

PBIS Handbook 2023-2024

Positive Behavior Interventions and Supports (PBIS) Handbook

Belle Valley Elementary

PBIS Information

Teaching School-wide Rules, Behavioral Expectations, & Routines Starting the Year off Right

During the first week of school, we will focus on teaching the school-wide rules, behavioral expectations, and routines to all students across all settings in the school. The PBIS team has organized a schedule where everyone learns the rules, expectations, and routines throughout the entire school. To truly start the year off right we will need participation and support from the entire staff.

Why teach the Rules, Expectations, and Routines during the first week of school?

One of the major reasons to teach behavioral expectations and routines across settings is so staff agrees on what is expected. This will improve consistency across staff in enforcing the school rules. Surprisingly often, staff have different expectations about what behavior is acceptable in different settings which can confuse the students. A second major reason is that we cannot assume that students know the expectations and routines.

What are Routines?

Routines are the procedures and processes that students are expected to follow to keep things running smoothly and prevent

problems. Examples of routines include: entering the cafeteria, the lunch line process, the dismissal process for classes from lunch, process for sharpening your pencil in class, etc. Choosing routines should be a thoughtful process, since some routines can inadvertently set up students to engage in misbehavior. Routines should be taught and reinforced during the first week of school so that everyone in the school is following the same set of procedures.

Boot Camp Refreshers: Re-teaching the Rules, Expectations, and Routines.

Like all good teachers, we must remember that we cannot simply teach the expectations and routines once. It is important to hold booster sessions to review the expectations. Refresher sessions are especially helpful after returning from a long break, during times in the year when you anticipate having more troubles, or in areas that continue to be problematic. Refresher sessions may include re-teaching expectations, increasing the number of acknowledgment events, or having a contest between classes to award the class that does the best with the identified expectations or in the specified area. The following pages provide tools staff can use to guide the teaching of behavioral expectations according to the School-wide Rules.

****PBIS Behavior Matrix Boot Camp “Script”**

Use these talking points as you guide your students through the boot camp locations. Be sure to emphasize the specific points on the matrix, and elaborate with additional points to make sure students understand the expectations.

It is important that we use “common language” when teaching the expectations. Therefore, we will use “Peace Walk” and “Voice Level=” at all grade levels, and in all locations. Students in grades K-4 will be expected to Peace Walk when it is appropriate. You will be their model. Teaching students how quiet or loud they can be in a specific area can be achieved by **demonstrating to them what the voice level number is for a specific location.**

ARRIVAL (FOYER/ESP Doors)

***Students will be allowed in the building at 8:00. They can either go to the cafeteria where they will eat breakfast or the small gym. Teachers will pick up their class from small gym at 815.**

- **Voice Level=1 (whisper)**
- Peace Walk
- Give others space
- Keep hands & feet to self
- Use manners
- Stay in the correct area and get to where you are going quickly
- Make sure you have coats, bags, etc. when leaving cafeteria
- Make sure you are dressed according to the dress code
- Talk less at breakfast, eat quickly
- Peace Walk to class and arrive on time

HALLWAY

- **Voice Level=0 (silent)**
- Keep hands and feet to self
- Give others enough space in line
- Open & close lockers quietly (demonstrate to students)
- Peace Walk on the RIGHT side of the hallway
- Keep your locker clean

BATHROOM

- Drinking fountains will be available this year
- **Voice Level=0/1 (silent/whisper)**
- Give people privacy—don't peek over or under stalls

- Do NOT climb or hang on toilets or doors
- Keep the bathroom clean—don't splash water, make sure paper towels go into the trash cans, pick up trash that is already on the floor
- You WILL get into trouble if you vandalize the bathroom
- Leave books, bags, other items in the hallway or the classroom
- Flush the toilet
- **Wash your hands. Please make sure anytime you enter the bathroom you wash your hands. Soap dispensers will also be placed outside your classroom with hand sanitizer.**

CAFETERIA

- Students will be eating breakfast and lunch in the cafeteria this year.
- When a student is done picking up their food they will head to an appropriate table. (4 students per bench)
- **Voice Level=2 (speaking)**—talk like you are in a restaurant
- Say please and thank you to lunch ladies as they give you food, take your money, etc.
- Give others enough space at the table
- Do NOT save seats; people can sit wherever they'd like
- Clean up your mess—pick up trash, wipe up little spills, etc.
- Eat only your own food (We are not allowed to share food)
- You may get up and throw your things away on your own, but please do it quickly and quietly
- You may NOT get up and walk around to talk to your friends at different tables, give hugs to siblings or adults, etc.
- Keep hands & feet to yourself
- Do not throw food
- Lunch monitors will call tables to line up and go out to recess (peace walk in the halls while walking out)
- Eat quickly so you can get out to recess on time; but don't throw away your food just to go outside. You can stay in a little longer if you need to finish eating.

PLAYGROUND

- **Voice Level=3/4 (talking/shouting)**
- Talk nicely to each other; no cussing or name calling—someone WILL tell on you and you WILL get into trouble
- Listen and follow the directions of the supervisors. RESPECT them. DO NOT talk back, question or argue with them. You WILL get into trouble.
- Line up the FIRST time the whistle is blown...voice level drops to a **0 in line**
- Get yourself under control—body and voice—as you line up and walk inside
- If you had a problem on the playground, wait until you are back in class and raise your hand to talk to the teacher. DO NOT rush up to the teacher as you are walking back into the building
- GET YOUR FEELINGS AND BEHAVIOR UNDER CONTROL
- Dress for the weather—wear hats, coats, gloves if it is cold
- Use the balls and other equipment safely
- If you have a problem with someone, walk CALMLY to a supervisor and say, “I need help.” Listen to what they say, and try to solve the problem peacefully. Fighting, arguing, etc. does NOT solve problems—it creates more problems for YOU!!

DISMISSAL

- We will be following the same dismissal procedures as last year. Parent pickups and ESP will be dismissed at 3:25. Buses will be called over the loud speaker and teachers/aids will bring students outside to the buses.
- **Voice Level=1/2 (whisper/speaking)**
- Keep hands & feet to yourself
- Hold your book bag the correct way—don’t drag it or fling it around

- Make sure you have ALL your books and papers you need to show your parents and do your homework
- If you are in the bus line, sit on the floor, in a line, quietly
- Peace Walk out to the bus in a STRAIGHT line---not bunched up in a big group

NURSE'S OFFICE

- **Voice Level=2 (speaking)**
- Walk into the nurse's office quietly and calmly
- Say please and thank you to the nurse
- You MUST have a pass, unless it is an emergency
- Wait patiently for your turn
- Return ice packs, clothing, etc. quickly
- Go QUICKLY back to class—do NOT mess around in the hallway or take the long way back

OFFICE

- **Voice Level=2 (speaking)**
- Walk into the office quietly and calmly
- Say please and thank you to the secretaries
- Wait patiently for your turn
- Go QUICKLY back to class—do NOT mess around in the hallway or take the long way back

BUS/BUS STOP

- **Voice Level=2 (speaking)**
- Use appropriate language and actions
- Hold bags and other items in your lap
- NO food, drinks, or electronics on the bus
- Stay seated AT ALL TIMES
- Keep the aisle clear—no bags, instruments, feet, etc. should be in the aisle
- Report problems immediately to the bus driver, to your parent, and to school staff

- If you are going to tell on someone for misbehaving on the bus, make sure YOU are behaving too. Don't do something wrong and try to blame it all on someone else.
- Remember.... there are cameras on the bus
- It is a privilege to ride the bus...if you cannot ride safely and appropriately, you will be removed PERMANENTLY and your parent will have to find a way to bring you and pick you up from school

ASSEMBLIES

- **Voice Level=0 (Silent)**
- Listen to the person who is speaking
- Sit with your bottom on the floor and face forward
- Clap and laugh appropriately
- Peace Walk in & out of the gym
- Use the aisle to go up & down the bleachers
- Raise your hand if you have a problem

Boot Camp Information

- Boot camp will be Wednesday, August 17th, through Friday, August 19th. Please follow the schedule that will be sent out.
- Students will follow their regular Specials schedule. Teachers are invited and welcomed to join their students during Specials, recess, and lunch. We appreciate your help and time during this first week!
- Please use the open time slots in your schedule to reflect, discuss, and re-teach areas that you see needed for your students. This time can also be used to discuss classroom procedures and expectations, passing out books, icebreakers, unpacking materials, and reviewing how PBIS expectations should be seen throughout the community.
- We ask the teachers to please utilize the script and common language when reviewing PBIS expectations. Please feel free to reach out to a PBIS team member with any questions.

Quarterly Incentives

Each quarter, PBIS will have an incentive to encourage students to continue positive behaviors. In order for students to participate in the quarterly incentive, they must earn the following overall Class DOJO percentage for the corresponding quarter:

If a student is sent to the Learning Center or is given an Out of School Suspension, they are automatically eliminated from participating in the quarterly incentive for that quarter.

- 1st quarter : Students must earn at least 75%
- 2nd quarter Students must earn at least 80%
- 3rd quarter : Students must earn at least 85%
- 4th quarter : Students must earn at least 85%

**Teachers will have the final discretion if a student is not eligible for a reward party.*

Tentative Dates and Incentives-

First Quarter Reward Party: October 21st

Second Quarter Reward Party: January 6th

Third Quarter Reward Party: March 17th

Fourth Quarter Reward Party: May 5th

The PBIS team will communicate via email dates and information regarding the quarterly reward parties as they approach.

Quarterly incentives will be held during the day and NOT during specials time. This means that teachers and specials teachers will

still get their scheduled plan time. However, it is encouraged that you help out your grade level during the reward party time.

Students who are ineligible will attend a “refresher” course on behavior during the reward party.

Unit Incentives

As needed each unit will determine their own reward and refresher times for students not meeting the percentages. Students who are not making the expected percentage will be a part of a re-teaching workshop. These workshops should include, but are not limited to: discussing character education qualities, creating scripts of positive behaviors, group talks about intrinsic motivations, activities about character education, etc. Remember this is not to be a punishment.

Here are some useful resources for re-teaching activities and lessons:

- <http://www.pbis.org/training/student>
- <http://www.pbisworld.com/tier-1/review-pbis-expectations-and-rules/>
- Have students make a video demonstrating positive behaviors
- In small group settings, have students make a matrix of expected behaviors across setting

PBIS Student Referral

If you find yourself needing extra behavior support for a student in your class, please submit a PBIS referral form using the link below.

https://docs.google.com/forms/d/1JRKjGNPxEJIY7WO8DWj4zSbZljGqsd2DdzieqxcN3zmY/viewform?edit_requested=true