

Period 1

- Students will not be given a paper schedule. All students can access their schedules via Skyward or Schoology. Have students take a screenshot on their phones or write down their schedule.
- Ensure that EVERY student is always in the right classroom.
- Ensure that all students check their schedules for obvious mistakes (no 3rd period, two 5th periods, etc.).
- If there is a scheduling issue (as listed above), please have the student go to the counseling center during the **specific** conflicted period.
- If the student's schedule says "See Counselor" on any class period, please have them report to the counseling office at the beginning of that period.
- DO NOT send the students to the counseling office for ANY schedule changes (electives, KP, DC, etc.) If they need to see their counselor regarding changing a class, they need to submit their info. at the [QR code](#) or they can submit a request to see their counselor at [THIS LINK](#). Students must follow the schedule that is in Skyward until they receive an official change from their counselor.
- Instruct students on fire and disaster routes for this class period.
- Assist students in locating classes on school map (located in Schoology and accessible via QR codes posted in the hallways).

Period 2

- Ensure that EVERY student is always in the right classroom.
- Ensure that all students check their schedules for obvious mistakes (no 3rd period, two 5th periods, etc.).
- If there is a scheduling issue (as listed above), please have the student go to the counseling center during the **specific** conflicted period.
- If the student's schedule says "See Counselor" on any class period, please have them report to the counseling office at the beginning of that period. DO NOT send the students to the counseling office for ANY schedule changes (electives, KP, DC, etc.) If they need to see their counselor regarding changing a class, they need to submit their info. at this [QR code link](#) or they can submit a request to see their counselor at [THIS LINK](#). Students must follow the schedule that is in Skyward until they receive an official change from their counselor.
- Instruct students on fire and disaster routes for this class period.
- Remind students that they must have a CURRENT KC parking tag that is displayed on their rear view mirror and they MUST park in their assigned space. Parking anywhere else on campus is prohibited. This includes the

faculty lot, handicapped spaces and the front circle drive. Student parking information and applications can be located at [Bit.ly/KC Parking](https://bit.ly/KC_Parking)

Period 3

- Ensure that EVERY student is always in the right classroom.
- Instruct students on fire and disaster routes for this class period.
- Review the [bell schedule](#) and Tiger Den schedule/details.
- If a student does not have a third period class, send him/her to the counseling center.
- **ATTENDANCE** - 3rd period is the most important period of the day for attendance. Take attendance every day, every period, but especially be diligent with 3rd period.

Period 4

- Ensure that EVERY student is always in the right classroom.
- Instruct students on fire and disaster routes for this class period.
- Review the [bell schedule](#) and Tiger Den schedule/details.
- Explain lunch details. Instruct all students to report to their 5th period class to find out what lunch they will attend. Please explain general lunchroom behavior (no horseplay, students are to remain seated, no assigned seats)
- Pass out lanyards and plastic sleeves and instruct students to put their Smart Tags in the plastic sleeve and attach it to their lanyard. This must be worn visibly at all times. Turn in extra lanyards to the counseling office.
 - If students do not yet have their IDs, they can check in the counseling center at lunch or before school. If they have lost their ID, they can use this [Lost ID Request Form](#). \$5 for the replacement will be charged to their School Cash Account.
- If a student does not have a fourth period class, send him/her to the counseling center.

Tiger Den

- Students will remain in their 4th period class for Tiger Den.
- All Tiger Den activities will be located in Schoology
 - Path to find daily Tiger Den information/resources
 - Klein Collins Faculty and Staff Course
 - Tiger Den Folder
 - find folder for the day
- Link to: [Tiger Den Calendar for August 10 - September 9](#)
 - *this is a working document so look at it frequently*

Period 5

- Ensure that EVERY student is always in the right classroom.
- Instruct students on fire and disaster routes for this class period.
- [Lunch Schedule](#)
 - A** Lunch 11:22 - 11:47
 - B** Lunch 11:52 - 12:17
 - C** Lunch 12:22 - 12:47
- If a student does not have a 5th period class, send him/her to the counseling center.

Period 6

- Ensure that EVERY student is always in the right classroom.
- Instruct students on fire and disaster routes for this class period.
- If a student does not have a 6th period class, send him/her to the counseling center.

Period 7

- Ensure that EVERY student is always in the right classroom.
- Instruct students on fire and disaster routes for this class period.
- If a student does not have a 7th period class, send him/her to the counseling center.

- Ensure that students know their bus number and bus lane details.
- Remind students that they are to report directly to their bus after the dismissal bell. Students will not be allowed to congregate either inside or outside of the building. Buses will leave **7** minutes after the dismissal bell. Bus route numbers and bus lane assignments can be located in Schoology or at this [Bus Route Website Locator](#) link. Also, please encourage students to use the exit doors located nearest your classroom to avoid congestion in the hallways. Remind students that they **MUST** be out of the building by 2:50pm, unless they are with a teacher, sponsor, or coach.