



PBIS Handbook for Cumberland Elementary School

Table of Contents

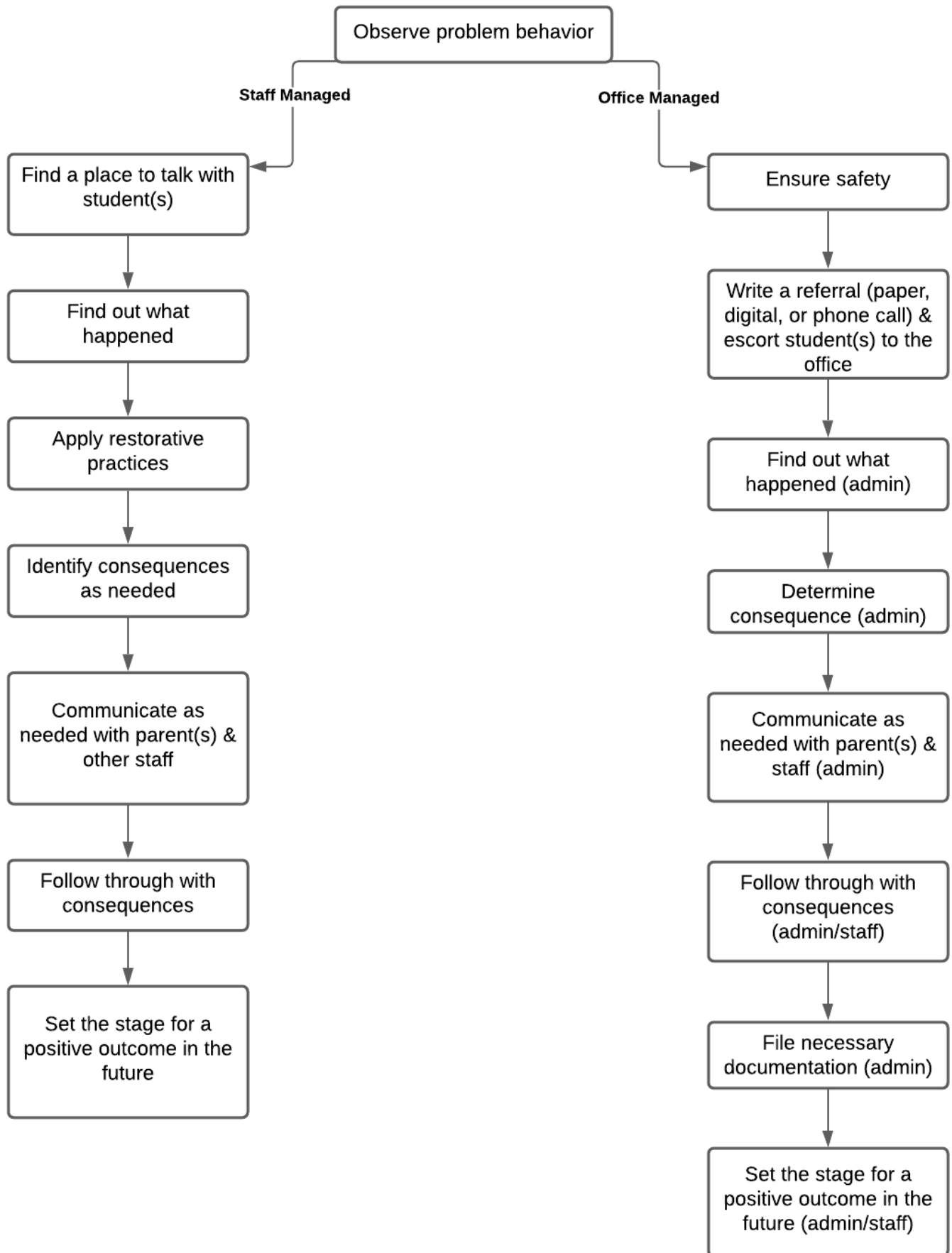
Staff Managed & Office Managed Behaviors	1
Procedure for Dealing with Problem Behaviors	2
Behavioral Expectations Grid	2
Cougar Code of Conduct at Recess & Lunch	4
Cougar Code Song	5
PBIS Lessons	5
All Settings	5
Learning Zone	6
Recess - Blacktop, Grass, and Play Structure	7
Cafeteria/Outside Eating Areas	8
Bathrooms	9

Staff Managed & Office Managed Behaviors

Staff Managed Behaviors	
Definition: Failure to follow school or classroom rules and expectations	
Behaviors	Behavior Responses/Consequences
<u>MTSS (RtI) Services/Strategies Cumberland (The Orange/Blue Doc)</u>	
<ul style="list-style-type: none"> • Calling out/talking at inappropriate times • Off task • Failing to follow rules/expectations • Interrupting instruction • Inappropriate voice level • Disruptive • Inappropriate language/comments • Put downs/low level teasing • Hands/ feet/ objects on others • Out of assigned area • Unsafe play/inappropriate use of equipment • Late coming in from playground • Running in learning zone • Not walking wheels on school grounds • Littering • Cheating • Inappropriate displays of affection • Using toys or cards from home • Inappropriate use of school technology • Unapproved personal electronic equipment use 	<ul style="list-style-type: none"> • Review School Rule/Cougar Code • Teach/reteach appropriate behavior • Remind, redirect, reinforce • Additional practice of the expected behavior • Closer monitoring/proximity • Ignore minor behaviors when appropriate • Acknowledge appropriate behavior • Contact parent (as necessary) • Conference with parent/student • Mild consequences (natural, logical) • Visit sensory/calm down space • Loss of a privilege (i.e. portion of recess, tech time, choice time, etc.) • Time out • Restitution/Making it Right • Written self-reflection • Time in another classroom • Make up missed work during a preferred activity time • Document on MTSS Google Doc (as necessary) • Develop a plan of support

Office Managed Behaviors	
Definition: Serious misbehavior that endangers the safety or well-being or makes normal classroom or playground activities difficult or impossible.	
Behaviors	Behavior Responses/Consequences
<ul style="list-style-type: none"> • Danger to others with intent to hurt • Weapons or dangerous objects • Fighting/assault/physical aggression • Serious disruption • Overt defiance • Harassment/bullying • Inappropriate touching • Theft • Use/possession of alcohol or drugs • Vandalism • Chronic behaviors aligned to Office Managed Definition 	<ul style="list-style-type: none"> • Staff to complete <u>office referral form</u> • Staff to send or escort student to office - call to inform office staff • Conference with administrator • Restorative Practices/Consequences • Communication between admin and staff member • Parent contact - by staff and/or administrator • Notify law enforcement (as necessary) • Suspension aligned to Ed Code/due process • Formal behavior plan (as necessary)

Procedure for Dealing with Problem Behaviors



Behavioral Expectations Grid

	Be Respectful	Be Responsible	Make Good Choices
All Settings	<ul style="list-style-type: none"> Follow ALL adult directions Use kind words and actions 	<ul style="list-style-type: none"> Keep hands and feet to self Sit while eating Clean up after yourself 	<ul style="list-style-type: none"> Use your flexible brain Be a role model Have a safe body
Learning Zone	<ul style="list-style-type: none"> Use your level 0 or 1 voice Have a calm body 	<ul style="list-style-type: none"> Walk Keep the walkways and doorways clear 	<ul style="list-style-type: none"> Walk with a purpose
Recess Blacktop/Grass	<ul style="list-style-type: none"> Show good sportsmanship Include others 	<ul style="list-style-type: none"> Return equipment Stop playing when the bell rings / first whistle Line up with a calm body when the whistle blows 	<ul style="list-style-type: none"> Be a self manager Stay within the boundaries
Recess Play Structure	<ul style="list-style-type: none"> Share and take turns 	<ul style="list-style-type: none"> Use equipment as it is intended to be used Have a safe body and safe hands 	<ul style="list-style-type: none"> Walking feet only Go down the slide with feet first Think with your eyes
Eating Zones	<ul style="list-style-type: none"> Remain seated until excused Use please and thank you Use your level 1 or 2 voice 	<ul style="list-style-type: none"> Clean up after yourself Eat only your own food Be in expected area Dispose of rubbish in the correct bins 	<ul style="list-style-type: none"> Sit on your bottom, feet on the floor, facing the table Focus on eating
Bathrooms	<ul style="list-style-type: none"> Keep it clean Use level 1 voice Respect others privacy 	<ul style="list-style-type: none"> Clean up after yourself Wash hands with soap Tell an adult if the bathrooms need attention 	<ul style="list-style-type: none"> Use the bathroom at appropriate times

Cougar Code of Conduct at Recess & Lunch



Boundaries

- The large tree on the grass is the divider between the upper and lower grade playgrounds.
- The track is okay for walking/running (constant motion). Students will cut across the grass to adhere to the grade level boundaries.
- The par course equipment or the dirt outside the track is *off limits*.
- The blacktop area behind classrooms 26-30 is *off limits*.
- Students should remain on the blacktop side of the gates during recess and lunch.
- All grades will eat lunch in their designated outdoor areas.



Recess Equipment

- All equipment will be kept inside the recess equipment room. Please do not pull equipment from inside or on top of the cabinets.
- Sports equipment and toys from home are not permitted. This includes cards and toys from home.
- Hats may be worn outside only.



Games

- Touch football is okay.
- Tag/chase games are allowed on the grass only. Use a butterfly touch.
- Lightning is the preferred game. If Knock Out is played: only 1 ball bump, 3 balls per basket.



Student Safety

- Climbing tetherball poles is not safe and not allowed.
- Students must remain on campus at all times during the school day. Walking through the parking lot to go to the office is not permitted. Walking through the multi is fine.
- Everyone sits for snack at their room number line and then goes to play.

Cougar Code Song

(sung to the tune of Oh My Darling, Clementine)

Be Respectful, Be Responsible, Make Good Choices every day.
In the classroom, in the hallways, where we eat and where we play.

PBIS Lessons

All Settings

Step 1: Review School Wide Rules - Sing Cougar Code Song!

Be Respectful: Be polite and cooperative with students, staff, and visitors

Be Responsible: Be dependable and trustworthy at all times.

Make Good Choices: Think about how your choices affect yourself and others.

Step 2: Teach Common Expectations for All Settings

Be Respectful	Be Responsible	Make Good Choices
<ul style="list-style-type: none">Follow ALL adult directionsUse kind words and actions	<ul style="list-style-type: none">Keep hands and feet to selfSit while eatingClean up after yourself	<ul style="list-style-type: none">Use your flexible brain*Be a role modelHave a safe body

Step 3: Rationale for Rules

Cumberland needs to be a safe place to ensure all students are able to learn, share, and grow. Keep Cumberland nice for all students, staff, and visitors.

Step 4: Engagement Opportunities

All Grade Levels	Upper Grades
<ul style="list-style-type: none">Read & Discuss: What If Everybody Did That? (https://www.youtube.com/watch?v=NvH5XsNDZw4&t=15s)Think about something you have learned this week about the rules and draw a picture of one way to be respectful, be responsible, or make good choices.	<ul style="list-style-type: none">Look at quotes that build good character & discuss what they mean<ul style="list-style-type: none">Be Respectful: "It's not only what you say. It's how you say it."Be Responsible: "A conscience is that voice in your head, and feeling in your heart, that tells you if something is right or wrong, even when no one is watching."

- Make Good Choices: "Make choices you can be proud of."

Learning Zone

Step 1: Review School Wide Rules - Sing Cougar Code Song!

Be Respectful: Be polite and cooperative with students, staff, and visitors

Be Responsible: Be dependable and trustworthy at all times.

Make Good Choices: Think about how your choices affect yourself and others.

Step 2: Teach Expectations for Specific Setting

Be Respectful	Be Responsible	Make Good Choices
<ul style="list-style-type: none"> • Use your level 0 or 1 voice when walking in line with your class • Use your level 1 or 2 voice when moving from recess to cafeteria • Have a calm body 	<ul style="list-style-type: none"> • Walk • Keep the walkways and doorways clear 	<ul style="list-style-type: none"> • Walk with a purpose

Step 3: Rationale for Rules

The Learning Zones need to be a quiet place to ensure all students are able to learn. Keep the Learning Zones clean for all students, staff, and visitors.

Step 4: Engagement Opportunities

All Grade Levels
<ul style="list-style-type: none"> • Draw or print a picture of students lined up. Label the parts that students notice (safe hands, eyes forward, single file, stay close together, quiet feet) • Play Social Detective - students line up and practice walking in the learning zone. Choose a detective to observe and share their observations. "I saw students..." "I heard students..." Record these observations on a chart.

*Be sure these specific rules are discussed in lesson (could be directly taught by teacher or brought up by students)

- The ONLY non-learning zone area is the blacktop, field, and play structure
- Walk at all times
- Quiet voices and feet (Level 0/1 - No Talking/Whispers)
- Hands to yourself
- Take the most direct route to where you're going

Recess - Blacktop, Grass, and Play Structure

Step 1: Review School Wide Rules - Sing Cougar Code Song!

Be Respectful: Be polite and cooperative with students, staff, and visitors

Be Responsible: Be dependable and trustworthy at all times.

Make Good Choices: Think about how your choices affect yourself and others.

Step 2: Teach Expectations for Specific Setting

Be Respectful	Be Responsible	Make Good Choices
<ul style="list-style-type: none">• Show good sportsmanship• Include others• Share and take turns	<ul style="list-style-type: none">• Return equipment• Stop playing when the bell rings & walk to line when the whistle blows• Use equipment as it is intended to be used• Safe body, safe hands	<ul style="list-style-type: none">• Be a self manager• Stay within the boundaries• Think with your eyes*

Step 3: Rationale for Rules

The blacktop, play structure, and grass need to be safe places to ensure all students are able to play and have fun. Keep the blacktop, play structure, and grass nice for all students, staff, and visitors.

Step 4: Engagement Opportunities

All Grade Levels
<ul style="list-style-type: none">• Read & discuss: Manners on the Playground• Have a list (words or pictures) of unsafe choices on the playground. Challenge the students to turn them into positive and safe choices that they should make on the playground.<ul style="list-style-type: none">○ For example, change running on the blacktop to walk on the blacktop

*Be sure these specific rules are discussed in lesson (could be directly taught by teacher or brought up by students)

- Stay seated and distanced while you eat
- K-1 students should wait to be dismissed by teacher once they have gathered all of their garbage for the first 6 weeks of school
- 2-5 students should reduce, reuse, recycle before playing
- Line up lunch boxes at your class number on the blacktop
- Walk on the blacktop and the play structure
- You can ONLY play tag games on the grass
- Butterfly touches only - no tackling or pushing
- Take turns
- Feet down first on the slide
- Say "good job, nice try" when someone is out
- You may not bring toys or balls from home

- Play by the rules the group has agreed on
- Be inclusive of all students - no “team ups” and no “redos”
- When the bell rings/whistle blows, freeze your whole body
- Once the teacher blows the whistle, put away equipment and WALK to your line
- Be ready to enter your classroom with a respectful and calm body

Cafeteria/Outside Eating Areas

Step 1: Review School Wide Rules - Sing Cougar Code Song!

Be Respectful: Be polite and cooperative with students, staff, and visitors

Be Responsible: Be dependable and trustworthy at all times.

Make Good Choices: Think about how your choices affect yourself and others.

Step 2: Teach Expectations for Specific Setting

Be Respectful	Be Responsible	Make Good Choices
<ul style="list-style-type: none"> • Remain seated until you are excused • Say Please and Thank You • Use your level 1 or 2 voice 	<ul style="list-style-type: none"> • Clean up after yourself • Eat only your own food • Body in “expected” area • Remain distanced while eating • Dispose of rubbish in the correct bins 	<ul style="list-style-type: none"> • Sit on your bottom, feet on floor, facing the table • Focus on eating

Step 3: Rationale for Rules

Eating areas need to be a safe place to ensure all students are able to eat and enjoy their lunch. Keep the cafeteria clean for all students, staff, and visitors.

Step 4: Engagement Opportunities

All Grade Levels
<ul style="list-style-type: none"> • Read & Discuss: Manners in the Lunchroom by Amanda Deering Tourville • Sort expected choices versus unexpected/wacky choices • “Lunchbox Cafeteria Expectations” craftivity (K and 1st) • Create hand motions for the poem “I Eat My Lunch” • Create a “Recipe for Success” in the cafeteria • Social Story (https://www.teacherspayteachers.com/Product/Social-Story-Going-to-the-Cafeteria-1534891)

*Be sure these specific rules are discussed in lesson (could be directly taught by teacher or brought up by students)

- Sit in your designated area only.
- Eat ONLY the food you brought or bought
- Sit on your bottoms (not on your knees), stay seated until dismissed to throw away & return to seat until the end of lunch
- Stay seated the whole time
- Mind your voice volume at 1 or 2: Whispers or Classroom Talking (not Playground level)
- Follow all adult directions
- Reduce, reuse, recycle...[Zero Waste Jeopardy Game](#)
- Clean up after yourself
- Take your leftovers home
- You can visit the library when you are at recess but you can NOT go to the library when you're supposed to be eating
- Bathroom procedure during lunch: Encourage kids to go during recess time, ask the noon aides before leaving the eating area

Bathrooms

Step 1: Review School Wide Rules - Sing Cougar Code Song!

Be Respectful: Be polite and cooperative with students, staff, and visitors

Be Responsible: Be dependable and trustworthy at all times.

Make Good Choices: Think about how your choices affect yourself and others.

Step 2: Teach Expectations for Specific Setting

Be Respectful	Be Responsible	Make Good Choices
<ul style="list-style-type: none">• Keep it clean• Voice level 1 or 2• Respect others privacy	<ul style="list-style-type: none">• Clean up after yourself• Wash hands with soap for 20 seconds• Tell an adult if the bathroom needs attention	<ul style="list-style-type: none">• Use bathroom at appropriate times

Step 3: Rationale

The bathrooms need to be a safe place to ensure all students are able to to care of business. Keep the bathroom clean for all students.

Step 4: Engagement Opportunities

All Grade Levels
<ul style="list-style-type: none">• Watch the bathroom video<ul style="list-style-type: none">◦ Here is a school that has similar rules to ours: https://www.youtube.com/watch?v=h7XHc9tdLpE• Create a poster (could be themed - “space” for the Walkathon) as a class (pictures, drawings, wordle, acrostic, poem, etc.) and hang it in the bathroom your grade level uses

*Be sure these specific rules are discussed in lesson (could be directly taught by teacher or brought up by students)

- No playing in the bathroom
- No looking under stalls
- Only one body in a stall at a time
- Throw your paper towels in the garbage
- Flush toilets
- Wash hands with soap and water for 20 seconds (about time it takes to sing the ABC song)
- Take care of business quickly
- Report if someone is not following these rules in the bathroom
- Mind your voice volume at 1 or 2: Whispers or Classroom Talking (not Playground level)