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Table of Contents:

- Team Meetings / Team Items (pg2)
 - Team Calendar
 - Have and maintain a strong team identity
 - Conduct team professional development
 - Maintain a team “notebook”
- Weekly Curriculum / Academic Content (pg 3)
 - Coordinate homework
 - Coordinate tests and quizzes
 - Conduct integrated units after mapping the team curriculum
 - Share weekly content information
 - Monitor and vary daily teaching strategies
- Team Policies / Procedures and Classroom Rules / Discipline (pg4-6)
 - Written team policies for students and parents
 - Discipline policies
 - Ipad Rules
 - Procedures for providing homework to absent students
 - Paper headings
 - Grading policies
 - Policies regarding extra credit
 - Policies regarding late work
 - Team classroom rules
 - Team tardy rules
 - Team detentions (If needed)
 - ASP Procedures
- Advisory Procedures (pg 7)
 - AM Procedures
 - PM Procedures
 - Missing Assignment and Grade Sheet
- Communication with Parents / Other Teams / Other Teachers / Office / Public (pg 8)
 - Team bulletin boards
 - Team newsletter article once a month
 - Communicate with exploratory/elective teachers
 - School website
 - Communicate closely with parents
- Monitoring Student Progress (pg 8)
 - Monitor student academic and personal progress on a regular basis
 - Mid-term Grades
 - Conduct help sessions for students
 - Plan for special education student needs closely with the team special ed teachers
 - Communicating student progress
- Student Awards and Rewards (pg 9)
 - Student awards and rewards
- Shared Students and Teachers (pg 10)
 - Grade Level Meetings
 - Communication
- Special Events (pg 10)
 - Go on team field trips
 - Have team guest speakers
 - Conduct full student team meetings

- **Team Meetings / Team Items**

Team meetings will be held as often as possible during the week to discuss academic content, students' progress, upcoming events and other important topics or topics to be decided by principals. Teachers will keep team documents on the O Drive so they can be accessible at school while allowing easy sharing between teams and other teachers.

- Have and maintain a strong team identity
- Conduct team professional development
 - Need ideas for team professional development options
- Team Roles
 - Teachers will have different roles on the team.
 - Communication: provide information for newsletter or school website
 - Calendar: update and maintain team calendar on Google
 - Note Keeper: person who keeps team notes (SIT/Agenda)
 - BLT Representative
 - Other roles as needed by the team
- Maintain a team "notebook"
 - Team Agendas will be emailed to teachers before team meetings
 - Team Agendas will kept on the O drive in a Team Folder
- Have a team handbook for new teachers
 - See this document
- Create and distribute a team handout
 - At Open House the team brochure will be given to parents, the team brochure will include ASP procedures, grading policies, team discipline procedures and other important information for parents and students.
- Create and monitor yearly team goals
 - At the start of the school year the team will review the data provided by the previous teachers to create team goals to help students improve academically.

- **Weekly Curriculum / Academic Content**

The team will meet once a week on Monday to discuss upcoming academic content and special events. At that time teachers will discuss homework, projects and assessments to ensure that students are not overwhelmed during the week. This will also be done so that teachers can provide a variety of instructional techniques and supports.

- Coordinate homework
 - Math- daily homework
 - Content – assigns homework once a week –
 - Content areas communicate when BIG homework assignments are given
- Coordinate tests and quizzes
 - PLC Leaders and Content Teachers will share out Mastery Check Dates
 - Teachers will share out exam dates (quizzes, tests)
 - Information will be compiled on two documents
 - PLC Weekly Curriculum Sheet
- Conduct integrated units after mapping the team curriculum
 - Teachers will share out curriculum for the PLC Weekly Curriculum Sheet – if possible teachers will provide support for other content area
 - Teachers can also provide reinforcement at a later date for other content areas
- Share weekly content information
 - PLC Weekly Curriculum Sheet
- Monitor and vary daily teaching strategies
 - Teachers will communicate instructional methods to other team members to avoid overload of one particular method. For example, if two classes are already taking notes a third teacher could switch up the type of notes or do something different. This is done to avoid overloading or academic boredom, which can lead to disruptive behavior.
 - This will also prevent too many quizzes or large assignments occurring at one time.

- Written team policies for students and parents
 - See above statement and below items
 - These policies will be shared with parents by team handout and class syllabus
- Discipline policies
 - Team Bison will follow school discipline policies.
- Procedures for providing homework to absent students
 - All Bison students receive a MISSING ASSIGNMENT sheet every Monday in advisory. Teachers will put missing work into the grade book as a ZERO to indicate to teachers and students that the work is missing and needs to be made up. Teachers might also put missing work aside for the student and give it to them when they return to class. Homework is also available for parent pick up upon parent request.
- Paper headings
 - Upper right hand corner
 - First name / last name
 - Hour
 - Date
- Grading policies
 - Participation grades depend on content area
 - Connect / PE are participation based
 - ELA/Math/Science/Social Studies = participation makes up less than 10% of the overall grade
 - Items in the grade book
 - Quizzes / Tests
 - Homework
 - Projects
- Policies regarding extra credit
 - Extra credit is provided by the teacher if they think it's necessary or a student has earned the possibility of extra credit. Not all teachers provide extra credit and if a teacher provides extra credit or homework passes they may be used ONLY in that teachers' class.
- Policies regarding late work
 - Students have two weeks to complete missing work before it becomes a "1" in the gradebook
 - WEEK 1 – missing assignment sheet- teachers can ask students to stay after to complete missing work
 - WEEK 2 - ASP
 - Students will have ASP available to complete missing work
 - Teachers will stay after school on their own time to help students make up work depending on their schedule and student arrangements
 - Missing work will go into the grade book as a ZERO
 - Students lose 10% on missing work (homework)
 - Students lose 10% per week for large projects
 - So if the project is missing for two weeks the project loses 20% of the original grade

- Correct grades will be averaged together
 - Teachers can give students a second chance to make up work; teachers will take an average of the two grades.

- Team classroom rules
 - Classroom rules will be visibly posted in the classrooms for students to easily view and refer back to when necessary.
 - Be Responsible.
 - Be present.
 - Be on time.
 - Have materials.
 - Be Respectful.
 - Listen to others.
 - Speak when appropriate.
 - Follow all written and verbal directions the first time.

- Team tardy rules
 - Bison team will follow the tardy rules as described in the student handbook.

- Team detentions (If needed)
 - Bison teachers will hold students for detention when necessary (tardies, missing work, inappropriate class behavior).

- ASP Procedures
 - Week 1 – Monday the student is given a Missing Assignment Sheet – they will have until Thursday to complete the missing work – if the work is not complete the student will be assigned to ASP (if they have 4 or more missing assignments – unless the content/ advisory teacher strongly feels they need ASP)
 - The ASP list will be generated on Friday morning during Team Time
 - ASP forms will be sent home Friday or parents will be called on Friday for the student to stay the following week either after school, before school or during lunch. This information will be shared with Twister Team and Electives

- **Advisory Procedures**

By having advisory procedures for all students we hope to provide structure for the limited amount of time we have them in our classroom. Advisory time is when students get their ipads, get their missing assignment and grade sheets and practice basic organizational skills.

- AM Procedures
 - Check Skyward – students will login into Skyward every morning to look at grades and missing assignments. This will be done to try and develop the habits of successful students.
 - Check email – Many teachers send students emails regarding classroom or important information, by checking emails it allows for clear communication between student and teacher. (The office also sends emails to students regarding detentions, books or other office related information.)
 - Check the TO DO LIST from the night before – students will create a TO DO LIST during the last few minutes of afternoon advisory, students will check their TO DO LIST from the night before to see if they completed all the assigned items. If necessary the student can make arrangements to take care of those items after school.
- PM Procedures
 - Check Skyward
 - Check email
 - Create the TO DO LIST – it's our thought that having students create a TO DO LIST every night will help develop the habit and improve their organizational skills. By creating the TO DO LIST we also hope to give the students a clear idea of what needs to be done that night in order to maintain high academic excellence.
 - Format for the TO DO LIST:
 - First Thing: Missing Assignments
 - Second Thing: Homework
 - Third: Items to study or prepare for during the upcoming week
- Missing Assignments and Grade Sheets
 - Teachers will print Missing Assignment and Grade sheets on Monday, before giving them to students teachers will make a copy to keep for the ongoing quarter. Teachers will also keep any signed and returned Missing Assignment or Grade sheets. This will be done to provide a running record of grades and missing assignments for parents, students and teachers.

- **Communication with Parents / Other Teams / Other Teachers / Office / Public**

Communication is essential in the world to maintain order and ensure that people understand what is occurring. Communication between parents and teachers is important to the success of the student. Communication between teachers and office staff is also key in preventing discipline problems and in solving discipline problems quickly and without much difficulty.

- Team bulletin boards
 - The Bison team doesn't have a bulletin board but we can continue to use the hallway to display student work, student awards or other important information.
 - We can also create an announcement board area to inform students of upcoming events.
- Communicate with exploratory/elective teachers
 - An email list with all elective teachers will be created to ensure elective teachers are aware of any team events. The team will also remember to include elective teachers in important emails. (Bison's Best, discipline problems, students being in ISS, etc)
- School website
 - One person will gather information for the School Website and provide that information to office for the creation of the Team Website that is shared with the public. As needed.
- Communicate closely with parents
 - Grades and missing assignments will be sent home every Monday for parents to view.
 - When necessary teachers will email or phone parents when the need is present.
 - Teachers will share communication information with parents so that parents can also easily communicate with them.

- **Monitoring Student Progress**

Monitoring student progress is necessary to ensure that all students learn and reach high levels of academic success. Monitoring student progress can be as simple as looking at the number of missing assignments each week or their grades from week to week. Not only must the progress be observed and recorded, it must also be shared with others to continue the success or find new ways to develop the success.

- Monitor student academic and personal progress on a regular basis
 - Teachers will track grades and missing assignments every Monday in Advisory. Content teachers will also track students' progress in their specific content area in order to provide a more in-depth report of the student.
- Mid-term Grades
 - At each mid-term teachers will compile a list of students with D's or F's so that those students might receive extra tutoring opportunities or chances to raise their grade.
- Conduct help sessions for students
 - Students will be assigned to ASP, morning tutoring or after school tutoring if needed, this will be arranged by that specific teacher in order to ensure the proper assistance is being provided to the student.
- Plan for special education student needs closely with the team special ed teachers
 - SPED teachers will provide teachers with a list of students and their necessary accommodations. SPED teachers will also inform teachers about IEP's or other information that will affect the student in the classroom.
- Communicating student progress
 - Teachers will meet during the academic week to discuss academic content but also students. Tuesday's (Wednesday's once a month) will be SIT days where teachers discuss the needs of students (personal, academic, behavior, or SPED needs.) Teachers will also discuss grades and missing assignments on Monday and again on Friday when the ASP list is created.

- **Student Awards and Rewards**

Students should be rewarded for not only academic excellence but also outstanding behavior. We feel that in order to encourage academic success we must reward those who do well and encourage others to reach their academic goals. We must also reward students for good behavior and recognize the little deeds that they do in and out of our classrooms.

- Student awards and rewards
 - Bison's Best – Student names are drawn from a 'hat' and teachers come up with a positive comment about that student regardless of academic ability or behavior – we want to focus on the 'diamond in the rough' for each student.
 - Honor Roll – Honor Roll is determined by A's or A/B's of a student. The Honor Roll requirements are found in the student agenda.
 - Character Award – the Character Award is given by the school counselors to students who are nominated by the team. 5 students are picked for each quarter.

- **Shared Students and Teachers**

Due to the large number of shared students between the two 7th grade teams it will be necessary from time to time that both teams meet to discuss students.

- Grade Level Team Meetings
 - Both teams meet as a whole group
 - Teachers of just a particular student meet

- Communication
 - Teachers will communicate by email or verbally to discuss students or school related information

- **Special Events**

School isn't solely about academics, there are chances to bring new and different things into the classroom and expose students to a variety of ideas and people.

- Go on team field trips
 - Need to find the funding to allow
- Have team guest speakers
 - This will depend on the content area and the availability of guest speakers.
- Conduct full student team meetings
 - We are not sure how to conduct student team meetings with the current schedule.