

Garden Lakes Elementary

PBIS Handbook



Garden Lakes Behavior Expectations

Be Respectful

Be Responsible

Be Ready

Introduction

Dear Garden Lakes Family,

At Garden Lakes Elementary, we want to create, promote, and maintain a safe and orderly learning environment for all students. To accomplish this goal, we have developed a school wide plan to encourage expected behavior. The plan is based on three expectations: be **Respectful**, be **Responsible**, and be **Ready**. The students will be taught how these expectations can be applied in different settings at our school and on the school bus.

Students who fulfill these expectations will receive positive recognition by earning Eagle stamps. These stamps allow children to participate in various activities and to receive special privileges. Each child will keep up with his/her stamps in the agenda and will decide how to spend them.

Thank you,

Garden Lakes Elementary PBIS Team

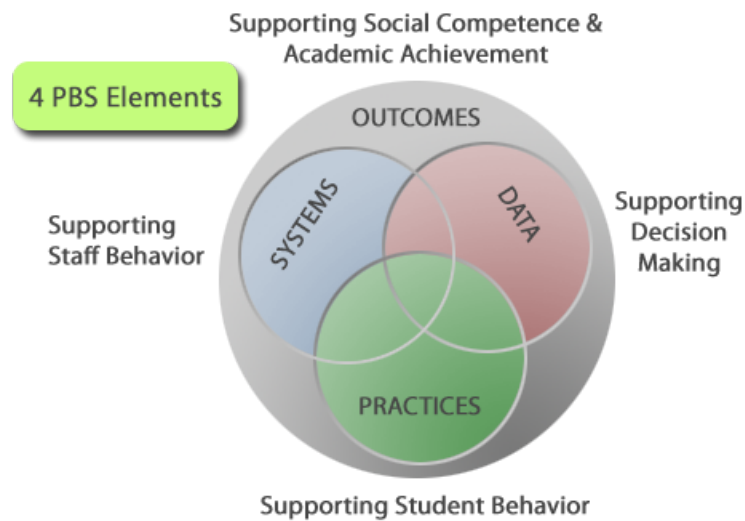
What is PBIS?

Garden Lakes Elementary began school-wide implementation of Positive Behavior Interventions and Supports in 2011. PBIS focuses on creating and sustaining school wide, classroom, and individual systems of support that improve the learning environment for all our students. Our goal is to teach behavioral expectations and then recognize positive behaviors demonstrated by our students.

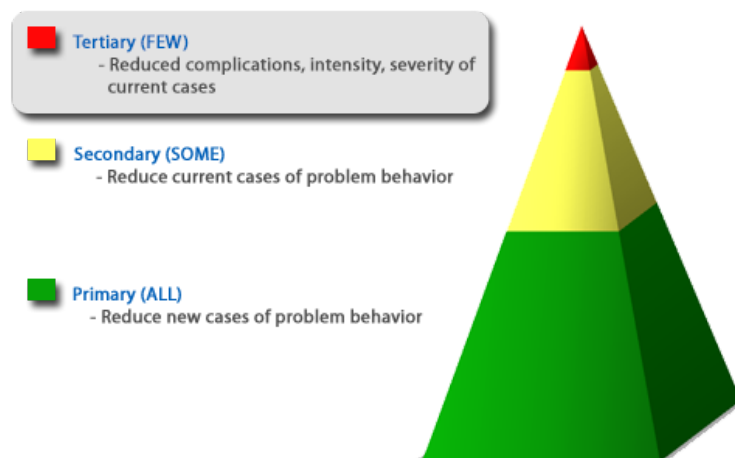
Our PBIS implementation plan includes clear outcomes, research based practices, and information for problem solving behaviors. All staff members at Garden Lakes Elementary will establish positive learning environments. The staff members will serve as positive role models to students as they teach expected school behaviors.

Our school has a system in place for recognizing and rewarding expected behaviors. By improving the school environment we hope to increase learning time and promote academic and social success for every student. The PBIS team has developed a system of interventions and strategies that are research based to support our students. We have developed a PowerPoint that is shown at the beginning of the year to kick off our PBIS program. The slideshow presents our rules and expectations also known as our “Three R’s.” Be Respectful, Be Responsible, and Be Ready. Also shown are video examples of students in our school modeling positive examples of behavior and non-examples of positive behavior. In addition, we have developed lesson resources to target specific behaviors within our school throughout the school year.

Multi-tier Support



School-wide means that educators support appropriate behavior in classroom and non-classroom (bathrooms, assemblies, hallways) areas. This support happens along a continuum from Tier 1 for all students and Tier 2 for a small group of students to Tier 3 for individual students. The goal is to create an environment that sets up ALL students for success.



An important aspect of PBIS is the understanding that appropriate behavior and social competence is a skill that requires direct teaching to students just like math and reading. This critical feature in PBIS leads to its effectiveness.

Student Recognition System

At Garden Lakes Elementary, we want to create, promote and maintain a safe and orderly learning environment for all students. To accomplish this goal, we developed a school wide plan to encourage expected behavior. The plan is based on three expectations: be Respectful, be Responsible, and be Ready. The students will be taught how these expectations can be applied in different settings at our school and on the school bus.

Students who fulfill these expectations will receive positive recognition by earning Eagle Stamps. These stamps allow children to participate in various activities and to receive special privileges. Each child will keep up with his/her stamps in his/her agenda and will decide how to spend them. The following are school wide activities that have been scheduled for the school year.

Eagle Rewards

August 31, 2018	Popsicle (3 Stamps) Hat Day (10 Stamps)
September 28, 2018	Game Day (13 Stamps)
October 26, 2018	Harvest Hoedown (52 Stamps)
November 16, 2018	Treat (3 Stamps) Lose Your Shoes (10 Stamps)
December 2018	Movie (52 Stamps)
January 25, 2019	Treat (3 Stamps) Pajama Day (10 Stamps)
February 21, 2019	<u>Pk-2</u> Selfie on the Morning Show (13 Stamps)
February 22, 2019	<u>3-5</u> Selfie on the Morning
March 29, 2019	Spring Fling (52 Stamps)
May 15-16, 2019	<u>Pk-3</u> Pizza in the Park (52 Stamps) 4-5 Braves Game (52 Stamps)
May 17	Pet Day (52 Stamps)

PBIS Team

Name	Position	Role
Mary Alcorn	Principal	Team Leader/Administrator
Jeb Arp	Assistant Principal	Data Specialist
Mandy Smith	Teacher	PBIS Coach
Melissa Shell	Counselor	Data Specialist
Chelsea Janik	Teacher	Time Keeper
Lisa Brewer	Teacher	Snack Master
Anna Campbell	Teacher	Snack Master
Stacy Henderson	Teacher	Agenda/Minutes
Suzette Davis	Instructional Lead Teacher	Agenda/Minutes
Quen Redwood	Teacher	Behavior Specialist
Kristen Tucker	Teacher	Behavioral Specialist
Starla Smith	Teacher	Behavioral Specialist
Christi Turner	Teacher	Communications

Expectations Matrix

	Cafeteria Rules	Hall Rules	Playground Rules	Restroom Rules	Bus Room Rules
Respectful	<ul style="list-style-type: none"> • Raise hand for help • Face your plate and keep your hands and feet to yourself. • Eat your own food. • Talk Quietly. 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Remain quiet. • Respect other's work displayed in hall. 	<ul style="list-style-type: none"> • Treat others fairly. • Work together to solve problems. • Keep your hands and feet to yourself. • Use kind words. 	<ul style="list-style-type: none"> • Use quiet voice. • Respect privacy of others. • Keep restrooms clean. 	<ul style="list-style-type: none"> • Keep hands and feet to yourself. • Respect staff on duty. • Use quiet voice.
Responsible	<ul style="list-style-type: none"> • Keep the lunchroom clean. • Walk. • Stay seated. • Wait your turn. 	<ul style="list-style-type: none"> • Always walk. • Stay on the blue line. 	<ul style="list-style-type: none"> • Report problems to adults. • Ask for permission to leave playground. • Play in designated areas. 	<ul style="list-style-type: none"> • Use time wisely. • FLUSH! • Wash hands with one pump of soap and dry with 2 paper towels. 	<ul style="list-style-type: none"> • Wait in your assigned area. • Enter and exit bus room orderly.
Ready	<ul style="list-style-type: none"> • Pick up all needed items the first time. • Line up and wait patiently. 	<ul style="list-style-type: none"> • Face forward. 	<ul style="list-style-type: none"> • Line up when called. 	<ul style="list-style-type: none"> • Leave materials and pencils in the classroom. 	<ul style="list-style-type: none"> • Go directly to clean when dismissed. • Be packed and ready.

Lesson Plans

Lesson Plan for Hallway

Expectations

Be Respectful
Be Responsible
Be Ready

Activity to Review

Modeling
Role Play
Charades

Objective: Students will demonstrate appropriate behavior in the hallway.

Be Respectful

Rule A Always walk	Example Walking	Non-Example Running
Rule B Stay in line	Example One behind the other	Non-Example Out of line
Rule C Respect others' work	Example Observe with your eyes	Non-Example Touching art on wall
Rule D Keep hands and feet to yourself	Example Control your body	Non-Example Hitting / kicking

Be Responsible

Rule A Use inside voice	Example Whisper	Non-Example Yelling
Rule B Stay on the right side of the hallway	Example Keep to the right	Non-Example Walking out of line

Be Ready

Rule A Face forward	Example Facing the front	Non-Example Looking behind you
Rule B Listen to the teacher	Example Listening	Non-Example Talking

Discuss and Model Examples

- Children and teachers model
- Share video
- Check for understanding

Lesson Plan for Cafeteria

Expectations

Be Respectful
Be Responsible
Be Ready

Activity to Review

Modeling
Role Play
Charades

Objective: Students will demonstrate appropriate behavior in the cafeteria.

Be Respectful

Rule A Use inside voice	Example Whisper	Non-Example Yelling
Rule B Raise your hand for help	Example Raising hand	Non-Example Leaving your seat

Be Responsible

Rule A Keep lunchroom clean	Example Take your trash	Non-Example Leave a mess
Rule B Walk	Example Walking to your seat	Non-Example Running
Rule C Stay seated	Example Staying in your seat	Non-Example Getting up without permission

Be Ready

Rule A Line up when called	Example Get in line	Non-Example Continue to play
Rule B Keep your hands and feet to yourself	Example Hands by your side	Non-Example Touching others
Rule C Pick up items first time in line	Example Put everything on your tray	Non-Example Forget ketchup

Discuss and Model Examples

- Children and teachers model
- Share video
- Check for understanding

Lesson Plan for Playground

Expectations

Be Respectful
Be Responsible
Be Ready

Activity to Review

Modeling
Role Play
Charades

Objective: Students will demonstrate appropriate behavior on the playground.

Be Respectful

Rule A Treat others fairly	Example Take turns	Non-Example Cutting in line
Rule B Follow game rules	Example Include others	Non-Example Excluding others
Rule C Keep area clean	Example Put trash in trash can	Non-Example Littering
Rule D Allow others a turn	Example Wait patiently	Non-Example Cutting in line

Be Responsible

Rule A Report problems to adult	Example Someone is bleeding	Non-Example Tattling
Rule B Ask permission to leave	Example Asking a teacher	Non-Example Just leaving
Rule C Play in designated area	Example Swings, slide, gym set	Non-Example Hill, fence, behind building

Be Ready

Rule A Line up when called	Example Get in line	Non-Example Continue to play
Rule B Be aware of surroundings	Example Watch what you are doing	Non-Example Too close to swings

Discuss and Model Examples

- Children and teachers model
- Share video
- Check for understanding

Lesson Plan for Restroom

Expectations

Be Respectful
Be Responsible
Be Ready

Activity to Review

Modeling
Role Play
Charades

Objective: Students will demonstrate appropriate behavior in the restroom.

Be Respectful

<u>Rule A</u> Be mindful of others waiting	<u>Example</u> Use restroom quickly	<u>Non-Example</u> Playing
<u>Rule B</u> Use the restroom and leave	<u>Example</u> Leave when finished	<u>Non-Example</u> Staying to play/talk
<u>Rule C</u> Keep your eyes in your stall	<u>Example</u> Only looking in your stall	<u>Non-Example</u> Looking at others

Be Responsible

<u>Rule A</u> Keep restroom clean	<u>Example</u> Put paper towels in trash	<u>Non-Example</u> Throwing towels on floor
<u>Rule B</u> FLUSH!	<u>Example</u> Flush when finished	<u>Non-Example</u> Not flushing
<u>Rule C</u> Use your inside voice	<u>Example</u> Talking quietly	<u>Non-Example</u> Yelling

Be Ready

<u>Rule A</u> Wash your hands	<u>Example</u> Wash your hands	<u>Non-Example</u> Not washing
<u>Rule B</u> Leave materials in classroom	<u>Example</u> Entering empty handed	<u>Non-Example</u> Taking items into the restroom

Discuss and Model Examples

- Children and teachers model
- Share video

- Check for understanding

Lesson Plan for Bus Room

Expectations

Be Respectful
Be Responsible
Be Ready

Activity to Review

Modeling
Role Play
Charades

Objective: Students will demonstrate appropriate behavior in the bus room.

Be Respectful

<u>Rule A</u>	<u>Example</u>	<u>Non-Example</u>
Keep hands and feet to yourself	Control your body	Hitting/kicking others
<u>Rule B</u>	<u>Example</u>	<u>Non-Example</u>
Control your belongings	Backpack on your back	Leaving items on floor

Be Responsible

<u>Rule A</u>	<u>Example</u>	<u>Non-Example</u>
Walk calmly	Walking	Running
<u>Rule B</u>	<u>Example</u>	<u>Non-Example</u>
Use inside voice	Speak quietly	Talking loudly
<u>Rule C</u>	<u>Example</u>	<u>Non-Example</u>
Go to designated area	Going to car area	Going to visit others
<u>Rule D</u>	<u>Example</u>	<u>Non-Example</u>
Be on time	Going to your area	Being late

Be Ready

<u>Rule A</u>	<u>Example</u>	<u>Non-Example</u>
Stay alert	Listen for directions	Playing with friends
<u>Rule B</u>	<u>Example</u>	<u>Non-Example</u>
Follow directions of adult in charge	Listen to adult on duty	Talking to friends
<u>Rule C</u>	<u>Example</u>	<u>Non-Example</u>
Be packed and ready	Have all materials together	Unpacking your bag

Discuss and Model Examples

- Children and teachers model
- Share video

- Check for understanding

Office Referrals

PBIS Minor Office Referrals

Minor Problem Behavior	Definition
Inappropriate language Inapp Lang	Student engages in low intensity instance of inappropriate language (calling someone gay, shut up or stupid)
Physical Contact / Physical Aggression PhyCon	Student engages in non-serious, but inappropriate physical contact (horseplay, pushing or shoving.)
Defiance / Disrespect / Non-compliance Def / Disrep	Student engages in brief or low-intensity failure to respond to adult requests (talking back, disrespectful and socially rude.)
Disruption Disrup	Student engages in low-intensity, but inappropriate disruption (burping and bodily noises.)
Property Misuse Propmis	Student engages in low-intensity of misuse of property (writing on the wall, stopping up toilet.)
Technology Violation Techvio	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, page, music/video players, camera, and computer.
Other Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

PBIS Major Office Referrals

Major Problem Behavior	Definition
Abusive Language / Inappropriate Language / Profanity AbusiveLang	Verbal messages that include swearing, name calling, or use of words in an inappropriate way including sexual nature.
Arson Arson	Student plans and/or participate in malicious burning of property.
Bomb Threat / False Alarm BombThrt	Student delivers a message of possible explosive material being on campus, near campus, and/or pending explosion.
Use / Possession of Combustibles Combustibles	Student is in possession of substances / objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid.)
Defiance / Disrespect / Insubordination / Non-Compliance Def/Disrep	Continued refusal to follow directions, talking back to adults in charge and/or socially rude interactions.
Disruption Disrup	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out of seat
Dress Code Violation DressCoVio	Student wears clothing that does not fit within the dress code guidelines practiced by the school / district.
Fighting / Physical Aggression Fightphyagg	Actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Forgery / Theft Forg/theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Harassment / Bullying Harass / bully	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

Major Problem Behavior	Definition
Inappropriate Display of Affection InappDisAff	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.
Inappropriate Location / Out of Bounds Area OutofBounds	Student is in an area that is outside of school boundaries (as defined by school.)
Lying / Cheating Cheat	Student delivers message that is untrue and/or deliberately violates rules.
Property Damage / Vandalism Propdam	Student participates in an activity that results in destruction or disfigurement of property.
Skip Class / Truancy Skip	Student leaves class/school without permission or stays out of class/school without permission.
Technology Violation TechVio	Student engages in inappropriate (as defined by school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior.)
Use / Possession of Drugs Drugs	Student in possession of or is using illegal drugs/substances or imitations.
Use / Possession of Tobacco	Student is in possession of or is using tobacco.
Use / Possession of Weapons Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

PBIS Possible Consequences for Minor Problems Behavior

1. Verbal redirection.
2. Recover in class, another class, the counselor, or SED classroom.
3. Student conference
4. Parent conference
5. Phone and note in agenda/agenda not on behavior chart
6. Intervention time in another classroom
7. Intervention- miss a non-instructional activity.
8. Preferential seating
9. Student sent to office

*Suggested hierarchy unless a critical situation arises.

Check-In/Check-Out Daily Progress Report

Student _____ Week of _____

Monday

Goals	Activity	Math	Intervention	Reading	Lunch	ELA
Be Respectful	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Be Responsible	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Completes Homework	•	2 1 0	•	2 1 0	•	2 1 0
Completes Classwork	•	2 1 0	2 1 0	2 1 0	•	2 1 0
Be There- Be Ready	2 1 0	2 1 0	2 1 0	2 1 0	•	2 1 0
Total Points	•				•	
Teacher Initials						
Parent Signature _____					Total Points	

Tuesday

Goals	Activity	Math	Intervention	Reading	Lunch	ELA
Be Respectful	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Be Responsible	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Completes Homework	•	2 1 0	•	2 1 0	•	2 1 0
Completes Classwork	•	2 1 0	2 1 0	2 1 0	•	2 1 0
Be There- Be Ready	2 1 0	2 1 0	2 1 0	2 1 0	•	2 1 0
Total Points	•				•	
Teacher Initials						
Parent Signature _____					Total Points	

Wednesday

Goals	Activity	Math	Intervention	Reading	Lunch	ELA
Be Respectful	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Be Responsible	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Completes Homework	•	2 1 0	•	2 1 0	•	2 1 0
Completes Classwork	•	2 1 0	2 1 0	2 1 0	•	2 1 0
Be There- Be Ready	2 1 0	2 1 0	2 1 0	2 1 0	•	2 1 0
Teacher Initials						
Parent Signature _____					Total Points	

Parent Signature _____

Thursday

Goals	Activity	Math	Intervention	Reading	Lunch	ELA
Be Respectful	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Be Responsible	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Completes Homework	■	2 1 0	■	2 1 0	■	2 1 0
Completes Classwork	■	2 1 0	2 1 0	2 1 0	■	2 1 0
Be There- Be Ready	2 1 0	2 1 0	2 1 0	2 1 0	■	2 1 0
Teacher Initials						
Parent Signature _____					Total Points	

Parent Signature _____

Friday

Goals	Activity	Math	Intervention	Reading	Lunch	ELA
Be Respectful	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Be Responsible	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Completes Homework	■	2 1 0	■	2 1 0	■	2 1 0
Completes Classwork	■	2 1 0	2 1 0	2 1 0	■	2 1 0
Be There- Be Ready	2 1 0	2 1 0	2 1 0	2 1 0	■	2 1 0
Teacher Initials						
Parent Signature _____					Total Points	

Parent Signature _____