

BTF Management

1. Check your homeroom each day to make sure each student has an agenda and a BTF.
 - If they don't have a BTF –
 1. Forgot at home:
 - Give them a one day replacement BTF marked with the appropriate spaces already signed as documented on your team log.
 - They are to have their BTF the following day.
 - If they do not, give them a negative mark and follow step two below.
 - If they do, collect the replacement BTF from the student.
 2. Lost:
 - Give them a replacement BTF, marked with the appropriate spaces already signed as documented on your team log plus one negative for M-Modeling Responsibility.
 - If they do not have an agenda give the student a folder to keep their BTF/Hall Pass Page.
 - Team leaders will have replacement sets (BTF, Hall Pass, Folders)
2. Each Tuesday and Thursday check your homeroom students' BTF and record the marks they have in your team log. This information should be documented on a shared drive with your team.
3. Require each student in each class to have their agenda out and open to their BTF each day.

Tier I - BTF

Positive Marks

- Teacher Reward Boxes – when a student reaches this box, fill out a teacher reward ticket with the students name and the date given, sign it, and hand to the student. They can redeem their ticket each Friday in the cafeteria. *Get more teacher reward tickets from Yamano.
- Team Reward Box – if a student fills in the entire top portion of their BTF, the team will provide a reward to that student. This is separate from attending the BTF celebrations.

Negative Marks (You may not skip over boxes that require action!)

- Box #4 – Parent Phone Call
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log.
- Box #8 – Parent Phone Call and Behavior Contract
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log. They are also responsible for giving a behavior contract to the student.
 - Behavior contracts need to be signed by all teachers and parent and returned to the assigning teacher the following day.
 - Returned – Assigning teacher gives the contract to the team lead to have on file.
 - Not Returned – Student is then assigned team ISS each day until the contract is returned.
- Box #12 – Parent Phone Call and ISS
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log. They are also responsible for assigning ISS.
 - ISS – Can be served in the assigning teacher's room or with another teacher on the team.

- When assigning ISS:
 - Emails to the following people should be sent the day prior to the ISS being served.
 - Email Ms. Zudie Smith in the front office so the student is marked as School Business for attendance.
 - Please include the location that the student will be held so that the student can be found if needed.
 - Email all of the student's teachers and ask for work to be sent. (Have additional work for the student in case the student finishes all work sent before the end of the day.)
- While in ISS:
 - The student must be in your room. Do not leave them alone in the pod.
 - Students must be awake at all times.
 - The student must be working at all times.
 - Teacher must walk the student to the cafeteria to pick up their lunch. This is to be done during the teacher's lunch. The student will get their food and eat in your room.
 - Collect any work completed by the student and place in the appropriate teacher's mailbox at the end of the day.
- Box #14 – Parent Conference
 - Teacher assigning this box must send a request to the team lead to set up a parent conference. All conferences must be scheduled through the team lead in order to avoid over booking parent meetings.
- Box #16 – Office Referral
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log.
 - Teacher must fill out the office referral on the day of the infraction.
 - Teacher should email the other teacher's with the student name informing them that a referral has been written.
 - Teacher collects the students original BTF and gives them a Tier II BTF.
 - Original BTF should be given to your team lead with a copy of the referral written.

Tardies

Tardies are listed by class period. If a student is tardy to your class:

- Put the date, time, and your initials in the appropriate box.

When a student reaches the 4th tardy box:

- Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log.
 - Please inform parents that a referral will be written and that each tardy from here on will also result in a referral.
- Teacher must fill out the office referral on the day of the infraction.
- Teacher should email the other teachers with the student informing them that a referral has been written.

Tier II – BTF (NEW...Beginning 2nd Qtr.)

This BTF is for students who fill up the negative section.

Positive Marks

- Teacher Reward Boxes – when a student reaches this box, fill out a teacher reward ticket with the students name and the date given, sign it, and hand to the student. They can redeem their prize each Friday in the cafeteria.
- Team Reward Box – if a student fills in the entire top portion of their BTF, the team will provide a reward to that student. This is separate from attending the BTF celebrations.

Negative Marks

- Box #1 – Parent Phone Call
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log.
- Box #2 – Lunch Detention
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log.
 - Teacher signing this box is responsible for emailing their team lead with the name of the student no later than **3:30 each day**.
 - Team leaders will send an email to SHMS Administration at the end of each day with all the names for lunch detention to be served the following day.
- Box #3 – Lunch Detention w/ Reflection Sheet
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log.
 - Teacher signing this box is responsible for emailing their team lead with the name of the student no later than 3:30 each day.
 - Team leaders will send an email at the end of each day with all the names for lunch detention to be served the following day.
 - Reflection Sheet:
 - Teacher signing this box will give student the reflection page for them to complete immediately.
 - When completed please give to the Team Lead for documentation purposes.
 - Reflection Questions:
 - What behavior caused me to be assigned Lunch Detention?
 - Why was this behavior inappropriate?
 - What must I do so that I am not assigned to Lunch Detention again?
- Box #4 – Team ISS ½ Day (1st through 3rd periods)
 - Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log. They are also responsible for assigning ISS for the next day.
 - ISS – Can be served in the assigning teacher’s room or with another teacher on the team.
 - When assigning ISS:
 - Emails to the following people should be send the day prior to the ISS being served.
 - Email Ms. Zudie Smith in the front office so the student is marked as School Business for attendance.

Tardies

Tardies are listed by class period. If a student is tardy to your class:

- Put the date, time, and your initials in the appropriate box.

When a student reaches the 4th tardy box:

- Teacher signing this box is responsible for calling home and documenting the call on the team parent contact log.
 - Please inform parents that a referral will be written and that each tardy from here on will also result in a referral.
- Teacher must fill out the office referral on the day of the infraction.
- Teacher should email the other teacher's with the student informing them that a referral has been written.