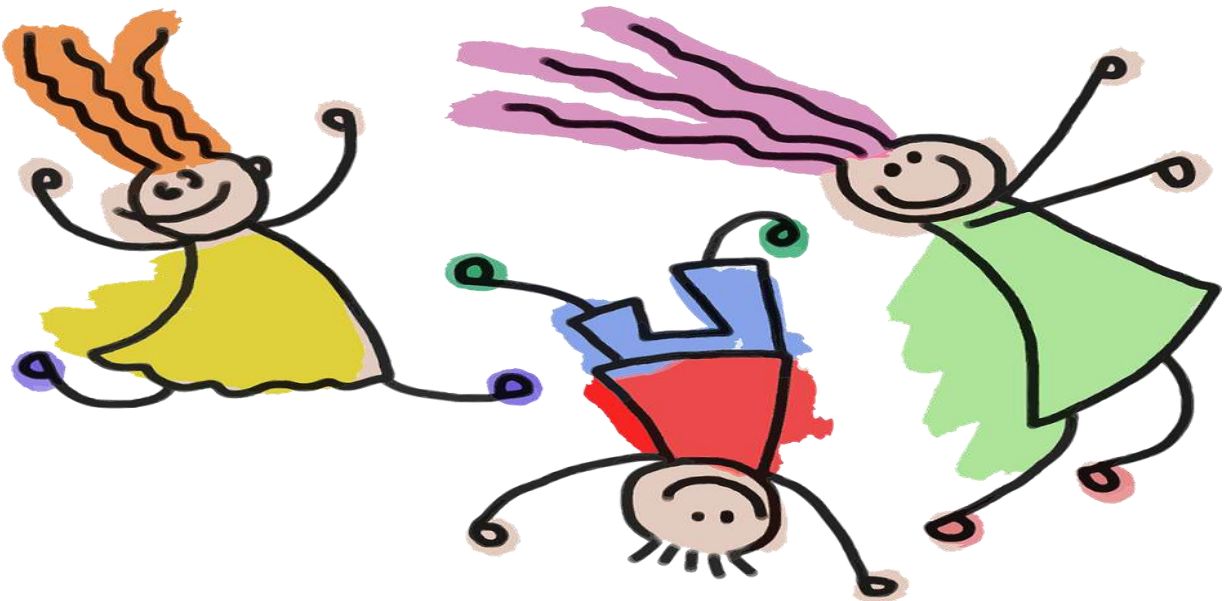


Earle Elementary School PBIS HANDBOOK

Bullpup PRIDE

2021-2022



Prepared

Respectful

Innovative

Dedicated

Excited

Table of Contents

Introduction.....

PBIS Defined.....

Team Information.....

Climate Checks and School-wide Expectations.....

School-wide Behavior Plan and Discipline Matrix.....

Acknowledgement System.....

Resources.....

Introduction

Dear Parents/Guardians,

After a long summer, we are excited to begin the school year with a fresh start and a positive attitude!

Here at Earle Elementary, we strive to ensure that our students have a positive experience every day at school. Therefore, we will continue to implement Positive Behavior Interventions and Supports (PBIS). PBIS is a framework in which we teach and reinforce behaviors that we want our students to exhibit at school. Within this framework, students and staff share clear and consistent expectations about how students should act in various settings (classroom, hallways, cafeteria, restrooms, etc.).

We have created a PBIS Handbook for the new school year that provides more information about PBIS and our systems. This will be uploaded on our school district's website with hard copies available upon request. Having simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language.

By focusing on 3 simple guiding principles (The Big 3), it is easier for students to remember: **Be Respectful, Be Responsible, Be Safe**. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Research shows that when the home and school work together, student learning is more successful. With that said, you will get more information on PBIS throughout the school year. Practice the school-wide expectations at home and encourage your child to follow the "Big 3" We look forward to an exciting school year full of new

Prepared **R**espectful **I**nnovative **D**edicated **E**xcited

learning and experiences!

Sincerely,

EES PBIS Team

What is PBIS ?

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

Who is on the School-wide PBIS Team?

The PBIS team is representative of the entire school staff across grade levels, classified staff, Special Education staff, etc. Teams are also encouraged to have a family member. Having a representative team will improve communication and feedback about PBIS programs in the school and should also improve involvement and buy-in throughout the school. The PBIS team consists of parents, teachers, instructional support staff, the district PBIS coach, and building principal. Student and parent input will be gathered using surveys and collaborative meetings.

Prepared **R**espectful **I**nnovative **D**edicated **E**xcited

Climate Checks and School-wide Expectations

Classroom Climate Checks:

ENTER THE ROOM WITH EVERYTHING YOU NEED. Pencil? Notes?
Completed assignment? Backpacks put away, clear of walking space or distraction.

READ THE BOARD. FOLLOW TEACHER DIRECTIONS. BEGIN WORKING.
Finished with bellwork? Check your work. Read, rewrite notes. Study.

STAY IN ONE SPOT DURING INSTRUCTION TIME. Actively listen to the speaker. Gather your supplies and materials for the lesson. During whole group instruction you cannot leave the classroom.

PARTICIPATE AND COLLABORATE. Give and take. Ask and answer questions. Share strategies. Value and respect differences in thinking.

BE RESPECTFUL. Use positive language. Keep objects, hands, and feet to yourself.

LEAVE THE ROOM BETTER THAN BEFORE. Is the room cleaner than before you entered? Is your mind brighter than before you entered?

Prepared **R**espectful **I**nnovative **D**edicated **E**xcited

School-wide Expectations

Restroom

Be Respectful	Be Responsible	Be Safe
Wait your turn	Be prompt	Wash your hands
Flush Toilets, urinals	Go only when you need to	Dispose of garbage in trash cans
Use your inside voice	Take your restroom pass and only what you need	Walk to the right at all times

Prepared

Respectful

Innovative

Dedicated

Excited

Cafeteria

Be Respectful	Be Responsible	Be Safe
Only eat the food on your plate & keep food separate	Wait your turn in line	Leave space between you and others in line
Tidy your area, table and floor	Use your inside voice	Walk at all times
Listen to adults	All food and drink remains in the cafeteria	Wait to be dismissed

Classroom

Be Respectful	Be Responsible	Be Safe
Follow adult directions	Be your best self	Keep hands and feet to yourself
Use kind words	Do your best work	Walk at all times

Prepared **R**espectful **I**nnovative **D**edicated **E**xcited

Take turns	Clean up after yourself	Wait to be dismissed
Use appropriate voice level	Follow classroom procedures	Keep chair legs on the floor

Hallways, Entering/Exiting Classroom and Building

Be Respectful	Be Responsible	Be Safe
Be kind	Talk with a whisper	Stay to the right
Listen to adult directions	Respect others personal space	Walk at all times
Keep a straight line	Use good manners and appropriate language	Keep your hands & feet to yourself

Playground

Be	Be	Be
-----------	-----------	-----------

Prepared **R**espectful **I**nnovative **D**edicated **E**xcited

Respectful	Responsible	Safe
Use good manners and appropriate language	Wait your turn patiently	Play safe
Respect personal space	Be kind to classmates	Respect equipment and property
Be a good sport	Keep your playground clean	Make good decisions

Indoor Play

Be Respectful	Be Responsible	Be Safe
Use appropriate language and your inside voice	Wait your turn patiently	Keep the floor clear
Put things away neatly	Be kind to classmates	Use your walking feet
Be a good sport	Keep the space clean	Make good decisions and choices

Bus

Be Respectful	Be Responsible	Be Safe
Be kind	Keep your conversation to your seatmate	Walk to the bus
Use inside voices	Report bullying to the bus driver	Sit at all times
Keep hands and feet to yourself	Keep your belongings in your backpack	Keep windows up

School-wide Behavior Plan

We know that effective teachers spend more time promoting responsible behavior than responding to irresponsible behavior. Effective teachers also recognize that misbehaviors, especially chronic, occur for a reason and take that into account when determining how to respond to the misbehavior.

Teachers will follow these steps in dealing with student behaviors for grades k-4

Color System (Posted in Classrooms):

- Blue** - Everyone Starts Here
- Green**- Move here after reminding student of the expectation twice
- Yellow**- Seat Change
- Red**(1st)- Parent contact + lunch detention (1 day). *Parent/guardian will be contacted by the teacher. School counselor will also be notified.*
- Red** (2nd)- Office Referral to guidance counselor + lunch detention (2 days). *Parent/guardian will be contacted by the counselor. Conference may be held by phone.*
- Red** (3rd)- Office Referral to guidance counselor for conference with principal, in addition to lunch detention (3 days). *Conference may be scheduled with student, parent, teacher, counselor, and principal when the student reaches this level.*

The referring staff member will send the student with the completed office disciplinary referral (ODR) with all previous interventions indicated and explicit details of the incident.

If infractions occur in auxiliary (music, art, p.e, library) classes or non-instructional areas and is a classroom-managed behavior it will be referred to the classroom teacher. The classroom teacher will proceed with the color system at the next level.

The ODRs for office-managed behaviors will immediately go to the guidance counselor for review.

Teachers will follow these steps in dealing with student behaviors for grades 5-6

(Tracking Document):

- Student will be reminded of the expectation (2x).
- Student seat will be changed.
- Student will receive 2 days of lunch detention and complete Behavior Slip to reflect on their action(s). Must return with parent signature.
- Student will receive 3 days of lunch detention and complete Behavior Slip to reflect on their action(s). Must return with parent signature.
Parent/guardian will be contacted by the teacher. School counselor will also be notified.
- Student will receive 5 days of lunch detention and complete Behavior Slip to reflect on their action(s). Must return with parent signature.
Student will be referred to the school counselor and processed accordingly. Conference may be scheduled with student, parent, teacher, counselor, and principal.

The referring staff member will send the student with the completed office disciplinary referral (ODR) with all previous interventions indicated and explicit details of the incident.

If infractions occur in auxiliary (music, art, p.e, library) classes or non-instructional areas and is a classroom-managed behavior it will be referred to the classroom teacher. The classroom teacher will proceed with the color system at the next level.

Prepared **R**espectful **I**nnovative **D**edicated **E**xcited

The ODRs for office-managed behaviors will immediately go to the guidance counselor for review.

All infractions are not listed in the chart below. Please see the discipline matrix.

Teacher Managed Behaviors:	Office Managed Behaviors:	Color System:
Sleeping in Class	Dress Code (Extreme)	Blue - Everyone Starts here
Procedures & Expectations (all)	Fighting - a brawl that require students to be physically separated	
Dress Code (minor)	Disrespectful to Staff (Profanity)	Green - Move here after 2 warnings
Engagement (being on task)	Destruction of Property	
Profanity (conversational)	Inappropriate Touching	Yellow - seat change, for extreme behaviors add lunch detention
Restroom Use (walking out)	Vandalism--writing on or defacing school property	
Disrespectful (talking back)	Stealing	Red (1st)- Parent contact + lunch detention (1 day). <i>Parent/guardian will be contacted by the teacher. School counselor will also be notified.</i>
Horseplaying*- running around the room, hitting,etc	Bullying	Red (2nd)- Office Referral to guidance counselor + lunch detention (2 days). <i>Parent/guardian will be contacted by the counselor.</i>

		<i>Conference may be held by phone.</i>
Walking out of Class	Threatening Violence	Red (3rd)- Office Referral to guidance counselor for conference with principal, in addition to lunch detention (3 days). Conference may be scheduled with student, parent, teacher, counselor, and principal when the student reaches this level.
Teasing, talking, laughing	Suicide "Talk"*	See previous page for grades 5-6

Elementary School Discipline Matrix

1. Detentions may include: Classroom Detention (CD), Lunch Detention(LD), After-School Detention (ASD), Saturday Detention (SD).
2. Any continuing offense may be considered incorrigible behavior and treated as a Level 5 offense.
3. Saturday School (SS), Out of School Suspension (OSS), In-school Suspension (ISS).
4. The non-medical use, possession or sale of drugs on school property or at school events is prohibited. A student suspended for a drug-related offense may be referred to the Superintendent and/or School Board for further action.
5. A contraband item is one that disrupts the educational process of the school or is a safety issue.
6. If proof of a counseling alternative is arranged with administration (ex. Parenting sessions, community service, mental health) suspension may be modified.
7. Level 3, 4, and 5 offenses may be referred to the Superintendent for possible Expulsion.
8. All referrals are sent home with the student and placed in the student discipline file. The parent will be contacted by telephone or in person when a student is found to be in violation of a Level Three, Level Four, or Five offenses.
9. The building principal, in conjunction with the Student Success Team (SST), reserves the right under certain or special circumstances to adjust the consequences identified in the Discipline Matrix when deemed necessary.

LEVEL ONE	FIRST OFFENSE (See Behavior Chart/Matrix)	REPEATED OFFENSES
Cheating	Classroom Intervention	Office Referral
Contraband (Possession of Prohibited Items)	Confiscate	Parent Pick-up, Detention, ISS, OSS
Defiance/Disrespectful/Non-Compliance	Classroom Intervention	Office Referral
Disruption	Classroom Intervention	Office Referral
Language, Inappropriate	Classroom Intervention	Office Referral
Littering	Classroom Intervention	Office Referral
Recklessness (Unsafe Play)	Classroom Intervention	Office Referral
LEVEL TWO	FIRST OFFENSE (Range of Consequences)	REPEATED OFFENSES (Range of Consequences)
Defacing School Property- Books	Warning, Clean up, restitution	Detention, ISS, OSS

Dress Code Violation	Warning, Change Clothing	Detention, ISS, OSS
Leaving School or Classroom without Permission	Warning, Detention (CD, LD)	Detention, ISS, OSS
Lying	Warning, Detention (CD, LD)	Detention, ISS, OSS
Minor Aggressive Act (Intentional)	Warning, Detention (ASD)	Detention, ISS, OSS
Missed Detention	Detention (ASD), Saturday School (SS), ISS	Detention, ISS, OSS
Public Display of Affection	Warning, Detention (Detention, ISS, OSS
Plagiarism	Warning, Detention	Detention, ISS, OSS
LEVEL THREE		
LEVEL THREE		Range of Consequences
Excessive use of profanity directed at school staff		Detention, ISS, OSS 1- 10 days, Expulsion
Smoking, Drinking		Detention, ISS, OSS 1- 10 days, Expulsion

Bullying/Non-Sexual Harassment	Detention, ISS, OSS 1- 10 days, Expulsion
Defiance/Disrespectful/Non-Compliance (More severe)	Detention, ISS, OSS (1-10 days), Police Referral, Expulsion
Fighting (Mutual)	Detention, ISS, OSS (1-10 days), Police Referral, Expulsion
Fighting - Bus	ISS, Bus Suspension, 1- 10 days, Bus Expulsion
Forgery	Detention, ISS, OSS (1-10 days), zero on assignment, Police Referral, LTS, Expulsion
Petty Theft <\$100.00	Detention, ISS, OSS (1-10 days), Restitution, Police Referral, LTS, Expulsion
Technology, Improper Use	Loss of Privilege, ISS, OSS, Police Referral, Expulsion
Threat or Intimidation (Students)	Detention, ISS, OSS 1-10 days, Police Referral, Expulsion
Vandalism <\$100.00 – walls, desks, etc.	Detention, Clean-up, ISS, OSS (1-10 days), Restitution, Police Referral, Expulsion
Verbal Provocation	Detention, ISS, OSS 1-10 days, Police Referral, Expulsion, Mediation

LEVEL FOUR	Range of Consequences
Fire	ISS, OSS, Police Referral, Expulsion
Assault	ISS, OSS, Police Referral, Expulsion
Disorderly Conduct	ISS, OSS, Police Referral, Expulsion
Threat or Intimidation (Students)	ISS, OSS, Police Referral, Expulsion
False Fire Alarm/911 Call	ISS, OSS, Expulsion
Negative Group Affiliation	ISS, OSS, Police Referral, Expulsion
Hazing	ISS, OSS, Police Referral, Expulsion
Inappropriate, Lewd, or Obscene Act or Material	ISS, OSS, Police Referral, Expulsion
Possession of Prohibited/Dangerous Instrument	OSS, Police Referral, Expulsion
Possession/Use of Tobacco or Drugs	OSS, Police Referral, Expulsion
Sexual Harassment	ISS, OSS, Police Referral, Expulsion Suspension
Theft/Possession of Stolen Property >\$100.00	ISS, OSS, Police Referral, Expulsion

Possession/improper use of Medication	OSS, Police Referral, Expulsion
Vandalism (>\$100.00)	OSS, Restitution, Police Referral, Expulsion,
LEVEL FIVE (Police Referral)	Range of Consequences
Aggravated Assault	OSS, Expulsion
Any Violation of Local, State or Federal Law	OSS, Expulsion
Incorrigible Behavior	OSS, Expulsion
Possession/Use of a Weapon – as defined in board policy JICI	OSS, Expulsion
Possession/Use/Sale/Distribution of Explosive Device	OSS, Expulsion
Sale, Intent to Sell, or Distribution of Drugs/Imitation Drugs	OSS, Expulsion
Threats to Educational Institution	OSS, Expulsion

Prepared **R**espectful **I**nnovative **D**edicated **E**xcited

Acknowledgement System(s)

HOW DOES THE REWARD SYSTEM WORK?

How do students earn tickets/points ?

Students earn tickets for meeting expectations both inside and outside the classroom-- i.e. completing classwork and homework, participating in class, being a good team member, helping others, etc. They decide what to cash in your tickets/points for. when visiting the store

How often can students redeem tickets/points?

Every 2nd and 4th Friday of the month

How and when can students redeem their “Golden Ticket” from the principal?

Students can earn this ticket/point when they are selected from the monthly drawing from the nominees for student of the week. This ticket will be awarded on the first Monday of the month.

How are class incentives earned?

Students earn incentives from admin team members and visitors when they are observed meeting our school-wide expectations as a whole class. Colored chips of monetary value will be deposited into their class bank.

When will the class incentives be given?

Each class bank will be collected and the colored chips will be counted on the 14th of each month. Incentives will be awarded to the class the following day. Chips will be recollected and we will start over.

Prepared

Respectful

Innovative

Dedicated

Excited