

BUILDING HOURS

Regular building hours are 7:30 a.m. - 3:30 p.m. Students should not be in the building before 7:30 a.m. or after 3:30 p.m. unless under the direct supervision of a teacher. Students will stay in the commons area until 7:45 a.m. unless they have permission from a teacher to go to a classroom. Students not under direct supervision of a teacher, coach or advisor are to leave the middle school property by 3:30 p.m.

In order to cut down on excessive traffic in the building, the following additional procedures apply:

1. Custodians will lock all outside doors at 3:30 p.m. on nights when there are no activities.
2. All sponsors of activities will remain in the building until students have gone. If necessary, students may wait in the area just inside the front doors and the custodian should be notified to lock the inner doors.
3. The advisors of any non-athletic activity held after 6:15 p.m. will notify the night custodian (or request that he/she be notified) as to when the doors should be unlocked and locked.
4. Coaches will require players or participants to remain in the practice area at all times during practice. Coaches may also lock gym doors during practice and keep spectators out of gym.
5. The coach is the last to leave after everyone is out of the locker room and the door is locked.