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

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

Ms. Miller - Social Worker

Ms. Rohrer - Psychologist

Mr. Conner - Success Coach
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.
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
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
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6th grade Teacher lunch time: 12:05PM-12:35PM

7th grade Teacher lunch time: 12:52PM-1:22PM
# Pep Rally/Club Day

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</table>

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
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)

<table>
<thead>
<tr>
<th>Adams Tardy Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily:</strong> Teacher award PBIS points to students who are on-time to class</td>
</tr>
<tr>
<td><strong>1st Tardy</strong></td>
</tr>
<tr>
<td><strong>2nd Tardy</strong></td>
</tr>
<tr>
<td><strong>3rd Tardy</strong></td>
</tr>
<tr>
<td><strong>4th Tardy</strong></td>
</tr>
<tr>
<td><strong>5th Tardy</strong></td>
</tr>
<tr>
<td><strong>6th +</strong></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Building(s)</th>
<th>Round-up assigned Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3, 4, 5, and 10</td>
<td>Room 109 or 204</td>
</tr>
<tr>
<td>9, 11</td>
<td>Room 703</td>
</tr>
</tbody>
</table>

- 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
Skipping Policy

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

<table>
<thead>
<tr>
<th>Skipping Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daily:</strong> Teacher awards PBIS points to students who are on-time to class</td>
</tr>
<tr>
<td><strong>1st Time</strong></td>
</tr>
<tr>
<td><strong>2+ Times</strong></td>
</tr>
</tbody>
</table>
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.

Possible Scheduling Adjustments

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

Using the CrisisAlert™ System
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

CA

SA

STAFF ALERT
3 CLICKS

CAMPUS-WIDE ALERT
MULTIPLE CLICKS
THE BADGE

WHEN TO CALL FOR STAFF ALERT

MEDICAL EMERGENCY
PHYSICAL ALTERCATION
ELOPEMENT

• when a student doesn't show within 5 min

STAFF ALERT
3 CLICKS

SA
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 FOR A CAMPUS-WIDE ALERT

An immediate threat that requires a Lock-Down

Worst Day EVER!

KEEP CLICKING
What To Expect In The Case of a Lock-Down?
THE LIGHTS

GREEN
EVACUATE

BLUE
INCLEMENT WEATHER SHELTER IN PLACE

RED
LOCK-DOWN
NO MOVEMENT
(immediate threat)

YELLOW
LOCK-IN /
LOCK-OUT
LIMITED MOVEMENT
(potential threat)
Flashes and chirps to alert students and staff

STROBE LIGHTS

Communicates for monitoring emergency events

DESKTOP

Coordinates communication between the badge and the system

HUB

Enables immediate alert for help to crisis

BADGE

CrisisAlert™ uses a secure mesh network to receive

How does CrisisAlert™ Work?
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.
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.
<table>
<thead>
<tr>
<th>Celebration</th>
<th>Frequency</th>
<th>Criteria</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Tardy Table- patio</td>
<td>daily</td>
<td>No tardy, in uniform</td>
<td>daily</td>
</tr>
<tr>
<td>PBIS Student of the month</td>
<td>monthly</td>
<td>Course performance, Behavior</td>
<td>End of every month</td>
</tr>
<tr>
<td>PBIS Turnaround student of the month</td>
<td>monthly</td>
<td>Attendance, Course performance, Behavior</td>
<td>End of every month</td>
</tr>
<tr>
<td>Field Day</td>
<td>1x/semester</td>
<td>No altercations, Course performance, &gt;4 tardies</td>
<td>November 17</td>
</tr>
<tr>
<td>Attendance</td>
<td>Monthly</td>
<td>90% or above</td>
<td>First Friday each month</td>
</tr>
<tr>
<td>Honor roll</td>
<td>1x/quarter</td>
<td>Earn A's and B's on report card</td>
<td>11/3, 2/2, 4/14</td>
</tr>
<tr>
<td>Spring Luau</td>
<td>1x/semester</td>
<td>No altercations, Course performance, &gt;4 tardies,</td>
<td>March</td>
</tr>
</tbody>
</table>
### Staff Expectations

#### Arrival

<table>
<thead>
<tr>
<th>Park in staff lot behind pool</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Sign-In</td>
</tr>
<tr>
<td>✓ 8:45 am-any time after call Ms. Fatzinger 813-975-7665 ext.215, your S.A.L., all admin</td>
</tr>
<tr>
<td>✓ 8:20 am - Every Tuesday</td>
</tr>
<tr>
<td>✓ Safety and Supervision</td>
</tr>
<tr>
<td>✓ Ethical responsibility for comp time sick time</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Subject Area Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELA</td>
<td>Johnson</td>
</tr>
<tr>
<td>Reading</td>
<td>Johnson</td>
</tr>
<tr>
<td>Math</td>
<td>Kemp/MGT</td>
</tr>
<tr>
<td>Science</td>
<td>Morley</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Conner</td>
</tr>
</tbody>
</table>
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.

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

Team Leaders meet Weekly on Wednesdays @ 8:45
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.

<table>
<thead>
<tr>
<th>Attendance-A</th>
<th>Behavior-B</th>
<th>Course Performance-C</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 1-4+ tardies</td>
<td>B1 1-4+ Office Discipline Referrals</td>
<td>C1 D or F cumulative class average</td>
</tr>
<tr>
<td>A2 1-4+ absences</td>
<td>B2 3+ repetitive classroom expectation violations</td>
<td>C2 60% or below standard based assessment</td>
</tr>
<tr>
<td>A3 1-4+ skipping</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Teacher Expectations
### Lunch Procedures

<table>
<thead>
<tr>
<th>Time</th>
<th>Grade</th>
<th>Lunch Time</th>
<th>Grade</th>
<th>Lunch Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:52 AM</td>
<td>6th</td>
<td>6th grade pickup</td>
<td>7th</td>
<td>Teacher Lunch</td>
</tr>
<tr>
<td>11:20 AM-11:50 AM</td>
<td></td>
<td>time: 11:52 AM</td>
<td></td>
<td>time: 11:35 AM-12:05 PM</td>
</tr>
<tr>
<td>12:36 PM</td>
<td>7th</td>
<td>7th grade pickup</td>
<td></td>
<td>Teacher Lunch</td>
</tr>
<tr>
<td>12:04 PM-12:34 PM</td>
<td></td>
<td>time: 12:36 PM</td>
<td></td>
<td>time: 12:28 PM-12:58 PM</td>
</tr>
</tbody>
</table>

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

Teachers will escort students to assigned tabled and direct students to their assigned seat.

Teachers will escort students that will be tutored.

Early Release-Monday:
- **6th Grade pickup**: time: 11:52 AM
- **Teacher Lunch**: time: 11:20 AM-11:50 AM
- **7th grade pickup**: time: 12:36 PM
- **Teacher Lunch**: time: 12:04 PM-12:34 PM

Tuesday-Thursday:
- **6th grade pickup**: time: 12:07 PM
- **Teacher Lunch**: time: 11:35 AM-12:05 PM
- **7th grade pickup**: time: 1:00 PM
- **Teacher Lunch**: time: 12:28 PM-12:58 PM
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

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.
<table>
<thead>
<tr>
<th>Teacher Expectations</th>
<th>Technology Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do not switch</strong></td>
<td><strong>Sign out</strong></td>
</tr>
<tr>
<td>Do not switch technology from one room to another without administrative approval</td>
<td>Sign out laptop cart with SAL and ensure all laptops are operable and are present in cart</td>
</tr>
<tr>
<td><strong>Create</strong></td>
<td><strong>Conduct</strong></td>
</tr>
<tr>
<td>Create a system to manage laptop carts for accountability</td>
<td>Conduct daily to weekly checks for technology working conditions</td>
</tr>
<tr>
<td><strong>Report</strong></td>
<td></td>
</tr>
<tr>
<td>Report any damage or non-working technology to tech request on TEAMS and SAL-</td>
<td></td>
</tr>
</tbody>
</table>
Teacher Expectations

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

Complete calendar request

- Complete and submit calendar request 4 weeks prior to event

Field trip forms

- Must be completed and submitted to Lewis/Thomas
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

<table>
<thead>
<tr>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition by bell only</td>
</tr>
<tr>
<td>At door including transition leading into planning</td>
</tr>
<tr>
<td>Encourage students to go to class</td>
</tr>
</tbody>
</table>
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

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

## Club day

<table>
<thead>
<tr>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain accurate attendance</td>
</tr>
<tr>
<td>Keep all students assigned to your club in designated area</td>
</tr>
<tr>
<td>Report any students that aren't in club to hall monitor</td>
</tr>
</tbody>
</table>
Teacher Expectations
Lunch Procedures

<table>
<thead>
<tr>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escort students to cafeteria in a line to their assigned table to ensure they sit in assigned seat</td>
</tr>
<tr>
<td>Pick up students from assigned table (from)</td>
</tr>
<tr>
<td>Single file line on sidewalk for safety</td>
</tr>
</tbody>
</table>
# Teacher Expectations

**Afternoon-Dismissal**

<table>
<thead>
<tr>
<th><strong>Staff</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Escort students out of gate-Bus Ramp/Carline, Walkers, Bike Riders</td>
</tr>
<tr>
<td>Single file line on sidewalk for safety</td>
</tr>
<tr>
<td>Monitor student behavior and intervene when necessary</td>
</tr>
</tbody>
</table>
# Teacher Expectations

## Afternoon-Dismissal

<table>
<thead>
<tr>
<th><strong>Staff</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Escort students out of gate-Bus Ramp/Carline, Walkers, Bike Riders</td>
</tr>
<tr>
<td>Single file line on sidewalk for safety</td>
</tr>
<tr>
<td>Monitor student behavior and intervene when necessary</td>
</tr>
<tr>
<td>Time</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>4:23-4:45</td>
</tr>
<tr>
<td>4:27-4:30</td>
</tr>
<tr>
<td>4:30-4:45</td>
</tr>
<tr>
<td>4:30-4:45</td>
</tr>
<tr>
<td>4:30-4:45</td>
</tr>
<tr>
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Mrs. Shin or designee will call transportation at 9:35 PM daily for ETA on late buses: 813-932-4599, option 4 with the route numbers that are late.
<table>
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<tr>
<th>Teacher/Staff Managed</th>
<th>Administration Managed</th>
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<tr>
<td>• Failure to be in one's assigned place&lt;br&gt;• Inappropriate language&lt;br&gt;• Tardiness&lt;br&gt;• Calling out&lt;br&gt;• Teasing&lt;br&gt;• Inattentive behavior&lt;br&gt;• Invading personal space&lt;br&gt;• Lying/giving false information&lt;br&gt;• Minor aggression-grabbing items&lt;br&gt;• Unsafe or rough play&lt;br&gt;• Misusing property&lt;br&gt;• Disrespectful tone&lt;br&gt;• Cheating in classroom&lt;br&gt;• Adherence to schoolwide cell phone</td>
<td>• Aggressive physical contact&lt;br&gt;• Bullying/Harassment&lt;br&gt;• Fighting&lt;br&gt;• Property destruction&lt;br&gt;• Leaving school property&lt;br&gt;• Aggressive/profane language&lt;br&gt;• Vandalism&lt;br&gt;• Chronic disruptive behavior&lt;br&gt;• Chronic refusal to follow rules&lt;br&gt;• Racial ethnic slurs&lt;br&gt;• Cheating-district test&lt;br&gt;• Inappropriate use of computers&lt;br&gt;• Threat/Intimidation&lt;br&gt;• Sexual Harassment</td>
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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.
A.M.S.

Act with Respect

Make Responsible Choices

Stay Safe