



*"Working Together To Make a Difference"*

## **Apopka Memorial Middle School**

### **STUDENT HANDBOOK**

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**PRINCIPAL**

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**Apopka, FL 32712**

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**(407) 884-2208**  
**(407) 884-2266 fax**

**Bus trip # \_\_\_\_\_**

**Apopka Pride**

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## Student Data Goal Tracking

\_\_\_\_\_  
(School Year)

Teacher	RM #	Class	1 <sup>st</sup> PR	1 <sup>st</sup> RC	2 <sup>nd</sup> PR	2 <sup>nd</sup> RC	3 <sup>rd</sup> PR	3 <sup>rd</sup> RC	4 <sup>th</sup> PR	Projected 4 <sup>th</sup> RC	Projected Final Grade

### Directions for calculating GPA

**Key :** A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points

1. Determine how many points you have earned. (example: A, A, B, C, C, D, B, A = 23)
  2. Divide the number of total points by the number of classes. ( $23/8 = 2.875$ )
  3. Round your GPA to the nearest hundredth. ( $2.875 = 2.88$ )
- GPA is used to determine eligibility for sports and other extracurricular activities.
  - Passing from year to year in middle school = a minimum of 60% for 3 out of 4 core classes.
  - Students are required to pass ALL CORE CLASSES in middle school before moving onto high school. (A passing score for core classes can be made up during a form of school approved grade recovery.)

**My Personal Data for \_\_\_\_\_**  
**Name \_\_\_\_\_**

**\*\*Add school year in blank lines**

_____ ELA Test Name	_____ ELA Performance Level	_____ ELA Scale Score	_____ ELA Test Name	_____ ELA Learning Gain Target

_____ Math Test Name	_____ Math Performance Level	_____ Math Scale Score	_____ Math Test Name	_____ Math Learning Gain Target

**SRI Data if Applicable**

Beginning Lexile	Mid Year Lexile	End of Year Lexile

**ELA**

Test Title	Score

**Social Studies**

Test Title	Score

**Math**

Test Title	Score

**Science**

Test Title	Score

**Common Assessment Data**

# WELCOME

Students and parents are always welcome at Apopka Middle School. We are a caring and safe community with our sights on a bright future for all of our students. “Seahawks” have always worked hard to achieve their goals. We know that you will do your very best to carry out that tradition and spirit. Our school colors are Blue and Yellow. For this school year, students and staff are encouraged to wear the school colors to show school spirit each Friday. Shirts can be purchased at the school store.

## 1. ACCURATE STUDENT INFORMATION

It is extremely important for a student to have an emergency notification form on file at school. **THE INFORMATION MUST BE ACCURATE AND COMPLETE.** If there are any changes (such as the telephone number) during the school year, please have a parent or guardian call the school and provide those changes at (407) 884-2208 ext. 5002232. When there is a change of address, the guidance office should be notified. Proof of residence such as a lease or rent receipt must be provided.

## 2. ATTENDANCE

School attendance is the responsibility of the student and parent. If your child is absent, please provide a note with an original signature from the parent or guardian or medical documentation within 48 hours of your child’s return to school. Verbal or electronic communications, including faxes or emails will not be accepted to excuse an absence. Documentation faxed from a medical office is acceptable.

Absences shall be excused with documentation for illness, injury or other insurmountable condition of the student or immediate family member; death of an immediate family member; recognized (or established) religious holidays and/or religious instruction; medical or court appointments; participation in an approved activity or class of instruction held at another site; prearranged absences with the principal’s prior approval (per AMMS procedures); catastrophic disasters that significantly impact the life of the student or head lice up to 4 days per school year. If excessive absences occur, a doctor’s note will be required. Please request a printed copy at the attendance office to view the entire OCPS Attendance Policy and AMMS procedures including prearranged absences, make up work and withdrawals.

### a) TARDINESS AND EARLY DISMISSAL

**A LITTLE LATE/EARLY IS TOO MUCH!** School is a student’s place of employment and punctuality is very important. School begins at 9:30 and Dismisses at 3:57pm and 2:57pm on Wednesdays. If a student arrives after 9:30 a.m., they must report to the attendance office for an admittance slip prior to going to class. All student’s dismissal must be processed in the Attendance Office. Parent/guardian or authorized contact must sign the student out on the attendance log and provide a valid picture I.D. The student will then be called to the Attendance Office. OCPS procedures regarding hazardous weather will be followed as needed. Check-out will not be permitted during the last 30 minutes of the school day. **Policy strongly discourages early departure and indicates that 5 unexcused tardies or early departures will be calculated as 1 unexcused absence.**

### b) PREARRANGED ABSENCE

A parent or legal guardian may arrange for the student to be out of school for family/educational trips lasting 3 or more days by sending a note to the attendance office. A prearranged absence form will then be issued. The completed form must be returned to the administration for approval. Please be sure to allow a minimum of two (2) days to process the form. These absences may not be excused.

### SIGN-OUT

Students must go to the attendance office when leaving school early. A parent, legal guardian, or other authorized adult must sign the student out on the attendance log. OCPS procedures regarding hazardous weather will be followed when needed.

### c) BEFORE/AFTER SCHOOL

- Students will be permitted to enter campus at 8:45 a.m. All students will report directly to the cafeteria. **School Office hours are 9:00-4:30.**
- Students are expected to remain on campus once they have arrived in the morning.
- Students must leave the building within five (5) minutes after the dismissal bell unless they are under the direct

supervision of a teacher or an administrator.

- A parent or legal guardian is required to pick up a student within 30 minutes after school ends.  
BUS STUDENTS MUST REMAIN ON SCHOOL GROUNDS IN THE BUS LOADING AREA. All other students must stay clear of this area for safety purposes.
- Walkers should cross Park Avenue, Votaw and SeaHawk Way using crosswalks only. Jay walking may result in a citation.

### **3. BICYCLES/SKATEBOARDS/SCOOTERS**

Bicycles are to be registered with the school resource officer and parked in the assigned area. Skateboards, scooters and rollerblades are to be locked up in the main office. The bike parking area is off-limits until the end of the day once students have parked their bike. All bikes must be locked inside the area with the students' own lock. **By law students traveling to and from school must wear helmets.** Students are to cross the street at the cross walk. Student safety is important to us.

### **4. BUS CONDUCT**

Students are expected to behave on buses as they would in a classroom. THE BUS DRIVER IS IN CHARGE AND EXPECTS EVERYONE TO EXHIBIT BEHAVIOR WHICH PROVIDES FOR THE ORDERLY AND SAFE TRANSPORTATION OF STUDENTS. A student may be suspended from school for misconduct on the bus. This does not mean that the student is necessarily suspended from school. A student is still expected to attend school if they are suspended from the bus. Failure to do so will result in an unexcused absence. Students are only permitted to ride their assigned bus and use the appropriate bus stop. They may not ride other buses to visit friends or board the bus at other locations. Exceptions will be granted for emergency reasons only and must be cleared by the administrative staff PRIOR TO THE END OF THE SCHOOL DAY. A parental note requesting permission to ride a different bus (because of an emergency) should be brought to the office as soon as possible so that it may be verified. Please indicate a daytime phone number.

### **5. DRESS CODE**

**The dress code at Apopka Middle School is based on enhancing the learning process and personal safety. Students have the option of wearing a uniform which consist of khaki, blue or black pants (no jeans) and a collared style shirt with no logo.**

The following rules apply to all clothing worn on AMMS:

#### **Shirts**

- Must cover shoulders and at least come to the top of the arm
- Must appropriately cover sides, undergarments
- Midriffs are to be covered at all times
- All shirts should cover the waistband of pants/shorts/skirts.

#### **Shoes**

- Must have backs or back straps
- Shoes with wheels and slippers are not permitted

#### **Pants, Shorts or Skirts**

- Must be no shorter than 3" above the knee
- Must be fitted/worn no lower than the hips
- Spandex/biker shorts and leggings are not allowed
- If holes or rips, must be worn on top of leggings.

#### **The following will not be allowed at school:**

- Pajamas or swimwear
- Underwear as outer garments or exposed
- Chains or straps that are longer than 12"
- Clothing that is too tight or revealing
- Clothing with holes, tears or inappropriate patches or sayings

- Tattoos that are inappropriate or have vulgar language must be covered.
- Headwear, hats, hoodies, visors, caps, bandanas, hair picks, glasses without lenses or sunglasses. Headgear designed for cold weather may be worn outside in temperatures below 50 degrees
- Designs with suggestive, obscene, or abusive language/pictures, or promoting tobacco products, alcohol, or drugs.
- Writing or pictures on backpacks, clothing, or supplies that involve gang paraphernalia, gang symbols, or racist symbols.
- Anything deemed inappropriate by the administration, which disrupts the educational process.

## 6. EXPECTED BEHAVIOR

The Student Code of Conduct will apply while students participate in school activities on or off campus. Each teacher will review the Orange County Code of Student Conduct with students at the beginning of the school year. All students are expected to display behavior that promotes a positive learning environment in accordance to the OCPS Code of Student Conduct.

The following are **expected** at Apopka Middle School:

- Respectful Behavior at all Times
- Be on Time to School and All Classes
- Have a Planner and School ID Daily
- Cell Phones MUST be out of Sight and Turned off while on campus (between the hours of 8:45am and 4:15pm and during extracurricular events on campus)
- **OCPS Cell Phone Policy for Students-** A student may possess a cell phone on school property, at after school activities, and at school-related functions, provided that during school hours and on a school bus, the cell phone remains OFF and is CONCEALED. Violations of this policy may result in confiscation of the cell phone and/or other disciplinary actions. If confiscated, the parent/guardian will make arrangements to pick up the cell phone from the school. At NO time shall Orange County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

The following are **prohibited** at Apopka Middle School:

- Unauthorized Eating/Food in the Classroom
- Running or Horseplay
- Cheating
- Inappropriate Display of Affection
- All Electronic Devices Except Cell Phones/book readers
- Recreational Card Playing
- Trading/Selling Any Items
- False Statements Against Students or School Staff
- Bullying or harassment
- Possession or Use of Prescription/Over-the-Counter-Drugs, Tobacco, Alcohol, Drugs
- Possession or Use of Weapons

## 7. GRADING SYSTEM

Grades represent academic achievement in each subject area during a grading period. Students receive numerical grades for conduct. The conduct grade reflects behavior in class and should be viewed as extremely important. The grade designations are as follows:

### ACADEMIC

- A Excellent (90-100)
- B Good (80-89)
- C Average (70-79)
- D Poor (60-69)
- F Failing (0-59)

### CONDUCT

- 1 Satisfactory
- 2 Needs Improvement
- 3 Unsatisfactory

a) **APOPKA MIDDLE SCHOOL GRADING POLICY**

Students are held to high standards here at Apopka Middle School. All students are expected to learn and achieve. Parental support is imperative to ensure that this happens, with fidelity, and to support school learning initiatives. Parents can view ProgressBook and check on grades at any time. Please contact our front office if you need a password at (407) 884-2208.

b) **ASSESSMENT**

Unless the assessment is open notes or open book, students will be permitted to improve on an assessment. Arrangements will be made between the teacher and student for the retake. **Retakes and/or completing test corrections must be completed within two weeks of the original test date, unless approved otherwise by the teacher. The method and value of added points will be determined by the teacher. The retake grade will only be entered if it is an improvement. If a student does not improve their grade, the student will not be penalized.**

***Note: Make-up assessments will not be provided for District-made and End of Course exams.***

c) **HOMEWORK EXPECTATIONS**

Homework is used for practice to reinforce mastery on lessons that have been taught in the classroom and should provide students with useful feedback for learning. Homework, when assigned, is not optional and must be completed and submitted by the date instructed by the teacher. If students do not do their homework correctly, they will be given an opportunity to ask questions and correct/rewrite. This policy ensures that the students understand what is being taught.

d) **INCOMPLETE/ MISSING HOMEWORK OR CLASSWORK**

If homework/class work is not turned in, a zero is no longer acceptable. A “Missing” notation will be used as placeholders on Progressbook until the work has been submitted. *Homework and class work are key to the mastery of the benchmark(s), so students will not be allowed to skip an assignment.*

e) **Grading for Learning Policy (For academic classes, not including electives)**

1. 80%
  - Student Performance (Formative, Summative, to include labs, class work, etc.)
  - Assignment Point values to be determined by teacher
2. 20%
  - Homework

***\*\*\*It is a school recommendation that each student also obtain an Orange County Public Library Card\*\*\****

**8. GUIDANCE SERVICES**

Guidance counselors will gladly assist with academic or personal problems. The counseling staff provides information about careers, educational planning, test interpretation, and other student services. Parents or guardians may arrange for a conference with a student’s teachers by contacting the Guidance Office at (407) 884-2208, extension 5002252 (Ms. Strenth), 5002250 (Ms. King).

**9. ILLNESS/EMERGENCIES/MEDICATION**

Apopka Memorial Middle School has a health room and is available to any student who becomes ill during the day or needs to take medication. All medication will be kept and dispensed by a qualified school employee in the clinic. If a student needs to take medication during the day, he/she must have it registered at school by having the parent or guardian complete a medical form. No medication is to be kept by the student at school. If a student becomes ill during the day, the student must have his/her planner signed by the teacher and report to the health room. Parents or guardians will be notified if a student becomes ill. It is important to have an accurate phone contact number, so please notify the school of any changes.

## 10. LUNCHROOM EXPECTATIONS

STUDENTS ARE EXPECTED TO USE PROPER TABLE MANNERS AND BE COURTEOUS AND CONSIDERATE TO OTHERS. ALL FOOD AND DRINKS MUST BE CONSUMED IN THE CAFETERIA AREA. All students must have their ID's, use inside voices, and remain seated at their table when not getting lunch or disposing of garbage.

## 11. MAKE-UP WORK

It is the responsibility of the student to obtain and complete all work missed during an absence or suspension. Students will receive the same number of days as they were absent plus one day to return properly completed work to obtain full credit. Parents requesting work please allow 48 hours before coming to pick it up.

## 12. MEDIA CENTER

Each morning the media center is open before school begins at 8:45am. Students must first report to the cafeteria upon arrival and get a media center pass before going to the media center. During class time or during lunch, students may go to the media center with a signed pass in their planner. Books may be checked out for two (2) weeks with a two (2) week renewal. Students are responsible for materials that they check out. All lost or damaged materials must be paid for before other materials may be checked out. There is a fine of five cents per day for each overdue book. While using the media center, students are expected to conduct themselves in an orderly manner.

- **Obligations:** Student obligations are monies owed for replacement ID's, lost textbooks, overdue fines, etc. All obligations must be paid in order to participate in extracurricular activities like sports, field trips, dances, etc.)

## 13. PHYSICAL EDUCATION

The gym clothing may be purchased through the P.E. department. Students must change clothing prior to participating. PROPER DRESS CONSISTS OF GYM SHORTS, TSHIRTS, SOCKS AND GYM SHOES. Be sure that any article of clothing brought to school has the student's name written on it in permanent ink. This will help eliminate the possibility of clothing being lost or taken by mistake. Gym clothes must be taken home and laundered weekly. Lockers are provided. Students MUST bring their OWN combination lock. LOCKERS AND LOCK COMBINATIONS SHOULD NOT BE SHARED. Every effort will be made to provide a secure locker room, however, WE CANNOT BE RESPONSIBLE FOR ARTICLES OF CLOTHING OR VALUABLES LEFT UNLOCKED.

All students are expected to dress out in P.E. classes. If it is necessary for a student to be excused from strenuous participation for a day or two, a written notice from the parent/guardian MUST be submitted to the P.E. teacher. Any requests beyond three (3) days or frequent parental request must be accompanied by a doctor's excuse.

## 14. PROGRESS REPORTS / REPORT CARDS

Progress reports will be given 4 ½ weeks into the marking period. **Parents may also view their child's progress by going into ProgressBook online and using their personal access provided by the school to check grades and assignments.** (Please contact the school at (407) 884-2208 Ext 5002251 to receive this information.) Report cards are issued at the end of each quarter.

## 15. PROMOTION REQUIREMENTS

Orange County School Board Policy requires that a student pass three (3) courses in English, math, science and social studies and one (1) elective in order to be promoted to the next grade. **Before a student is promoted to 9<sup>th</sup> grade, all students must have successfully completed (with a D or better average) 3 years of each of the four academic subject areas underlined above**



## **16. SPORTS**

Interested students may participate in Soccer, Basketball, Volleyball, and /or Track and Field, A cumulative GPA of 2.0 is required, as are physical forms and emergency cards. Students MUST have a current physical form on file. Physical Forms are available at [www.ocps.net](http://www.ocps.net) .All obligations must be paid to participate (ID's, overdue fines, textbooks, etc.) For information call the office and ask for the athletic director.

## **17. STUDENT ID**

ID's will be issued at the beginning of the school year. They will be used for lunch, book check out, entrance into school events and other school activities. ALL students must carry their student I.D. every day. Replacement ID's are \$3. No student will be permitted to participate in extracurricular activities (including sports, field trips, dances, etc.) until obligations are paid. Students without an ID will be sent to the Guidance Office for a new ID and the replacement cost will be added to the student's obligation.

## **18. SUPPLIES**

Students are responsible for being prepared for class. This means they should always have pencils, pens, and paper with them as well as other necessary materials requested by their teachers. Lists will come from each teacher.

## **19. TELEPHONE**

Telephones are available for students' use in the main office during the school day. Students must have a pass from their teacher in order to use the phone during the school day. The phones are available for after school use until 4:30pm.

## **20. TEXTBOOKS**

Textbooks are provided for students' use free of charge. These books range in price from \$25.00 to \$100.00 each and therefore are very expensive to replace. Once a book is issued to the student, it becomes their responsibility. If the book is damaged, stolen, or lost, we are obligated by state law to charge the student for the book. It is important that books are taken care of and returned good condition at the end of the year or upon the student's withdrawal from school. Textbooks are also available on-line. Log in information will be given by the teachers.

## **21. VISITORS**

All parents, guest speakers and community visitors coming to A.M.M.S. are required to obtain a visitor's pass. This may be done by checking through the main office. If coming to have lunch with your student, they will be called down to the front office, and Parents may eat with their student in the Courtyard Patio Area ONLY. Parents can provide food for their student ONLY.

## **22. WITHDRAWALS**

When it becomes necessary for a student to withdraw from school, the parent or legal guardian must come to the guidance office and sign a request for withdrawal. The proper completion of this form as well as payment of any financial obligation is necessary before you can be officially withdrawn. According to the OCPS guidelines, a parent must have the following to withdraw a student from school: Parent's picture ID, student's ID or information, textbooks, and library books. In order to transfer a student to another OCPS school, the parent must have: Parent picture ID, the withdrawal packet from the previous school, and proof of residence.

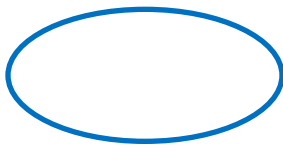
## Metacognitive Text Markings Symbols



Important Detail that supports the task



Thought-provoking



Unknown Term



Confusing Point



Evidence



Add a **+** or **-** sign after E for evidence that is for or against a claim in argumentative texts.



# Costa's Levels of Thinking

Costa's Level	Cognitive Functions	Sample Questions
<b>Level 3:</b> <b>Applying Information</b> Demonstrates mastering of knowledge learned (OUTPUT)	Apply <ul style="list-style-type: none"> <li>• Create</li> <li>• Evaluate</li> <li>• Generate</li> <li>• Hypothesize</li> <li>• Imagine</li> <li>• Judge</li> <li>• Modify</li> <li>• Predict</li> <li>• Speculate</li> </ul>	<ul style="list-style-type: none"> <li>• What would happen to _____ if _____?</li> <li>• What would it be like to live ...?</li> <li>• Pretend you are a character in the story and...</li> <li>• What do you think will happen to _____?</li> </ul> Why? <ul style="list-style-type: none"> <li>• Could this story have really happened? Why or why not?</li> <li>• How would you solve this problem in your life?</li> <li>• How does the author's claim hold up under these circumstances: _____?</li> <li>• What if the situation changed to ____; how would that impact the outcome?</li> </ul>
<b>Level 2:</b> <b>Processing Information</b> Practice knowledge learned (PROCESS)	<ul style="list-style-type: none"> <li>• Analyze</li> <li>• Categorize</li> <li>• Compare</li> <li>• Contrast</li> <li>• Demonstrate</li> <li>• Develop</li> <li>• Group</li> <li>• Infer</li> <li>• Organize</li> <li>• Relate</li> <li>• Sequence</li> <li>• Synthesize</li> </ul>	<ul style="list-style-type: none"> <li>• Would you have done the same thing as...?</li> <li>• How are _____ and _____ alike and different?</li> <li>• What was important about...?</li> <li>• What other ways could _____ be interpreted?</li> <li>• What is the main idea of the story (event)?</li> <li>• What information supports your explanation?</li> <li>• What does _____ mean?</li> <li>• What does _____ suggest about _____'s character?</li> <li>• What lines of the poem express the poet's feelings about _____?</li> <li>• What is the author trying to prove?</li> </ul>
<b>Level 1:</b> <b>Gathering Information</b> Introduction of knowledge (INPUT)	<ul style="list-style-type: none"> <li>• Define</li> <li>• Describe</li> <li>• Find</li> <li>• Identify</li> <li>• List</li> <li>• Locate</li> <li>• Name</li> <li>• Observe</li> <li>• Recite</li> <li>• Report</li> </ul>	<ul style="list-style-type: none"> <li>• What information is given?</li> <li>• Where does _____ happen?</li> <li>• When did the event take place?</li> <li>• What are...?</li> <li>• Where did...?</li> <li>• What is...?</li> <li>• Who was/were...?</li> <li>• What part of the story shows...?</li> <li>• What is the origin of the word _____?</li> <li>• What events led to _____?</li> </ul>

# Academic Language Scripts for Socratic Seminar

## Clarifying

- Could you repeat that?
- Could you give us an example of that?
- I have a question about that: ...?
- Could you please explain what \_\_\_\_\_ means?
- Would you mind repeating that?
- I'm not sure I understood that. Could you please give us another example?
- Would you mind going over the instructions for us again?
- So, do you mean . . . ?
- What did you mean when you said ...?
- Are you sure that ...?
- I think what \_\_\_\_\_ is trying to say is...
- Let me see if I understand you. Do you mean \_\_\_\_\_ or \_\_\_\_\_?
- Thank you for your comment. Can you cite for us where in the text you found your information?

## Probing for Higher-Level Thinking

- What examples do you have of . . . ?
- Where in the text can we find...?
- I understand . . . , but I wonder about. . .
- How does this idea connect to . . . ?
- If \_\_\_\_\_ is true, then . . . ?
- What would happen if \_\_\_\_\_?
- Do you agree or disagree with his/her statement? Why?
- What is another way to look at it?
- How are \_\_\_\_\_ and \_\_\_\_\_ similar?
- Why is \_\_\_\_\_ important?

## Building on What Others Say

- I agree with what \_\_\_\_\_ said because . . .
- You bring up an interesting point and I also think . . .
- That's an interesting idea. I wonder . . . ? I think . . . Do you think . . . ?
- I thought about that also and I'm wondering why . . . ?
- I hadn't thought of that before. You make me wonder if . . . ? Do you think . . . ?
- \_\_\_\_\_ said that . . . I agree and also think . . .
- Based on the ideas from \_\_\_\_\_ , \_\_\_\_\_ and \_\_\_\_\_, it seems like we all think that..."

## Expressing an Opinion

- I think/believe/predict/imagine that . . . What do you think?

- In my opinion . . .
- It seems to me that . . .
- Not everyone will agree with me, but . . .

## Interrupting

- Excuse me, but . . . (I don't understand.)
- Sorry for interrupting, but . . . (I missed what you said.)
- May I interrupt for a moment?
- May I add something here?

## Disagreeing

- I don't really agree with you because . . .
- I see it another way. I think . . .
- My idea is slightly different from yours. I believe that . . . I think that . . .
- I have a different interpretation than you. . .

## Inviting Others into the Dialogue

- Does anyone agree/disagree?
- What gaps do you see in my reasoning?
- What different conclusions do you have?
- \_\_\_\_\_ (name), what do you think?
- I wonder what \_\_\_\_\_ thinks?
- Who has another idea/question/interpretation?
- \_\_\_\_\_ (name), what did you understand about what \_\_\_\_\_ said?
- We haven't heard from many people in the group. Could someone new offer an idea or question?

## Offering a Suggestion/Redirecting the Seminar

- We can't seem to find the connection to the text. Could you point out what and where that connection is?
- We all want to remember that our goal is a flow of questions and comments and ideas to be shared, rather than a debate to be won. How could your comment be rephrased to reflect our goal?
- Maybe you/we could . . .
- Here's something we/you might try: . . .
- What if we . . . ?
- We seem to be having a debate instead of a dialogue, can we . . .
- Who has another perspective to offer that will help us re-focus the conversation?
- Let's look at page \_\_\_\_\_ and see what we think about . . .