

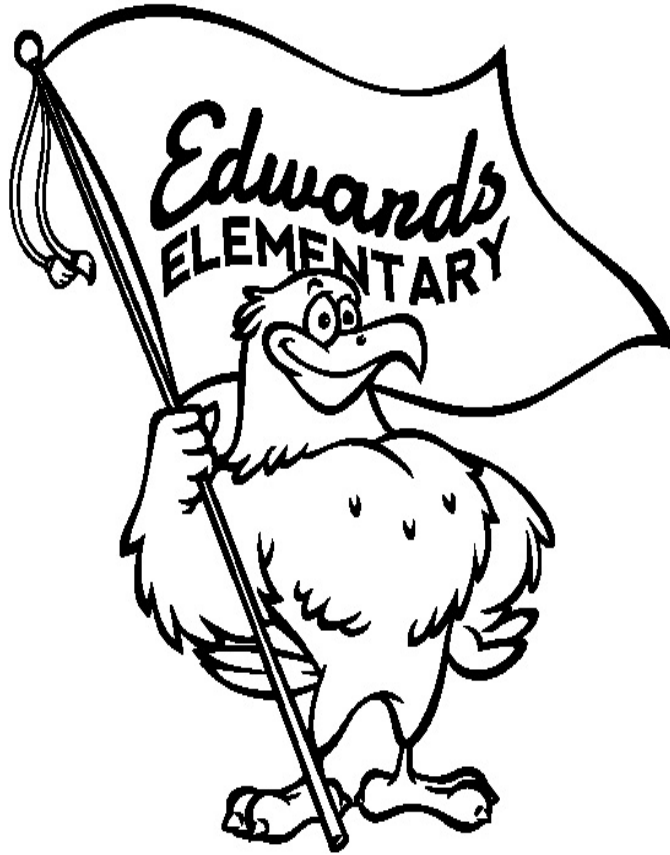
# Edwards Elementary School

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

**Parent Handbook**

**2017-2018**



**Be Safe, Be Responsible and Be Respectful**

# Parent PBIS

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### PBIS Handbook Overview:

This handbook provides information about the policies and procedures of our school-wide positive behavior interventions and supports plan. When parents, teachers and students work towards a common goal and use the same language, a more positive learning experience will happen. The goal of the plan is to help our students be successful.

### What is PBIS?

PBIS is a research-based, 3-tiered system of positive and preventative interventions that supports all students' academic and emotional success. PBIS provides a clear system for all expected behaviors at Edwards Elementary School. The behavior expectations are taught, modeled, acknowledged, monitored and retaught when necessary. A continuous analysis of data, the systems, and the outcomes guide all decision making. PBIS is well researched. For more information you can go to: [www.PBIS.org](http://www.PBIS.org)

### PBIS Practices

1. Define Behavioral Expectations: Behavioral expectations are positively stated and clearly defined. School expectations for children are to be Safe, Responsible and Respectful. These expectations are included in a matrix in this handout.
2. Teach Behavioral Expectations: The behavioral expectations are taught to all students and reviewed often. They are taught using the same teaching methods used in academic teaching: Teach, Model, Practice.
3. Acknowledge Appropriate Behavior: After appropriate behavior is taught, it is positively acknowledged on a regular basis. This acknowledgement system is outlined in this handout.
4. Positively Correct Behavior Errors: When students violate behavioral expectations, they are informed that their behavior is unacceptable. Clear procedures are used to direct students to appropriate behavior. Additional information on this is included in this handout.
5. Data: The team-based approach to data analysis allows the school to identify the problem areas and make changes where needed, brainstorm interventions, acknowledge the students exhibiting the expected behavior and communicate the findings to staff, students and parents.

### Behavioral Expectations

School expectations are taught at the beginning and through the school year what it looks like to be Respectful, Responsible and Safe in all areas of school. See Matrix's at the end of this handout.

### Acknowledging Appropriate Behavior:

Individual Student: Verbal Praise and Eagle Eyes Tickets  
Classroom Level: Classroom awards for Library, PE, and Cafeteria  
Grade Level: Weekly drawing of Eagle Eyes for rewards  
School Level: School Spirit Days, Assemblies and Ice Cream Parties

### Eagle Eye Tickets:

Eagle Eye Tickets are a way for all staff to recognize when a student is being Responsible, Respectful and Safe throughout the day. Students' tickets are collected in their classrooms for raffles for special privileges happen throughout the month. Some of these privileges may include:

### Consequence System:

When students do not meet behavioral expectations, staff will intervene in order to advise the student of the problem behavior and re-teach the student. Some examples of consequences may include: Conference with Student, In-class time-out, Think Sheets, individually designed interventions and conference with parents.

### How Parents Can Support PBIS:

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 at school. We understand that your home environment may have different expectations, but in order to support your child's success at school we ask that you support our school's expectations in the following ways.

1. Spend time reviewing school expectations with your child and remind him or her of those expectations daily.
2. Our system is consistent and predictable, so if your child has a consequence, please support the decision. If you have any questions regarding the situation, please call the classroom teacher or administrator.
3. When your child arrives home each day, talk with them about their day. If your child earned Eagle Eye Tickets or other privileges, please praise them.
4. If your child did not meet the school expectations that day, please review the school behavior expectations at home.
5. You can also use the same language at home and create your own matrixes. You can include all the routines you do at home and write the behaviors you would like to see in that setting. A blank matrix is included in this handout.

Matrix of Behaviors Taught at Edwards

	<b>BE RESPONSIBLE</b>	<b>BE RESPECTFUL</b>	<b>BE SAFE</b>
1. ALL SETTINGS	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Stay on task</li> <li>● Help to keep the school clean</li> </ul>	<ul style="list-style-type: none"> <li>● Use good manners</li> <li>● Use an inside voice</li> <li>● Respect self, others, and property</li> <li>● Keep hands, feet and objects to self at all times</li> </ul>	<ul style="list-style-type: none"> <li>● Have what you need ready</li> <li>● Be on time</li> <li>● Be ready to learn</li> </ul>
2. HALLWAY	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Keep hallways clean</li> <li>● Wave to greet people with a Voice level 0.</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands, feet and objects to self</li> <li>● Use Voice Level 0</li> <li>● Look don't touch hall displays</li> <li>● Wait your turn</li> <li>● Walk to the right</li> </ul>	<ul style="list-style-type: none"> <li>● Go straight to your destination</li> <li>● Keep hands and feet to self</li> <li>● Walk at all times</li> <li>● Face forward</li> </ul>
3. ASSEMBLIES	<ul style="list-style-type: none"> <li>● Sit in designated area</li> <li>● Follow directions</li> <li>● Do not talk during presentations</li> <li>● Sit and wait quietly for dismissal direction</li> </ul>	<ul style="list-style-type: none"> <li>● Watch and listen quietly</li> <li>● Use polite concert clapping</li> <li>● Use audience manners</li> <li>● Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>● Enter in a quiet line quietly</li> <li>● Exit quietly and quickly</li> <li>● Sit flat on the your seat or floor</li> <li>● Watch for ready to begin quiet sign</li> </ul>
4. BEFORE SCHOOL	<ul style="list-style-type: none"> <li>● Walk your wheels and wear helmet</li> <li>● Arrive on time</li> <li>● Enter building quietly</li> <li>● Go directly to where you are supposed to be</li> <li>● Turn personal electronics into the office</li> <li>● Bicycles stay by the bike racks, skateboards and scooters may be kept in your the classrooms, but have to be walked inside.</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions of Safety Patrol</li> <li>● Enter and exit building quietly</li> <li>● Enter through appropriate door</li> <li>● Follow directions</li> <li>● Use polite language</li> </ul>	<ul style="list-style-type: none"> <li>● Arrive on time</li> <li>● Bring expected supplies to school</li> <li>● Use side walk and cross walk</li> <li>● Always walk</li> </ul>
5. OFFICE	<ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Follow directions</li> <li>● Have a pass</li> </ul>	<ul style="list-style-type: none"> <li>● Use a quiet voice</li> <li>● Be polite</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep hands and feet to self</li> </ul>
6. GYM	<ul style="list-style-type: none"> <li>● Follow game rules</li> <li>● Be an active participant</li> <li>● Come in and get right to work on the first activity</li> </ul>	<ul style="list-style-type: none"> <li>● Follow adult directions</li> <li>● Use good sportsmanship</li> <li>● Use words of encouragement</li> <li>● On freeze hands to self, voice off, eyes on teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Use equipment as instructed</li> <li>● Be aware of others around you</li> <li>● Stay inside the black lines</li> <li>● Work in open space</li> </ul>

7. RESTROOMS	<ul style="list-style-type: none"> <li>● Voice level 1</li> <li>● Use water and soap to wash hands</li> <li>● Put towels in the garbage</li> <li>● Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>● Flush the toilet</li> <li>● Wait your turn</li> <li>● Use quiet voice</li> <li>● Keep your hands, feet and eyes to yourself</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Walk to and from class</li> <li>● Report problems to an adult</li> <li>● Keep feet on the floor</li> </ul>
8. CROSSING GUARD	<ul style="list-style-type: none"> <li>● Cross in crosswalk only</li> <li>● Stay on walkways</li> <li>● Cross when guards signal if you are a bike rider, you should walk your bike through the crosswalk, never ride through?</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions of crossing guards</li> <li>● Wait patiently and quietly behind crossing guards</li> </ul>	<ul style="list-style-type: none"> <li>● Always walk</li> <li>● Report concerns to crossing guards</li> <li>● Follow Crossing Guard rules even when they are not present</li> </ul>
9. CAFETERIA	<ul style="list-style-type: none"> <li>● Hands, feet and objects to self</li> <li>● Hold tray with two hands</li> <li>● Raise hand to use Restroom</li> <li>● Do not touch other student's food</li> <li>● Stay seated until excused</li> <li>● Report spills immediately</li> <li>● Clean up areas</li> <li>● Walk from the cafeteria area all the way to the playground</li> </ul>	<ul style="list-style-type: none"> <li>● Do not talk when an adult is talking to students at lunch</li> <li>● Do not talk when there is an announcement over the when intercom</li> <li>● Wait patiently</li> <li>● Use good manners</li> <li>● Raise hands for help</li> <li>● Use polite language and quiet respectful voices</li> </ul>	<ul style="list-style-type: none"> <li>● Get what you need</li> <li>● Sit in designated area</li> <li>● Eat your own food</li> <li>● Clean, scrape, stack trays</li> <li>● Recycle</li> </ul>
10. DRESS FOR LEARNING	<ul style="list-style-type: none"> <li>● Skirts and dresses should be no shorter than four inches above the knee; shorts must have an inseam of four inches.</li> <li>● If a student chooses to wear leggings, the shirt/dress must be at least four inches below the buttocks.</li> <li>● Label clothing</li> <li>● Keep track of clothing during recess.</li> </ul>	<ul style="list-style-type: none"> <li>● Wear appropriate clothing for the weather at school</li> <li>● Clothing may not contain words or logos that are suggestive, or represent alcohol, drugs, violence or vulgarity.</li> <li>● Clothing that exposes stomach, buttocks, chest, backs or undergarments will not be worn.</li> <li>● Tank tops may be worn if they have a two-inch strap width and are cut closely under the armhole. Crop tops, bare midriffs, and spaghetti straps are not allowed.</li> </ul>	<ul style="list-style-type: none"> <li>● Appropriate shoes should be worn at all times for safety reasons. Flip-flops present a safety hazard both in the classroom and on the playground and are discouraged.</li> <li>● Wear clothing appropriate for the weather</li> <li>● Clothing should be clean and appropriate.</li> <li>● Hats (including bandannas, scarves or other headwear) are not allowed inside the building.</li> </ul>

11. INSIDE RECESS	<ul style="list-style-type: none"> <li>● Walk at all times inside the classroom</li> </ul>	<ul style="list-style-type: none"> <li>● Share classroom materials and games with each other</li> </ul>	<ul style="list-style-type: none"> <li>● Follow the teacher's directions</li> <li>● Use inside voices, play and work quietly</li> <li>● Stay in designated area in the classroom</li> </ul>
12. DIGITAL CITIZENSHIP	<ul style="list-style-type: none"> <li>● Use equipment appropriately</li> <li>● Use teacher approved websites</li> <li>● Log off when you are finished</li> <li>● Turn in phones and phone devices to office at beginning of each day.</li> </ul>	<ul style="list-style-type: none"> <li>● Work quietly</li> <li>● Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>● Use chairs appropriately</li> <li>● Walk</li> <li>● Enter/exit quietly</li> <li>● Keep hands and feet to self</li> </ul>
13. ASSEMBLY TRANSITION	<ul style="list-style-type: none"> <li>● Enter and exit in an orderly manner</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and feet to self</li> <li>● Listen politely to speaker</li> </ul>	<ul style="list-style-type: none"> <li>● Be a good listener</li> <li>● Show appreciation appropriately</li> </ul>
14. PLAYGROUND	<ul style="list-style-type: none"> <li>● Follow all game rules</li> <li>● Stay within playground boundaries</li> <li>● Use only safe touch according to game rules</li> <li>● Keep enough space between yourself, others and equipment</li> <li>● No chasing or tag</li> </ul>	<ul style="list-style-type: none"> <li>● Take turns and share</li> <li>● Use kind words</li> <li>● Solve problems peacefully</li> <li>● Include everyone</li> <li>● Follow adult directions</li> <li>● Exhibit good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>● Line up promptly when whistle blows/bell rings</li> <li>● Wear weather appropriate clothing</li> <li>● Remember to take all personal belongings back to class</li> </ul>
15. CLASSROOM	<ul style="list-style-type: none"> <li>● Give your best effort</li> <li>● Complete work on time</li> <li>● Take ownership for your actions</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Speak when it is your turn</li> <li>● Use positive words, tone, and actions</li> </ul>	<ul style="list-style-type: none"> <li>● Have appropriate supplies ready</li> <li>● Body in ready position</li> <li>● Focus your attention on teacher</li> <li>● Be ready to do your best</li> <li>● Use materials correctly</li> </ul>
16. AFTER SCHOOL	<ul style="list-style-type: none"> <li>● Exit the building promptly</li> <li>● Know how you are going home</li> <li>● Pick up siblings promptly</li> <li>● Go directly to where you are supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions</li> <li>● Use polite language</li> <li>● Respect others personal space</li> </ul>	<ul style="list-style-type: none"> <li>● Use crosswalk and sidewalk</li> <li>● Always walk</li> <li>● Keep hands, feet and personal belongings to self</li> <li>● Take home what you need to complete at home</li> </ul>
17. LIBRARY	<ul style="list-style-type: none"> <li>● Return books on time</li> <li>● Stay in personal space</li> <li>● Use library time to search for or read books</li> <li>● Wait patiently to check books in and out</li> </ul>	<ul style="list-style-type: none"> <li>● Voice level 0 or 1</li> <li>● Follow adult directions</li> <li>● Sit in small chairs or on the rug</li> </ul>	<ul style="list-style-type: none"> <li>● Keep hands and feet and objects to yourself</li> <li>● Enter and exit in a line</li> <li>● Walking feet</li> </ul>

18. BUS	<ul style="list-style-type: none"> <li>● Arrive promptly in bus area</li> <li>● Do not waste or linger in unsupervised in other parts of the school</li> <li>● Report to the appropriate location (inside or outside.)</li> <li>● Follow all procedures and teacher directions.</li> <li>● Dispose any trash in trash can before entering the bus</li> <li>● Do not leave the line for any reason without getting adult permission.</li> </ul>	<ul style="list-style-type: none"> <li>● Students should keep their voices at a Level 1 or 2 volume.</li> <li>● Keep body parts and belongings to self</li> <li>● Be kind and courteous with each other and supervising adults.</li> </ul>	<ul style="list-style-type: none"> <li>● Remain seated</li> <li>● Keep clear of walking path</li> <li>● Do not engage in physical play</li> <li>● Keep a safe distance from the curb and approaching bus</li> </ul>
19. DRINKING FOUNTAINS	<ul style="list-style-type: none"> <li>● Wait your turn</li> <li>● Use fountains or cups carefully</li> </ul>	<ul style="list-style-type: none"> <li>● Keep water in fountain at all times</li> <li>● Keep hands out of fountain</li> <li>● Never spit in the fountain</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after self if needed</li> <li>● Keep hands to self while waiting for a turn</li> </ul>
20. MUSIC ROOM	<ul style="list-style-type: none"> <li>● Walk when entering music room</li> <li>● Enter using Level 1 voice</li> <li>● Pick up and return materials and instruments need when directed by teacher</li> <li>● Give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>● Follow directions the first time</li> <li>● Speak when it is your turn</li> <li>● Use positive words, tone, and actions to encourage other students</li> </ul>	<ul style="list-style-type: none"> <li>● Body in ready to participate position</li> <li>● Focus your attention on teacher and student leaders</li> <li>● Be ready to do your best</li> <li>● Use materials and instruments correctly</li> <li>● Walk at all times to pick up or return instruments</li> </ul>

You can create a similar style of matrix for behavior at home like this if you feel it would benefit your family. You can include behaviors for bedtime, meal time, homework time etc.

Here at Edwards Elementary we train the students to use verbal problem solving tools. The program encourages students to try two choices from "Kelso's Choice Wheel." If the "small" problem persists, they are told that adult intervention is needed. :

