The following are recommendations in reference to implementing the changes in common area procedures:

- Staff meeting

  Share attached common area procedures. Go through them step-by-step with the staff to ensure understanding and to make necessary changes. Outline how the students will be taught the upcoming changes and their responsibilities in doing that.

- Teaching the students

  Schedule assemblies by grade level(s). The administrator will describe the new common area procedures to the students, describing both the expectations and what would be interfering behaviors. (Interfering behaviors are addressed with steps/points and expectations are addressed with points.) Staff will then have the students practice how to enter the campus appropriately, practice all of the lunch room procedures and practice how to walk through the campus without talking.

- Holding students accountable

  When all of the students have been inserviced, then all staff MUST be hyper-vigilant in enforcing the expectations and allowing students to go to steps for interfering behaviors. (Just think of your school as one big speed trap with photo radar.) All staff members must carry and complete CAIR forms in order to communicate points not earned to the next teacher. It is critical to be consistent. The first few weeks will be the most difficult. Once students understand the parameters and know that they will be held accountable, the frequency of exceeding the limits will be decreased. Caveat: Students' anxiety levels often rise prior to vacations or other changes in routines, which will bring about an increase in inappropriate behaviors. It will be critical that all staff remain consistent with the implementation of MYD.