



Norwood School

Dear Parents/Guardians:

The middle school will be instituting an Agenda Book Program for the 2019-2020. Due to the positive results, we have observed in Norwood and the other community schools in the district, we are looking forward to continuing the program at Norwood. The Agenda Book Program will be an extension of our school-wide Positive Behavior Support program that has been in place for the past few years. School-wide Positive Behavior Support is a proactive approach to discipline that promotes student behavior and increased learning. We feel that these combined programs support student academic success through organization, documentation and communication, as well as monitoring behavior more efficiently and effectively through the implementation of a reward/reinforcement system for positive performance.

An important observation that we have made is how vital the participation of parents/guardians and families are to the success of this program. The process will not progress unless we receive encouragement from the home. We thank you in advance for your continued support and input regarding these programs. We are dedicated to developing programs that will assist our students and your children in preparation for their future.

Thank you!
The Norwood Staff

Agenda Book Program

Description

The Middle School Faculty of the Norwood School utilizes a tool which combines the Positive Behavior Supports/Agenda Book Programs to help middle school students learn responsibility, accountability, organization and appropriate behavior. We believe that students develop self-esteem when they learn these skills and are able to achieve success as a result.

The Agenda Book is to be used as a communication tool between parent, teacher and students to monitor academic performance and behavioral expectations. It is expected that the book will be monitored and signed daily, with a full signature (no initials please) by a parent or guardian, signifying that all given assignments and communications have been noted

Each middle school student will receive an agenda book at no cost at the beginning of the school year. If the agenda book is lost, or unusable due to graffiti, etc., a new agenda book must be bought from the Assistant Principal for five dollars.

In signing this memorandum, parents and students agree to participate in the PBS/Agenda Book Program, and to become familiar with the criteria for rewards and consequences as defined in this handbook. Students who do not participate in the program may not attend agenda reward trips or activities, but will be held accountable for all behavioral expectations.

We look forward to a successful year!

The Process

Goals:

- ☑ Complete homework
- ☑ Complete class work
- ☑ Stay on task
- ☑ Provide parent signature
- ☑ Meet behavioral expectations

The Agenda Book Program: Process for Documenting Academic and Behavioral Performance:

- If a student does not meet the academic/behavioral goals listed above they will receive a letter “A” or “B” in their agenda book. No homework, being unprepared, etc. are designated as academic marks (“A”). Insubordination, inappropriate language, harassment, uniform violation, technology violation, disruption and chewing gum are designated as behavior marks (“B”).
- If a student receives two (2) letter marks per day they will receive an office detention the following day. Detentions are held Monday-Thursday, so any detentions that result as marks given on Thursday or Friday will occur on the following Monday. The seventh period teacher will complete an Office Referral Form and submit it to the Assistant Principal. Each additional mark will constitute an additional detention. The detention will be served after school from 2:50-3:20 in the health room. Students cannot enter the detention room after 2:50. Students MAY complete homework or study but they may NOT use electronic devices. Students must serve the detention the following day after receiving their marks (ex. 2 marks on Monday=Tuesday detention, 2 marks earned Thursday or Friday=Monday detention). If it is not served on one of those 2 days, the student will be assigned an additional detention by the Assistant Principal. Further skipped detentions will result in further consequences, including but not limited to detentions, suspensions, etc.
- If a student does not receive any letter marks in a day they will earn a “thumbs up” during last period. If a student receives a predetermined number of “thumbs up” they will be invited to attend a reward activity planned for that marking period.
- Five or more office detentions OR a suspension will eliminate the Program’s reward trip/activity for that marking period.
- If pages are missing, destroyed or if the agenda book is lost or left home, an automatic detention is given. The student will be given a temporary agenda sheet for the day.
- If a student whites out a mark/note, tears out or covers up a mark/note, they will be sent to the Assistant Principal and the student may receive a 1 day in-school suspension.
- If Agenda books are permanently lost or destroyed, then students must buy a new book from the Assistant Principal for \$5.
- Agenda books must be taken home every night Any teacher may give a detention apart from the agenda book program.
- Any staff member in the building may issue a student a mark.

OVERALL PROGRAM GOALS

What would we like to accomplish?

- Improve academic performance
- Improve test results
- Track homework
- Improve time management
- Improve organizational skills
- Monitor behavior
- Encourage accountability
- Monitor progress/success
- Improve home and school communication
- Improve attendance and promptness to school

What are the ground rules?

- Students will attend school AND arrive to school on time
- Students will carry their agenda books to every class
- Students will record assignments and homework
- Students will use agenda books as hallway passes
- Students will be responsible for the care of their books
- Students will only write essential information in the books
- Teacher comments and documentation will also be included
- Success will be rewarded
- Students having difficulties will be mentored
- Students will be given support in maintaining agenda book

How will participants be informed of the process?

- Students will be given direction regarding the programs
- Parents will receive information about the programs
- Staff will meet regularly to evaluate and modify the programs
- All students will receive their first agenda book free
- Lost books must be replaced by the student at a cost of \$5.00

How will the students be monitored and rewarded?

- Teachers will monitor agenda books
- The ultimate responsibility of the book and the process lies with the students
- Teachers will formally assess academic/behavior success each marking period to determine incentives
- Additional rewards/incentives are included in these programs

What are parental responsibilities?

- Parent involvement is a vital part of success of these programs
- Parents are encouraged to review and sign the agenda book each night (signatures are optional)
- Questions, concerns, and suggestions are welcomed!

NORWOOD SCHOOL
PBS/Agenda Book Participation

By signing this document I declare that my child and I have read, acknowledged, and understand the policies and procedures of the PBS/Agenda Book Programs found in the Student Handbook.

_____ YES, my child _____
will participate in the PBS/Agenda Program with all of the rewards associated with it.

_____ NO, my child, _____
will not participate in the reward portion of the PBS/Agenda Program, but will be monitored by the PBS/Agenda Program and face consequences of inappropriate behavior.

Parent/Guardian Signature

Student
Signature _____

Homeroom: _____ Date: _____

Fill out one for each student, please.

**RETURN TO HOMEROOM TEACHER BEFORE FRIDAY,
SEPTEMBER 13TH**