C.W. OTTO MIDDLE SCHOOL - PROTOCOL

Principal – Ron Doig – 325-6574
Counselor – Jim Foster (point of contact) 325-6599

Address: 500 East Thomas St., Lansing, MI 48906
Telephone: (517) 325-6570. Secretaries, Mrs. Foster & Mrs. Reynolds

Daily Schedule
1. School starts: 7:52 a.m.
2. School ends: 2:30 p.m.
3. Length of class will vary with grade level.

TUTORING & OBSERVATIONS

1. Individual tutoring for subject specific help in a classroom
2. One/two Otto MS students per MSU tutor
3. Observations arrangements will be made with individual host teacher or other teachers on the team.

PROTOCOL

1. Arrive 10 to 15 minutes before the start of your tutoring session.
2. Park cars behind the building. Always lock your car.
3. Report to main office:
   a. Sign-in every day (notebook in office)
   b. Pick-up and wear visitor’s badge; return to office end of day.
4. MSU tutors dress: Business/Casual. NO BLUE JEANS or HATS!
5. Norms for MSU students:
   • Be there
   • Be on time
   • Be respectful
   • Be prepared
   • Be involved

NOTE: If for any reason you cannot make your tutoring assignment or observation assignment, communicate with the Point of Contact, Jim Foster, 325-6599 or an office secretary (325-6570). Give your name and the name of your host teacher.

OBSERVATIONS: Ideally, you can do your observations the same day you tutor. If that is not possible and you are going to Pattengill MS to do the observation, please follow these steps:

1. Park and lock your car in the appropriate lot.
2. Report to main office and sign-in (CRITICAL)
3. Pick-up and wear visitors badge. (Return when you leave)
4. Always introduce yourself to the teacher.
5. Thank the teacher for allowing you to observe.