

NJHS Tour Script

1. Main office

- a. Check in and check out-Tardy(7:45) or leaving early; no check out after 2
- b. First stop when parents are entering the school during the school day
- c. Health Injuries
- d. Medicine check in
- e. Principal Adkins' office

2. AP's offices

- a. Mr. Kibler (6th grade)
- b. Assistant Principal
- c. If you have any questions or concerns feel free to stop by.
- d. He will be handling all of the 6th grade discipline and is the WLMS contact for Transportation issues

3. Counselor Office

- f. Ms. Psaltis (6th grade guidance)
- g. Can walk into her office if the door is open or slip a note under the door
- h. This is a safe place to talk about what is going on. You are not in trouble if you get called to this office.
- i. You should ask your teacher to come and talk if something is bothering you or someone else is in need of help.

4. Cafeteria

- j. Where the students eat breakfast and lunch
- k. Any cafeteria forms are in the gym today for you to fill out (online accounts, free & reduced meals, etc.)
- l. Cooler for their drink, then in any line for hot food items, for check out you need to know your Student ID number
- m. Students sit with their track
- n. We clean up after ourselves and others. Leave the cafeteria looking better than when you got there.

5. Electives hallway

- o. We walk quietly down the hallways because other rooms are still having class during the day.
- p. Mrs. Lee- Career and Technical Education
 - i. Computer graphic design class
 - ii. Uses science and math in her technology class
- q. Mrs. Watkins- Career and technical education
 - i. Digital literacy
 - ii. Use computers
- r. Ms. Becker-Chorus (singing)
- s. Mr. Brock- Band
- t. Mr. Bailey- Career and technical education
 - i. This class is for 7th and 8th
 - ii. Wood Shop class
 - iii. Build with wood and learn to use different tools
- u. Mr. Creech-Art
- v. Mrs. Clark- Family and Consumer Sciences
 - i. Cooking, health wellness, Career and exploration
- w. Mrs. Roberts- Family and consumer science
 - i. Cooking, Health wellness, Career and exploration

- ii. Classroom is located outside in the trailer
- x. Mrs. Austin is the AIG teacher
 - i. Her classroom is outside in the trailer
 - ii. She will pull AIG students out periodically for class

6. Gym/Locker Rooms

- y. Health classes will be in the trailers next to the gym
- z. For PE students need to change out each day
- aa. All students must lock up their personal items in the locker rooms
- bb. Health & PE focuses on personal fitness, nutrition, mental, emotional, personal and consumer health, and teamwork through team sports
- cc. 6th Graders will not be allowed to play sports. (Coaches look at grades, attendance, and behavior)
- dd. Make sure that you attend the games and cheer loud for West Lake. Admission is \$5
- ee. Dances are held in the gym and the Admission is \$5. Both dances and games sell food.

7. Media Center

- ff. Mrs. Jones is the Media coordinator and runs the media center
- gg. Will visit the Media center once a week to check out books with your ELA class
- hh. Periodically, classes will be held in the media center

8. Student Services

- ii. Nurse's office
- jj. Social Worker's Office-Mr. Gaddy
 - i. He is here to help and check on your absences
 - ii. Every minute counts towards the school day and we do not want to miss school. If you have too many absences, Mr. Gaddy and the counselor will contact you and your parents.
- kk. Psychologist
- ll. Speech Pathologist
- mm. If you can't find a counselor or an assistant principal for an emergency, please come up to this office and they will help you.

Tour Tips

1. Be POSITIVE! Do not scare them about coming to middle school.
 - a. Share short positive stories about your experience at West Lake.
 - b. Encourage them to get involved and attend sporting events.
2. If a group is at your next location, wait for them to finish before approaching.
3. Continuously ask "Does anyone have any questions?"
4. If you do not know the answer, tell them to "hold their question for when they meet the teachers in the next session."
5. Dress professional--collared shirt & khakis
6. Your specific tour order will be given to you that day
7. Not everyone will be leading tours. You may be asked to work at many different areas. We will use everyone that comes to help.

NJHS Locations (Number of students are an estimate)

1. Gym
 - a. 3-5 circulating answering questions
2. Hallway Greeters:
 - a. 2 greeting at the front door
 - b. 3 at in the front of the MC
 - c. 3 on the elective hallway
3. Parent & Student Tours:
 - a. 2 students per tour x # of tours = ???
4. Classrooms
 - a. 1-2 per class as a helper
 - i. 3-4 for the lockers
5. 1 for the Panel Q & A