


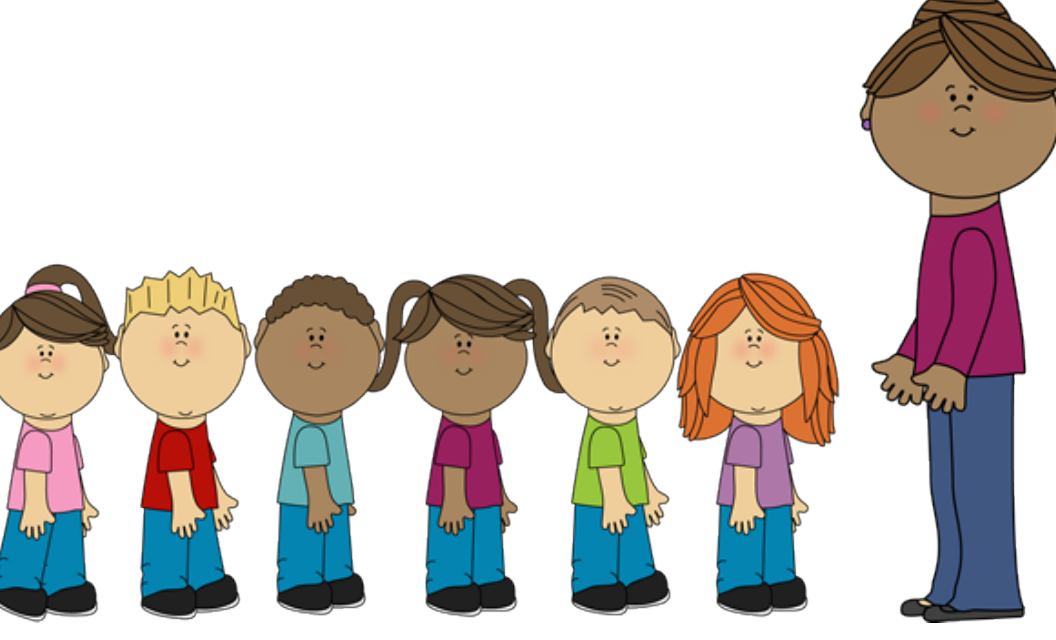
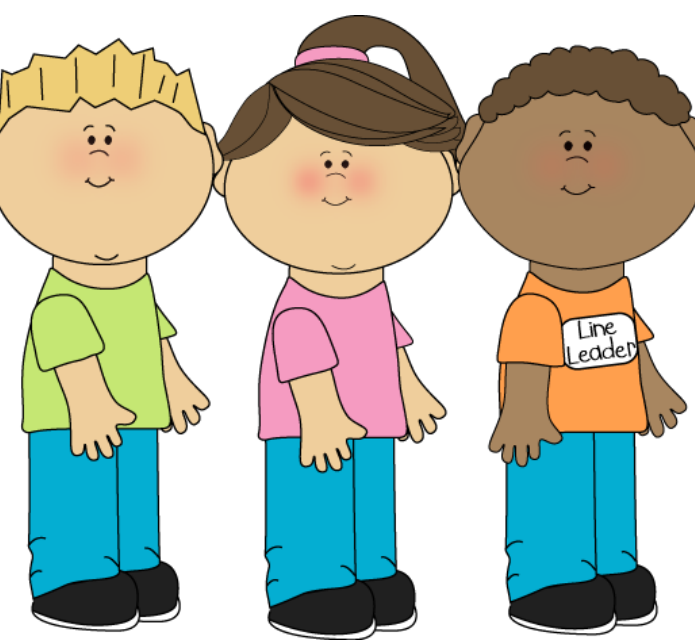

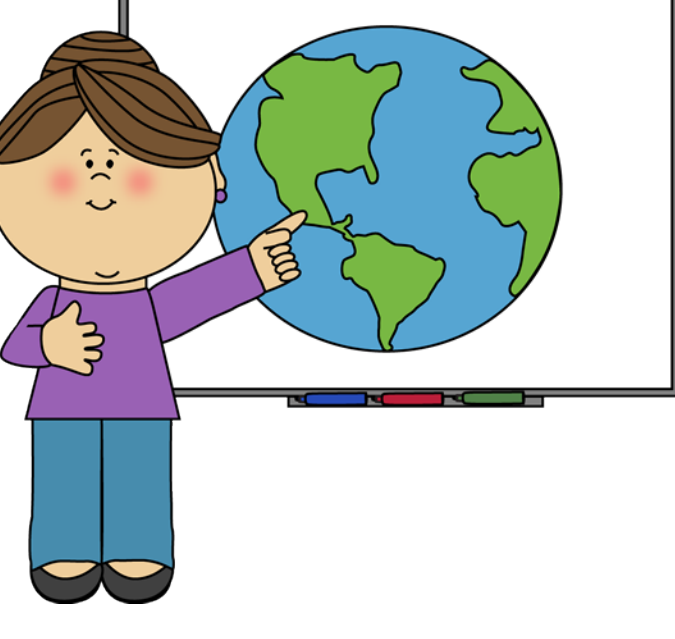




Panther Pride

MATRIX: Staff



<p>MORNINGS</p> 	<ul style="list-style-type: none"> • Assigned staff on duty– be visible and interact with students, build relationships with students • Be ready in your classroom at 8:40 am to meet and greet your students(Per NSTU Contract) • Support ALL students in our school • Ensure that your class is covered, if necessary
<p>RECESS</p> 	<ul style="list-style-type: none"> • If you are on duty have students get ready a bit earlier than the bell • Monitor assigned area when on duty in playground • Be in the hallway/doorway when students are getting ready • Promptly meet the line up coming inside by monitoring in hallways • Dismiss students and lock door when you leave your classroom
<p>LUNCH</p> 	<ul style="list-style-type: none"> • Dismiss students and lock door when you leave your classroom
<p>ASSEMBLIES</p> 	<ul style="list-style-type: none"> • Remind students to leave personal items behind (hats, backpacks) • Lock door when you leave your classroom • Have students walk to the right of the hallway • Support students by reinforcing quiet movement in the hallways • Have students follow assigned seating plan • All staff sit with students Example: Subject teachers sit with your class • Remind student leaders to sit with assigned students • If you see it you own it! • Support all students
<p>HALLWAYS</p> 	<ul style="list-style-type: none"> • Remind students to walk quietly in single file on the right side of the hallway • Classroom teachers deliver and pick up students for music, PE, etc. (for P-5 teachers)
<p>DISMISSAL</p> 	<ul style="list-style-type: none"> • Assigned staff on duty – be visible • Double check any changes (bus and or/ pickups) • Remind staff of 20 minutes (plus on duty)
<p>STAFF MEETINGS</p> 	<ul style="list-style-type: none"> • Be punctual/prompt • Start on time • Conduct one piece of business at a time • Participation is a right ...and a responsibility • Give others a chance to talk. Silence does not always mean agreement • Conduct group business in front of group • Conduct personal business outside of the meeting • Develop conditions of respect, acceptance, trust, and caring • Use proper tone/volume when speaking • Express disagreement with ideas, not individuals • Maintain confidentiality regarding disagreements expressed during the meeting • Reach decisions by consensus • End on time

