

Lunch period Counseling Office Protocol

- All students who enter Guidance must stop at the front desk and sign in
- Bulletin Board by the front desk that faces the door to the outside used for walk-in students during lunches
 - On left: Each counselor name and caseload listed
 - On right: Pouch with laminated color coded passes numbered 1 through 5
 - The student takes a pass from the pouch and whatever number they are is the order in which they see the counselor (first come, first serve – other than emergencies)
 - If there are not any passes in the pouch that means the counselor has a student in their office and 4 others already waiting (if it is not an emergency student will be asked to send an email to the counselor to request an appointment or ask their questions that way)
 - Student takes pass back with them to counselor's office and then returns pass to front desk on the way out (student aide or Ms. Campbell) to be placed back in pouch on wall and used by next student. Pass to be frequently sanitized. Laminated for easy wipe down.
 - Limits lobby to 5 students per counselor waiting at a time spread out
 - If students are waiting too long and need to get to lunch/class they can request a meeting for a later date via email
 - No students just waiting the whole lunch period and hanging out in Guidance
 - No students waiting in the hallway outside of counselor's offices
 - This assists in social distancing and confidentiality
- Color Code for Counselors:
 - Dempsey – purple
 - Seymore – blue
 - Boyd – yellow
 - Heinze – orange
 - Chamberlin – green