**POLICY 5.11:** NUTS AND BOLTS ITEMS

1. **Clocking In**: Make sure you clock in an out promptly.  Do not linger around the building on the clock before or after your shift.
2. **Radios**: Your radio is your responsibility.  Each radio costs $600-$700.  Do not drop them, lose them, or leave them where students can steal them.  If a radio isn’t working properly, tell the RD as soon as possible.
3. **Shift Change**: At shift change you need to pass down information to the new shift, this needs to be done in the school area. This way the PM staff can be directed to the correct locations to help finish out the school day with the proper supervision.   Share: 1) Critical items like student consequences, 2) safety related items, 3) shift forecasting, 4) developments in protocols.  At the end of your shift your lead will review your mentor commandment grades and briefly discuss strengths and needed improvement.
4. **Printing Qs**: Each team is responsible to print their own q’s at the start of the shift.
5. **Telos Email**: Stay current on your telosrtc.com email.  Avoid using private email for work.  Avoid emailing the entire company, as your message will go to everyone from the CEO, to the parent liaison, to the IT contract professional.  The company email system can never be used to sell personal items, market a product you sell, or solicit help for your personal life.
6. **Memo Board**: Every day at 12:00 the Telos Memo Board will email itself to you.  New items are in red.  Anyone can post to the memo board through HQ.  Follow the Memo Board Rules listed at the beginning of the board.
7. **Can’t Pay to have Staff Cover Shifts**: Employment law forbids staff from paying other staff “extra” to cover a shift.
8. **Overflowing Dumpsters**: Make sure the boxes in the recycling dumpster are broken down and lying flat.  The dumpster area can get out of control if we neglect this.  An overflowing dumpster hurts Telos’s image with parents and visitors.  It takes a little extra time to require students and staff to break the boxes down, but allows us to fit 300% more trash in the dumpsters without the overflow problems. If the dumpsters ever do overflow, it is primarily the Mizuno leads’ responsibility to solve the issue via training, assignments,  and crushing boxes.
9. **Windows and Screens**: Students are not to pop out their screens, sit in the window ledges, or tamper with screens.  Each screen costs $80 to replace and we replace about two per week. If a screen is broken, it’s cost will be divided up between each boy in the room and they will be charged by restitution. Open windows also strain the heating and air conditioning systems.  Each bedroom is equipped with an auto fan that replaces the air in the bedroom every 15 minutes.  The best way to control odor and temperature in the bedrooms is keeping the windows closed and having the boys wash their bedding and dirty laundry.
10. **Stickers on Vans**: Don’t allow students to put stickers on the vans. The Fuji leads are responsible for checking on the vans frequently.

**Recreational use of conference rooms/teachers classrooms:** Staff in the past have rationalized watching movies in these rooms when the theatre is either out of order or being used by another floor because of the big screen TVs. However, these rooms are not for the recreational use of the boys. Appropriate rooms for watching movies are the game room, the residential commons room, or even outside weather permitting.