

### **SmartPass Teacher**

Any student who leaves the classroom (other than to use study rooms under your supervision) will require a pass at all times. Passes can be created by students, by a teacher in the room, or by a person outside the classroom requesting the student. As a teacher, you will need to check the SmartPass page at the start of each hour to inform students of passes (just like you handed out paper passes before.)

Your classroom rules for passes will still apply. Even though a student can start a pass and the time will start as soon as they activate it, that does not mean they have your permission to leave the classroom. They may not leave (and should not start the pass) until you grant permission based upon your classroom rules. It is suggested that you have the student turn the open Chromebook toward your desk with the pass timer showing. When they return, they will stop the pass.

Passes - you will find passes broken into building areas - All common locations will be in the grade level folder. Classrooms will all be found in the Classroom folder. When sending a student to Office, please select the proper roundtrip or one way pass (round trip for them to pick something up, one way for them to stay in the office.)

### **SmartPass Benefits**

- Consistent pass system building-wide and increased efficiency
- Limits interruption to class (ability to schedule future passes)
- We know where students are in case of emergency
- Keeps track of student time out of classroom
- Allows limits (number of students) to be set on certain locations
- Allows blocks for students who are not allowed to be in hallway at same time (Encounter Prevention)
- Allows us to see who was in a space if there was a problem