

Leadership Notebooks



Implementing Leadership Notebooks in the K-3 Classroom

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Kindergarten Team

Leadership Notebooks Defined

“These are tools and data used by students to set and help to achieve academic and personal goals.”

- Decatur City Schools

Purpose

- Why Leadership Notebooks?
 - Students set their own goals and have a system in place where they can track their own goals
 - Students are held accountable for their goals and the steps they are taking to reach them
 - Helps students grow as leaders as Washington is a “Leader in Me” School



Benefits

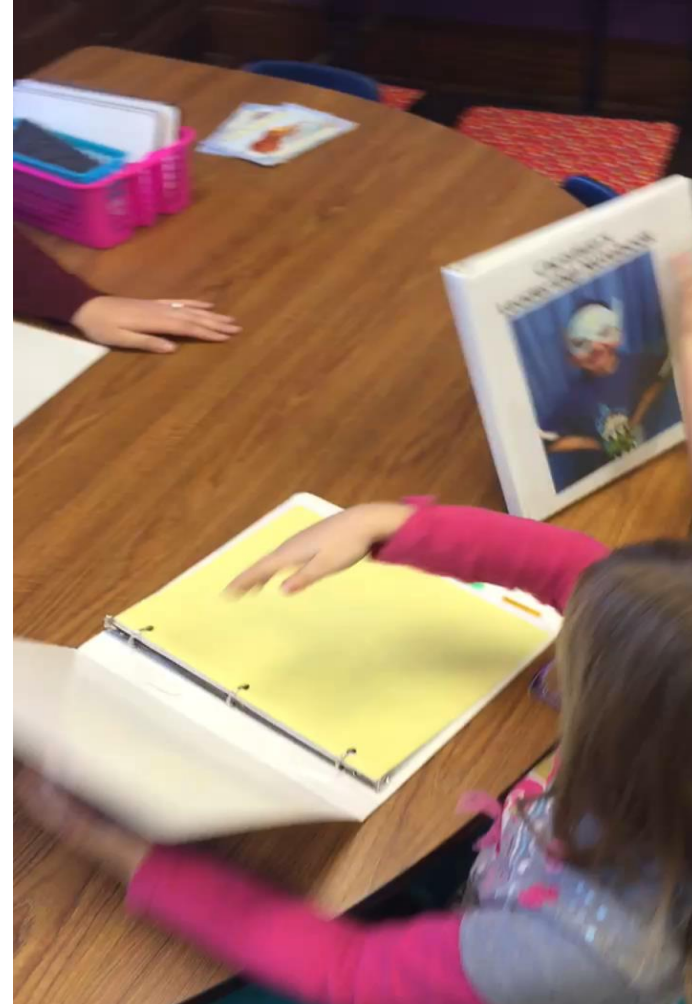
- Benefits of Leadership Notebooks

- Students have OWNERSHIP of goals
- Responsibility on the part of students is increasing
- Utilizing the Covey Habits daily and reinforcing Habits while using notebooks

BE PROACTIVE
BEGIN WITH THE END IN MIND
PUT FIRST THINGS FIRST
think win-win
SEEK FIRST TO UNDERSTAND
THEN TO BE UNDERSTOOD
SYNERGIZE
SHARPEN THE SAW

Management

- Student Engagement
 - 2-3 times per day
 - Morning (Personal Goal)
 - Reading Groups (WIGS)
 - End of Day (Behavior)
- WIGs (Wildly Important Goals)
 - Completed during Guided Reading
 - Transitions
 - Teacher to student discussion
 - Time allowed



Importance

- Teacher Leadership Notebook – Why keep my own?
 - Modeling
 - Beginning of the year
 - How are teachers' notebooks similar to students' notebooks?
 - Motto/Mission
 - Scoreboards
 - Behavior
 - Celebrations
 - Dissimilar?
 - Goal setting
 - Building relationships



Importance

- Why have students keep a notebook?
 - How do I make leadership notebooks meaningful for my students?
 - Seamless goal setting (school, grade level, classroom, individual)
 - COVEY HABITS
 - Accountability
 - Personal goals
 - Behavior tracking
 - Parent involvement (Awareness of goals)
 - Teacher/Student/Parent Relationship Building
 - All parties play an important role
 - Get to know your students
 - Teamwork

Scoreboards

- Tracking goals
 - School-wide (Math/Reading) → Grade Level → Classroom → Individual
 - Principal tracks school-wide goal (below, approaching, meeting, exceeding)
 - Grade level teachers track grade level goal on hallway bulletin board
 - Classroom teachers and students track classroom goal on classroom bulletin board
 - Students track individual goal in leadership notebook



Grade Level



Classroom

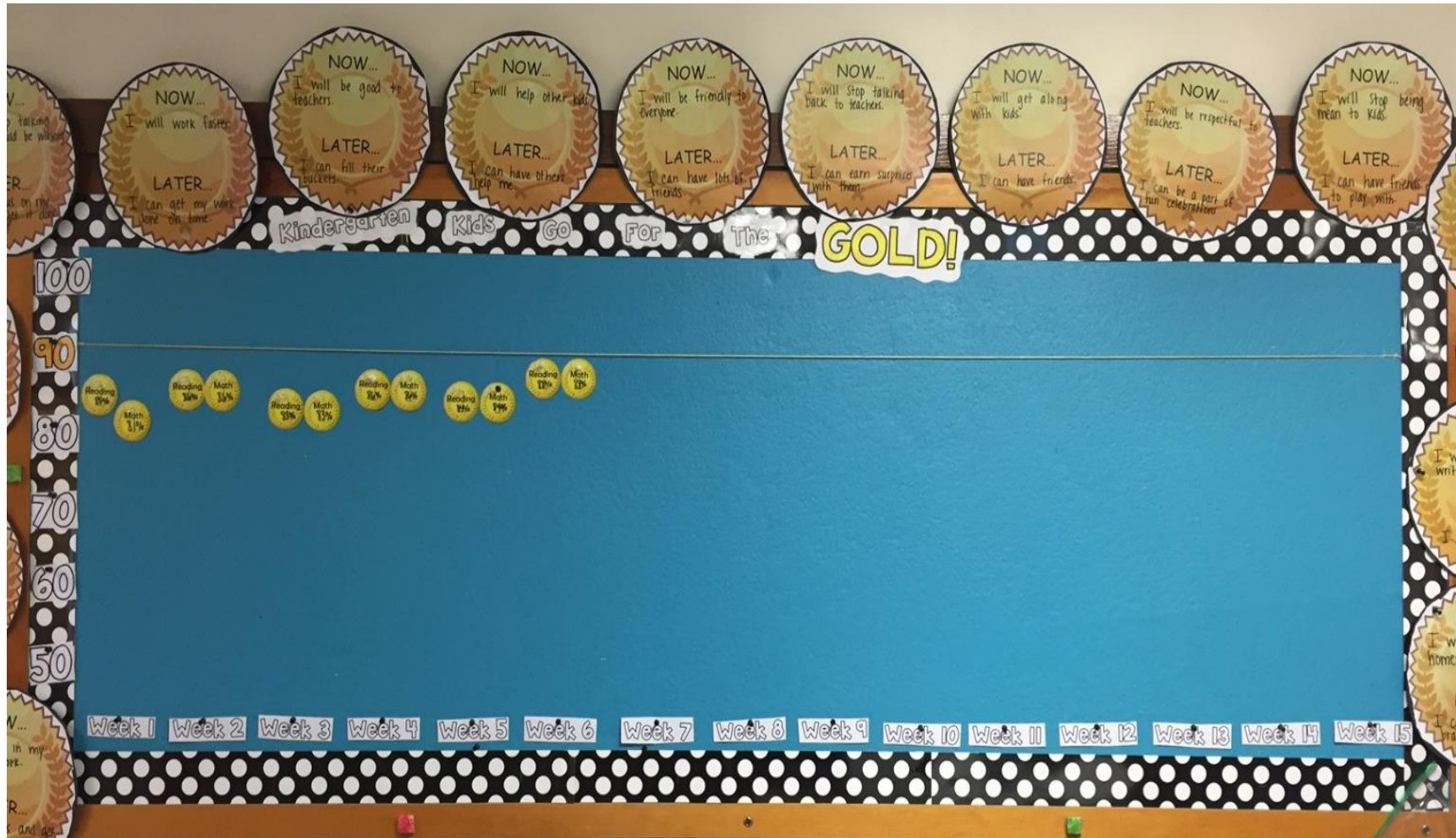


Individual

Mrs. Campbell's Scoreboard



Kindergarten Scoreboard



Mission/Motto




- School Motto
 - Love, Learn, Lead
- Personal Mission
 - Respectful, Nice, Caring, Listen
- Class Mission
 - Created with students (many use 5 Why's Quality Tool)
- Location
 - Front and Back Covers, Mission/Motto tab, or both

Examples



Washington School Motto

Today I will do my best to:

		
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love. learn. lead.

These illustrations show how I will do my best to live by our school motto!



WIGS: Wildly Important Goals

- Set with student/parent/teacher
- Math:
 - Practice counting to 60 four nights a week (100)
- Reading:
 - Do my homework 4 nights a week
 - Improve letter ID-Reading level
- Lead measure:
 - How they get to the end goal
- Homework log

WIGS Examples

Bob's October Homework Log

Math Goal: I will practice counting to 50 3 nights a week.

Reading Goal: I will do my reading homework 4 nights a week.

Date	Math	Reading	Initials	Comments
10/1	X	X	KM	Did great!
10/5		X	KM	
10/6	X	X	KM	Struggled with remembering #40
10/7	X	X	KM	Mixing up Bid on ABC chart
10/8	X	X	KM	Counted to 50 correctly!

November

Math Goal: Count to 50 four nights a week.

Reading Goal: Do reading homework four nights a week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Rate It!
Week 1	10/1	10/2	10/3	10/4	10/5	10/6
Week 2	10/9	10/10	10/11 Veteran's Day	10/12	10/13	10/14
Week 3	10/16	10/17	10/18	10/19	10/20	10/21
Week 4	10/23	10/24	10/25	10/26 Thanksgiving Break	10/27 No School	10/28

	Monday	Tuesday	Wednesday	Thursday	Friday	Rate It!
Week 1	11/1	11/2	11/3	11/4	11/5	11/6
Week 2	11/9	11/10	11/11 Veteran's Day	11/12	11/13	11/14
Week 3	11/16	11/17	11/18	11/19	11/20	11/21
Week 4	11/23	11/24	11/25	11/26 Thanksgiving Break	11/27 No School	11/28

Additional Data

- Up to Teacher's Discretion
 - Examples Include:
 - Assessment Data
 - Letter Identification
 - Attendance
 - Behavior
 - Sight Words
 - Reading minutes
 - Number Identification/Counting