

OHHS Teacher PROCEDURES



2026-2027



OHHS TEACHER PROCEDURES



Teacher Morning Duty

- Check OHHS Calendar. Morning duties are listed on Sunday of every week.
- On assigned duty weeks, please arrive to duty area by 6:55 am.
- Stay in assigned area to ensure all areas are covered.
- If on duty in gym or cafeteria, ensure students are seated at all times.
- Students are not permitted to gather and stand in groups at the end of the EVOLV tables. Re-direct students from that area to the tables or gym.



Teacher Bus Duty

- Report to the front of the school when the dismissal bell rings.
- Ensure students remain at the front of the school, and not wondering through the hallways.
- If students are outside during warm weather, direct students to stay out of the tree and off of the railing.



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Lunch Duty

- Promptly arrive to your assigned duty area.
- Remain the entirety of your duty.
- Stand in proximity to students to watch and listen for any issues to arrive.
- Direct student behavior (ex. if student is standing, direct them to sit down).
- Walk around your area and encourage students to dispose of trash, empty trays, and return the tray to the kitchen.



TEACHER PROCEDURES

Class Change

- Be visible in the hallway around your classroom.
- Monitor and correct student behavior.
- Master key holders open, monitor, and close restrooms in your hallway.

TEACHER PROCEDURES

Monitoring Student Assemblies

- Teachers will monitor their classes during all assemblies other than during your planning.
- Spread out around the areas to monitor student behavior.
- Please do not all stand by the doors, be visible throughout the gymnasium/auditorium to ensure students are complying with schoolwide expectations.

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E-Hall Pass Usage

10-Minute Rule: Students are not permitted out of class the first 10 or last 10 minutes of any class period.

- Student will create their pass (please do not create passes for students ; Restrictions do not apply with teacher created passes).
- Teacher will approve pass in e-hall pass.
- Only ONE student out of class at a time.
- Backpacks must remain in the classroom.
- Upon returning to class, students will end their pass.

**** You can utilize auto approve to minimize disruptions for yourself****

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PBIS Acknowledgments

- Students will be acknowledged using the “High-Five” feature in Intellispark
- Recognize students that are adhering to the monthly behavior target.
- Recognize students for exhibiting characteristics of OAK Strong.
- Rewards will be dispursed every Monday in Oak Flex.
- There will be a once a week drawing for every student receiving a high-five for the previous week.
- Once a month drawing for everyone that has received a High-Five for the month.



OAK Flex

- Teach students how to utilize Securly Flex
- Use the OHHS Calendar as the guiding document each day for all OAK Flex activities. This is to create uniformity and consistency for students.
- Attendance will be taken in WVEIS daily until instructed otherwise.
- Teacher monitors will check hallways and restrooms for skipping.



Taking Attendance

- Attendance will be taken in WVEIS using the seating chart feature.
- Attendance is to be taken EVERY class period.
- If you suspect a student is skipping, verify with the office the student has been signed in or signed out.



Blue Card Usage

1. *Issue the Blue Card when a reset is needed.*
- 2 *Select the requested time (5, 10, or 15 minutes) at the bottom of the card.*
- 3 *Call the main office to notify them you are sending a student with a Blue Card.*
- 4 *The student reports directly to the main office and presents the card to the secretary.*
- 5 *Office staff will provide appropriate support based on the situation. The student may be given time to regulate, meet briefly with an administrator for a check-in conversation, or be referred to a counselor or social worker for additional support.*
- 6 *After the designated time, the student returns to class ready to re-engage.*



TEACHER PROCEDURES

Administration Phone Requests

Admin requests - dial 2002

If no answer, dial 2001

Still no answer? dial 2009

Then say one of the following:

Specifying location

Custodial - specify what the issue is so Arthur can come prepared.

Admin 1 - need one admin.

Admin 2 - secretary will ask how many you need for assistance.

Medical - secretary will ask nature of issue to best direct staff.

Rooms 301, 105, 225, and 219 ONLY

Crisis Team Codes

Code Green-Student is showing low level behaviors you feel may escalate

Code Yellow-Safety risk - student may be shoving desks, throwing papers, flailing arms, threatening posture

Code Orange- Student actively hurting others

Code Purple - Runner/Eloper - student left room without permission and student safety could be at risk