

# ***Carolyn Clark Elementary School***

## **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

### **PARENT/STUDENT HANDBOOK**



**BE RESPONSIBLE ★ BE RESPECTFUL ★ BE SAFE**

## **PBIS TEAM MEMBERS**

Our PBIS team consists of an administrator, a parent, classified staff, teachers and specialists. The members on this team are dedicated to establishing and maintaining behavioral supports and positive school culture.

## **OVERVIEW**

The Carolyn Clark PBIS team believes that schools can only be successful when they help children to grow academically, socially and emotionally. In order for this to happen, it is important that we establish a safe environment. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations. Using the PBIS program helps us to create a happy and safe environment for all our students.

## **CAROLYN CLARK'S CUB CODE OF CONDUCT**

Our Code of Conduct allows for students to connect their behavior to our school-wide behavior matrix. Our code of conduct is:

- Be Responsible.
- Be Respectful.
- Be Safe.

## **BEHAVIOR MATRIX**

Carolyn Clark has developed a behavior matrix which includes our Code of Conduct (Be Responsible, Be Respectful, and Be Safe). Each expectation is broken down into different categories along with an explanation of how each expectation should look in a specific setting (see pages 6-9).

## **HOW EXPECTATIONS ARE TAUGHT**

The staff teaches the school's expected behaviors through lessons that are designed around our school-wide Behavior Matrix. During the first weeks of school, these expectations are taught through school tours and rotations using examples from classroom and non-classroom situations. Staff members model and role-play in order to teach the expected behaviors. We also provide students with practice opportunities. Expectations are reinforced throughout the year at school rallies, lunch time activities, and in the classroom.

## **CAROLYN CLARK'S STARS (REWARD SYSTEM)**

Another part of the PBIS system is the use of consistent positive reinforcement when observing desired behaviors. Staff members who observe students following the school's behavioral expectations will issue Clark STAR cards (**S**afety, **T**aking responsibility **A**nd **R**especting others). All students can earn STAR cards for demonstrating good behavior in every area of the school (classroom, lunchroom, playground, etc.) and from any staff member including teachers, classified staff, lunch supervisors, and substitute teachers. The colorful card will indicate a description of the rewarded behavior. Students will then be able to use these cards to earn rewards from the PBIS student store. Students who act safely, respectfully and responsibly can select meaningful items such as pins, medals, lanyards, pencils, and erasers featuring the theme for which the student was awarded.

An important goal of an acknowledgment system is to increase the number of positive interactions between school staff and students. Research shows us that positive reinforcement is one of the best ways to not only change unexpected behaviors, but also to maintain appropriate and positive behavior. In fact, research on effective teaching has found that teachers should engage in a rate of four positive interactions with students to every one negative interaction. The Carolyn Clark staff is committed to making sure that all students who demonstrate positive behaviors will receive STAR cards. It is not enough just to teach expected behavior, we also need to regularly recognize and reward students for engaging in these desired behaviors.

By supporting the positive behavior programs at Carolyn Clark, we are reminding our children their positive behavior matters as it creates a better learning environment for all.

## **RALLIES**

Monthly rallies will be planned to celebrate our PBIS progress and reinforce Carolyn Clark's Cub Code of Conduct. Monthly rallies will also recognize students for positive behavior. The recognition rallies are a chance for the school to celebrate behavior successes, acknowledge the students who earned STAR cards, and regularly re-teach students the school-wide expectations. Not only will these rallies promote school spirit, but they will also build community among our students and staff.

## **CAROLYN CLARK CHEER**

We will be reciting Carolyn Clark's school cheer at every rally. Our school-wide cheer is:

I said the mighty Cubs are lookin' so fine.  
I said the Clark School Cubs are awesome all the time.  
With safety, respect and responsibility,  
Our school is #1; we all agree!

## **DOCUMENTING BEHAVIOR**

Behavior documentation allows all of us to have ongoing communication about students' progress toward following expectations. Through the documentation, we are able to target lessons for students, classrooms, and building school-wide expectations. (See pages 10-11)

- Minors - Students receiving a referral for minor behaviors will:
  - 1st Incident: Redirection, reteaching and verbal warning.
  - 2nd & 3rd Incidents: Redirection and classroom consequence. Teacher will fill out the Classroom/Office Referral Form and send it home for a signature.
  - 4th Incident: If a student receives 3 Classroom/Office Referral forms, the student will be directed to administration.
- Majors - Students receiving a referral for a major behavior will:
  - Be directed to administration.
  - Administrator will contact parent and fill out a Classroom/Office Referral Form. A consequence will be assigned for inappropriate behavior.

## **PARENTAL INVOLVEMENT**


In order for PBIS to be successful at Carolyn Clark, we need your help. Below is a list of suggestions on how you can help support PBIS:

- Remind your child of the Carolyn Clark's expectations on a daily basis (before leaving for school is a great time to review these): Be Responsible, Be Respectful, Be Safe!
- Use the same language that is being used at school with your child. Develop a behavior matrix at home using the Carolyn Clark's Expectations. List all the routines in your home and then write the behaviors you want to see in that setting. Remember to keep it positive. A blank matrix is in this handbook for you to use!
- Ask your child if he/she received any Carolyn Clark STARS each week and how he/she earned them. Reinforce the positive behaviors that your child is showing at school.
- If you are contacted because your child has not followed Clark's Code of Conduct, please review the behavior expectations at home.
- Attend Principal Coffees where the topics will be centered around PBIS.
- Please be aware of the weekly PBIS updates and information in the Clark newsletter and on our school website.
- Please read the Code of Conduct Pledge with your child. Sign and return the pledge to your child's teacher.

## HOME BEHAVIOR MATRIX FORM

	<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be Safe</b>

## Carolyn Clark's Cub Code of Conduct Behavior Matrix

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
<b>GENERAL EXPECTATIONS</b>	<ul style="list-style-type: none"> <li>-Actively listen to others.</li> <li>-THINK before speaking and use appropriate language.</li> <li>-Follow the directions of all adults.</li> <li>-Work together to solve problems.</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself.</li> <li>-Put forth your best effort.</li> <li>-Take all items with you at the end of the day; you may not come back for forgotten items.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk in the building.</li> <li>-Keep personal belongings put away.</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>-Be observant of the people around you and in the classrooms.</li> <li>-Be considerate of others.</li> <li>-Use appropriate voice level.</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself.</li> <li>-Eat in designated areas.</li> <li>-Keep your hands, feet, and objects off the walls.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk in an orderly fashion.</li> <li>-Be observant of your rolling backpack while walking.</li> <li>-Have permission to be in the hall.</li> </ul>
<b>FORUM (for Lunch)</b>	<ul style="list-style-type: none"> <li>-Follow the directions of the adults.</li> <li>-Wait to be excused.</li> <li>-Use good table manners.</li> <li>-Use "inside" voice.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep tables and floor clean.</li> <li>-Take all of your belongings when you leave.</li> <li>-Stay in lunch time order and a straight line.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk.</li> <li>-Only eat your own food.</li> <li>-Alert someone if there is a spill.</li> </ul>
<b>FORUM (class activity/PE)</b>	<ul style="list-style-type: none"> <li>-Honor your space and the space of others.</li> <li>-Be ready to follow directions.</li> <li>-Monitor the noise level.</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk unless the activity requires something different.</li> <li>-Sit properly.</li> <li>-Honor your space.</li> </ul>
<b>RESTROOM</b>	<ul style="list-style-type: none"> <li>-Keep privacy in mind.</li> <li>-Use appropriate restroom.</li> </ul>	<ul style="list-style-type: none"> <li>-Flush the toilet and wash your hands.</li> <li>-Use the restroom appropriately.</li> <li>-Report when supplies are needed.</li> </ul>	<ul style="list-style-type: none"> <li>-Report spills and messes.</li> <li>-Walk.</li> </ul>


	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
PLAYGROUND (Blacktop)	-Follow the rules of the games. -Follow the equipment check out procedures.	-Eat in the "snack area." -Throw away your trash. -Freeze when the first freezbell rings.	-Walk on the blacktop. -Only eat your own snack. -Stay within the boundaries
PLAYGROUND (Grass)	-Follow the rules of the games. -Be respectful of the environment.	-Take care of all equipment. -Walk to the blacktop when the first freeze bell rings.	-Stay within the recess boundaries. -Keep hands and feet to yourself. -Play safely.
PLAYGROUND (Play Structure)	-Be understanding of all abilities. -Take turns on the play structure.	-Use the play structure equipment appropriately. -Walk to the edge of the play area when the first freeze bell rings.	-Walk on and around the play structure. -Slide down the slide feet first. -Hang from the monkey bars by your hands.
SCHOOL EVENTS (assemblies, field trips)	-Actively listen to presenters, chaperones, docents, etc. -Sit flat on your bottom. -Respect your surroundings.	-Be prepared. (lunch, jacket, etc.) -Be on time. -Stay with your group or your class.	-Follow school, bus, and venue rules. -Use indoor voices when appropriate to be able to hear directions. -Stay with your chaperone on field trips.
PARKING LOT	-Listen to and follow the directions given by teachers and parents. -Be timely. -Stay in designated areas.	-Actively look for your ride. -Clean up after yourself. -Collect all your belongings.	-Use the crosswalk. -Get in and out of your car on the curb side. -Stay behind the safety line. -#PYBO
AFTER HOURS (after school clubs, PTA events, etc)	-Follow school rules (ex. Walk in halls, use inside voices) -Don't touch other people's belongings.	-Notify your supervising adult of where you are going. -Stay in designated areas. -Clean up after yourself.	-Stay within adult supervision. -Follow all adult directions.



	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
OFFICE	<ul style="list-style-type: none"> <li>-Use indoor voices.</li> <li>-Wait patiently.</li> <li>-State your business.</li> </ul>	<ul style="list-style-type: none"> <li>-Bring a pass from the teacher or adult who sent you to the office.</li> <li>-Keep your hands to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Check in with the office staff before entering Health Office.</li> <li>-If possible, have kleenex to control the bleeding before coming to the office.</li> </ul>
LIBRARY	<ul style="list-style-type: none"> <li>-Walk at all times</li> <li>-Always use a shelf marker when looking at books.</li> <li>-Wait your turn to take an AR test.</li> <li>-Use indoor voices.</li> </ul>	<ul style="list-style-type: none"> <li>-Return your library books on time.</li> <li>-Treat your books with kindness.</li> <li>-Keep books away from liquids.</li> </ul>	<ul style="list-style-type: none"> <li>-The library is closed when the lights are off or the library clerk is not there.</li> <li>-Know where the proper exits are in case of emergency.</li> </ul>

## Carolyn Clark's Transitional Kindergarten and Kindergarten Cub Code of Conduct

\*These expectations are specific to the Kindergarten and Transitional Kindergarten classrooms and playground.

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SAFE</b>
KINDER/TK RESTROOM	<ul style="list-style-type: none"> <li>-One at a time.</li> <li>-Unlock the door when you are done.</li> <li>-Use your inside voice.</li> </ul>	<ul style="list-style-type: none"> <li>-Flush the toilet.</li> <li>-Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Wash your hands.</li> <li>-Walk.</li> </ul>
WHEEL TOYS	<ul style="list-style-type: none"> <li>-Stand in line to wait for your turn.</li> <li>-Take turns.</li> </ul>	<ul style="list-style-type: none"> <li>-Wait at the stop sign.</li> </ul>	<ul style="list-style-type: none"> <li>-Follow the path.</li> </ul>
SAND TABLE	<ul style="list-style-type: none"> <li>-Share the sand toys.</li> </ul>	<ul style="list-style-type: none"> <li>-Only 4-6 students may be at the table at a time.</li> </ul>	<ul style="list-style-type: none"> <li>-Keep the sand in the table.</li> </ul>
PLAY STRUCTURE	<ul style="list-style-type: none"> <li>-Keep your hands to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on and around the play structure.</li> </ul>	<ul style="list-style-type: none"> <li>-Slide down the slide feet first.</li> </ul>
SNACK	<ul style="list-style-type: none"> <li>-Sit while eating.</li> <li>-Ask for permission to be excused.</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>-Only eat your own food.</li> </ul>

## Classroom/Office Referral Form

Name: _____ Date: _____ Time: _____ Teacher: _____ Grade: TK K 1 2 3 4 5 6 Referring Staff: _____	<p style="text-align: center;"><b>Location</b></p> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Playground <input type="checkbox"/> Forum <input type="checkbox"/> Bathroom <input type="checkbox"/> Library <input type="checkbox"/> Other _____
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Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Physical Contact <input type="checkbox"/> Inappropriate Language <input type="checkbox"/> Property Misuse <input type="checkbox"/> Dress Code <input type="checkbox"/> Electronic/Tech. Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Disrespect <input type="checkbox"/> Abusive Language <input type="checkbox"/> Harassment <input type="checkbox"/> Fighting <input type="checkbox"/> Electronic/Tech. Violation <input type="checkbox"/> Property Damage <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Other _____	<b>Get:</b> <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity <b>Avoid:</b> <input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Item/Activity

Action Taken	
<input type="checkbox"/> Time Out <input type="checkbox"/> Conference with Student/Reflection Sheet <input type="checkbox"/> Clean Up Duty <input type="checkbox"/> Loss of Privilege: _____ <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction	<input type="checkbox"/> Behavior Contract <input type="checkbox"/> In-School Suspension (____hours/days) <input type="checkbox"/> Out-of-School Suspension (____hours/days) <input type="checkbox"/> Action Pending <input type="checkbox"/> Restraint <input type="checkbox"/> Seclusion <input type="checkbox"/> Restraint & Seclusion <input type="checkbox"/> Other _____

**Others involved in incident:**                       None    Teacher    Substitute    Unknown  
 Peers                       Staff    Other \_\_\_\_\_

**Staff Comments:**

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**Parent Signature:** \_\_\_\_\_                      **Date:** \_\_\_\_\_

I need to talk to my student's teacher.                       I need to talk to the administrator.

# CODE OF CONDUCT PLEDGE

Dear Carolyn Clark Students,

At Carolyn Clark, you will aim for excellence! By using the Positive Behavior Intervention Support approach, we will create a safe and more productive school. By following Carolyn Clark's Code of Conduct everywhere you go, everyone will show their Carolyn Clark pride.

This year, we will learn, practice, and teach others respectful, responsible and safe behavior for all school activities. Students who make good choices will be recognized throughout the year. Take special care of this book and use it as a reminder of our expectations. This will help you to make good choices and show your Carolyn Clark pride.

## My Pledge

The expectations in our student handbook have been explained to me and I have received my PBIS handbook. As a good citizen of Carolyn Clark Elementary School, I understand that I am responsible for showing Carolyn Clark's Code of Conduct:

- Be responsible.
- Be respectful.
- Be safe.

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature:

\_\_\_\_\_

Parent's Signature:

\_\_\_\_\_

**\*Please return this pledge to your teacher by September 15.**