

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #162 (2007-2008)

January 14, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: APPROVAL OF NORTHWOOD ABC PROGRAM

ASD Goal: Ensure public accountability through effective communication with students, staff, parents, community and government at all levels.

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the establishment of an ABC program at Northwood Elementary School in the 2008-2009 school year.

PERTINENT FACTS:

The Anchorage School District offers ABC alternative programs at Northern Lights and Birchwood elementary schools. Eagle Academy Charter School also offers an ABC program. The ABC program in the Anchorage bowl at Northern Lights K-8 cannot meet the needs of our community and consistently has a lengthy waiting list. As of November 27, 2007, the waiting list at Northern Lights ABC totaled 239 students, while the enrollment at Northwood Elementary is declining and is projected to decline over the next five years (Attachment A).

Because of these facts, and because the existing program at Northwood Elementary is very conducive to an ABC model, Northwood Elementary is an excellent location for a new ABC program (Attachment B). Northwood is a high achieving school with a curriculum that mirrors that of the other ABC programs; specifically, Spalding is used in the primary grades, Saxon Math is the math curriculum K-6, and a K-6 core curriculum in reading is solidly in place.

Principal Greg Balcao formed a committee in August, 2007 to explore this idea. During the first semester of the school year, this committee formulated a proposed ABC Charter (Attachment C), shared this proposal at three public meetings (Open House Night on September 20, 2007, on December 5, 2007, and on December 13, 2007), and one dedicated in-service day meeting for staff. The

staff has come to unanimous consensus in support of the proposal, and parents and students have had the opportunity to respond to this proposal via a survey created by the Assessment Department (Attachment D). Responses from parents and students are favorable to this change.

SUPERINTENDENT'S COMMENTS:

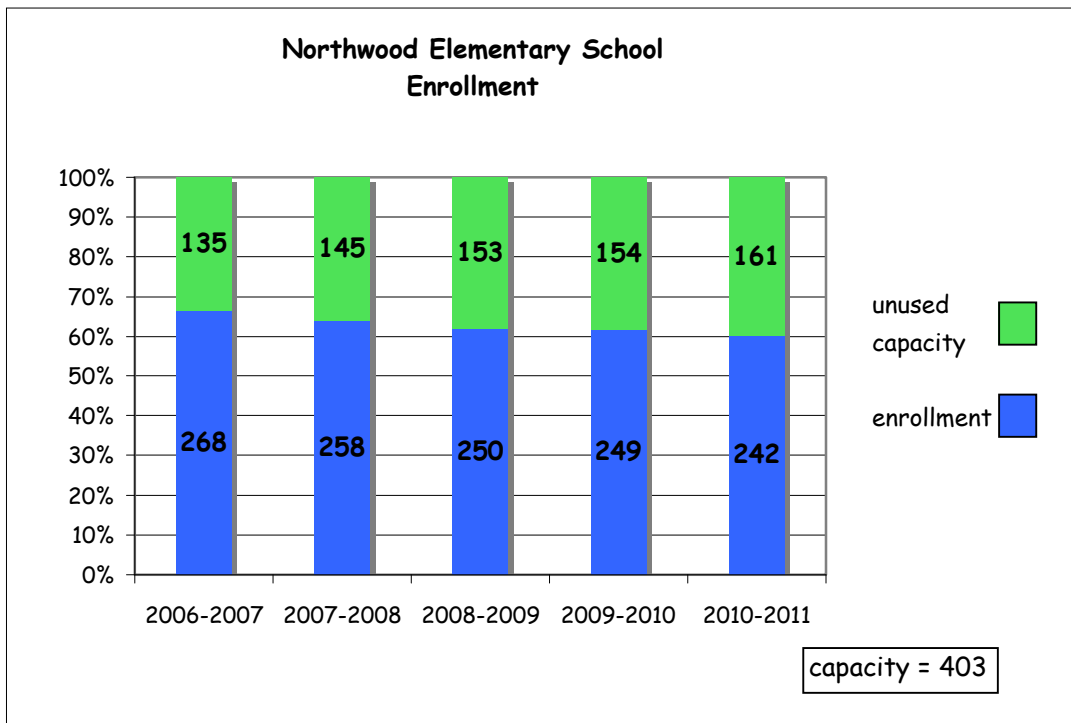
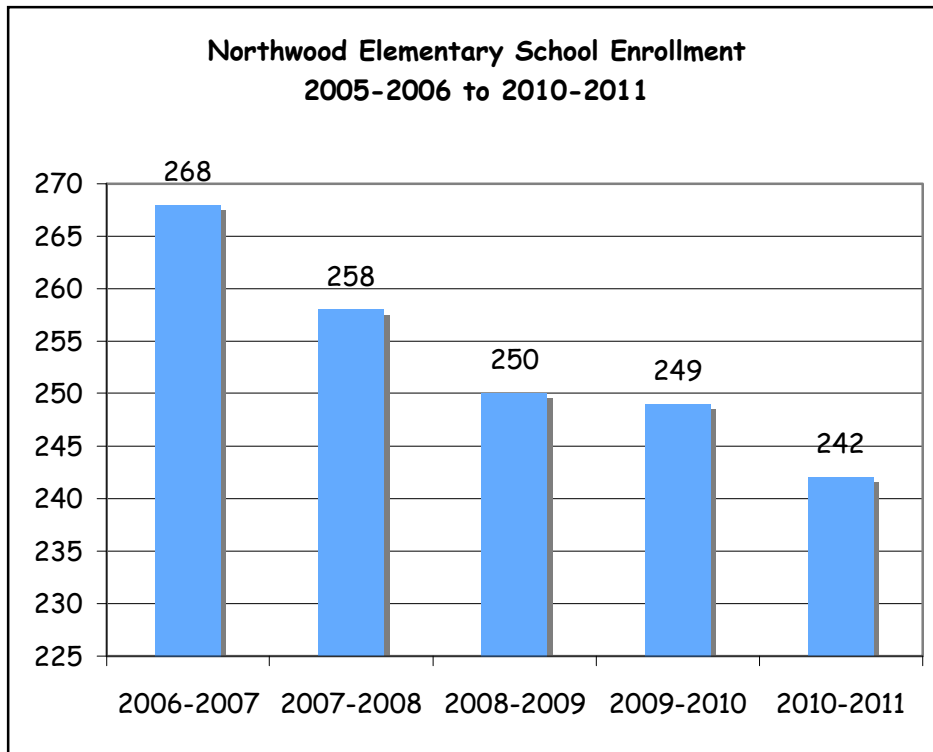
I have reviewed the information developed by Principal Balcao, the Northwood ABC Planning Committee and Patricia McRae, Executive Director for Elementary Education. I fully support the recommendation to create a school-wide ABC program at Northwood Elementary School. Offering another option for students who are on waiting lists for other ABC programs is responsive to community needs, and is a longtime District priority. Capitalizing on the existing program at Northwood Elementary, a program that is conducive to this change, is sound. Additionally, this proposal provides for a more efficient utilization of district space in a school with a declining enrollment.

CC/RG/PM

Attachments

Prepared by: Patricia McRae, Executive Director, Elementary Education
Greg Balcao, Principal, Northwood Elementary School

Approved by: Rhonda Gardner, Assistant Superintendent, Instruction



NORTHWOOD ABC ELEMENTARY SCHOOL PROPOSAL

Type of Program

This would be a new ABC District program housed at Northwood Elementary School. All students (neighborhood and lottery) would be a part of the ABC program.

Scope of Program

Northwood ABC would serve neighborhood Northwood students, as well as students on a lottery basis from out of the neighborhood zone. Because Northwood is under capacity, it is estimated that if filled to capacity, Northwood ABC could house an additional 150 students.

Program Philosophy and Activities

The fundamental philosophy of the Northwood Anchorage Basic Curriculum K-6 Program is the belief that parents and teachers perceive that the purpose of education is as follows: to provide children with the skills necessary to be productive citizens, to compete in a global job market, and to instill the highest principles that are requisite to the moral health and welfare of the community. Some of the elements that instill these values are parental involvement, student homework, student participation in community service activities, and students assuming leadership roles within the school environment.

The purpose of education at Northwood ABC will be to help all students to:

- A. Achieve the highest possible competence in basic academic skills;
- B. Build desirable attitudes and loyalties toward home, school, and country;
- C. Develop pride in achieving accuracy, neatness, and punctuality in performance of assignments;
- D. Develop the spirit of individual achievement and competition as well as the value of teamwork and cooperation;
- E. Assume responsibility for personal behavior;
- F. Create an atmosphere in which the joy of caring, sharing, and learning together is fostered consistently;
- G. Promote habits of good health and wholesome living.

Significant Differences

Organization

The intent would be to offer instruction in single grades as opposed to combination or multi-grade classes.

Student Assessment

Northwood ABC would follow the same district and state student assessment plan that is used in all elementary schools in our district.

Northwood ABC would utilize a traditional grading system as opposed to a standards-based reporting system.

Grading

1. Grades will be given to reflect actual achievement as well as effort. Kindergarten and first grade students will receive Outstanding / Satisfactory / Non-satisfactory grades. Second grade will be a transition year from the O/S/N system to letter grades of A, B, C, D, and F. Grades three through six will receive letter grades of A, B, C, and D, with F. Student conduct and attitudes will be assessed using O/S/N.
2. Students will be given letter grades and percentage grades on report cards. Traditional report cards will be given out quarterly, maintaining the established Northwood ABC grading scale as follows in grades 1-6: 90-100% (A); 80-89% (B); 70-79% (C); 60-69% (D); 59% or Below (F).
3. It is expected that students will master minimum requirements before being promoted to the next grade.

Curriculum

Because Northwood Elementary currently uses a great deal of curricula that is associated with our other ABC programs (Spalding, Saxon Math), there would be little change in the curricula that is offered, but a larger change in the depth and consistency of delivery of the curricula.

Instructional Methods

Whole group, teacher directed instruction (direct instruction) of content in a sequential manner is the primary method of instructional delivery.

Student Involvement

Students will be considered to be primary stakeholders in their education. Completed homework will be expected; students will exercise the highest decorum protocol and will be expected to address adults in a respectful manner at all times.

The importance of a positive and wholesome environment for learning is a shared responsibility of the students, parents, teachers and administrators; all of whom are dedicated to high standards of academic achievement and development of good character. The students at Northwood ABC are expected to use good manners at all times. Using respectful phrases such as please, thank you, yes ma'am, and no sir are inherent in the program.

Parent Involvement

A high level of parental involvement is encouraged within the K-6 program. Parents are expected to support the ABC philosophy and curriculum. They are expected to volunteer time or materials to support the curriculum, and are encouraged to volunteer in the classroom, assist in the office and participate in the PTA, NWAC (Northwood Advisory Committee), as well as in special activities such as tutoring and study hall, networking with other parents and other school-community efforts to benefit our students.

A high level of interaction between administration, staff, PTA, NWAC, parents, and students is expected to help achieve the goals outlined in the educational philosophy. Parents will expect good citizenship, respect for others, and responsibility from their children.

Parents are expected to participate in the evaluation of student progress in matters of conferences, discipline homework, health habits, and dress code.

Educational Philosophy

The ABC School is a public elementary school, K-6, in which fundamental academic values are inherent and are delivered in a structured and consistent learning environment. The school is concerned with five responsibilities as they pertain to the development of the child in the school setting: intellectual, physical, emotional, social, and moral.

- A. A foundation for intellectual development includes mastery of basic skills in reading, language arts (written and oral, including spelling, vocabulary, creative writing, and penmanship), and mathematics as well as history, geography, American government, science, art, and music. Phonics

- instruction will be stressed through careful and sequential delivery of instruction. Individual learning problems will be identified through frequent diagnostic screening.
- B. Physical education includes physical fitness, personal hygiene, nutrition, and participation in recreational and competitive sports.
 - C. Emotional development is an essential element of the ABC program. Development of healthy mental attitudes and positive self-images for students is a goal of this program.
 - D. Social development includes cooperation, respecting others, following directions, and having a positive attitude. These will be encouraged, with courtesy and good manners stressed at all times.
 - E. Moral development involves building the traits of honesty, consideration for the rights of others, and obligations of good citizenship at all times. Parents will be asked to hold their child accountable for his/her actions. This responsibility will be reinforced by Northwood ABC staff.

Goals and Objectives

Northwood ABC School goals are based on the concept of achieving the highest standards of academics, citizenship, patriotism, responsibility, respect, and courtesy. Northwood ABC is dedicated to helping children reach high levels of competence in the fundamental skills of moral and character development. This includes taking personal responsibility for behavior; developing a spirit for individual achievement and appropriate competition; learning values of teamwork and cooperation; and developing the knowledge and understanding of the community, nation, and the world. Our school seeks to provide a climate that will help children to develop these competencies.

Pertinent Data

As of November 26, 2007, Northern Lights ABC's waiting list is comprised of 212 students in kindergarten through sixth grades.

As of October 19, 2007 there were 260 K-6 students enrolled at Northwood Elementary. Northwood has a capacity for housing 403 students, a difference of 143 students. There is also a preschool special education program offered at Northwood, and as of October 19 there were 31 students enrolled in this program.

Staff Characteristics

ABC Teachers and Support Staff should:

...be selected from those who understand the philosophy and have a sincere desire to meet objectives of the school;

...engender respect from students through their ability and enthusiasm and set for children positive examples in attitude and deportment;

...have the right to expect full cooperation and support from parents in matters of conferences, discipline, homework, health habits, and dress code;

...at all times observe the professional ethics of teaching all sides of issues fairly;

...expect to be treated with courtesy and respect by students, parents and administrators.

The ABC Principal should:

...be in strong agreement with the philosophy and goals of the ABC School;

...be an administrator who has demonstrated competent leadership abilities and who maintains the personal respect and confidence of students, teachers, and parents;

...participate in the selection of the staff and be responsible for maintaining the philosophy of the ABC School.

In-service

Both teachers and support staff will take part in an annual in-service day to review and reinforce the philosophy and teaching practices of the ABC program. ABC in-service days will follow the regular district schedule for mandatory in-service days. A minimum of two extra in-service days will be planned to familiarize staff with curriculum and the Spalding method of teaching reading.

Student Population

Maximum number of students:

Northwood ABC will accept the number of students that would bring the school to its intended capacity.

Minimum number of students:

The current number of students enrolled at Northwood Elementary would be the minimum number served.

Grades/ages of students:

Students in the kindergarten through sixth grades will be served.

Student Entry Process

Student selection will be determined by Anchorage School District procedures. The ABC School student body population will reflect, insofar as possible, the multi-ethnic, multi-cultural, multi-racial, and socioeconomic balance of the Anchorage Community. Included will be the neighborhood students within the Northwood attendance zone as well as students admitted through the ASD lottery process.

Student Assessment Process

State and district assessment guidelines will be followed. In addition, individual learning problems will be identified through frequent diagnostic screening and addressed through the instructional process.

Program Evaluation

Northwood ABC will follow the same procedures as all Anchorage School District program in evaluation of the success of the instructional program. These results will include review of district assessment information, state assessment information, school climate survey information (students, parents and teachers) and other information as solicited regularly throughout the school year.

Public Information

The public was informed of this program proposal via the school newsletter, a community meeting held on December 5, 2007 and a survey of parents and students to determine the viability of this proposal.

If approved as a pilot program for 2008-2009, Northwood ABC will participate in the school district Alternative Fair to be held on January 26, 2008. Additionally, coverage in the Anchorage Daily News will be planned.

Special Budget Requirements

If approved, additional funding would be requested for staff to participate in Spalding training in August 2008. Additionally, a recommendation for a science adoption will be presented if this proposal is approved. This will require funding, tentatively estimated to cost \$25,000. Other than this training, no additional budget would be required or requested as a part of this proposal.

Northwood ABC Charter

The fundamental philosophy of the Northwood Anchorage Basic Curriculum K-6 Program is the belief that parents and teachers perceive that the purpose of education is as follows: to provide children with the skills necessary to be productive citizens, to compete in a global job market, and to instill the highest principles that are requisite to the moral health and welfare of the community. Some of the elements that instill these values are parental involvement, student homework, student participation in community service activities, and students having leadership roles within the school environment.

The importance of a positive and wholesome environment for learning is a shared responsibility of the students, parents, teachers, administrators, and school board, all of whom are dedicated to high standards of academic achievement and development of good character. The students at Northwood ABC are expected to use good manners at all times. Using respectful phrases such as “please,” “thank you,” “yes ma'am,” and “no sir” are inherent in the program.

Northwood ABC School goals are based on the concept of achieving the highest standards of academics, citizenship, patriotism, responsibility, respect, and courtesy. Northwood ABC is dedicated to helping children reach high levels of competence in the fundamental skills of moral and character development. This includes taking personal responsibility for behavior; developing a spirit for individual achievement and appropriate competition; learning values of teamwork and cooperation; and developing the knowledge and understanding of the community, nation, and the world. Our school seeks to provide a climate that will help children to develop these competencies.

Northwood ABC School is a highly structured learning community dedicated to academic excellence. It is designed to provide basic fundamental instruction in an environment that will emphasize excellence and achievement. Northwood ABC students will adhere to the Anchorage School District Student Rights and Responsibilities procedures with continued emphasis on the expectations already in existence.

A. The ABC School is based on the premise that the majority of children:

1. Learn best in a structured environment;
2. Are happiest when they can see measurable progress;
3. Enjoy the incentive of competition against measurable standards;
4. Feel more secure and perform more efficiently in an atmosphere where self-discipline is encouraged and rules are consistently maintained;
5. Gain in self-esteem when challenged by high standards they can achieve in an orderly learning environment.

B. The ABC Committee is composed of parents who:

1. Expect the school will make every effort to give their children a firm grounding in basic curricula in a sequential manner;
2. Expect that good citizenship, respect for others, and personal responsibility will be reinforced by the school;
3. Expect that the reporting system will give an accurate and realistic indication of their child's progress against a measurable standard on a regular basis;
4. Expect their children to learn through methods and materials proven effective;
5. Welcome teachers and students of various ethnic and cultural backgrounds.

C. Teachers for the ABC School:

1. Should be selected from those who understand the philosophy and have a sincere desire to meet objectives of the school;
2. Should command respect from students through their ability and enthusiasm and set for children positive examples in attitude and deportment;
3. Have the right to expect full cooperation and support from parents in matters of conferences, discipline, homework, health habits, and dress code;
4. Should at all times observe the professional ethics of teaching all sides of issues fairly;
5. Should expect to be treated with courtesy and respect by students, parents and administrators.

D. The ABC Principal:

1. Should be in strong agreement with the philosophy and goals of the ABC School;
2. Should be an administrator who has demonstrated competent leadership abilities and who maintain the personal respect and confidence of students, teachers, and parents;

3. Should participate in the selection of the staff and be responsible for maintaining the philosophy of the ABC School.

E. The ABC Committee:

1. Should be involved in curriculum development;
2. Should participate in the development of criteria for the selection of the principal and staff;
3. Will be composed of five core ABC Committee members plus four members that will rotate annually.

[See more on Parental Involvement and Principal and Staff Requirements in Appendix B.]

DEFINITION

The ABC School is a public elementary school, K-6, in which fundamental academic values are inherent and are delivered in a structured and consistent learning environment. The school is concerned with five responsibilities as they pertain to the development of the child in the school setting: intellectual, physical, emotional, social, and moral.

- A. A foundation for intellectual development includes mastery of basic skills in reading, language arts (written and oral, including spelling, vocabulary, creative writing, and penmanship), and mathematics as well as history, geography, American government, science, art, and music. Stress will be placed on phonics to achieve maximum learning in each subject at the appropriate level through careful and sequential teaching. Individual learning problems will be identified through frequent diagnostic screening.
- B. Physical education includes physical fitness, personal hygiene, nutrition, and participation in recreational and competitive sports.
- C. Emotional development is an essential element of the ABC program. Development of healthy mental attitudes and positive self-images for students is a goal of this program.
- D. Social development includes cooperation, respecting others, following directions, and having a positive attitude. These will be encouraged, with courtesy and good manners stressed at all times.
- E. Moral development involves building the traits of honesty, consideration for the rights of others, and obligations of good citizenship at all times. Parents will be asked to hold their child

accountable for his/her actions. This responsibility will be reinforced by Northwood ABC.

PURPOSE

The purpose of education at Northwood ABC will be to help all students to:

- A. Achieve the highest possible competence in basic academic skills;
- B. Build desirable attitudes and loyalties toward home, school, and country;
- C. Develop pride in achieving accuracy, neatness, and punctuality in performance of assignments;
- D. Develop the spirit of individual achievement and competition as well as the value of teamwork and cooperation;
- E. Assume responsibility for personal behavior;
- F. Create an atmosphere in which the joy of caring, sharing, and learning together is fostered consistently;
- G. Promote habits of good health and wholesome living.

GENERAL POLICIES

In a structured school dedicated to achieving excellence, the teacher must be considered primarily as an educator. The ABC School must not be construed as a remedial school or a solution for the problems of society.

Clearly established rules based on respect for the rights of others will be enforced. To clarify these school rules, a Northwood School Climate Handbook will be supplied to all participants.

Parents who send their children to a school where fundamentals are emphasized do so entirely by their own choice. In doing, they must agree to abide by rules and procedures developed for the ABC Schools in compliance with ASD policies. Some of those are as follows:

A. Student Enrollment

Student selection will be determined by Anchorage School District procedures. The ABC School student body population will reflect insofar as possible, the multi-ethnic, multi-cultural, multi-racial, and socioeconomic balance of the Anchorage Community. Included will be the neighborhood students within the Northwood attendance zone as well as students admitted through the ASD lottery process.

[See School Board Policy Appendix 5C, Alternative Procedures]

B. Grading

1. Grades will be given to reflect actual achievement as well as effort. Kindergarten and 1st grade students will receive Outstanding / Satisfactory / Non-satisfactory grades. 2nd Grade will be a transition year from the O/S/N system to letter grades of A, B, C, D, and F. Grades 3-6 will receive letter grades of A B, C, and D, with F. Student conduct and attitudes will be assessed using O/S/N.
2. Students will be given letter grades and percentage grades on report cards. Traditional report cards will be given out quarterly, maintaining the established Northwood ABC grading scale as follows in grades 1-6: 90-100% (A); 80-89% (B); 70-79% (C); 60-69% (D); 59% or Below (F).
3. It is expected that students will master minimum requirements before being promoted to the next grade.

C. Classroom Management

1. Students are expected to maintain self-control at all times.
2. Classes will begin on time and be dismissed promptly. Students should be in their seats and ready to work by 9:00 a.m. A written excuse or a call to the attendance line for absence or tardiness will be required from parents.
3. Students will not be permitted in the hallways during class periods unless on official business, at which time they should be checked in and out of class.
4. Teachers' lesson plans will be submitted to the principal as requested or required.
5. The expectations for classroom discipline are outlined within our Positive School-wide Behavioral Matrix.
[See Appendix A, Positive Schoolwide Behavioral Matrix]

D. Curriculum

All curriculum offerings shall meet or exceed ASD and State of Alaska standards. Instructional materials and textbooks will be selected by the ABC staff to accommodate the various skill levels of individual students

and classes. Students are expected to participate in physical education programs unless excused by a physician. All students will be required to participate in classroom music. Sixth grade students will be offered band and orchestra.

Whole-group, teacher-directed instruction is a critical component of the ABC philosophy. Curriculum will primarily be delivered using this instructional method. Other methods will be used where scientific research supports its use — i.e. small group guided instruction.

The following are specific components of our school curriculum:

Spalding Phonics: Students will learn to read best when provided a well-defined set of phonetic rules for word attack and spelling. Our phonics system contains 71 phonograms or letter/sound combinations; pupils are expected to commit phonograms and spelling rules to memory. This program is used in grades K-6.

Saxon Math: Students will learn math concepts best when provided with a program like Saxon with a strong basis for direct, whole-group instruction. Students are provided with a lot of opportunities for practice with this tight-spiraling program for K-6 grade students.

Houghton Mifflin Literacy: Students will be stimulated to learn the fundamentals of reading, writing, thinking, and communicating. Instruction is scientifically based, explicit, and differentiated.

E. Homework

Most schoolwork should be done during school time. When homework is given, it should be constructive and within the student’s skill level. This should be a successful independent practice opportunity. Do not expect a student to learn at home what he has not demonstrated at school. The general rule of thumb is about 10 minutes of homework per grade level.

HOMework WILL BE

- Meaningful independent practice
- Constructive enrichment activities
- Quality not quantity

HOMework IN PRIMARY GRADES: Grades K-2 Homework or projects may include, but not be limited to, such things as:

- a. Reading an interesting story begun in school to parents

- b. Collecting costumes, books, or objects for a report or assembly program
- c. Completing a picture
- d. Studying spelling words
- e. Completing class work from the day
- f. Completing math homework

HOMework IN INTERMEDIATE GRADES: Grades 3 – 6 Homework or projects may include but be limited to such things as:

- a. Short assignments such as the completion of a composition, math paper, book report, or science report
- b. Normal assignments that would take from 30-45 minutes of time
- c. An average of four times a week in sixth grade
[More on Grading Policy in Appendix A.]

F. Discipline

Northwood ABC School will encourage the individual child to develop self-discipline. Each student will be expected to respect the rights of others. The school will be a safe, nurturing, and positive environment designed to promote desirable behavior and to reduce and control problem behavior.

1. A primary underpinning of a proactive approach to discipline is that when problem behavior occurs, more can be done besides delivering negative consequences. It is important to assist the student to behave appropriately in the future. This is the shared responsibility of the students, staff, and parents.

[See Northwood Parent Compact in Appendix A]

2. Teachers will assume a major role in teaching expected behaviors and using strategies to encourage and maintain those behaviors once learned. Instructional practices used to teach academic skills will be adapted in the instruction of behavior expectations.

3. When problem behavior occurs, the following procedures will be prescribed: (a) a system involving a continuum of responses for the full range of problem behavior, (b) systemic procedures for managing office referrals, and (c) systematic procedures for managing problem behavior that may not warrant office referrals.

G. Dress Guidelines

Dress for students and staff should be suitable and appropriate for normal school activities and reflect the respect, pride, and high standards of the school. Teachers will carefully observe the students and give assistance in emphasizing the importance of cleanliness and following the school rules. *[Specific guidelines will be in the Northwood ABC Student Handbook section on Dress Code in Appendix A]*

APPENDIX A

Items in Appendix A:

1. Northwood Positive School-wide Behavioral Matrix
2. Grading Policy
3. Parent Compact
4. Northwood ABC Student Handbook section on Dress Code

1. Northwood Positive Schoolwide Behavioral Matrix

Schoolwide Expectations	Common Settings					
	Bus	Hallway	Cafeteria	Classroom	Bathroom	Playground
Be Respectful	<ul style="list-style-type: none"> ▪ Wait your turn ▪ Keep your hands and feet to yourself ▪ Make room for your neighbor ▪ Be on time 	<ul style="list-style-type: none"> ▪ Use an inside voice ▪ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ▪ Clean your table ▪ Wait your turn ▪ Stay in your own space ▪ Raise your hand 	<ul style="list-style-type: none"> ▪ Keep your hands and feet to yourself ▪ Be a good listener ▪ Raise your hand before talking 	<ul style="list-style-type: none"> ▪ Wait your turn ▪ Be patient ▪ Knock before entering a stall ▪ Observe the right to privacy 	<ul style="list-style-type: none"> ▪ Use Kelso's choices ▪ Share equipment ▪ Stay in your own space ▪ Listen to the adults

Have A Positive Attitude	<ul style="list-style-type: none"> ▪ Smile ▪ Use kind words 	<ul style="list-style-type: none"> ▪ Greet people appropriately ▪ Smile 	<ul style="list-style-type: none"> ▪ Say please and thank you ▪ Eat with your mouth closed ▪ Smile 	<ul style="list-style-type: none"> ▪ Follow directions ▪ Use put ups ▪ Smile ▪ Say please and thank you ▪ Do your best ▪ Encourage others 	<ul style="list-style-type: none"> ▪ Wait your turn ▪ Smile ▪ Use inside voices 	<ul style="list-style-type: none"> ▪ Make new friends ▪ Try new games ▪ Use Kelso's choices ▪ Smile ▪ Use kind words ▪ Have fun
Follow Directions	<ul style="list-style-type: none"> ▪ Listen to the driver ▪ Be aware of your space ▪ Stay in your assigned seat 	<ul style="list-style-type: none"> ▪ Use an inside voice ▪ Go directly to your destination ▪ Walk 	<ul style="list-style-type: none"> ▪ Listen to adults ▪ Eat your food only 	<ul style="list-style-type: none"> ▪ Be a good listener ▪ Use time wisely ▪ Follow directions the 1st time 	<ul style="list-style-type: none"> ▪ Keep water in the sink ▪ Always wash your hands ▪ Throw paper away ▪ Use soap 	<ul style="list-style-type: none"> ▪ Listen to adults ▪ Use equipment appropriately ▪ Play in designated areas ▪ Line up when directed
Be Ready to Learn	<ul style="list-style-type: none"> ▪ Listen to driver ▪ Be aware of your space 	<ul style="list-style-type: none"> ▪ Be aware of your surroundings ▪ Watch where you are going 	<ul style="list-style-type: none"> ▪ Practice good table manners ▪ Ask for help 	<ul style="list-style-type: none"> ▪ Keep an open mind ▪ Turn in work on time ▪ Have your supplies ready ▪ Be on time ▪ Ask for help ▪ Eat a good breakfast 	<ul style="list-style-type: none"> ▪ Care for school property ▪ Leave as soon as you're finished ▪ Report unsafe conditions 	<ul style="list-style-type: none"> ▪ Follow the rules of games ▪ Include others in games
Be Cooperative	<ul style="list-style-type: none"> ▪ Make room for neighbors ▪ Keep hands and feet to yourself ▪ Help Others 	<ul style="list-style-type: none"> ▪ Stay in line ▪ Help others ▪ Walk quietly 	<ul style="list-style-type: none"> ▪ Help others ▪ Use an inside voice ▪ Clean your space 	<ul style="list-style-type: none"> ▪ Help others ▪ Share ▪ Take turns ▪ Use Kelso's choices 	<ul style="list-style-type: none"> ▪ Be patient ▪ Wait your turn 	<ul style="list-style-type: none"> ▪ Share & take turns ▪ Use Kelso's choices ▪ Help others ▪ Include or invite others to play ▪ Be a good sport

2. Grading Policy

Recording Pupil Progress

- A sound grading system requires that a continuing record of day-to-day work will be kept for each pupil.
- Class record books are provided for this purpose.
- The number of grades or marks to be entered for each student will vary with the subject and grade. It is good practice to record three grades in reading, language arts, spelling, and mathematics each week and a minimum of one grade per week in each of the other areas evaluated on the report card.
- The mark assigned at the end of a grading period, semester, or year, will be supported by day-to-day records in the teacher's grade book.
- Achievement and the mastery of skills will be evaluated. Achievement grades will not be affected by effort.
- Teachers must immediately notify parents when a student is not following through with his/her assignment or is experiencing difficulty in understanding a concept.
- A telephone conversation or note will suffice; a conference is not necessary.
- The importance of keeping parents informed of their child's progress cannot be emphasized enough. This is a basic ABC tenet.
- Teacher's communication attempts and successes will be documented.
- Teachers will keep representative pieces of schoolwork in individual folders to demonstrate to parents how progress is determined.
- Each teacher will share their grading policy with parents in writing within the first fifteen days of the school year. It will be each teacher's responsibility to share their grading policy with parents of students who transfer into a school during the school year within five school days following the student's enrollment. Please give a copy to the principal.

3. Parent Compact

Northwood ABC
2007-2008 Home-School Compact

As Staff at Northwood ABC we agree to:

- *Hold high expectations for students, community, and ourselves members.
- *Keep the lines of communication open and be available for parents and students.
- *Treat all students with respect and fairness.

*Provide a classroom environment that is comfortable, emotionally safe and encourages academic risk taking.

*Provide frequent assessment and continuous feedback about how your child is progressing academically, socially, and other matters.

*Seek your cooperation as parents to work as partners in the school.

As a Parent of Northwood ABC, I agree to:

*Make sure my child is on time, dressed appropriately, and prepared every day for school.

*Monitor my child's homework and make sure study time is in a quiet place. Make sure that it gets turned in on time.

*Help my child accept consequences for behavior.

*Check with my child daily for information sent home from school. Communicate with teachers as needed.

*Read with my child and limit TV viewing and video games.

*Volunteer at the school as my schedule allows.

As a student of Northwood ABC, I agree to:

*Come to school ready to do my best and be the best and work hard.

*Listen and follow directions.

*Share papers with my parents and return signed papers to my teacher.

*Communicate with my parents and teachers so they can help me be successful in school.

*Know and follow school-wide expectations and rules.

*Be honest and respect the rights of others.

*Ask for help when I need it or I don't understand.

*Read at home.

4. Northwood ABC Handbook -- Dress Code

DRESS CODE

- ❖ Outer garments, including coats, jackets, hats and hoods will not be worn in the building during school hours or at/during school functions (weather permitting).
- ❖ Hats, hoods or other kinds of headwear will not be worn in the building during school hours or at/during school activities. These items are removed upon arrival at school.
- ❖ Shorts, skorts, skirts and dresses will be no shorter than a hand width from the top of the kneecap.
- ❖ No pajamas or pajama bottoms or lounge pants (or anything that resembles such) will be worn at school or at/during school functions.
- ❖ No oversized or sagging clothing will be worn at school. The student's attire must be of proper fit (not to exceed one (1) size beyond the correct size) and proper appearance (not bagging, sagging, have modifications, etc.).
- ❖ Undergarments (bra or bra strap, underwear, boxers, etc.) are not to show at any time.
- ❖ Low-cut blouses, T-shirts with sleeves cut off, sheer mesh or see-through shirts will not be worn.
- ❖ No tank tops, halter-tops, crop tops, tube tops, or any other top that leaves the shoulders or midriff exposed (including when student is seated) will be worn.
- ❖ No clothing with profanity/vulgarity or clothing advertising alcohol, tobacco or drugs, violence, sex, or pictures/logos related to such items or organizations/groups may be worn.
- ❖ Bandannas, headbands, rags, gloves, chains, scarves or gang/related decorative articles will not be worn.
- ❖ No sunglasses or non-prescription glasses will be worn in the building.
- ❖ No flip-flops or platform shoes will be worn (safety issue).
- ❖ The above dress codes are applicable to physical education activities as well.
- ❖ Final determination of acceptable dress and grooming rests with the administration.
- ❖ Parents will be contacted to provide proper attire should their child arrive at school and not be in compliance with the Northwood ABC dress code.

Appendix B

Items in Appendix B:

1. Parental Involvement
2. Principal and Staff Requirements
3. Composition of the Northwood ABC Advisory Committee

1. Parental Involvement

A high level of parental involvement is encouraged within the K-6 program. Parents are expected to support the ABC philosophy and curriculum. They are expected to volunteer time or materials to support the curriculum, and are encouraged to volunteer in areas such as classroom and office assistance, PTA, NWAC (NORTHWOOD ADVISORY COMMITTEE), special activities such as tutoring and study hall, networking with other parents and fundraising.

A high level of interaction between administration, staff, PTA, NWAC, parents, and students is expected to help achieve the goals outlined in the educational philosophy.

Parents will expect good citizenship, respect for others, and responsibility from their children.

Parents are expected to participate in the evaluation of student progress in matters of conferences, discipline homework, health habits, and dress code.

2. Principal and Staff Requirements

The principal must be in strong agreement with the philosophy and goals of an ABC school.

The principal will enforce and maintain the ABC philosophy and work closely with the Northwood Advisory Committee (NWAC)

The NWAC should be involved in curriculum development and in development of criteria for selection of principal and staff.

The principal must demonstrate competent leadership abilities and command respect and confidence of students, teachers, and parents.

All teachers need to be versed in, and in agreement with, the ABC philosophy. Teachers and support staff must adhere to the ABC philosophy.

Teachers should show a willingness to sincerely work with the principal, parents,

and students to strive toward the goal of high academic standards. Teachers should have a sincere desire to meet the objectives of the school.

Teachers must command respect from students by their ability and enthusiasm and set for children positive examples in attitude and deportment. Students, parents, and administrators should treat teachers with respect.

Teachers will always observe the professional ethics of teaching all sides of issues.

Both teachers and support staff will take part in an annual in-service day to review and reinforce the philosophy and teaching practices of the ABC program. ABC in-service days will follow the regular district schedule for mandatory in-service days. A minimum of two extra in-service days will be planned to familiarize staff with curriculum and the Spalding method of reading.

3. Composition of the Northwood ABC Advisory Committee

The Northwood ABC Advisory Committee will be composed of staff members and parents who must be in strong agreement with the philosophy and goals of an ABC school. There will be five core members whose terms are three years in length and four members at-large whose terms are for a single year. This plan will insure that we have continuity of philosophy with the core members while, at the same time, allowing for fresh ideas through the four at-large members.

Northwood ABC Survey Parent Results

Outline:

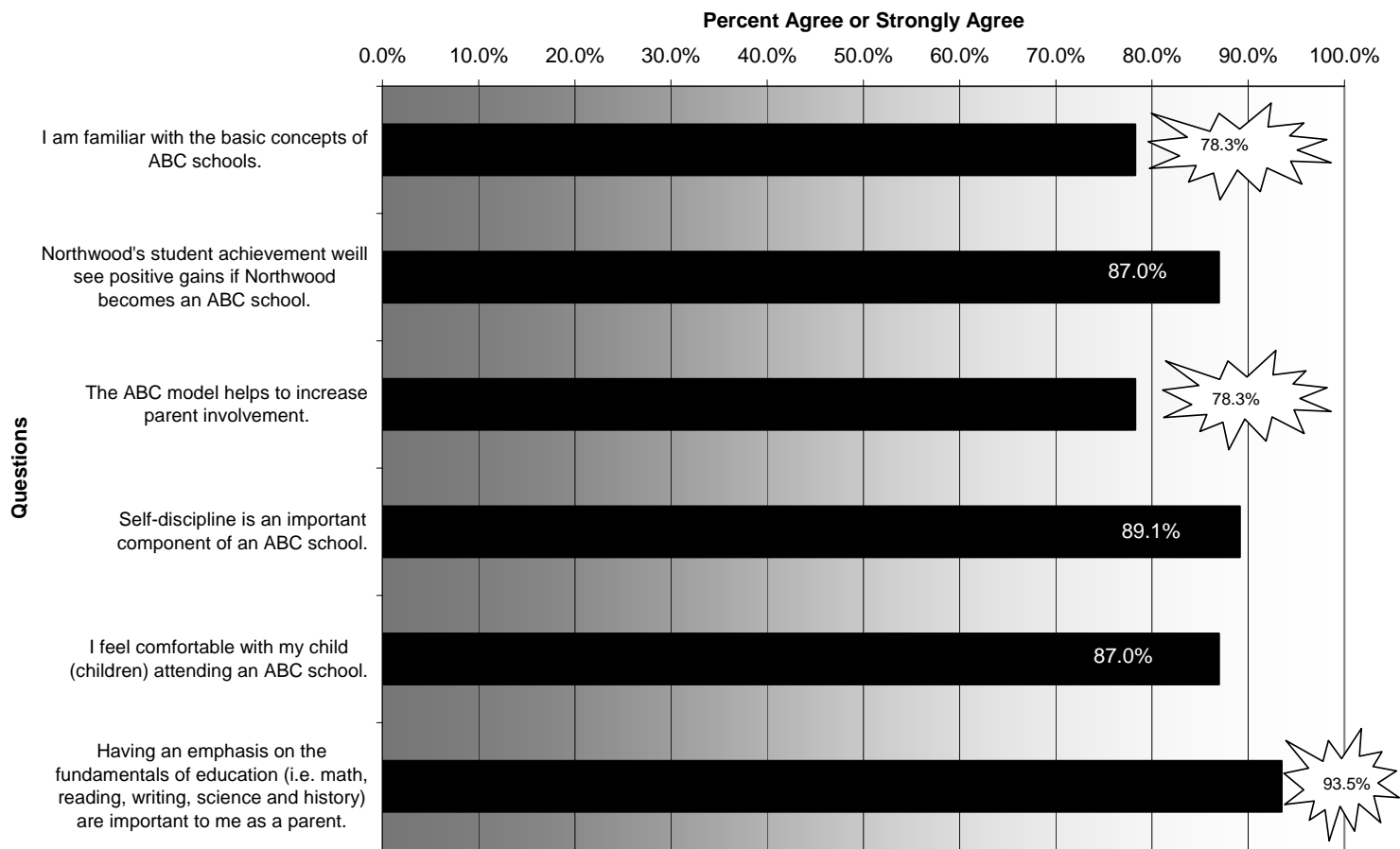
- Table 1: Parent Overall Response
- Graph 1: Parent Overall Responses to Questions

Table 1: Parent Overall Responses

	Strongly Agree		Agree		Agree Some, Disagree Some		Disagree		Strongly Disagree		Not Sure	
	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %
I am familiar with the basic concepts of ABC schools.	20	43.5%	16	34.8%	3	6.5%	5	10.9%	0	0.0%	2	4.3%
Northwood's student achievement will see positive gains if Northwood becomes an ABC school.	25	54.3%	15	32.6%	2	4.3%	0	0.0%	0	0.0%	4	8.7%
The ABC model helps to increase parent involvement.	19	41.3%	17	37.0%	7	15.2%	0	0.0%	0	0.0%	3	6.5%
Self-discipline is an important component of an ABC school.	24	52.2%	17	37.0%	3	6.5%	0	0.0%	0	0.0%	2	4.3%
I feel comfortable with my child (children) attending an ABC school.	29	63.0%	11	23.9%	2	4.3%	1	2.2%	0	0.0%	3	6.5%
Having an emphasis on the fundamentals of education (i.e. math, reading, writing, science and history) are important to me as a parent.	36	78.3%	7	15.2%	0	0.0%	1	2.2%	0	0.0%	2	4.3%

Graph 1:

Parent Overall Responses to Questions



Northwood ABC Survey Student Results

Outline:

- Table 1: Student Overall Response
- Graph 1: Student Overall Responses to Questions
- Table 2: Student Grade 3 Responses
- Table 3: Student Grade 4 Responses
- Table 4: Student Grade 5 Responses
- Table 5: Student Grade 6 Responses
- Graph 2: Percent of Agree or Strongly Agree Responses to 'I understand the differences between an ABC and a non-ABC school' by Grade
- Graph 3: Percent of Agree or Strongly Agree Responses to 'Safety is important in ABC Schools' by Grade
- Graph 4: Percent of Agree or Strongly Agree Responses to 'I understand that in an ABC school I would be held accountable for my behavior' by Grade
- Graph 5: Percent of Agree or Strongly Agree Responses to 'I understand that in an ABC school I would be held accountable for my learning' by Grade
- Graph 6: Percent of Agree or Strongly Agree Responses to 'I think that I would have a better learning environment if Northwood became an ABC school' by Grade
- Graph 7: Percent of Agree or Strongly Agree Responses to 'I believe that respect for others is an important part of an ABC school' by Grade

Table 1: Student Overall Responses

	Strongly Agree		Agree		Agree Some, Disagree Some		Disagree		Strongly Disagree		Not Sure	
	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %
I understand the differences between an ABC school and a non-ABC school.	48	35.3%	40	29.4%	9	6.6%	8	5.9%	5	3.7%	26	19.1%
Safety is important in ABC schools.	75	55.1%	33	24.3%	12	8.8%	2	1.5%	3	2.2%	11	8.1%
I understand that in an ABC school I would be held accountable for my behavior.	61	45.2%	35	25.9%	15	11.1%	3	2.2%	6	4.4%	15	11.1%
I understand that in an ABC school I would be held accountable for my learning.	68	50.4%	33	24.4%	19	14.1%	6	4.4%	3	2.2%	6	4.4%
I think that I would have a better learning environment if Northwood became an ABC school.	49	36.3%	22	16.3%	22	16.3%	12	8.9%	14	10.4%	16	11.9%
I believe that respect for others in an important part of an ABC school.	72	52.9%	30	22.1%	18	13.2%	0	0.0%	7	5.1%	9	6.6%

Graph 1:

Student Overall Responses to Questions

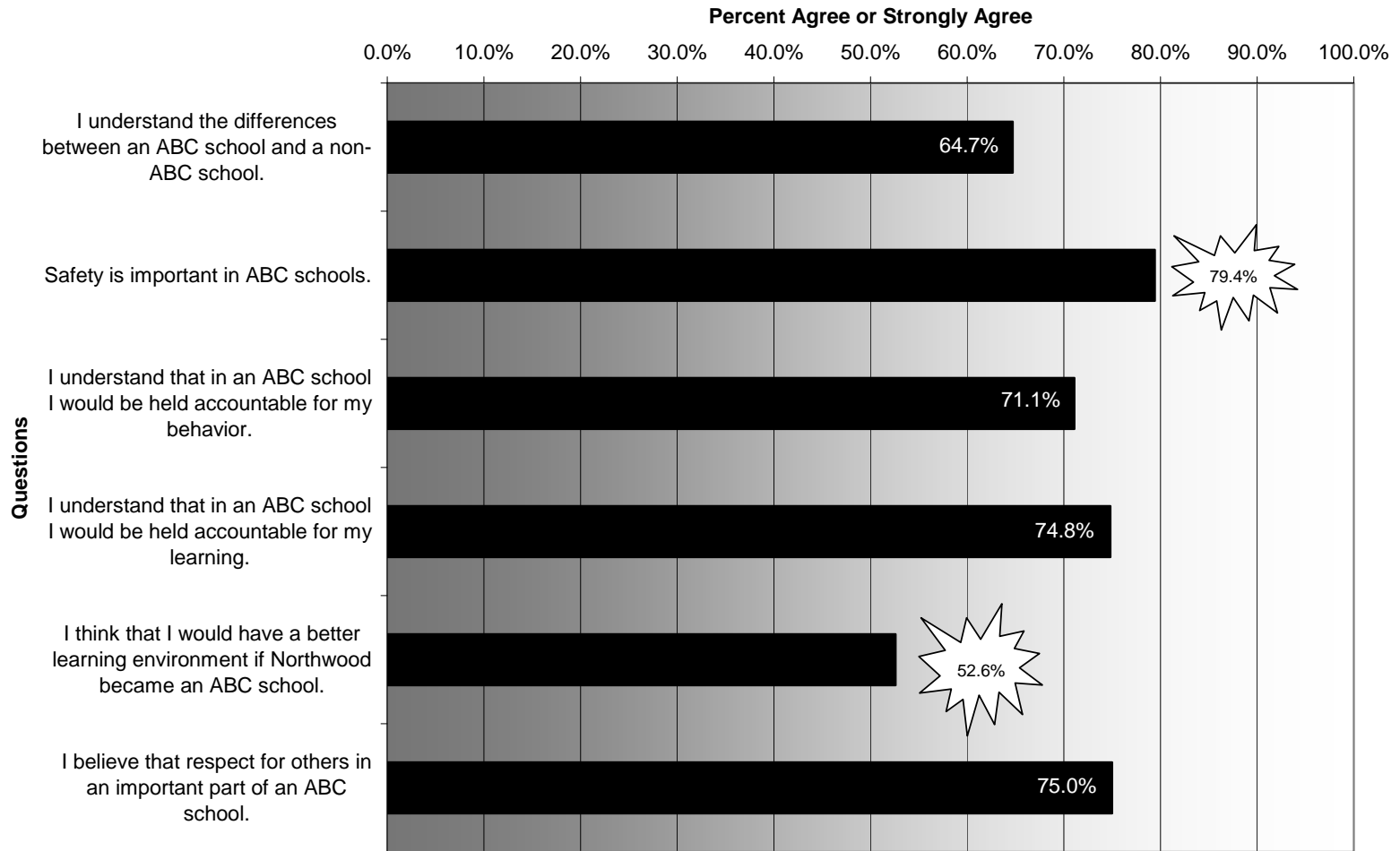


Table 2: Student Grade 3 Responses

	Strongly Agree		Agree		Agree Some, Disagree Some		Disagree		Strongly Disagree		Not Sure	
	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %
I understand the differences between an ABC school and a non-ABC school.	16	50.0%	12	37.5%	1	3.1%	1	3.1%	0	0.0%	2	6.3%
Safety is important in ABC schools.	23	71.9%	4	12.5%	3	9.4%	1	3.1%	0	0.0%	1	3.1%
I understand that in an ABC school I would be held accountable for my behavior.	19	59.4%	7	21.9%	4	12.5%	0	0.0%	1	3.1%	1	3.1%
I understand that in an ABC school I would be held accountable for my learning.	21	65.6%	7	21.9%	3	9.4%	1	3.1%	0	0.0%	0	0.0%
I think that I would have a better learning environment if Northwood became an ABC school.	16	50.0%	8	25.0%	3	9.4%	1	3.1%	1	3.1%	3	9.4%
I believe that respect for others in an important part of an ABC school.	25	78.1%	5	15.6%	1	3.1%	0	0.0%	1	3.1%	0	0.0%

Table 3: Student Grade 4 Responses

	Strongly Agree		Agree		Agree Some, Disagree Some		Disagree		Strongly Disagree		Not Sure	
	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %
I understand the differences between an ABC school and a non-ABC school.	10	24.4%	12	29.3%	0	0.0%	7	17.1%	0	0.0%	12	29.3%
Safety is important in ABC schools.	25	61.0%	11	26.8%	0	0.0%	1	2.4%	2	4.9%	2	4.9%
I understand that in an ABC school I would be held accountable for my behavior.	17	41.5%	13	31.7%	4	9.8%	0	0.0%	2	4.9%	5	12.2%
I understand that in an ABC school I would be held accountable for my learning.	25	61.0%	12	29.3%	2	4.9%	1	2.4%	1	2.4%	0	0.0%
I think that I would have a better learning environment if Northwood became an ABC school.	17	41.5%	6	14.6%	7	17.1%	5	12.2%	3	7.3%	3	7.3%
I believe that respect for others in an important part of an ABC school.	25	61.0%	7	17.1%	7	17.1%	0	0.0%	0	0.0%	2	4.9%

Table 4: Student Grade 5 Responses

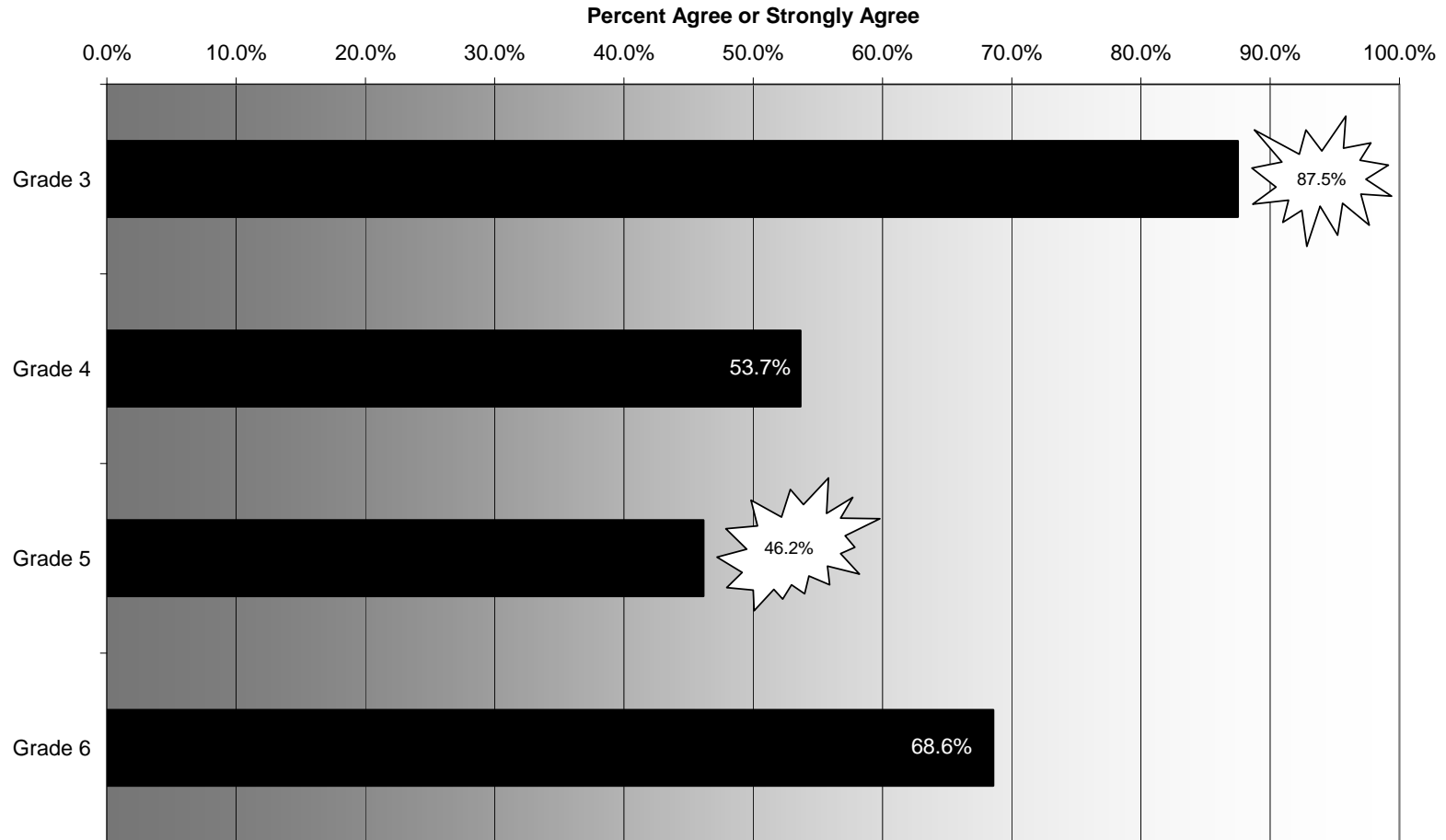
	Strongly Agree		Agree		Agree Some, Disagree Some		Disagree		Strongly Disagree		Not Sure	
	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %
I understand the differences between an ABC school and a non-ABC school.	8	30.8%	4	15.4%	5	19.2%	0	0.0%	2	7.7%	7	26.9%
Safety is important in ABC schools.	14	53.8%	6	23.1%	2	7.7%	0	0.0%	1	3.8%	3	11.5%
I understand that in an ABC school I would be held accountable for my behavior.	10	38.5%	5	19.2%	4	15.4%	0	0.0%	2	7.7%	5	19.2%
I understand that in an ABC school I would be held accountable for my learning.	11	42.3%	5	19.2%	5	19.2%	1	3.8%	1	3.8%	3	11.5%
I think that I would have a better learning environment if Northwood became an ABC school.	7	26.9%	4	15.4%	4	15.4%	2	7.7%	4	15.4%	5	19.2%
I believe that respect for others in an important part of an ABC school.	10	38.5%	9	34.6%	1	3.8%	0	0.0%	3	11.5%	3	11.5%

Table 5: Student Grade 6 Responses

	Strongly Agree		Agree		Agree Some, Disagree Some		Disagree		Strongly Disagree		Not Sure	
	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %	Count	Row N %
I understand the differences between an ABC school and a non-ABC school.	13	37.1%	11	31.4%	3	8.6%	0	0.0%	3	8.6%	5	14.3%
Safety is important in ABC schools.	13	37.1%	11	31.4%	6	17.1%	0	0.0%	0	0.0%	5	14.3%
I understand that in an ABC school I would be held accountable for my behavior.	14	41.2%	10	29.4%	2	5.9%	3	8.8%	1	2.9%	4	11.8%
I understand that in an ABC school I would be held accountable for my learning.	10	29.4%	9	26.5%	9	26.5%	2	5.9%	1	2.9%	3	8.8%
I think that I would have a better learning environment if Northwood became an ABC school.	9	26.5%	4	11.8%	7	20.6%	3	8.8%	6	17.6%	5	14.7%
I believe that respect for others in an important part of an ABC school.	12	34.3%	7	20.0%	9	25.7%	0	0.0%	3	8.6%	4	11.4%

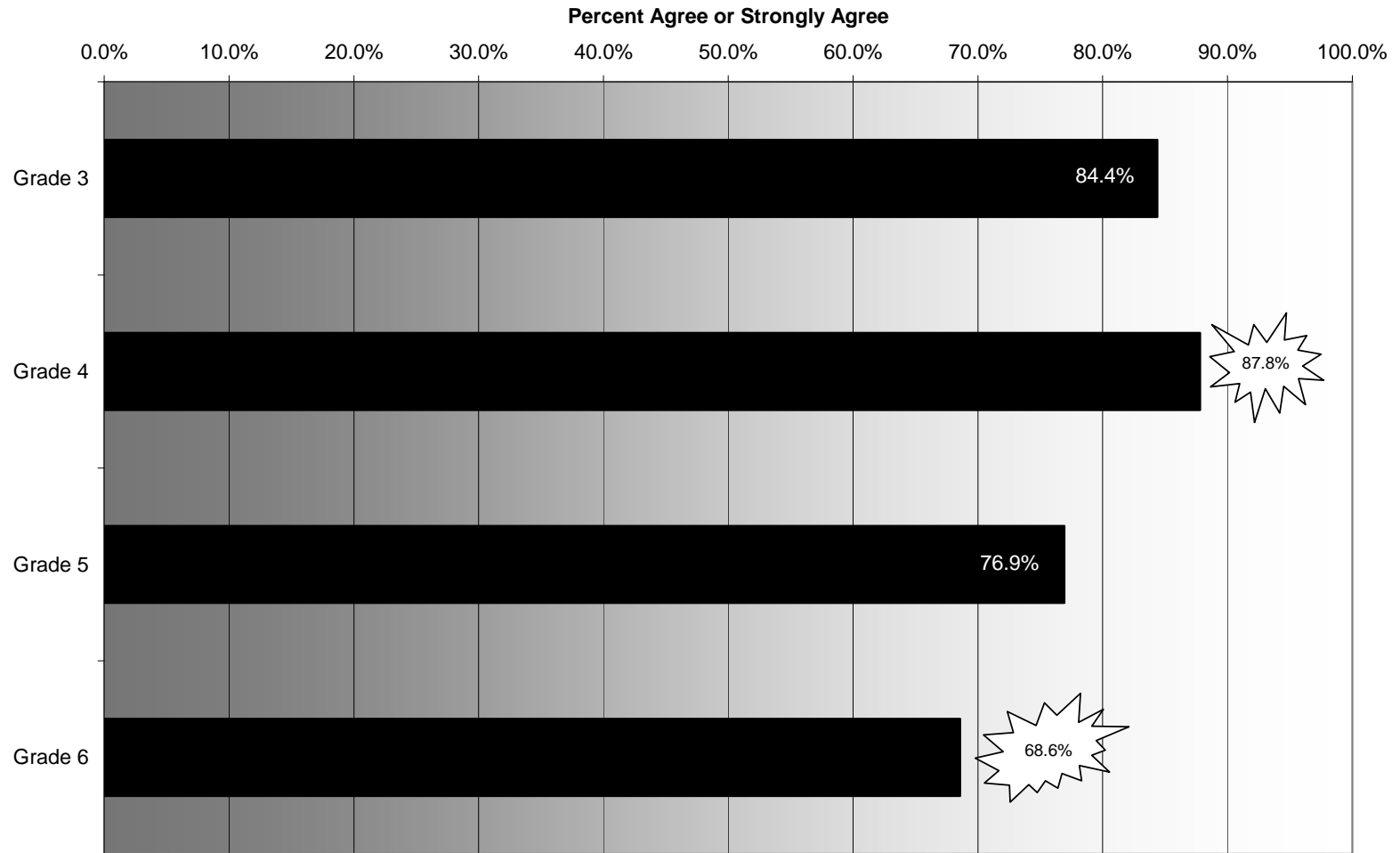
Graph 2:

Percent of Agree or Strongly Agree Responses to "I understand the differences between an ABC school and a non-ABC school" by Grade



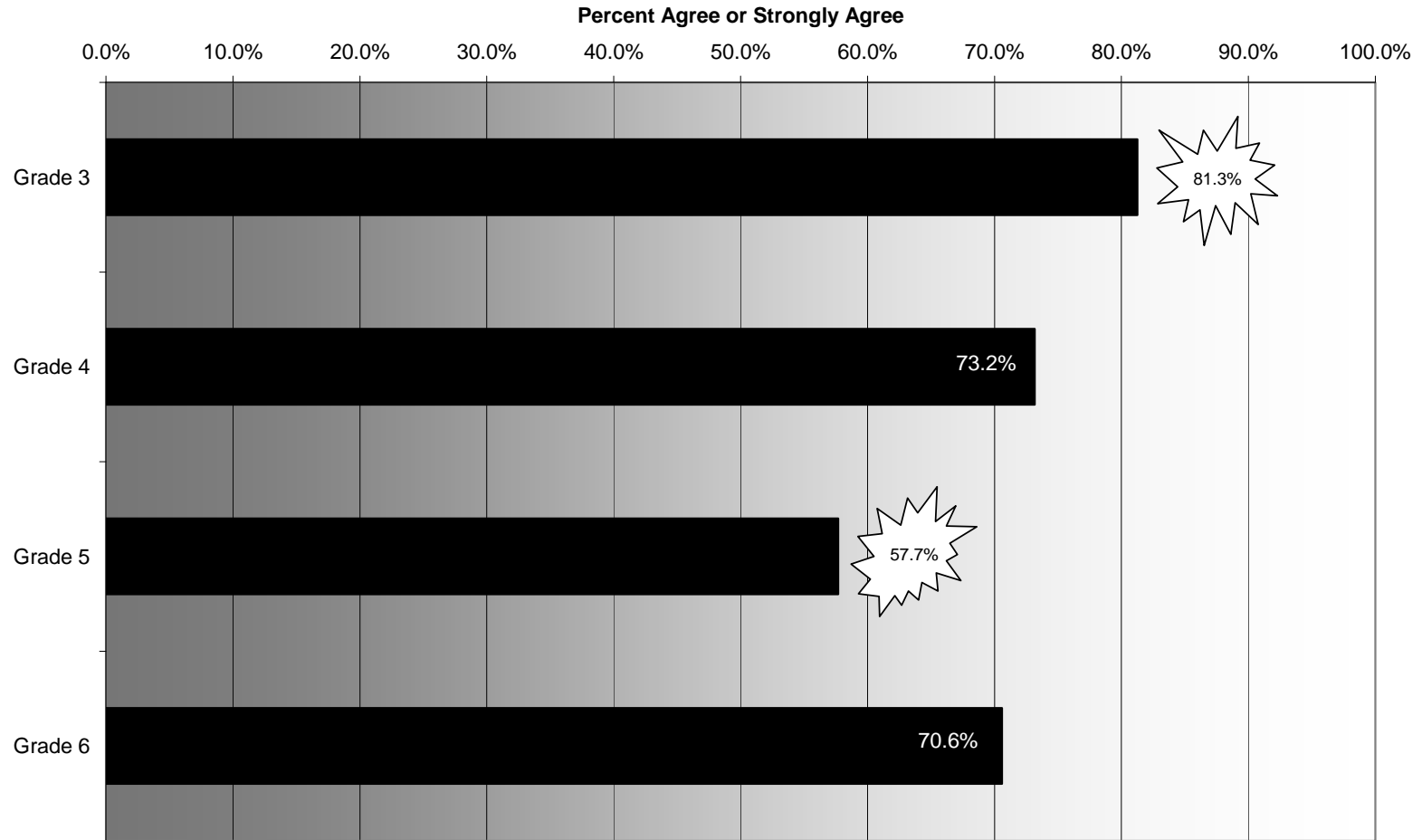
Graph 3:

Percent of Agree or Strongly Agree Responses to 'Safety is important in ABC schools' by Grade



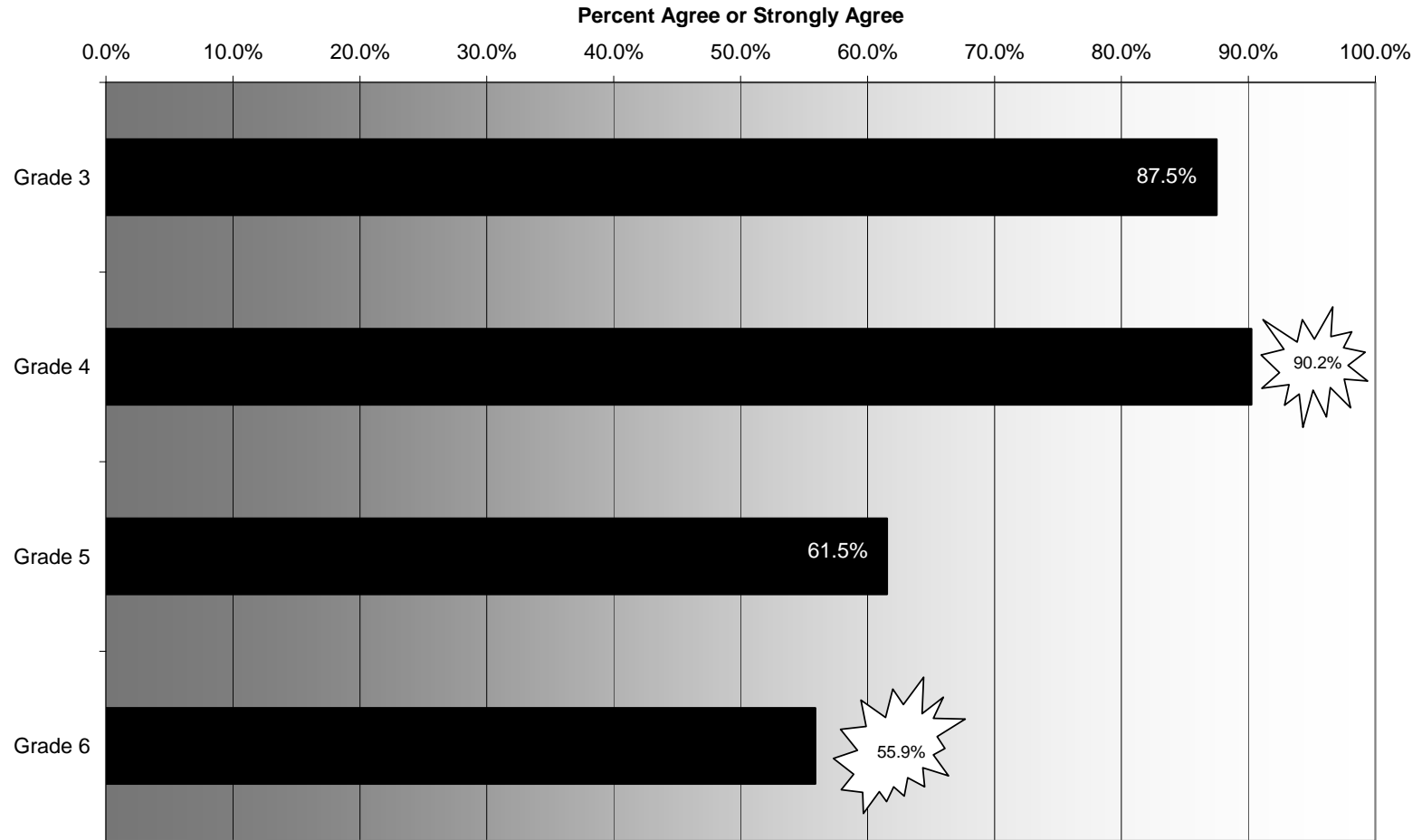
Graph 4:

Percent of Agree or Strongly Agree Responses to 'I understand that in an ABC school I would be held accountable for my behavior' by Grade



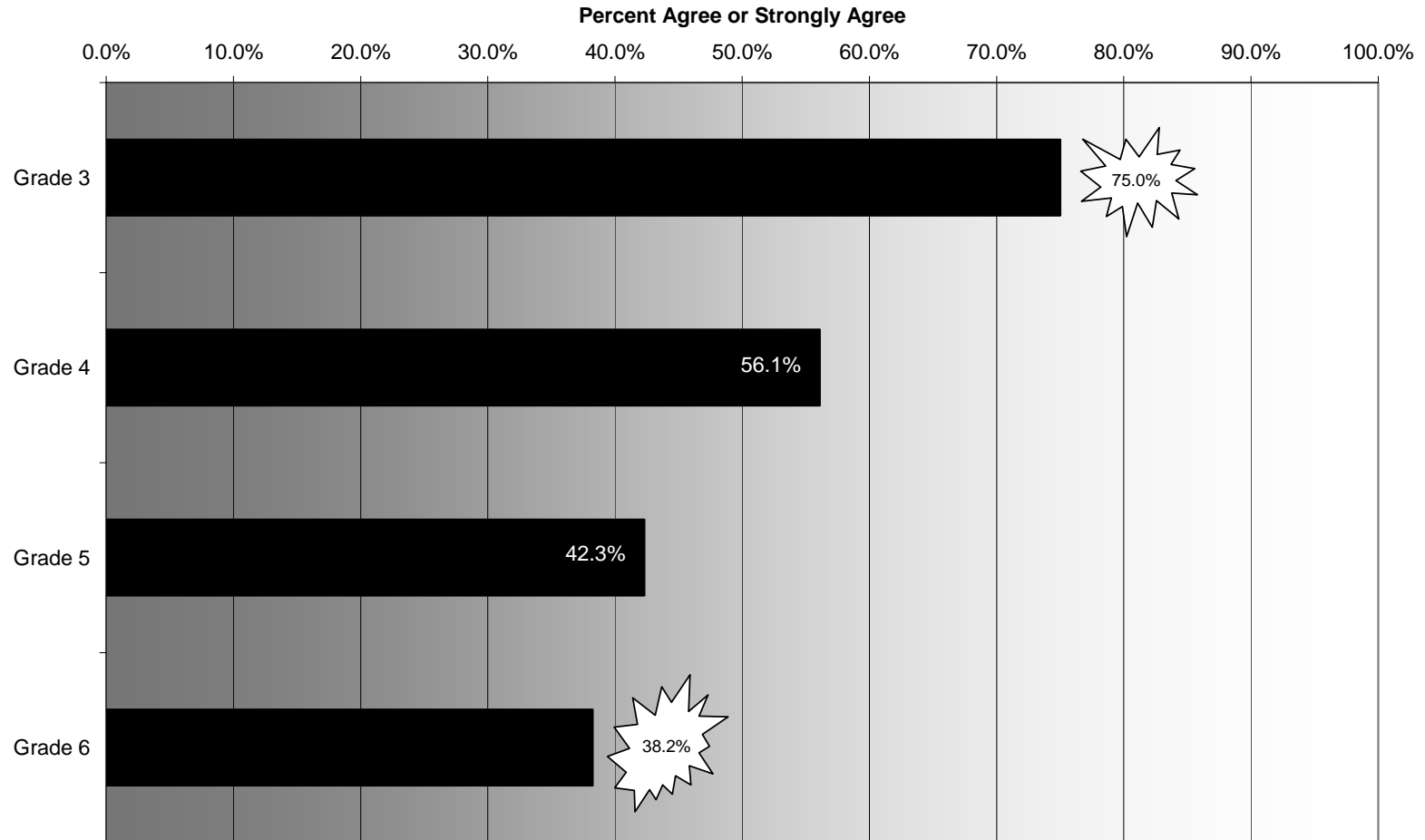
Graph 5:

Percent of Agree or Strongly Agree Responses to 'I understand that in an ABC school I would be held accountable for my learning' by Grade



Graph 6:

Percent of Agree or Strongly Agree Responses to 'I think that I would have a better learning environment if Northwood became an ABC school' by Grade



Graph 7:

Percent of Agree or Strongly Agree Responses to 'I believe that respect for others is an important part of an ABC school'
by Grade

