          |
| Monday, Nov. 24 – Friday, Nov. 28, 2025      | Thanksgiving, Non-Working Days, All 10 & 11-Mo. Personnel                |
| Thursday, Nov. 27 & Friday, Nov. 28, 2025    | Thanksgiving, Non-Working Days, <i>ALL PERSONNEL</i>                     |
| Monday, Dec. 22, 2025 – Friday, Jan. 2, 2026 | Winter Break, Non-Working Days, All 10 & 11-Mo. Personnel                |
|                                              | <b>Working Days</b> , All 12-Mo. Personnel                               |
| Thursday, December 25, 2025                  | Christmas Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>          |
| Thursday, January 1, 2026                    | New Year's Day (Observed), Non-Working Day, <i>ALL PERSONNEL</i>         |
| Monday, January 5, 2026                      | Planning Day, <b>Working Day</b> , All 10, 11, & 12-Mo. Personnel        |
| Monday, January 19, 2026                     | Martin Luther King Jr. Day, Non-Working Day, <i>ALL PERSONNEL</i>        |
| Monday, February 16, 2026                    | Presidents' Day, Non-Working Day, <i>ALL PERSONNEL</i>                   |
| Monday, March 16 - Friday, March 20, 2026    | Spring Break, Non-Working Days, All 10 & 11-Mo. Personnel                |
|                                              | <b>Working Days</b> , All 12-Mo. Personnel                               |
| Monday, March 23, 2026                       | Planning Day, <b>Working Day</b> , All 10, 11, & 12-Mo. Personnel        |
| Friday, April 3, 2026                        | Good Friday (Observed), Non-Working Day, <i>ALL PERSONNEL</i>            |
| Friday, April 10, 2026                       | Fair Day, Non-Working Day, All 10 & 11 Mo. Personnel                     |
|                                              | <b>Working Day</b> , All 12 Mo. Personnel                                |
| Monday, May 25, 2026                         | Memorial Day, Non-Working Day, <i>ALL PERSONNEL</i>                      |
| Monday, June 1, 2026                         | Last Day, 10-Month Instructional, Support & Cafeteria Managers           |
|                                              | <b>4-Day Work Week Begins</b>                                            |
| Tuesday, June 9, 2026                        | Last Day, 11-Mo. Instructional & Support Personnel                       |
| Tuesday, June 30, 2026                       | Last Day, All 12-Mo. Personnel                                           |

### **Holiday's Observed for ALL PERSONNEL:**

Independence Day (Observed) - July 3, 2025  
 Labor Day – September 1, 2025  
 Veterans' Day (Observed) - November 11, 2025  
 Thanksgiving - Thursday, November 27 & Friday, November 28, 2025  
 Christmas – December 25, 2025  
 New Year's Day – January 1, 2026  
 Martin Luther King, Jr. – January 19, 2026  
 President's Day – February 16, 2026  
 Good Friday – April 3, 2026  
 Memorial Day – May 25, 2026

SJCA Board of Directors Approved May 22, 2025

| <b>SJCA Professional Development Calendar*</b><br><b>2025-2026</b> |                                                                                                  |                                        |                                   |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------|
| <i>Date</i>                                                        | <i>All Upper School Teachers**</i>                                                               | <i>New Grammar Teachers</i>            | <i>Returning Grammar Teachers</i> |
| Aug. 13, 2025                                                      | Best Practices                                                                                   | <i>Tried &amp; True</i> /Literacy      | Standards in Math & Science       |
| Aug. 20, 2025                                                      | <b>Lunch and Learn (meal hosted by K-1)</b><br>(K-5 New Teacher Training 3:00-3:30)              |                                        |                                   |
| Aug. 27, 2025                                                      | <b>PLC</b> <span style="float: right;"><i>*Grade/Dept. Chair Meeting 3:00</i></span>             |                                        |                                   |
| Sept. 3, 2025                                                      | Best Practices                                                                                   | <i>Tried &amp; True</i> /Literacy      | Math Book Study                   |
| Sept. 10, 2025                                                     | <b>Lunch and Learn (meal hosted by English Dept)</b><br>(K-5 New Teacher Training 3:00-3:30)     |                                        |                                   |
| Sept. 17, 2025                                                     | <b>PLC</b> <span style="float: right;"><i>*Grade/Dept. Chair Meeting 3:00</i></span>             |                                        |                                   |
| Sept. 24, 2025                                                     | Great Conversations                                                                              | <i>Tried &amp; True</i> /Literacy      | Math Book Study                   |
| Oct. 1, 2025                                                       | Great Conversations                                                                              | Literacy (K-2)/<br>Cornell Notes (3-5) | Math Book Study                   |
| Oct 8, 2025                                                        | <b>Lunch and Learn (meal by ESE &amp; Staff)</b>                                                 |                                        |                                   |
| Oct. 15, 2025                                                      | <b>PLC</b> <span style="float: right;"><i>*Grade/Dept. Chair Meeting 3:00</i></span>             |                                        |                                   |
| Oct. 22, 2025                                                      | Best Practices                                                                                   | <i>Tried &amp; True</i> /Math          | Math Book Study                   |
| Oct. 29, 2025                                                      | Best Practices                                                                                   | <i>Tried &amp; True</i> /Math          | Math Book Study                   |
| Nov. 5, 2025                                                       | Best Practices                                                                                   | <i>Tried &amp; True</i> /Math          | Math Book Study                   |
| Nov. 12, 2025                                                      | Best Practices                                                                                   | <i>Tried &amp; True</i> /Math          | Math Book Study                   |
| Nov. 19, 2025                                                      | <b>PLC</b> <span style="float: right;"><i>*Grade/Dept. Chair Meeting 3:00</i></span>             |                                        |                                   |
| Dec. 3, 2025                                                       | Great Conversations                                                                              | <i>Tried &amp; True</i> /Math          | Math Book Study                   |
| Dec. 10, 2025                                                      | Great Conversations                                                                              | <i>Tried &amp; True</i> /Math          | Math Book Study                   |
| Dec 17, 2025                                                       | <b>Christmas Lunch</b> <span style="float: right;"><i>*Grade/Dept. Chair Meeting 3:00</i></span> |                                        |                                   |

**End of Semester One**

*\*Calendar is subject to change. PD occurs each Wednesday from 2:00-3:00 and is part of the contracted school day.*

*\*\*Cocurricular teachers will participate in Upper School PD unless otherwise specified.*

## SJCA Refocus Form

**Why have you been sent to refocus?**

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**What can you do, immediately, to refocus and participate in this class?**

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**Which virtue are you ingrainning into yourself when you choose to refocus and participate?**

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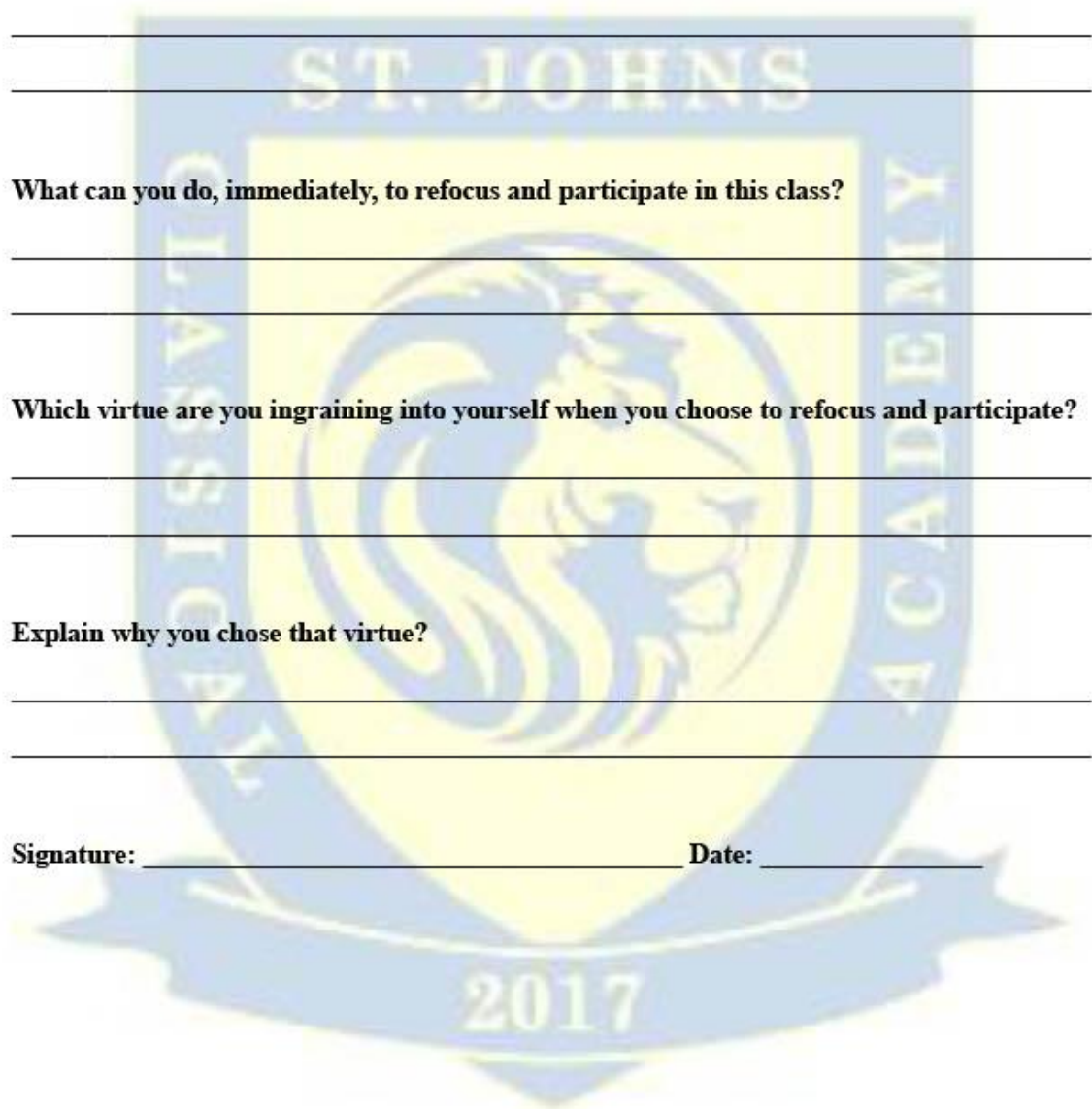
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**Explain why you chose that virtue?**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Failure Notice

Dear Parent/Guardian,

The purpose of this letter is to inform you that your student is currently failing a class at St. John's Classical Academy. Students must have a semester average of a 60% or above to successfully pass the class.

Name of Scholar: \_\_\_\_\_ Grade (K-12): \_\_\_\_\_

Name of Course: \_\_\_\_\_ Current Classroom Grade: \_\_\_\_\_

Below is a list of suggestions to help improve your scholar's grade in the future:

1. Attend school each day
2. Complete assigned homework and turn it in
3. Utilize resources to produce quality work
4. Ask for help when needed
5. Keep an organized binder/folder
6. Spend time each night studying for upcoming tests
7. Behave in an appropriate manner that will not interfere with learning or the learning of others

Name of teacher and contact info: \_\_\_\_\_

Tutoring/ Remediation offered on: \_\_\_\_\_

Please sign and return this form to school by the following date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent Conference Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_ Meeting Requested By: \_\_\_\_\_

**Parent/Guardian Concerns/Questions:**

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**Teacher/Administrator Concerns/Questions:**

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Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Others in attendance**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*Continue to page 2 if applicable\***

**Follow-up Plan:**

**What the student will do:**

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**What the teacher will do:**

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**What the parent will do:**

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**Parent acknowledgment of the follow-up plan:**

**Parent name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Parent name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_



## LUNCH TIMES, DUTIES, AND TABLE ASSIGNMENTS

### CAFETERIA LUNCH DUTIES

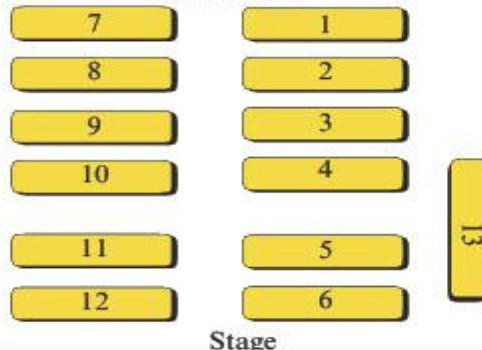
#### Regular

10:15-10:45 Bowers/Dasher/Clifton  
 10:45-11:15 Casteel/Martin/Ramirez  
 11:15-11:45 McCullough/Luke/Perez  
 11:45-12:15 Patterson/Rovira/R. Freeman  
 12:15-12:45 Melquist/Brown/Whit. Williams  
 12:45-1:10 Campbell/Rogers/McGinn

#### Wednesdays

10:05-10:30 Bowers/Dasher/Clifton  
 10:30-10:55 Patterson/Martin/Ramirez  
 10:55-11:20 McCullough/Luke/Perez  
 11:20-11:45 Casteel/Rovira/R. Freeman  
 11:45-12:10 Melquist/Brown/Whit. Williams  
 12:10-12:35 Campbell/Rogers/McGinn

### Restrooms



| Grade   | Teacher      | Hours       | Tables   |
|---------|--------------|-------------|----------|
| A Lunch |              | 10:15 10:45 | 5-12     |
| 5th     | Freeman      | 10:30 11:00 | 1        |
|         | Morrison     | 10:32 11:02 | 2        |
|         | DeCastro     | 10:34 11:04 | 3        |
|         | Caskey       | 10:36 11:06 | 4        |
| 6th     | Simmons      | 10:55 11:20 | 5        |
|         | Croft        | 10:55 11:20 | 6        |
| B Lunch |              | 11:07 11:37 | 7-10, 13 |
| 6th     | Loeser       | 11:25 11:55 | 11       |
|         | Weaver       | 11:25 11:55 | 12       |
| K       | Boulanger    | 11:40 12:10 | 5        |
|         | Johnson      | 11:42 12:12 | 4        |
|         | Summey       | 11:44 12:14 | 3        |
|         | Morro        | 11:46 12:16 | 2        |
| 4th     | Little       | 11:48 12:18 | 1        |
|         | Miller       | 11:52 12:22 | 7        |
|         | Hancock      | 11:54 12:24 | 8        |
|         | Kujawa       | 11:56 12:26 | 9        |
| 2nd     | Dasher       | 11:58 12:28 | 10       |
|         | Scott        | 12:08 12:38 | 11       |
|         | Owens        | 12:10 12:40 | 12       |
|         | Rabino       | 12:12 12:42 | 6        |
| 3rd     | McClymont    | 12:14 12:44 | 13       |
|         | Tamara Adams | 12:16 12:46 | 5        |
|         | Williams     | 12:22 12:52 | 1        |
|         | Fowler       | 12:24 12:54 | 2        |
| 4th     | Gamboa       | 12:26 12:56 | 3        |
|         | Burris       | 12:28 12:58 | 4        |
|         | Adams        | 12:30 1:00  | 7        |
|         | Stuart       | 12:32 1:02  | 8        |
| 4th     | Bajalia      | 12:34 1:04  | 9        |
|         | Ch. Reynolds | 12:36 1:06  | 10       |
|         | Thornbury    | 12:38 1:08  | 11       |
|         | Cl. Reynolds | 12:40 1:10  | 12       |

### Wednesday

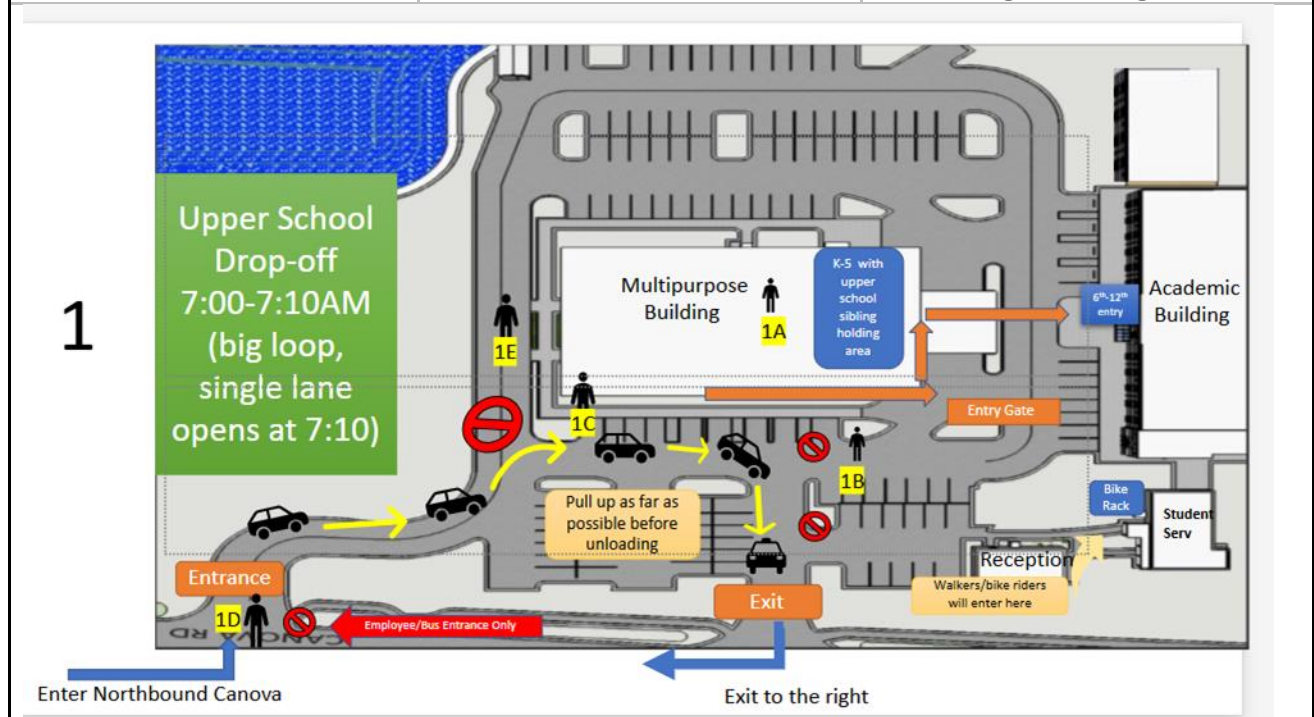
| Grade   | Teacher      | Hours       | Tables   |
|---------|--------------|-------------|----------|
| A Lunch |              | 10:05 10:30 | 7-10, 13 |
| 6th     | Simmons      | 10:07 10:32 | 1        |
|         | Croft        | 10:07 10:32 | 2        |
|         | Loeser       | 10:07 10:32 | 11       |
|         | Weaver       | 10:07 10:32 | 12       |
| K       | Boulanger    | 10:30 10:55 | 5        |
|         | Johnson      | 10:32 10:57 | 4        |
|         | Summey       | 10:34 10:59 | 3        |
|         | Morro        | 10:36 11:01 | 2        |
| B Lunch | Little       | 10:38 11:03 | 1        |
|         | Scott        | 10:43 11:08 | 7-10     |
|         | Owens        | 11:02 11:27 | 12       |
|         | Rabino       | 11:04 11:29 | 6        |
| 2nd     | McClymont    | 11:06 11:31 | 13       |
|         | T. Adams     | 11:08 11:33 | 5        |
|         | Williams     | 11:18 11:43 | 1        |
|         | Fowler       | 11:20 11:45 | 2        |
| 3rd     | Gamboa       | 11:22 11:47 | 3        |
|         | Burris       | 11:24 11:49 | 4        |
|         | Adams        | 11:26 11:51 | 7        |
|         | Stuart       | 11:36 12:01 | 8        |
| 1st     | Bajalia      | 11:38 12:03 | 9        |
|         | Ch. Reynolds | 11:40 12:05 | 10       |
|         | Thornbury    | 11:42 12:07 | 11       |
|         | Cl. Reynolds | 11:44 12:09 | 12       |
| 5th     | Freeman      | 11:46 12:11 | 1        |
|         | Morrison     | 11:48 12:13 | 2        |
|         | DeCastro     | 11:50 12:15 | 3        |
|         | Caskey       | 11:52 12:17 | 4        |
| 4th     | Miller       | 11:54 12:19 | 5        |
|         | Hancock      | 11:56 12:21 | 6        |
|         | Kujawa       | 11:58 12:23 | 7        |
|         | Dasher       | 12:00 12:25 | 13       |

## 2025-2026 DUTY STATIONS

*There are four car lines each day. All faculty and staff have a car line duty.*

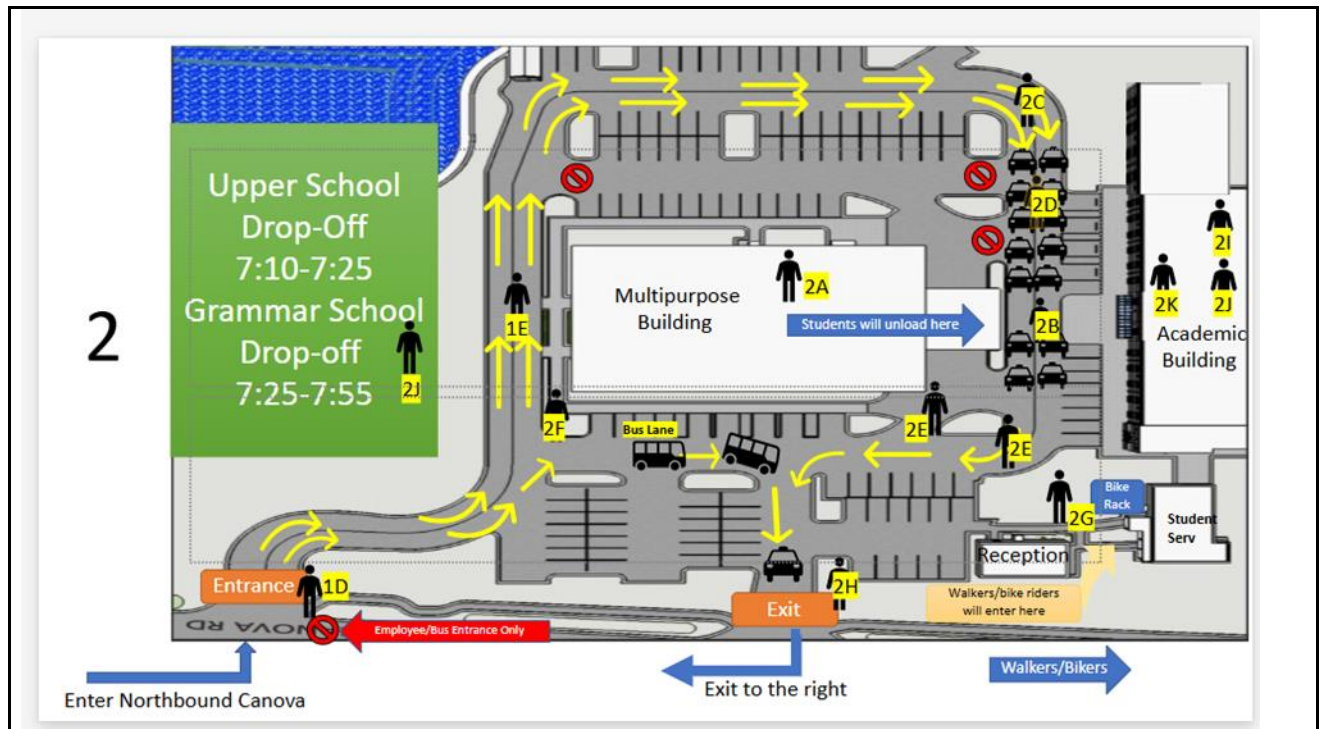
### Carline 1: UPPER SCHOOL (6-12) EARLY MORNING DROP-OFF 7:00-7:10 AM

| TEACHER                                                           | POSITION/LOCATION                                        | DESCRIPTION                                                                                                                                                                                            |
|-------------------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dasher</b><br>(7:00-7:10)                                      | 1A<br>Multipurpose Building                              | Supervise grammar school scholars arriving with an upper school sibling from 7:00-7:10 AM.                                                                                                             |
| <b>Green</b><br>(7:00-7:10)                                       | 1B<br>Upper School Drop-off<br>Area in Front Parking Lot | Open gates at 7:00 AM. Supervise parking lot safety during 7:00-7:10 AM drop-off.                                                                                                                      |
| <b>Campbell</b><br>(7:00-7:25)                                    | 1C<br>Flagpole/Bus Lane Gate                             | Monitor the gates as well as ensuring only teachers enter the back gate. Yellow placards, trailers, Safety Patrol on morning duty use this lane.                                                       |
| <b>Sage</b><br>(7:00-7:25)<br><b>Luke / Moudy</b><br>(7:25-7:55)  | 1D<br>Turn Lane on Canova                                | Stand at the turn lane with the sandwich board sign. Only allowed to use turn lane: Teachers, Seniors, Volunteers, Yellow placard, Gold pass, Daycare buses                                            |
| <b>Cutlip</b><br>(7:05-7:25)<br><b>W. Williams</b><br>(7:25-7:55) | 1E<br>Gym Crosswalk                                      | When the natural flow of traffic stops, keep cars from blocking crosswalk and allow foot traffic to cross. Do not stop traffic to allow pedestrians to cross.<br><b>NO loading/unloading scholars.</b> |



### Carline 2: Upper/Lower MORNING DROP-OFF 7:10-7:55 AM

| TEACHER                                                 | POSITION/LOCATION                                     | DESCRIPTION                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Melquist</b>                                         | 2A<br>Multipurpose Building                           | Supervise grammar school scholars arriving with an upper school sibling from 7:10-7:25 AM. At 7:25, walk grade K-2 scholars to the admin building. Direct grade 3-5 scholars to remain in the cafeteria at designated tables.                                                                                    |
| <b>Green<br/>(7:10-7:25)<br/>Cramer<br/>(7:25-7:55)</b> | 2B<br>Crosswalk                                       | Open both gates at 7:10. Watch crosswalk. Instruct scholars when to cross or wait. Use scrunchie on the car's side mirror to keep count. Stop cars after third scrunchie on each side. 2C & 2D will verbally/visually indicate when it is clear to move cars forward.                                            |
| <b>Young</b>                                            | 2C<br>Car Line Position 3<br>(Back of Unloading Zone) | Stand in between the two lanes of traffic at the back of the unloading cars. Add a scrunchie to car on each side that will be first in line at the front. This position will clearly communicate 1) when cars are all stopped, and scholars can safely unload; and 2) when all cars are empty and ready to move. |
| <b>Rice</b>                                             | 2D<br>Car Line Position 2<br>(Middle)                 | Stand between the crosswalk and back of the line. Ensure all scholars have left the car line on both sides of the cars. Verbally/visually notify 2C when all is clear.                                                                                                                                           |
| <b>Clinic &amp;<br/>R. Freeman</b>                      | 2E<br>Car Line Position 1<br>(Front)                  | Stand at the front where parents will pull up for their scholars to unload. Stop cars with scrunchies and remove scrunchie. This position controls the traffic flow. Communicate with all to ensure all clear before moving cars.                                                                                |
| <b>Greenlee<br/>(7:25-7:55)</b>                         | 2F<br>Flagpole/Bus Lane Gate                          | Ensure cars are using the correct lane for car line. Only buses, trailers, Yellow placards, gold passes can use the small loop. Monitor back entrance and flagpole gate. Lock gates at 7:55.                                                                                                                     |
| <b>Rovira<br/>(7:10-7:30)<br/>Perez<br/>(7:30-8:00)</b> | 2G<br>Walker Gate<br>(Push-bar gate)                  | Monitor <u>Push-Bar</u> walker gate. Direct visitors to the Reception window.                                                                                                                                                                                                                                    |
| <b>Resource Officer</b>                                 | 2H<br>Exit of School                                  | Ensure vehicles are turning right as needed.                                                                                                                                                                                                                                                                     |
| <b>Brannon</b>                                          | 2I<br>Kinder/1 <sup>st</sup> Hallway                  | Direct students to classrooms and monitor bathrooms.                                                                                                                                                                                                                                                             |
| <b>Bowers<br/>Patterson</b>                             | 2J<br>Upstairs Hallways in Academic<br>and Gym Bldgs  | Supervise Upper School scholars in the hallway until teachers open their classroom doors (by 7:25 AM). All scholars are to be waiting quietly outside of a classroom.                                                                                                                                            |
| <b>Dasher<br/>(7:30-8:00)</b>                           | 2K                                                    | Sit at Academic Bldg front desk and write tardy slips for Upper School scholars.                                                                                                                                                                                                                                 |



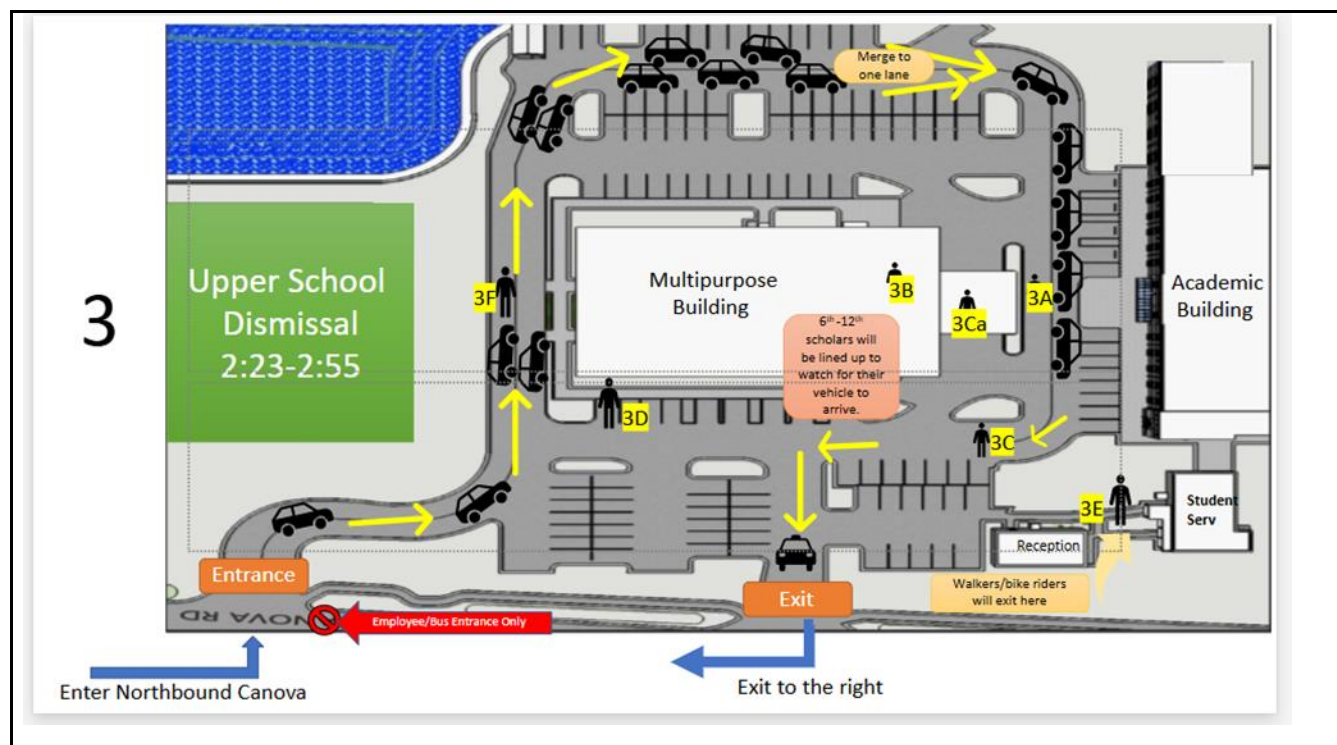
Each rotation group below is responsible for covering the afternoon dismissal stations that follow.

### Rotation Groups for Afternoon Dismissal Carlines 3 & 4 and Lightning Protocol

|                              |                                                                     |                                                                     |                                                                     |                                                                     |                                                                     |                                                                     |                                           |
|------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------|
| <b>Grammar School Groups</b> | <u>1<sup>st</sup></u><br>All 5<br>1 <sup>st</sup> grade<br>teachers | <u>2<sup>nd</sup></u><br>All 5<br>2 <sup>nd</sup> grade<br>teachers | <u>3<sup>rd</sup></u><br>All 5<br>3 <sup>rd</sup> grade<br>teachers | <u>4<sup>th</sup></u><br>All 4<br>4 <sup>th</sup> grade<br>teachers | <u>5<sup>th</sup></u><br>All 4<br>5 <sup>th</sup> Grade<br>teachers | <u>6<sup>th</sup></u><br>All 5<br>6 <sup>th</sup> Grade<br>teachers | <u>H</u><br>Sage<br>Young<br>Rice         |
| <b>Upper School Groups</b>   | <u>A</u><br>Cosme<br>Kiep<br>Patterson                              | <u>B</u><br>Klingbeil<br>Ross<br>Coleman                            | <u>C</u><br>Babcock<br>Minic<br>Makunike                            | <u>D</u><br>Shoaf<br>Sutton<br>Renfrow                              | <u>E</u><br>Boutin<br>Robison<br>Polk                               | <u>F</u><br>Urban<br>Croup<br>Rodillas                              | <u>G</u><br>Ka. Freeman<br>Rovira<br>Glod |

### Carline 3: UPPER SCHOOL (6-12) DISMISSAL 2:25-2:55 (WED 12:24-12:55)

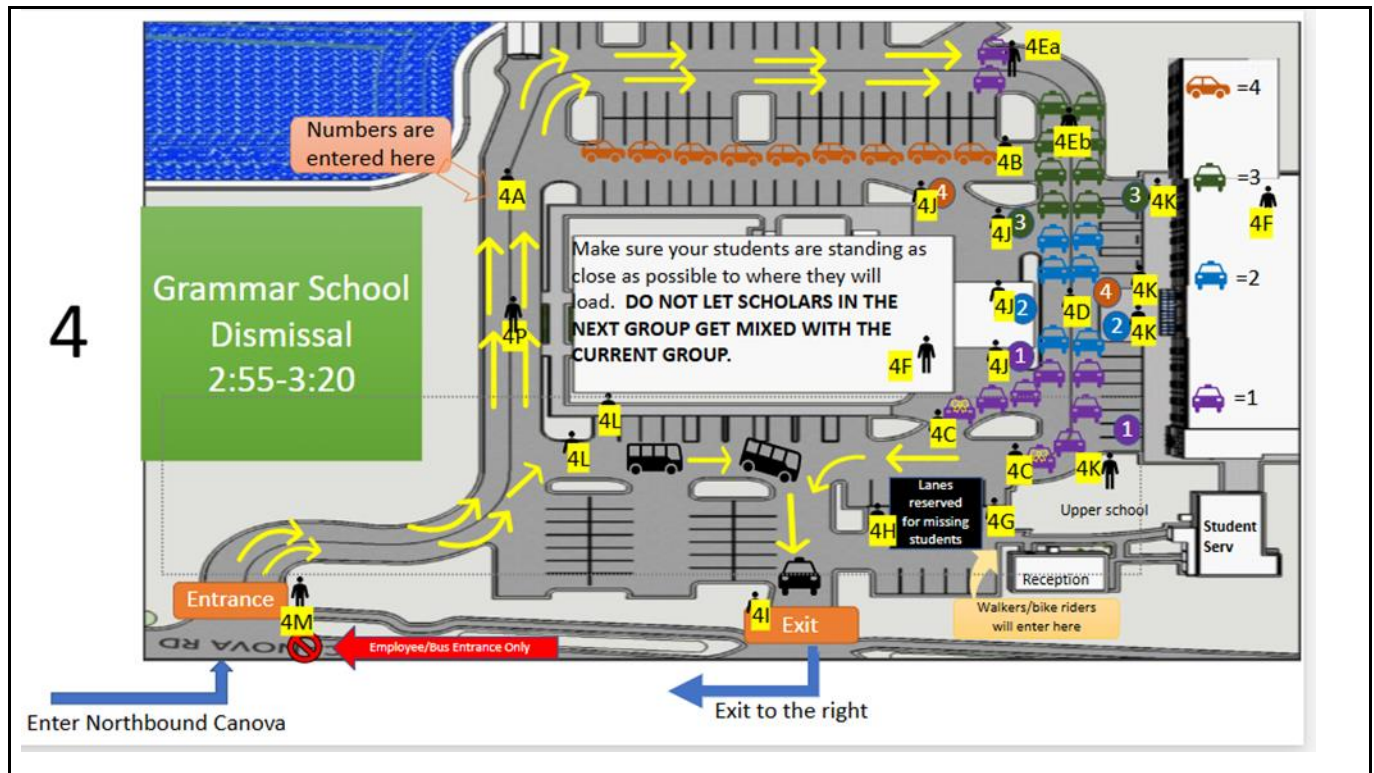
| TEACHER                              | POSITION/LOCATION                    | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Curvier</i>                       | 3A<br>Crosswalk                      | Unlock both gates for vehicles to exit. Ensure that all scholars are quietly watching for their vehicle to arrive. Ensure that cars stay in one lane.                                                                                                                                                                                                        |
| <i>1 from A</i><br><i>1 from 6th</i> | 3B<br>Cafeteria                      | Monitor Upper School scholars NOT leaving in upper school car line because they wait for a sibling in K-5. Ensure scholar safety. <b>At 2:50</b> , scholars should be seated and quietly listening for their names to be called. <b>The only scholars who are permitted in the cafeteria</b> are those waiting for a younger sibling to be released at 2:50. |
| <i>1 from D</i>                      | 3C<br>Front of car line              | Monitor both the carline exit gates and students waiting for their vehicles. Assist 3A by keeping cars pulled up to the gate.                                                                                                                                                                                                                                |
| <i>Bowers</i>                        | 3Ca                                  | Monitor the breezeway outside the cafeteria ensuring scholars do not go inside. Monitor behaviors and keep them watching for their car.                                                                                                                                                                                                                      |
| <i>Perez</i>                         | 3D<br>Flagpole Gate                  | Open flagpole gate for student drivers. Monitor carline gate and flagpole gate.                                                                                                                                                                                                                                                                              |
| <i>Dasher</i>                        | 3E<br>Walker Gate<br>(push bar gate) | Unlock gate and monitor upper school scholars leaving on foot/bike. Direct visitors to Reception. Close gate at 2:50 or when the pull ahead gate is opened.                                                                                                                                                                                                  |
| <i>Osborne</i>                       | 3F<br>Gym Crosswalk                  | When the natural flow of traffic stops, keep cars from blocking crosswalk and allow foot traffic to cross. Do not stop traffic to allow pedestrians to cross.<br><b>NO Loading/unloading scholars.</b>                                                                                                                                                       |



#### Carline 4: GRAMMAR SCHOOL (K-5) DISMISSAL 2:50-3:20 (WED 12:50-1:20 PM)

| TEACHER                           | POSITION/LOCATION                                          | DESCRIPTION                                                                                                                                                                                                                   |
|-----------------------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Luke &amp; 1 from B</i>        | 4A<br>Back corner by field<br>(Number callers aka "Bingo") | Call numbers and enter into Silent Dismissal.                                                                                                                                                                                 |
| <i>1 from 1st Grade</i>           | 4B<br>Beginning of the loading zone<br>(Gold 4)            | Start and stop traffic flow, assist scholars in finding their vehicles, monitor safety of scholars.                                                                                                                           |
| <i>Sar. Martin &amp; Cramer</i>   | 4C<br>Front of loading zone                                | Stand in front of the two lanes of traffic. Ensure that traffic is not moving when scholars are loading. Also guide cars with missing scholars into the pull-ahead area.                                                      |
| <i>1 from 3rd</i>                 | 4D<br>Crosswalk                                            | Start and stop traffic flow, control foot-traffic across crosswalk, monitor safety of scholars.                                                                                                                               |
| <i>Dasher</i><br><br><i>Moudy</i> | 4Ea<br>Back of Main Loading Area<br><br>4Eb<br>("Anchor")  | Stand in-between the two lanes of traffic at the back of the loading cars. This position will clearly communicate 1) when cars are all stopped and scholars can safely load; and 2) when all cars are loaded & ready to move. |
| <i>1 from E &amp; 1 from F</i>    | 4F<br>Cafeteria                                            | Dismiss Upper School scholars (6-12) as their name is displayed in Silent Dismissal. Maintain order and quiet.                                                                                                                |

|                                                                                                                 |                                                                                            |                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Brannon</i></b>                                                                                           | 4G<br>Grammar School walker/biker<br>gate<br>2:50-3:10<br><br>Pull ahead area<br>3:10-3:25 | Unlock the gate – must have a list of scholars who are permitted to walk/bike. Note in Silent Dismissal when K-5 scholars leave the campus. For the remainder of car line, assist with the pull-ahead area. One person must monitor the walker gate at all times.                                               |
| <b><i>1 from 2<sup>nd</sup> Grade &amp;<br/>1 from 5<sup>th</sup> Grade</i></b>                                 | 4H<br>Pull ahead area                                                                      | Assist parents who are missing a scholar. Once a # has been entered you may have to go look for the scholar. Help in this area to prevent backup of cars exiting campus. Lock gates when car line is over.                                                                                                      |
| <b><i>Resource Officer</i></b>                                                                                  | 4I<br>Parking lot exit                                                                     | Stand near the stop sign at the parking lot exit to be a presence and encourage parents to turn right and not block the traffic. Allow cars to turn left if there is no traffic buildup.                                                                                                                        |
| <b><i>Lane 1: 1 from G<br/>Lane 2: 1 from H<br/>Lane 3: 1 from ESE<br/>Lane 4: W. Williams</i></b>              | 4J<br>Loading zones –<br><b>Cafeteria side</b>                                             | Stand in your labeled zone. Scholars exit the building holding up the number 1, 2, 3, 4 or 5 and report to the appropriate zone. 5's will walk around the multipurpose building to the bus lane. <b>Help monitor scholars' safety as they load into cars by stepping off the curb and looking between cars.</b> |
| <b><i>Lane 1: 1 from 4<sup>th</sup> Grade<br/>Lane 2: McGinn<br/>Lane 3: Ramirez<br/>Lane 4: R. Freeman</i></b> | 4K<br>Loading zones-<br><b>Academic side</b>                                               | Stand in your labeled zone. Scholars exit the building holding up the number 1, 2, 3, 4 or 5 and report to the appropriate zone. 5's will walk around the multipurpose building to the bus lane. <b>Help monitor scholars' safety as the load into cars by stepping off the curb and looking between cars.</b>  |
| <b><i>Campbell &amp;<br/>Casteel</i></b>                                                                        | 4L<br>Bus/Carpool loading zone                                                             | Assist scholars with getting in the correct bus/carpool vehicle. Help direct traffic coming through the bus loop lane. Prevent backup of the carpool loop. Monitor flagpole gate AND carline entry gate. Lock gates when car line is over.                                                                      |
| <b><i>1 from C</i></b>                                                                                          | 4M<br>Turn lane on Canova                                                                  | Stand at the turn lane with the sandwich board sign. Only allowed to use the turn lane: Green tags, Gold Pass, Daycare buses                                                                                                                                                                                    |
| <b><i>Norton</i></b>                                                                                            | 4N<br>Reception                                                                            | Cover reception area. Assist with parents and placards during grammar school dismissal.                                                                                                                                                                                                                         |
| <b><i>1 from 6<sup>th</sup></i></b>                                                                             | 4P<br>Gym Crosswalk                                                                        | When the natural flow of traffic stops, keep cars from blocking crosswalk and allow foot traffic to cross. Do not stop traffic to allow pedestrians to cross. <b>NO loading/unloading scholars.</b>                                                                                                             |



#### Placard Colors:

Blue- They have a kindergartener

Bright Yellow- Carpool

White- 1<sup>st</sup> – 5<sup>th</sup>

Green- Safety Patrol

Orange- Upper school

Gold Pass- smaller hang tag on mirror

#### Note: Car Line Non-Negotiables for Parents

Please monitor parent behavior in car line and politely ask them to correct poor behavior. Communicate any major issues to Mrs. Rogish or Admin.

1. Cell phone use is prohibited while in car line.
2. All vehicles will enter school from the northbound lane on Canova Road (driving toward CR220) and proceed by turning **left** into the parking lot. (Exception in PM only: bus lane vehicles with Yellow placards)
3. All vehicles must exit to the **right** when exiting the parking lot. (Exception: If the light at 220 is green, and it will not stop the flow of cars, a staff member/CCSO will direct vehicle to turn right or left.)
4. Silent Dismissal Car Line placards must be displayed. **No handwritten or photos will be accepted.**

## Lightning Protocol

- Administration will make an all call that we are switching to lightning carline protocol .
- Follow your Grammar School dismissal letter assignments to position yourselves as shown on the lightning protocol map.
- SCHOLARS WILL ONLY LOAD UNDER BREEZEWAY IN FRONT OF CAFETERIA.
- All K-2 scholars will be in their hallway. Other scholars will be in the cafeteria.
- **Keep all scholars quiet and listening for their names to be called.** The environment outside will be louder and more chaotic than usual, so it is especially important that scholars are silent. In the cafeteria, queue scholars right inside the doors as their names are called, and keep them silent.

