

WOODLAKE ELEMENTARY  
COMMUNITY CHARTER

School Wide Positive Behavior Support  
BEHAVIOR HANDBOOK

## EIGHT KEY FEATURES TO SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

- Administrative leadership
- Team-based implementation
- Information used for decision making
- Behavioral expectations defined
- Behavioral expectations taught
- Appropriate behavior acknowledged and rewarded
- Behavioral errors monitored and corrected
- Build family and community collaboration

## FEATURES OF SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

<b>Our School Rules:</b>	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
Auditorium and Quad	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Sit properly</li> <li>• Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Sit quietly</li> <li>• Listen actively and look at the speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Follow all directions</li> <li>• Participate when asked</li> <li>• Be on time</li> <li>• Show appreciation with respectful applause</li> </ul>
Playground	<ul style="list-style-type: none"> <li>• Play on grade level appropriate areas</li> <li>• Use equipment properly</li> <li>• Walk to your line when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the rules of the game</li> <li>• Keep hands, feet and other objects to yourself</li> <li>• Report problems to an adult on the playground</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to all supervising adults</li> <li>• Play fairly and take turns</li> <li>• Use words to solve problems</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>• Wash your hands with soap</li> <li>• Keep the floor dry</li> <li>• Walk at all times</li> <li>• Stay with your partner</li> </ul>	<ul style="list-style-type: none"> <li>• Throw all trash in the trashcan</li> <li>• Return to class quickly</li> <li>• Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Give people privacy</li> <li>• Use facilities appropriately</li> </ul>
Walkways	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Watch for opening doors</li> <li>• Walk with a partner when not supervised by an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Walk quietly to your destination</li> <li>• Help keep our school clean</li> <li>• Set a good example</li> </ul>	<ul style="list-style-type: none"> <li>• Whisper while you walk – nearby students are learning</li> <li>• Respect property – look but do not touch</li> <li>• Make room for others</li> </ul>
Lunch Area	<ul style="list-style-type: none"> <li>• Walk at all times</li> <li>• Wait in line quietly</li> <li>• Stay seated while eating</li> <li>• Enjoy your OWN food</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Keep hands, feet and objects to yourself</li> <li>• Raise your hand for help</li> <li>• Wait to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area</li> <li>• Listen to and follow directions</li> <li>• Put trash in proper containers</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>• Keep your hands feet and objects to yourself</li> <li>• Sit properly</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Follow classroom rules</li> <li>• Ask questions to understand</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others the way you want to be treated</li> <li>• Listen actively and look at the speaker</li> <li>• Be open to the ideas of others</li> </ul>

## BEHAVIORAL EXPECTATIONS

### ADDRESSED BY STAFF

Behavior	Low Severity (First Offense)	Moderate (Second Offense)	Severe (Third Offense)
Inappropriate language	Teacher conferences with student.	Teacher note home/or Parent/Teacher conference.	Parent conference with Administrator. Complete Behavior Reflection. Can be followed up with classroom community service hours.
Minor fighting	Teacher conferences with student; written warning sent home	Parent/Teacher conference	Parent conference with Administrator and student completes Behavior Reflection.
Disrespectful to adults/peers	Teacher conferences with student; written warning sent home and apology note written to other individual	Parent/Teacher conference	Parent conference with Administrator and student completes Behavior Reflection.
Inappropriate clothing	Teacher calls home requesting change of clothes	Parent/Teacher conference	Parent conference with Administrator and student completes Behavior Reflection.
Running in walkways	Verbal warning	Campus Beautification during playtime	Parent/Teacher conference and student completes Behavior Reflection.
Initiating or spreading rumors	Verbal warning	Teacher note home; Parent/Teacher conference	Parent conference with Administrator and student completes Behavior Reflection.
Taking other's belongings	Teacher conferences with student	Parent/Teacher conference	Parent/Administrator conference and student completes Behavior Reflection.
Not following directions	Teacher conferences with student	Teacher note home	Parent/Teacher/Administrator conference and student completes Behavior Reflection.
Talking in class	Teacher conferences with student	Teacher note home	Parent/Teacher/Administrator conference and student completes Behavior Reflection.
Not completing assigned tasks	Teacher conferences with student and assignments are completed during recess/lunch	Teacher note home and assignments are completed during recess/lunch	Parent/Teacher conference and student completes Behavior Reflection.

# CONSEQUENCES

## WHAT CAN YOU DO TO REINFORCE SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT?

- Learn and model the School-Wide Behavioral Expectations
- Find the connections between the school-wide discipline plan and your classroom management plan (it creates consistency!)
- Find opportunities to refer to the behavioral guidelines and expectations in your lessons (Be Safe, Be Responsible, and Be Respectful)
- Consider misbehavior as an opportunity for learning. Will the consequence teach the student what to do next time?
- Look for and acknowledge students who display the behavioral expectations (verbal praise, stickers, positive notes home, high five, etc.)

School-Wide Recognition Matrix:

<b>Name</b>	<b>Criteria</b>	<b>Award</b>	<b>Presented at...</b>	<b>Given by...</b>
Superstar Assembly	Meeting and improving academic/behavioral/citizenship performance	Certificates	Monthly grade level assemblies	Teachers and Administration
Blue Tickets	Following behavioral expectations on the yard	Pencil, stickers	Announced at Monday morning announcements	Instructional Aides, supervision aides, cafeteria workers, campus aides, administration, etc.
Perfect Attendance Awards	Perfect classroom attendance (no tardies)	Certificates	Classroom following our superstar assemblies	Teachers

# REINFORCING THE DISCIPLINE PLAN

**Consequences**

<b>ADMINISTERED BY ADMINISTRATION</b>		
Behavior	First Offense	Second Offense or Severe Behavior
Improper touching	Parent/Administrator Conference	Per District Guidelines <b>See BUL-3638.0</b>
Threatening bodily harm		
Major fighting		
Defacing school property		
Weapons on campus		
Severe harassing or bullying		