

IMPORTANT: PLEASE READ AND KEEP

PBIS at Millbrooke Elementary School

2019-2020

Dear parents of Millbrooke Elementary,

PBIS (Positive, Behavior, Interventions, & Support) has helped Millbrooke establish a positive and orderly environment in which all students can feel safe and perform to their highest potential. We feel PBIS has and will continue to make Millbrooke a more warm and enjoyable place for all students. There were many positive effects of PBIS during the previous school year that we hope to see even more of in the year to come.

Benefits of PBIS at Millbrooke Elementary School

1. Positive atmosphere
2. Safe and orderly environment with clear expectations for all students
3. Fewer discipline issues
4. More time for learning
5. Teaching and reinforcing important values such as respect and doing your best

The positive effects of PBIS are evident from the moment the students enter the school each day. It is our goal that each student is greeted before he or she reaches their class, and as they enter their classroom. During **morning assembly**, we will recite the Pledge of Allegiance, and hear of upcoming events. Student accomplishments are also recognized during morning announcements as well as occasional displays of student talent. **Millbrooke has also formed Guidelines for Success that the students recite every day, and the staff encourages students to put these guidelines to daily practice.**

- S Show a positive attitude**
- O Obey the rules**
- A Always do our best**
- R Respect ourselves, others, and our school**

School-wide Rules and Procedures

Millbrooke has established rules and procedures for each common area of our school such as the hallways, cafeteria, restrooms, and the playground. These rules and procedures help to provide a safe and orderly environment for the students. This safe and orderly environment helps to ensure smooth transitions to and from class activities and creates an environment in the classroom more conducive to learning. The rules for each area are listed in the back of this packet. **Students are taught and re-taught the rules and procedures throughout the school year.**

Rewards

Students will receive school-wide SOARING rewards throughout the year. Each letter of SOARING represents a common area such as restrooms, hallways, and the cafeteria. Students earn a letter for following the rules and displaying appropriate behavior in each area. Each reward period will have a required number of letters to earn the reward. These reward range from fun activities to tangible rewards.

Reward Day

Aug. 23

Sept. 6

Sept. 20

Oct. 4 & PBIS Reward

Oct. 18

Nov. 1

Nov. 15

Dec. 13

Dec. 20 & PBIS Reward

Jan. 10

Jan. 24

Feb. 7

Feb. 21

March 6

March 19

April 2 & PBIS Reward

April 24

May 8

***** Dates may change due to weather cancellations or other unforeseen changes in the calendar.**

Students can also earn cardinals for their class by displaying positive behavior. Each grade level will determine how many cardinals must be earned by the class to earn a reward. These cardinals can be given to students by any staff member in the building.

Rewards for No Office Referrals

At the end of each 9 weeks, students can earn the 9 weeks reward as long as they do not obtain 2 minor referrals or any office referrals.

Behavior Warnings and office Referrals

We have updated our PBIS procedures for correcting and replacing student misbehaviors, as well as rewarding students who exhibit exceptional behavior. Each homeroom will have a Daily Card System, as well as the SOARING Chart. Teachers will follow "Behavior Protocol" to ensure students have 100% classroom engagement. This protocol includes an increased number of phone calls home to parents and the use of classroom interventions for students with consistent misbehaviors. All students in K-2nd grade will have daily behavior sheets that go home to parents, while students in 3rd-6th grade will have daily agendas that will include daily homework assignments and notes to parents regarding misbehaviors. Students will receive rewards for consistently following Millbrooke's Guidelines for Success. If the student's misbehavior continues, a teacher may complete an office referral in which the administration will take appropriate disciplinary actions according to the **Christian County Public Schools Code of Acceptable Behavior**. Consequences may include a conference with the principal/assistant principal or time in the safe room.

Immediate Office Referrals

Some behaviors may be referred directly to the administration before a behavior warning is sent home. This will occur for any behaviors that may disrupt learning or cause a safety concern. Behaviors constituting immediate office referrals include but may not be limited to the following:

1. Physically Dangerous Behaviors
2. Illegal Behavior
3. Continual Overt Defiance
4. Threatening Language/Bullying
5. Skipping Class/Truancy

These behaviors may result in Safe Room or out of school suspension. Discipline decisions will be made according to the Christian County Public Schools Code of Acceptable Behavior.

Safe Room

The safe room may be used as a consequence when office referrals are issued. While in the safe room, the students complete their regular class work with the assistance of the safe room monitor. Students also complete work focused on the inappropriate behavior(s) which resulted in their safe room time. The safe room is also used for students to have time to reflect on their choices and prepare to return to the classroom successfully.

No-Tolerance Policy on Bullying

Millbrooke Elementary has a no tolerance policy pertaining to bullying. Bullying is a behavior that is intentional, hurtful, and persistent. A bully may tease, harass, reject, threaten, and assault (verbally and/or physically) other individuals. These types of actions will not be tolerated at Millbrooke Elementary, and consequences will follow the Christian County Public Schools Code of Acceptable Behavior. This is for the safety of all Millbrooke students. The Christian County Public Schools Code of Acceptable Behavior will be followed by the administration at Millbrooke when making all disciplinary decisions. Please note that actions such as fighting and threatening will not be tolerated at Millbrooke and can result in severe consequences.

Bus Discipline

Students will have rules and expectations on the bus just as they do at Millbrooke School. These rules help to ensure that all students are safe traveling to and from school. Bus drivers do have a procedure to follow when addressing discipline issues on the bus. Parent will be contacted when a behavior issue occurs, and documentation of the incident will be provided.

CHAMPs

C- Conversation

H- Help

A- Activity

M- Movement

P- Participation

Using CHAMPs also allows teachers to maximize the instruction time with their students. Also, classrooms will have their own reward systems for appropriate behavior.

Morning Assembly

1. Voice Level- 0
2. Sit in assigned area in the gym
3. Hands and feet to yourself-body still, ears listening
4. Emergency restroom use only

Hallway Rules

1. Voice Level- 0
2. Face forward- single file line
3. Walk on correct side- 2nd full tile
4. Hands and feet to yourself

Cafeteria Rules

1. Voice Level 0-2 (0 until directed by monitor. This allows all students time to eat)
2. Stay in your seat
3. Hands, feet, and food to yourself
4. Clean up before you leave
5. No food leaves cafeteria

Restroom Rules

1. Voice Level 0
2. Use facility as intended
3. Flush and clean up after yourself
4. Wash your hands
5. Return to your assigned area quickly

Playground Rules

1. Voice Level 0-4 (Voice level 3-4 once on playground)
2. Walk in a straight line to and from playground area (enter and exit at a 0 voice level)
3. Hands and feet to yourself
4. Carry and use equipment correctly
5. Stay within assigned boundaries

Assembly/Program Rules

1. Voice Level 0-1
2. Sit in assigned area until dismissed by your teacher
3. Hands and feet to yourself-body still, ears listening
4. Emergency restroom use only

What can I do as a parent?

As a parent, we appreciate the support you provide to Millbrooke School. Your support is an integral part of your child's success as well as the overall success of our school. Please ask about your child's day and encourage your child to SOAR (**S**how a positive attitude, **O**bey the rules, **A**lways do your best, and **R**espect ourselves, others, and our school) every day. Also, please show your support by signing and returning letters and attending conferences. Millbrooke genuinely appreciates all of the support you offer your student(s) as well as the school.