

PBIS Handbook

2021-2022

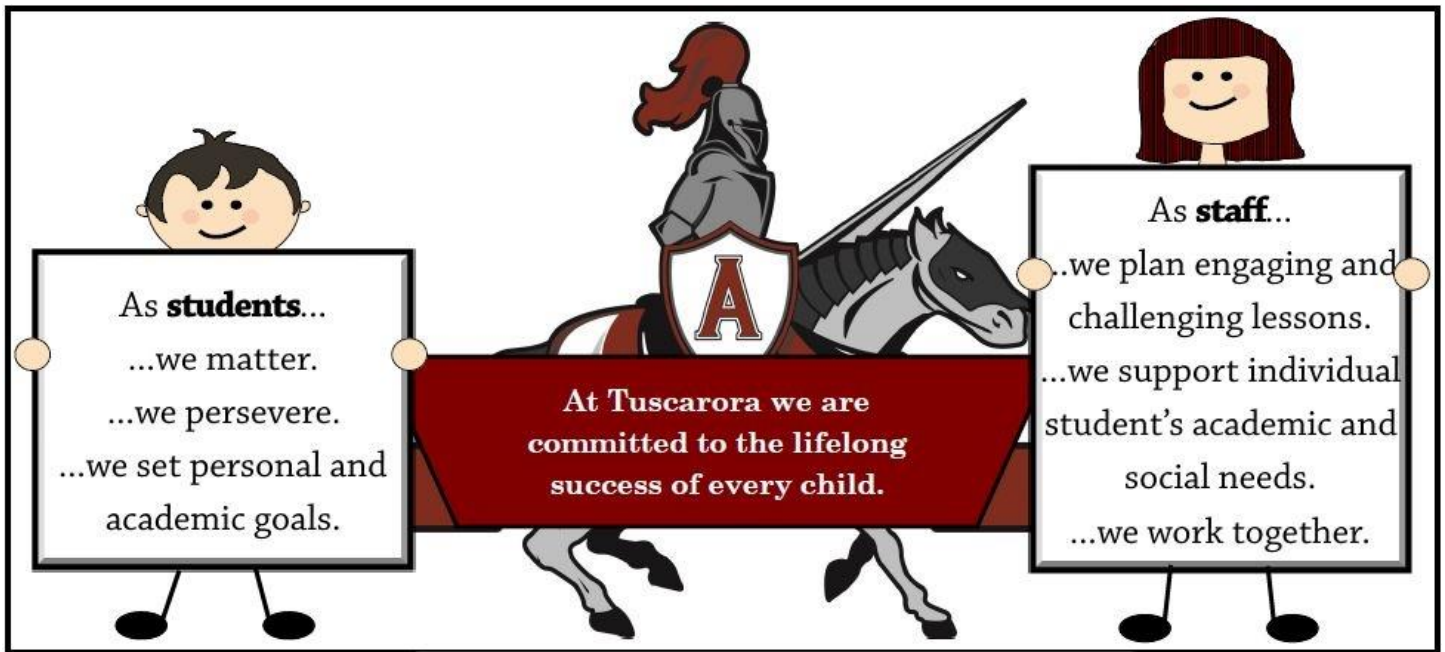
(Positive Behavioral Intervention and Support)

Addison Central School District Mission Statement:

We will provide students with a safe, engaging, and challenging learning environment in order that they are prepared for success in a global society.

TUSCARORA ELEMENTARY

“We are the Knights!”



This guide provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, specific routines to be followed, and procedures for handling infractions of behavioral expectations.

Teacher and Staff Responsibilities:

- Teachers and staff will teach, model and practice, practice, practice the Knights' Expectations consistently throughout the year
- Teachers and staff will acknowledge student behaviors that meet the Knights' Expectations
- Teachers and staff will implement MIS strategies:
 - Movement
 - Interact
 - Scan
- Teachers and staff will follow procedures for infractions

School-Wide Behavioral Expectations

A Guide for Teaching School-Wide Behavioral Expectations

School-Wide Positive Behavior Support is a set of strategies and systems to increase the capacity of schools to (a) reduce school disruption, and (b) educate all students including those with problem behaviors

- clearly defined outcomes
- research validated practices
- supportive administrative systems
- use of information for problem-solving

Features of School-Wide Positive Behavior Support

- Establish regular, predictable, positive learning and teaching environments
- Train adults and peers to serve as positive models
- Teach and model behavioral expectations
- Create systems for providing regular positive feedback
 - Acknowledge students when they are “doing the right thing”
 - Improve social competence
 - Develop environments that support academic success



WE ARE THE KNIGHTS!

	School Bus	Arrival/Dismissal	Hallway/Stairs	Restrooms	Cafeteria	Outdoor Recess
Knights are Respectful	Voice Level = 0 or 1 Listen to Adults	Voice Level = 0 or 1 Listen to Adults	Voice Level = 0 Stay to the Right	Lock/Unlock Stalls Respect Privacy	Voice Level = 1 or 2 Use Manners Listen to Adults Table Talk	Respect School Property Share
Knights are Responsible	Voice Level = 0 at Railroad Crossing Seat to Seat, Back to Back, Buckle Up Keep Food and Drink in Bag Follow Directions	Stay on Sidewalk Go Directly to Destination Follow Hallway/Stair Expectations	Follow Directions Pay Attention Stay in Line	Clean, Quick Quiet Return Directly to Class Flush	Follow Directions Clean Up After Yourself Raise Hand for Adult	Follow Directions Gather Belongings Line Up Quickly Dress Properly
Knights are Safe	Stay in Assigned Seat Keep Aisle Clean and Clear Wait for Signal to Cross	Walk on Sidewalk Wait Your Turn	Face Forward Walk Use Hand Rail Step by Step	Walk Keep Bathroom Clean Wash Hands Properly	Walk Stay seated Stay in Line Report spills	Stay in Area Use Equipment Properly KHFOOTY Play Safely
Knights are Honest	Tell the Truth	Tell the Truth	Tell the Truth Go Directly to Destination	Tell the Truth	Tell the Truth	Tell the Truth Play Fair
Knights are Kind	Wait Your Turn Choose Kind	Help Others Choose Kind	Help Others Choose Kind	Wait Your Turn Choose Kind	Help Others Use Kind Words	Include Others Choose Kind

KHFOOTY

Keep Hands, Feet, and Other Objects to Yourself

Knight's Honor Code

At Tuscarora we are
a community of learners.

We show respect for ourselves,
our school, our community
and our country through honesty, kindness, and responsible actions.

We celebrate each other's differences
and accomplishments

with our heads, hearts and hands.

WE ARE THE KNIGHTS!

ACKNOWLEDGEMENT SYSTEM

The following are all the systems we have in place for ALL the students who do their best job, day in and day out.

The acknowledgement system at Tuscarora is a feature of the Knights' Expectations behavioral system. The behavioral expectation system focuses on acknowledging students who demonstrate behaviors expected of Knights. This program works in conjunction with school-wide and classroom goals. **It is not intended to be used as a classroom management system.**

Describe, Notice, Acknowledge: (Marzano) – The teacher and staff member consistently and fairly acknowledges students following the Knights' Expectations, acknowledge them by specifically describing their appropriate behavior and how that contributing to an environment that is: Respectful, Responsible, Safe, Honest, Kind (i.e. I see that you are walking in the hall with your hands at your side and your voice is off. Thank you for helping keep our School Safe)

Good Knight Ticket: Students can earn Good Knight Tickets from any adult in the building when they are “caught” exhibiting the Knight's Expectations. Make sure that students can articulate why they received the recognition. The goal is to recognize 100% of the student body with this acknowledgement. Teachers keep track of their students earned Good Knight Tickets for 25, 50, 75, 100 club. (Can be a spreadsheet, tally chart on the wall, form, etc.)
When a student hits one of the levels (25, 50, 75, 100) send an email to Alisha Jack ajack@addisoncsd.org.

Positive Parent Phone calls: Used on a regular basis to foster positive home/school relationships and support of head and heart learning.
Staff are encouraged to make one positive parent phone call per week

Day 1

VOICE LEVELS & ACRONYMS

Lesson Plan

Skill Teaching for Voice Levels/Acronyms:

Talk to students about the noise levels and what each level means.

Ask students to model what each voice level sounds like.

Tell students what each acronym stands for.

Voice Levels

 2 = indoor voice	 1 = whisper voice	 0 = silence
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Acronyms

<p>KHFOOTY In our school:</p> <p>K KEEP H HANDS F FEET and O OTHER O OBJECTS T to Y YOURSELF</p>	<p>SHINE in our hallways:</p> <p>S Silent H Hands to Side I I am Ready N Neat Feet E Eyes Forward</p>
<p>(For teacher use) MIS Supervision:</p> <p>M Move I Interact S Scan</p>	<p>THINK before you speak:</p> <p>T True H Helpful I Inspiring N Necessary K Kind</p>

Day 2

HALLWAY, STAIRS, ARRIVAL, & DISMISSAL


Lesson plan

Skill Teaching for the Hallway/Stairs/Walkways:

Teacher should take students to the location for discussion.

What are the ways Knights behave in the Hallway/Stairs/Walkways?

Teach and practice Knight behaviors (acronym SHINE):

Hallway/Stairs/Walkways Knights are:

<p>Respectful</p> <ul style="list-style-type: none"> • Voice Level = 0 in hallways/stairs • Voice Level = 0 or 1 for arrival/dismissal • Stay to the right
<p>Responsible</p> <ul style="list-style-type: none"> • Follow directions • Pay attention • Stay in line/on sidewalk • Go directly to destination
<p>Safe</p> <ul style="list-style-type: none"> • Face forward • Walk (in all areas) • Use hand rail • Step by step • Wait your turn
<p>Honest</p> <ul style="list-style-type: none"> • Tell the truth • Go directly to destination
<p>Kind</p> <ul style="list-style-type: none"> • Help others • Choose kind

SHINE

- S Silent
- H Hands to Side
- I I Am Ready
- N Neat Feet
- E Eyes Forward

- Stay on sidewalk
- Walk on specific side of the hallway (wall is to the right of you)
- Follow the directional arrows
- Keep your face covering on, covering both your mouth and nose
- Go directly to destination
- Walking facing forward
- Use correct up or down stairwell
 - Staircase 2: down (next to Art room)
 - Staircase 3: up (next to the Mindful room)

Discuss possible inappropriate behaviors and why they are not Knight behaviors:

- Student turned around, not watching where going, hopping (from tile to tile)
- Student talking loudly/yelling
- Student putting hands or feet on someone else
- Student running, jumping, or bumping into person or object

Day 3


CAFETERIA

Lesson Plan

Skill Teaching for the Cafeteria:

Teacher should take students to the cafeteria for the discussion and modeling.
Let students give examples and then review the expectations below.

What are the ways Knights behave in the Cafeteria?

<p>Cafeteria Knights are:</p>

<p>Respectful</p> <ul style="list-style-type: none"> • Voice Level = 1 or 2 • Use manners • Listen to adults • Table talk
<p>Responsible</p> <ul style="list-style-type: none"> • Follow directions • Clean up after yourself • Raise hand for adult
<p>Safe</p> <ul style="list-style-type: none"> • Walk • Stay seated • Stay in line • Report spills
<p>Honest</p> <ul style="list-style-type: none"> • Tell the truth
<p>Kind</p> <ul style="list-style-type: none"> • Help others • Use kind words

Teach and practice Knight behaviors:

- Wash hands in classroom before leaving
- Walk into cafeteria
- Keep your face covering on, covering both your mouth and nose when not seated
- Stand in line patiently
- KHFOOTY
- Whisper voice
- Use polite and respectful words
- Raise hand for help or when you need something
- Remain seated until given permission to get up
- Sit in an available seat
- Use table manners
- Sit at table appropriately
- Clean up mess
- Only eat your lunch and drink your personal beverage

Discuss possible inappropriate behaviors and why they are not Knight behaviors:

- Student budging in the line ahead of others patiently waiting
- Student yelling to a friend across the lunch room
- Student putting hands or feet on someone else
- Student running and bumping into person or object
- Student out of seat without permission
- Student turned around in seat
- Student moves out of socially distanced seat
- Student making mess with food

Day 4


RESTROOMS

Lesson Plan

Skill Teaching for the Restroom:

Teacher should take students to the restroom for the discussion.

What are the ways Knights behave in the Restroom?

Restrooms Knights are:

Respectful <ul style="list-style-type: none"> • Lock/unlock stalls • Respect privacy
Responsible <ul style="list-style-type: none"> • Clean, quick quiet • Return directly to class • Flush
Safe <ul style="list-style-type: none"> • Walk • Keep bathroom clean • Wash hands properly
Honest <ul style="list-style-type: none"> • Tell the truth
Kind <ul style="list-style-type: none"> • Wait your turn • Choose kind

Teach and practice Knight behaviors:

- Waiting your turn patiently
- Only two students in hallway bathroom at a time
- Keep your face covering on, covering both your mouth and nose
- Make sure toilet flushes
- Always wash your hands for 20 seconds, using soap and water
- Dispose of paper towel appropriately
- KHFOOTY

Discuss possible inappropriate behaviors and why they are not Knight behaviors:

- Student not washing hands
- Student throwing paper towel on floor and not picking it up
- Student using too much soap and fooling around with water
- Student touching person in front of them
- Student swinging on doors
- Student looking in between or under the stalls
- Student writing on walls and mirrors
- Student removing face covering

Day 5


OUTDOOR RECESS

Lesson Plan

Skill Teaching for Outdoor Recess:

Teacher should take students to the play area for the discussion.

What are the ways Knights behave at outdoor recess?

Outdoor area Knights are:

Respectful: <ul style="list-style-type: none"> • Respect school property • Share
Responsible: <ul style="list-style-type: none"> • Follow directions • Gather belongings • Line up quickly • Dress properly
Safe: <ul style="list-style-type: none"> • Stay in area • Use equipment properly • KHFOOTY • Play safely
Honest: <ul style="list-style-type: none"> • Tell the truth • Play fair
Kind: <ul style="list-style-type: none"> • Include others • Choose kind

Teach and practice Knight behaviors:

- Share **playground/school equipment**
- Cooperate
- Follow game rules
- Use kind and respectful words
- Use equipment appropriately
- Face coverings required when you cannot maintain 6 feet of distance
- KHFOOTY

Discuss possible inappropriate behaviors and why they are not Knight behaviors:

- Students should not share personal items from home
- Students are closer than 6 feet without face coverings
- Students are horse playing
- Student walks up the slide
- Student does not share
- Student calls people names
- Student shows poor sportsmanship
- Student throws wood chips/objects
- Student leaves designated area

Staff Implement MIS:

M – Move around

- Use random paths, avoid predictability and routines
- Check areas where view is obstructed
- Spread out in supervision area to improve visibility and monitoring

I – Interact with students

- Have brief conversations, ask questions, show interest, help solve problems

S – Scan


- Keep eyes moving, even when interacting
- Be proactive in preventing potential student incidents (listen to conversations, watch body language)

Day 6

SCHOOL BUS

Lesson Plan

The primary lesson plan for the bus is developed and presented by the Transportation Supervisor and bus drivers during bus drills. Teachers are asked to review the following Bus Expectations with their students. The bus drivers will also be using these Bus Expectations and focusing on Knights being Respectful, Responsible, Safe, Honest and Kind.

School Bus Knights are:

Respectful: <ul style="list-style-type: none"> • Voice Level = 0 or 1 • Listen to adults
Responsible: <ul style="list-style-type: none"> • Voice Level = 0 at Railroad crossing • Seat to Seat, Back to Back, Buckle Up • Keep food and drink in bag • Follow directions
Safe: <ul style="list-style-type: none"> • Stay in assigned seat • Keep aisle clean and clear • Wait for signal to cross
Honest: <ul style="list-style-type: none"> • Tell the truth
Kind: <ul style="list-style-type: none"> • Wait your turn • Choose kind

Seat to Seat, Back to Back, Buckle Up.

Teach and practice Knight behaviors:

- Voice level 1
- Voices at 0 at railroad crossings
- Keep aisle clean and clear
- Seatbelts, 2 fingers between body and belt
- Face coverings required
- All personal items must remain in student backpacks at all times
- Practice the KHFOOTY rule
- Wait for your turn to exit the bus

Discuss possible inappropriate behaviors and why they are not Knight behaviors:

- Student is disrespectful to bus driver or monitor
- Student leans over the aisle to talk to friends
- Student eats or drinks on the bus (including gum)
- Student stands up/moves around the bus
- Student takes things out of backpack
- Student yells
- Student throws objects
- Student touches another person
- Student removes face covering

Family and Student Handbook

PBIS

(Positive Behavioral Intervention and Support)

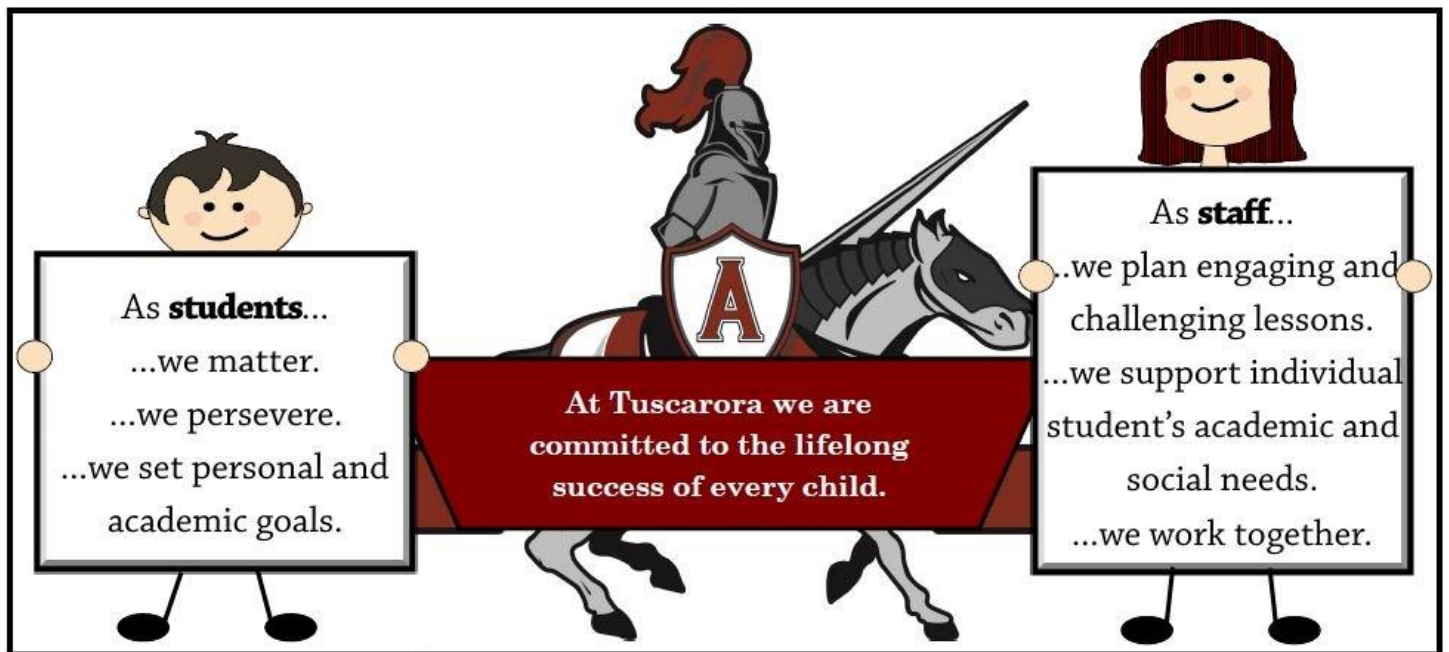
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Dear Families,

We are excited to share our school-wide, **Positive Behavior Intervention and Support** system (PBIS) at Tuscarora Elementary! Our shared goal is to work together with students and families to create a positive, safe learning environment that encourages cooperation, respect and responsibility.

PBIS is not a curriculum – it is a framework of systems to identify needs, develop strategies, and evaluate practice toward student success. The goal of PBIS is to build a positive school environment and culture that supports the adoption and sustains the use of evidence-based practices that focus on positive student behavior.

As part of PBIS, we have established the Knights' Expectations for the positive behaviors we expect of Knights in all areas of our school. These expectations are explained our Knights Expectation Matrix, found on page 4. The expectations for all behaviors will be posted clearly throughout our classrooms, hallways, restrooms, cafeteria and outdoor recess areas. These expectations will be explicitly taught and reinforced, and students will be provided opportunities for practice.

By teaching the Knights' Expectations in a positive way, we are providing a common language for everyone in our building, including students, teachers and staff. We believe that by explicitly teaching the expectations and behavior and providing many opportunities for students to practice those behaviors, we will build a school community and environment where all students can learn.

Faculty and staff will acknowledge students' appropriate behaviors by giving them a "Good Knight" ticket. Students will keep these tickets for their own recognition. Ask your child to share with them with you! Pictures are taken at the end of each month of the students who have reached that level and put it in the Addison Post.

- Good Knight Ticket club
 - 25 – Letter home
 - 50 – Good Knight bracelet
 - 75 – Ice cream ticket for cafeteria
 - 100 – Pick a staff member to eat lunch with, as well as a special 100 ticket level reward.

We appreciate your help and support in talking about the Knights' Expectations at home and how your child has been caught exhibiting the behavior of a Good Knight!

Please contact us if you have any questions or need further information.

Sincerely,

The Tuscarora Elementary School PBIS Committee

Please cut on the line and sign & return the bottom portion to your child's teacher. Thank you!

**By signing this form, I acknowledge that I have received, read, understand, and will encourage/support the PBIS plan.*

Child's Name: _____

Teacher: _____

Parent's Name: _____

Signature: _____

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APPENDIX B – MONTHLY CHARACTER TRAITS

September – Knights are Respectful

October – Knights are Responsible

November – Knights are Safe

December – Knights are Honest

January – Knights are Kind

February – Knights are Respectful

March – Knights are Responsible

April – Knights are Safe

May – Knights are Honest

June – Knights are Kind