Gordon Creek Elementary School

Better Together

Positive Behavioral Interventions and Supports

Parent & Student Handbook

2024-2025



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SAFE

RESPECTFUL

RESPONSIBLE

KIND

Dear Families,

It is well known that schools are successful when they help children grow academically, socially, and emotionally. For this to happen, it is important that we provide a safe environment that is supportive and conducive to growth. By setting clear social and behavioral expectations, it is our goal to enhance our school environment.

To support our character education program and comply with Ballston Spa Central School District's Code of Conduct, we have adopted a school wide system of Positive Behavioral Interventions and Supports (PBIS). By using PBIS within our school, we aim to support children's academic, social and emotional success.

Gordon Creek's PBIS Program has **four** basic expectations for students to:



Your child is explicitly taught the school-wide behavioral expectations beginning the first few days of school. These lessons highlight specific behavioral expectations in each area of the school including: instructional areas, hallways, cafeteria, recess, assemblies, bathrooms, and buses. Students are acknowledged for following these behavioral expectations with the use of praise and classroom-level positive reinforcement systems.

More information on how PBIS will be implemented in Gordon Creek is attached. If you would like further information on PBIS, please visit www.pbis.org and/or Second Step website at www.secondstep.org.

With your support and involvement, Gordon Creek Elementary School will continue to be a school where students are safe, respectful, responsible and kind.

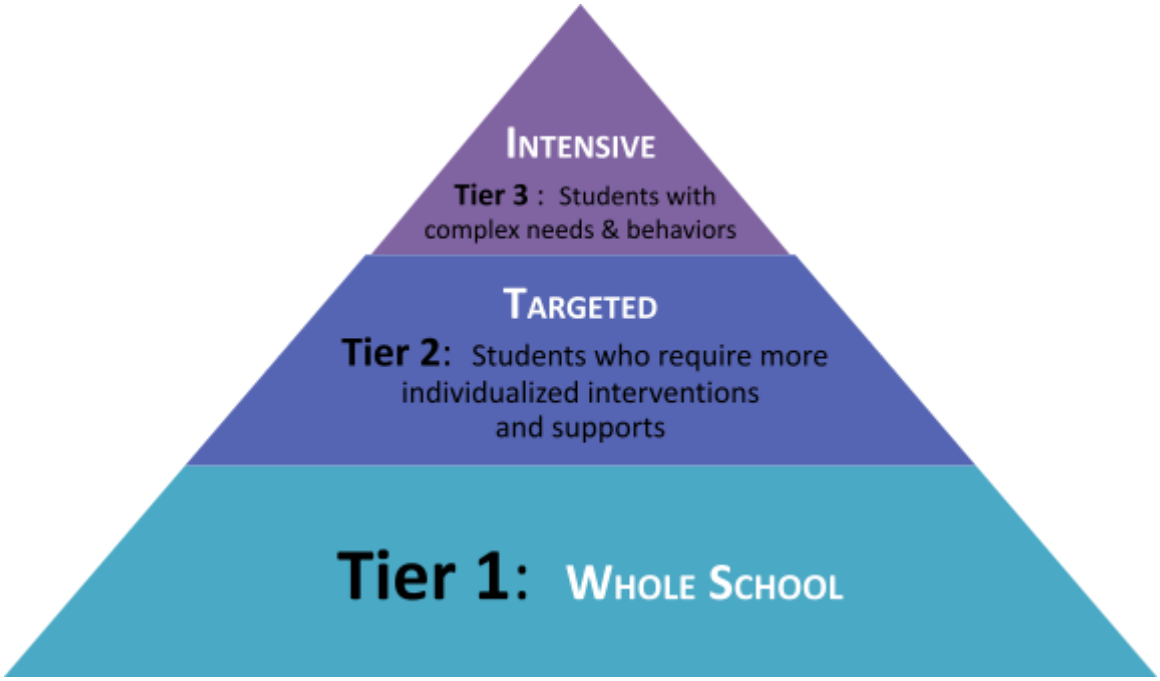
Sincerely,

The Gordon Creek PBIS Committee

What Is PBIS?

PBIS (Positive Behavioral Interventions and Supports) is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individualized behavior planning.

Using the most current best practices, strategic teams are trained to positively impact behavior at three key behavioral tiers:



This curriculum is based on three main ideas:

1. **Children need to know what is expected of them.**
2. **Children need to be directly taught the correct way to behave.**
3. **The correct behavior needs to be encouraged and acknowledged.**

1. **<u>Children need to know what is expected of them</u>:**

In order to help our children know what is expected of them, every classroom and common area will have the same general guidelines. This will provide consistency for the students, which will make it easier for them to understand and learn appropriate behavior. Through our "Four B's" we can address any behavior. The "Four B's" will be posted in all classrooms and common areas allowing students to become very familiar with them.

2. **<u>Children need to be taught directly the correct way to behave</u>:**

During the first week of school each individual expectation will be taught as part of the PBIS Kick-off. These short lessons will help the students learn the rules and what the appropriate behavior looks like. For example, in the hallway students should:



	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Hallway	-Travel safely – Use Line Basics -Keep to your own personal space -Keep your belongings to yourself -Walk on the right side -Keep shoes tied	-Respect others' belongings -Keep the area you are in clean -Travel quietly – Voice level 0 -Keep hands by your sides	-Follow directions from all adults -Go directly to location -Maintain your spot in line -Be honest in words and actions
	BE KIND In all areas throughout the day, students will: be kind, friendly, help one another, and treat people how you would like to be treated.		

For example, to teach appropriate transitions within the school, the teacher will explain why this is an important part of being safe. The students will be given examples of situations where walking will keep them safe. They may then take part in activities that will allow opportunities for practice. Teachers will always model what the correct behavior looks like so the students will become familiar with it. This will help them to have a very clear idea of the behaviors that are acceptable and expected in the classroom and all areas of the school. Lessons were developed to teach any behavior in any setting. This allows students to make the connection between the behavior and the setting.

3. **<u>The correct behavior needs to be recognized and encouraged:</u>**

Once a behavior is taught, the student should be encouraged to display this new behavior. Reinforcement will be provided through positive feedback. This positive feedback will take many forms.

PBIS Student Recognition Plan

This year we look forward to several exciting ways to recognize, reinforce and monitor positive student behavior.

- **Scottie Days:** There will be a special event day held at the end of each marking period. Students who have followed the Gordon Creek behavioral expectations will be invited to these events. Students who have received three (3) Behavior Referrals since the previous Scottie Day will be required to attend a re-teach of behavioral expectations before attending the events.

- **Scottie Pride Recognition**: Staff will have the opportunity to nominate a student for their Scottie Pride! Students nominated will receive a certificate, have their picture posted to our Scottie Pride bulletin board/Lobby TV, and may have their picture shared via social media or our school website.

- **School Wide Rewards:**

    - *Fun "Friday"*
        - Each classroom teacher can designate time every Friday (or day of choice) for students who have demonstrated the 4B's to have fun with their classmates.
    - *Special Spoon*
        - Lunch monitors will choose one class each month to eat lunch with the Principal.
    - *Golden Whistle*
        - Recess monitors will choose one class to earn the Golden Whistle. That class will receive an extra recess during that month.
    - *Golden Dust Pan*
        - Custodians will choose classrooms that are the cleanest each month. Chosen classes will receive extra "free choice" time in the classroom.

Behavioral Documentation

Staff will use SchoolTool to record behavior documentation electronically. SchoolTool referrals will be used to document a student's behavior that requires a consequence beyond that which is adequately addressed within the classroom by the teacher or other appropriate staff who was directly involved with the student at the time of the behavior. Behaviors that generate a referral include those which **significantly impact the safety or rights of others,are chronic in nature (repeated), are not responding positively to the classroom management plan, cause significant harm, or require immediate assistance from support staff (principal, administrative aide, social worker, school psychologist, school counselor).**

Field Trips

Per Ballston Spa's Elementary Code of Conduct* (please see below) students who receive a referral for unsafe behavior may not be allowed to participate on field trips without the supervision of a family member. Should a student receive a referral for a significant safety concern, a discussion with the Principal and the student's family will determine whether or not the student will participate in the field trip.

Disciplinary Action and Student Conduct

Ballston Spa Elementary Schools operate under a progressive discipline model. Students may be subject to a range of disciplinary actions if they engage in conduct that is disorderly, insubordinate, disruptive, violent, threatening, endangers the safety, moral, health or welfare of others or includes academic misconduct. Disciplinary action will be firm, fair and consistent. Disciplinary actions may include warnings, notification to parents, detention, suspension from athletics or other activities/privileges, in-school suspension, removal from class, short-term or long-term suspension from school or (with parental support) community service.

Per BSCSD Board of Education Policy 7310

Dignity for All Students Act (DASA) and PBIS

PBIS helps to support the Dignity Act which states that all students in public schools are afforded an environment free of discrimination and harassment.

- The Dignity Act promotes civility and creates a safe nurturing environment
- Instruction includes honesty, tolerance, personal responsibility, respect for others, observance of laws, courtesy and dignity to include all:
    - Race
    - Color
    - Weight
    - Nationality
    - Ethnicity
    - Religion
    - Disability
    - Sexual orientation
    - Gender
    - Sex

- Students are expected to behave in a way that reflects The Dignity Act and PBIS at all times. This includes:
    - School buildings
    - Athletic fields
    - Playground
    - Parking lot
    - School Buses
    - Extra-curricular events and activities

For more information visit http://www.p12.nysed.gov/dignityact/

Gordon Creek Elementary School
PBIS Contract

My child and I have reviewed the Parent & Student Handbook. We have been informed of the general PBIS policies, procedures and responsibilities at Gordon Creek Elementary School. We are also aware of the behavioral expectations to: Be Safe, Be Respectful, Be Responsible and Be Kind. School staff will teach and reinforce these expectations. We understand that children will be most successful when families work together with school staff.

_____	_____
Child Name (Printed)	Grade
_____	_____
Parent/Guardian (Printed)	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Teacher Signature	Date

Please return this form to school with your child within one week of receipt.

Thank you for supporting a safe, respectful, responsible and kind learning environment for all students at Gordon Creek Elementary School.

To Sign Electronically Please Click Here

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
THROUGHOUT All OF GORDON CREEK	*Report all unsafe behaviors to an adult *Use walking feet *Keep hands, feet, and objects to self *Keep shoes tied and on your feet	*Respect others' personal space *Respect others' belongings *Use appropriate/polite behavior, language and tone of voice *Be a good listener to teachers and other students	*Follow directions from all adults *Be honest in words and actions *Use non-physical ways to solve problems *Take care of yourself and your belongings
HALLWAY	*Walk in line(s) on the right side *Follow line basics *Stay with your class/group	*Use a level 0 voice *Keep hands by your side	*Maintain your spot in line *Go directly to your destination
CAFETERIA	*Feet under table *Eat your own food *Stay seated at your table	*Use a level 1-2 voice at the table *Use a level 1 voice in the serving area *Use good table manners *Raise your hand when you need an adult	*Follow cafeteria procedures *Clean up after yourself *Focus on eating first *Know your lunch number
RECESS	*Follow recess procedures *Always ask monitor permission to go inside *Use playground equipment appropriately *Respond to whistle immediately *Remained in assigned area	*Share and take turns *Include others *Use level 2 voice for inside recess	*Put away equipment *Dress appropriately for weather conditions *Wear appropriate footwear
ASSEMBLY	*Sit criss cross *Stay in your own space	*Enter with and maintain a zero voice *Look at and listen to performer *Raise hand and wait to be called on *Applaud & participate appropriately *Use “Give Me 5”	*Be alert *Sit in assigned area *Give enough space to the people next to you
BATHROOM	*Follow posted restroom procedures *Keep floors dry *Keep feet on the floor	*Keep bathroom clean *Use a level 1 voice *Respect other people's privacy *Keep doors unlocked when not in use	*Use bathroom at appropriate times *Tell an adult if restroom needs attention *Use supplies only as necessary *Use bathroom in a timely manner *Return immediately to classroom
BUS	*Hands, feet and objects to self and out of the aisle *Stay seated *Personal belongings in seat *When inside lights are on, level 0 voice *All food and drink remain in backpack	*Listen to the bus driver *Use a level 1-2 voice in your area	*Follow bus procedures *Stay in assigned seats *Keep track of all belongings
BE KIND: In all areas throughout the day, students will: be kind, friendly, help one another, and treat people how you would like to be treated.			

VOICE LEVEL

0	1	2	3
Silence 	**Whisper Voice** 	**Inside – Conversation** 	**Outside - Playground** 



Give Me 5!

Give Me Five



5. Eyes watching.
4. Ears are listening.
3. Voice quiet.
2. Body still and calm.
1. Brain thinking.

