

Northside Notebook

2021-2022

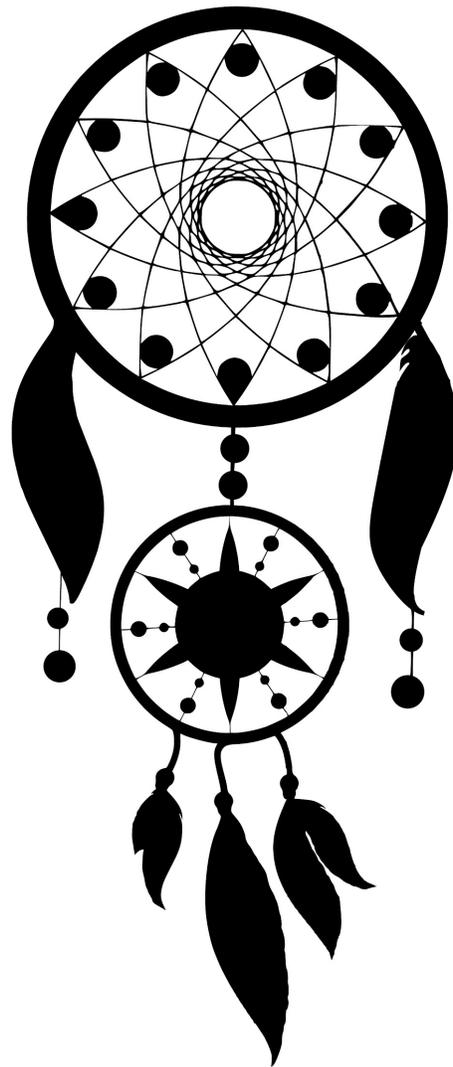


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Love your school, love your people.

**“Students who are loved at home, come to school to learn. Students who
aren’t loved at home, come to school to be loved.”**

-Nicholas Ferroni

It is hard to let your mind imagine so many students who don't go home to a stable support system. To some students, the people in our school are their family, their support, their stability. Many students face uncertainties when they leave our building. Providing a nurturing and positive school and classroom for all our students will transform our students not only emotionally but academically as well.

Let's be sure to create a loving experience for every student when they walk through our doors. All of this begins with us loving our school, loving what we do, and showing care and compassion for one another. The magic formula to transforming our school is this one simple word: LOVE. To love and to be loved is what everyone is looking for in life. Many of us have walked in many school doors, and we easily know if it is there or it's not. Love is the first thing you feel when you enter the door. You can see love. You can feel love. As I mentioned previously, relationships are not just key to success; they're critical to sustaining that success. The best schools are those where the teachers and students are bonded together with a common purpose. This purpose is to change lives for the better. Isn't that what we are here to do? I'm on a mission to set our kids' hearts on fire for school. I'm just as motivated to create that same feeling for each of you. With love,
Stefani

WAYS NORTHSIDE TEACHERS WILL SPREAD LOVE?

1. Teachers greet students at their door as students arrive with a hug, fist bump, or a handshake.
2. Create positive reward systems. Reinforce the positive behaviors with certificates, stickers, prizes, tickets, and recognitions.
3. Beautify our school with positive posters, quotes that inspire, and frequent changing out of student work.
4. Share all of the good things that are happening on our campus on social media, Seesaw, and local newspapers.
5. Celebrate each other by participating in the shout out board.
6. Smile more.
7. Speak kind words about each other, students, and parents.

8. Inspire and motivate students by calling one of their family members to let them know they accomplished their goal. *Expectation of at least 6 positive calls per 6 weeks.*

9. Have conversations with your students about things that aren't school related. Let them get to know you outside of being a classroom teacher. Participate in Two by Ten- Spend two minutes (one-on-one) for ten consecutive days with one student to build a better relationship.

10. Create experiences for students to showcase their talents.

11. Attend students' athletic events. It shows you support them after school hours.

12. Mindset: Relationships first, school second with all stakeholders.

13. Create leadership opportunities for students.

Northside Elementary

Office Staff

Stefani Foster, Principal
Erica Brown, Assistant Principal
Andi Wilson, Counselor

Sherri Cooper-Secretary

Assist Students, Teachers, Parents, and Visitors as needed

Campus Announcements

Financial Accounting

Substitutes

Bell Schedule

Field Trip POs

PTO Liason

Hall Clocks

Inventories of school

Keeping AESOP up to date

Maintenance for inside building

After Hour Reservations

Purchase Orders

Supervision of Office Machines

Teacher Accident Form

Order and Distribute teacher supplies

Help run the front office when needed

Copy Machine Assistance/Ordering

Picture Day

Help Enroll Children

Other Duties Assigned by the Principal

Sondra Gonzales-PEIMS

Assist Students, Teachers, Parents, and Visitors as needed
Enroll Children
Initiate Withdrawal Procedures
Maintain Permanent Records Folders
Maintain Required PEIMS
TRex
Enter Attendance notes
Prepare Accurate Enrollment Figures and Reports to Central Office
Grades/Report Cards
Tardies/Absences with AP
Other Duties Assigned by the Principal

Jhasmyn Sherwood- Parent Liaison and Receptionist

Run the front office
Answer phone calls
Assist Students, Teachers, Parents, and Visitors as needed
Phone management for staff
Inventories of school
Help Enroll Children
Create a Monthly School Calendar
Sort Mail for teachers
Collection of Fund Raising Money
Raptor-visitors and early checkouts
Volunteers
Color copies
Laminator maintenance
Other Duties Assigned by the Principal

Teacher Info:

Arrival and Departure Times

The teacher workday is 7:15 to 3:45. The paraprofessional workday is 7:10 to 3:40. Teachers must be at the classroom door ready to greet students and parents by 7:30, when the first bell rings.

The students' day is **7:40 to 3:10**. Parents needing to take students out of school before dismissal must do so through the office. We will call for the child to come to the office or give you special instructions. **Never allow a parent to pick up a child from your room unless the office has contacted you.**

If a student remains after dismissal, the teacher can drop the student off in the office and communicate with the receptionist on who needs to be called.

Substitutes and Absences

First, know that I will be the first to leave if my child is sick. I am a firm believer that our family and our personal health comes first. If we are not well in those departments, then we can't do our jobs well.

If a staff member is absent five or more consecutive days, a Family Medical Leave Act (FMLA) form must be completed and submitted to the Director of Human Resources and campus principal. Information must also be submitted from a doctor or health care provider.

Subfinder

Any absence must be reported through the Skyward. If a sub is needed, Skyward will redirect you to Frontline where you will then put in for your sub. This is how absences are recorded and tracked through the district. If you require a substitute and would like to prearrange the job, you must contact an approved substitute directly. Once the substitute has verbally accepted the job, you **must** go on-line to the Frontline system and **save and assign**. These arrangements should be made as far in advance as possible. However, if they are made more than a week in advance, it is advisable to confirm the job with the prearranged substitute a day or two in advance of the absence. If there is an emergency and you must call a prearranged substitute after hours, please contact the school secretary as soon as arrangements have been made to assure that the job is called in.

If you do not wish to prearrange a substitute for an absence and prefer to allow Frontline to call a substitute, please call or go on-line and **save** the absence as early as possible to allow the system time to make the necessary calls. Please do not contact Frontline after 6:30 AM on the day of an absence. If an emergency arises after 6:30 AM and you will not be able to work, please call the

school secretary or call a prearranged substitute and then call the secretary (Ms. Cooper's cell phone is 469-285-3293).

Please notify an administrator by text if you are going to be out.

If you know you will be out ahead of time, please *send a calendar invite* to Sherri Cooper, Stefani Foster, and Erica Brown.

Substitute Teacher Folders

All teachers will maintain a substitute folder. This folder will contain:

- Name of neighboring teacher that knows your routine and student
 - ****Mandatory- An updated class roster**
 - ****Mandatory- Current lesson plans**
- Location of all materials that may be needed on a regular basis
- Notice of emergency drill information and having them keep doors locked
 - Seating information
 - ****Mandatory- list of car, bus, and daycare riders**
 - Specific dismissal preparation procedures
 - ****Mandatory*** Class schedule**
 - Directions as to how centers are used and assigned
- Behavior management techniques that are used with your students
 - Attendance and lunch procedures
- List of names of students who attend special classes and the times of these classes
 - Blank paper that can be used for recording notes
- Notes concerning students who need special attention due to discipline, physical, or medical concern

Guest/Volunteers

All guests that enter our building must report to the office to sign in and obtain a guest badge. **If you see an adult in our hallways or classrooms without a guest or volunteer badge, please escort him/her to the office to sign-in.** Volunteers in your room must do this, also. Everyone should be identified as a guest, volunteer, or WISD employee. Staff family members must sign in at the front office, also.

Transition in Hallways

Do your best to stay on schedule. Arriving early or late to specials, lunch, etc. causes everyone to get off schedule. Teachers or paraprofessionals must accompany classes while traveling in the hallway. Classes must be supervised and must exhibit order in the hallway at all times. Please be considerate of other classes when transitioning through the halls. Please remember that students are expected to be on a level 0 while in the hallways.

Movies

Videos rented or purchased should be used in the classroom for educational purposes only. No rented video that includes a notice that the video is intended for “home use only” shall be shown to a class. All videos shall have prior approval of the building administration before they are shown to students. Only rated “G” movies are allowed. Any movie over 30 minutes, must be approved by Foster or Brown. Movies should be saved for special events.

Student Health

The nurse lunch period is 12:30 to 1:00. Please keep this in mind when sending students to her office during this time. Students referred to the nurse for illness/injury should have a pass unless sent from the playground. Nurse Price will give each class carbon copy passes. If you need additional passes, please see Nurse Price. Unless there is an emergency, students must be sent with a pass at all times. When students are sent to the nurse from the playground, a teacher needs to call into the nurse and explain what happened to the student.

- Any student who receives a bump on the head, regardless of how insignificant, should be sent to the nurse’s office. She will contact the parents by phone about the incident/injury and will tell them what to watch for after the child comes home from school.
- Health sheets and permanent records must be screened for special information regarding the student (illnesses, allergies, dismissal restrictions, etc.)
- Parents needing to take students out of school before dismissal because of an illness must do so through the office.

All student medication must be kept in the nurse’s office and administered there.

Child Abuse

Please be aware that in the state of Texas, it is against the law to suspect child abuse and fail to report it to the appropriate agency. A person who has reason to believe that a child has been abused or neglected must immediately report what they know to the Texas Department of Protective and Regulatory Services (1-800-336-7788). Teachers and other professionals are required to report within 48 hours of first suspecting the abuse or neglect. A teacher or other professional may not delegate to or rely on another person to make the report. The school nurse and counselor can be very helpful in these circumstances. Your name will not be used when the contact is made between the agency and the family involved.

Fire, Weather, and Lockdown Drills

All staff members need to download the DIR-S app on their phone. The DIR-S app on the desktop must always be pulled up to work effectively.

Post most current fire and weather drill evacuation plans by the door in your room. We are required to have monthly fire drills during the school year. Please teach procedures to your students and review them before each drill. Remember to turn off lights and close doors before exiting the building during a fire drill.

During the lockdown drills classroom doors must be locked, lights must be turned off in the classroom, computer monitors turned off, and blinds closed. If volunteers are present or parents are in the office during these drills, they must participate. **Remind subs to keep their doors locked at all times.**

Staff Health

If any staff member injures himself/herself during the school day or on school premises, please notify campus administrators and the school nurse as soon as possible. An Employer's First Report of Injury must be completed and sent to Central Office for documentation. See Sherri Cooper immediately.

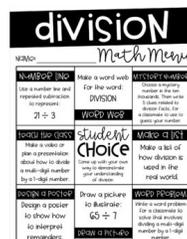
Homework Guided Reading

It is an expectation that students begin guided reading and taking books home no later than the 3rd week of school. PK will begin sending books home in the spring semester for students that are ready. The literacy library is in Anderson's room and she does not have a problem with you coming and going to get books.

Choice Board

This year, we will continue with not sending home traditional homework. Instead, each grade level will send home a monthly homework choice board. The choice board will be optional for students and families. The purpose of homework choice boards is to differentiate homework for students who need more exposure and for those that don't. It also allows the busy family to work on tasks at their own pace. The homework choice board will have 9 squares; each square will contain an assignment or activity relating to TEKS from different subject areas that should have already been covered. Think of it as a spiral. This is in addition to any books that are sent home for guided reading purposes.

Example:



Student Rewards and Incentives

Following are some of the rewards and recognitions that will be given to students:

Student of the Month

Each classroom teacher will choose a student each month based on outstanding achievement and/or effort.

Birthday

Pencil, birthday ribbon and hug from office staff. Teacher will send students to the office after name is called during the announcements.

GRIT Rally

Students receiving 4 or less check marks per six weeks will be allowed to participate in the Right Choice Rally.

Lunch with the Principal

Students with 3 or less check marks for the entire year will be rewarded with an off-campus event with the principal.

GRIT – (PBIS)

Give it your best, **R**espect everyone, **I**mprove every day, **T**ake responsibility

GRIT is a school-wide proactive program that focuses on positive interaction with students. Teachers and staff will teach students the meaning (how it looks, sounds, etc.) of GRIT and will hand out tickets every day when we see students behaving in a positive manner in the hallways, during lunch, at assemblies, and at arrival/ dismissal time. Teachers will keep GRIT tickets on them at all times and give to a student immediately after seeing them being Gritty. Let's try to refrain from "Come see me later for a GRIT ticket." These tickets will go into a drawing for prizes on Wednesday and Friday. You are also responsible for picking a student that displays Gritty behavior when it is your announcements week.

Level Up- Goal Setting

Teachers will meet with students and individually set goals. Students will track goals on the grade level 'Level Up' tracking sheet. When a student levels up, they color in the next letter. At goal checkpoints, you will wheel the cart down to your room and students will get to select an item out of the letter box that they colored in.

Student Absences

Absences should be recorded in Skyward. A student must be present at 9:30 am to be counted present. We will be red-flagged by the district if we have anyone taking attendance, on a regular basis, prior to 9:20 and after 9:40. Parents should be informed and reminded that notes

explaining absences are required when students return to school after being absent. **Send notes to the office each day. If a student is absent three consecutive days, call the parent to find out the reason for the absence.** When a student has a pattern of questionable absences, contact Mrs. Brown.

Student Tardies

Students are counted tardy at 7:40 a.m. unless extenuating circumstances apply (late bus, late breakfast, etc.). The doors will all shut and lock at 7:40 and at this time student will have to filter in through the front office *where tardies will then be entered by office staff*. Tardies and early checkouts will not count against perfect attendance.

Student Information Sheet Update

Notify the office immediately when there is a change in a student's information (phone number, address, parents' marital status, guardianships, etc.) Computer data must be updated regularly.

Grades and Report Cards

Keep accurate records of skill mastery, absences, and tardies. Report cards will be sent home on designated days each six weeks. Progress reports will be sent at three week intervals. At the end of the year, place a copy of report card in the child's permanent record for the next year's teacher and make a copy for yourself. Grade proof sheets are due to the school secretary the day after grades are due in Skyward (Tuesday at 4 p.m.). A grade on any assignment should be entered no more than five days after the assignment is completed.

When you get a new student, it is your responsibility to enter the grades from the receiving school. PEIMS will place a copy of the previous school's report card in your box.

Parent Conferences

Parent conferences may be held at any time by request of the parent or teacher. Conferences must be conducted whenever students are having problems with academics or behavior or if on a progress report their grade is a **74 or below**. Also remember that parents like to know that their child is doing well.

Each teacher will hold 1 conference in the Fall with each student's parents/guardians.

Permanent Records

All permanent records must remain in Sondra Gonzales' office at all times. We ask that you use the files in her office area only. Permanent records are confidential information and must be kept secure at all times. Do not allow any parent helper, high school helper, etc. look at the files. Files must be kept current. Remember that parents have the right to examine their child's file, so be sure to be professional about any comments that may be written into the file. Behavior notices should not be placed in the files.

Lesson Plans

Your team will meet once a week (**every Wednesday**) to plan. These meetings will take place in the team leaders classroom. My vision of a solid planning meeting is where all teachers come together with a scope and sequence, TEKS, YAGS, ideas, resources and use their planning time to outline their upcoming week. I do not expect you to come to planning on Wednesday with complete plans, rather this is a time to collaborate, dig into the IFD, and look at data in order to drive our instruction. Plans must follow the WISD Lesson Planning framework. Lesson plans are to be entered into the shared Google doc by Friday afternoon before 4:00 pm. A copy of your lesson plans must be kept in your sub folder so they will be readily available for a substitute in the event that you become ill and are not able to print lesson plans for the substitute. Materials from your plans should be given to your team before you leave on Friday.

G2

The purpose of G2 is to provide a built-in time of day where we can focus on filling in the academic gaps of our students. Every grade level receives 30 minutes of focused intervention time. During this time, 4 additional staff members will either push into classrooms or pull small groups to help the grade level teachers.

Expectations for G2:

- ★ The most struggling students will remain in small groups with certified staff.
- ★ Small group lesson focus will be on TEKS that have already been taught.
- ★ Small group lesson focus will be entered into grade level plans by Friday at 4:00, each week.
- ★ G2 intervention paras will build relationships with students outside of intervention time and focus on utilizing G2 time wisely.
 - ★ For groups larger than 5, a station rotation model will be utilized.
- ★ Data driven decision making will be involved to decide who goes to which group and what they do in their group.

Communication

Confidentiality

Please remember that student abilities, progress, special needs, consequences for misconduct and behavior must not be discussed with anyone other than the child's parents or guardians, campus administrators, counselor, nurse, paraprofessional assigned to that student for extra assistance or local authorities. Refrain from discussing any of the items listed above with visiting parents, volunteers (parents and high school students), substitute teachers, or student teachers.

Announcements

Announcements will be made each morning at 7:42 a.m. Teachers should establish a routine for students to follow when they hear the announcements so they can be in listening positions. Teachers should model this behavior. Announcements will begin with the Pledge of Allegiance to the American and the Texas flags. We will also observe a minute of silence.

Electronic Mail

Electronic mail has been provided to us as a means to contact each other, parents, and other professionals concerning school and student related issues. Emails must be kept professional at all times. In the event that a parent files a formal complaint and pursues a lawsuit, emails can be used in court. Be aware that deleted emails can be retrieved. Refrain from sending or forwarding jokes, poems, stories, electronic “chain letters”, etc. Limit the amount of sensitive material that is sent via email. Matters of a sensitive nature should be discussed with parties in person. **Emails should be dealt with during planning periods or conference times, not while students are present.**

Teacher Mail Boxes

Check your mailbox every morning, lunchtime, and after school. The boxes are small so please keep them empty so we will have room to put in necessary items.

Phone Calls

Classes will not be interrupted for phone calls unless the caller states that there is an emergency. If you prefer for your phone to go straight to voicemail you may; however, please do not forget to check your voicemail. Please also make sure your voicemail is set up by the first day of school. Parents sometimes wonder if they have called the correct classroom.

It is an expectation that you will send me an email letting me know if you are waiting on an important phone call (i.e. doctor’s office). If I do not receive an email from you, then I do not expect to see you on your phone ***any time you are in the company of students***. If this happens, you will receive one verbal warning. If it continues, I will have to document the issue. The same goes for being on your computer while you have students present.

Each teacher will make a positive phone call home for every student within the first two weeks of school. The district expects that each teacher make at least one positive phone call a week for the remainder of the year (please keep a log of this for TTESS purposes).

Invitations

Invitations to individual birthday parties are *not* to be distributed at school. Floral arrangements, balloons, cookie grams, etc., will not be delivered to the student at school. If received, they will be kept in the office and the student must pick them up at dismissal time.

You are more than welcome to create a class directory for your parents. In order to do this, you would send home a note for parents to approve and give their info for the directory. Foster can explain more, if needed.

Seesaw

The district has purchased Seesaw Plus and is expecting each campus to use this as our primary means of communication. Please avoid having several different platforms (i.e. Seesaw and Classtag). It is okay to set up a Remind to get quick texts out to families.

MISC

Morning Expect

Staff Children

If you have personal children in your care before or after school, please go over appropriate behavior (no running around the building, shoes on if they leave your room, etc.). For parents with morning duty, your children are required to go to the gym or the cafeteria. All staff children are required to go car rider dismissal and stay in the supervision of a teacher until their parent is finished with dismissal. **Please make sure your children remain in your classroom and under your supervision.**

Field Trips

All field trips should be educational in nature and should either introduce a unit of work or be a culminating activity for a unit. Due to field trips being planned for their educational value to students, do not leave students at school unless the parent has not given permission or there are extreme extenuating circumstances, which you have discussed with the principal beforehand. In the case of no permission, you will need to notify the office of this and find a class for the student to stay in during the trip.

Notify campus administrators any time you are taking your class off campus. Also, if a parent will be in charge of a small group, we must have a PIE form completed and turned into the office. All parents who attend field trips should fill out a PIE form.

All field trip procedures are located in the W drive.

Water Fountains

Students may use the water fountains.

Playground Expectations/Recess

Classes may mix and play together during recess, however, teachers must be visible and actively monitoring at all times. In the event you need to step inside during recess, you must let a member of your team know.

Bus Field Trips

Field trips may not be scheduled to leave before 8:45 AM. Students and staff must be back on campus by 2:00. Students cannot ride with parents to and from the field trip site. Students must ride on WISD school buses. Parents may follow along in their personal cars.

- You will need to call the Transportation office to check on the availability of buses for your tentative field trip date before filling out forms.
- Fill out requests for transportation at least two weeks in advance. Forms are available in the office or you may fill out the form on the transportation website, and then print the form. *Do not email the request to transportation.*
- Turn in the form to the office for principal approval. Your request will then be sent to transportation for their approval.
- Notify the cafeteria five days in advance of any absence of your class from the cafeteria along with how many sack lunches that will be needed for free lunch students.
- Please contact nurse for any medication/student health info that will need to be administered away from campus.
- If your class will miss P.E., library, computer, speech or music, inform the appropriate support staff.
- Take the originals of the parent permission/health sheets with you on the bus and make a copy for the office.
- Give the office a phone number where you can be contacted should we need to notify you.

Teachers are responsible for getting parent permission/health sheets filled out for each child for each trip. Send these sheets home with students early enough to be collected before the day of the trip. Teachers are also responsible for knowing specific directions to their destination as well as being in charge of student discipline on the bus.

Walking Field Trips

Do not forget the value and convenience of walking field trips.

- Observe all legal traffic patterns. We always want to model the safe way of doing things.
- Obtain sufficient student/ adult ratio for adequate supervision and safety.

- Notify the cafeteria five days in advance of any absence of your class from the cafeteria along with how many sack lunches that will be needed for free lunch students.
- If your class will miss P.E., library, computer, speech, or music, inform the appropriate support staff.
- Take the originals of the parent permission/health sheets with you and leave a copy for the office.

Maintenance of Facilities

Repairs

Please e-mail Sherri Cooper when repairs or other maintenance jobs are needed. Be sure to state the problem and your room number.

Dress Code

For men, business casual attire includes a long- or short-sleeved dress shirt or collared/banded polo/golf shirts, preferably tucked in, with dress trousers or khakis with a belt, which can be worn with dress shoes or boots.

For women, business casual attire includes dress pants or khakis, dresses and skirts of at least fingertip length, and blouses or sweaters, which may be sleeveless, short-sleeved, or long-sleeved. Anything sleeveless must have a minimum strap width of two inches, and bras/bra straps should not be visible. Off-the-shoulder blouses are not allowed. Cleavage must be covered at all times, and no undergarments should be visible at any time. Acceptable shoes for women include dress shoes (high heels or flats) or boots. Open-toed dress shoes are allowed, but no flip-flops (rubber or Yellowbox-style) or athletic slides should be worn.

Exceptions:

On Fridays throughout the school year and on any staff work day or professional development day when students are not present, denim jeans may be worn with t-shirts bearing district or campus logos. Jeans and t-shirts must be in good condition and free from holes. Athletic shoes may be worn on jeans days, but flip-flops/athletic slides may not be worn on jeans days. During the summer months (from the last day of school to the day teachers return in August), jeans may be worn on Thursdays, since the district is closed on Fridays. Guidelines regarding flip-flops/athletic slides apply during the summer months as well. Holiday attire (including t-shirts) may be worn on Halloween, Valentine's Day, or other holidays if they fall on a day the district is open. Christmas or other winter holiday attire may be worn during the month of December. Any holiday attire must fall within the dress code guidelines. Campus principals have the discretion to award "jeans passes" or to create campus wide dress days (for example, college shirt day) when exceptions to this dress code may be made. For those employees in the district who have jobs that require them to be outdoors or perform manual labor tasks, jeans are allowed any day of the week when paired with a district uniform shirt, and shorts are allowed during the summer

months. Teachers and other staff members performing duties outside of those of a regular classroom teacher (including PE teachers and aides, special education teachers and aides, etc.) are also allowed to differ from the standard staff dress code at principal/director discretion. Clothing should fit in a manner that does not expose the abdomen, chest, or buttocks areas. This includes exposing these areas when moving around (for example, a top or sweater that shows the abdomen when arms are lifted). All clothing and shoes should be neat in appearance, and without tears or holes. Capri or cropped pants may be worn as long as they fall below the knee. No shorts may be worn by male or female employees unless specifically allowed for district-related activities. Leggings may be worn with a top or dress that is fingertip-length. No shirt should have a graphic other than school- or district-related artwork, or holiday graphics as allowed by the dress code. No athletic wear (including loose sweatpants, shorts, etc.) should be worn unless specifically allowed for district-related activities. If shorts are worn for district-related activities, they must be at least fingertip length. Jewelry, including body piercings, should not create a safety hazard or be distracting. Employees should not have facial piercings of any kind or gauges anywhere on the body. Tattoos must be appropriate in content, and should be covered whenever possible. Any tattoos on the neck or face should be covered at all times. Hair color should be natural (no rainbow colors, etc.) and should be styled in a professional manner. Men's facial hair should be kept neat and clean at all times. An employee's district-issued ID badge should be visibly worn at all times. A good rule of thumb to follow – if in doubt, don't wear it!

Discipline

Referrals:

- Prior to writing a referral (unless it is a severe incident such as a fight), ensure you have tried numerous interventions, followed the Campus Behavior Plan regarding marks etc., and communicated with parents.
 - Questions about referrals or consequences given, please ask Erica.
- Referrals are submitted through Skyward. Do not include other students' names. Only include the facts.
- Students are not to be sent to the front office for disciplinary action. In the case of severely disruptive or dangerous behavior, please radio Mrs. Brown or Mrs. Foster. If we do not reply, please call the office and have them find us.

Positive Referrals:

- Positive Referrals can be sent to Mrs. Brown.
- Please place them in her box if she is not available. We will call the student down that day or the next.
 - A copy of the referral is located on the Shared Drive.

Northside Elementary School

Campus Behavior Plan Summary 2021-2022

Dear Parent/Guardian:

PBIS is a program designed to help students understand behavior expectations and be rewarded for their good choices. We are primarily focusing on common areas around the school building (hallways, cafeteria and playground). As a tracking device for your child's progress, each student will keep a "GRIT" folder in which the teachers will indicate infractions of classroom and campus rules with "marks." This folder should come home each day for your review and signature, and will serve as an ongoing reflection of your child's behavior and social growth.

In general, classroom rules across the campus will have the same elements (GRIT):

- Give it your best
- Respect everyone
- Improve every day
- Take responsibility

In addition to miscellaneous **rewards** that teachers provide as incentives for their students and classes, our school holds a "**GRIT Rally**" at the end of each grading period to reward those students who have **4 or less marks**. Those who receive 5 or more marks within each grading period will be prohibited from participating in the "GRIT Rally." **As a reward for exemplary behavior throughout the entire school year, students who receive three (3) or less marks for the entire year are treated to a special field trip with Mrs. Foster.** Any assignment to Partnering, Refocus (In-School Suspension), Out-of-School Suspension, or Alternative School will eliminate a student from the current nine weeks GRIT Rally, as well as the end-of-the-year reward field trip.

Students will receive "marks" in their GRIT folders for not following the GRIT expectations. These marks accumulate throughout the grading period, and consequences will be assessed as follows:

5 marks= 1 day of "Partnering" and parent/teacher phone call/conference

More than 5 marks= A parent, teacher, student conference with the principal/assistant principal will take place and an action plan will be made.

Students will begin each new grading period with a "fresh start" to earn our next GRIT rally. Cumulative marks will be kept to determine eligibility for Lunch with the Principal. In accordance with district guidelines, persistent and extreme offenses may result in immediate referral to the campus administration for additional disciplinary actions.

Citizenship grades received on the students' report cards will be a reflection of the number of checks received in their GRIT Folders and are as follows:

# of Marks	Citizenship Grade
0-3	1- Excellent
4-7	2 - Satisfactory
8-11	3 -Needs Improvement
12 or more	4 -Unsatisfactory

Should a student receive an office referral, Citizenship Grade will be dropped to an “N” for that six-week period.

Toys, video games, or other expensive items are not allowed at school. We cannot be responsible if they are lost, stolen, or broken. Confiscated items will only be returned to the parent. Cell phones and other electronic communication devices are only to be used during the school day when specified by the teacher for instructional purposes. Students in violation of these guidelines will have the items confiscated and only returned to the parent. Collectible items (including trading cards) are not allowed at school.

Working together, we can help ensure that your child is provided the best opportunities for success. Your signature below indicates that you have reviewed this summary with your child.

Parent's Signature

Date

Student Signature

***Please note that children who begin attending Northside during the second semester will have the opportunity to attend the field trip with the principal. Each student must be enrolled by the last day of the 3rd 6 weeks, and have 1 mark or less when the field trip takes place to be eligible to attend.