

Slater Elementary

Positive Behavior Intervention & Support

Handbook



Teacher and Staff Edition

Revised Fall 2020

Slater Elementary P.B.I.S "Rules Rodeo"

Overview

During the first week of school classroom teachers will be responsible for instructing students on the school rules and equipment. Paraprofessionals and specialists will reinforce these expectations. Monthly data will determine focus areas to address. Revisit/re-teach all school rules the first weeks of October, November, January, and April. Classroom teachers will also introduce the purpose and procedures of "BARK", "Refocus!" and "Discipline Referral" slips. Each teacher will provide a checklist of areas to cover as well as lesson ideas and student ideas.

"Rules Rodeo"

Areas to Address

- ✓ BARK and Refocus! Slip Procedures
- ✓ Arrival and dismissal (outside and inside)
- ✓ Hallways and bathrooms
- ✓ Cafeteria and lunchroom procedures (lining up at the table)
- ✓ Playground and equipment
- ✓ Library, PE, Music
- ✓ Bus rules and procedures (to be done by 2nd week of school each and review month)
- ✓ Transitions
- ✓ Inclement weather
- ✓ Playground Zones
- ✓ Social Distancing and Masks

Positive Behavior Recognition

"BARK" Slips

1. "BARK" slips are given to students who are "caught" by teachers and staff doing something Safe, Respectful, Responsible or Kind.
2. Students place the completed form in the "BARK" container in their classroom. These will go into a school wide container in the office.
3. Daily drawings for "BARK" winners may be done in your classroom, but BARK winners will be drawn to choose a prize from the office during morning announcements at least 8 days per month.

BARK Tickets are all white!

Unwanted Behavior Reminder Student Tracker Slips

1. Students will receive a "tracker" for doing something that is not Safe, Respectful, Responsible or Kind.
2. Whoever writes a "tracker" slip will address the issue with the student using the steps on the behavior flow chart, then give the slip to the classroom teacher the same day.
3. Classroom teacher will log the "tracker" slip information on Synergy Student Comments and contact parents if needed. Classroom teacher then places tracker slip in the office to be recorded.
4. If a student received three "trackers" within two weeks of school, they will receive an DR, according to the flow chart, with parent contact made by the principal.
5. Whoever writes a "tracker" slip that needs office attention will send student to office immediately and then fill out the DR. Administrator, reporter, and classroom teacher will conference to determine follow-up.

Specialist and Duty Staff

1. Students will receive a "tracker" for doing something that is not Safe, Respectful, Responsible, or Kind.
2. For Minor behavior issues:
 - Redirect, re-teach, model and/or remind student of expectations THEN stand on red feet/timeout if needed.
 - Turn "tracker" into the classroom teacher the SAME DAY. Please use your professional judgement on length and amount of re-teaching, rehearsing, and time outs given before writing a "tracker".
3. Teachers will use "trackers" as teaching tools until the first part of October.

"Rules Rodeo" CHECKLIST

Teachers: Use the checklist (same as below) provided by the office to document completion dates of "Rules Rodeo" at specified times of the year.

- Arrival and dismissal (outside and inside commons/hallways) _____
- Hallways _____
- Bathrooms _____
- Cafeteria and lunchroom procedures (lining up, at the table, exiting) _____
- "BARK" and "tracker" Slip procedures _____
- Playground _____
 - How to ask someone to play?
 - How to walk away?
 - ZONES
- Library _____
 - This is a quiet space please make sure they understand the meaning of quiet.
- Computer _____
 - Computer rules in your classroom.
- Bus rules and procedures _____
- Social Distancing and Masks
- Inclement weather _____
 - Dressing properly
 - Inside recess rules and location
- Transitions _____
 - To/From Specials
- Absence procedures (*who is in charge of getting the work and where does it go?*)
- Recess check for coats/sweatshirts/hats/gloves
 - Lost and Found items

Revisit/re-teach ALL school rules the first weeks of October, November, January, and April. Return checklist to office when complete. Thank you!!

Teacher Name: _____

Date: _____

Playground Students Behavior Management Process

1. Observe problem behaviors.
2. Determine if it is minor or major (refer to flowchart).
3. Major offenses student goes straight to office with a tracker slip explaining the offense. Referring staff will write ODR ASAP.
4. Minor offenses follow these steps.
 - Re-direct, re-teach, model and/or remind students of expectations THEN stand on red feet/timeout if needed.
 - Put the tracker slip in the classroom teacher's box in the office.
 - Please use your professional judgement on the length and amount of re-teaching, rehearsing, and time outs given before writing the tracker.
 - 5 to 1 ratio is optimal always (5 positive to negative)
 - The expectation is to stop the unwanted behavior.

Minor Offense

Inappropriate language
Disrespectful tone, attitude
Defiance
Disruptive behavior
Dishonesty/cheating
Unsafe or rough play
Misuse of property
Inappropriate hallway/
bathroom behavior

Major Offense

Abusive/Profane language
Fighting/Physical aggression
Harassment/Bullying
Threats with Intent
Property Damage
Unsafe Behavior
Chronic refusal to follow rules
Theft

Classroom Students Behavior Management Process

1. Observe problem behaviors.
2. Determine if it is **minor or major** (refer to flowchart).
 - Major offenses need immediate administration support, with DR.
 - Minor offenses follow these steps:
 - Re-direct, re-teach, model and/or remind students of expectations THEN stand on red feet/timeout if needed.
 - Teacher contacts the parent (written or verbal) if needed and records it in Synergy.
 - 3 "refocus" in two weeks = major following steps in flowchart
 - 5 to 1 ratio is optimal always (5 positive to negative)
*if behavior continues contact office for support

*Please use your professional judgement on length and amount of re-teaching, rehearsing, and time outs given before writing a tracker.
The expectation is to stop the unwanted behavior.

Minor Offense

Inappropriate language
Disrespectful tone, attitude
Defiance
Disruptive behavior
Dishonesty/ cheating
Unsafe or rough play
Misuse of Property
Inappropriate hallway/
Bathroom behavior

Major Offense

Abusive/ Profane language
Fighting, Physical aggression
Harassment/ Bullying
Threats with Intent
Property damage
Unsafe behavior
Chronic refusal to follow rules
Theft

Slater Elementary Behavior Definitions

Problem Behavior	Minor Offense (Refocus Slip/ Tracker)	Major Offense (Discipline Referral)
Inappropriate Verbal Language or Abusive Language/ Profanity	Name Calling; profanity not directed at anyone.	Abusive language toward another individual (student or teacher; profanity directed toward another with intent to harm.)
Physical Contact or Fighting/ Physical Aggression	Shoving; rough play that continues after warnings.	Physical contact made with intent to harm another, starting/ initiating a fight.
Defiance/ Disrespect or Non-Compliance	Refusal to obey; rude comments or gestures towards staff or other adults in the building.	Repeated/ continuous refusal to follow directions; any defiance combined with inappropriate language.
Disruptive Behavior	Disruption to others/class after reminder; continued distractions to others/class after reminder; purposeful disruption.	Continual; whole class disruptions; ongoing intentional disruption to class.
Property Misuse or Damage/ Vandalism	First time offense; damage to smaller items.	Serious/ costly damage, intentional damage/ misuse.
Dress Code Violation	Classroom disruption; reference to alcohol/ drugs; attire that may be unsafe; threats to other students.	Repeated disruption, unsafe, threatening or drug/alcohol related.
Forgery / Theft	First offense (small item)	Forgery; repeated minor thefts; theft of others' items, money, or school supplies / equipment.
Harassment/ Bullying	First offense; infrequent teasing, non- harassing / bullying.	Repeated/ ongoing teasing; sexual/racial/demographic harassment.
Lying / Cheating	First offense; copying / using another's work.	Chronic, repeated incidents, lying with intent to harm others.
Attendance Issues	3 + unexpected tardies and/or 3 unexpected absences within a calendar month. Notify parents.	Exceeds the 3+ unexpected tardies and/or 3 unexcused absences within a calendar month.
Weapons	Toys, pictures, student made.	Actual weapons; toys used to scare or intimidate others.
Alcohol/ Tobacco/ Other Drugs		Possession or use.
Arson / Combustibles		Possession or use.
Bomb Threats/ False Alarm		Any.

Henry L. Slater Elementary Behavior Expectations

	Be Safe	Be Respectful	Be Responsible
All Settings Classrooms	<p><u>STUDENTS:</u> *Walk in the building *Keep hands and feet to self *Wear appropriate clothing *Use words to solve problems</p> <p><u>ADULTS:</u> *Walk in the building *Keep hands and feet to self *Wear appropriate clothing *Use words to solve problems</p>	<p><u>STUDENTS:</u> *Use respectful words, gestures, and tone of voice *Help others when needed *Respect others' feelings *Call people by their names</p> <p><u>ADULTS:</u> *Have a background check *Check in with the Office</p>	<p><u>STUDENTS:</u> *Be safe, respectful, responsible *Follow adults' directions *Make good choices *Report problems right away *Be responsible for actions</p> <p><u>ADULTS:</u> *Arrive on time *Follow school rules</p>
Arrivals & Dismissals	<p><u>STUDENTS:</u> *Use sidewalks *Walk on sidewalks *Walk bikes & skateboards *Look for cars</p> <p><u>ADULTS:</u> *Park appropriately *Watch for children crossing</p>	<p><u>STUDENTS:</u> *Stay in line without crowding or cutting *Hold the door open for others</p> <p><u>ADULTS:</u> *Respect other waiting for pick up or dropping off kids</p>	<p><u>STUDENTS:</u> *Be on time (before 7:55am) *Be prepared for class *Leave toys and electronics @ home</p> <p><u>ADULTS:</u> *Drop off and pick up on time</p>
Bathrooms	<p><u>STUDENTS:</u> *Wash your hands *Keep water in sink *Use facilities correctly *Flush toilets</p> <p><u>ADULTS:</u> *Monitor students *Check after whole class visits</p>	<p><u>STUDENTS:</u> *Respect others privacy *Use indoor voice levels *Stay on task *Help others if needed</p> <p><u>ADULTS:</u> *Use indoor voice levels *Do quick visual sweep each time you walk by</p>	<p><u>STUDENTS:</u> *Use only what you need *Throw away trash *Flush toilets & wash hands *Report issues to Office *Sign out of classroom & Return to class quickly</p> <p><u>ADULTS:</u> *Provide sign out sheet *Only allow 1 student to leave at a time *Report issues to Office</p>
Cafeteria	<p><u>STUDENTS:</u> *Eat healthy foods *Hold tray with two hands</p> <p><u>ADULTS:</u> *Have students clean area before leaving *Ensure students walk out to recess *Release 5-6 at a time *Wipe down tables and clean spills</p>	<p><u>STUDENTS:</u> *Use polite manners *Wait in line patiently *Use indoor voice levels *Include others at your table *Stack trays neatly</p> <p><u>ADULTS:</u> *Monitor students in line *Quiet conversations voices *Use WOW tickets and rewards *Monitor Tray Stacking</p>	<p><u>STUDENTS:</u> *Recycle & throw trash away *Remember lunch money *Report & clean spills</p> <p><u>ADULTS:</u> *Walk around and monitor *Switch garbage cans as needed *Teachers stay until kids are seated</p>
Hallway	<p><u>STUDENTS:</u> *Walk quietly in the building *Keep to the right in hallways *Keep hands and feet to self</p> <p><u>ADULTS:</u> *Monitor students in line *Walk quietly in building</p>	<p><u>STUDENTS:</u> *Stay in your own space *Walk and talk quietly or level 0 *Keeps hands and feet to self</p> <p><u>ADULTS:</u> *Walk and talk quietly</p>	<p><u>STUDENTS:</u> *Pick up trash & clean spill in hall *Respect others learning *Make sure shoes are clean when entering building</p> <p><u>ADULTS:</u></p>

	*Keep to right in hallways	*Respect others learning by passing rooms quietly and quickly	*Make sure shoes are clean when entering building
Playground	<p><u>STUDENTS:</u> *Follow playground rules *Use equipment properly *Tell recess duty person right away if problems occur</p> <p><u>ADULTS:</u> *Watch and monitor students using equipment *Move in different patterns; know your zone of monitoring *Cone off areas off limits or unsafe *Let Office know of any equipment defects</p>	<p><u>STUDENTS:</u> *Follow playground rules *Use equipment properly *Tell recess duty person right away if problems occur</p> <p><u>ADULTS:</u> *Watch and monitor students using equipment *Move in different patterns; know your zone of monitoring *Cone off areas off limits or unsafe *Let Office know of any equipment defects</p>	<p><u>STUDENTS:</u> *Take turns *Wait patiently *Share recess equipment *Show good sportsmanship *All student can participate in games</p> <p><u>ADULTS:</u> *Redirect students needing attention to activities *Use WOW tickets and trackers behavior *Use kind words and listen to all sides of the story</p>
Gym	<p><u>STUDENTS:</u> *Practice safe behaviors *Wear tennis shoes</p> <p><u>ADULTS:</u> *Practice safe behaviors *Keep street shoes off the middle of floor; wipe feet</p>	<p><u>STUDENTS:</u> *Treat others fairly *Show good sportsmanship & stay positive</p> <p><u>ADULTS:</u> *Treat others with respect</p>	<p><u>STUDENTS:</u> *Follow all rules *Use equipment properly *Be ready to learn</p> <p><u>ADULTS:</u> *Check out the gym for use *Use equipment properly</p>
Library & Computer Lab	<p><u>STUDENTS:</u> *Food, drinks, and gum are not allowed *Sit in chairs properly *Use equipment properly *Only access school approved sites and materials</p> <p><u>ADULTS:</u> *Food, drinks, and gum not allowed</p>	<p><u>STUDENTS:</u> *Use indoor voice levels *Help others when needed</p> <p><u>ADULTS:</u> *Use indoor voice levels *Help others when needed</p>	<p><u>STUDENTS:</u> *Use equipment properly *Push in chairs *Handle materials with care *Return books on time</p> <p><u>ADULTS:</u> *Enter and leave at your scheduled times</p>
Special Events & Assemblies	<p><u>STUDENTS:</u> *Sit correctly on the floor or bleachers w/classmates *Stay in your own spot</p> <p><u>ADULTS:</u> *Enter and leave safely *Use pathways to come closer for picture moments</p>	<p><u>STUDENTS:</u> *Applaud politely *Listen carefully; no side conversations *Limit restroom visits</p> <p><u>ADULTS:</u> *Limit side conversations *Interact with your child during breaks as to not distract them from listening.</p>	<p><u>STUDENTS:</u> *Walk in and out quietly *Use restroom prior to event</p> <p><u>ADULTS:</u> *Monitor students *Enter and leave quietly *Show your pride by applauding, interacting, and taking photos</p>



Winter Playground Rules



1. Students may play on snow hills with snow boots and snow pants. All playground rules apply. Slide on bottoms, feet first, wait in line, and one at a time going down.
2. Students wearing only snow boots may walk in snow no deeper than their snow boots.
3. Students without snow boots/pants may play on the blacktop only.
4. Safe play on the snow.
5. Snowball rolling or building with snow on grass only.
6. No tunnel building in the snow.
7. Students are to stay away from mud/puddle areas.
8. Snowball throwing at targets only.