

## A CULTURE FOR LEARNING

At French Middle School, we are all accountable for creating and maintaining an environment where everyone feels welcomed, everyone is safe, everyone is orderly, and everyone is enjoying their time. When we are all READY, RESPECTFUL, AND RESPONSIBLE, we can assure that we are all helping to create a “culture for learning.” Here’s what a culture for learning looks like in different common areas:

### HALLWAY

Goal: The hallway will be a safe environment where all people interact with courtesy and respect.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Getting needed supplies</li> <li>• Moving only in the direction of your destination</li> </ul>	<ul style="list-style-type: none"> <li>• Having quiet, friendly conversations</li> <li>• Keeping hands, feet, and objects to yourself</li> <li>• Maintaining a “pace” that does not impede, interrupt or disrupt others</li> <li>• Treat others as you would want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Moving safely through hallways</li> <li>• Using a normal voice</li> <li>• Going to someone to speak with them</li> <li>• Having a signed pass or appropriate badge to be in hallways during class time</li> <li>• Stopping and listening if a staff member/supervisor asks to speak with you</li> <li>• Changing behavior immediately if asked</li> <li>• Making an appointment to speak to staff member if feeling unfairly treated</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Positive practice, or “Try it again.”</li> <li>• Brief delay with supervisor</li> <li>• Walk with supervisor</li> <li>• Notification report to advisor base teacher</li> <li>• Office referral for insubordination or for dangerous or illegal situations</li> <li>• Parent notification/ conversation</li> </ul>

### Supervision Responsibilities

1. Staff members are expected to adhere to the supervision schedule for before and after school. After school supervision begins at the lockers/restrooms and follows students outdoors. The schedule is arranged so that one male and one female staff member are in positions “C” and “D” and can frequently walk through the restrooms.
2. EVERY staff member is responsible for supervising the hallways during passing time.
3. While in the hallways or classroom doorways, staff will interact positively with students as they pass by. The goal is for staff to supervise in a warm and friendly way rather than in a cold and hostile way.
4. If a student is not meeting expectations, staff will use a respectful but firm voice to inform the student of what he/she should be doing. Staff will point out the appropriate behavior the student needs to exhibit.
5. For repeated infractions, staff will have the student go back and walk, or delay the student for a short period of time and submit a notification report form to student’s advisor.
6. If a student refuses to follow instructions, staff will inform the student that he/she can choose to follow the instruction or be referred to the office for insubordination.
7. If the student refuses to accompany a staff member to the office, the staff member should make no attempt to physically take the student. The staff member will simply inform administration of the incident. Every attempt should be made to not escalate the situation.

### Student Instruction

Student instruction of Hallway Expectations will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will review these expectations during the first five to ten minutes (or after “Bell-Ringers”) of class at the beginning of the year and periodically throughout the year.

## CAFETERIA

Goal: The lunch area will be a safe and clean environment where all people interact with courtesy and respect.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Eating during the scheduled time. Breakfast is served from 7:20 to 7:40 a.m. Lunch is served during 6,7 Flex period.</li> <li>• Waiting at table to be dismissed to line up.</li> <li>• Picking up a tray and eating utensils before picking up food, even before eating a sack lunch.</li> <li>• Making menu choices quickly</li> <li>• Having lunch number memorized</li> </ul>	<ul style="list-style-type: none"> <li>• Finding an open seat and keeping that seat</li> <li>• Facing the table when seated</li> <li>• Not saving a seat</li> <li>• Conversations kept at table</li> <li>• Cleaning up your area before dumping trash</li> <li>• Not creating a mess</li> <li>• Returning tray to cleaning area and returning directly to seat</li> <li>• Treating supervisors and lunch servers with appreciation and kindness</li> </ul>	<ul style="list-style-type: none"> <li>• Entering the cafeteria calmly and quietly</li> <li>• Entering the cafeteria (at lunch time) with your class and leaving with your class</li> <li>• Maintaining an appropriate noise level</li> <li>• Handling food and utensils responsibly</li> <li>• Obtaining a pass from a lunchroom supervisor if there is a need to leave</li> <li>• Utilize restrooms prior to five minutes before dismissal from lunch</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Positive practice, or “Try it again”</li> <li>• Go to the end of the line</li> <li>• Last table to lunch line</li> <li>• Assignment to a different table</li> <li>• Walk and sit with a supervisor</li> <li>• Assigned to clean area</li> <li>• Assignment to a different room</li> <li>• Conversation between student, parent and supervisor</li> </ul>

### Supervision Responsibilities

Administrative team members are responsible for supervising the cafeteria, unless a shortage requires the team to request other staff members. At least two members of the administrative team will be present for each lunch. Lunch tables will be dismissed one table at a time to move to the lunch line after the table has demonstrated they are being ready, responsible, and respectful. Supervisors are to move about the cafeteria to maintain proximity to the students and interact.

### Student Instruction

Student instruction of Cafeteria Expectations will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Cafeteria supervisors will review these expectations during the first five minutes of lunch at the beginning of the year and periodically throughout the year.

## LOCKER

Goal: The locker areas will be a safe environment where all people move efficiently and interact with courtesy and respect.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Knowing when to go to lockers and when not to</li> <li>• Knowing what to leave in lockers and what not to leave</li> <li>• Using only your assigned locker and lock</li> <li>• Moving on after using locker</li> </ul>	<ul style="list-style-type: none"> <li>• Taking good care of locker without kicking, slamming, marking, writing on, denting, or defacing locker.</li> <li>• Allowing others to get to their lockers. Not gathering in front of locker area</li> <li>• Having quiet, friendly conversations</li> <li>• Keeping hands, feet, and objects to yourself</li> <li>• Treat others as you would want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping locker organized and clean order to find things</li> <li>• Keeping the combination to yourself</li> <li>• Locking lock completely before leaving</li> <li>• Staying in assigned locker area when going to lockers</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Positive practice, or “Try it again.”</li> <li>• Brief delay with supervisor</li> <li>• Notification report to advisor base teacher</li> <li>• Office referral for insubordination or for dangerous or illegal situations</li> <li>• Parent notification/ conversation</li> </ul>

### Supervision Responsibilities

1. Staff members are responsible for supervising the locker areas adjacent to their classroom.
2. While in the hallways or classroom doorways, staff will interact positively with students as they pass by. The goal is for staff to supervise in a warm and friendly way rather than in a cold and hostile way.
3. If a student is not meeting expectations, staff will use a respectful but firm voice to inform the student of what he/she should be doing. Staff will point out the appropriate behavior the student needs to exhibit.

4. For repeated infractions, staff may delay the student for a short period of time and submit a notification report form to student's advisor.
5. If a student refuses to follow instructions, staff will inform the student that he/she can choose to follow the instruction or be referred to the office for insubordination.
6. In any case, staff members should make no attempt to physically move a student.

**Student Instruction**

Student instruction of Locker Expectations will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will review these expectations during the first five minutes of class (or after "Bell Ringers") at the beginning of the year and periodically throughout the year.

**PLANNERS**

Goal: Students will utilize planners so that they may effectively organize their time, ensure proper communication gets home, and manage information.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Each student will have their planner available at all times to be used for all its purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• Each student will take care of his/her planner so that it is not damaged</li> <li>• Each student will turn lost planners into AB teachers or the office</li> </ul>	<ul style="list-style-type: none"> <li>• Each student will carry only his/her planner at all times throughout the day.</li> <li>• Each student will permanently write their name on his/her planner (front, back, spine, inside)</li> <li>• Each student will learn how to properly use their planner (see pages 2-28 in planner)</li> <li>• Each student will show his/her parent/guardian the planner on a regular basis</li> </ul>	<ul style="list-style-type: none"> <li>• Students who are tardy to class without their planner are assigned a 45 minute detention</li> <li>• Students who are found using another student's planner will receive consequences assigned by administration that could include detention, ISS, or OSS</li> <li>• A natural consequence would be the loss of information</li> </ul>

**Supervision Responsibilities**

1. Staff members will check for student planners at the beginning of each class seeking to ensure students are demonstrating being ready, respectful and responsible with them.
2. Staff members will reinforce the proper use of student planners by having students review their schedules, write down assignments, enter important notes, use the reference sections, use the study tips, use the tardy page, and use the hall pass logs.
3. Staff members will indicate tardies on the tardy page and have students complete tardy slips upon three tardies or more. (See Tardy Procedures for more information.)
4. Staff members will ensure that students have their planners with them when passing in the hall during class time.

**Student Instruction**

Student instruction of Student Planners will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will reinforce the use of planners throughout the year and teach students any particular expectations for the planner within the class and provide reminders periodically throughout the year.

**RESTROOMS**

Goal: The restrooms at French Middle School will be clean, safe environments where people are courteous and respectful.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Using restrooms during passing time, lunch time, or when given permission to be out of class – left to teacher's discretion</li> <li>• Leaving restroom directly after washing hands</li> <li>• Using appropriate pass</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of privacy and personal space</li> <li>• Respect for other people's desire to enter a clean restroom</li> </ul>	<ul style="list-style-type: none"> <li>• Using toilets, sinks, stalls and dispensers appropriately and leaving them clean</li> <li>• Keeping hands, feet and items to yourself</li> <li>• Dispensing used paper towels only in trash cans</li> <li>• Putting toilet paper in toilet</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Inform the student's classroom teacher</li> <li>• Loss of privileges during certain times</li> <li>• Notification to student's parent/guardian</li> <li>• Detention time to clean restroom</li> <li>• Referral to administration</li> </ul>

		<ul style="list-style-type: none"> <li>Flushing toilet after use</li> <li>Keeping water in toilets and sinks</li> <li>Washing hands after every use</li> </ul>	for insubordination, dangerous behavior, or destructive acts
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**Supervision Responsibilities**

- Restrooms should be periodically checked by passing staff members. Before and after-school supervisors should check restrooms periodically during supervision.
- Supervisors should seek to ensure that students are meeting restroom expectations.
- Supervisors should check walls and other areas for graffiti, vandalism, flooding, etc. and report to administration.

**Student Instruction**

Student instruction of Restroom Behavior will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will review these expectations during the first five minutes of class (or after “Bell Ringers”) at the beginning of the year and periodically throughout the year.

**SPECTATOR**

Goal: French Middle School extra-curricular activities will be safe and enjoyable.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>Making arrangements to attend the event and be picked up from the event ahead of time</li> </ul>	<ul style="list-style-type: none"> <li>Conforming to accepted standards of good sportsmanship and behavior at all times</li> <li>Showing respect for officials, coaches, and players</li> <li>Cheering enthusiastically, spontaneously, and positively at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>Encouraging all other spectators to observe these expectations</li> <li>Following the posted rules</li> <li>Remaining seated in the stands during activity, games/matches; following announced break times</li> </ul>	<ul style="list-style-type: none"> <li>Verbal reprimand</li> <li>Positive practice, or “Try it again”</li> <li>Change in seating</li> <li>Removal from activity</li> <li>Parent notification/ conversation</li> <li>Loss of attendance privileges to future activities</li> </ul>

**Supervision Responsibilities**

- Activity supervisors are to actively monitor student spectators to ensure that they are maintaining the standards of being ready, responsible, and respectful as a spectator.
- Supervisors are to model and, if needed, teach students elements being ready, respectful and responsible at events.
- Supervisors are to follow and implement the possible consequences for infractions.

**Student Instruction**

Student instruction of being a spectator will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers, coaches, and other staff will reinforce these concepts at appropriate times periodically throughout the year.

**ASSEMBLIES**

Goal: French Middle School students will demonstrate respectful behavior during assemblies by listening, participating, and following directions.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>Listening to intercom notification as to when to go assemblies</li> <li>Remaining in AB/class until announcement to dismiss is made from the office</li> <li>Remaining seated and waiting for instructions from advisor/teacher regarding dismissal when</li> </ul>	<ul style="list-style-type: none"> <li>Walking to the assembly quietly and in single file</li> <li>Being attentive to the speaker(s)</li> <li>Demonstrating appreciation at appropriate times and in an appropriate manner</li> </ul>	<ul style="list-style-type: none"> <li>Sitting in your assigned AB/class seating area</li> <li>Exiting in a quiet and orderly manner</li> <li>Knowing and following AB/team activity assignments</li> </ul>	<ul style="list-style-type: none"> <li>Verbal reprimand</li> <li>Sit with teacher/supervisor</li> <li>Removal from assembly</li> <li>Parent notification/ conversation</li> <li>Loss of privileges for future assemblies</li> </ul>

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**Supervision Responsibilities**

1. All staff members are to take an active role in supervising during assemblies.
2. Staff members who escort their students to assemblies are to ensure the safe and quiet passage of their students as well as ensure they are seated in the correct section of the gym or commons area.
3. Staff members are to sit within their group of students, model ready, responsible and respectful behavior, and ensure their students are adhering to expectations.
4. Staff members will intervene with infractions appropriately and follow list of possible consequences.
5. Staff members will continue to supervise after the assembly and ensure students pass back to classes safely and quietly.

**Student Instruction**

Student instruction of assemblies will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will review these expectations during the first five to ten minutes (or after “Bell-Ringers”) of class at the beginning of the year and periodically throughout the year.

**BUS/TRANSPORTATION**

Goal: French Middle School students will ride buses or other means of school transportation safely and responsibly.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Arriving at bus stop before the bus is to arrive with all of your school materials</li> <li>• Getting to the bus as soon as possible after the school day with any or all needed personal items or school supplies</li> <li>• Getting off the bus at the correct bus stop</li> </ul>	<ul style="list-style-type: none"> <li>• Keeping conversations to those sitting next to you and in quiet voices</li> <li>• Keeping hands, feet, and all other items to yourself</li> <li>• Staying in seat and not taking another passengers seat</li> <li>• Listening and following all instructions given by bus driver</li> <li>• Respecting others’ rights for safety</li> <li>• Staying out of streets before and after pick-up or drop-off.</li> </ul>	<ul style="list-style-type: none"> <li>• Responding promptly to instructions given by adult supervisors</li> <li>• Refraining from eating, drinking, or bringing prohibited items onto bus</li> <li>• Keeping all parts of the body inside the bus and facing toward the front of the bus</li> <li>• Reimbursing bus company if damage has been done</li> <li>• Following driver’s instructions and signals when entering and exiting the bus as well as when crossing in front of bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand from driver or bus para</li> <li>• Re-assigned seat</li> <li>• Bus referral</li> <li>• Verbal reprimand from administration</li> <li>• Parent notification/ conversation</li> <li>• Bus privileges taken away for a duration of time</li> </ul>

**Supervision Responsibilities**

School administrators will collaborate with transportation services to ensure that the proper supervision of bus transportation is taking place. In addition, administrators will monitor data on students with bus “misconduct notices” and follow through with interventions/consequences including communications with parents/guardians.

**Student Instruction**

Administration will conduct a short assembly at the end of the first day of school for those students who ride the bus and discuss what ready, respectful and responsible look like on the bus. Expectations will be reviewed throughout the year on buses and in different transportation scenarios.

**BEFORE SCHOOL**

Goal: French Middle School students will move to and stay in their designated areas before school and maintain a safe environment where people interact with courtesy and respect.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Students not eating breakfast moving to and staying in designated areas from 7:30 – 7:45 a.m.</li> </ul> <p>6<sup>th</sup> graders – Southeast Corner 7<sup>th</sup> graders – Northeast Corner</p>	<ul style="list-style-type: none"> <li>• Maintaining quiet and friendly conversations</li> <li>• Keeping all items contained and to yourself</li> <li>• Treating others as you would want to be treated</li> </ul>	<ul style="list-style-type: none"> <li>• Picking up after yourself</li> <li>• Keeping track of all of your belongings</li> <li>• Involving yourself in appropriate activities (i.e. quiet conversation,</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Positive practice</li> <li>• Moved to a different location</li> <li>• Sitting near supervisor</li> <li>• Removal from area</li> </ul>

8 <sup>th</sup> graders – Commons <ul style="list-style-type: none"> <li>Sitting in designated areas until 7:45 bell (6<sup>th</sup> and 7<sup>th</sup> graders on the floor, 8<sup>th</sup> graders at tables)</li> <li>Moving quickly to and from lockers after bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Allowing people to pass to where they need</li> </ul>	homework, reading, thinking, drawing, etc.) <ul style="list-style-type: none"> <li>Staying in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Parent notification/conversation</li> <li>Behavior plan</li> </ul>
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**Supervision Responsibilities**

- Staff members are expected to adhere to the supervision schedule for before and after school. After school supervision begins at the lockers/restrooms and follows students outdoors. The schedule is arranged so that one male and one female staff member are in positions “C” and “D” and can frequently walk through the restrooms.
- EVERY staff member is responsible for supervising the hallways during passing time.
- While in the hallways or classroom doorways, staff will interact positively with students as they pass by. The goal is for staff to supervise in a warm and friendly way rather than in a cold and hostile way.
- If a student is not meeting expectations, staff will use a respectful but firm voice to inform the student of what he/she should be doing. Staff will point out the appropriate behavior the student needs to exhibit.
- For repeated infractions, staff will have the student go back and walk, or delay the student for a short period of time and submit a notification report form to student’s advisor.
- If a student refuses to follow instructions, staff will inform the student that he/she can choose to follow the instruction or be referred to the office for insubordination.
- If the student refuses to accompany a staff member to the office, the staff member should make no attempt to physically take the student. The staff member will simply inform administration of the incident. Every attempt should be made to not escalate the situation.

**Student Instruction**

Student instruction of Before School Expectations will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will review these expectations during the first five to ten minutes (or after “Bell-Ringers”) of class at the beginning of the year and periodically throughout the year.

**AFTER SCHOOL**

Goal: French Middle School students will pass from their last class to off of school grounds while maintaining a safe environment where people interact with courtesy and respect.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INTERACTIONS
<ul style="list-style-type: none"> <li>Moving quickly to lockers and then off school grounds (bus, transportation, bike, etc.), or to activities (sports, tutoring, etc.)</li> <li>Off school grounds by 3:05 p.m.</li> <li>Getting all needed materials to take home (particularly planners and homework)</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining quiet and friendly conversations</li> <li>Keeping all items contained and to yourself</li> <li>Treating others as you would want to be treated</li> <li>Allowing people to pass to where they need</li> </ul>	<ul style="list-style-type: none"> <li>Picking up after yourself</li> <li>Keeping track of all of your belongings</li> <li>Moving safely through hallways</li> <li>Using a normal voice</li> <li>Going to someone to speak with them</li> <li>Having a signed pass or appropriate badge to be in hallways during class time</li> <li>Stopping and listening if a staff member/supervisor asks to speak with you</li> <li>Changing behavior immediately if asked</li> <li>Making an appointment to speak to staff member if feeling unfairly treated</li> </ul>	<ul style="list-style-type: none"> <li>Verbal reprimand</li> <li>Positive practice</li> <li>Moved to a different location</li> <li>Delayed movement</li> <li>Sitting near supervisor</li> <li>Removal from area</li> <li>Parent notification/conversation</li> <li>Behavior plan</li> </ul>

**Supervision Responsibilities**

- Staff members are expected to adhere to the supervision schedule for before and after school. After school supervision begins at the lockers/restrooms and follows students outdoors. The schedule is arranged so that one male and one female staff member are in positions “C” and “D” and can frequently walk through the restrooms.
- EVERY staff member is responsible for supervising the hallways during passing time.

3. While in the hallways or classroom doorways, staff will interact positively with students as they pass by. The goal is for staff to supervise in a warm and friendly way rather than in a cold and hostile way.
4. If a student is not meeting expectations, staff will use a respectful but firm voice to inform the student of what he/she should be doing. Staff will point out the appropriate behavior the student needs to exhibit.
5. For repeated infractions, staff will have the student go back and walk, or delay the student for a short period of time and submit a notification report form to student's advisor.
6. If a student refuses to follow instructions, staff will inform the student that he/she can choose to follow the instruction or be referred to the office for insubordination.
7. If the student refuses to accompany a staff member to the office, the staff member should make no attempt to physically take the student. The staff member will simply inform administration of the incident. Every attempt should be made to not escalate the situation.

**Student Instruction**

Student instruction of After School Expectations will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will review these expectations during the first five to ten minutes (or after "Bell-Ringers") of class at the beginning of the year and periodically throughout the year.

**FIRE/TORNADO DRILLS or CRISIS**

Goal: The people at French Middle School will move quietly, safely and efficiently to designated safety zones during drills or crisis situations.

READY	RESPECTFUL	RESPONSIBLE	POSSIBLE CONSEQUENCES FOR INFRACTIONS
<ul style="list-style-type: none"> <li>• Knowing exactly where to go in every situation</li> <li>• Paying attention to classroom maps</li> <li>• Listening for warning bells</li> </ul>	<ul style="list-style-type: none"> <li>• Being patient and courteous with all others</li> <li>• Keeping hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Moving quietly (no speaking)</li> <li>• Moving in a single line</li> <li>• Paying attention to all directions given by staff</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Walk or sit with supervisor</li> <li>• Walk or sit with administrator</li> <li>• Parental notification/meeting</li> <li>• Alternative plan</li> </ul>

**Supervision Responsibilities**

1. Staff members are expected to personally review fire, tornado, and crisis drill procedures. In addition, fire, tornado, and crisis procedures will be taught by Advisor Base teachers and classroom teachers at the beginning of the year and routinely reviewed throughout the year.
2. Staff members are to keep crisis clipboards in the wall pockets along with the green "Okay!" card and the red "Warning/Issue" card. Green cards are displayed when each student in the classroom can be accounted for at an evacuation site. Red cards are displayed when a teacher doesn't have a student(s) accounted for at an evacuation site.
3. While escorting students to evacuation sites, teachers are to supervise and maintain expectations. Staff members should intervene, when there is an infraction, in a calm, respectful but firm voice.

**Student Instruction**

Student instruction of After School Expectations will be done during Advisor Base during the first few weeks of school and reviewed periodically throughout the year. Classroom teachers will review these expectations during the first five to ten minutes (or after "Bell-Ringers") of class at the beginning of the year and periodically throughout the year.