



MULTI-TIERED SUPPORT SYSTEMS (MTSS- TIER 1) SCHOOL WIDE PROCEDURES

Adams Middle School
2023-2024



MEET YOUR ADMINISTRATION

Mrs. Mitchell- Principal

Dr. Lewis-Thomas- 7th grade N-Z, 8th
grade

Mr. Hart- 6th grade , 7th grade A-M

ADMINISTRATIVE OFFICES AND STUDENT AFFAIRS OFFICE



Mrs. Fatzinger- Principal's Secretary



Mrs. Shim- Data
Processor



Ms. Thomas-Bookkeeper



Ms. Ruiz-Student Affairs Secretary

Student Services Team



Mr. Ianello - Guidance
6th grade, 7th grade A-M



Ms. Miller - Social Worker

Mrs. Holsey - Guidance
7th grade N-Z, 8th grade



Mr. Conner - Success Coach



Ms. Rohrer - Psychologist

Academic Support Team



Mrs. Johnson-Literacy Coach



Officer Jordan
School Resource Officer

A.M.S.

Act with Respect

Make Responsible
Choices

Stay Safe



Objective

Today I will: review schoolwide expectations at Adams Middle School

So that I can: follow the expectations that will assist me in being a model student

I will know I have it when I can: identify examples and definitions of expectations at AMS and participate in schoolwide celebrations

Objetivo

Hoy voy a: revisar las expectativas de toda la escuela en Adams Middle School

Para que yo pueda: seguir las expectativas que me ayudarán a ser un estudiante modelo

Sabré que lo tengo cuando: identifique ejemplos y definiciones de expectativas en AMS, participe en celebraciones escolares

Do Now

Students will get materials needed to complete review as well as receive group responsibility by facilitator

- 1: Speaker-Present group work to whole group
2. Notetaker-write information group agrees on Chart paper to share in whole group, 3 Facts, 2 questions, 1 key word. (3-2-1)
3. Timekeeper-maintain time by reminding group
4. Leader-Ensures all group members are contributing and sharing ideas for the benefit of the entire group

3-2-1 Strategy/Estrategia 3-2-1

- 3- Facts about the subject
- 2- Hashtags
- 1- Word to Summarize
- 3- Datos sobre el tema
- 2- etiquetas
- 1- Palabra para resumir

Hagan ahora

~~Los estudiantes obtendrán los materiales necesarios para~~
completar la revisión y recibirán la responsabilidad del grupo por parte del facilitador.

- 1: Trabajo grupal del orador-presente a todo el grupo
2. El grupo de personas que toman notas escriben información acuerdan en papel cuadriculado para compartir en todo el grupo, 3 hechos,
2 preguntas, 1 palabra clave. (3-2-1)
3. Cronometrador: mantenga el tiempo recordando al grupo
4. Líder: se asegura de que todos los miembros del grupo contribuyan y compartan ideas para el beneficio de todo el grupo.

School Wide Expectations

Uniform/Bookbag Policy



Expectativas de toda la escuela

Política de Uniformes

- Los uniformes son obligatorios para todos los estudiantes.
-
- Pantalones: cualquier color/estilo debe estar asegurado en la cintura sin rasgaduras y cumple con el Código de vestimenta de las escuelas públicas del condado de Hillsborough
-
- Tops: camisas tipo polo blancas, doradas, negras o azul real.
-
- Zapatos: deben ser de punta cerrada.

School Wide Expectations

Uniform/Bookbag Policy

- Uniforms are mandatory for all students
- Bottoms- Blue/Black or Khaki bottoms and no jeans
- Tops- white, gold, black or royal blue polo style shirts
- Shoes- must be closed toe
- Head coverings shall not be worn
- Clear bookbags for safety

Expectativas de toda la escuela

Política de Uniformes

- Se otorgarán puntos PBIS a los estudiantes en uniforme.
-
- Primera violación: advertencia del maestro, documentada en el registro y cambios de estudiantes
-
- 2da violación + - documentos del maestro en el registro uniforme

School Wide Expectations Uniform Policy

- PBIS points will be awarded for students in uniform
- 1st violation- teacher warning, documented on log and student changes
- 2nd violation + - teacher documents on uniform log

School Wide Expectations – Electronics

Expectativas de toda la escuela – Electrónica

- All devices must be off and out of sight during school hours. Todos los dispositivos deben estar apagados y fuera de la vista durante el horario escolar.
- Cell phone charging is NOT allowed. NO se permite la carga de teléfonos celulares.
- School is not responsible for theft or loss of device. La escuela no es responsable por el robo o la pérdida del dispositivo.

Before School Procedures

- Earliest arrival is 9:15-9:30 am
- Students arriving after 9:30 will go to cafeteria to get breakfast and then class
- Bus riders will enter the side gate and use the sidewalk by building 4 (elective hall) to go to cafeteria
- Car riders/Walkers /Bike riders will enter the main gate at the front of the school and use the sidewalk by the bus ramp to go to cafeteria
- Bike riders must walk bikes while on campus and use the sidewalks
- Students will eat breakfast in cafeteria
- Students arriving after 9:40 am need to sign in the Front office.

Procedimientos antes de la escuela

- La llegada más temprana es a las 9:15 a.m.
-
- Los pasajeros del autobús entrarán por la puerta lateral y usarán la acera junto al edificio 4 (sala electiva) para ir al área asignada.
- Los pasajeros de automóviles / caminantes / ciclistas entrarán por la puerta principal en la parte delantera de la escuela y usarán la acera junto a la rampa del autobús para ir al área asignada.
- Los ciclistas deben caminar en bicicleta mientras están en el campus y usar las aceras
- Los estudiantes desayunarán en la cafetería
- Los estudiantes de 6º grado permanecerán en la cafetería, los estudiantes de 7º/8º grado irán al patio/cancha
- Los estudiantes que lleguen después de las 9:40 am deben registrarse en la oficina principal.

Arrival Expectations

- Waiting time before school should consist of using your time wisely and constructively.
- Students are not allowed to loiter at the pool or in front of the school.
- Upon arrival student may not leave campus without proper permission.
- Students who leave campus without permission will face truancy, receive an unexcused absence, and face additional school consequences.
- Students will walk straight to Homeroom class upon being dismissed from assigned area at 9:30

Expectativas de Llegada

- El tiempo de espera antes de la escuela debe consistir en usar su tiempo de manera inteligente y constructiva.
- A los estudiantes no se les permite merodear en la piscina o frente a la escuela.
- A su llegada, el estudiante no puede abandonar el campus sin el permiso adecuado.
- Los estudiantes que abandonen el campus sin permiso se enfrentarán al absentismo escolar, recibirán una ausencia injustificada y enfrentarán consecuencias escolares adicionales.
- Los estudiantes caminarán directamente a la clase de Homeroom al ser expulsados del área asignada a las 9:30

School Wide Student Expectations

Sign-in/out procedures

SIGN IN/OUT PROCEDURES

Sign-in after 9:40 arrival

**Sign-out before 2:45 (Monday)
3:45 (Tues-Fri)**

Families must have Valid ID (18+)

Expectativas de los estudiantes en toda la escuela

**Procedimientos de inicio
y cierre de sesión**

PROCEDIMIENTOS DE INICIO Y CIERRE DE SESIÓN

**REGÍSTRESE DESPUÉS DE LAS 9:40
DE LLEGADA**

**SALIDA ANTES DE LAS 2:45 (LUNES)
3:45 (MARTES-VIERNES)**

**LAS FAMILIAS DEBEN TENER UNA
IDENTIFICACIÓN VÁLIDA (18+)**

Restroom and Hall Passes



- ☐ Students will use color coded passes when leaving classroom (ex. Restroom-yellow, office-green, nurse/clinic-red...etc.)
- ☐ Passes will not be issued during the first and last ten minutes of class-"No Fly Zone"
- ☐ Walk and Talk during passing

Pases para baños y pasillos



- ☐ Los estudiantes usarán pases codificados por colores al salir del salón de clases (por ejemplo, baño-amarillo, oficina-verde, enfermera/clínica-rojo...etc.)
- ☐ Los pases no se emitirán durante el primer y último minuto de la clase-"Zona de exclusión aérea"
- ☐
- ☐ Caminar y hablar durante el paso

CHANGING CLASS PROCEDURES

- Move promptly
- Walk on the right
- Be courteous



PROCEDIMIENTOS DE CAMBIO DE CLASE

- Muévete con prontitud
-
-
-
- Camina por la derecha
-
-
-
- Sé cortés



Entering Class Procedure

Students enter class and put clear bookbag down in designated area

Start bell work

Teacher will start lesson introduction

Lunch Procedures

- ☐ Enter and put bookbag on center table and sit at your assigned table/seat.
- ☐ Staff will call tables to serving line
- ☐ Use Safety Signals for movement
 - 1- Bathroom Request
 - 2- Question
 - 3- Trash Disposal Request
- ☐ Exit with assigned Teacher after table is clear

Procedimientos de almuerzo

- ☐ Ingrese y siéntese en su mesa / asiento asignado.
- ☐ El personal llamará a las mesas a la línea de servicio
- ☐ Utilice señales de seguridad para el movimiento
- 1- Solicitud de baño
- 2- Pregunta
- 3- Solicitud de eliminación de basura
- ☐ 5 estudiantes en la línea de merienda máximo
- ☐ Salir con el profesor asignado después de que la tabla esté despejada

Lunch Procedures (cont'd)

- Students will be dismissed by Admin/Lunch Monitor
- Teachers will escort 6th and 7th grade students from cafeteria
- All food/drink must remain in the cafeteria

Almuerzo Procedimientos continuación

- Los estudiantes serán despedidos por Admin / Monitor de almuerzo
-
- Los maestros escoltarán a los estudiantes desde la cafetería.
-
- Toda la comida/bebida debe permanecer en la cafetería.

Dismissal Procedures

- Teachers will escort entire class to front of school
- Car Riders- Media Center (as needed)
- Bus Riders- Cafeteria (as needed)
- Walkers- Exit front gates

Bus Passes/Route Information



- Students will complete the form during lunch.
- Students will receive their bus pass before the end of the day.

Bus Ramp



CAR LINE DROP-OFF/PICK-UP





"You never look
good trying to make
someone else look bad"

BULLYING/ACOSO

- If you are being bullied or witness someone being bullied,
TELL THE ADULT in charge or report
online: <https://www.hillsboroughschools.org/bullyprevention>

Si está siendo acosado o es testigo de que alguien está siendo
acosado, DÍGALE AL ADULTO a cargo o denúncielo en línea:
<https://www.hillsboroughschools.org/bullyprevention>

Bullying/Cyber Bullying/ Sexual Harassment

Adams Bullying/Cyber-Bullying/Sexual Harassment Policy

There is a zero-tolerance policy for the above-mentioned offenses
All students, parents, teachers and faculty should report any type of bullying to any adult on campus.

Action Steps



- Tell your supervising adult immediately
- Report online@ <https://www.hillsboroughschools.org/bullyprevention>
- Administration will contact parent
- Administration will notify SRO
- Administration and/or Counselors will begin investigation

Period	Descriptions	Passing	Start Time	End Time	Minutes
All	School Hours		9:35 AM	3:30PM	5:55
	Warning Bell		9:30AM		
11	Homeroom/SEL		9:35 AM	9:52 AM	0:17
1		0:00	9:52AM	10:32AM	0:40
2		0:04	10:36AM	11:16AM	0:40
3	Grade 6 Class	0:04	11:54AM	12:34PM	0:40
3	Grade 6 Lunch	0:04	11:20AM	11:50PM	0:30
3	Grade 7/8 Class	0:04	11:20AM	12:00PM	0:40
4	Grade 6/7 Class	0:04	12:38PM	1:18PM	0:40
4	Grade 7 Lunch	0:04	12:04PM	12:34PM	0:30
4	Grade 8 Class	0:00	12:04PM	12:44PM	0:40
4	Grade 8 Lunch	0:04	12:48PM	1:18PM	0:30
5		0:04	1:22PM	2:02PM	0:40
6		0:04	2:06PM	2:46PM	0:40
7		0:04	2:50PM	3:30PM	0:40

MONDAY BELL SCHEDULE

Period	Descriptions	Passing	Start Time	End Time	Minutes
All	School Hours		9:35 AM	4:30PM	6:55
	Warning Bell		9:30AM		
11	Homeroom/SEL		9:35AM	9:59AM	0:14
1			9:59AM	10:38AM	0:49
2		0:04	10:42AM	11:31AM	0:49
3	Grade 6 Class	0:04	12:09PM	12:58PM	0:49
3	Grade 6 Lunch	0:04	11:35AM	12:05PM	0:30
3	Grade 7/8 Class	0:04	11:35AM	12:24PM	0:49
4	Grade 6/7 Class	0:04	1:02PM	1:51PM	0:49
4	Grade 7 Lunch	0:04	12:28PM	12:58PM	0:30
4	Grade 8 Class	0:04	12:28PM	1:17PM	0:49
4	Grade 8 Lunch	0:04	1:21PM	1:51PM	0:30
5		0:04	1:55PM	2:44PM	0:49
6		0:04	2:48PM	3:37PM	0:49
7		0:04	3:41PM	4:30PM	0:49

TUES-FRI BELL SCHEDULE

Extended HR

Period	Descriptions	Passing	Start Time	End Time	Minutes
All	School Hours		9:35 AM	4:30PM	6:55
	Student Arrival		9:15AM-Bell		
	Warning Bell		9:30AM-Bell		
11	HR-Character Education		9:35 AM-Bell	10:31AM-Bell	0:56
1		0:00	10:31AM-Bell	11:14AM-Bell	0:43
2		0:04	11:18AM-Bell	12:01PM-Bell	0:43
3	Grade 6 Lunch	0:04	12:05PM-Bell	12:35PM-Chime	0:30
3	Grade 7/8 Class	0:04	12:05PM-Bell	12:48PM-Bell	0:43
3	Grade 6 Class	0:04	12:39PM-Chime	1:22PM-Bell	0:43
4	Grade 7 Lunch	0:04	12:52PM-Bell	1:22PM-Bell	0:30
4	Grade 8 Class	0:00	12:52PM-Bell	1:35PM-Chime	0:43
4	Grade 6/7 Class	0:04	1:26PM-Bell	2:09PM-Bell	0:43
4	Grade 8 Lunch	0:04	1:39PM-Chime	2:09PM-Bell	0:30
5		0:04	2:13PM-Bell	2:56PM-Bell	0:43
6		0:04	3:00PM-Bell	3:43PM-Bell	0:43
7		0:04	3:47PM-Bell	4:30PM-Bell	0:43

6th grade Teacher lunch time: 12:05PM-12:35PM Pickup time: 12:37PM

7th grade Teacher lunch time: 12:52PM-1:22PM Pickup time: 1:24PM

EXTENDED HR BELL SCHEDULE

Pep Rally/Club Day

Period	Descriptions	Passing	Start Time	End Time	Minutes
All	School Hours		9:35 AM	4:30PM	6:55
	Student Arrival		9:15AM-Bell		
	Warning Bell		9:30AM-Bell		
11	HR-Character Education		9:35 AM-Bell	9:52 AM-Bell	0:17
1		0:00	9:52AM-Bell	10:32AM-Bell	0:40
2		0:04	10:36AM-Bell	11:16AM-Bell	0:40
3	Grade 6 Lunch	0:04	11:20AM-Bell	11:50AM-Chime	0:30
3	Grade 7/8 Class	0:04	11:20AM-Bell	12:00PM-Bell	0:40
3	Grade 6 Class	0:04	11:54AM-Chime	12:34PM-Bell	0:40
4	Grade 7 Lunch	0:04	12:04PM-Bell	12:34PM-Bell	0:30
4	Grade 8 Class	0:00	12:04PM-Bell	12:44PM-Chime	0:40
4	Grade 6/7 Class	0:04	12:38PM-Bell	1:18PM-Bell	0:40
4	Grade 8 Lunch	0:04	12:48PM-Chime	1:18PM-Bell	0:30
5		0:04	1:22PM-Bell	2:02PM-Bell	0:40
6		0:04	2:06PM-Bell	2:46PM-Bell	0:40
7		0:04	2:50PM-Bell	3:30PM-Bell	0:40
	Pep Rally/Club Day	0:04	3:34PM-Bell	4:30PM-Bell	0:56

6th grade Teacher lunch time: 11:20AM-11:50AM Pickup time: 11:52AM

7th grade Teacher lunch time: 12:04PM-12:34PM Pickup time 12:36 PM

PEP RALLY/CLUB DAY BELL SCHEDULE

Tardy Policy



All students must report to class on-time and there will be daily tardy round-ups.
Tardy round-ups will be posted to the calendar

Total Tardy Consequences (Per Quarter – Cumulative)

Adams Tardy Policy	
Daily: Teacher award PBIS points to students who are on-time to class	
1 st Tardy	Teacher gives Verbal Warning
2 nd Tardy	Teacher makes Parent Contact
3 rd Tardy	Teacher Implement Intervention (Behavior Tracker)
4 th Tardy	Teacher makes Parent Contact and Revisits/Reflects on Implemented Intervention
5 th Tardy	Teacher Submits a Student Services Request
6 th +	Teacher Submits a Discipline Referral

Tardy Round-up Procedures

Tardy Round-up Procedures

Teacher Actions

- Teacher will close door after tardy bell rings and proceed with instruction
- Teacher will update attendance based on pass student presents or be notified if student won't attend

Student Actions

- ☞ Student will report to assigned location after tardy bell rings

Building(s)	Round-up assigned Location
3, 4, 5, and 10	Room 109 or 204
9, 11	Room 703

- Student will receive immediate consequence based on data/matrix and a pass back to class if applicable
- Student will report to class with a pass if applicable
- Student accumulated tardy will reset



In School Detention (ISD) Procedures

Teacher Actions:

- Provide work to ISD facilitator or location for student assigned to ISD
- Ensure attendance is marked properly
- Follow-up with student for completed assigned work

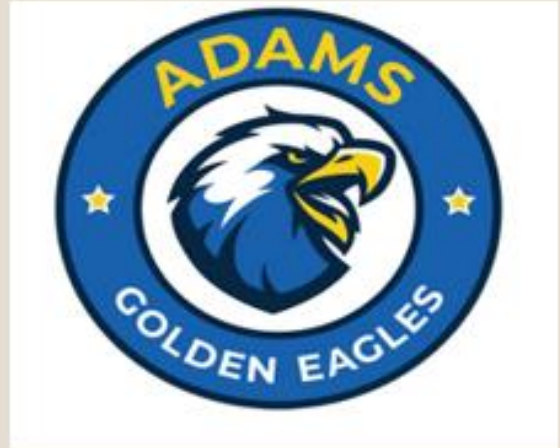
Student Actions:

- Turn in cell phone to administration prior to attending ISD location
- Complete assignments during assigned ISD and submit to ISD facilitator
- Stay in assigned ISD location for the assigned duration time unless given permission otherwise (no passes unless escort)
- Complete reflection log and turn into ISD facilitator
- Speak with a member of student services within 24 hours after completion of assigned ISD

IN-SCHOOL DETENTION PROCEDURES

Skipping Policy

All students must report to each class every day on time.



Skipping Policy	
Daily: Teacher award PBIS points to students who are on-time to class	
1 st Time	Teacher gives Verbal Warning, Parent Contact, Implement Academic Intervention (Behavior Tracker)
2+ Times	Teacher Submits a Discipline Referral

Scheduling (Start of Year)

Possible Scheduling Adjustments

- Misplaced by achievement level
- Student/Student concern
- Parent Concern/Request.

Immediate Schedule Changes

(First Day of School):

- Misplaced Grade Level
- Duplicate Period(s)
- Missing Period(s)

Students should be sent to the Media Center during the period of the error.

Scheduling Request Procedure

- Steps to Schedule Requests:
- Students: Request a meeting with Guidance Counselor, Counselor confer with parent, teacher and Administration, Request outcome reached
- Parents: Contact teacher or Guidance Counselor, Counselor confer with Administration/Teacher, Request outcome reached
- Teachers: Request a meeting with Administration, Administration will confer with student and parent, Request outcome reached
- Each request will be considered on a case-by-case basis with the best interest of involved stakeholders in mind.

Grade Reporting and Conference Night Dates **

Open House

August 9, 2023 3:00-5:30pm

Quarter 1

August 10, 2023- October 12, 2023 (45 days)

Progress Reports- Tuesday, September 12, 2023

** Conference Night- Monday, September 18, 2023, Report Cards available November 2, 2023

Quarter 2

October 13, 2023-December 22, 2023 (44 days)

Progress Reports- Tuesday, November 7, 2023

** Conference Night- Monday November 13, 2023, Report Cards available January 25, 2024

Quarter 3

January 8, 2024-March 20, 2024 (45 days)

Progress Reports- Tuesday, February 6, 2024

** Conference Night- Monday February 12, 2024, report Cards available April 9, 2024

Quarter 4

March 21, 2024- May 24, 2024

Progress Reports- Tuesday, April 23, 2024

** Conference Night- Monday April 29, 2024, Report Cards available June 6, 2024

*Progress Report Dates are scheduled 4 ½ weeks into each quarter.

** Conference Night dates are the Monday following distribution of Progress Reports

Testing/Progress Monitoring

There will be 3 Progress Monitoring Windows for ELA/MATH

PM1- August 14-September 29th (Informational Only)

PM2- December 4- January 26 (Informational Only)

Writing April 1-April 12 (Accountability Test)

PM3- May 1-May 24 (Accountability Test)



Emergency Drills



Tornado/Storm – stay in room along inside walls in “tornado position”



Fire – leave all materials, exit room and follow evacuation route



Bomb Threat – take all materials, exit room and follow evacuation route



Lockdowns – stay in room along inside walls

Emergency Drill (Cont'd)

- Emergency evacuation drills will be conducted routinely throughout the school year. They are designed to help us be prepared and to prevent injuries and deaths in the event of a real emergency.
- These drills are taken very seriously! Students are expected to remain orderly and extremely quiet during all drills.



Keeping Everyone Safe



How does CrisisAlert™ Help?

- Alert messaging system to disseminate critical information quickly from **anywhere** on the campus
- Enables every staff member to call for help or alert for a crisis situation IMMEDIATELY
- Every staff member will be assigned a **CrisisAlert™** badge

THE BADGE



**CAMPUS-WIDE
ALERT**

MULTIPLE
CLICKS



STAFF ALERT
3 CLICKS



THE BADGE

**MEDICAL EMERGENCY
PHYSICAL ALTERCATION
ELOPEMENT**

- when a student doesn't show within 5 min

**WHEN TO
CALL FOR
STAFF ALERT**

SA

**STAFF
ALERT**
3 CLICKS

Call Main Office @ *1101 for Non-Emergency:

- Skippers-(15 min after bell per district policy)
- Classroom management-after you have utilized the matrix

**WHEN TO
CALL MAIN
OFFICE**

Non-Emergency



THE BADGE

WHEN TO CALL
FOR A CAMPUS-
WIDE ALERT



CAMPUS-WIDE
ALERT
*KEEP
CLICKING*

An immediate
threat that
requires a
Lock-Down

Worst Day EVER!



What To Expect In The Case of a Lock-Down?

LOCKDOWN - WHAT HAPPENS



Badge
All Employees



Auditory Cues
Integrated into
intercom system



Visual Cues
Alert Strobe

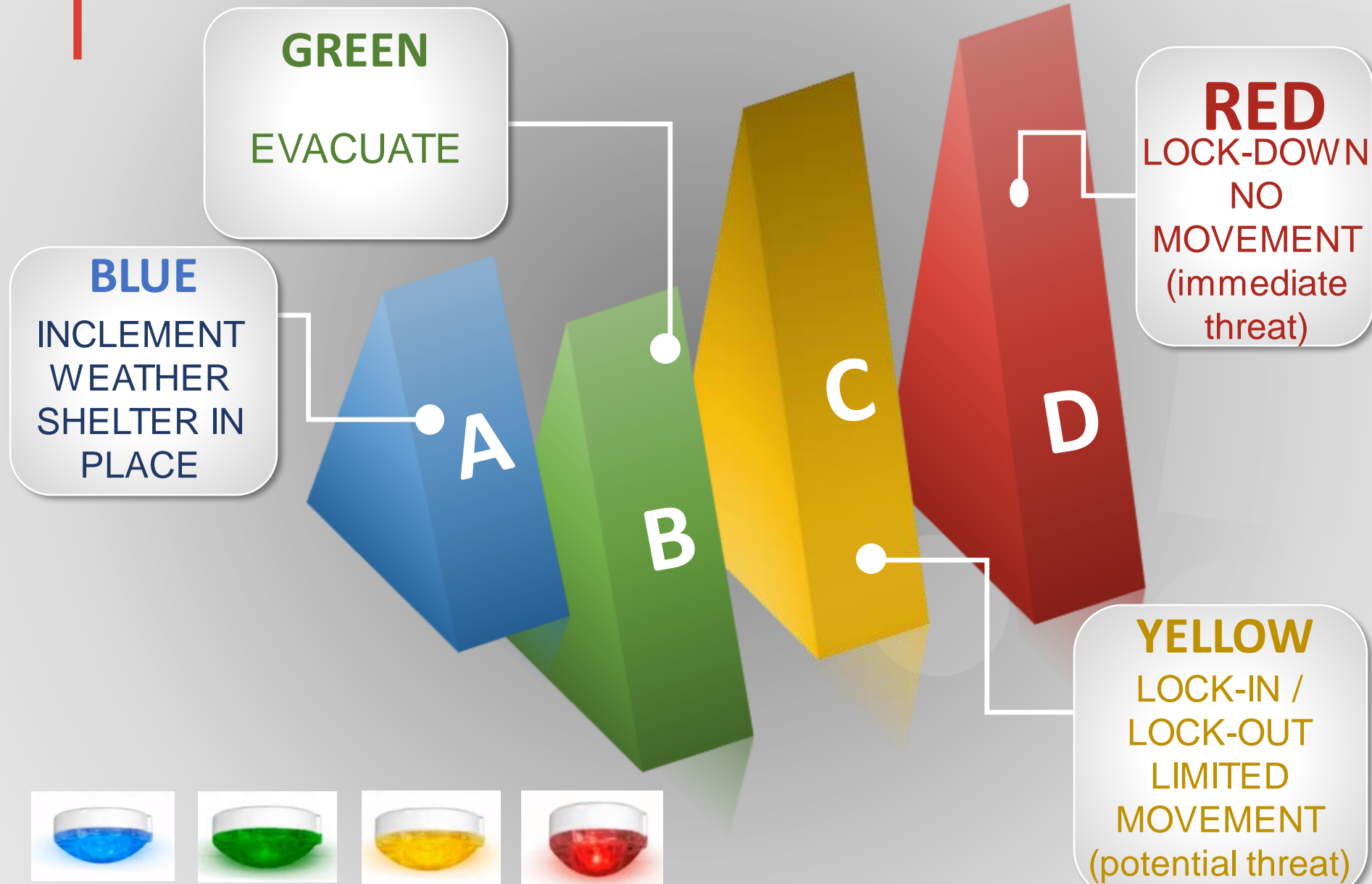


Instruction
Displays on
computers



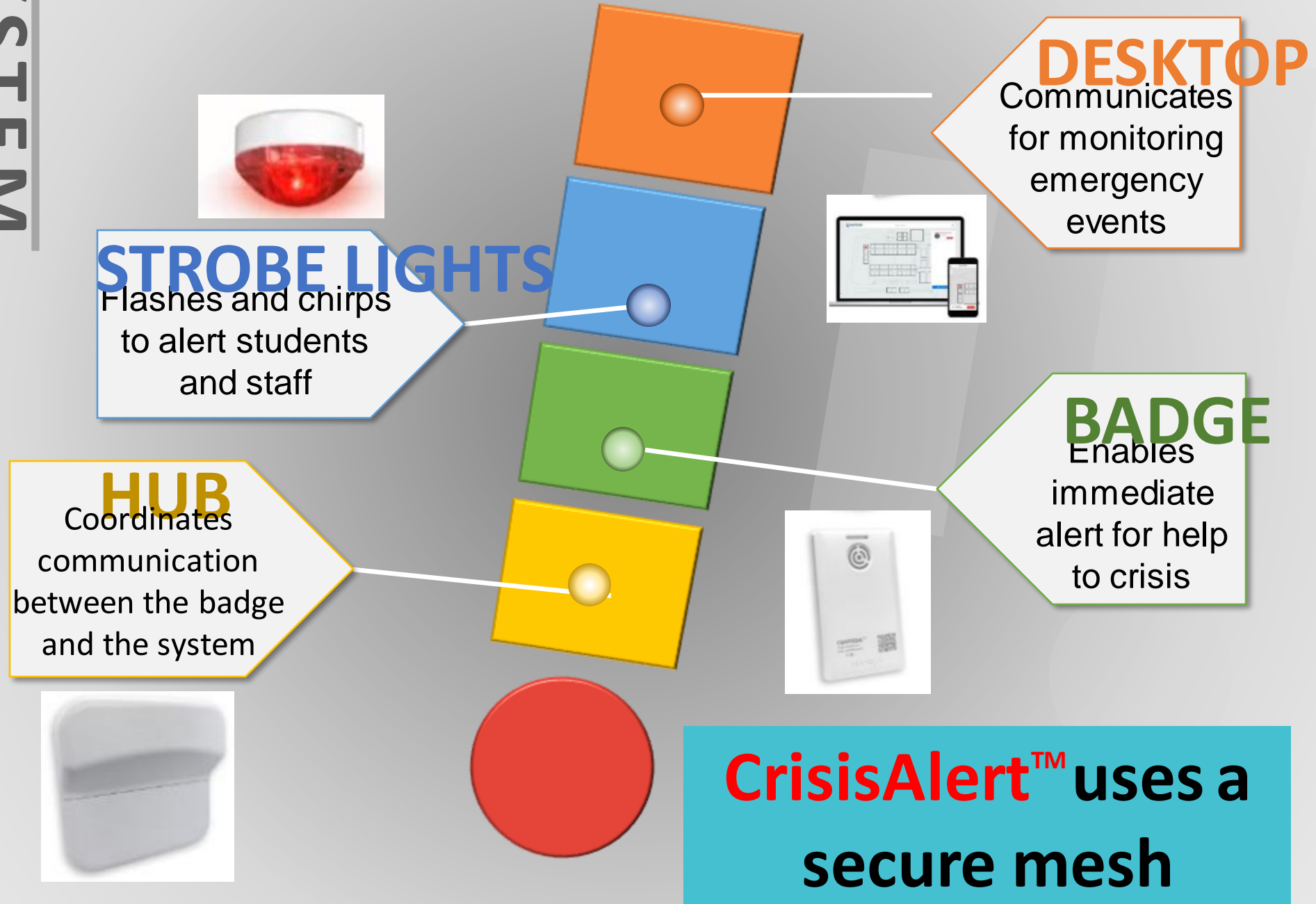
Site Responders
Notification on
desktop and
mobile devices

THE LIGHTS

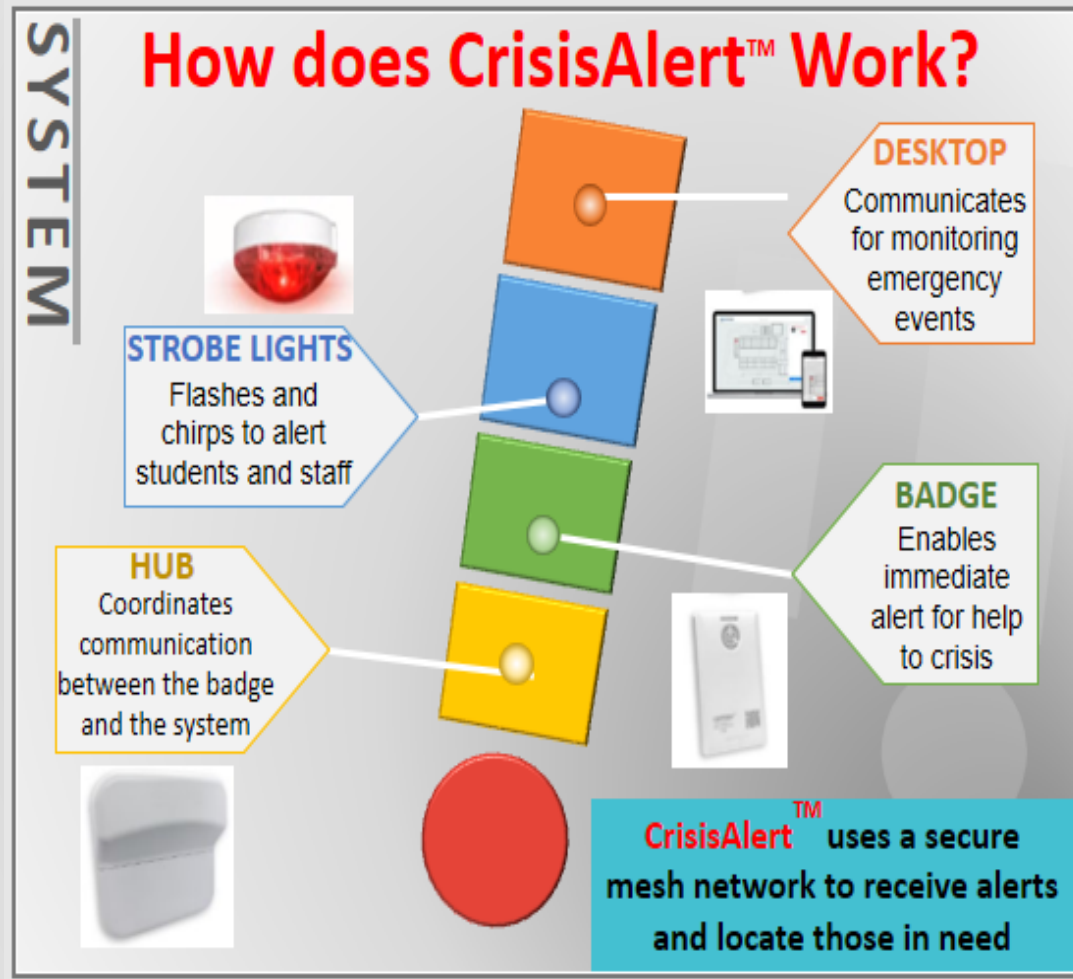


SYSTEM

How does CrisisAlert™ Work?



CrisisAlert™ Equipment



The removal of Lights and Hubs will interrupt alerts and location detecting abilities!!!

REMINDERS

CLICKS

Staff Alert = 3 clicks
Campus-Wide Alert =
keep clicking

EQUIPMENT

ALL components **MUST**
remain in place!

BADGES

ALL staff must wear
their CrisisAlert Badge
above their waist AT
ALL TIMES



AWARENESS

Be aware of your
surroundings: Listen
for intercom alerts, look
for light alerts, see
something say
something.

QUESTIONS



PBIS “Eagle Bucks” System

Eagle Bucks will be given for those students displaying any of the 3 core values at school:

- **Act with Respect**
 - Showing good manners, courtesy, treating others as you would like to be treated, being on time, listening, following school procedures, etc.
- **Make Responsible Choices**
 - Completing schoolwork on time, being prepared for class, being on time, accepting consequences for your choices, regulating own behavior, doing the right thing all the time.
- **Stay Safe**
 - Stay in assigned area, wash hands thoroughly multiple times per day, sanitize workspace, know emergency exit procedures and plans, report any suspicious activity or people on campus to staff



Schoolwide Celebrations

Celebration	Frequency	Criteria	Date
No Tardy Table- patio	daily	No tardy, in uniform	daily
PBIS Student of the month	monthly	Course performance, Behavior	End of every month
PBIS Turnaround student of the month	monthly	Attendance, Course performance, Behavior	End of every month
Field Day	1x/semester	No altercations, Course performance, >4 tardies,	November 17
Attendance	Monthly	90% or above	First Friday each month
Honor roll	1x/quarter	Earn A's and B's on report card	11/3, 2/2, 4/14
Spring Luau	1x/semester	No altercations, Course performance, >4 tardies,	March



Staff Expectations

Arrival

Park in staff lot behind pool

- ✓ Sign-In
- ✓ 8:45 am-any time after call Ms. Fatzinger 813-975-7665 ext.215, your S.A.L., all admin
- ✓ 8:20 am- Every Tuesday
- ✓ Safety and Supervision
- ✓ Ethical responsibility for comp time sick time

Arrival Plan-1st Semester

Teacher Actions:

- Greet students and positively praise for attending and being in uniform
- Monitor and supervise students going to HR after getting breakfast from cafeteria
- Encourage students to walk and talk and not circulate
- Redirect students out of uniform to room 109 with Ms. Miller
- HR Teachers complete Uniform link on TEAMS for students out of uniform

Student Actions:

- Students go directly to cafeteria and sit at assigned table
- Students will be dismissed to homeroom at 9:30

Time	Staff	Duty	Location
9:15-9:30	Sawyer	Welcome students in main gate	Front of school-Main gate entrance
9:15-9:30	Miller	Receive students for uniform assistance	Front of school and room 109
9:15-9:30	Conner	Supervise and monitor in cafeteria and on patio	Patio
9:15-9:30	Pasley	Supervise and monitor students going to assigned area	Front of Building 3 and Media Center
9:15-9:30	Cruz/Kight/Malone/Bermudez	Supervise and monitor students in cafeteria	Cafeteria
9:15-9:30	Milbry/Pereyra	Monitor and supervise students getting off bus and ensure they're going to assigned area via building 4 sidewalk pathway	Bus Ramp
9:15-9:30	Southwell	Monitor and supervise students going to assigned area	Front of building 4 (elective hallway)
9:15-9:30	Harrell	Supervise and monitor students going to assigned area	Front of building 9 (Bike Rack area)

STAFF EXPECTATIONS

Arrival

- NO EXCESS FURNITURE TO ALLOW MAXIMUM SPACE
- SITE BASED CONTINUUM POSTER, EVACUATION ROUTES PRIMARY AND SECONDARY POSTERS, WINDOW COVERING, HARD CORNER MARKED,
- PROVIDE TEAM LEADER WITH CHECKLIST OF FIRST DAY PACKET ITEMS (STUDENT CODE OF CONDUCT, MEDIA PERMISSION, FLAG, AND 1ST DAY PACKETS)

STAFF EXPECTATIONS

Classroom Set-up

Subject Area Leaders (SAL)

Role: Supports each subject area with content, district updates, planning and other department needs

SALs can support teachers in grade reporting, parent contact and instructional practices.

SALs meet weekly (Wednesdays @ 8:45)

Subject Area	Subject Area Leader
ELA	Johnson
Reading	Johnson
Math	Kemp/MGT
Science	Morley
Social Studies	Conner

Subject Area Leaders (SAL)

SALs will support Teachers with...

- Instructional Practices
- Supplies/Materials
- Curriculum/Textbooks
- Technology Check-In/Out
- Classroom Procedures

Team Leaders

Role:

- Assist with cultivating positive relationships between staff and students
- Highlight actions, behaviors, and data that increases positive relationships between everyone
- Promote a positive environment by recognizing students and staff for their commitment.

Team Leaders meet Weekly on Wednesdays @
8:45

Grade/Area	Team Leader
6th	McKinzie
7th	McCray
8th	Jennings
Electives	Sawyer
AVID	Dehaney

Teacher Expectations

Absences & Substitutes

ABSENCES-Contact Mrs. Fatzinger, Administration, & S.A.L.:

SUBSTITUTE REQUEST:

- Request a sub as soon as you know you are going to be absent. You can do it online www.kellyeducationalstaffing.com
- If you have an emergency and need to call in the morning of, please put your absence into the system first and then make sure you call the school (975-7665) and S.A.L.
- Claim forms are due within 24 hours of absence(s) and can be submitted prior to absence.
- Comp time is to be pre-approved using the compensatory time request

MTSS KEY PERFORMANCE INDICATORS

Also referred to as the ABCs

A- Attendance

B- Behavior

C- Course Performance

Teacher Expectations

Bi-weekly Grade Level MTSS Expectations

Before: Step 1 : Reporting Staff Member records information in GRADE LEVEL TEAM MEETING LOG 48 hours prior to the grade level team meeting.

During:

(When applicable) Step 2 and 3 Team Leader or Recorder document Team Interventions and strategies that will be completed during team meeting based on team discussion, person responsible, and timeline of intervention/strategy.

(When applicable) Step 4. Team Intervention follow up, completed after interventions implemented with fidelity.

(When applicable) Step 5. Referral to Student Services: complete this section if/when team refers to student services.

After:

Follow through with strategies, interventions, and accommodations for all students. Monitor student progress and bring information back to next meeting.

Attendance-A	Behavior-B	Course Performance-C
A1 1-4+ tardies	B1 1-4+ Office Discipline Referrals	C1 D or F cumulative class average
A2 1-4+ absences	B2 3+ repetitive classroom expectation violations	C2 60% or below standard based assessment
A3 1-4+ skipping		

Teacher Expectations

Lunch Procedures

Enter cafeteria, drop bookbag off on side of stage your class is assigned and sit at assigned table

Teachers will escort students to assigned table and direct students to their assigned seat

Teachers will escort students that will be tutored

Early Release-Monday

6th Grade pickup

time: 11:52AM

Teacher Lunch

time: 11:20AM-11:50AM

7th grade pickup

time: 12:36PM

Teacher Lunch

time: 12:04PM-12:34PM

Tuesday-Thursday

6th grade pickup

time: 12:07PM

Teacher Lunch

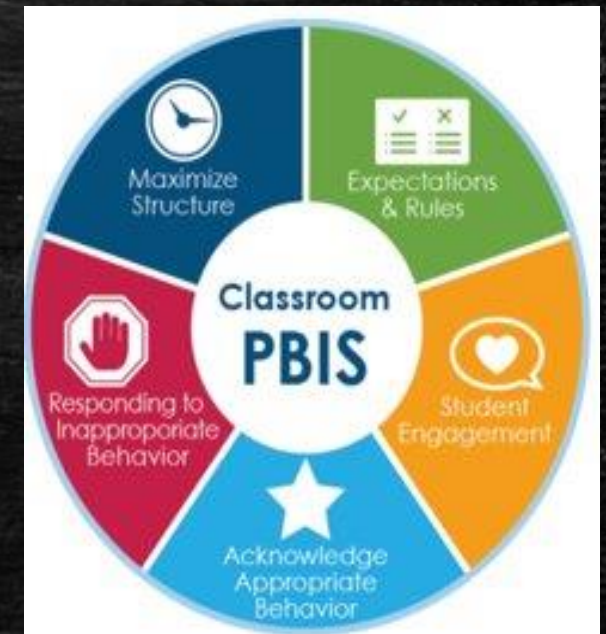
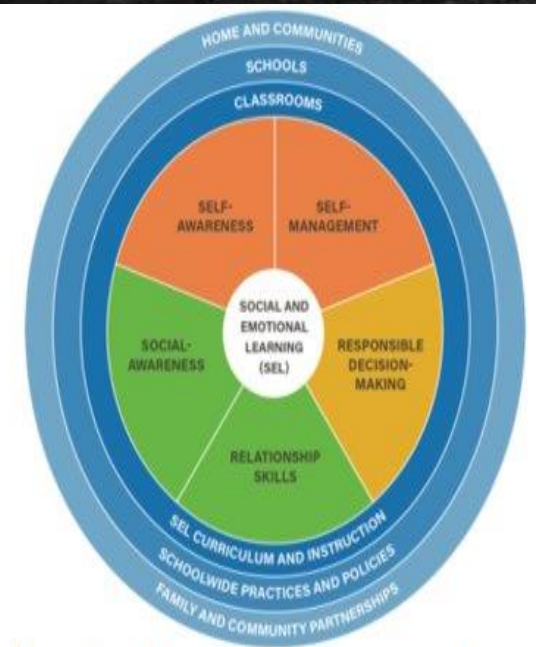
time: 11:35AM-12:05PM

7th grade pickup

time: 1:00PM

Teacher Lunch

time: 12:28PM-12:58PM



Teacher Expectations

Vacancy classroom(s)

Common content lesson plans will be shared

Check-in system beginning and during class period

Teacher Expectations

Custodial Request Procedures

1. *Click on Custodial Request channel on TEAMS*
2. *Click on New Conversation to enter request*
3. *Please enter room number with request*

< All teams



Adams Middle

General

23-24 Uniform Log Qtr. 1

6th Grade Team

Adams Media Center

Admin Leadership

Custodial Request

Exceptional Student Education (ESE)

Golden Eagle Social

Morning Show

Professional Learning Community_Adams

Technology request

Appropriate types
of custodial
requests:

Request furniture

Request furniture to
be moved, please
label and specify
where the furniture
is located

Door issues-locks,
handles, won't
open

Pest control

Blinds missing or
broken

Be specific as
possible for the
request to be
handled in a timely
manner

Teacher Expectations

Technology Procedures

Do not switch

Do not switch technology from one room to another without administrative approval

Sign out

Sign out laptop cart with SAL and ensure all laptops are operable and are present in cart

Create

Create a system to manage laptop carts for accountability

Conduct

Conduct daily to weekly checks for technology working conditions

Report

Report any damage or non-working technology to tech request on TEAMS and SAL-



Teacher Expectations

Calendar Request Procedure (ex. Field trip/Assembly/Fundraiser)

Complete calendar request

Field trip forms

Complete and submit calendar request 4 weeks prior to event

Must be completed and submitted to Lewis/Thomas

Palms Middle School
Calendar Activity Request

Please complete & return to Mr. Hart at least 4 school weeks prior to proposed event date. Please complete in entirety with all supporting documents. Events cannot be approved without all supporting documents for safety.

Date of Request: _____
Activity Description/Purpose: _____
Name of Person Requesting Activity: _____
Activity Location: _____

Club _____ Fundraiser _____ Field Trip _____ Assembly _____ Other _____

Proposed Event Date: _____
Time of Event Starts: _____
Ends: _____
Secondary Date: _____
End: _____

Are students, groups, or organizations involved? _____
Class coverage needed (if self-arranged)? _____ YES _____ NO
Will activity require a change of bell schedule? _____ YES _____ NO
Will activity require that students be dismissed from classes? _____ YES _____ NO

AREAS NEEDED
Cafeteria _____ Classroom/Room # _____
Track/Field Courts, etc. _____ Kitchen Area _____
Student Affairs Conference Room _____ Media Center _____
Other (please explain) _____

Additional Comments/Equipment Necessary: _____

For office use only:
Approved? _____ Yes _____ No Administrator: _____
Signature: _____
Added to calendar? _____ YES _____ NO

Teacher Expectations

Attendance MTSS Tier 1 Procedures

TIER 1 for Attendance, Parent calls school or Homeroom Teacher calls parent after the **1st Unexcused Absence**. - Outcome must be documented in EdConnect under Student Notes.

In addition to **TIER 1**, after the **5th Unexcused Absence** an automated phone call is made to the parent AND teacher completes a second attempt to contact parent. - Outcome must be documented in EdConnect under Student Notes.

Each Homeroom teacher is responsible for the following actions before we can move to TIER 2:

- Check Student Notes in EdConnect for notes addressing attendance for this school year, 2023-2024.
- If there are no notes, 2 attempts should be made for students with 5+ absences and 1 attempt for anything less than 4.
- Contact should be attempted with EACH parent/caregiver listed. Please refer to Teacher Talking Points attached for assistance.
 - Document outcome in EdConnect under Student Notes and use **Attendance** for Topic.
- **Please communicate to Ms. Miller (Social Worker) any barriers (wrong number, non-working numbers, etc.).**

Teacher Expectations

Absences & Substitutes

EMERGENCY ABSENCES:

- If you have an emergency and need to call in the morning of, please put your absence into the system first and then make sure you call the school (975-7665) and Call/text your subject area leader/team leader also.

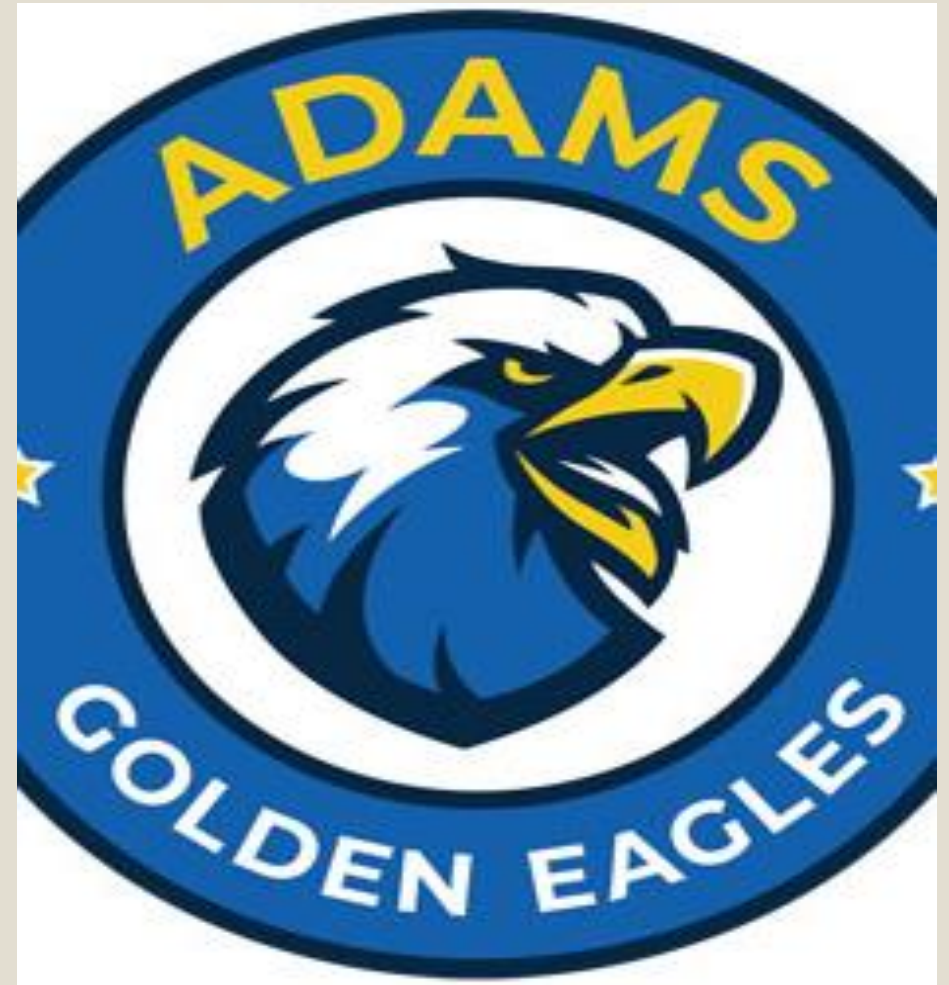
EMERGENCY SUB PLANS:

- Teachers should have a sub folder created with 5 days of instruction and up-to-date rosters and seating charts.
- A copy of your sub plans should be given to your team lead/subject area leader and posted on TEAMS by August 19th.
- A copy of your sub plans and seating charts should also be kept in your desk along with your emergency folder.
- For quarantine purposes, all lessons are expected to be continued.
- All sub plans should be standards based and engage students for a full class period.

Teacher Expectations

Transitions

Staff
Transition by bell only
At door including transition leading into planning
Encourage students to go to class



Procedures/Posts for Transition

- Announcement of 2-minute reminder for transition
- Each staff member checks in on walkie in assigned area 2 minutes prior to dismissal bell
- Supervise students and encourage them to walk and talk
- Communicate any support on walkie if needed
- Clear area after late bell or status update
- All Teachers at door during transition

Staff	Location
Ortiz/Dean	Behind Building 3, front of Building 4
Miller	Bike rack and courtyard front of Building 9
Pasley	Front of Building 3 and between Media Center
Johnson-2 nd , 4 th	Building 3 stairwell and boys' RR
Pereyra	Building 3 stairwell and girls' RR
Conner-5 th -7 th	Building 3 middle by rooms 108 and 109
Hart 5 th -7 th -Conner-1 st -4 th	Building 11 rotate with Lewis-Thomas
Lewis-Thomas	Building 3 rotate with Hart
Harrell	Building 9 in front
Ianello	Side of bike rack on walkway
Milbry	Front of building 9 walkway to building 5
All Teachers	At doors during transition

TEACHER EXPECTATIONS

Transition

Teacher Expectations

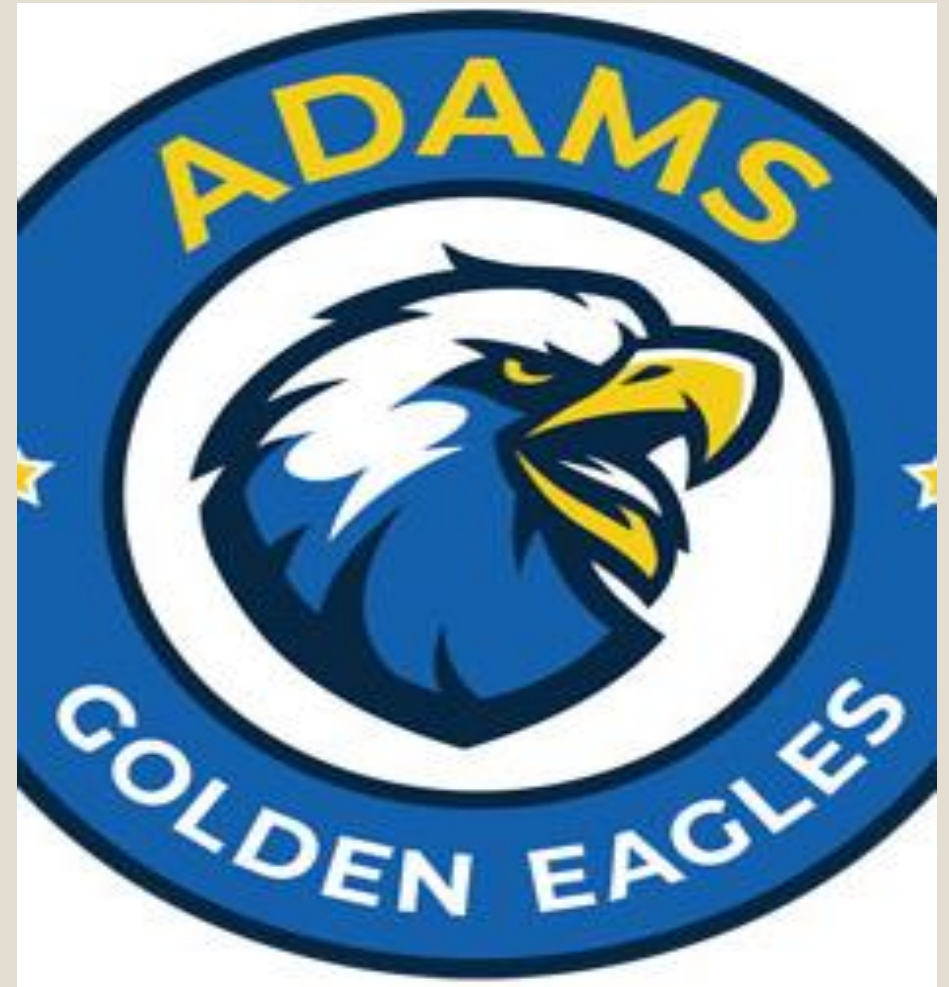
Club day

Staff

Maintain accurate attendance

Keep all students assigned to your club in designated area

Report any students that aren't in club to hall monitor



Teacher Expectations

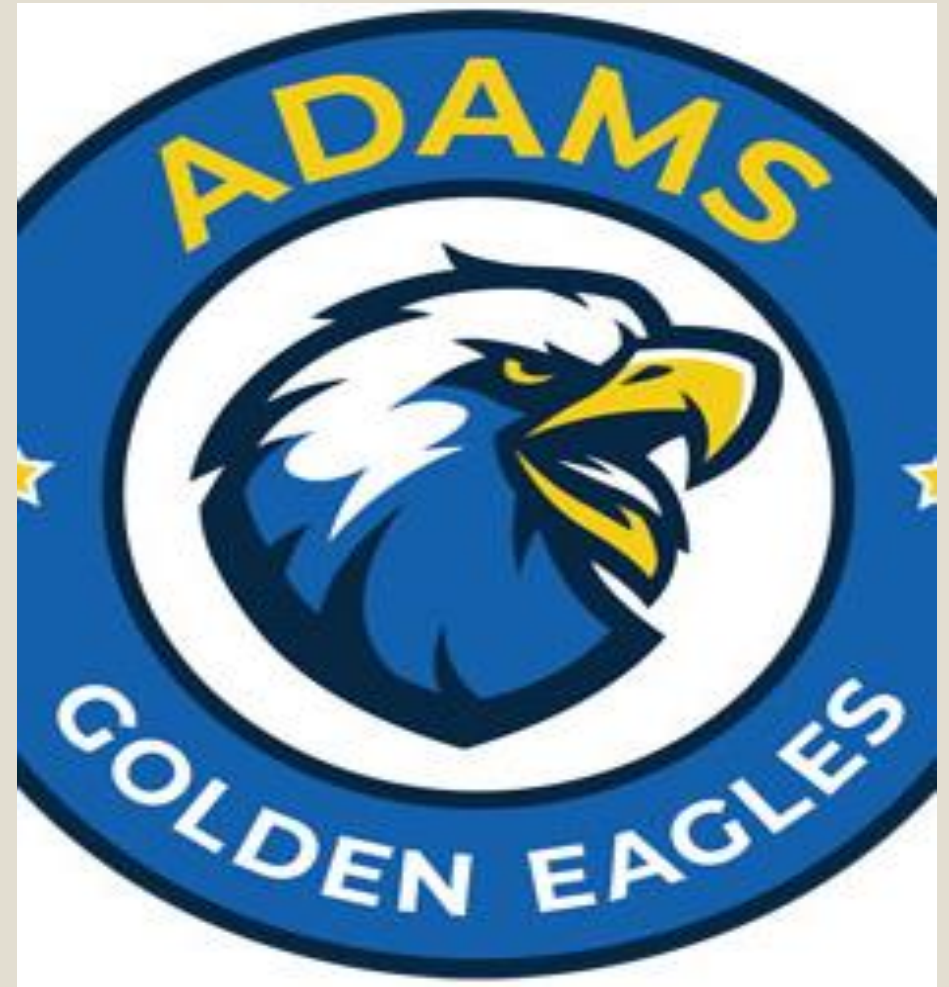
Lunch Procedures

Staff

Escort students to cafeteria in a line to their assigned table to ensure they sit in assigned seat

Pick up students from assigned table (from)

Single file line on sidewalk for safety



Teacher Expectations

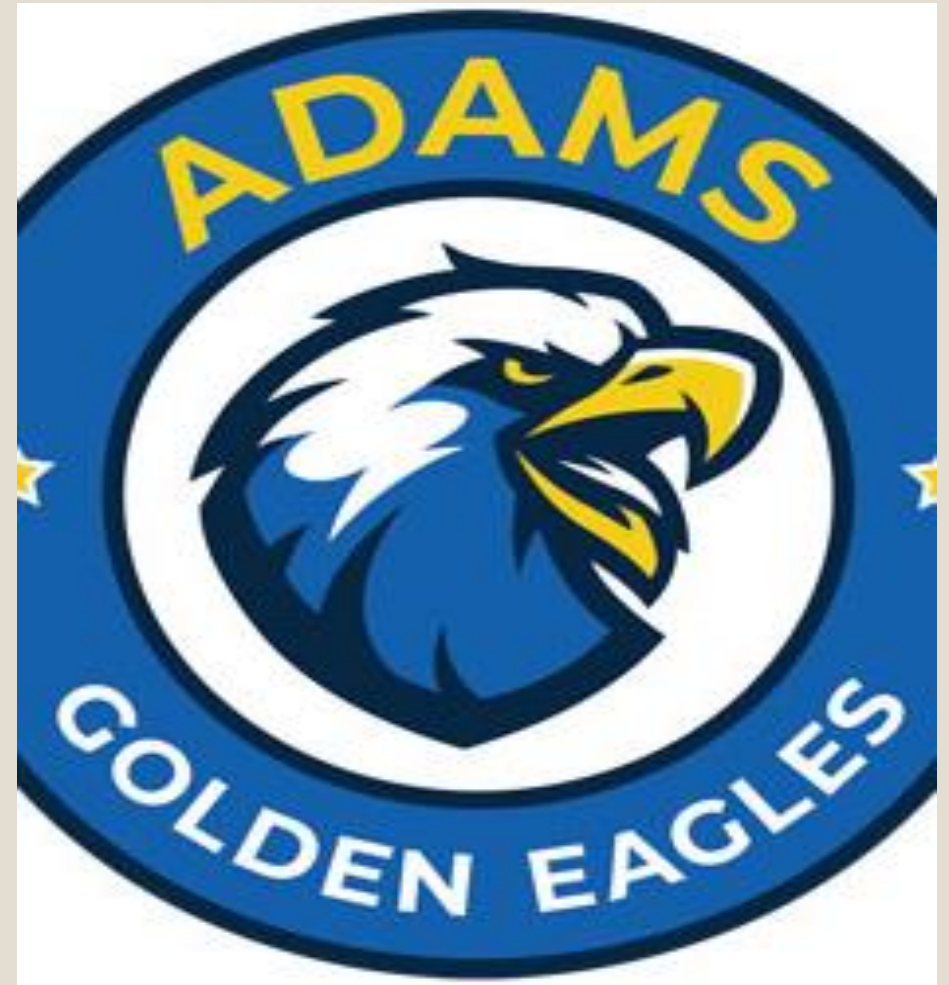
Afternoon-Dismissal

Staff

Escort students out of gate-Bus
Ramp/Carline, Walkers, Bike Riders

Single file line on sidewalk for safety

Monitor student behavior and
intervene when necessary



Teacher Expectations

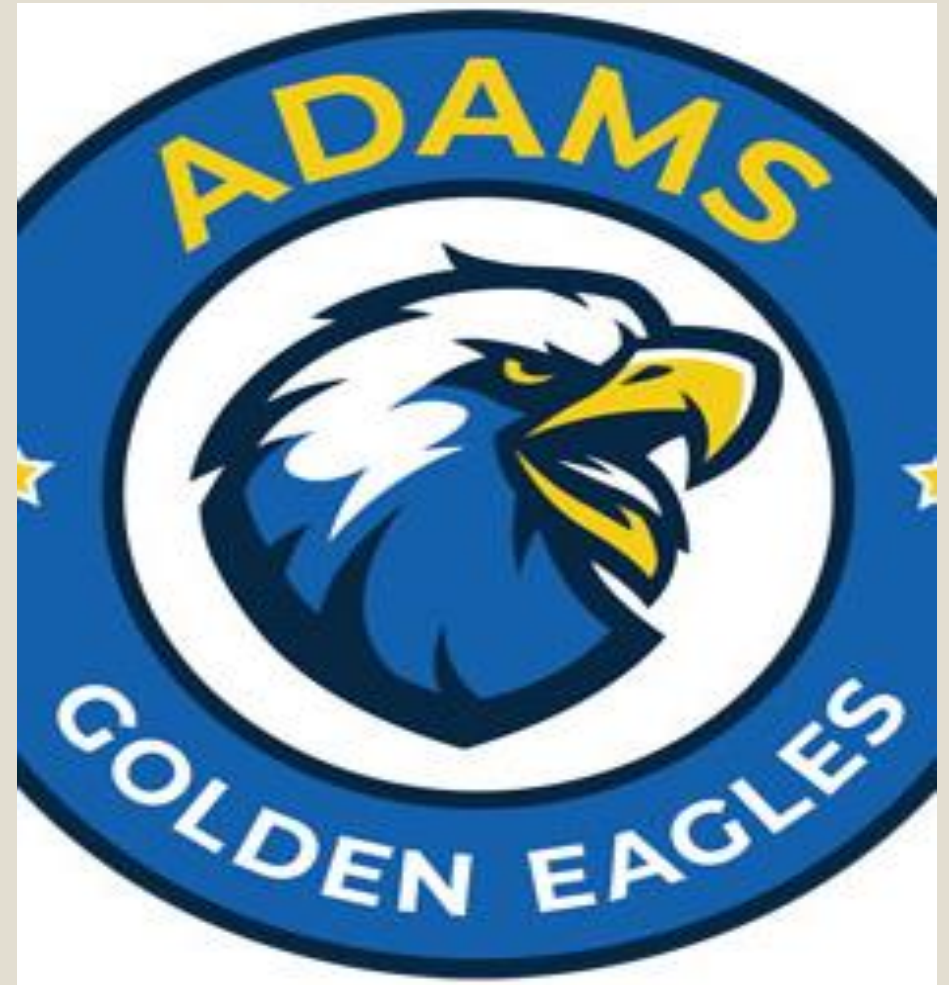
Afternoon-Dismissal

Staff

Escort students out of gate-Bus
Ramp/Carline, Walkers, Bike Riders

Single file line on sidewalk for safety

Monitor student behavior and
intervene when necessary



Time	Staff	Duty	Location
4:23-4:45	Sapp/Milbry	Update white board, supervise students entering bus	Bus Ramp
4:27-4:30	Miller/Sosas	Dismiss two-story	Building 3
4:30-4:45	Pereyra	Supervise students boarding bus	Bus Ramp
4:30-4:45	Johnson	Monitor traffic to ensure vehicles enter appropriately and assist students in crosswalk	Main entrance driveway
4:30-4:45	Pasley/Malone	Direct walkers/bike riders to exit on sidewalk by media center	Front of school, Side of main office
4:30-4:45	Connor	Assist with car line	Media Center Gate
4:30-4:45	McKinzie	Supervise students that need to cross car line on N. Blvd	Crosswalk by track
4:30-4:45	Carmona	Assist students that cross-N. Blvd by stopping traffic with sign	Crosswalk on N. Blvd.
4:30-4:45	Spencer	Identify vehicles for student pick-assist with students crossing to second car line	Front of school driveway
4:30-4:45	Hazelwood-Jackson/Iannello	Supervise car riders	Front of school driveway
4:30-4:45	Reed	Assist with vehicles exiting onto N. Blvd.	Driveway next to track

Mrs. Shim or designee will call transportation at 4:35 PM daily for ETA on late buses: 813-982-5500, option 4 with the route numbers that are late.



TEACHER EXPECTATIONS 1ST SEMESTER

Afternoon-Dismissal

TEACHER/STAFF MANAGED**ADMINISTRATION MANAGED****Teacher/Staff Managed**

- Failure to be in one's assigned place
- Inappropriate language
- Tardiness
- Calling out
- Teasing
- Inattentive behavior
- Invading personal space
- Lying/giving false information
- Minor aggression-grabbing items
- Unsafe or rough play
- Misusing property
- Disrespectful tone
- Cheating in classroom
- Adherence to schoolwide cell phone

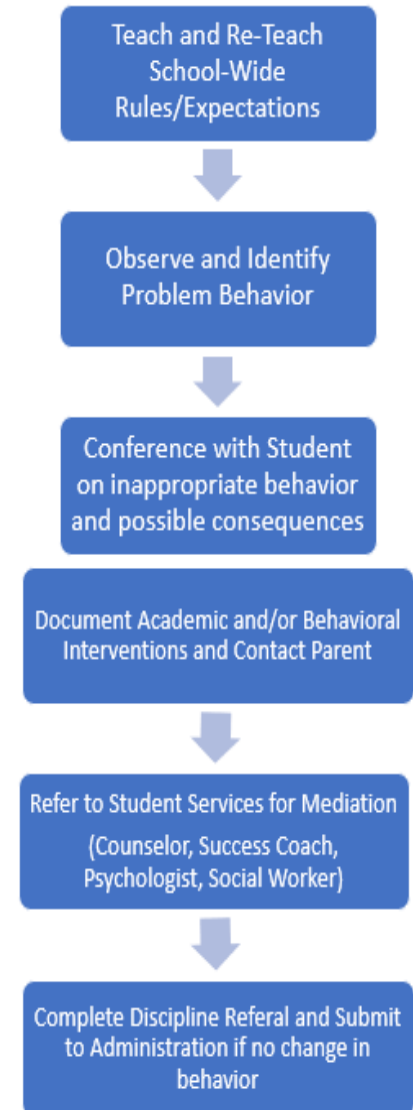
Administration Managed

- Aggressive physical contact
- Bullying/Harassment
- Fighting
- Property destruction
- Leaving school property
- Aggressive/profane language
- Vandalism
- Chronic disruptive behavior
- Chronic refusal to follow rules
- Racial ethnic slurs
- Cheating-district test
- Inappropriate use of computers
- Threat/Intimidation
- Sexual Harassment

Schoolwide Discipline Procedures

- The following behavior interventions should be instituted before generating a referral.
- **DO NOT SEND A STUDENT TO THE OFFICE as that is a safety concern.**

Adams Teacher Discipline Flow Chart



A.M.S.

Act with Respect

Make Responsible
Choices

Stay Safe

