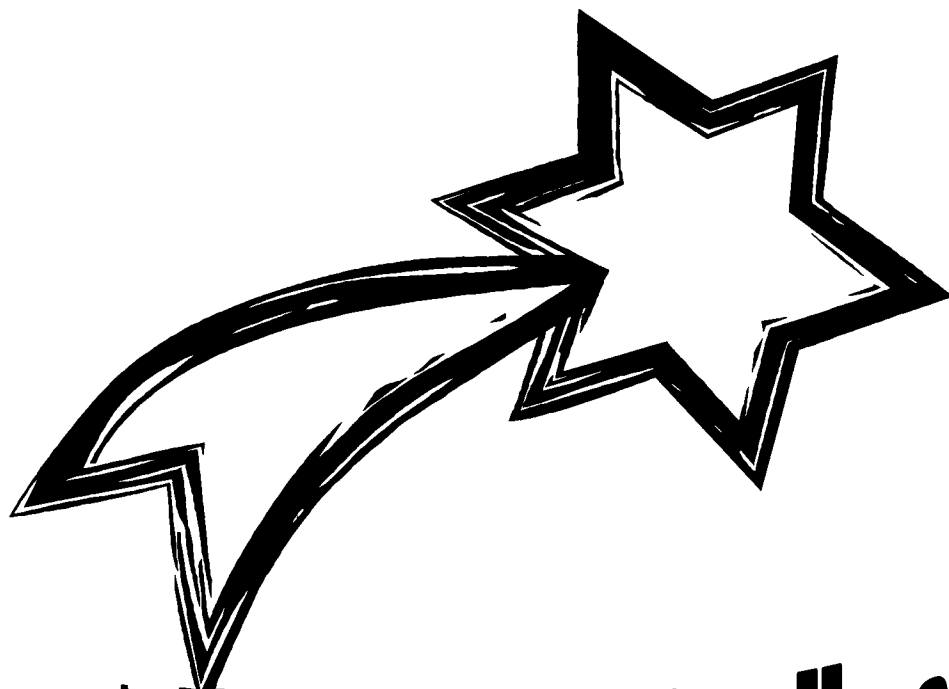


Make Your Day

**North Middle School's
Citizenship and Discipline Program**



Parent/Guardian Handbook

**A Guide for North Parents/
Guardians and Community**

Make Your Day Overview

Make Your Day is a citizenship and discipline program that allows teachers to teach and students to learn by creating a building environment in which everyone has the right to learn, free from interference. This environment provides all students with:

1. The opportunity to learn in a positive, caring atmosphere.
2. The opportunity to evaluate and self-correct their own behavior.
3. The opportunity to Make Their Day.

The program is based on one school rule.

No one has the right to interfere with the learning, safety, or well-being of others.

Make Your Day provides a school-wide citizenship and discipline system. It provides a common language for staff, students, parents/guardians. All staff hold high expectations for students and students are responsible for their own actions. Make Your Day provides predictable consequences for students' behavior choices. Make Your Day is based on three core principles:

1. All students are capable of success.
2. Parents are directly involved in their students' education by asking about their day.
3. Student success occurs when students make appropriate choices at school and there is open communication between school and home.

Make Your day is based on two parts: Points and Steps. Points are used to assess students' citizenship and allow them to take responsibility for their behavior. Steps are to provide a student a place to reflect on his/her behavior that interfered with the learning, safety or well-being of others.

Points

Each day students are expected to: "Do what is expected and do it the best you can." At the end of each period students are asked to review their performance during that period and report their Make Your Day points. These points are based on whether they met expectations to the best of their ability. Students record their points in their planner.

After students have self-reported their own points, other students and staff have an opportunity to give feedback to each other, under the direction, of the teacher in a process called "Concerns." The Concern Process is designed to allow students to help other students succeed and honestly self-evaluate their own behaviors. Concerns are managed by the teacher and are not designed to allow other students to blame, retaliate, or be hurtful.

Steps

Students are allowed to choose steps by a staff member when they display behavior that interferes with the learning, safety, or well-being of others. Choosing steps is a consequence not a punishment. Students have control of whether they choose steps by their behavior. There is no punishment associated with choosing steps. When a student chooses steps they are temporarily removed from the learning environment. Students' academic grades are not directly impacted by choosing steps. However, if a student repeatedly chooses steps and thereby removing themselves from the learning environment it may negatively impact their grade. Moving through steps is completely the student's choice.

Summary of Steps

As a reminder students only choose steps when they interfere with learning, safety, or well-being of others.

Step 1: Sitting quietly facing away from the learning environment for 3-5 minutes. This often means a student is facing the back of a classroom. It is not designed to have a student sit in the corner. After the appropriate amount of a time the student will have a short conference with the teacher before returning to the learning environment. The student will be asked how they choose Step 1 and whether they are ready to return to the class. A student may request more time and will always have a chance to talk with the teacher in the step process. If a student feels the teacher made a mistake, which occasionally happens, the teacher will apologize and the student immediately return to class. Since Make Your Day is not punitive, there will be no disciplinary consequences, such as a detention, because of the student's choice.

Step 2: If the student fails to sit appropriately on Step 1 or continues to interfere with the learning, safety or well-being of others they will choose a Step 2. Step 2 is standing quietly facing away from the learning environment for 3-5 minutes. As in Step 1, a teacher will confer with the student before they choose to return to step 1 and eventually the learning environment.

Step 3: If the student fails to stand appropriately on Step 2 or continues to interfere they will be given a choice of escalating to a Step 3 where they focus on a sign featuring the Make Your Day rule or they may chooses to advance to a Step 4. The purpose of this is to assist the student in choosing appropriate behaviors. After an appropriate time the teacher will briefly confer with the student and the student will de-escalate through steps in order.

Note: Steps 1-3 allow the student to remain in the classroom as they attempt to correct their behavior. They will continue to earn Make Your Day points if they follow the procedures correctly.

Step 4: Inappropriate behavior on Step 3 demonstrates the student has chosen a Step 4 conference. In this case students will be sent to the office to contact their parent/guardian to request a time to meet. Parents/Guardians will be requested to come in for an immediate conference. The student will remain out of their class and school activities until a parent-student-teacher conference can be held. A Step 4 Conference can occur at anytime during the school day. The Step 4 Conference will allow the parent/guardian to determine if a student is ready to return to class for the purpose of learning.

Parents/Guardians are expected to come in for a Step 4 Conference as soon as possible. A student will be assigned to an alternate classroom or "buddy room" for the remainder of that school day or until a successful conference occurs. Parents will be requested to keep the student home the following day until a conference takes place. After a successful Step 4 Conference a student will de-escalate through each step. As a reminder a Step 4 Conference is called by the student and not the teacher in order to help address the student's behavior.

Successful Step 4 Conferences

Step 4 Conferences are designed with the purpose to help the student understand the behavior choices expected at school. At a Step 4 Conference a student has requested a parent be present at a conference concerning his/her behavior. The student will conduct the conference with the parent and typically the staff member with whom the incident happened.

At a Step 4 Conference the student will:

1. State the problem or behavior choices.
2. Express and accept responsibility for his/her choice.
3. Offer an alternative method for managing his/her problem.
4. Express a desire to return to class.

The parent/guardian will decide if the outcome of the conference is acceptable and make the determination if a student is ready to return to class. After a successful Step 4 conference a student will be expected to make their way off the previous steps before returning to class.

A Step 4 Conference is designed to address the specific behavior choices of the student that occurred. Another conference can be scheduled before or after school to discuss academic progress.

Shadowing/Automatic Step 4/LEAP

In most instances students will progress up and down steps in order. There are three exceptions to this rule: Shadowing, Automatic Step 4 and LEAP.

Shadowing: When another student responds to or interacts in any manner with a student on steps, he or she has chosen to "shadow" or follow his or her fellow student through steps. No other student should be involved with a student choosing steps.

Automatic Step 4: There are some behaviors that will automatically place a student on step 4. An example of such behavior is leaving Steps without having a conference with a staff member.

LEAP: A LEAP is any behavior that violates Everett Public Schools Student Conduct Policy (Policy 3240) which allows for suspension or expulsion. These are outline in the North Middle School Student Handbook and Everett Public Schools Student Responsibilities and Rights Policies.

Making Their Day

Students Make Their Day by earning a set number of points each day. At the end of the day, students will total the points they earned throughout the day and report whether they made their day.

Students who do not earn enough points to Make Their Day will be given a Make Your Day Form to take home to their parent/guardian. This slip is designed as a communication tool for parents or guardians. The form will tell you that your child did not "make his or her day" today. This is not a sign of failure nor a reason for punishment. It is a positive sign that your child is taking responsibility for choices made today. In order to help your son/daughter make better choices tomorrow, we encourage you to review the information on the slip with your child and discuss possible better choices for tomorrow. Parents and students will be asked to sign the form and return it to school the next day.