



South Lake Middle School

Organized Binders

Organizing students for success!

Why Organized Binders?

- South Lake Middle School believes an organized student is a successful student!
- Having a school wide organizational management tool provides consistent and clear expectations for all.
- The binders will serve as a place where students keep, and track their learning progress for all classes. Current research shows that, “On average, the practice of having students track their own progress was associated with a 32 percentile point gain in their achievement.” <http://www.ascd.org/publications/educational-leadership/dec09/vol67/num04/When-Students-Track-Their-Progress.aspx>

A look into the binders

Table of Contents

The binder is divided into
10 sections.

Each section serves a
purpose to help students
easily gain access to school
expectations, academic data
tracking, and writing data.

Binder Table of Contents

1. Student Expectations
 - a. Abridged Student Handbook
 - b. 3 to Be Matrix
 - c. Frequently Asked Questions (FAQs)
2. 3 to Be and PBIS
 - a. Stamp Pages
 - b. Infraction Focus Card
 - c. Passes
 - d. Stamp Purchasing Power
3. English Section
 - a. Course Syllabus
 - b. Data Tracking
 - c. _____
 - d. _____
4. Math Section
 - a. Course Syllabus
 - b. Data Tracking
 - c. _____
 - d. _____
5. Science Section
 - a. Course Syllabus
 - b. Data Tracking
 - c. _____
 - d. _____
6. Social Studies Section
 - a. Course Syllabus
 - b. Data Tracking
 - c. _____
 - d. _____
7. Elective #1
 - a. Course Syllabus
 - b. Data Tracking
 - c. _____
 - d. _____
8. Elective #2
 - a. Course Syllabus
 - b. Data Tracking
 - c. _____
 - d. _____
9. Writing Data
 - a. Data Tracking Chart
 - b. Writing Pieces with Reflections
10. Calendar



A look into the binders

Section 1: Student Expectations

Included in this Section:

- An abridged version of the Student Handbook.
- A copy of the 3 to Be Matrix which outlines school wide behavior expectations.
- A Frequently Asked Questions (FAQs) reference guide for students.

A look into the binders

Section 2: 3 to Be and PBIS

South Lake Middle School's Positive Behavioral Intervention and Supports program focuses on promoting the successes of all students. For more information about PBIS, please click on the following link: <https://www.pbis.org/school/swpbis-for-beginners/pbis-faqs>

3 to Be is an extension of the PBIS program. The 3 to Be: Be Safe, Be Respectful, Be Responsible are student friendly guidelines that promote a safe and friendly learning environment.

A look into the binders

Section 2 Continued: 3 to Be & PBIS

Included in this Section:

- *Stamp Pages*– Students will be rewarded with a teacher stamp for displaying positive behaviors. They will be able to use these stamps for rewards!

Example Stamp Page

3 to Be Cavalier Stamps
name: _____

| | | | |
|----|----|----|----|
| 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 |
| 3 | 3 | 3 | 3 |
| 4 | 4 | 4 | 4 |
| 5 | 5 | 5 | 5 |
| 6 | 6 | 6 | 6 |
| 7 | 7 | 7 | 7 |
| 8 | 8 | 8 | 8 |
| 9 | 9 | 9 | 9 |
| 10 | 10 | 10 | 10 |

Example

A look into the binders

Section 2 Continued: 3 to Be & PBIS

Included in this Section:

- **Infraction Focus Card**- The Focus Card is a school wide behavior management tool. The Focus Card will be kept in the binder at all times. Students will receive a new Focus Card every Quarter.
- Losing the Focus Card will result in a visit to the Restorative Practice Room for a replacement card. Students in possession of two or more cards, or caught attempting to use another student's card, will be suspended.
- Please refer to the flow chart for more information about how this process works.

Focus Card Flow Chart

5th infraction: call home by teacher of 5th infraction

10th infraction: First Visit to the Restorative Room to call home, detention & "Replacement Focus Card #1"

15th infraction: Second visit to the Restorative Room, family called to schedule a meeting, infractions still will accumulate

20th infraction: Third visit to the Restorative Room, second family meeting to develop a behavior plan & "Replacement Card #2"

25th infraction: Fourth Visit to the Restorative Room, suspension

30 or more infractions after will result in further district interventions and review.

NEW FOCUS CARDS GIVEN EACH CARD MARKING, ANY BEHAVIOR PLANS REMAIN, STUDENTS WILL BE RECOGNIZED EACH CARDMARKING IF THEY HAVE NOT EARNED ANY INFRACTIONS

A look into the binders

Section 2 Continued: 3 to Be & PBIS

Included in this section:

- Passes- Students will receive a set of 10 passes each card marking. A student may use a pass upon teacher approval. At the end of the card marking, any remaining passes can be turned in to a teacher of the student's choice for 5 extra credit points.
- Students who have used up all 10 passes or who do not have their binder will not be able to request a pass. These students will have to use their hallway passing time to take care of any needs.
- No passes will be granted the first and last 10 minutes of class.

A look into the binders

Sections 3-8: Academic Classes

Each class will be provided a section in the binder to keep track of their academic progress throughout the year. Students will do this by recording their assessment data and reflecting upon achievement of learning targets.

Included in these Sections:

- Class Syllabus
- Data Tracker
- Course Reference Materials

This is not a place for students to keep their homework. Students should have a separate folder or binder for assignments that need to be taken home.

A look into the binders

Section 9: Writing Data

South Lake Middle School is dedicated to strengthening the writing skills of our students. People with effective communication skills are better prepared for the professional world. Therefore, South Lake Middle School is expanding upon our school wide writing initiative.

Students will be practicing three types of writing: Narrative, Expository, and Argumentative in their core academic classes. Students will analyze and reflect upon a written piece of their choice every quarter. The writing will be graded using common rubrics and students will track and graph their progress throughout the year.

A look into the binders

Section 9: Writing Data Continued

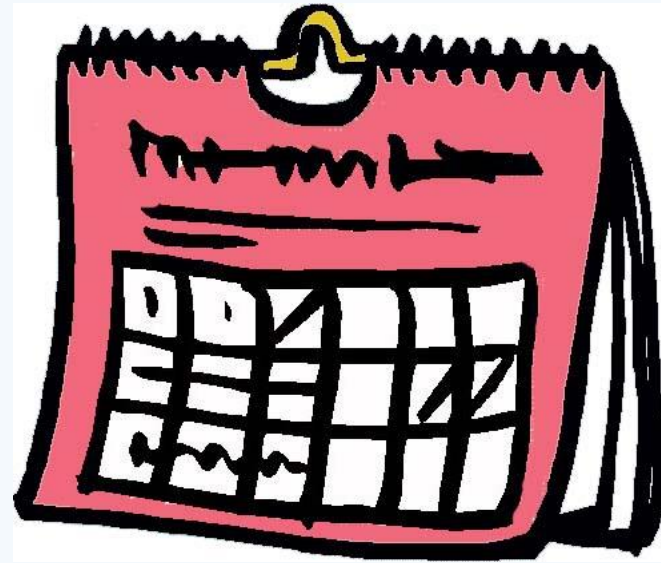
Included in this Section

- Data Tracking Chart
- Written pieces with Reflections

A look into the binders

Section 10: Calendar

In this section students will be provided a calendar to record important school events, upcoming assessments, projects, etc.



FAQs

Q: What happens if a binder is lost?

A. If a student loses their binder, they may purchase a new one for \$7. The new binder will not contain Passes. Students will have to use their four minute passing time to take care of their needs. Students will receive a new Pass Page at the beginning of every Quarter.

Q. What happens if the student forgets to bring their binder to class?

A. If a student forgets their binder in 1st hour, the 1st hour teacher will record an infraction for the student to be recorded the following day in their binder.

Students will have to go throughout their day without receiving stamps or being able to use passes.

If a student earns an infraction in any hour and doesn't have their binder, the staff member will refer the student to the Restorative Practice Room. Restorative procedures will be followed.

FAQS

Q: Can the student take their binder home?

A. No. Binders are to be kept in school at all times. Students should return their binders to their locker before leaving school. It is important for the student to have a folder or binder for materials they need to bring to and from home.

Q. Are binders taken to lunch?

A. It is up to the student whether they would like to carry their binder to lunch. It is highly suggested that they do not bring it to Lunch due to limited table space. The Cafeteria staff are not responsible for looking after student materials.

FAQs

Q: What happens if the student doesn't have their binder and has a bathroom emergency?

A. No binder = No passes. If a student has a real emergency and can not wait for passing time they will have to wait to be escorted to the bathroom. It should be understood that it may take a few minutes for an escort to arrive. Therefore, it is important to take care of all needs during passing time.

A forfeiture of a pass and stamps from the binder will be required for this circumstance.

Q. What happens if the student runs out of passes?

A. If students have their binder, but run out of passes, an additional pass can be "purchased" for 30 stamps.

If it is an emergency, and they do not have 30 stamps, all their available stamps will be used and they will have to wait to be escorted to the bathroom.

FAQs

Q: How can Parents/Guardians monitor their child's infractions?

A. Though binders can not be taken home, parents/guardians will be made aware of infractions for every 5th one accumulated by the student. Please refer to the Focus Card Flow Chart (slide 7)

Contact Us

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A stylized landscape illustration. The background features rolling hills in shades of blue and white. In the foreground, there are rolling green hills. On the left side, a tree with a brown trunk and several large, rounded, purple and pink flowers stands on a small green hill. The overall style is clean and modern.

South Lake Middle School

Our Mission
Every student learns. Every student succeeds!