



# Clifton CDS

School-Wide  
Routines & Procedures

# Arrival & Dismissal

- Any students who arrive late or leave early (before the bell) must sign in/out at the Front Desk
  - Students under 18 need a parent/guardian to sign out early
  - Students who drive themselves need to bring their driver's license and insurance so we can keep a copy in the office
- Buses are called at 12:15pm or 3:45pm
  - Akins, Austin, Bowie, LBJ, and Northeast will begin dismissing at 3:30pm
- All students should be packed up and ready to go at their dismissal time
- All students need to stay in the classroom until they are called
  - Students should NOT use the vending machine or communal bathrooms in the hallway during the last 5 minutes of class
- Students should listen for their bus to be called and come quickly to the front
  - Many buses have routes right after their Clifton routes and need to transition quickly

# Lunch & Food Delivery

- Students are welcome to bring food with them to Clifton (especially our afternoon students who leave home campuses before their normal lunch time to catch the Clifton shuttle)
  - That does NOT mean students have an unlimited amount of time to eat. Teachers will review class-specific expectations for when/where food is allowed in class.
  - Students who eat in the classroom are responsible for checking their area for spills, crumbs, and trash. They are responsible for cleaning their area to prevent pests.
- Students who order food need to have it with them **BEFORE** they get to Clifton
- Any food that is delivered during the class period will be held at the Front Office until designated break time or the end of the period
  - If food is not paid for in advance, it will be sent back

# Trips Out of Class

- During class, students should use the restroom within the classroom as much as possible
- Accessible restroom should be left available for students who need it
- Students visiting the communal restrooms, vending machines, or coming up to the office should do so one-at-a-time with their program hall pass.
- Groups of students out of class must be monitored by a staff member.

# Break

- Teachers may choose to schedule a 15-minute break during the class period (or more frequent, shorter breaks as make sense for their lesson flow).
- All classrooms should have some visual cue to indicate the class (or an individual student) is on break.