



## ***Act Right / Dress Right*** Teacher Preparation Notes

The most effective implementation of ***Act Right / Dress Right*** is a collaborative effort among teachers, administrators, professional school counselors and select community stakeholders.

***Step 1: Set your dates*** – set the dates for your ***Act Right / Dress Right*** exercise. Select one day a week for three consecutive weeks.

Clear these dates with your colleagues so there are no conflicts with major school activities that might take your students out of the school.

***Step 2: Recruit your judges*** – ask three or four of your colleagues to act as ***Act Right / Dress Right*** judges on whichever day they're available. These colleagues should plan on wearing their AR / DR judge badge whenever they're willing to be approached by students. *In the best case scenario, judges should make themselves available in public spaces, so other students witness your students engaging effectively with adults.*

You should also recruit two, three or four outside stakeholders (businesspeople, non-profit staff people, government officials) to act as judges. These judges can be available for only an hour or two during the day – in these cases, try to find a room where they can hold “office hours,” and then let your students know where / when these judges will be available. Otherwise, they can be available for more of the school day and can make themselves available as they desire.

***Step 3: Orient Your Judges*** – send your judges all of the ***Act Right / Dress Right*** resources, so they understand the program from every perspective.

Most importantly they should study and understand the *Judge Instructions*, including how they can determine which coupon they will provide to students after each interaction.

***Step 4: Prepare Your Materials*** – make coupons for each judge. Make copies of every Student Preparation Sheet (or make sure you students have that Word file). Create AR / DR badges (which can be buttons, ribbons or anything colorful and distinctive).

***Step 5: Remind Your Judges*** – contact your judges 48 hours before the day they will serve to remind them of their promised service. Arrange for outside stakeholders to arrive at a time and place where they will be expected and escorted as appropriate. Remind them of any security and/or background review requirements.

***Step 6: Work with Your Students*** – as you always do, encourage and challenge your students. Help them develop effective written assignments. If there is time in your class schedule, have them present their written assignments to their classmates.