



# ***PBIS Behavior Matrix***

## **Stockton Elementary School September 2012**

	<u>All settings</u>	<u>Hallways</u>	<u>Cafeteria</u>	<u>Classroom</u>	<u>Playground</u>	<u>Bathroom</u>	<u>Auditorium</u>
<b><u>Be responsible</u></b>	Maintain personal space and materials.	Carry a pass.	Keep your area clean.	Complete all work in the time allotted in the way you were instructed.	Stay in assigned areas. Line up when you are signaled.	Keep the bathroom clean. Be quick.	
<b><u>Be respectful</u></b>	Keep hands, feet, and voices to yourself.	Walk quietly. Keep your hands, feet, and voice to yourself.	Obey all lunch staff.	Take care of school and personal property.	Use equipment appropriately. Play by the rules. Use good sportsmanship.	Give privacy to others.	
<b><u>Do your best</u></b>	Work your hardest. Be present every day.	Take the most direct route.	Be polite and use good manners.	Follow all instructions	Take turns and share.	Use dryers, sink, soap and other equipment appropriately.	
<b><u>Be Present</u></b>							



# ***PBIS Office Discipline Procedures***

## **Stockton Elementary School September 2012**

### **When Sending a student to the office for an ODR or Time Out:**

- Teacher always calls office to let them know they are sending a student down.
- Teacher should call security or have another adult bring a student down, per teacher discretion.
- Student should be sent down with an office referral or time-out form. If a student does not have a form, the student will go to the office, and you will be called to send a form.
- Remind students to go to the security desk, not the office. If no one is at the security desk, students should go to the office.

### **For Office Referrals:**

- Referrals go to the person sitting at the security desk—if no person is at security desk, then the student goes to office, and office staff will determine student placement.
- If it's 2:30ish, student should get a "timeout" form and be sent to 102 with their materials to go home, unless it's a major infraction—fighting or other SCC Level 3 or above.
- Terrill Martin will walk the 2<sup>nd</sup> and 3<sup>rd</sup> floor halls from 2:30-3:00 (after Julian is on the bus) to assist with monitoring student behavior on the 2<sup>nd</sup> and 3<sup>rd</sup> floors if needed.
- Once a student is downstairs with an ODR, security desk staff will determine referral consequence, such as lunch detention. If situation that caused the office referral is a Level 3 or above, administration will determine a consequence.
- After an office referral is completed, security or office staff will:
  - Make a copy of the referral;
  - Put one in the ODR folder, and one in teacher's mailbox. Additional copies will be issued to other staff (Counselor, Resource teacher, etc.) as needed.
- If a detention is a consequence, teacher responsible for the student should call parents.

### **For Time Out:**

- Be sure to mark the time the student leaves the room so they can be given the appropriate amount of time to cool down.
- NOTE: Students sent to security will take a time out in Room 102. You may work out a time out with someone on your floor if that is best for the student, but the length of time should still be 5, 10, or 15 minutes. You are responsible for maintaining records about time outs for your students.
- Security will keep a record of time outs. Teachers are responsible for reviewing and using this information.
- Security desk personnel will work out a schedule to cover the security desk so there should be someone there at all times.



## ***PBIS ODR/Time Out Protocols***

### **Stockton Elementary School September 2012**

1. Diffusing problem behavior	Try things such as: calm area in room, break in another classroom, positive behavior noted on board...
2. Call security...	When things are out of hand to the point where behavior is not going to change.
3. Write an ODR...	<ul style="list-style-type: none"> <li>• When diffusing the behavior no longer works.</li> <li>• Whenever there's intent to harm, or level 3 or higher in Student Code of Conduct.</li> </ul> <p><i>NOTE: Students will be sent to 102, and security will handle situation unless it's a level 3 or above.</i></p>
4. Give a time out...	<ul style="list-style-type: none"> <li>• When a student needs to calm down in order to get back to expected behavior. Send a pass with 5, 10, or 15 minute time out on it. Include a note about the reason for the timeout if appropriate.</li> </ul> <p><i>NOTE: Students will be sent to 102 for a time out. Send work if appropriate.</i></p>
Moving from Tier 1 to Tier 2...	<ul style="list-style-type: none"> <li>• Moving from Tier 1 to 2—2 ODRs in 1 quarter. Tier 2 will be a Check in/Check out system you will need to monitor for effectiveness.</li> </ul>
Class Expectations	<ul style="list-style-type: none"> <li>• Written with students</li> <li>• Written with positive language—"Use indoor voices" vs. "Don't yell"</li> <li>• Consistent responses to both positive and negative behavior.</li> </ul>
Reteaching/ Preteaching Expectations	Analogy to teaching subject—don't expect students to know before it is taught, tell students correct answer when they don't know, understand it takes time to "know" answers. Take time to teach, reteach, and preteach (remember when we're in the hall, your voices must be off, for example).

