# Carroll T. Welch Elementary

PBIS School Wide Plan



2022-2023



# Parent Letter / Compact

Dealing with disruptive behavior has become one of the most pressing issues in schools across the nation. Educators are aware of the relationship between poor academic achievement and poor social adjustment. The faculty and staff at Carroll T. Welch Elementary School are committed to creating a school environment that is both instructional and preventative when it comes to dealing with disruptive behavior. To this end, our school adopted the Positive Behavior Initiatives Supports (PBIS) approach to increase instructional capacity of students. CTW's PBIS plan focuses on a proactive approach to solving problem behaviors. The students will be taught appropriate school behavior and the faculty and staff will reinforce desired behaviors.

CTW Elementary School's Positive Behavioral initiatives and Supports (PBIS) provides behavioral expectations and procedures that are designed to ensure a safe and caring environment for all students and staff. All students will be taught to be Prepared for success, Act Respectfully, Work together, and Stay safe (PAWS). The students will be taught how these expectations look and sound in all school settings, i.e., in the classroom, hallway, cafeteria, playground, and bathroom. Teachers will spend time teaching and modeling the appropriate behaviors the first weeks of school. The faculty and staff will reinforce appropriate behaviors by giving PBIS Reward Points. Students will be able to redeem their points for PBIS activities and incentives. This proactive approach has benefits: less student frustration, less disruptive classroom behavior, improved attendance and achievement, improved student morale, development of students' social skills and responsible behavior. Most importantly, students will learn to take responsibility for their own behavior.

The faculty and staff at Carroll T. Welch Elementary encourage you to join us in a cooperative and supportive effort to provide a safe school and a classroom conducive to learning. Please sign the section below, along with your child, to indicate that you have read this policy, and return it with your child tomorrow.





<b>Teacher Responsibilities:</b> I agree that di	iscipline is not punishment, but
an opportunity to teach. I agree to sup	port the school-wide PBIS
plan by rewarding students who are <b>P</b> re	pared for success, <b>A</b> ct
Respectfully, <b>W</b> ork together, and <b>S</b> tay safe	•
Points will not be taken away for inappre	, ,
Teacher Signature:	•
reactiet signature.	Date:
Parent/Guardian Responsibilities: Thave	e read CTW's PBIS plan and
will join you in the effort to make CTW a	•
for my child and others. I agree to supp	•
,	on my child's reacher and
assist him/her should problems arise.	
Parent/Guardian Signature:	Date:
	Baio
Student Responsibilities: Lagree to follow	w PBIS auidelines and be
<b>P</b> repared for success, <b>A</b> ct Respectfully, <b>W</b> o	<u> </u>
(PAWS). I will keep track of my PBIS poin	•
that PAWS purchases will not be returne	,
readily available in stock. I will not ask to	
When needed, I will complete a classro	
with my parents, and use this as a learni	ing experience.
Student Signature:	Data
Student Signature:	Date:

We look forward to working with you to make this a productive school year for your child.



# **Guidelines for Teachers and Instructional Staff**

# Keep these tenets in mind:

- Research and best practices show that schools must create a safe, supportive learning environment. The key in developing a systematic approach to support positive behavior involves families, students, school staff and the community.
- PBIS is proactive, not punitive; it is about teaching children how to be respectful, organized, responsible students.
- Discipline is not punishment, but an opportunity to teach.
- All students can learn to be respectful, organized, responsible individuals.
- Only faculty/staff can award PBIS Points.
- PBIS Points are earned, not taken away.

# When do I give out PBIS Points?

You give PBIS points when you see specific behaviors that match what is defined, taught, and expected under your classroom expectations and our school wide expectations. A student could earn one point for being on time in the morning, one point for completing homework and turning it in on time, and another point for having materials ready to start the day after breakfast. Whenever you see a problem, turn it into a teachable moment. For instance, when you notice students being loud in the hallway, give PBIS points to those that are walking quietly down the hallway.

# **How many PBIS Points do I give out?**

A bunch! Pass out dojo points in your class as you catch students following your PROWL expectations. Randomly reward students for appropriate behavior. Keep PROWL coupons in your pocket. Pass out PROWL coupons to students that are not in your homeroom that you see following PROWL expectations throughout the school. When a student receives a PROWL coupon, they will turn it in to their teacher and the teacher will award them a class dojo point.

# What do I say when I give out points?

The idea is to recognize and emphasize the behavior that earned the point. "You were responsible when you remembered your ID number" instead of "I'm glad you remembered your ID number." "I like that you are being responsible and safe by walking on the right side of the hallway." Instead of "I like that you are walking on the right side of the hallway." Although the student will be receiving a physical (extrinsic) form of immediate reinforcement (PBIS point), the overall goal is that students will realize they are getting a reward because they are doing the right (intrinsic) thing.

# What do I need to do on the first day of school?

Introduce the campus wide PBIS plan to your students by defining, teaching and rewarding our PBIS PAWS Expectations. Use your classroom poster and posters found throughout the building to assist in teaching PAWS Expectations. Review CTW PAWS Expectations with parents at your open house. Send copies of your student parent compact home for parents to sign. Continue to teach PAWS Expectations throughout the year. Pass out PBIS points to students who are following expectations. Moments when students are not following PAWS Expectations should be used as teachable moments.

# **Documentation**

Teachers will use the level one quadrant form and the CTW Think sheet to document behaviors in the classroom. Teachers will communicate with parents and inform them of the level one infraction. Level one forms will be sent home for the parents' signature, and returned to classroom teacher. A copy of the level one quadrant will be given to the PBIS team. If you feel that an incident needs to be documented more formally, speak to a campus administrator or PBIS Lead for support.

# CARROLL T. WELCH ES STUDENT BEHAVIOR FLOW CHART

# Teacher Managed (Minor)

What type of behavior is it?

# Office Managed (Major)

# Teacher Response:

- ✓ Complete ODR form ✓ Communicates
- behavioral concerns with administration



# Administrative Response:

- ✓ Administrator investigates written report
- ✓ Student conduct record is consulted
- ✓ Administrator determines intervention
- ✓ Administrative staff provides feedback to staff member



✓ Administration follows up with PBIS team

# Redirect student



### Intervention 1:

- ✓ Re-teach appropriate behavior
- √ Verbal reflection
- ✓ Document Quadrant 1
- ✓ Appropriate Intervention
- ✓ Parent contact

(Classdojo/ PBIS message home)



### Intervention 2:

- ✓ Re-teach appropriate behavior
- ✓ Verbal reflection
- ✓ Document Quadrant 2
- ✓ Appropriate Intervention
- ✓ Parent contact

(Classdojo/ PBIS message home)



- ✓ Re-teach appropriate
- ✓ written behavior reflection
- ✓ Document Quadrant 3
- ✓ Appropriate Intervention
- ✓ Parent contact (call to parent/ guardian)

# Minor Teacher Managed

- Defiance/ Disrespect/ non-compliance
- Disruptive (talking while teacher is speaking; loud voices or noises indoors)
- Dress Code
- Electronic Devices
- Physical Contact- non serious but inappropriate
- Inappropriate language
- Inappropriate lunchroom/ assembly behavior
- Minor playground conflicts
- Dishonesty
- Stealing
- Off task
- Cheating- Plagiarism
- Arguing with peers
- Tattling
- Teasing
- Not completing classwork/ homework

# Major Office Managed

- Inappropriate use of technology
- Physical aggression/ fight
- Threats of harm self or others
- Theft (electronics, book fair, etc.)
- Harassment/ teasing/ taunting
- Destruction of property (vandalism)
- Extreme class disruption
- Leaving/ fleeing/ hiding
- Inappropriate Items
- Dress code violation
- Inappropriate physical contact
- Repeat of minor infractions (after teacher intervention has failed 4x and contact has been made with parents)

### Intervention 3:

- behavior

# Possible Interventions:

- Time out in classroom/ buddy room .
- Time out in buddy classroom Earned privilege
- Verbal warning/ redirect
- Call/ note to parent

- Private Conversation
- Additional Reflection form
- Apology note
- Calming Corner
- Relaxation/ Breathing Exercise



### Intervention 4:

- ✓ Re-teach appropriate behavior
- ✓ written behavior reflection
- ✓ Document Quadrant 4
- ✓ Appropriate Intervention
- ✓ Parent contact

(Parent/ Student/ Teacher Conference)



# Student Behavior Record Level One Offenses

Student's Name	Teacher's Name		
Date:Time: Description of Incident:			
Classroom Intervention/ Consequence:	Classroom Intervention/ Consequence:		
Parent Contact (time/type)	Parent Contact (time/type)		
Student's Signature	Student's Signature		
Date:Time: Description of Incident:	Date:Time:  Description of Incident:		
Classroom Intervention/ Consequence:	Classroom Intervention/ Consequence:		
Parent Contact (time/type)	Parent Contact (time/type)		
Student's Signature	Student's Signature		

Name:	
Sometimes our emotions cause us to do things that do not necessarily reflect who we are. For example, a strong feeling of frustration may cause you to become disrespectful towards a peer or teacher. If you are feeling ignored, you may seek attention by acting out in hopes of getting a reaction. This is normal, but we want to make sure our behavior is not interfering with you or anyone else's education. Analyze the choices you made and determine ways to avoid problems in the future. Please understand that I am not judging you for your mistake and I am rooting for you.	I demonstrated a lack of:  respect kindness honesty compassion responsibility other:
What behavior or choice did I make that did not line up with our PAWS expectations of me? Be specific and discuss the rule or expectation you did not follow.	DAINIS EYDECTATIONS
	Circle or highlight the motivation behind your action(s)  I wanted attention from my peers.  I wanted to avoid attention from my peers.  I wanted to gain my teacher's attention.  I wanted to avoid attention
Reflection: How did my actions affect others?	from my teacher.  I lost control of my emotions.  Other:

Name:	
Pi PREPHRE FUR SUCCESS   that will h	nything your teacher needs to know about you elp them better understand why you did not pectations?
Picture: What will you do differently in the future?	
Improvement Plan: What will you do differently in the future?	Parent Contact: Date: Time: By:  Message Phonecall Voicemail Note Home Student Signature: Teacher Signature:

N	lame:					
		75 R	GFL(	367		
		1	was feelin	g		G 90 a
	mad	sad	frustrated	bored	other	
	( • 6)	60		60		

So I c	hose	to
--------	------	----

hurt someone	disrupt the	use hurtful	NOT follow	other
	class	words	the directions	
43				

# **Next time I will**

ask for help	use nice words	stop and think	follow directions	ignore it
I need help	(Sfewighter)	STOP AND THINK		

Teacher comment \_\_\_\_\_

P: PREPARE FOR SUCCESS
A: ACT RESPECTFULLY
W: WORK TOGETHER
S: STAY SAFE

Parent Contact: Date: Time: By:	
Message Phonecall Voicemail Note Home	
Student Signature:	
Teacher Signature:	



# PAWS MATRIX

CTW PAWS	Prepare for success	Act respectfully	Work together	Stay safe	Voice level
Cafeteria	Enter through the right, Exit through the left     Know your ID number     Grab napkins, utensils, and condiments before you sit down to eat	*Keep your hands, feet, and all objects to yourself     *Be polite     *Wait your turn in line     *Keep food/drink in cafeteria     *Be courteous to cafeteria staff, greet and thank servers	Keep table clean     Pick up trash around you (even if it is not yours)     Use good manners: Please, thank you, excuse me	Bottoms in seat; walking feet     Sit in assigned area     Remain seated until dismissed     Raise your hand for help     Wait patiently in line	0-1
Hallway	Walk on the right side of hallways and pathways     Face forward	Keep your hands, feet, and all objects to yourself     Take care of school property and equipment     Do not touch displays on walls     Follow directions given by adults	Stay with the pace of your group     Help others by opening doors	Use walking feet     Go directly to your destination     Avoid obstacles or spills     You should only be in the hallway when instructed or with permission	0-1
Restroom	Use restroom in a timely manner Give others privacy Wash and dry hands	Flush toilet     Allow others to have their privacy     Use a quiet voice	Keep area clean     Wait your turn     Put trash in cans	Wash and dry your hands     Report problems with restrooms	0-1
Bus	Be on time and have all your belongings     Enter and exit bus walking	Hands to self and feet on the ground     Use appropriate language	Follow driver's expectations     Keep your bus clean	Sit properly: bottoms to bottom; back-to-back     Keep all items in your backpack	0-1
Library	Turn books in on time     Use quiet voices     Care for all materials	Handle books with care     Listen to the teacher	Use shelf markers as instructed.	Wait patiently for your turn	0-1
Band Room	Sit in assigned area/seat     Use quiet voices	Handle instruments with care     Listen to the teacher	•Support each other's learning	Sit properly: backs to back and bottoms to bottom	0-1
Playground	Use equipment appropriately     Be a good sport and share	Use kind words and actions     Treat equipment with care	Share equipment     Take turns and include everyone	Report unsafe     behavior     Play safely	2-4
Gym	Walk at all times     Be Kind to Everyone	Wait your turn     Use kind words     Have good     sportsmanship	Share equipment.     Take turns and include everyone	Follow your coaches' cues and signals     Remain in your line     Keep hands and feet to yourself	1-3
Classroom	Look, listen, learn Arrive on time Have materials ready to actively participate and learn Smile at others	Use kind words     Respect materials and     personal space     Listen to Adults	Acknowledge and respond to others.	Sit properly in assigned area	0-1
Assemblies	Stay with my class     Sit in assigned area/ seat     Look, listen, learn.	Keep your hands, feet, and all objects to yourself     Sit quietly     Clap when appropriate     Participate when appropriate     Enter Quietly     Exit Quietly	Acknowledge and respond to presenter     Remind others how they need to behave when needed.	Listen to the adults in charge for instructions     Walk and follow instructions on where to sit     If you need to leave the gym, tell the adult in charge before you leave	0

# **BAND ROOM**

# We are PREPARED FOR SUCCESS

- Sit in assigned area/seat
- Use quiet voices

### We ACT RESPECTFULLY

- Handle instruments with care
- · Listen to the teacher

### We WORK TOGETHER

·Support each other's learning

### We STAY SAFE

•Sit properly: backs to back and bottoms to bottom

Voice level: 0-1



# **ASSEMBLY PAWS**

## We are PREPARED FOR SUCCESS

- Stay with my class
- Sit in assigned area/ seat
- · Look, listen, learn

### We ACT RESPECTFULLY

- · Keep your hands, feet, and all objects to yourself
- Sit quietly
- · Clap when appropriate
- Participate when appropriate
- Enter & exit quietly

### We WORK TOGETHER

- · Acknowledge and respond to presenter
- Remind others how they need to behave when needed

### We STAY SAFE

- Listen to the adults in charge for instruction
- · Walk and follow instructions on where to sit
- If you need to leave the gym, tell the adult in charge before you leave

Voice level: 0

# **BUS PAWS**

# We are PREPARED FOR SUCCESS

- •Be on time and have all your belongings
- · Enter and exit bus walking

# We ACT RESPECTFULLY

- •Hands to self and feet on the ground
- Use appropriate language

# We WORK TOGETHER

- •Follow driver's expectations
- •Keep your bus clean

# We STAY SAFE

- •Sit properly: bottoms to bottom; back to back
- Keep all items in your backpack

Voice Level: 0-1



# **CAFETERIA**

# We are PREPARED FOR SUCCESS

- Enter through the right, Exit through the left
- Know your ID number
- Grab napkins, utensils, and condiments before you sit down to eat

### We ACT RESPECTFULLY

- · Keep your hands, feet, and all objects to yourself
- •Be polite
- Wait your turn in line
- Keep food/drink in cafeteria
- Be courteous to cafeteria staff, greet and thank servers

### We WORK TOGETHER

- Keep table clean
- Pick up trash around you (even if it is not yours)
- Use good manners: Please, thank you, excuse me

### We STAY SAFE

- · Bottoms on seat; walking feet
- · Sit in assigned area
- Remain seated until dismissed
- Raise your hand for help
- Wait patiently in line



Voice Level: 0-1

# CLASSROOM PAWS

# We are PREPARED FOR SUCCESS

- · Look, listen, learn
- Arrive on time
- •Have materials ready to actively participate and learn
- Smile at others

# We ACT RESPECTFULLY

- Use kind words
- •Respect materials and personal space
- Listen to adults

# We WORK TOGETHER

Acknowledge and respond to others

# We STAY SAFE

Sit properly in assigned area

Voice Level: 0-1



# **GYM PAWS**

# We are PREPARED FOR SUCCESS

- •Walk at all times.
- •Be kind to everyone

# We ACT RESPECTFULLY

- Wait your turn
- •Use kind word
- •Have good sportsmanship

### We WORK TOGETHER

- Share equipment
- •Take turns and include everyone

# We STAY SAFE

- •Follow your coaches' cues and signals
- •Remain in your line
- •Keep hands and feet to yourself



Voice level: 1-3

# HALLWAY PAWS

## We are PREPARED FOR SUCCESS

- Walk on the right side of hallways and pathways
- Face forward

### We ACT RESPECTFULLY

- Keep your hands, feet, and all objects to yourself.
- Take care of school property and equipment
- · Do not touch displays on walls
- · Follow directions given by adults

### We WORK TOGETHER

- Stay with the pace of your group
- Help others by opening doors

### We STAY SAFE

- Use walking feet
- Go directly to your destination
- · Avoid obstacles or spills
- You should only be in the hallway when instructed or with permission

Voice Level: 0-1

# LIBRARY PAWS

### We are PREPARED FOR SUCCESS

- Turn books in on time
- Use quiet voices
- Care for all materials

### We ACT RESPECTFULLY

- · Handle books with care
- Listen to the teacher

### We WORK TOGETHER

•Use shelf markers as instructed

### We STAY SAFE

Wait patiently for your turn

Voice level: 0-



# PLAYGROUND PAWS

# We are PREPARED FOR SUCCESS

- Use equipment appropriately
- •Be a good sport and share

# We ACT RESPECTFULLY

- Use kind words and actions
- Treat equipment with care

# We WORK TOGETHER

- Share equipment
- Take turns and include everyone

# We STAY SAFE

- •Report unsafe behavior
- Play safely



Voice level: 2-4

# **RESTROOM PAWS**

# We are PREPARED FOR SUCCESS

- Use restroom in a timely manner
- · Wash and dry hands

# We ACT RESPECTFULLY

- Flush toilet
- Allow others to have their privacy
- Use a quiet voice

### We WORK TOGETHER

- Keep area clean
- Wait your turn
- Put trash in cans

### We STAY SAFE

- Wash and dry your hands
- · Report problems with restrooms

Voice level: 0-1



# Student Behavior Record Level One Offenses Quadrant

Student's Name	Teacher's Name		
Date:Time:  Description of Incident:	Date:Time:  Description of Incident:		
Classroom Intervention/ Consequence:	Classroom Intervention/ Consequence:		
Parent Contact (time/type)	Parent Contact (time/type)		
Student's Signature			
Date:Time:  Description of Incident:	Date:Time:  Description of Incident:		
Classroom Intervention/ Consequence:	Classroom Intervention/ Consequence:		
Parent Contact (time/type)	Parent Contact (time/type)		
Student's Signature	Student's Signature		

CTW PAWS	Prepare for success	Act respectfully	Work together	Stay safe	Voice level
Cafeteria	Enter through the right, Exit through the left     Know your ID number     Grab napkins, utensils, and condiments before you sit down to eat	*Keep your hands, feet, and all objects to yourself     *Be polite     *Wait your turn in line     *Keep food/drink in cafeteria     *Be courteous to cafeteria staff, greet and thank servers	Keep table clean     Pick up trash around you (even if it is not yours)     Use good manners: Please, thank you, excuse me	Bottoms in seat; walking feet     Sit in assigned area     Remain seated until dismissed     Raise your hand for help     Wait patiently in line	0-1
Hallway	Walk on the right side of hallways and pathways     Face forward	Keep your hands, feet, and all objects to yourself     Take care of school property and equipment     Do not touch displays on walls     Follow directions given by adults	Stay with the pace of your group     Help others by opening doors	Use walking feet     Go directly to your destination     Avoid obstacles or spills     You should only be in the hallway when instructed or with permission	0-1
Restroom	Use restroom in a timely manner Give others privacy Wash and dry hands	Flush toilet     Allow others to have their privacy     Use a quiet voice	Keep area clean     Wait your turn     Put trash in cans	Wash and dry your hands     Report problems with restrooms	0-1
Bus	Be on time and have all your belongings     Enter and exit bus walking	Hands to self and feet on the ground     Use appropriate language	Follow driver's expectations     Keep your bus clean	Sit properly: bottoms to bottom; back-to-back     Keep all items in your backpack	0-1
Library	Turn books in on time     Use quiet voices     Care for all materials	Handle books with care     Listen to the teacher	•Use shelf markers as instructed.	Wait patiently for your turn	0-1
Band Room	Sit in assigned area/seat     Use quiet voices	Handle instruments with care     Listen to the teacher	•Support each other's learning	•Sit properly: backs to back and bottoms to bottom	0-1
Playground	Use equipment appropriately     Be a good sport and share	Use kind words and actions     Treat equipment with care	Share equipment     Take turns and include everyone	Report unsafe behavior     Play safely	2-4
Gym	Walk at all times     Be Kind to Everyone	Wait your turn     Use kind words     Have good     sportsmanship	Share equipment.     Take turns and include everyone	Follow your coaches' cues and signals     Remain in your line     Keep hands and feet to yourself	1-3
Classroom	Look, listen, learn Arrive on time Have materials ready to actively participate and learn Smile at others	Use kind words     Respect materials and personal space     Listen to Adults	Acknowledge and respond to others.	Sit properly in assigned area	0-1
Assemblies	Stay with my class Sit in assigned area/ seat Look, listen, learn.	Keep your hands, feet, and all objects to yourself     Sit quietly     Clap when appropriate     Participate when appropriate     Enter Quietly     Exit Quietly	Acknowledge and respond to presenter     Remind others how they need to behave when needed.	Listen to the adults in charge for instructions     Walk and follow instructions on where to sit     If you need to leave the gym, tell the adult in charge before you leave	0