

Worcester Central School

2018-2019

Positive Behavior Intervention & Supports (PBIS) Handbook



Positive Attitude.

Academic Excellence.

Wise Choices.

Show Respect.

Worcester's PBIS Mission

The purpose of the proactive schoolwide discipline plan at Worcester Central School is to promote a positive school climate by fostering accountability and independence through clear, common expectations for students and families.

Our School Expectations

Students at Worcester Central School will meet our four expectations:

- **Positive Attitude**
- **Academic Excellence**
- **Wise Choices**
- **Show Respect**

What is PBIS?

PBIS is a systems approach to creating and maintaining positive school climates where teachers can teach and students can learn. This evidence-based framework emphasizes **preventing** school discipline problems.

PBIS provides ideas to support teaching, modeling, and recognizing positive, appropriate behavior in schools and identifies systems for logically responding to classroom and individual student problems.

PBIS is **not** a curriculum, intervention, or practice, but **is** a systems change framework that guides selection, integration, and implementation of the best evidence-based practices for improving behavior outcomes for all students while increasing opportunities for academic engagement.

How Does it Work?

Students will participate in a kick off at the beginning of the school year. Students will learn expected behavior through explicit instruction and demonstration. All staff will support this learning through acknowledgement, positive reinforcement, and assemblies throughout the school year.

What is the Student's Role?

Students will learn expected behaviors in every area of school. Behavior will be modeled to students through instruction of positive behaviors by faculty and staff. Students are expected to learn, practice, and display the positive behavioral expectations of displaying a positive attitude, striving for academic excellence, making wise choices, and showing respect throughout the school year in all areas.

What is the Staff's Role?

All faculty and staff at Worcester Central School is expected to teach, model, and supervise student behavior and their progress toward meeting behavioral expectations. Faculty and staff will use classroom and schoolwide incentives to reinforce positive behavior choices. When students do not meet positive behavioral expectations, staff will re-teach and redirect student behavior. Staff will complete Office Discipline Referrals (ODRs) when behavioral expectations are not met and re-teaching has not been successful. Staff will provide positive reinforcement when students meet behavioral expectations.

What is the Parent's Role?

Parent support is important for the success of PBIS. Worcester will be communicating with parents when a student struggles with mastering a specific behavior. Parents and school staff need to work together to support the student as they strive to achieve expected behavior goals. In this way, the lessons learned at school will benefit students in the home setting. Since all students will be learning the same behavioral skills, parents can support these efforts by discussing behavioral expectations at home.

Why Teach the Rules, Expectations, & Routines During the First Week of School?

One of the main reasons to teach behavioral expectations and routines across all settings is so all faculty and staff agree on what is expected. This will improve consistency across staff in enforcing school behavioral expectations. Through this consistency, we can avoid the confusion that results when staff has different expectations about what behavior is acceptable in different settings which can confuse students.

What are Routines?

Routines are the procedures and processes put in place that students are expected to follow to keep things running smoothly and prevent negative behaviors. Routines include entering the cafeteria, the lunch line process, the dismissal process, processes for classroom protocols, etc. Choosing routines should be a thoughtful process since some routines can inadvertently set students up to engage in negative behaviors. It is essential that routines be taught and reinforced during the first week of school so that everyone is following the same set of procedures.

What is Positive Acknowledgement?

An important component of the PBIS system is the use of consistent, positive reinforcement used to celebrate students' successes as they meet behavioral expectations. School staff are responsible for acknowledging positive student behaviors and are expected to catch students being "good" and reinforce the positive behaviors.

At the Elementary Level:

- Adults in contact with elementary students throughout the day will acknowledge appropriate student behavior by giving out PAWS and positive praise.
- Students will collect PAWS throughout the week and have the opportunity to trade them (spend them) at the school store on Friday's. All PAWS must be spent within the month. Each month students will start over again with earning PAWS.
- Students are responsible for keeping track of their own PAWS as they earn them. They can keep them in their PAW pouch, which can be carried to lunch and kept in their classrooms.
- Individual classrooms can still reward/recognize students for earning PAWS at any point during the year.
- PAW counts will be logged weekly after all students have had the opportunity to purchase items at the school store. Total monthly PAW numbers for individual students will be tracked, as well as teacher participation.
- At the quarterly assembly, staff prizes will be given, student names will be drawn to win prizes for the quarter, and the quarterly incentive winners will be announced.

At the Secondary Level:

- Every teacher gets a paper roster for each period of students to put check marks on based on the PBIS expectations
- At the end of the week, teachers will give a PAW to each student who has received 5 checks for the week
- Every Monday there will be a drawing of the Secondary PAWS on the AM announcements:
 - Staff lunch
 - Eat outside with a friend
 - Free HW pass
 - Eat lunch with the Superintendent
 - Free ice cream
 - Courtyard pass (ASH)
 - Movie for lunch
- Teachers can still hand out PAWS in the hallways and any other time outside of the classroom (those paws will be included in the drawing)

Teachers:

- Drawing is monthly
- If you gave 10 PAWS for the month, you are entered into the drawing for Joe's lunch
- Winner will be announced over the announcements

Quarterly Assemblies:

- Every student that earned a PAW for the quarter will be tracked.
- Every student that earned x amount of PAWS will be eligible for the quarterly event
- EVENTS:
 - MOVIE THEATRE (11/20)- 11/2
 - SLEDDING (2/15)- 2/1
 - PIZZA PARTY IN BAND ROOM & KICKBALL GAME (4/12)- 4/12
 - OUTDOOR PICNIC WITH ICE CREAM FLOATS (6/14)- 6/7

At the classroom (elementary)/grade (secondary) level (in all areas):

- Adults in the building acknowledge appropriate student behavior by giving out "PAWS" and positive praise. PAWS will be pre-signed by staff members for quick distribution in all areas of the building. Students will write their names on the earned PAWS.
- Individual student rewards for earning PAWS can be determined by classroom teachers (drawing from names, most PAWS, etc.). PAWS will be collected in "bins/buckets" in each classroom for monthly data collection by the PBIS team.
- The monthly totals for each class/grade level will be displayed in the Elementary Hallway outside the Auditorium (Elementary) and in the 3rd floor hallway between rooms 305 and 306.
- Elementary and secondary rewards will be given at Student-of-the-Month assemblies.

How Should Staff Address Student Behaviors?

<u>Disciplinary Process</u>	
<u>Minor Behaviors</u>	<u>Major Behaviors</u>
1. Student/Teacher Conference (Verbal Warning) - No Think Sheet needed	1. Parent contacted by teacher and referral given to administration.
2. Think sheet filled out with the teacher. Consequence given by teacher, if applicable. Think sheet mailed home for parent signature.	2. Administration gives consequence and calls parents.
3. Parent contacted by teacher and referral given to administration.	3. Administration provides teacher with feedback and any updates, as applicable.
***Only administration will assign lunch and afterschool detention, unless the teacher is planning on supervising their own detention.	
<u>Minor Behaviors</u>	<u>Major Behaviors</u>
Bus Misbehavior	Arson/Fire
Carrying Backpacks (unless given prior authorization)	Bullying/Cyberbullying/Harassment/ Discrimination/Hazing
Cheating/Academic Dishonesty	Computer/Electronic Device Misuse - repeated
Class Disruption	Cutting Class
Class/School Disruption (Interferes with learning)	Defamation of Character
Computer/Electronic Device Misuse	Destruction of School Property/Vandalism
Disorderly Conduct (Disturbs the atmosphere)	Drug/Alcohol/Tobacco
Disrespect Towards Others	Failure to Serve Assigned Consequences
Dress Code Violation	False alarm-fire/Bomb Threat
Driving/Parking Violations	Gambling
Excessive PDA	Indecent Exposure/Obscene Materials/Sexting
General Profanity	Insubordination/Non-compliance to staff or administration requests - repeated
Insubordination/Non-compliance to Staff Request	Leaving Campus without Permission
Tardy/Truancy	Loitering/Trespassing
Unprepared for Class	Physical Fighting/Assault/Contact
	Profanity/Abusive Language Directed at Staff
	Reckless Endangerment
	Sexual Offenses-Verbal or Physical
	Theft/Destruction of Property
	Threat
	Weapons/Firearms

Worcester Central School Behavior Matrix (Pre-K - 6th)

Expected Student Behaviors around Our School

The following matrix tells our Pre-K through 6th grade students, in a positive way, what to do and how to behave in order to abide by our school's expectations. Posters of our expectations are displayed in each of the areas around the school, ensuring that the behavioral expectations are always visible and available for re-teaching throughout the school year.



	Classroom	Hallways	Bathroom	Activity Time/ Playground	Cafeteria
P Positive Attitude	<ul style="list-style-type: none"> *Positive words *Work together 	<ul style="list-style-type: none"> *Silent greeting 	<ul style="list-style-type: none"> *Quiet voice *Allow privacy 	<ul style="list-style-type: none"> *Kind words 	<ul style="list-style-type: none"> *Enjoy lunch *Stay in your seat *Raise your hand
A Academic Excellence	<ul style="list-style-type: none"> *Listening *Being on task *Be prepared 	<ul style="list-style-type: none"> *Voices off *Return to class promptly 	<ul style="list-style-type: none"> *Return to class promptly 	<ul style="list-style-type: none"> *Share *Be a problem solver 	<ul style="list-style-type: none"> *Eat your lunch *Quiet lines
W Wise Choices	<ul style="list-style-type: none"> *Hands to self *Follow classroom rules 	<ul style="list-style-type: none"> *Walking feet 	<ul style="list-style-type: none"> *Wash your hands *Flush, wash, leave 	<ul style="list-style-type: none"> *Hands and feet to yourself 	<ul style="list-style-type: none"> *Talk quietly *Use time wisely *Eat first, talk later
S Show Respect	<ul style="list-style-type: none"> *Safe body *Personal space 	<ul style="list-style-type: none"> *Hands to side 	<ul style="list-style-type: none"> *Clean-up after yourself 	<ul style="list-style-type: none"> *Use equipment appropriately 	<ul style="list-style-type: none"> *Use good manners *Clean-up your space

Worcester Central School Behavior Matrix (7th - 12th)

Expected Student Behaviors around Our School

The following matrix tells our 7th grade through 12th grade students, in a positive way, what to do and how to behave in order to abide by our school's expectations. Posters of our expectations are displayed in each of the areas around the school, ensuring that the behavioral expectations are always visible and available for re-teaching throughout the school year.



	Classroom	Hallway	Bathroom	Activity Time	Cafeteria
P Positive Attitude	<ul style="list-style-type: none"> *Give your best effort *Be accountable 	<ul style="list-style-type: none"> *Speak/Act/Respond politely 	<ul style="list-style-type: none"> *Speak/Act/Respond appropriately 	<ul style="list-style-type: none"> *Follow directions 	<ul style="list-style-type: none"> *Use manners *Speak/act/respond kindly
A Academic Excellence	<ul style="list-style-type: none"> *Be on time *Be prepared and ready to learn 	<ul style="list-style-type: none"> *Read posted material 	<ul style="list-style-type: none"> *Get in, get out, get back to class 	<ul style="list-style-type: none"> *Use your time wisely 	<ul style="list-style-type: none"> *Healthy food choices *Eat them
W Wise Choices	<ul style="list-style-type: none"> *Speak/Act/Respond Responsibly *Follow directions 	<ul style="list-style-type: none"> *Walk *Keep halls clean 	<ul style="list-style-type: none"> *Wash hands *Clean up 	<ul style="list-style-type: none"> *Stay where you choose *Be safe 	<ul style="list-style-type: none"> *Hands to self *Stay seated while eating
S Show Respect	<ul style="list-style-type: none"> *Respect others' efforts and contributions 	<ul style="list-style-type: none"> *Speak politely 	<ul style="list-style-type: none"> *Honor privacy *Clean up after yourself 	<ul style="list-style-type: none"> *Play nicely 	<ul style="list-style-type: none"> *Low voice level *Clean up