

Revere Middle School

Campus Procedures

2021-2022

Monijit Katial, Principal



Paul Revere Middle School will ensure every student is college and professional bound through rigorous instruction, STEAM-oriented learning opportunities, and innovative classes.

RMS Morning Routine

- Once students enter the campus, they **MUST** remain on campus.
- Students will enter the campus through the courtyard. **6th** grade students will enter through the doors near the auditorium (patio), **7th** & **8th** grade will enter through the cafeteria from the outside near the courtyard.
- The gates will **open at 7:45 am** and **close at 8:40 am**. Students must enter through the front door near the main office after 8:40 am to receive a tardy pass.
- **The 1st bell will ring at 8:25 am** Students will be picked up by their Advocacy teacher.
- **Students WILL ONLY be dismissed with a teacher**

6th Grade

- 6th grade students will meet in the auditorium. Enter using the far-left doors of the courtyard. Doors will open at **7:45 am** each morning
- 7th grade students will be released to their Advocacy teachers by **8:25 am**.
- 6th grade students will be seated by their Advocacy teacher.
- 6th grade students will collect their breakfast from the cart/table and proceed to class with the teacher.
- Students will move with a sense of urgency while transitioning to class.
- 6th grade teachers and students will **ONLY USE STAIRWELL 2** near Rm. 107 on the first floor. *See school map*

7th Grade

- 7th grade students will meet in the café'. Doors will open at **7:45 am** each morning.
- 7th grade students will be released to their Advocacy teachers by **8:25 am**.
- 7th grade students and teachers will **ONLY USE STAIRWELL 3** near the library. *See school map*
- All 7th grade students will eat breakfast in the café as they arrive.
- 7th grade students are not permitted to take food outside the café.
- Students will move with a sense of urgency as they transition to their classes.

8th Grade

- 8th grade students will meet in the small gym. Doors will open at **7:45 am** each morning
- 8th grade students will receive breakfast from the breakfast cart as they enter the gym.
- 8th grade students will not be permitted to take food outside of the gym.
- 8th grade students will be released to their Advocacy teacher no later than **8:25 am**
- 8th grade students will transition to class using **ONLY STAIRWELL C** stairwell outside of the gym near t-buildings.
- Students will move with a sense of urgency as they transition to their classes.

Late arrivals

- Students that arrive to school after 8:40 am will report to the main office for a pass to class.
- Students that arrive late due to HISD transportation will be provided breakfast upon their arrival. **Individual students that are late will not receive breakfast after 8:45 am. Breakfast is officially concluded at 9:00 am.**

Morning Supervision

Students will be supervised by grade level administrators and other staff members.

6th Grade

- **Elkhadem-Administrator**
- **Navarrete-** Assist with supervision in the auditorium
- **Munoz-** Assist with supervision in the auditorium
- **Adeyemi-** Assist with supervision in the auditorium

7th Grade

- **Calnese- Administrator/Café and Bus Riders**
- **A. Ramirez-** Assist with supervision in the café'
- **Jefferson-** Assist with supervision in the café'.
- **Hart-** Assist with supervision in the café'.

8th Grade

- **Joseph-Administrator**
- **Neneh-** Assist with supervision in the Gym
- **Boyd-** Assist with supervision in the Gym
- **S. Ramirez-** Assist with supervision in the Gym

Support Supervision Team (Morning Duty)

- **Katial -Mobile**
- **Jackson- Jordan-** Courtyard supervising car riders
- **Milam-** Front of the Campus to supervise walkers
- **Officer Hastings-** Courtyard directing traffic
- **Beason-** Back of Campus to support Walkers from the Apartments.
- **Ellison-** Supervising SPED drop off

Parking Lot Gates will be locked by 9:00 am each morning and reopened for bus riders by 3:00 pm

Hallway Transitions



- Students will be given 3 minutes to transition from class to class.
- Students will be allowed to go to the bathroom during transition time.
- Students are to travel on the right side of the hallway.
- Students' conversation level is at a low tone.
- Students are not allowed to run in the hallways.
- Students are not allowed to consume food in the hallway.
- Hats should not be worn indoors at any time.
- **HALLWAYS/CAFÉ'/CLASSROOMS ARE "NO CELL PHONE ZONES"**
- **Teachers are to be at their doors greeting students as they enter, as well as ensuring students are moving through the hallways safely to class EVERY PERIOD. Active monitoring is an expectation of all teachers and staff on duty during passing period.**

TRANSITION DUTY:

- **A. Ramirez-Front of Main Office**
- **Polito-Stairwell 2 near Rm. 107**
- **JoOReilly-Girl's 1st floor restroom**
- **Jefferson-Front of Library**
- **Ellison-T-Bldgs.**
- **S. Ramirez- Grade Girls Restroom 2nd Floor**
- **Navarrete- "A" Hallway 6th and 7th grade and top of Stairwell 2 on 2nd floor**
- **Milam-First Floor Bottom of Stairwell 2**
- **Nurse Canga- Intersection of the clinic hallway and main hallway**
- **Calmes-7th Grade "A" Hallway and Boy's Restroom 2nd Floor**
- **Elkhadem-6th & 7th Grade "B" Hallway**
- **Joseph-8th Grade "B" Hallway**
- **Boyd- Hallway intersecting "A" Hall and "B" Hall near Rm. B216**
- **Adeyemi-Back Hallway near Rm. A200 also monitor Stairwell 1 it leads to the outside of the building.**
- **Neneh- A" Hall 8th Grade and 7th Grade near Rm. A225 on down**
- **Martinez-Restrooms near the main office**
- **Jackson Jordan-Top of Stairwell 3 2nd floor**
- **Hart-Middle of Stairwell 3**

Cafeteria Procedures



- Students will enter the cafeteria in a line, and voice levels are at a low tone.
- Students will be seated at tables in order as they enter the café.
- Students will be called by tables to enter the serving lines
- There will be a cafeteria monitor supervising each serving line.
- Students will pick-up food tray and return to seat.
- Once seated, students must have a monitor's permission to get water or go to the restroom.
- Cafeteria monitors will monitor their sections with due diligence to ensure students are on task.
- **Cafeteria monitors will be spread out, actively monitoring and not on their devices.**
- **Students are not allowed to have cell phones out during lunch.** Students will be given (1) warning before the phone is confiscated with a \$15 fee attached.

Cafeteria Supervision

6th Grade Lunch Duty (11:16 am-11:46 am) Elkhadem-Administrator

6th Grade Lunch Duty Monitors Adeyemi, Polito, Navarrete, Jo'O'Reilyx, Milam
(11:10-11:50)

- 6th grade students will report directly to cafeteria for 3rd lunch
- All 6th grade teachers are to assist with monitoring students in the hallways as they transition to the café

7th Grade Lunch Duty (12:19 pm-12:49 pm) Calmese-Administrator

7th Grade Lunch Duty Monitors: A. Munoz Jackson-Jordan, Hart, Jefferson, Martinez
(12:14 pm-12:54 pm)

- 7th grade students will report directly to cafeteria for 4th lunch
- All 7th grade teachers are to assist with monitoring students in the hallways as they transition to the café

8th Grade Lunch Duty (1:22 pm-1:57 pm) Joseph- Administrator

8th Grade Lunch Duty Monitors: Neneh, Boyd, S. Ramirez, Ellison,
A. Ramirez (1:17 pm-1:57 pm)

- 8th grade students will report directly to cafeteria for 5th lunch
- All 8th grade teachers are to assist with monitoring students in the hallways as they transition to the café

After-school Dismissal



- ❖ School is officially out at 4:00 pm!

ALL STUDENTS WILL BE ESCORTED OUT OF THE BUILDING BY THEIR LAST PERIOD TEACHER

6th Grade

- Wait for the announcement to begin transitioning 6th/7th/8th grade classes. Students will not be dismissed before this time. **The teacher will be held accountable for any students from their last period classes that are unsupervised.**
- 6th grade students and teachers will exit the building using **ONLY STAIRWELL 2.**
- 6th grade teachers will escort his/her students to the courtyard and remain on duty until all of his/her students have exited the campus by walking/boarded a bus/pick-up by car.
- **TEACHERS ARE TO REMAIN ON ACTIVE DUTY UNTIL 4:10 PM.**

7th Grade

- Wait for the announcement to begin transitioning 6th/7th/8th grade classes. Do not dismiss students before time. **The teacher will be held accountable for any students from their last period classes that are unsupervised.**
- 7th grade students and teachers will exit the building using **ONLY STAIRWELL 3.**
- 7th grade teachers will escort his/her students to the café and out of the rear double doors. and remain on duty until all of his/her students have exited the campus by walking/boarded a bus/pick-up by car.
- **TEACHERS ARE TO REMAIN ON ACTIVE DUTY UNTIL 4:10 PM.**

8th Grade

- Wait for the announcement to begin transitioning 6th/7th/8th grade classes. Do not dismiss students before time. **The teacher will be held accountable for any students from their last period classes that are unsupervised.**
- 8th grade students and teachers will exit the building using **ONLY STAIRWELL C** near the teacher's lounge at the end of A hall.
- 8th grade teachers will escort his/her students down the stairwell and through the T-Bldgs. Gate. Teachers will walk students on the sidewalk to the courtyard. Students that ride busses may exit the line and board their bus. **NO STANDING AROUND.** All others will continue to follow the teacher to the courtyard where car rides and walkers can be dismissed.
- **All 8th grade teachers** will remain on duty until all his/her students have exited the campus by walking/boarded a bus/pick-up by car.
- **TEACHERS ARE TO REMAIN ON ACTIVE DUTY UNTIL 4:10 PM.**

Afterschool Duty:

ADMIN:

- Katial-Mobile**
- Jackson Jordan-Courtyard supporting car riders**
- Calnese-Bus Ramp**
- Elkhadem-Bus Ramp**
- Joseph-Courtyard moving walkers**
- Neneh-Walkers front of the campus on sidewalk; assist students with crossing the street**
- Boyd & Adeyemi- Café' for late buses and late car riders**

TEACHERS

- **LOTE Teachers from T-Bldgs.** will monitor the sidewalk to support walkers leaving out of the back gate.
- **P.E. Teachers** will monitor the bus riders near the back parking lot.
- **Fine Arts Elective Teachers** will monitor the first-floor hallway for wondering students.
- **Science Teachers & Social Studies Teachers** will monitor the courtyard with car riders.
- **ELAR Teachers** will support walkers along the sidewalk and to assist with crossing students to the other side of the street.
- **Math Teachers** will monitor the second floor for wondering students. 8th grade teachers will monitor "B" hall, 7th grade teachers will monitor "A" hall and 6th grade teachers will monitor the stairwells.
- **SPED Teachers** will remain with their students until all have been picked up or until 4:10 pm.

