

**J.C. Roe Center
Staff Meeting / SIT
Wednesday, December 12, 2018
8:00-8:45**

Staff Members:Brown, Prokop, Casiere, Jackson, Blackmon, Devane, Locklear

Guests Present: Mr. Warthan

Time Keeper: Prokop

New items are in red. Discussions in italics

Topics	Presenter	Time
<p><u>Visit our School Improvement Plan. Are these things happening, and how?</u></p> <p>1. To provide successful educational opportunities for students who are unable to access their assigned schools due to behaviors impacting their academics.</p> <ul style="list-style-type: none">*Increased face to face classes*Integrated daily SEL to prepare strategies to return to home school*Data books-detailed descriptions along with points*Students are forging points and comments. Use a red/colored pen?*Same students consistently “losing” or hiding books so they can make it to club/ not have teachers/subs mark point books*<i>Teachers handing off books, communicating with subs to mark point books</i>*<i>If students don’t have their book when it comes time for club, they cannot enter; they have to go to reflection room</i>*<i>Increased monitoring in hallway</i>*Exit Projects*We should increase ABE documentation, for parent phone calls, loss of instructional time, conferences, and general notes on behavior*Phone logs that are shared by team <p>2. To increase student self-regulation strategies and skills to decrease behaviors impacting student learning.</p> <ul style="list-style-type: none">*More breaks in class coping strategies to use in classroom*Written behavioral reflections, and keeping them in point books*SEL time*Use of resources through EC teacher and social workers*Exit projects*Consistency among staff-for staff and students, learning to be uncomfortable to reach a goal-”holding the line”		10

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<ul style="list-style-type: none"> *Reminders of focus on short term and long term goals to establish success at their home school <i>*Make sure SEL teachers are doing a level drop when students return from suspension; ask admin if we are not sure.</i> <i>*Students start one level lower, day 1</i> 3. To establish a safe learning environment where learning occurs and is respectful of cultural diversity. <ul style="list-style-type: none"> *Address comments and concerns immediately before escalation *Vigilant monitoring <i>*2 students walked off campus last week</i> <i>*Be mindful that December is a hard time of year on students; they may act out more than usual</i> <i>*Communication between social worker and teacher when we see students who may need a mediation</i> <i>*Schedule meditations for students returning from fights</i> <i>*Determine willingness for mediation</i> <i>*Blackmon can do mediations until we have a social worker</i> *Emphasize appropriate time and place, as opposed to right and wrong 		
<p><u>Identify top 3 behavior/procedural issues we are having:</u></p> <ol style="list-style-type: none"> 1. Hallway transitions 2. Inappropriate conversations 3. Eating in the classroom; trash from the cafeteria is coming outside 4. Club Time <p>1. Identify strategies to address these 3 behavior/procedural issues:</p> <ul style="list-style-type: none"> *Marking point sheets for transition issues *Circle behavior as soon as they get in, so it's a reminder for us *Teachers need to be present in the hallway during transitions to make sure new students are following hallway travel procedures <i>*If you notice a transition issue, be sure to alert the teacher who has the student next; they may not be aware, and we must document.</i> *Be a continual constant *Establish business/working environment *Reteach and take points *Monitor snacks, keeping their environment clean, no food by computers, setting a consistent standard for food in classroom, clean up rooms during end of day-lesson for community <p>2. Identify how we can collect data for each behavioral/procedural issue:</p>		15

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<ul style="list-style-type: none"> *Use the point books to reliable document these behavior concerns *Using points as a reflection piece to self regulate and improve behaviors *Remind students throughout the day so they are able to turn it around *When students are removed (intervention/clubs, whatever reason) BOOKS NEED TO GO with THEM so they can be marked by the adults they are with 3. *We need to be vigilant of food not leaving classroom *Outside group brings garbage bag outside at end of the day 4. Club Time/Incentives for "Making Day" *How is club time working? <i>There are plans in the work to deviate from club time and adjust our schedule</i> Other Incentive Ideas 		
<p><u>Discuss questions from last SIT Meeting:</u></p> <ol style="list-style-type: none"> 1. Are school and classroom rules and expectations consistent among teachers? No. We need to keep more accurate documentation on points sheets. 2. Are reminders posted? Yes 3. Are these revisited regularly? *The hallway behavior shows that this is not being revisited enough. *Need to practice procedures/redirect students in the moment continually 4. What data will we need to collect to determine if we are providing successful educational opportunities? *NC Check in (Middle School) *Castle Learning *Grades-teachers need to be better with writing academic progress in the point sheet booklet/staple progress reports *Keep study guides/key terms that go along as supplement to Apex *Teacher of record needs to communicate with teachers who actually have students for Apex in class 		5
<p>What are our strengths? *More collaboration</p> <p>What do we need to improve?</p>		5

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*Consistency, backing ourselves with point sheet, requiring kids to follow the rules		
Additional Items/Next Steps Staff and students are collecting toiletries, non perishables, and shoe boxes for Good Shepherd until next Wednesday. Bring donations to room 100. See Ms. Jones if you have any questions. (Soap, deodorant, tissues, socks, feminine products, hats/gloves, toothpaste/toothbrush, lotion, snacks (crackers, chips, juice), brush/combs.) <i>If we know if students in need and have items from a church, feel free to donate</i>		3
Plus <i>Quick</i> <i>Mr. Warthan offered to bring items in -chips and candy bars, so we can exchange for Roe Bucks</i>		3
Delta		3
Closing Comments		