

Lower Pottsgrove Elementary School

Positive Behavior Interventions & Supports (PBIS)



Family Handbook

2025 – 2026

The mission of Lower Pottsgrove Elementary School's PBIS team is to cultivate and promote a safe, positive, respectful, and responsible school environment that fosters student learning through teaching and recognizing positive behavior.






Dear Parents/Guardians:

Lower Pottsgrove Elementary School has always strived to create a safe, welcoming, orderly, and stimulating learning environment for all students. In an effort to continue to improve our school climate, the staff at Lower Pottsgrove Elementary have worked together to form a Positive Behavior Intervention and Support (PBIS) Plan. The focus of this plan is to create a positive school climate that fosters being safe, positive, responsible, respectful, and ready to learn.

All of the staff at Lower Pottsgrove will be teaching their students the positive behaviors they are expected to demonstrate at school. We will acknowledge and reward individual students and classes who consistently demonstrate these positive behaviors.

Please take some time to review with your child the positive behavior expectations described on the matrix. Please discuss the importance of these concepts and encourage your child to be a safe, positive, responsible, and respectful Lower Pottsgrove Falcon!

We look forward to working with you as true partners in your child's education!

LPES Falcon Four						
	Hallway	Restroom	Recess	Cafeteria	Bus	School-Wide
Be Safe 	<ul style="list-style-type: none"> ★ Walk on the right side at all times ★ Be aware of surroundings 	<ul style="list-style-type: none"> ★ Wash hands ★ Keep soap and water in sink 	<ul style="list-style-type: none"> ★ Follow whistle signals ★ Use equipment appropriately 	<ul style="list-style-type: none"> ★ Use quiet voices ★ Stay in your seat ★ Eat your own food 	<ul style="list-style-type: none"> ★ Keep aisle clear ★ Remain seated at all times ★ Face forward ★ Keep hands and items to yourself and inside the bus 	<ul style="list-style-type: none"> ★ Be alert ★ Comply with "Give me five!" ★ Enter a classroom only when an adult is present ★ Keep outside doors closed
Be Positive 	★ Represent Pottsgrove with pride inside and outside of the building. 					
Be Respectful 	<ul style="list-style-type: none"> ★ Show courtesy to others ★ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ★ Honor privacy of others ★ Use the appropriate amount of towels and soap 	<ul style="list-style-type: none"> ★ Show good sportsmanship ★ Be fair and include others ★ Follow staff directions 	<ul style="list-style-type: none"> ★ Follow staff directions ★ Wait for your turn 	<ul style="list-style-type: none"> ★ Remain in your assigned seat ★ Use inside voice ★ Follow directions of bus staff 	<ul style="list-style-type: none"> ★ Use polite language ★ Treat others the way you want to be treated
Be Responsible 	<ul style="list-style-type: none"> ★ Go directly to your destination 	<ul style="list-style-type: none"> ★ Use restroom appropriately 	<ul style="list-style-type: none"> ★ Dress for the weather ★ Return equipment ★ Line up promptly 	<ul style="list-style-type: none"> ★ Show good manners ★ Use time wisely ★ Throw trash in cans 	<ul style="list-style-type: none"> ★ Listen carefully for your bus to be called ★ Walk directly to your bus and be seated 	<ul style="list-style-type: none"> ★ Keep valuables and money secure ★ Follow the Student Handbook ★ Inform an adult of any problems

At a Glance

- Positive behavioral interventions and supports (PBIS) is a way for schools to encourage good behavior.
- With PBIS, schools teach kids about behavior, just as they would teach about other subjects like reading or math.
- The focus of PBIS is prevention, not punishment.



Classroom Managed
(Teacher/Staff Action)

Positive Behavior Affirmation Flow Chart

How is the Behavior
Managed?



Office Managed

Positive Affirmations

<p>Classroom Recognition</p> <p>Points or Tickets</p> <p>Free Time</p> <p>Additional Recess</p> <p>Homework Pass</p> <p>Student of the Month</p> <p>Student Choice of Trinket</p>	<p>Showing Courtesy to Others</p> <p>Keep Hands/Feet to Themselves</p> <p>Helping Another Student</p> <p>Good Sportsmanship</p> <p>Being Fair</p> <p>Including Others</p> <p>Following Directions</p> <p>Waiting Their Turn</p> <p>Good Manners</p> <p>Using Time Wisely</p> <p>Pick Up Trash</p> <p>Using Inside Voices</p> <p>Staying Seated</p> <p>Returning Equipment</p> <p>Lining Up Promptly</p> <p>Using Equipment Appropriately</p> <p>Using Polite Language</p>	<p>School Recognition</p> <p>Movie Time</p> <p>Teacher vs Student Events</p> <p>Main Event Celebration</p> <p>Cafeteria - Free Seat Friday</p> <p>Falcon Flyer Class Celebration</p> <p>Points or Tickets Towards Weekly Drawing</p>
<p>Student "Falcon Flyer" ticket</p> <p>Student of the week/month</p>		<p>PBIS Committee will plan and coordinate main events.</p>

LOWER POTTS GROVE ELEMENTARY SCHOOL

POSITIVE ACKNOWLEDGEMENT SYSTEM

PBIS (Positive Behavior Interventions and Supports) is an approach Lower Pottsgrove Elementary will use to enhance school safety and promote positive behavior. This tiered system will support staff in making consistent decisions when responding to student misbehavior.

Students will begin earning points by demonstrating the **Falcon Four** expectations: **Be Safe, Be Positive, Be Respectful, and Be Responsible**. Points can be used in several exciting ways:

- **Individual Rewards:** Tickets will be used to recognize students who demonstrate the Falcon Four expectations. Students will submit their tickets to the office to be featured on the Falcon's Finest board.
- **Falcon Fest:** Students can also work toward a schoolwide celebration by earning tickets collectively.

Students will earn tickets when they are "caught" following the Falcon Four. Staff are encouraged to award tickets to students when appropriately following the Falcon Four expectations.

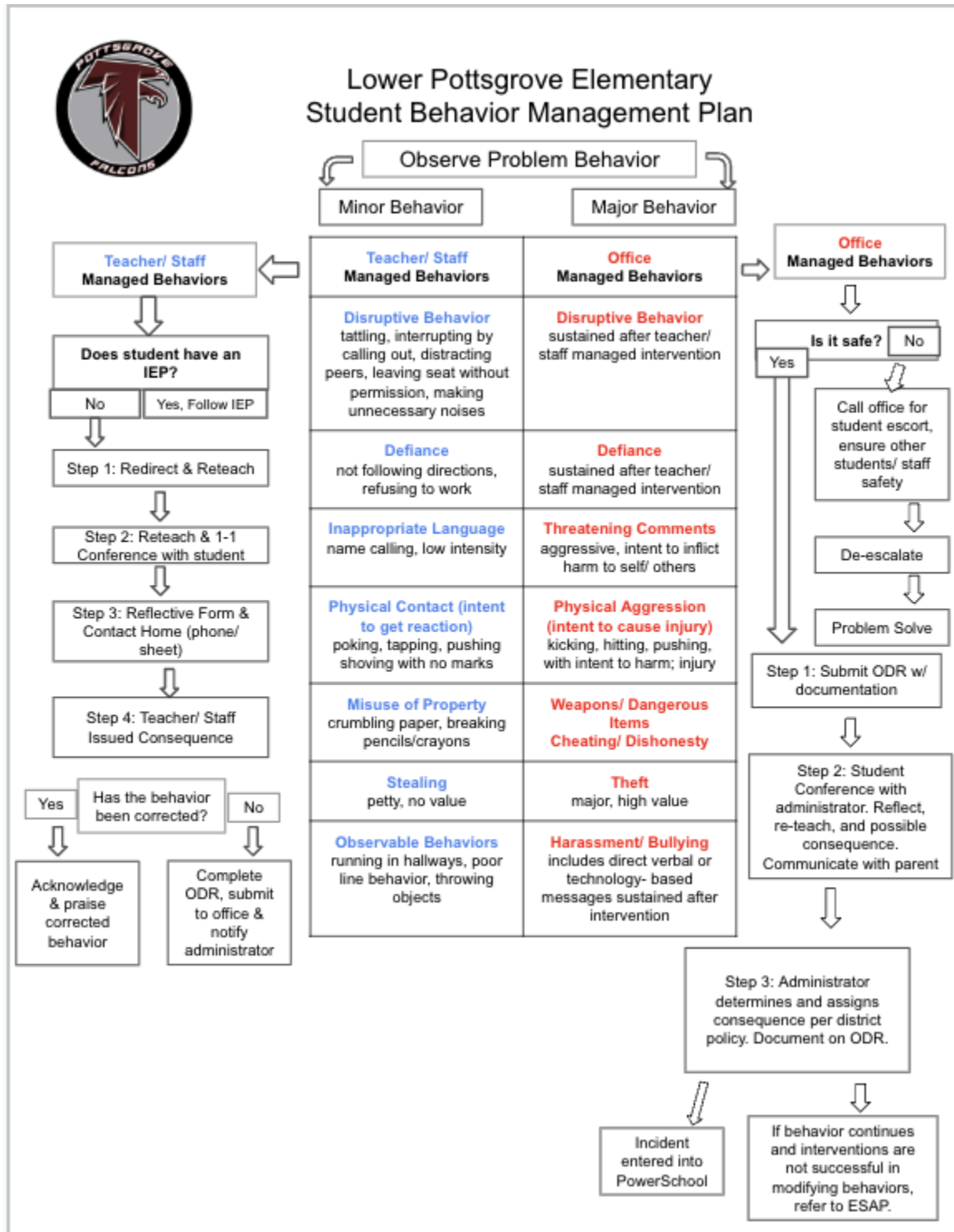
Once the school reaches a set number of tickets each trimester, we will celebrate together at **Falcon Fest**, a school wide event rewarding our students' hard work and positive choices!

Students can earn PBIS bus tickets by showing the Falcon Four expectations while riding the bus. Once they receive a ticket, they can submit it to the office to be entered into a weekly prize drawing.

Students who demonstrate the Falcon Four can earn tickets at any time during the school day from any staff member.

Classroom vs Office Managed Behaviors

See the chart below to determine whether a behavior should be classroom or office managed.



Classroom Managed Behaviors

Record all minor behaviors (infractions) in LinkIt. Take concrete action to correct behaviors using various research-based strategies. Some examples are provided within this document (Classroom Systems). LinkIt will be used by teachers to track negative student behavior within the classroom and document targeted strategies implemented to eliminate the behavior.

- 1st minor infraction - verbal conference, reteach the falcon four
- 2nd minor infraction - issue classroom consequence
- 3rd minor infraction - parent contact with increased classroom consequence
- 4th minor infraction - complete Office Discipline Referral

After three similar minor behaviors and targeted strategies have been recorded in LinkIt, the next infraction merits completing an Office Discipline Referral.

★ **Major infractions** require automatic Office Discipline Referral (ODR)

Office Discipline Referral Process

1. The referring staff determines whether the student infraction meets criteria for an Office Discipline Referral (ODR) or after three similar classroom managed behavior offenses.
2. Staff will complete an Office Discipline Referral (ODR) Form, which will be placed in the administrator's mailbox (on door).
3. The Administrator reviews the ODR and gathers any additional information necessary.
4. The Administrator determines appropriate consequence(s), completes the ODR, enters the referral into LinkIt, then communicates consequence to the teacher in a timely fashion.
5. If the student receives suspension days, then a notice is generated and sent to parent/guardian. This will always include a phone call home by the administrator. A completed ODR is sent to the teacher and/or case manager. A copy is filed electronically for the school's record.
6. The LinkIt system will yield summary information regarding office discipline referrals for individual students, as well as useful information that will aid in the implementation of Positive Behavioral Interventions and Supports strategies for all Lower Pottsgrove Elementary students.

How Parents Can Support the Schoolwide Positive Behavior Support Plan?

Your help with PBIS is very important and your support sends an important message to your child that we are working together as a team to help him/her be successful in school. We understand that your home environment may have different expectations, but in order to support your child's success in school we ask for your support in the following ways:

1. Please spend time reviewing the **Falcon Four** expectations with your child.
2. Please remind your child of the **Falcon Four** expectations each day before he/she leaves for school.
3. Our system is consistent and predictable so if your child has earned a consequence please support the decision and do all you can to have your child take responsibility for his/her actions. Your child will be told the reason for the consequence and he/she should be able to tell you what occurred. If you have any questions regarding the situation please call the classroom teacher or an administrator.
4. When your child gets home from school, talk with them about their day.
5. If your child did not meet the school expectations that day, use the matrix as a tool to go over and reinforce specific expected behaviors.
6. You might try to use the same language at home. You might even add a column to the matrix defining expected behavior at home.

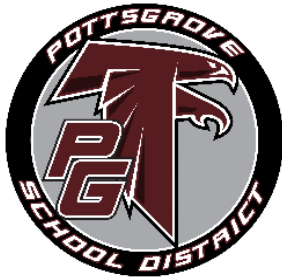
Thank you for your support and being a part of our team!





Please sign and return this page to your child's classroom teacher.

Falcon Four Pledge



I will be Safe,

I will be Positive,

I will be Respectful,

I will be Responsible...

I am here to help others and keep Lower Pottsgrove a safe place where everyone can learn and do their best.

I have read the Falcon Four Schoolwide Positive Behavior Support Plan and discussed it with my child and I will support my child in meeting these positive expectations.

Parent/Guardian Signature

Date

As a Lower Pottsgrove Elementary School student, I have discussed with my parents the behaviors I will show at school.

Student Signature

Date