**SJHS Daily Agenda**

**07:00-07:15:** Arrival no later than **07:15** My office is located off from the main office at the entrance to the front of the school. School radios are located in the main office on the counter behind my office next to the mailboxes. You may also use your Sheriff’s Office radio and program it to Seymour Middle School channel. If you need a key you may check with Principal David Loy or one of the ladies in the front office. Principal David Loy will be your contact for the day, the ladies in the front office might also contact you, and Coach Mike McReynolds in the ISS room. The ladies in the front office are Mrs. Kerri Kelly and Mrs. Maggie Heaton.

**07:15-07:40:** Report to the main hallway near the front entrance during the time that students are entering the building. You can also walk between the gym and cafeteria areas, because that is where the students are before they are dismissed to class.

**(07:20/25)** theALC kids leave from the Wellness classroom to get on the buses. If there are ALC students I try to walk them to the bus. The Wellness classroom is located in the gym.

**07:40-08:00:** The students are dismissed from the cafeteria and gym to go to their classes. I normally stand in the main hallway when the students are dismissed, but sometimes may walk down to either the 7th and 8th grade hallways or to the 9th grade hallway. First period starts at **8:00**, and that is also when the tardy bell rings. During this time, greet the students if you want.

**08:00-08:15:** Go lock the back door entrance in the gym and lock the front doors to the entrance of school if you have a key if not ask the custodial staff or Administration to lock or give you the key.

**08:15-9:15:** During the First Period, check the exit doors to school and walk the halls and check the bathrooms. The exit doors should be locked at all times. You can walk the hall more than once if you want just at least once.

**9:15-9:20:** Class Change for the 7th and 8th students, so you need to stand in the 7th and 8th grade hallway or main hallway by the front.

**09:30-09:37:** Class Change for the 9th grade students, so you need to stand in the front hallway or the 9th grade hallway.

**09:40-10:00:** You can go back to the office or make door checks.

**10:00-10:45:** I try to take my lunch around this time if I am not busy. You can take lunch at any time though if you don’t want to go at this time.

**10:45-11:10:** 8th grade lunch. There are other teachers in the cafeteria with the students, but I try to step in there during the lunch times.

**11:10-11:25:** There is a short break in between 8th and 7th grade lunches. You can remain in the cafeteria or if you want to step down the hallway when the students go back to class is also fine.

**11:25-11:50:** 7th grade lunch. Same as 8th.

**11:50-12:05:** Another short break in between 7th and 9th grade lunches.

**12:05-12:30:** 9th grade lunch. Same as 8th and 7th. 9th grade goes back to their 3rd block class, and changes classes at **13:13**.

**12:35-13:20:** Class change for 7th and 8th grades to RTI classes.

**13:20-14:50:** 9th grade 4th block. The class goes until the end of the day.

**13:20-14:50:** 4th block classes for 7th and 8th grade students. The class goes until the end of the day.

**14:20-14:25:** I try to help pick up any ALC/Parkway students behind the school, located down the hallway near the gym. I walk them to the ISS room located in the library.

**14:30:** Leave for school traffic

**Note: Anytime where the students are in class you can stay in the SRO office, the Cafeteria, or the Main Office after daily activities are done. If Principal Loy asks you to do something, just honor his wish. For example, if he wanted you to step into his office to sit in on a discipline issue. Principal Loy is your go to person if you have any questions and either Mrs. Kerri Kelly or Mrs. Maggie Heaton in the front office. During the day, check the ISS room and do a check up. This can be anytime during the school day. Daily activities include: checking the doors to make sure they are locked, monitoring the hallways and bathrooms during class change. I will also check my email throughout the day.**

**My office is at the front entrance to the school located off from the main office. The password to the computer is on a yellow sticky note on the back of the phone extension directory on my desk. James Webb or is another person you can see if you have questions. He is one of the custodians.**