Check-In Protocol and Expectations – MIDDLE SCHOOL

- Students line up behind the metal detector: Girl Line and Boy Line (YARBROUGH – MS; ERVIN – HS)
- Student stands behind the metal detector.
- Student removes shoes and contraband and hands shoes/contraband to a staff member (CARTER/FITZGERALD, JOHNSON – LAD – MS; STEEN/WASHINGTON – HS)
- Staff member (CARTER/FITZGERALD, JOHNSON – LAD – MS; STEEN/WASHINGTON – HS) gives shoes to another staff member (LESHER) and hands contraband to another staff member.
- Staff member (LESHER) checks shoes and places shoes at the end of the check-in line.
- 2+ Staff members (Y. JOHNSON) collect contraband and secure it in folder/gallon bag with Student Name/Bus Route and secure it in crate by Bus Route.
- 2+ Staff members (CARTER/FITZGERALD/CARDENAS) pat-down student.
- When student is cleared, student retrieves shoes at the end of the check-in line.
- Student proceeds to:
  - Middle Schoolers to end of hallway to Jensen side stairwell and proceed to 1st period class on the 2nd or 3rd floor for breakfast in the classroom (S. HARRIS/COLLINS/DUNN).
  - High Schoolers to Cafeteria line, get breakfast and proceed to 1st period class.

Check-In Protocol and Expectations – HIGH SCHOOL

- Students line up behind the metal detector: Girl Line and Boy Line (ERVIN/JEFFERY).
- Student stands behind the metal detector.
- Student removes shoes and contraband and hands shoes/contraband to a staff member (C. HARRIS/MERCY/ANDERSON).
- Staff member (C. HARRIS) gives shoes to another staff member (WASHINGTON).
- Staff member (WASHINGTON) checks shoes and places shoes at the end of the check-in line.
Staff member (C. HARRIS/MERCY/ANDERSON) collects contraband and secure in folder/gallon bag with Student Name/Bus Route and secure in crate by Bus Route.

Staff members (M. JOHNSON/STEE/WASHINGTON) pat-down student.

When student is cleared, student retrieves shoes at the end of the check-in line.

Student proceeds to Cafeteria Line, get breakfast and proceed to 1st period class (BLOUNT/DANIELS/GUERRA/GOFF/GOONAN).