

9th-12th

Objective(s):

The student will be able to...

1. Communicate expectations and regulations at Silverton High School.

Materials: Emergency Clipboard information located in your classroom.

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read Announcements.
4. Go over the following information on **Safety & RIE procedures** with your AG.

Safety:

- Go over alarms and evacuation procedures including fire, earthquake, weather and armed intruder.
- Remember- passing time, both lunches (regardless if you have class or not), before or after school students will muster to AG teachers. Be sure to discuss with students the process and location of how to muster.
- Discuss what students should take. Backpacks, purses, keys, phones, etc.
 - But not packing up- grab and go!
- Go over your personal expectations and any other details you feel pertinent. For example- do they line up?

FAQ:

- What do I do if I am in the hallway?
 - Get to nearest classroom or bathroom and stay put until dismissed by police/administration.
- What do I do if I am in the parking lot?
 - Leave if safe or take cover and hide if not.
- What do I do if I am off campus?
 - Don't come back until cleared.
- What do I do if I am away from regular teacher because they are in charge of multiple areas? Examples- shop, theatre, ASB, music, etc.
 - Check with in with individual teachers for procedures.

Discuss any questions and direct students to appropriate staff member for additional questions.

Request Day (RIE) information:

Request days will be Wednesdays and Thursdays during the 30 minute AG time. Prior to Wednesday, students will have the opportunity to sign up to see their teachers on request days by speaking directly to the teacher(s) they wish to be requested by and/or signing up on a sign-up sheet located in the teacher's classroom. This process is meant to be student-initiated, but teachers always have the option to request students for either session as well. Teachers will then input student requests into the RIE spreadsheet no later than Tuesday morning at 10am. The RIE spreadsheet will be posted outside the commons by Tuesday afternoon. Students should make a habit of checking this list to see if they have been scheduled to see a teacher for either Wednesday or Thursday. If a student is not requested by another teacher, they will remain in their AG and use the time to study or complete work. There will also be opportunities to attend college and career presentations during request days. Those opportunities will also be posted on the RIE sign-up sheet and AG teachers are welcome to "request" their students for those events when applicable. Students can also sign up on their own in the counseling center with Mrs. Valoff. Reminder: Teachers have a limited amount of space in classrooms to accommodate student requests, so students are still encouraged to make arrangements to see a teacher before or after school if additional help is needed!

Request Day (RIE) Procedures:

Students will go to AG. The AG teacher will confirm with students where they should report to if they are requested and send them to the appropriate locations. All other students will remain in class. Attendance will be taken by AG teachers in Pinnacle for their entire AG. If a student is requested by a teacher and that student does NOT report to the requesting teacher, they should write these names down and send the list of no-shows to Cathy Fennimore. The list of no-shows should be sent by the end of the same request day. Teachers may send a responsible student with their list of no-shows during the RIE period to help with efficiency.

5. Review any questions students have about this process.

6. End AG according to personal preference.