

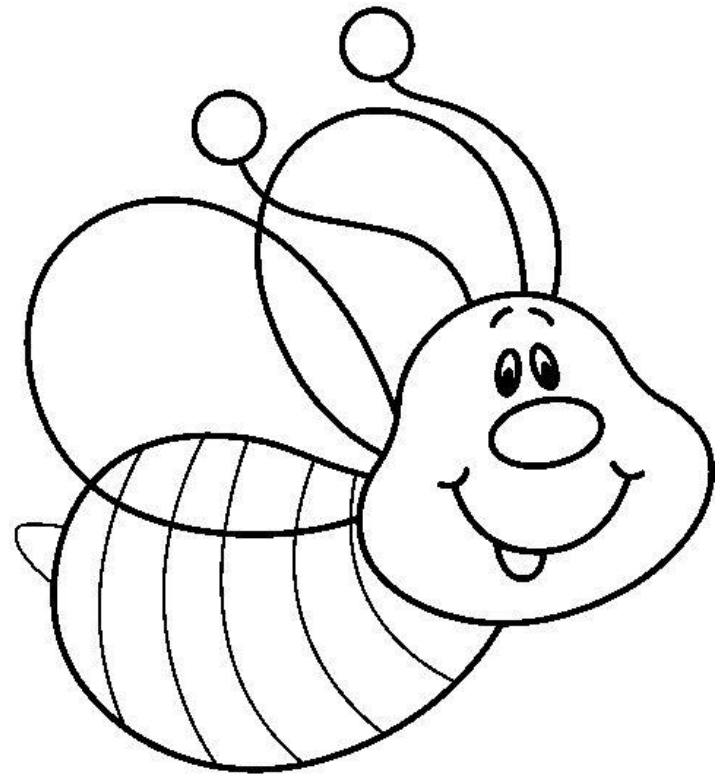
South Elementary

Universal Expectations & Procedures

Be Respectful

Be Responsible

Be Safe



“Kindergarteners Learning and Caring for a Bright Future”

What Is MBI?

MBI (Montana Behavioral Initiative) is a proactive approach in creating behavioral supports and a social culture that establishes social, emotional, and academic success for all students.

MBI uses the Response to Intervention model, which is a 3-tiered system of support and a problem solving process to assist schools in meeting the needs of all students.



Universal Expectations

Be Respectful

- Listen and follow directions
- Take turns and share
- Be helpful

Be Responsible




- Listen and follow directions
- Finish classroom papers and homework
- Take care of classroom and supplies

Be Safe

- Keep your hands and feet to yourself
- Keep chairs pushed in
- Walk in the classroom and hallways
- Follow playground rules



3Be's of Student Behavior for South Elementary

	Be Safe 	Be Responsible 	Be Respectful 
Bathroom	<ol style="list-style-type: none"> 1. Walking feet 2. Feet on floor 3. Enter & exit quietly 	<ol style="list-style-type: none"> 1. Wash hands 2. One pump of soap 3. Turn off water 4. Keep bathroom clean 	<ol style="list-style-type: none"> 1. Level one voice 2. Hands and feet to self 3. Respect others' privacy
Hallway	<ol style="list-style-type: none"> 1. Walking feet 2. Stay on the right 3. Walk in a straight line 	<ol style="list-style-type: none"> 1. Go directly where you need to go 2. Keep hallways clean 3. Bubbles & duck tails 	<ol style="list-style-type: none"> 1. Hands and feet to self 2. Bubbles in 3. Allow personal space
Playground	<ol style="list-style-type: none"> 1. Rocks stay on the ground 2. Slides are for going down 3. Be gentle and play with others 	<ol style="list-style-type: none"> 1. Bring it out bring it in 2. Be honest 3. Be patient and wait your turn 4. Line up quickly & quietly 	<ol style="list-style-type: none"> 1. Be kind and helpful 2. Care for your playground and environment 3. Play fair and include others 4. Listen to adults & follow the rules
Lunchroom	<ol style="list-style-type: none"> 1. Walking feet 2. Face forward feet under table 3. Clean your hands 	<ol style="list-style-type: none"> 1. Stay seated 2. Clean up after yourself 3. Be patient 4. Only eat your lunch 	<ol style="list-style-type: none"> 1. Be polite to all students and staff 2. Level one voice 3. Quiet on signal
Assembly/Field Trips	<ol style="list-style-type: none"> 1. Sit on bottom 2. Walking feet 3. Follow directions when entering and exiting 	<ol style="list-style-type: none"> 1. Sit in assigned seat area 2. Keep track of personal items 3. Keep hands and feet to self 	<ol style="list-style-type: none"> 1. Give your full attention to presenter 2. Wait until the speaker asks for questions 3. Raise your hand to talk 4. Respect others' property and space
Transportation	<ol style="list-style-type: none"> 1. Sit on your bottom 2. Walking feet 3. Backpacks stay on your back 	<ol style="list-style-type: none"> 1. Go straight to your line 2. Follow directions when bus is called 	<ol style="list-style-type: none"> 1. Level one voice 2. Respect others' personal space and property

Addressing Positive Behaviors

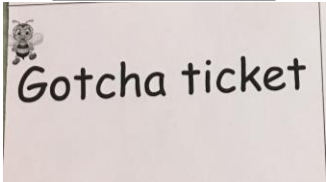
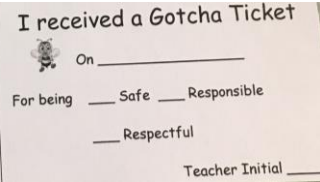


When does a student receive a GOTCHA slip?

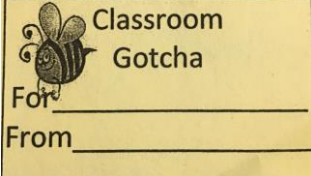
When a student is recognized for being safe, being responsible, and/or being respectful!

Colors of our GOTCHA tickets:

1. Purple-playground
2. White-classroom
3. Gold-common areas
4. Tan-bus

Stays at school	Goes home
 <p>Gotcha ticket</p>	 <p>I received a Gotcha Ticket On _____ For being ___ Safe ___ Responsible ___ Respectful Teacher Initial _____</p>

Use a Classroom GOTCHA for an entire class doing it correctly. Classes will earn a class reward for every 15 classroom GOTCHAs.



Classroom Gotcha
For _____
From _____

Positive awards:

1. Positive Office Referral
 - a. Students can be recognized for being positive role models and good friends. If a student is given a Positive Office Referral, they will get their award along with a prize from the principal.
2. Perfect Attendance (This includes your child not having a tardy)
 - a. Students who receive the Perfect Attendance award will get to sit at a special table at lunch to honor their hard work.
3. Citizen of the Quarter
 - a. One student from each class will be chosen each quarter for this award. Students who exhibit citizenship like qualities will be picked. For example: being a good friend, helpful, hardworking, kind, etc.

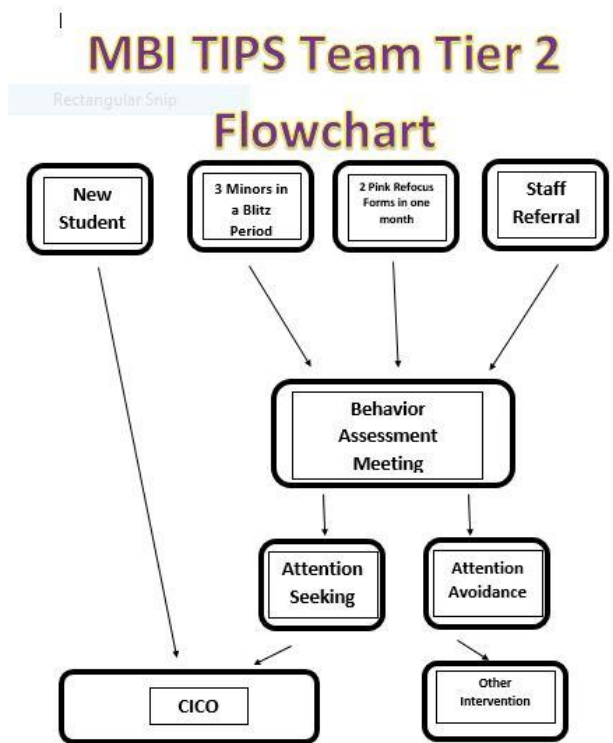
What are Blitz Days?

Blitz days will take place twice a month on Wednesdays. If students are following the 3 Be rules at South Elementary, they will earn their Blitz Day. We will be doing a craft, game, movie, etc. on this day.

Check In Check Out (CICO)

The Check-In, Check-Out (CICO) program is a positive intervention that allows students to start their day by checking in with an adult to promote positive behavior throughout the day. The team will set weekly goals for the student to meet. Students will spend a few minutes at the beginning and the end of each day with an adult reviewing their progress. The Daily Behavior Point Sheet will be sent home on Fridays for parents/guardians to review, sign and send back the following Monday.

See flowchart for how students qualify for CICO.



Addressing Negative Behaviors




Minor Tickets:

Students may receive a color-coded Minor Behavior ticket for behaviors that do not follow the 3 Be rules at South Elementary. Slips will be sent home on the day the behavior takes place for parent/guardians to review.

Slips are color-coded for the following common areas:

- Green for Playground
- Turquoise for Classroom
- Dark Blue for Bathroom
- Pink for Hallway
- Orange for Cafeteria



Name: _____

Date/Time: _____

Staff Initials: _____

When does a student receive a refocus?

When a child is asked to refocus, he/she will be asked to visit the "Refocus Chair" in the classroom. There, the student will be seated in a quiet area and asked to think about the inappropriate behavior. The teacher will then visit quietly with the student WITHIN 10 MINUTES of refocus time and discuss the behavior and what changes will need to be made.

Lunchroom:

Students will start each lunch with a green cone on their table. If the table gets too loud or they are not following the lunchroom rules, their cone will be turned to yellow as a warning. If the behaviors continue then the cone will be moved to red.

If a class ends lunch with their green cone, they will earn a smiley face on the lunchroom chart. The class with the most smiley faces at the end of each week will earn a classroom GOTCHA. If a class ends lunch with a red cone, they will be the last class dismissed from the lunchroom. Their behaviors will be discussed at this time.

South Elementary Classroom Behavior Procedure

1. Verbal/nonverbal warning

- a. Verbal warning explained to student. Use this time to reteach the appropriate behavior.



2. Refocus

- a. Student to refocus if the behavior continues. Use this time to reteach the appropriate behavior.



3. Minor Ticket

- a. Student is given 2nd refocus (teacher's choice to use the buddy room) and a minor ticket is given. This results in student missing Blitz Day. Parents notified and ticket sent home.



4. Pink Refocus

- a. If student behavior continues and they refocus for a 3rd refocus (teacher's choice to use the buddy room), the pink refocus form will be filled out with the teacher. Parents will be notified and the form sent home for a parent/guardian signature. Student loses a privilege.



5. Office Referral

- a. If the behavior continues, student needs to be refocused (4th refocus). Teacher fills out the ODR on infinite campus & the principal takes further action.
- b. ODR's filled out immediately following a critical infraction.

Minor Behaviors

These infractions will be addressed by the teacher and/or paraprofessional.

Not following the behaviors listed in the 3 Be's of Student Behaviors table will result in the following consequences:



Consequences for Minor Behaviors

1. Verbal/Non-Verbal Reminder. Use this time to reteach the behavior
2. Refocus if the behavior continues. Use this time to reteach the appropriate behavior.
3. If behavior continues, and the student is refocused for the 2nd time, a minor ticket is given. Parent needs to be notified and the student misses the Blitz Day.
4. If behavior continues, and the student is refocused for the 3rd time, a pink refocus needs to be filled out. This results in a missed privilege. The pink refocus form needs to be sent home and signed by the parent.

**If the student receives 3 minor slips for the same behavior within a Blitz Day period, a problem solving form will be filled out and the MBI team will meet to discuss interventions. If the behavior continues, an Office referral will be issued.

Critical Behaviors

Bypass the Minor Behavior
refocus process

Examples:

- Fighting
- Damage to property
- Threats
- Bullying
- Theft
- Excessive behaviors in the hallway, Cafeteria, assembly, transportation, bathroom, and on the playground (see the 3 Be's of Student Behaviors table for behavior expectations)
- Excessive disruptions in class

Consequences for Critical Behaviors

1. A pink Refocus Form will be filled out with the student and sent home for a parent signature
2. Student will lose Blitz Day in addition to another privilege.
3. If behavior continues, an Office Referral will be issued.



Absolute Behaviors

No Tolerance!

Examples:

- Weapons
- Endangering self
- Endangering others
- Verbal/physical abuse
- Insubordination



Consequences for Absolute Behaviors

1. If safety is a concern, student is immediately removed
2. Parent/guardian will be notified by the teacher
3. Office referral will be issued
4. Parent/guardian will be notified by the principal and a discipline letter will be sent home

School-Wide

Teach-To's





Bathroom Expectations at South School Teach-To

Setting: Bathroom

What to teach:

Area	Be Safe	Be Responsible	Be Respectful
Bathroom	<ol style="list-style-type: none">1. Walking feet2. Feet on floor3. Enter & exit quietly	<ol style="list-style-type: none">1. Wash hands2. One pump of soap3. Turn off water4. Keep bathroom clean	<ol style="list-style-type: none">1. Level one voice2. Hands and feet to self3. Respect others' privacy

Teaching Examples and Non-Examples:

Be Safe:

Behavior	Example	Non-Example
Walking feet	<ul style="list-style-type: none">• Walking at a slow speed	<ul style="list-style-type: none">• Running• Skipping
Feet on floor	<ul style="list-style-type: none">• Stand up when finished	<ul style="list-style-type: none">• Climbing on the toilet• Hanging on the stall walls
Enter & exit quietly	<ul style="list-style-type: none">• Bubble & duck tail	<ul style="list-style-type: none">• Yelling/screaming

Be Responsible:

Behavior	Example	Non-Example
Wash hands	<ul style="list-style-type: none">• Hands under the water	<ul style="list-style-type: none">• Walking out without washing• Wiping hands on clothes
One pump of soap	<ul style="list-style-type: none">• Pump soap one time	<ul style="list-style-type: none">• Do not use soap• Two pumps of soap
Turn off water	<ul style="list-style-type: none">• Turn water off when done	<ul style="list-style-type: none">• Leaving the water running
Keep bathroom clean	<ul style="list-style-type: none">• Wipe water off the sink• Put paper towel in the garbage	<ul style="list-style-type: none">• Leaving splashed water on the sink• Putting paper towel on the floor

Be Respectful:

Behavior	Example	Non-Example
Level one voice	<ul style="list-style-type: none">• Whisper voice	<ul style="list-style-type: none">• Normal talking voice• Yelling
Hands and feet to self	<ul style="list-style-type: none">• Hands at your side or a duck tail• Feet on the floor walking	<ul style="list-style-type: none">• Touching a friend• Kicking a friend• Trying to trip a friend
Respect others' privacy	<ul style="list-style-type: none">• Wait your turn	<ul style="list-style-type: none">• Opening the stall door and walking in• Looking under stalls

Provide Student Opportunities for Practice

1. Have class practice as a group in the classroom
2. Have the class practice in the bathroom
3. Teacher role-plays the good examples and non-examples
4. Students role-play the good examples
5. Teacher gives feedback or reteach



Hallway Expectation at South School Teach-To

Setting: Hallway

What to teach:

Area	Be Safe	Be Responsible	Be Respectful
Hallway	<ol style="list-style-type: none"> 1. Walking feet at low speed 2. Stay on the right 3. Walk in a straight line 	<ol style="list-style-type: none"> 1. Go directly where you need to go 2. Keep hallways clean 3. Bubbles + duck tails 	<ol style="list-style-type: none"> 1. Hands and feet to self 2. Bubbles in 3. Allow personal place

Teaching Examples and Non-Examples:

Be Safe:

Behavior	Example	Non-Example
Walking feet at a low speed	<ul style="list-style-type: none"> • Walking at a slow speed 	<ul style="list-style-type: none"> • Running • Skipping
Stay on the right	<ul style="list-style-type: none"> • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Walking on the left side of the hallway • Walking in the middle of the hallway
Walk in a straight line	<ul style="list-style-type: none"> • Walk in a straight line 	<ul style="list-style-type: none"> • Walking in a zig-zag pattern

Be Responsible:

Behavior	Example	Non-Example
Go directly where you need to go	<ul style="list-style-type: none">Go straight to your destination	<ul style="list-style-type: none">Walking to the bathroom then to the yellow room
Keep hallways clean	<ul style="list-style-type: none">Pick up garbage found on the floorPick up rocks and put them in the garbage	<ul style="list-style-type: none">Throwing garbage on the floorKicking rocks down the hallway
Bubbles & duck tails	<ul style="list-style-type: none">Bubbles & duck tails	<ul style="list-style-type: none">Shouting, waving, touching the walls, etc.

Be Respectful:

Behavior	Example	Non-Example
Hands and feet to self	<ul style="list-style-type: none">Hands in a duck tailFeet stay on the floor	<ul style="list-style-type: none">Hitting a friend around youKicking a friend
Bubbles in	<ul style="list-style-type: none">Bubble in mouth	<ul style="list-style-type: none">Talking to someoneHumming or singing
Allow personal space	<ul style="list-style-type: none">Use a beach ball or balloon and show personal space	<ul style="list-style-type: none">Running into the friend in frontFalling backwards
Go with the flow	<ul style="list-style-type: none">Walk at the same speed as the person in front	<ul style="list-style-type: none">Walking faster than the groupWalking slower than the group

Provide Student Opportunities for Practice

1. Have class practice as a group in the classroom
2. Have class practice in the hallway
3. Teacher role plays the good examples and non-examples
4. Students role play the good examples
5. Teacher gives feedback or reteach



Playground Expectation at South School

Setting: Playground

What to teach:

Area	Be Safe	Be Responsible	Be Respectful
Playground	<ol style="list-style-type: none">1. Rocks stay on the ground2. Slides are for going down3. Be gentle and play with others	<ol style="list-style-type: none">1. Bring it out Bring it in2. Be honest3. Be patient and wait your turn4. Line up quickly and quietly	<ol style="list-style-type: none">1. Be kind and helpful2. Care for your playground and environment3. Play fair and include others4. Listen to adults & follow the rules

Teaching Examples and Non-Examples:

Be Safe:

Behavior	Example	Non-Example
Rocks stay on the ground	<ul style="list-style-type: none">• Play with rocks on the ground• Put rocks in the dump trucks	<ul style="list-style-type: none">• Throwing rocks at friends• Throwing rocks in the air• Putting rocks in mouth and pockets
Slides are for going down	<ul style="list-style-type: none">• Sit on bottom and go down the slide feet first	<ul style="list-style-type: none">• Climbing up the slide• Going down the slide backwards• Going down the slide head first
Be gentle and play with others	<ul style="list-style-type: none">• Share, take your turn, and use soft touches	<ul style="list-style-type: none">• Tackling, pushing, and taking toys away from your peers etc.

Be Responsible:

Behavior	Example	Non-Example
Be gentle and play with others	<ul style="list-style-type: none">Nice touch on the playgroundHolding a friend's hand	<ul style="list-style-type: none">Pushing your friendTackling your friend to the ground
Bring it out bring it in	<ul style="list-style-type: none">Play with a toy put it back in the basket	<ul style="list-style-type: none">Playing with a toy and leaving it on the playground
Be patient and wait your turn	<ul style="list-style-type: none">Stand in line with hands to yourself	<ul style="list-style-type: none">Cutting in line when waiting for the slide
Line up quickly and quietly	<ul style="list-style-type: none">Bubbles and duck tails	<ul style="list-style-type: none">Yelling and pushing others

Be Respectful:

Behavior	Example	Non-Example
Be kind and helpful	<ul style="list-style-type: none">Help a friend that gets hurt help them	<ul style="list-style-type: none">Laugh at friend when they are hurtWalk away from someone that is hurt
Care for your playground and environment	<ul style="list-style-type: none">Use equipment properlyPick up garbage	<ul style="list-style-type: none">Break the equipmentThrow garbage on the ground
Play fair and include others	<ul style="list-style-type: none">Let everyone play in your groupCreate fair rules	<ul style="list-style-type: none">Exclude friends from playing in the groupMake the game unfair to others
Listen to adults and follow the rules	<ul style="list-style-type: none">Eyes on the speaker and in control of your body	<ul style="list-style-type: none">Talking over the speaker

Provide Student Opportunities for Practice

1. Have class practice as a group in the classroom
2. Have the class practice on the playground
3. Teacher role-plays the good examples and non-examples
4. Students role-play the good examples
5. Teacher gives feedback or reteach



Lunchroom Expectation at South School

Setting: Lunchroom

What to teach:

Area	Be Safe	Be Responsible	Be Respectful
Lunchroom	<ol style="list-style-type: none">1. Walking feet2. Face forward feet under table3. Clean your hands	<ol style="list-style-type: none">1. Stay seated2. Clean up after yourself3. Be patient4. Only eat your lunch	<ol style="list-style-type: none">5. Be polite to all students and staff6. Level one voice7. Quiet on signal

Teaching Examples and Non-Examples:

Be Safe:

Behavior	Example	Non-Example
Walking feet	<ul style="list-style-type: none">• Walking feet	<ul style="list-style-type: none">• Running• Skipping• Sliding feet on floor
Face forward and feet under table	<ul style="list-style-type: none">• When sitting at the table face forward and keep feet under the table	<ul style="list-style-type: none">• Sitting on feet• Talking to friends across the room
Clean your hands	<ul style="list-style-type: none">• Wash hands with soap or use one pump of hand sanitizer	<ul style="list-style-type: none">• Not washing hands

Be Responsible:

Behavior	Example	Non-Example
Stay seated	<ul style="list-style-type: none">Stay seated at the table	<ul style="list-style-type: none">Getting up and walking around
Clean up after yourself	<ul style="list-style-type: none">Put all garbage in the garbage	<ul style="list-style-type: none">Throwing garbage on the floorKeeping garbage on the table
Be patient	<ul style="list-style-type: none">Raise hand and wait for help	<ul style="list-style-type: none">Cutting in linePushing and shoving
Only eat your lunch	<ul style="list-style-type: none">Eat the food on your plate/lunch box	<ul style="list-style-type: none">Sharing food/touching other people's plates

Be Respectful:

Behavior	Example	Non-Example
Be polite to all students and staff	<ul style="list-style-type: none">Saying please and thank you	<ul style="list-style-type: none">Grabbing others lunchNot saying please and thank you
Level one voice	<ul style="list-style-type: none">Whisper voice	<ul style="list-style-type: none">Yelling at friends
Quiet on signal	<ul style="list-style-type: none">Bubble in/voice off	<ul style="list-style-type: none">Talking/shouting

Provide Student Opportunities for Practice

1. Have class practice as a group in the classroom
2. Have the class practice on the lunchroom
3. Teacher role-plays the good examples and non-examples
4. Students role-play the good examples
5. Teacher gives feedback or reteach



Field Trips/Assembly Expectation at South School

Setting: Field trip/Assembly

What to teach:

Area	Be Safe	Be Responsible	Be Respectful
Field trip/Assembly	<ol style="list-style-type: none">1. Sit on bottom2. Walking feet3. Follow directions when entering and exiting	<ol style="list-style-type: none">1. Sit in assigned seating area2. Keep track of personal items3. Keep hands and feet to self	<ol style="list-style-type: none">1. Give full attention to the presenter2. Wait until the speaker asks for questions3. Raise hands to talk4. Respect others' property and space

Teaching Examples and Non-Examples:

Be Safe:

Behavior	Example	Non-Example
Sit on bottom	<ul style="list-style-type: none">• Sitting Criss-Cross	<ul style="list-style-type: none">• Sitting on legs• Standing up• Standing on knees
Walking feet	<ul style="list-style-type: none">• Walking	<ul style="list-style-type: none">• Skipping• Running
Follow directions when entering and exiting	<ul style="list-style-type: none">• Listening to the adult in charge	<ul style="list-style-type: none">• Moving to unassigned seat• Moving from spot to spot

Be Responsible:

Behavior	Example	Non-Example
Sit in assigned seating area	<ul style="list-style-type: none">• Sit in assigned area	<ul style="list-style-type: none">• Moving to unassigned seat
Keep track of personal items	<ul style="list-style-type: none">• Be responsible with supplies	<ul style="list-style-type: none">• Putting items down and walking away from them
Keep hands and feet to self	<ul style="list-style-type: none">• Keep hands and feet to self	<ul style="list-style-type: none">• Touching others• Kicking others

Be Respectful:

Behavior	Example	Non-Example
Give full attention to the presenter	<ul style="list-style-type: none">• Body facing forward• Eyes and ears on the presenter	<ul style="list-style-type: none">• Talking to neighbor• Not facing forward
Wait until the presenter asks for	<ul style="list-style-type: none">• Ask a question at an appropriate time	<ul style="list-style-type: none">• Talking out of turn
Raise hand to talk	<ul style="list-style-type: none">• Raise hand and wait to be called on	<ul style="list-style-type: none">• Blurting out
Respect others' property and space	<ul style="list-style-type: none">• Leave neighbor's property alone• Respect personal space	<ul style="list-style-type: none">• Taking other's property• Invading personal space

Provide Student Opportunities for Practice

1. Have class practice as a group in the classroom
2. Have class practice in the field trip/assembly
3. Teacher role-plays the good examples and non-examples
4. Students role-play the good examples
5. Teacher gives feedback or reteach



Bus line-up Expectation at South School Teach-To

Setting: Field trip/Assembly

What to teach:

Area	Be Safe	Be Responsible	Be Respectful
Bus pick-up	<ol style="list-style-type: none">1. Sit on bottom2. Walking feet3. Backpacks stay on back	<ol style="list-style-type: none">4. Go straight to line5. Follow directions when bus is called	<ol style="list-style-type: none">6. Level one voice7. Respect others' personal space and property

Teaching Examples and Non-Examples:

Be Safe:

Behavior	Example	Non-Example
Sit on bottom	<ul style="list-style-type: none">• Sitting criss-cross	<ul style="list-style-type: none">• Sitting on legs• Standing up• Standing on knees
Walking feet, low feet	<ul style="list-style-type: none">• Walking at a slow pace	<ul style="list-style-type: none">• Skipping• Running• Sliding on knees
Backpacks stay on back	<ul style="list-style-type: none">• Backpacks on back	<ul style="list-style-type: none">• Backpacks on belly• Backpacks put on the floor• Taking stuff out of backpack

Be Responsible:

Behavior	Example	Non-Example
Go straight to your line	<ul style="list-style-type: none">• Walk to your bus line	<ul style="list-style-type: none">• Run around the gym• Go and talk to your friend in another bus line
Follow directions when your bus is called	<ul style="list-style-type: none">• Stand up and walk to the correct door	<ul style="list-style-type: none">• Stay seated and not go to your bus

Be Respectful:

Behavior	Example	Non-Example
Level one voice	<ul style="list-style-type: none">• Whisper voice	<ul style="list-style-type: none">• Yelling across the gym
Respect others' property and space	<ul style="list-style-type: none">• Leave your neighbor's property alone• Give your neighbor their personal space	<ul style="list-style-type: none">• Taking others property• Your body is in your neighbor's personal space

Provide Student Opportunities for Practice

1. Have Class practice as a group in the Classroom
2. Have Class practice in the gym
3. Teacher role-plays the good examples and non-examples
4. Students role-play the good examples
5. Teacher gives feedback or reteach

