Woodland Elementary School

Positive Behavior Interventions

and Supports Handbook

2015 – 2016

*We Succeed, No Excuses, No Exceptions*

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**PBIS at Woodland**

**What is PBIS?**

Positive Behavior Interventions and Supports involve a systematic approach for establishing the social culture and individualized behavioral supports needed for schools to achieve both social and academic success for all students.

* Systems: leadership team, evaluation, communication, coaching/training, and policy development
* Practices: instructional lessons, routines, supervision, reinforcement, continuum of consequences and instructional discipline
* Data: central data system (ABE), consistent data entry, comprehensive, efficient referral form, multiple data sources

The goal is for the systems, data, practices, and outcomes to interact with and guide each other so students can be successful.

**PBIS: RTI/KSI**

PBIS works with the RTI/KSI model.

* Tier 1-Universal Interventions
* For all students in all settings
* Preventative and Proactive
* Success for 80-90% of students
* Tier 2-Secondary Interventions
* Small group interventions
* For students that were not successful with Tier 1 interventions
* 5-15%
* Tier 3-Tertiary Interventions
* Individual Instruction
* Intense procedures
* 1-5%

**What does PBIS look like at Woodland?**

PBIS at Woodland consists of daily tier 1 behavior instruction for all students in which specific behavior concepts are explicitly taught and modeled based on our school-wide ABE data. This school year, we will continue solidifying our school-wide processes, procedures, and expectations for student behavior. We have developed a system for collecting, analyzing, and sharing discipline data.

Our next steps for the 2015-2016 school year include the implementation of the following:

1. New expectations posters around the school that marry our anchor standards (respectful, responsible, and ready) with the Leader in Me language
2. School-wide tier 1 behavior instruction
3. Referral guidelines
4. Referral Flowchart
5. Disciplinary Action Flowchart

In addition to our core behavior instruction, we are integrating the Leader in Me as our positive intervention approach to discipline. Through this process our students are explicitly taught the seven habits of leadership through their daily instruction and recognized when they demonstrate them with their behavior choices. Leader in Me initiatives and activities are discussed during the staff Lighthouse Team and Student Lighthouse Team meetings.

**School-Wide PBIS Vision**

**P**ositive **B**ehavior **I**nterventions and **S**upports at Woodland are…

*Consistent* – expectations, procedures, explicit reteaching, interventions, RTI, follow through, all stakeholders

*Clear* – expectations, plan or process for addressing behaviors, options for interventions and/or consequences, communication, language

*Appropriate* – interventions and strategies, developmental, consequences fit the behavior

**PBIS Team**

We have a PBIS team that meets once a month to analyze data and set goals. The team also helps communicate PBIS information to the rest of the staff.

Current members are: Kim Mouser (1st grade representative), Cindy Miller (2nd grade representative), Phyllis Dickerson (3rd grade representative), Kristen Richardson (4th grade representative), Jennifer Ford (5th grade representative), Becky Signorino (special education representative), Dawn Frazier (related arts representative), Eileen Townsend (counselor), Dawn Tarquinio (Principal), Tiffany Jenkins (Family Resource Coordinator) and Ashley Brus (Assistant Principal)

**Lighthouse Team**

We also have a Lighthouse team that meets weekly to discuss our implementation of the Leader in Me initiatives.

Current members are: Lauren Martin (1st grade representative), Donna Slatton (2nd grade representative), Jeanine Kispert (3rd grade representative), Sara Bollinger (4th grade representative), Shawn Dunaway (5th grade representative), Melissa Smith (special area representative), Tiffany Jenkins (FRC coordinator), Eileen Townsend (counselor), Dawn Tarquinio (Principal), and Ashley Brus (Assistant Principal)

**Leader in Me**

**What is Leader in Me?**

Leader in Me is a positive initiative aimed at developing leadership skills in children by teaching them how to live the Seven Habits of Highly Effective People as they were created by Dr. Stephen Covey. Students are immersed in the habits through connections made during daily modeling, instruction, systems, traditions, curriculum, and the school environment.

**Seven Habits**

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synergize
7. Sharpen the Saw

**Leader in Me at Woodland**

Leader in Me lessons are explicitly taught at the beginning of the school year and reinforced frequently. School-wide assemblies are held after each break (fall break, winter break, spring break) to review behavior expectations and their connections to the seven habits.

To support the implementation of the Leader in Me, we have made environmental improvements to include leadership street signs, bathroom paintings, data scoreboards, mission statements, leadership quotes, and connections between the seven habits and school-wide expectations, as well as, the Hardin County Great Eight work ethic standards.

Monday meetings are held weekly to bring the student body and staff together in a celebration of leadership. These meetings consist of our school leadership song, a class fun czar, the presentation of the colors, leadership ticket drawings, golden whisk, Artie the Art Dog, and leadership focus of the week.



Ways to get a Leadership Ticket

**1. Being Proactive**

-Level 0 in the hallway.

-Keep my body to myself.

-Walking on the right side of the green line.

-I’m in charge of me and my choices!

*“When we can no longer change a situation, we are challenged to change ourselves.”*

*-Viktor Frankl*

**2. Begin with the End in Mind**

-Study and being prepared for a test.

-Make my lunch choice before going to lunch.

-I think about the outcome of my actions.

*“No one can go back and make a brand-new start, my friend; but anyone can start from here and make a brand-new end.” –Dan Zadra*

**3. Put 1st Things 1st**

-Complete my work on time.

-Ready to learn at 7:35.

-Start and finish my breakfast and lunch on time.

*“Things which matter most must never be at the mercy of things which matter least.”*

*-Johann Goethe*

**4. Think Win-Win**

-Sharing

-Taking Turns

-Helping Others

*“You don’t have to blow out the other person’s light to let your own shine.”*

*-Bernard M. Baruch*

**5. Seek 1st to Understand**

-Listen to others with my eyes, ears and heart.

-Consider their perspective and way of thinking.

-Stop and think before I act.

*“One friend, one person who is truly understanding, who takes the trouble to listen to us as we consider our problem, can change our whole outlook on the world.”*

*–Dr. Elton Mayo*

**6. Synergize**

-Teamwork: recognizing each other’s strengths.

-Working for what’s best for the group.

-Giving everyone an equal part.

*“We cannot accomplish all that we need to do without working together.” –Bill Richardson*

**Student Handbook Behavior Expectations**

**Positive Behavior Interventions and Supports (PBIS)**

As a PBIS school, Woodland staff recognizes positive student behavior. Research has found that the more often positive behavior is acknowledged and rewarded the greater chance that it will continue and influence the actions of others. As a part of this, Woodland has adopted school-wide behavior anchors and expectations in all common areas as well as in the classrooms. These anchors and expectations are behaviorally specific and provide observable examples focused on expected behavior rather than misbehavior. Through consistent teaching, acknowledging, and correcting of these anchors and expectations we are setting out students up for behavioral success. Our school-wide PBIS vision is consists of procedures and practices that are consistent, clear and appropriate.

**School-wide PBIS Anchors:**

1. Be Respectful

2. Be Responsible

3. Be Ready to Learn

**Woodland School-Wide Expectations:**

1. Respectful

a. Hands, feet, objects and property to self

b. Use appropriate words, volume, tone and body language

2. Responsible

a. Complete all assigned tasks

b. Raise hand for help and to leave assigned area

3. Ready

a. Follow directions the first time given

**Leader in Me (LIM)**

We are proud to be acknowledged as a Leader in Me school. The Leader in Me is aligned with best-in-class content and concepts practiced by global education thought leaders. It provides a logical, sequential and balanced process to help us proactively design the culture that reflects our vision of the ideal school.

Content from The 7 Habits of Highly Effective People is a key component of the overall The Leader in Me process. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures. Parents play an important role in supporting their children in this process. With this is mind, we encourage parent involvement through our Parent Lighthouse Team. For more information, Please contact our FRC Coordinator Tiffany Jenkins at 270-352-0172. Additional information regarding parent implementation of the Leader in Me process can be found at <http://www.theleaderinme.org/parents/>.

**The 7 Habits:**

1. Be Proactive

2. Begin With the End in Mind

3. Put First Things First

4. Think Win-Win

5. Seek First to Understand, Then to be Understood

6. Synergize

7. Sharpen the Saw

**Harassment**

Harassment, as defined by the HCS Code of Conduct, is intimidation by threats or physical violence or actual physical conduct, the creation, by whatever means, of climate of hostility, intimidation, or the use of nicknames, written materials or pictures that are lewd, vulgar or profane. Reports of harassment should be reported to the teacher or school office IMMEDIATELY. Please be aware that harassment is an ongoing act and not a single incident.

**Bullying**

Bullying, as defined by the HCS Code of Conduct, refers to any intentional act by a student or groups of students directed against another student to ridicule, humiliate or intimidate the other student while on school grounds, or at a school-sponsored activity, which acts are repeated against the same student over time. Reports of bullying should be reported to the teacher or school office IMMEDIATELY. Please be aware that bullying is an ongoing act and not a single incident.

**Student Discipline**

While we believe in a positive approach to behavior management, disciplinary action will be implemented when warranted by student behavior choices. Student behaviors have been classified into three levels to include Level 1 Classroom Handled, Level 2 Classroom Handled / Interventions Implemented, and Level 3 Office Handled. School personnel will utilize the Woodland Elementary Discipline Procedure Flowchart when assisting students with behavior choices.

**Level 3 Offenses may include but are not limited to:**

1. Fighting

2. Continuous Defiance/Disrespect

3. Vulgarities

4. Continuous disruption that impedes instruction

5. Possession of illegal substances or weapons

\*Law officials may be contacted in cases of deliberate threat and/or assault.

**Detention**

Students may receive After School Detention for the following behavior choices that include, but are not limited to:

• Incomplete assignments

• Not following Woodland expectations

• Dress code violations

Detention is held once weekly from 2:10-3:30. Parents/Guardians are responsible for making arrangements to pick up their child when detention ends at 3:30 on the assigned day. Only authorized adults, on file in the office, will be permitted to pick up students from detention.

**School Bus Rules**

According to HCAR 06.34, bus rules are made for the SAFETY of all students. Drivers are in charge of their buses, and their first responsibility shall be to the safe transportation of their passengers. Students will be responsible for following regulations for pupils riding school buses as set by the Hardin County Schools.

Annually, parents are provided with the HCS Rules and Regulations for Riding School Buses pamphlet and asked to discuss its contents with their child. In addition, parents and guardians are asked to complete the Student/Parent Transportation Agreement to verify that their child is familiar with the bus safety expectations.

No student will be allowed to ride a bus or get off at an area other than assigned without written permission of a parent AND a bus pass signed by the principal or the designee.

Only school personnel will have access to the bus loading area. No child will be retrieved from the buses at the close of the day.

A student who usually rides a certain bus will be placed on that bus UNLESS we have a written request. If your child is to be picked up or has a transportation change, a note should be sent with the child. Students are to give notes to their teachers when they arrive at school in the morning. In a TRUE emergency, not a daily or weekly event, it may be necessary to call the school; we MUST be able to verify it is you by calling you on a number you have already listed with the school. If it is necessary to call the school to change your child’s transportation, please do so no later than 1:30 pm.

**Bus Suspension**

The following is a copy of a Hardin County Schools Bus Incident Report. A bus driver will complete this form if and when a student does not follow the bus rules. Additional rules are found in the Hardin County Schools Code of Conduct. Depending on the reason for the bus suspension, it is possible that a student may not be able to ride a bus on a field trip. Please refer to the disciplinary options chart on the School Bus Incident report.

**HALLWAY EXPECTATIONS**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 0    Hands, feet, body and objects to self  http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607999534983938126&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608001880112104596&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Use your BEST MANNERS  http://ts1.mm.bing.net/th?&id=HN.608021727152966988&w=300&h=300&c=0&pid=1.9&rs=0&p=0 http://milaninternationalschool.files.wordpress.com/2010/12/thank-you-in-sign-language.png  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Walking feet on green line  http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Walk shortest distance to destination following flow of traffic  [http://ts4.mm.bing.net/th?id=HN.608037021526788705&w=228&h=165&c=7&rs=1&pid=1.7](http://www.bing.com/images/search?q=map%20clip%20art%20with%20straight%20path&qs=n&form=QBIRMH&pq=map%20clip%20art%20with%20straight%20path&sc=0-13&sp=-1&sk=#view=detail&id=100CEAD8925C215EDEDF903DD44438D81C5460E0&selectedIndex=24)  Keep our school clean  http://ts1.mm.bing.net/th?&id=HN.608054012417802965&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Check clothing:  shirt tucked  http://ts1.mm.bing.net/th?&id=HN.608004096305333164&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Eyes looking forward on TEACHER  http://ts1.mm.bing.net/th?&id=HN.608015787205593359&w=300&h=300&c=0&pid=1.9&rs=0&p=0  http://ts1.mm.bing.net/th?&id=HN.608031304929840188&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Have all of your materials  http://ts1.mm.bing.net/th?&id=HN.608022010615104364&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be aware of what is going on around you  http://ts1.mm.bing.net/th?&id=HN.608014369866974176&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 1***  *Be Proactive;*  *You're in Charge.*  ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.* |

**RESTROOM EXPECTATIONS**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 1  http://sr.photos3.fotosearch.com/bthumb/CSP/CSP992/k13069727.jpg  Keep HANDS and EYES to self  http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608015787205593359&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Go  http://ts1.mm.bing.net/th?&id=HN.608041402395462196&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608043597128007838&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Flush  http://ts1.mm.bing.net/th?&id=HN.608047260729741014&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Wash  http://ts1.mm.bing.net/th?&id=HN.608029123091169917&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Go quickly  http://ts1.mm.bing.net/th?&id=HN.608043597137972957&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Keep our restrooms clean  http://ts1.mm.bing.net/th?&id=HN.607995407595340888&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607996073312717704&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Check clothing:  shirt tucked  http://ts1.mm.bing.net/th?&id=HN.608004096305333164&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Refocus, join your class and be ready to learn  http://ts1.mm.bing.net/th?&id=HN.608036110916194078&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 1***  *Be Proactive;*  *You're in Charge.*  ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.* |

**MEDIA CENTER EXPECTATIONS**

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|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 1  http://sr.photos3.fotosearch.com/bthumb/CSP/CSP992/k13069727.jpg  Take care of your books, computers, and other materials  http://ts1.mm.bing.net/th?&id=HN.608042007982508023&w=300&h=300&c=0&pid=1.9&rs=0&p=0 http://ts1.mm.bing.net/th?&id=HN.608048012346721091&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Clean up after yourself  http://ts1.mm.bing.net/th?&id=HN.608054012417802965&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Return books  on time  http://ts1.mm.bing.net/th?&id=HN.608051800507156546&w=300&h=300&c=0&pid=1.9&rs=0&p=0  and in cart  http://ts1.mm.bing.net/th?&id=HN.608005994683631580&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Use and return  shelf marker  http://ts1.mm.bing.net/th?&id=HN.608040878408795348&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Have your card  http://ts1.mm.bing.net/th?&id=HN.608021924723229372&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Focus  http://ts1.mm.bing.net/th?&id=HN.608018389966915800&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Ears listening  http://ts1.mm.bing.net/th?&id=HN.608012346936527282&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Sit seat to seat  back to back  when sitting at tables  http://ts1.mm.bing.net/th?&id=HN.607990932242959777&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 4***  *Think*  *Win-Win;*  *Everyone Can Win.*  ***Habit 6***  *Synergize;*  *Together Is Better.* |

**ENTERING CAFETERIA EXPECTATIONS**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 0  in line  http://ts1.mm.bing.net/th?&id=HN.608009134315210675&w=300&h=300&c=0&pid=1.9&rs=0&p=0  In service lines speak only to ADULTS using voice level 2  Image result for students taking to lunch lady clipart  Use your BEST MANNERS  http://ts1.mm.bing.net/th?&id=HN.608021727152966988&w=300&h=300&c=0&pid=1.9&rs=0&p=0 http://milaninternationalschool.files.wordpress.com/2010/12/thank-you-in-sign-language.png  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Hands, feet, body and tray to self  http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607999534983938126&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608001880112104596&w=300&h=300&c=0&pid=1.9&rs=0&p=0  http://ts1.mm.bing.net/th?&id=HN.608001648186950537&w=304&h=300&c=0&pid=1.9&rs=0&p=0  Wait patiently for your turn  http://ts1.mm.bing.net/th?&id=HN.608001450612362245&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Face forward  http://ts1.mm.bing.net/th?&id=HN.607992942283983816&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Single file line  http://ts1.mm.bing.net/th?&id=HN.608031304929840188&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Make choices quickly  http://ts1.mm.bing.net/th?&id=HN.607998534321832283&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Know your  LUNCH NUMBER  http://bestclipartblog.com/clipart-pics/number-clip-art-4.gif | ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.*  ***Habit 4*** *Think*  *Win-Win;*  *Everyone Can Win.* |

**CAFETERIA TABLE EXPECTATIONS**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 2  http://ucnewsblog.files.wordpress.com/2011/11/copy-of-focusgroup.png  Eat with manners: mouth CLOSED while chewing  http://ts1.mm.bing.net/th?&id=HN.608018209574684906&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Eat and touch only YOUR FOOD (no sharing or trading)  http://ts1.mm.bing.net/th?&id=HN.608001648186950537&w=304&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Raise your hand if you NEED HELP  http://ts1.mm.bing.net/th?&id=HN.608024329818604624&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Stay in seat unless you have adult permission to get up  Image result for elementary school cafeteria | Use time to EAT  http://ts1.mm.bing.net/th?&id=HN.608051800507156546&w=300&h=300&c=0&pid=1.9&rs=0&p=0[http://ts1.mm.bing.net/th?id=HN.608016654795473686&w=142&h=185&c=7&rs=1&pid=1.7](http://www.bing.com/images/search?q=students%20eating%20clip%20art&qs=n&form=QBIR&pq=students%20eating%20clip%20art&sc=0-23&sp=-1&sk=#view=detail&id=AD833B08B6493678D59F5EB6B76949888C325B35&selectedIndex=26)  Clean up area (table and floor)  Image result for students cleaning after lunch clipart  Be ready to exit table  Image result for stay in cafeteria seat clipart | ***Habit 3***  *Put First Things First;*  *Eat First, Then Talk.*  ***Habit 5***  *Seek First to Understand, Then to Be Understood; Listen Before You Talk.* |

**EXITING CAFETERIA EXPECTATIONS**

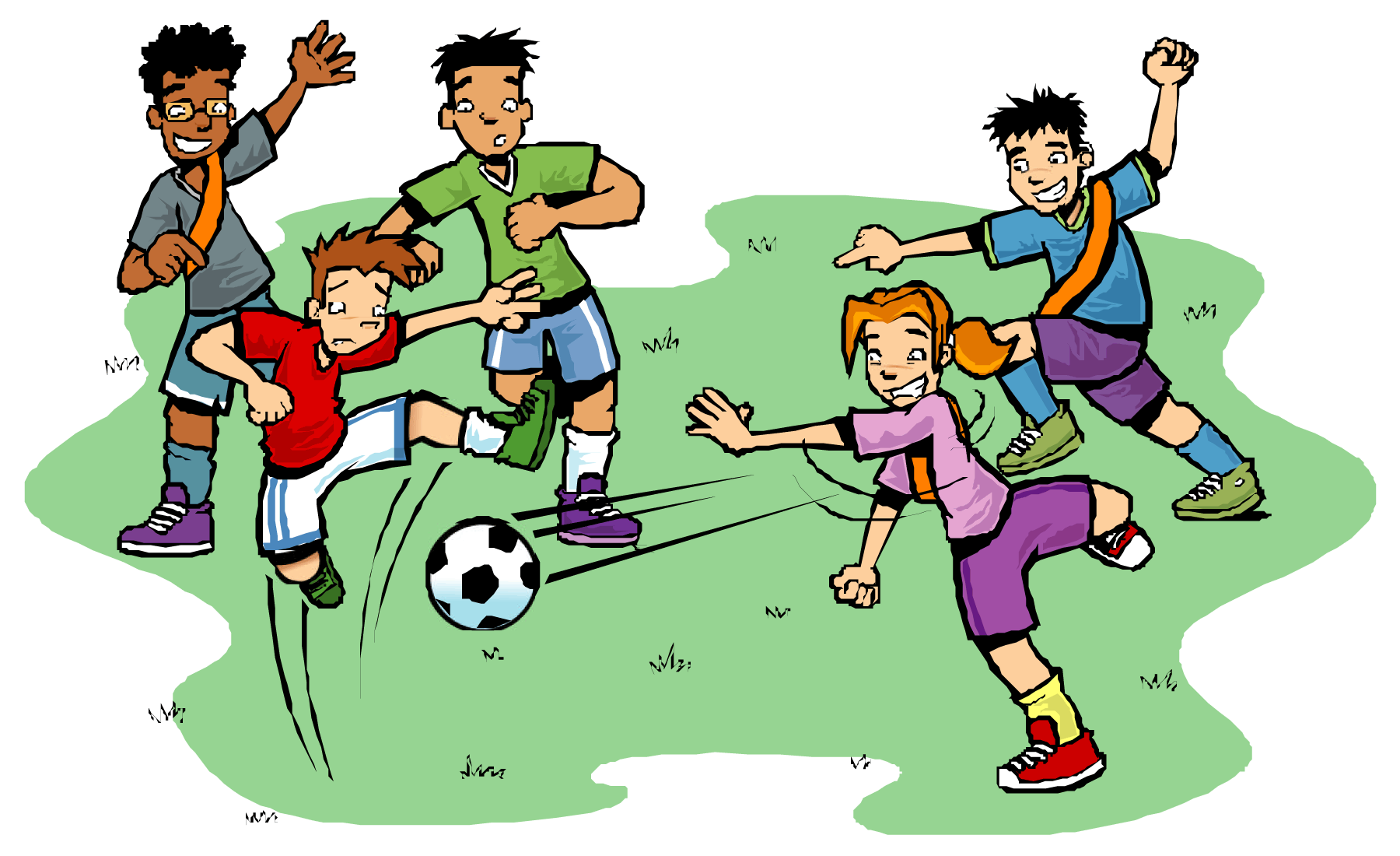
|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 0    Wait at dishroom door for lunch worker to call you in  http://ts1.mm.bing.net/th?&id=HN.608055288020012290&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Pick up **ANY** trash  or food  (even if it isn’t yours)  http://ts1.mm.bing.net/th?&id=HN.608005539422667322&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Keep the cafeteria CLEAN  http://ts1.mm.bing.net/th?&id=HN.608028702184769862&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Face forward  C:\Users\dtarquin\Desktop\face forward.png  Wait at the  marked spot to leave on level 0  http://ts1.mm.bing.net/th?&id=HN.608003610982485206&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.*  ***Habit 4***  *Think*  *Win-Win;*  *Everyone Can Win.* |

**OFFICE EXPECTATIONS**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Wait at  front counter line  http://ts1.mm.bing.net/th?&id=HN.607996812044668820&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Use your  **BEST MANNERS**  http://ts1.mm.bing.net/th?&id=HN.608021727152966988&w=300&h=300&c=0&pid=1.9&rs=0&p=0 http://milaninternationalschool.files.wordpress.com/2010/12/thank-you-in-sign-language.png  Talk to adults when addressed (do not interrupt)  http://ts1.mm.bing.net/th?&id=HN.608048510561684496&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Take care of the task you were given  http://ts1.mm.bing.net/th?&id=HN.608010920937915676&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Go to office and go right back to class  http://ts1.mm.bing.net/th?&id=HN.607996812044668820&w=300&h=300&c=0&pid=1.9&rs=0&p=0  http://www.clker.com/cliparts/j/I/8/y/n/i/red-arrow-down-md.png  http://ts1.mm.bing.net/th?&id=HN.608036110916194078&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Respond and speak clearly in complete sentences  http://ts1.mm.bing.net/th?&id=HN.608023853151487089&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 1***  *Be Proactive;*  *You're in Charge.*  ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.* |

**SHARPEN THE SAW (Outside Play)**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Use only KIND words  http://ts1.mm.bing.net/th?&id=HN.607986173414670639&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Include others in play and share  http://ts1.mm.bing.net/th?&id=HN.608005320382811881&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Hands and feet to self  http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607999534983938126&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Use equipment correctly  http://ts1.mm.bing.net/th?&id=HN.608048025247352329&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608015963309212883&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Stay out of rocks http://www.polyvore.com/cgi/img-thing?.out=jpg&size=l&tid=40108662http://ts1.mm.bing.net/th?&id=HN.608029857533134751&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Stay in specified areas  http://ts1.mm.bing.net/th?&id=HN.608010422810313232&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Observe your surroundings  http://ts1.mm.bing.net/th?&id=HN.608015787205593359&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608012346936527282&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Line up quickly when you hear the signal  http://ts1.mm.bing.net/th?&id=HN.608034659292154328&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608031304929840188&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Collect all equipment  http://ts1.mm.bing.net/th?&id=HN.607987320166875677&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Walk back into school on level 0  http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 4***  *Think Win-Win*  *Everyone Can Win*  ***Habit 5***  *Seek First to Understand, Then to Be Understood; Listen Before You Talk*  ***Habit 6***  *Synergize*  *Together Is Better* |

**SPECIAL EVENT EXPECTATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Listen with your eyes, ears and your heart  http://ts1.mm.bing.net/th?&id=HN.608015787205593359&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608012346936527282&w=300&h=300&c=0&pid=1.9&rs=0&p=0C:\Users\dtarquin\Desktop\heart.png  Hands, feet, body and objects to self  http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607999534983938126&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608001880112104596&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Sit with your class in your area  http://ts1.mm.bing.net/th?&id=HN.608009589578793491&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Stay in line  http://ts1.mm.bing.net/th?&id=HN.608031304929840188&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Enter and exit quietly  voice level 0    http://ts1.mm.bing.net/th?&id=HN.607994363921563732&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608026490277268844&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Quiet hands  http://ts1.mm.bing.net/th?&id=HN.608033461001978501&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Quiet feet  http://ts1.mm.bing.net/th?&id=HN.608033461001978501&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607999534983938126&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Exit from STEPS only  http://ts1.mm.bing.net/th?&id=HN.608026490277268844&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://www.hahn-enterprises.com/projects/static/img/projects/chalmetteHigh/slide-bleachers.jpg | ***Habit 4***  *Think Win-Win;*  *Everyone Can Win.*  ***Habit 5***  *Seek first to understand, then be understood* |

**CAR RIDER – LOAD**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 0 in HALLWAY  http://ts1.mm.bing.net/th?&id=HN.607994355331958807&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Noise level 0 in Media Center  http://ts1.mm.bing.net/th?&id=HN.607997125587569559&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Walk to Media Center on green line  http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Know your  **PICK-UP NUMBER**  http://bestclipartblog.com/clipart-pics/number-clip-art-4.gif  Walk to your car and carefully get in  Image result for child getting out of car | Sit in designated area  http://ts1.mm.bing.net/th?&id=HN.608003610982485206&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608012102142200275&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Listen for your  pick-up number  http://ts1.mm.bing.net/th?&id=HN.608012346936527282&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://bestclipartblog.com/clipart-pics/number-clip-art-4.gif  Walk to exit when called  http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608026490277268844&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 1***  *Be Proactive;*  *You're in Charge.*  ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.* |

**CAR RIDER – UNLOAD**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 2 while outside  http://sr.photos3.fotosearch.com/bthumb/CSP/CSP992/k13069727.jpg  Enter building using hallway expectations  level 0 walking  http://ts1.mm.bing.net/th?&id=HN.607994355331958807&w=300&h=300&c=0&pid=1.9&rs=0&p=0  http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Walk on sidewalk on yellow line http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Safely exit vehicle when instructed  to do so  http://ts1.mm.bing.net/th?&id=HN.608034659292154328&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608017500916875965&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Be ready to exit your vehicle  Image result for child looking out car window  Have all your things  http://ts1.mm.bing.net/th?&id=HN.608022010615104364&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Shirt tucked  http://ts1.mm.bing.net/th?&id=HN.608004096305333164&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 1***  *Be Proactive;*  *You're in Charge.*  ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.* |

**BUS LOADING EXPECTATIONS**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 0 in hallway    Hands, feet, body and objects to self  http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607999534983938126&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608001880112104596&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Treat others with respect: **FOLLOW DIRECTIONS** first time given  http://ts1.mm.bing.net/th?&id=HN.608027147401430638&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607992048840411708&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Stay out of rocks  http://www.polyvore.com/cgi/img-thing?.out=jpg&size=l&tid=40108662http://ts1.mm.bing.net/th?&id=HN.608029857533134751&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Walking FEET on yellow line  http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Sit seat to seat  back to back  http://www.picturesof.net/_images/A_Colorful_Cartoon_Students_Riding_on_a_Bus_Royalty_Free_Clipart_Picture_100708-144042-788053.jpg  Voice level 2 outside building  http://sr.photos3.fotosearch.com/bthumb/CSP/CSP992/k13069727.jpg  Know your shape and bus number  Image result for numbered school bus | ***Habit 1***  *Be Proactive;*  *You're in Charge.*  ***Habit 5***  *Seek First to Understand, Then to Be Understood; Listen Before You Talk.* |

**BUS UNLOADING EXPECTATIONS**



|  |  |  |  |
| --- | --- | --- | --- |
| **RESPECTFUL** | **RESPONSIBLE** | **READY** | **LEADER IN ME**  *HOW I show the 3Rs* |
| Voice level 2 outside of building  http://sr.photos3.fotosearch.com/bthumb/CSP/CSP992/k13069727.jpg  When dismissed, STAND, exit ROW BY ROW  http://ts1.mm.bing.net/th?&id=HN.608034659292154328&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608052337379443870&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Hands, feet, body and objects to self  http://ts1.mm.bing.net/th?&id=HN.608052573521314665&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.607999534983938126&w=300&h=300&c=0&pid=1.9&rs=0&p=0http://ts1.mm.bing.net/th?&id=HN.608001880112104596&w=300&h=300&c=0&pid=1.9&rs=0&p=0  Be a leader  http://ts1.mm.bing.net/th?&id=HN.608045886345249724&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Walking FEET on yellow line  http://ts1.mm.bing.net/th?&id=HN.607988758899656773&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | Voice level 0 when entering building    Follow hallway expectations  http://ts1.mm.bing.net/th?&id=HN.607994355331958807&w=300&h=300&c=0&pid=1.9&rs=0&p=0 | ***Habit 1***  *Be Proactive;*  *You're in Charge.*  ***Habit 2***  *Begin with the End in Mind;*  *Have a Plan.* |

**Woodland Elementary Bus Contract**

As a **leader** of Woodland Elementary, I will demonstrate the following **safe and respectful behaviors on the bus**:

1. Respect the bus driver by following his/her directions and using appropriate language.
2. Stay seated until it is time to exit the bus.
3. Remain seat to seat with my bottom on the seat cushion.
4. Remain back to back with my back on the seat back cushion.
5. Keep all body parts to myself such as my hands, arms, legs and feet.
6. Keep all loose items stored in a safe place.
7. Speak to others at a level between a whisper (1) and a normal talking voice (2).
8. Use kind words when speaking to others to include students and the bus driver.

I understand that these behaviors are expected of me **anytime** I ride the bus. I know that if I do not follow these safe and respectful expectations, I may not be allowed to ride the bus as my behavior choices affect the safety of myself, the other riders, and the bus driver.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Assistant Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_

**School-Wide Reward/Recognition System**

**Leadership Clip Chart**

Each classroom is equipped with a leadership clip chart to monitor student behavior. Students begin each day with their clip on “Being a Leader” and can move their clip up and down the chart as dictated by their behavior choices. Positive behaviors warrant a clip up, while negative behaviors warrant a clip down. If a student clips all the way up and off the chart, they are allowed to clip onto an adult within the building.

**Leadership Tickets**

Students who exhibit the Leader in Me seven habits during their daily interactions and work are rewarded with a leadership ticket as is shown below.

I caught \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

being a **LEADER**!

1 Be Proactive

2 Begin with the End in Mind

3 Put First Things First

4 Think Win-Win

5 Seek 1st to Understand

6 Synergize

These tickets are turned into the leadership buckets in the office. During the Friday morning meeting, one ticket is selected from each bucket and the selected student is recognized before the student body and staff. Following the drawing, leadership tickets for each habit are counted and the data is displayed on the scoreboard outside the cafeteria doors.

**Star Student Necklaces**

Star student necklaces are awarded to those students whose leadership ticket is drawn during the Friday meeting assembly. One necklace is awarded for each habit represented on the leadership ticket.

**Golden Whisk**

Each week the golden whisk is awarded to the class that exhibits the best leadership behaviors in the cafeteria. The winning class is chosen by the cafeteria staff and announced during the Friday meeting.

**Artie the Art Dog**

Each week Artie the Art Dog is awarded to the class that has earned the most Dojo points for the week in art class. The winning class is chosen by the art teacher and announced during the Monday meeting.

**Treble Makers**

Each week the Treble Makers award is awarded to the class that has shown the most leadership in music class for the week. The winning class is chosen by the music teacher and announced during the Monday meeting.

**Most Valuable Class**

Each week the MVC award is awarded to the class that has shown the most leadership in P.E. for the week. The winning class is chosen by the P.E. teacher and announced during the Monday meeting.

**Behavior Clip Chart Parent Letter**

Dear Parents,

We will be using a colored “clip chart” to monitor our behavior and our choices. Your child will have a clip that they will physically move up or down the chart, depending on their choices. Please keep in mind that your child may not move every single day. For your child to move up, they must go above and beyond in their behavior choices! The chart below explains how the clip chart works.

|  |  |
| --- | --- |
| Blue  Outstanding Leader | If you move to Outstanding Leader, you’ll get to xxxxxxx (rewards are based on teacher’s choice). |
| Orange  Great Leader | As you continue to make good choices, you’ll advance to “Great Leader.” |
| Purple  Good Leader | Making a good choice will help you move up to the purple section of our chart. |
| Green  Ready to learn | You will get to start out each day on “Being a Leader.” You will move your clip up or down depending on your choices each day. |
| Pink  Leadership off Track | If you receive a warning, you will move your clip down to help you remember to think about your choices. |
| Yellow  Needs Improvement | If you continue to make poor choices, you will move to “Needs Improvement.” (Explain Needs Improvement for your room here) |
| Red  Struggling with Leadership | If you still choose to make inappropriate decisions, you will move to “Struggling with Leadership.” You will xxxxxxx (consequences based on teacher’s choice). |

I believe this will be a positive way for students to monitor their choices and will give them behavior goals to strive for! As always, if you have any questions, please don’t hesitate to contact me!

Sincerely,

xxxxxxxx

**Discipline Referral Process**

**Minor Discipline Referrals**

Students will receive a minor discipline referral for behaviors that occur three continuous times. Behaviors that warrant a minor discipline referral include:

Inappropriate Language Physical Contact/Physical Aggression

Defiance/Disrespect Property Misuse Technology Violation

Missing Assignment Disruption/Noise Level Dress Code Violation

Automatic minor discipline referrals will be completed for first time offenses that are overtly offensive (ex. curse words).

Classroom teachers will address behaviors documented on minor discipline referrals unless they request administrative intervention. All minor referral documentation is sent to the office for record keeping. A copy of the referral is provided to the teacher, as well as, the parent.

**Major Discipline Referrals**

Students will receive a major discipline referral for continuous behaviors that have already been documented on three minor referral forms. Behaviors that warrant a major discipline referral include, but are not limited to:

Inappropriate Language Fighting/Physical Aggression

Defiance/Disrespect Lying/Cheating Harassment

Weapons Skipping Class Property Damage

Alcohol/Drugs Theft/Forgery Technology Violation

Automatic major discipline referrals will be completed for first time offenses that cause an extreme disruption to the educational process (ex. threatening).

Major discipline referrals will be addressed by administration and appropriate action will be taken to resolve the issues. All major referral documentation is sent to the office for record keeping. A copy of the referral is provided to the teacher, as well as, the parent.

**Important Notes**

Behavior referrals are completed and submitted online electronically through ABE (Alternate Behavior Educator).

Students who are sent to the office for behavior are required to come with a completed discipline referral and academic work to complete.

Special Area teachers who complete a discipline referral will provide the documentation to the classroom when they arrive to pick up their students.

**Guidelines for Behavior Referrals**

**Level 1 Behaviors: Classroom Handled**

1. Out of chair/off task
2. Lying
3. Not completing homework/classwork
4. Inappropriate language
5. Tattling
6. Excessive socializing
7. Talking back/disrespect
8. Talking in hall
9. Dress code violations
10. Blurting out
11. Cheating
12. Noise level
13. Constant chatter
14. Calling out
15. Stirring the pot
16. Line skills
17. Not following rules/Woodland expectations
18. Non-proactive behavior (worrying about everyone else)
19. Peer cruelty

**Level 2 Behaviors: Classroom Handled – Strategies Needed**

1. Disturbing others/instruction
2. Screaming
3. Defiance
4. Rude/Hateful/Disrespectful
5. Hands on others
6. Continued incomplete homework/classwork
7. Disrespectful to classmates
8. Continued inappropriate language
9. Cheating
10. Continuous disruption
11. Non-Compliance
12. Talking back
13. Horseplay/goofing off
14. Refusal to accept a redirection
15. Writing/passing inappropriate notes
16. Property misuse
17. Unkind words
18. Taking away from others learning
19. Out of control crying or shouting out
20. Stealing
21. Bathroom property misuse

**Strategies for Addressing Behaviors (“3 before me”)**

1. Contracts
2. Time in another classroom
3. Time out/isolation
4. Brain break
5. Private conference (w/ teacher or another adult)
6. 2nd chances/detention assigned
7. Break with time limit
8. Procedure review
9. Calming strategies
10. Re-direct to another activity/group
11. Dojo
12. Journaling (writing about what is bothering them)
13. Silent lunch
14. Cool down in the hallway
15. Clip chart
16. Job assignment
17. Loss of privilege
18. Parent contact
19. Preferential seating
20. Better choices note
21. Bathroom buddy
22. Walking lifetime
23. Compliment great examples
24. “Quiet place” for de-escalation
25. Distance yourself from behavior
26. “Right to pass”
27. Planned ignoring
28. Modeling/expectation review
29. Personalized data chart
30. Specific feedback
31. Behavior motivators assessment
32. Peer recognition
33. Leadership reflection

**Level 3 Behaviors: Office Handled**

1. Theft (instructional disruption, continuous issue, item of considerable value)
2. Threatening others (verbal to cause bodily harm)
3. Fighting
4. Making noises that cease instruction
5. Refusing to physically move
6. Destruction of property
7. Hurting self/others
8. Excessive/directed swearing
9. Weapons
10. Sexual issues
11. Unsafe behavior after re-direction
12. Physical aggression that causes harm to self or others
13. Continuous defiance/disrespect
14. Bullying (continuous negative behaviors toward another person over time)
15. Continuous disruption that impedes instruction

**Discipline Procedure Flowchart**

**Classroom Environment and Teacher Strategies**

**Level 1**

Teach expectations, rules & procedures

Reinforce positive behaviors

Problem solve with students(s)

Continue building relationship(s)

Implement 3 strategies from the guidelines chart

Elicit parent/guardian’s help

**Yes**

**Send student(s) to office with referral in hand.**

**lkjlkjasdfdsfs**

**Observe Problem Behavior**

**Level 3**

**Level 2**

**Determine if behavior is**

**Level 2, or 3**

**Follow Classroom Management System**

**Send student to office with referral in hand.**

***Office Responses***

**Follow guidelines for behavior referrals with strategies and a referral form. Contact parent/guardian and document contact in IC.**

**Interview**

**Determine consequence and/or intervention**

**Behavior continues…**

**Make parent contact**

**Follow up with referring staff member when appropriate**

**No**

**File Referral Form**

(Keep one copy and send one copy to the office for data entry.)

**Follow up with student(s) as appropriate**