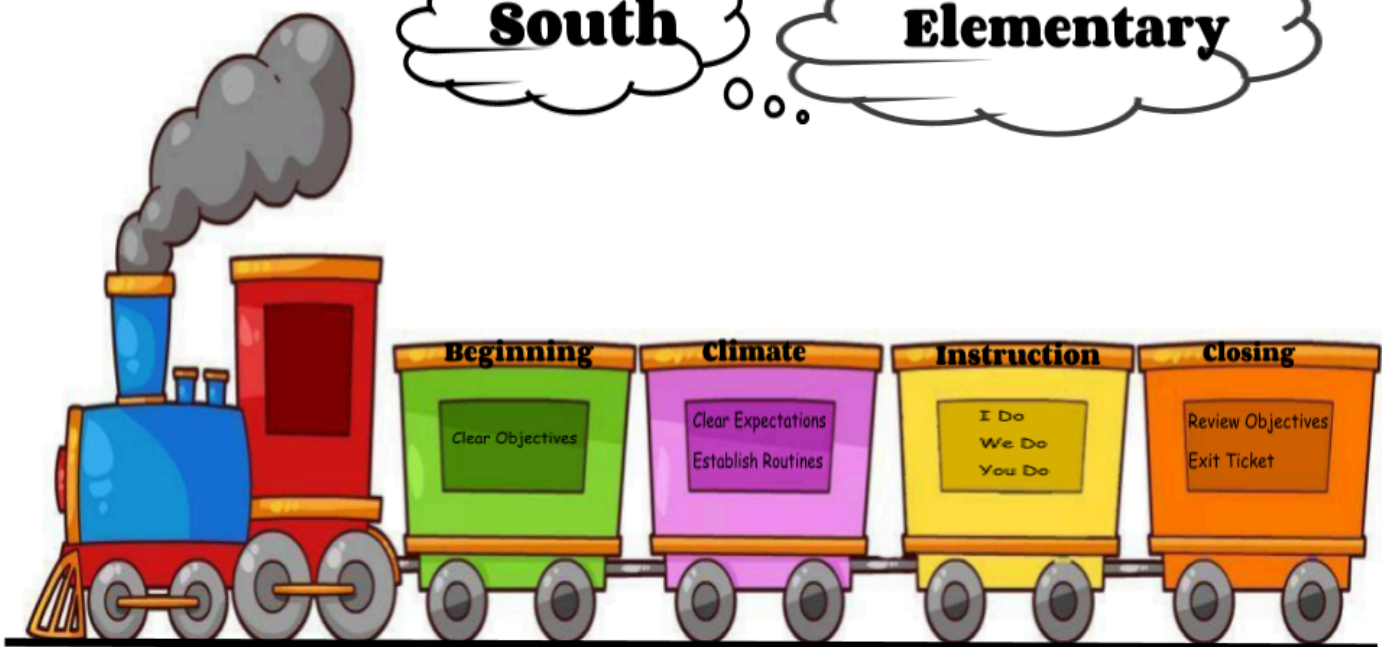


# Success Starts at South

## MBI Handbook

**South**

**Elementary**



**Building Foundational Academic, Behavioral,  
and Social Relationships**

**Be Respectful Be Responsible Be Safe**

# 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.

Laurel students begin their educational journey at South School. The staff at South is committed to teaching all students how to successfully meet the expectations of school in positive, fun, and age appropriate ways. Throughout the school year, students will learn expected behaviors in all school settings. Students learn what the behaviors look like and sound like while they are modeled, practiced, and monitored. Charts included on following pages clarify the expected and unexpected behaviors.

## 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

### 3 Be's of Student Behavior for South Elementary

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

# Addressing Positive Behaviors

When does a student receive a Buzz Ticket?

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

Name: \_\_\_\_\_

Got a **BUZZ TICKET**



From: Mrs. Dawe  
(Principal)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

I got a BUZZ ticket for:

- Being Respectful
- Being Responsible
- Being Safe



From: Mrs. Dawe  
(Principal)

Name: \_\_\_\_\_

Use a Classroom Buzz Ticket for an entire class doing it correctly. Classes will earn a class reward for classroom Buzz Tickets, as determined by each classroom teacher.

**Super Kid:** One student from each class will be chosen each month 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 once a month on Wednesdays. If students are following the 3 Be rules at South Elementary, and do not receive a Think Sheet, they will earn their Blitz Day. We will be doing a craft, game, movie, etc. on this day.

# Addressing Negative Behaviors

Students will receive a Think Sheet for behaviors that do not follow the 3 Be rules at South Elementary. Think Sheets will be sent home on the day the behavior takes place for parents/guardians to review. Parents/Guardians will be contacted by their student's teacher about the behavioral concern.



## THINK SHEET

Name (first and last) \_\_\_\_\_ Kindergarten

Refocusing Staff \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Classroom Teacher: Amestoy Bienevenue Jares Messenger Noble Thilmony Wilson

Location: Bathroom Cafeteria Classroom Safety Drill Gym Guidance  
Hall Library Music Recess STEAM WIN  
Title 1 SPED

I was not being: Respectful Responsible Safe

What happened? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What should I do next time? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Teacher's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Behavior:** Defiance Dishonest/Lying Disruption/Blurting/Voice level Not working

Not following directions Technology violation Property misuse/Damage/Destruction

Inappropriate/Mean/Threatening Language Physical contact/aggression Theft

Teacher will conference with the Principal

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**Please sign and RETURN**

## **Playground - Expectations**

Playground rules are to be followed at all times while on the South playground. Failure to follow these rules will result in consequences following the steps listed below.

1. Playground Aide, teacher or other adult in charge will verbally warn a student of failure to follow playground rules.
2. Playground Aide, teacher or other adult in charge, will remind the student of the verbal warning and assign an outside consequence (standing by the wall, the child standing with an adult, walking the box, etc.). The time of this consequence is set by the adult. The teacher will be notified after recess of the offense and consequence.
3. Playground Aide, teacher or other adult in charge, will remind the student of the verbal warning and previous consequence. The adult in charge will ask the student to stand by the wall or next to them until the end of the recess. At this time, the adult in charge will walk the student to his/her teacher and report the offense. Teacher, student and Aide will report the offense to the principal for an Office Referral (OR) and follow the following grid starting at number 4 (previous 3 steps are aligned above). If the offense is severe enough, the staff at South Elementary School have the authority to place the student on the grid at any level.

Individual Playground rules are to be followed at all times while on the South playground. Failure to follow these rules will result in consequences following the grid below.

### **South Playground Expectations**

1. Students are to be involved in constructive playground activities.
2. Students are to remain on the playground during recess or after arriving in the morning.
3. Any activity may be stopped if it endangers students or interferes with the play of others.
4. Students' coats not worn need to be put in their class line, NOT in a pile.
5. Students are only to use equipment and toys provided by the school when on the playground.

### **Safety Comes First!**

The following activities are prohibited on the playground:

1. Fighting, play fighting, tackle games of any kind
2. Throwing dirt, rocks, snowballs, or dangerous objects
3. Inappropriate use of playground equipment
4. Climbing up or getting on top of the slides or monkey bars
5. Climbing, standing, twisting, or jumping off the swings
6. Standing or sitting on concrete tubes
7. Playing near school doors or steps
8. Climbing on fences or poles
9. Sliding on ice or playing in puddles
10. Chewing gum, eating suckers or hard candy
11. Inappropriate language (swearing), gestures, or spitting

### **Playground Consequences**

1. Verbal warning
2. Walk the box
3. Stop and Think sheet

# School-Wide Teach-To's

## Kindergarten and Kinderboost

Area	Be Safe	Be Responsible	Be Respectful
Classroom	<ol style="list-style-type: none"> <li>1. Walking feet</li> <li>2. Push in chairs</li> <li>3. Enter &amp; exit quietly</li> <li>4. Use materials safely</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep supplies organized</li> <li>2. Hang up coat/backpack</li> <li>3. Keep belongings organized</li> <li>4. Be on task</li> </ol>	<ol style="list-style-type: none"> <li>1. Level one voice</li> <li>2. Hands and feet to self</li> <li>3. Respect others' space</li> <li>4. Respect others' belongings</li> </ol>
Examples of behaviors not meeting expectations in classroom:	<ol style="list-style-type: none"> <li>1. Running</li> <li>2. Leaving chair out</li> <li>3. Yelling/shouting</li> <li>4. Harming other with supplies</li> </ol>	<ol style="list-style-type: none"> <li>1. Destroying/losing supplies</li> <li>2. Belongings on floor</li> <li>3. Chair pocket not tidy</li> <li>4. Not listening</li> </ol>	<ol style="list-style-type: none"> <li>1. Yelling/shouting</li> <li>2. Hitting/kicking others</li> <li>3. Invading others space</li> <li>4. Stealing/destroying belongings</li> </ol>
Bathroom	<ol style="list-style-type: none"> <li>1. Walking feet</li> <li>2. Feet on floor</li> <li>3. Enter &amp; exit quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. Wash hands</li> <li>2. One pump of soap</li> <li>3. Turn off water</li> <li>4. Keep bathroom clean</li> </ol>	<ol style="list-style-type: none"> <li>1. Level one voice</li> <li>2. Hands and feet to self</li> <li>3. Respect others' privacy</li> </ol>
Examples of behaviors not meeting expectations in Bathroom:	<ol style="list-style-type: none"> <li>1. Running</li> <li>2. Jumping on toilets or stalls</li> <li>3. Yelling/shouting</li> </ol>	<ol style="list-style-type: none"> <li>1. Not washing hands</li> <li>2. Excess pumps of soap</li> <li>3. Leaving water running</li> <li>4. Throwing paper towels on floor</li> </ol>	<ol style="list-style-type: none"> <li>1. Yelling/shouting</li> <li>2. Hitting/kicking others</li> <li>3. Invading others space</li> <li>4. More than one student in the stall at a time</li> </ol>
Hallway	<ol style="list-style-type: none"> <li>1. Walking feet at low speed</li> <li>2. Stay on the right</li> <li>3. Walk in a straight line</li> </ol>	<ol style="list-style-type: none"> <li>1. Go directly where you need to go</li> <li>2. Keep hallways clean</li> <li>3. Bubbles &amp; duck tails</li> </ol>	<ol style="list-style-type: none"> <li>1. Hands and feet to self</li> <li>2. Bubbles in</li> <li>3. Allow personal place</li> </ol>
Examples of behaviors not meeting expectations in Hallway:	<ol style="list-style-type: none"> <li>1. Running</li> <li>2. Walking on the left</li> <li>3. Not following the teacher in a straight line</li> </ol>	<ol style="list-style-type: none"> <li>1. Wandering the halls</li> <li>2. Throwing trash on floor</li> </ol>	<ol style="list-style-type: none"> <li>1. Hitting/kicking others</li> <li>2. Invading others space</li> <li>3. Talking/Yelling/Shouting</li> <li>4. Touching things on walls</li> </ol>
Playground	<ol style="list-style-type: none"> <li>1. Rocks stay on the ground</li> <li>2. Slides are for going down</li> <li>3. Be gentle and play with others</li> </ol>	<ol style="list-style-type: none"> <li>1. Bring it out Bring it in</li> <li>2. Be honest</li> <li>3. Be patient and wait your turn</li> <li>4. Line up quickly and quietly</li> </ol>	<ol style="list-style-type: none"> <li>1. Be kind and helpful</li> <li>2. Care for your playground and environment</li> <li>3. Play fair and include others</li> <li>4. Listen to adults &amp; follow the rules</li> </ol>
Examples of behaviors not meeting expectations on Playground:	<ol style="list-style-type: none"> <li>1. Throwing rocks or snow</li> <li>2. Climbing up the slide</li> <li>3. Pushing/Wrestling/Hitting</li> </ol>	<ol style="list-style-type: none"> <li>1. Leaving toys out</li> <li>2. Telling lies</li> <li>3. Cutting in line</li> <li>4. Playing after the bell rings</li> </ol>	<ol style="list-style-type: none"> <li>1. Not being kind to others (name calling)</li> <li>2. Breaking Toys</li> <li>3. Not letting others play</li> <li>4. Talking back to adults</li> </ol>
Lunchroom	<ol style="list-style-type: none"> <li>1. Walking feet</li> <li>2. Face forward feet under table</li> <li>3. Clean your hands</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay seated</li> <li>2. Clean up after yourself</li> <li>3. Be patient</li> <li>4. Only eat your lunch</li> </ol>	<ol style="list-style-type: none"> <li>5. Be polite to all students and staff</li> <li>6. Level one voice</li> <li>7. Quiet on signal</li> </ol>
Examples of behaviors not meeting expectations in Lunchroom:	<ol style="list-style-type: none"> <li>1. Running</li> <li>2. Turning around at tables</li> <li>3. Crawling under tables</li> <li>4. Not washing hands before lunch</li> </ol>	<ol style="list-style-type: none"> <li>1. Getting up without asking</li> <li>2. Leaving garbage on tables or floor</li> <li>3. Not waiting your turn</li> <li>4. Sharing food</li> </ol>	<ol style="list-style-type: none"> <li>1. Not being kind to others</li> <li>2. Screaming/yelling</li> <li>3. Talking when asked to be quiet</li> </ol>
Field trip/Assembly	<ol style="list-style-type: none"> <li>1. Sit on bottom</li> <li>2. Walking feet</li> <li>3. Follow directions when entering and exiting</li> </ol>	<ol style="list-style-type: none"> <li>1. Sit in assigned seating area</li> <li>2. Keep track of personal items</li> <li>3. Keep hands and feet to self</li> </ol>	<ol style="list-style-type: none"> <li>1. Give full attention to the presenter</li> <li>2. Wait until the speaker asks for questions</li> <li>3. Raise hands to talk</li> <li>4. Respect others' property and space</li> </ol>

Examples of behaviors not meeting expectations at Field Trips/Assemblies:	<ol style="list-style-type: none"> <li>1. Standing/sitting on knees</li> <li>2. Running around</li> <li>3. Not listening to staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Getting up without asking</li> <li>2. Leaving personal items behind</li> <li>3. Hands and feet touching others</li> </ol>	<ol style="list-style-type: none"> <li>1. Talking to friends</li> <li>2. Interrupting the presenter/speaker</li> <li>3. Screaming/yelling</li> <li>4. Not being a polite guest</li> </ol>
Bus pick-up	<ol style="list-style-type: none"> <li>1. Sit on bottom</li> <li>2. Walking feet</li> <li>3. Backpacks stay on back</li> </ol>	<ol style="list-style-type: none"> <li>4. Go straight to line</li> <li>5. Follow directions when bus is called</li> </ol>	<ol style="list-style-type: none"> <li>6. Level one voice</li> <li>7. Respect others' personal space and property</li> </ol>
Examples of behaviors not meeting expectations on the bus:	<ol style="list-style-type: none"> <li>1. Standing/sitting on knees</li> <li>2. Running around</li> <li>3. Leaving personal items</li> </ol>	<ol style="list-style-type: none"> <li>1. Getting up without asking</li> <li>2. Running around halls/gym</li> <li>3. Not listening to directions</li> </ol>	<ol style="list-style-type: none"> <li>1. Yelling/screaming</li> <li>2. Invading others' space</li> <li>3. Taking others' property</li> </ol>



Individual teachers set classroom rules and expectations for their students. Teachers will do their own discipline within their classroom as needed. However, after the teacher has moved through his/her classroom level behavior plans, students will be referred to the Principal. Parents will be notified of all interactions.

The following discipline grids are designed to help teachers and administrators at South Elementary determine referrals to the office as well as consequences for unwanted behaviors. The following is a key to help you understand the consequences better.

**ISS** - In School Suspension - At South, the student would sit in the office area where he / she is monitored all day by an adult. Homework will be given to the student by the classroom teacher and the teacher will follow up with the student during the day. The principal and secretary also follow up with the student throughout the day.

**OSS** - Out of School Suspension - At South, the student is asked to leave the building for the determined number of days. The classroom teacher will work out a plan for missed work upon their return.

**OR - Office Referral** - The student will receive a discipline referral out of Infinite Campus and the Principal or teacher will notify home of the occurrence. Discipline referrals are mailed home to guardians. In the event that a parent cannot be contacted the referral will be mailed home with a letter from the teacher or principal. Discipline records will be kept strictly confidential and only disciplinary actions about your child will be shared with you.

**Loss of Recess / Privileges** - Students who lose their recess or privileges will sit at the office or other designated location during recess or the event they lose. The secretary or principal will monitor these students during this break. Teachers may also ask to keep students in their classroom to work on homework.

# Classroom or School- DISCIPLINE/CONSEQUENCE GRID

**LEVEL I (Students move back one step if they are not referred for 30 calendar days)**

Infraction	Classroom Level consequence	Student Conference with Principal		
		4	5	6
Classroom Disruption	1 <sup>st</sup> Offense: Teacher conference with student.	1 Recess Lost	1 Full Day of recess loss and privileges, with parent contact by teacher or principal.	2 Full Days of recess loss and privileges, parent contact by teacher or principal, and OR a behavior plan is implemented
Inappropriate Behavior				
Inappropriate Peer Interactions	2 <sup>nd</sup> Offense: Loss of a day of privileges and Think Sheet sent home for parent contact.			
Lack of cooperation with teacher/staff				
Rude, inappropriate language	3 <sup>rd</sup> Offense: Loss of privileges for multiple days and parent contact.			
Possession of inappropriate materials				

**LEVEL II: Think Sheet (All incidents classified as Level II will include communication with families.)**

OFFENSE-# OF OCCURRENCES	1	2	3
Repeated classroom behaviors	Loss of recess or privileges for 1 day	OR Loss of recess or privileges for 2 or more days	OR $\frac{1}{2}$ day ISS
Damage to school property/ restitution required			
Disrespect for staff or environment			
Aggressive verbal or physical peer to peer conflict			

**LEVEL III: Office Referral**

OFFENSE-# OF OCCURRENCES	1	2	3
Fighting or non-mutual physical aggression	OR $\frac{1}{2}$ or 1 day ISS	OR 1-2 days ISS	OR plus required parent conference with administrator and staff to develop a behavioral plan
Repeated Harassment/Intimidation			
Major defiance			
Property destruction			
Vandalism			
Theft: chronic acts or extreme value			

**LEVEL IV: Unlawful-this is an office referral and referral for additional services or contact with SRO**

OFFENSE- # OF OCCURRENCES	1	2	3
Possessions of inappropriate or dangerous materials	1-2 days OSS	OR 3-5 day OSS	OR Long-term OSS pending expulsion hearing
Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia on school grounds or at school activities			
Premeditated false alarm/ tampering with fire protection systems			
Possession or use of firearms, dangerous weapons, or explosives	Long-term OSS pending expulsion hearing Legal authorities will be contacted.		

**Administrators have the authority to define behaviors and place students on the grid according to offenses not specifically listed. The grid is a guide and not designed to be all-inclusive.**

## RE-ENTRY MEETING

If your student has had extensive ISS (in school suspension) or OSS (out of school suspension), or the incident was unsafe for others, a mandatory re-entry meeting will be held with the parent/guardian prior to the student returning to the building or classroom.

## TRANSPORTATION CONSEQUENCE GRID

The safety of our children is our number one priority at Laurel Public Schools, including during our routes to and from school or to school events. Bus drivers are responsible for the safety of these students on our roadways and ask for the safety rules to be followed closely. Please note that if a student continues to disregard behavioral expectations on the school bus, they will be asked to leave our routes and will be responsible for getting to and from school on their own. All offenses will include parent contacts.

### LEVEL I (Steps repeat if student is not referred for 30 calendar days)

OFFENSE- # OF OCCURRENCES	1	2	3	4	5
Disruptive Behavior including inappropriate interactions with students, talking loudly	Warning including discipline referral and parent/guardian contact	3 day suspension from the bus	5 day suspension from the bus	10 day suspension from the bus	Loss of privilege to ride the bus
Inappropriate Behavior					
Boarding or disembarking improperly					
Lack of cooperation with bus driver					
Rude, inappropriate language					
Possession of inappropriate materials					
Moving or being seated improperly while the bus is in motion including being out of assigned seat					
Body parts or other objects outside the windows					
Throwing objects					
Blocking aisles with books or other objects					
Crossing improperly					
Cell phone violation					

### Level II

OFFENSE-# OF OCCURRENCES	1	2
Fighting or non-mutual physical aggression, Verbal or physical peer to peer conflict	10 day suspension from the bus	Loss of privilege to ride the bus
Harassment/Intimidation		
Flagrant, vulgar, deliberate misbehavior; racial or gender slurs; misbehavior on a field trip		
Gross disrespect of Faculty/Staff		

### Level III

OFFENSE- # OF OCCURRENCES	1
Open and persistent defiance/ profane insubordination	Loss of privilege to ride the bus
Indecent exposure of self or others	
Use or possession of alcohol, other illegal drugs, look alike drugs, or drug paraphernalia on school grounds or at school activities	
Threatening behavior (written, verbal, or physical)	
Possessions of inappropriate or dangerous materials	

Administrators have the authority to place students on the grid according to offenses not specifically listed. This grid is a guide and not designed to be all-inclusive.