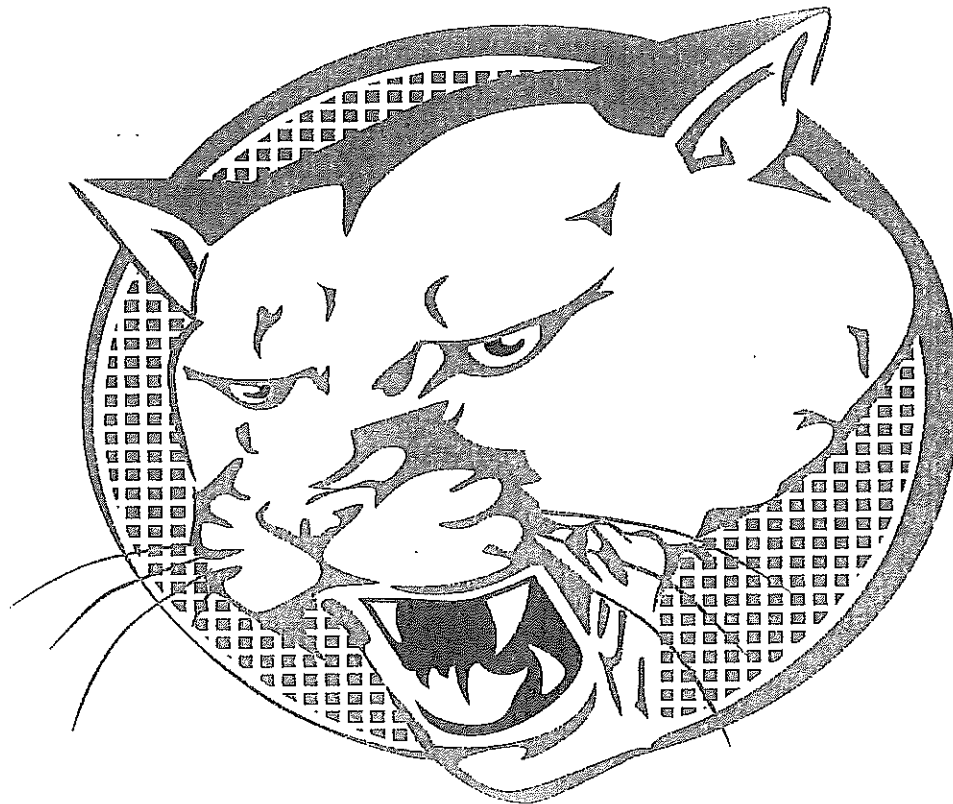


Cross County Community School



PBiS Handbook
2019-2020

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Positive Behavior Interventions and Support (PBIS)

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Mission & Purpose

Our mission of Cross County Community Schools Positive Behavior Intervention and Support system is to facilitate high standards of behavior. The purpose is so that learning and teaching in our school can be effective and students can participate by reaching their greatest potential within our school and community.

School-Wide Information System (SWIS)

Cross County Community School uses the School-Wide Information System (SWIS) to collect information about office discipline referrals and to evaluate the PBiS plan. SWIS is a web-based system that allows the school to collect accurate and timely information about discipline events. They system then summarizes the information in tables and graphs that are used to guide decision-making in order to prevent and reduce the number of problem behaviors occurring in the school. Information generated in the reports can include, but is not limited to, average referrals per month, types of problem behaviors occurring, locations of the referrals, time of day of the problem behaviors, and the administrative decision decision resulting from the referral.

A few staff members have been trained in data input for the SWIS system. These staff members can generate reports upon request and based on need. Student and staff confidentiality are protected through the use of randomly assigned numbers. The school staff regularly reviews individual student data to assist in developing appropriate Behavior Intervention Plans. That data is also disseminated to the staff during monthly Data meetings/Grade level team meetings.

PBiS is an evidence-based, data-informed process that works to increase student achievement, school attendance, and school success while decreasing challenging student behaviors.

PBiS is for ALL students with the goal to be: Proactive, Preventive, Positive, and Instructional.

PBiS is a Process NOT a program. There is a set of systems in place to ensure success for ALL students.

- Forging Relationships
- Defining Expectations
- Teaching Expectations
- Acknowledging Expectations
- Systematic Supervision
- Organized Leadership team
- Respond to Problem Behavior
- Analyzing Data
 - Elementary 3-5 years
 - Secondary 3-7 years

Framework will consist of components that will be in place but look differently at each grade level.

@ Cross County...One Vision- Three paths

PBiS is Learning and Grow VS. Crime and Punishment

Reinforce NOT reward... Goal is to Acknowledge or Recognize

- RESEARCH: The most effective strategy for promoting motivation, cooperation and on-task behavior is: recognition for appropriate behavior
- Change mindset

PBIS Team Information

Cross County School

Team Facilitators:

Shelli Hackenkamp shackenkamp@crosscounty.esu7.org

Maggie Rasmussen mrasmussen@crosscounty.esu7.org

Administrators:

Tammy Schaefer tschaefer@crosscounty.esu7.org

Justin DeWitt jdewitt@crosscounty.esu7.org

Members:

Dan Conway dconway@crosscounty.esu7.org

Jennifer Davis jdavis@crosscounty.esu7.org

Jill Eller jeller@crosscounty.esu7.org

Lauren Lindburg llindburg@crosscounty.esu7.org

Alisha Fellows jafellows1@windstream.net

Christine Jarosz jarosz.cm@gmail.com

PBIS Meeting Dates

Monthly meetings are scheduled monthly from 7:30-8:00 am in the conference room.

2019/2020 Meeting dates are as follows:

August 27, 2019

September 17, 2019

October 15, 2019

November 19, 2019

December 17, 2019

January 21, 2020

February 18, 2020

March 17, 2020

April 14, 2020

May 12, 2020 (tentative)

ELEMENTARY 2019/2020

August 19	Expectation Stations
August 26	Bathroom
September 3	Playground
September 9	Hallways
September 16	Lunchroom
September 23	Commons
September 30	Bus
October 7	Technology
October 14	Assemblies
October 21	Sporting Events
October 28	Bathroom
November 4	Playground
November 11	Hallways
November 18	Lunchroom
November 25	Commons
December 2	Bus
December 9	Technology
December 16	Assemblies/Sporting events
January 6,	Bathroom
January 13	Playground
January 20	Hallways

January 27	Lunchroom
February 3	Commons
February 10	Bus
February 17	Technology
February 24	Assemblies
March 2	Sporting Events
March 9	Bathroom
March 16	Playground
March 23	Hallways
March 30	Lunchroom
April 6	Commons
April 14	Bus/Technology
April 20	Assemblies/Sporting events
April 27	Review Matrix

SECONDARY 2019/2020

	<u>High School</u>	<u>Middle School</u>
August 19	Expectation Stations	Expectation Stations
August 26	Respect	Language
September 3	Integrity	Effort
September 9	Service	Attitude
September 16	Excellence	Discipline
September 23	Respect	Language
September 30	Integrity	Effort
October 7	Service	Attitude
October 14	Excellence	Discipline
October 21	Respect	Language
October 28	Integrity	Effort
November 4	Service	Attitude
November 11	Excellence	Discipline
November 18	Respect	Language
December 2	Integrity	Effort
December 9	Service	Attitude
December 16	Excellence	Discipline
January 6	Respect	Language
January 13	Integrity	Effort
January 20	Service	Attitude

January 27	Excellence	Discipline
February 3	Respect	Language
February 10	Integrity	Effort
February 17	Service	Attitude
February 24	Excellence	Discipline
March 2	Respect	Language
March 9	Integrity	Effort
March 16	Service	Attitude
March 23	Excellence	Discipline
March 30	Respect	Language
April 6	Integrity	Effort
April 14	Service	Attitude
April 20	Excellence	Discipline
April 27	Review Matrix	Review Matrix

Area/Rule	Be Respectful	Show Ownership	Positive Attitude	Be Responsible
Hallway	<ul style="list-style-type: none"> Use appropriate voice and language Open only your locker 	<ul style="list-style-type: none"> Keep hallways clean Keep hands and feet to yourself 	<ul style="list-style-type: none"> Walk with a purpose (focused and aware) Be polite and kind 	<ul style="list-style-type: none"> Walk at all times on the right side of hallway Keep lockers clean and organized Must have a hall pass
Commons/ Lunchroom	<ul style="list-style-type: none"> Maintain personal space Use appropriate voice, language, and manners 	<ul style="list-style-type: none"> Clean up your area Be accountable for your actions Push chairs in 	<ul style="list-style-type: none"> Be helpful Be polite and kind 	<ul style="list-style-type: none"> Walk at all times Be thoughtful of visitors Use tables and chairs appropriately Throw trash away
Lunch Line	<ul style="list-style-type: none"> Use appropriate voice and language Keep your hands and feet to yourself Take appropriate portions (HS/MS) 	<ul style="list-style-type: none"> Be accountable for your actions Follow directions 	<ul style="list-style-type: none"> Say "Please" and "Thank you" Be patient 	<ul style="list-style-type: none"> Walk at all times Return silverware to proper location Eat your own food Stand in your assigned line
Bathrooms	<ul style="list-style-type: none"> Allow for privacy Inside voices 	<ul style="list-style-type: none"> Clean up your mess, use trash cans Report problems or vandalism to an adult 	<ul style="list-style-type: none"> Be polite and kind 	<ul style="list-style-type: none"> Be Timely and return to class promptly Flush after use Wash your hands with soap and water
Bus	<ul style="list-style-type: none"> Respect driver Follow adult instructions Use appropriate voice, language, and manners 	<ul style="list-style-type: none"> Be accountable for your actions Clean up and take your belongings 	<ul style="list-style-type: none"> Be polite and kind Be a role model 	<ul style="list-style-type: none"> Bottom in seat, hands and feet to yourself Face forward Keep aisle clear Find a seat and remain in that seat Follow all bus rules
Sporting Events	<ul style="list-style-type: none"> Respect facilities Respect participants, spectators, coaches, & officials. Respect & listen to Administration 	<ul style="list-style-type: none"> Demonstrate Sportsmanship Correct others of inappropriate behaviors or actions Watch & participate in activity 	<ul style="list-style-type: none"> Demonstrate positive school spirit (Loud & Proud) Watch & participate in activity 	<ul style="list-style-type: none"> Use steps to enter & exit bleachers Pick up trash and dispose properly Use positive communication skills (verbal & non-verbal) Monitor younger children from running around

<p>Assemblies</p>	<ul style="list-style-type: none"> • Electronic devices turned off • Be attentive • Respond to presenters positively and appropriately • Stay seated 	<ul style="list-style-type: none"> • Be attentive and participate • Encourage positive behavior from your peers 	<ul style="list-style-type: none"> • Have a positive approach to the presentation 	<ul style="list-style-type: none"> • Use steps to enter & exit bleachers • Be on time • Sit quietly • Keep hands to self
<p>Playground</p>	<ul style="list-style-type: none"> • Take turns • Share equipment • Return equipment • Hands, feet and objects to yourself • Take care of equipment 	<ul style="list-style-type: none"> • Apologize for mistakes • Listen for the line up signal • Line up promptly • Take care of personal items • Wear appropriate clothing and shoes for weather 	<ul style="list-style-type: none"> • Include others • Be a good sport • Use kind & appropriate words. • Follow rules for games and equipment 	<ul style="list-style-type: none"> • Use equipment properly • Immediately and accurately report problems • Call an adult for help • Stay inside designated areas
<p>Locker Room</p>	<ul style="list-style-type: none"> • Keep hands off of other people's things • Respect the school facilities • Respect personal space • No use of electronics 	<ul style="list-style-type: none"> • Wash gym clothes weekly • Keep your area clean & organized • No use of electronics 	<ul style="list-style-type: none"> • Keep all conversations positive • Act in a mature manner 	<ul style="list-style-type: none"> • Use a pad lock • Use appropriate language and volume • Dress & shower quickly • No use of electronics
<p>Parking Lot</p>	<ul style="list-style-type: none"> • Observe parking stalls • Be courteous of other cars and drivers • Open doors carefully 	<ul style="list-style-type: none"> • Keep trash in vehicle or put in trash can 	<ul style="list-style-type: none"> • Use appropriate language and behavior 	<ul style="list-style-type: none"> • Use proper speed - observe posted speed limits • Watch for pedestrians • Park between the lines
<p>Technology</p>	<ul style="list-style-type: none"> • Report abuses of technology • Leave technology in good shape for the next user • Be engaged in class activities 	<ul style="list-style-type: none"> • Keep computer charged and ready for use • Keep device safe 	<ul style="list-style-type: none"> • Be a positive digital citizen 	<ul style="list-style-type: none"> • Use technology as an educational tool • Be a positive digital citizen

Hallway

Watch where you are going

Always walk in a straight line

Lower your voice to zero

Keep hands and feet to self



Respect **O**wnership **A**ttitude **R**esponsibility

Restroom

1. Go
2. Flush
3. Wash
4. Get Out



Respect **O**wnership **A**ttitude **R**esponsibility

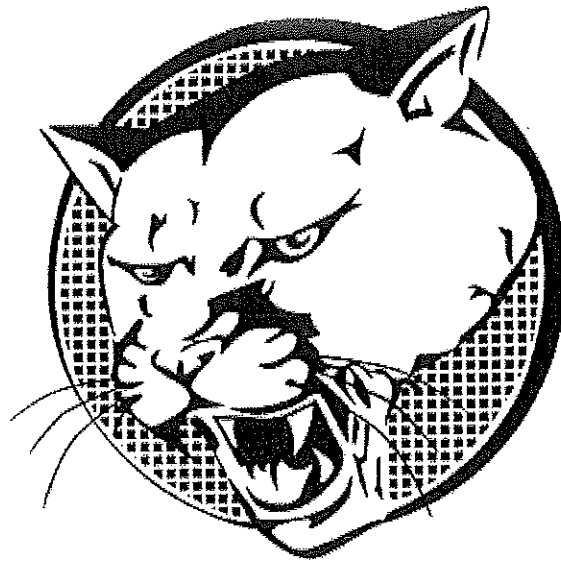
Commons

R Use appropriate voice, language, & manners

O Clean up your area

A Be helpful

R Walk at all times



Respect **O**wnership **A**ttitude **R**esponsibility

Lunchrroom

R Use appropriate voice and language

O Clean up your area

A Use manners - Say "Please" and "Thank You"

R Use chairs and tables appropriately



Respect **O**wnership **A**ttitude **R**esponsibility

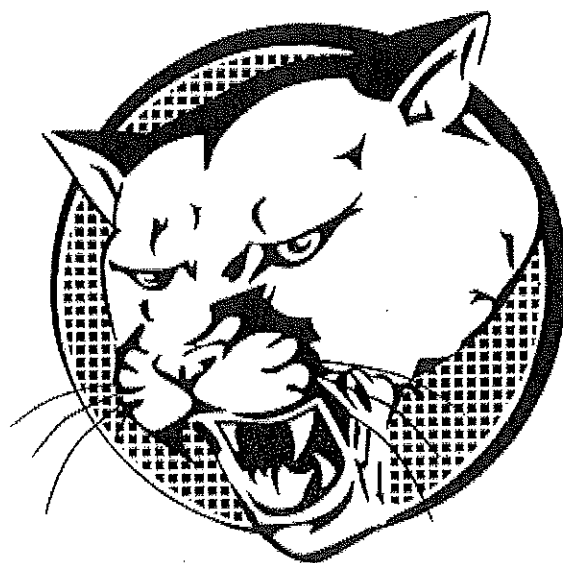
Technology

R Be engaged in class activities

O Keep computer charged and ready for use

A Be a positive digital citizen

R Use technology as an educational tool



Respect **O**wnership **A**ttitude **R**esponsibility

Locker Room

R Respect personal space and property

O Keep your area clean and organized

A Keep all conversations positive

R No use of electronics



Respect **O**wnership **A**ttitude **R**esponsibility

Assemblies

R Electronic devices turned off

O Be attentive & participate

A Have a positive approach to the presentation

R Be on time and sit quietly



Respect **O**wnership **A**ttitude **R**esponsibility

Parking Lot

R Be courteous of other cars and drivers

O Keep trash in vehicle or put in a trash can

A Use appropriate language and behavior

R Use proper speed & Watch for pedestrians



Respect **O**wnership **A**ttitude **R**esponsibility

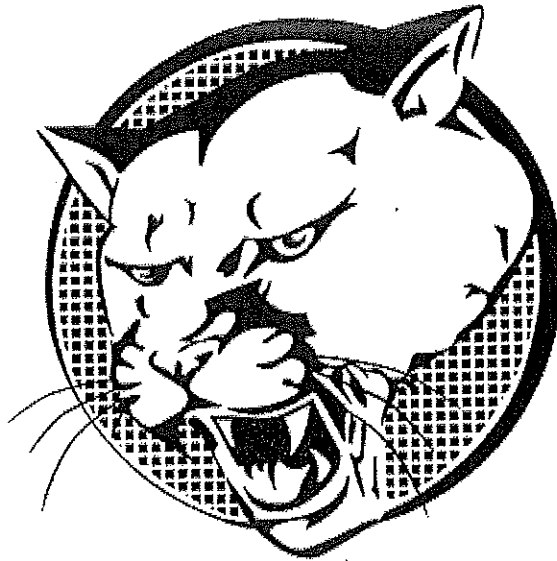
School Transportation

R Use appropriate voice and language

O Be accountable for your actions

A Be polite and kind

R Bottom in seat, hands and feet to yourself



Respect **O**wnership **A**ttitude **R**esponsibility

Athletic Events

R Respect others and the facilities

O Demonstrate sportsmanship

A Demonstrate positive school spirit - Loud & Proud!

R Use bleachers correctly and pick up after yourself



Respect **O**wnership **A**ttitude **R**esponsibility



Cross County Middle School
"Committed to Excellence"



LEAD

CCMS	Cougar Traits	Non-Classroom Areas	Classroom / Technology	Extra-Curricular Areas
	LANGUAGE - "Change your words, change your life."	<ul style="list-style-type: none"> * Speak positively about yourself, our school, fellow students, and staff. * Use language that builds people up. * Overuse please and thank you. * Work to communicate rather than react. 	<ul style="list-style-type: none"> * Speak positively about yourself, our school, fellow students, and staff. * Use language that builds people up. * Overuse please and thank you. * Work to communicate rather than react. * Think before you post - you are not anonymous. 	<ul style="list-style-type: none"> * Speak positively about yourself, our school, fellow students, and staff. * Use language that builds people up. * Overuse please and thank you. * Work to communicate rather than react. * Congratulate winners and don't blame others for your loss.
	EFFORT - "Work hard to get good, then work hard to get better."	<ul style="list-style-type: none"> * Make the choice to do your best. * Finish what you start. * Pay attention and contribute. 	<ul style="list-style-type: none"> * Make the choice to do your best. * Ask questions until you understand. * Pay attention and contribute to class. * Finish what you start. 	<ul style="list-style-type: none"> * Make the choice to do your best. * Finish what you start. * Give your all to your team or activity.
	ATTITUDE - "It's not what happens to you, but how you react to it that matters."	<ul style="list-style-type: none"> * Be confident and positive. * Display positive body language. * Don't allow your emotions to control you. * Accept feedback. * Encourage others to work hard, have integrity, and be helpful to others. 	<ul style="list-style-type: none"> * Be confident and positive. * Display positive body language. * Don't allow your emotions to control you. * Accept feedback. * Encourage others to work hard, have integrity, and be helpful to others. * Keep social media comments positive. 	<ul style="list-style-type: none"> * Be confident and positive. * Display positive body language. * Don't allow your emotions to control you. * Accept feedback. Encourage others to work hard, have integrity, and be helpful to others.
	DISCIPLINE - "Discipline is doing what needs to be done, even when you don't want to do it."	<ul style="list-style-type: none"> * Do the right thing all the time, even when others aren't. * Understand the difference between done and done well. * Follow the rules, even when it's not convenient. * Clean up after yourself. 	<ul style="list-style-type: none"> * Do the right thing all the time, even when others aren't. * Understand the difference between done and done well. * Use classroom time appropriately. * Follow the rules, even when it's not convenient. * Clean up after yourself. * Use technology as a tool instead of as a distraction. 	<ul style="list-style-type: none"> * Do the right thing all the time, even when others aren't. * Understand the difference between done and done well. * Follow the rules, even when it's not convenient. * Clean up after yourself.



Cross County High School
 "Committed to Excellence"
RISE



CCHS Cougar Traits	Non-Classroom Areas	Classroom / Technology	Extra-Curricular Areas
RESPECT - "Treating everyone the way you want to be treated."	<ul style="list-style-type: none"> * Follow and respond appropriately to directions. * Use appropriate verbal and non-verbal language. * Accept and understand differences 	<ul style="list-style-type: none"> * Follow and respond appropriately to direction. * Use appropriate verbal and non-verbal language. * Accept and understand differences. 	<ul style="list-style-type: none"> * Use appropriate verbal and non-verbal language. * Accept and understand differences. * Demonstrate good sportsmanship.
INTEGRITY - "Doing the right thing at all times."	<ul style="list-style-type: none"> * Leave it better than the way you found it. * Pick up even when did not make the mess. * Control and acctpt consequences for behavior. * Be honest. * Include everyone. 	<ul style="list-style-type: none"> * Leave it better than the way you found it. * Pick up even when did not make the mess. * Control and acctpt consequences for behavior. * Be honest. * Include everyone. 	<ul style="list-style-type: none"> * Leave it better than the way you found it. * Pick up even when did not make the mess. * Control and acctpt consequences for behavior. * Be honest. * Include everyone.
SERVICE - "Doing something that benefits others regardless of convenience."	<ul style="list-style-type: none"> * Keep the school clean. * Be a family and look out for each other. * Help others in need. * Volunteer time and energy. * Get involved in school and community. 	<ul style="list-style-type: none"> * Keep the school clean. * Be a family and look out for each other. * Help others in need. * Volunteer time and energy. * Get involved in school and community. 	<ul style="list-style-type: none"> * Keep the school clean. * Be a family and look out for each other. * Help others in need. * Volunteer time and energy. * Get involved in school and community.
EXCELLENCE - "Going above and beyond what is expected."	<ul style="list-style-type: none"> * Take initiative when something needs to be done. * Be a leader. * Be proactive. * Always do your best. 	<ul style="list-style-type: none"> * Take initiative when something needs to be done. * Be a leader. * Be proactive. * Always do your best. 	<ul style="list-style-type: none"> * Take initiative when something needs to be done. * Be a leader. * Be proactive. * Always do your best.

R I S E

RESPECT

INTEGRITY

SERVICE

EXCELLENCE

Incentive Process

Reinforcements to Recognize Students

Weekly and Monthly Drawings (Elementary):

- Each week 2 students will be drawn from earned Cougars Paws. Each student will be able to choose from the student "Incentive Menu".
- All Cougar Paws will then be placed in a monthly box in the office. There will be 4 drawing each month for a t-shirt.

Potato Head (K-2) & Kerplunk (3-5)

Will serve as a class competition. Along with class cougar paws.

When classrooms are recognized in commons areas for positive behavior, they are able to add a piece to their Potato Head or remove a stick from their Kerplunk. Each time they have been successful in all Potato Head parts added or all marbles falling, they will add a letter to spell Potato or Kerplunk. A class reward will be given for each letter. When the entire word is spelled the classrooms will be given a "Big" reward. (ex. Pizza party, movie, etc)

Quarterly Rewards (Middle School):

- If students earn a total of 100 LEAD positive referrals during 1st quarter they earn 45 minutes of recess during study hall.
- If students earn a total of 125 LEAD positive referrals during 2nd quarter they earn 45 minutes of game time during study hall.
- If students earn a total of 150 LEAD positive referrals during 3rd quarter they earn an ice cream party.
- If students earn a total of 175 LEAD positive referrals during 4th quarter they earn 45 minutes of recess during study hall.

LEAD Awards (Middle School):

- At the end of the year 1 student will be chosen as an exemplary student in each of the areas of Language, Effort, Attitude, Discipline (4 students total).

Quarterly Rewards (High School):

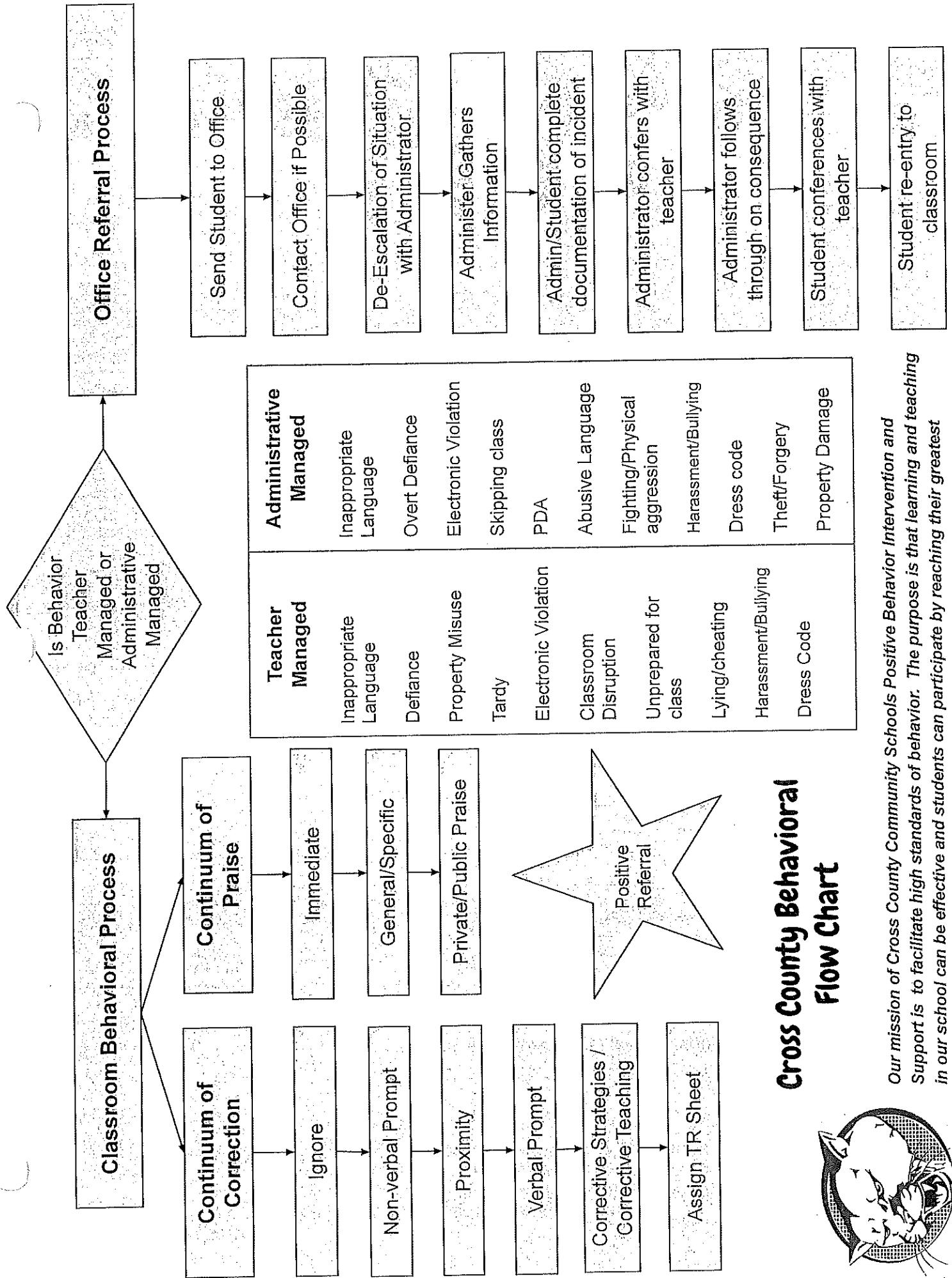
- Students will be rewarded on a quarterly basis.

Incentive Menu for Elementary Students

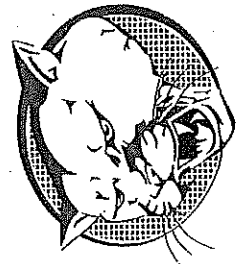
1. First in Lunch line with a friend
2. Lunch with the teacher
3. Draw from Treasure Box
4. Free Homework pass
6. 10 minute Recess for class
8. Read to Class
9. Teacher Assistant
10. Play a board game with an adult or friend of choice
11. Be line leader or caboose
12. Eat outdoors with the class for lunch
13. "Extra" ipad time
14. 15 minute free time
15. Positive Phone call home

Teacher Incentives

1. Leave at 3:30.
2. Coverage for recess duty.
3. Privilege of using the Reserved Parking Spot for one week.
4. Pop from machine
5. Candy bar
6. Permission to wear jeans
7. TPT allowance- up to \$5.00- approved by administrator



Cross County Behavioral Flow Chart



Our mission of Cross County Community Schools Positive Behavior Intervention and Support is to facilitate high standards of behavior. The purpose is that learning and teaching in our school can be effective and students can participate by reaching their greatest potential within our school and community.

Taking Responsibility Form

Be **Respectful**, Take **Ownership**, Positive **Attitude**, Be **Responsible**

Student: _____ Grade: _____
Referring Staff: _____ Date: _____ Time: _____

Location:

- | | | |
|--------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Restroom | <input type="checkbox"/> Commons |
| <input type="checkbox"/> Lunchroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Locker room | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Playground |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Other _____ | |

Problem Behaviors:

MINORS:

- Inappropriate Language
- Defiance
- Property Misuse
- Tardy
- Electronic Violation
- Classroom disruption
- Unprepared for class
- Lying/cheating
- Harassment/Bullying
- Dress Code

MAJORS:

- Inappropriate Language
- Overt Defiance
- Electronic Violation
- Skipping class
- PDA
- Abusive Language
- Fighting/Physical aggression
- Property Damage
- Harassment/Bullying
- Dress code
- Theft/Forgery

Action taken:

- Time out/ Detention
- Conference with student
- Loss of privilege
- Individualized instruction
- Other: _____

Action taken:

- Time in office
- ISS
- OSS
- Other: _____

Comments:

Others involved in incident:

____ None ____ Peers ____ Staff ____ Teacher ____ Substitute ____ Other ____ Unknown

Possible Motivation:

- | | | |
|---|--|---|
| <input type="checkbox"/> Avoid adult(s) | <input type="checkbox"/> Obtain adult attention | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Avoid peer(s) | <input type="checkbox"/> Obtain items/activities | <input type="checkbox"/> Unknown motivation |
| <input type="checkbox"/> Avoid tasks/activities | <input type="checkbox"/> Obtain peer attention | <input type="checkbox"/> Other _____ |

Administrative comments and/or Follow up: (office use only)

Teacher signature: _____ Student Signature: _____

All minors require student conference..

All Majors require administrator corrective action, parent contact and signature.

Turn in to the office daily.

Take Responsibility Sheet- Student Follow-up
Be Respectful, Take Ownership, Positive Attitude, Be Responsible

Name: _____ Date: _____

What rule did you break?

____ Be Respectful ____ Take Ownership ____ Positive Attitude ____ Be Responsible

What did you want?

- I wanted attention
- I wanted to challenge adult(s)
- I wanted to be sent home.
- I wanted to be in control of the situation.
- I wanted to avoid doing my homework.
- I wanted revenge.
- I wanted to cause problems because I feel miserable inside.
- I wanted to cause others problems because they don't like me.
- I wanted _____

Did you get what you wanted?

- Yes
- No

What will you do differently next time?

Student signature: _____

Adult signature: _____

Parent signature (if necessary): _____



POSITIVE OFFICE REFERRAL

Student _____ Grade _____ Date _____

Staff member _____ Class _____

Please check all of the character traits that apply to the deed or accomplishment.

Attitude Self-control Integrity Enthusiasm Service Gratitude

Accountability Compassion Respect Citizenship Encouragement Honesty

Teacher comments:

Teacher's Signature _____

Administrator's Signature _____