

Kramer Elementary

Positive Behavior Support Handbook

THE KRAMER CODE:

I will take care of myself.

I will take care of others.

I will take care of Kramer.

Kramer Elementary
School-Wide Behavioral Expectations

**A Guide for Teaching School-Wide Behavioral
Expectations**

School-Wide Positive Behavior Support is a set of strategies and systems to increase the capacity of schools to reduce school disruption and education all students.

Clearly defined outcomes
Research-validated practices
Supportive administrative systems
Use of information for problem solving

Features of School-Wide Positive Behavior Support

- Establish regular, predictable, positive learning and teaching environments.
- Train adults and peers to serve as positive models.
- Teach and model behavioral expectations.
- Create systems for providing regular positive feedback.
- Improve social competence.
- Develop environments that support academic success.

Student Pledge

**I will take care of myself. I will take care of others.
I will take care of Kramer.**

Kramer Elementary School-Wide Behavioral Expectations

This guide provides specific goals, behavioral expectations, teacher and staff responsibilities, strategies for acknowledgement, procedures for handling infractions and specific routines to be followed.

School Goal:

Students at Kramer will care for themselves, others and Kramer by following the Kramer Code.

THE KRAMER CODE

I will take care of myself.

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Teacher and Staff Responsibilities:

- Teachers and staff will teach, model and practice each of the behavioral expectations throughout the year.
- Teachers and staff will acknowledge student behaviors that follow the Kramer Code.
- Teachers and staff will follow procedures for infractions.
- Grade level teams will decide how they would like their “up/down level” classroom charts to look like.
- Teachers will be responsible for making sure their classroom infractions chart follows their class to specials, recess and lunch.
- Teachers will be responsible for sending the names of their students who have remained on baseline and above for each month and every quarter to the office for recognition.

Acknowledgement System

The acknowledgement system is a feature of a Positive Behavior Support system. The behavioral expectation system focuses on acknowledging students who demonstrate the Kramer behavioral expectations. This program works in conjunction with school-wide and classroom goals.

Specific Verbal Feedback

- When you observe students following the Kramer Code and rules acknowledge them by giving specific verbal feedback
 - “Thank you for keeping your hands to yourself.”
 - “That was so nice of you to use your manners.”
- Fill out a high five sheet and turn it into the office
 - Mr. Merz will pick two or three “High Fives” to read over the announcements at the end of the day identifying students or classrooms for following specific Kramer Code rules.

Classroom Incentives

- This is to be decided on your own if you want to recognize in your classroom.
- As we do this year you can also send names of students to Mr. Merz or Mrs. Jutte for positive phone calls home.

Monthly Recognition

- Students who have not had an infraction (students staying on baseline or above) for an entire month (August/September will be together) will have their name published in the school newsletter and receive an award.

Quarterly Recognition

- Students who have not had an infractions the entire quarter will have their name read over the PA, a Good News postcard will be sent home and students will get their picture on the Giving Tree at the front of Kramer.

Moving Up One Level: these are behaviors that show a student going above and beyond to follow the Kramer Code. A specials teacher or EA could also report to you on your chart that a student went above and beyond. Some examples are cleaning up items that do not belong to them, helping to collect recess items that are left on the playground, picking up posters that have fallen in the hallway, keeping voices at a red level in the hallway when away from their class and including students at recess and lunch who may look like they are being left out.

Infractions System

Kramer Elementary under our Positive Behavior Support approach will maintain a level system for handling most infractions. Outlined below are procedures for handling certain behaviors.

Down One Level: these are behaviors that are showing direct ignorance of Kramer Code behaviors. Teachers or staff will mark student down one level on their classroom sheet and teachers will apply the change to their classroom chart.

These behaviors may include:

- Defiance, disrespect, insubordination, not following directions
- Lying
- Inappropriate use of supplies
- Unsafe behavior, running in the hall
- Disruption, excessive talking, yelling, inappropriate noises
- Not completing work, not being prepared for class
- Dress code violation
- Inappropriate language
- Disrespect towards a peer

If more than one infraction per week teachers will want to contact parents with a note home or phone call to discuss behaviors.

If more than one infraction per day, depending on the behaviors teacher may want to contact principal, counselor, school psychologist or make an official office referral and contact parent.

Infractions Needing Office Referrals:

- Abusive Language
- Forgery, Theft
- Property Damage
- Harassment, Bullying, Taunting (Physical or Verbal)
- Physical Aggression
- Fighting
- Violation of District Technology Guidelines

Cafeteria Procedures

- Use one squirt of hand sanitizer on the way in from recess
- Enter the cafeteria quietly (red or yellow voice level)
- Students bringing lunch will walk to their table and get lunch from their classroom basket
- Students buying lunch will stand in line with their class, keeping hands and feet to self at a yellow voice level
- Remain seated facing forward with legs under the table
- If adults are giving directions students are at a red voice level, all other times can be yellow
- For help, raise your hand and wait
- Eat your food only
- Use good table manners
- When finished, pick up all trash, wait for permission to throw trash away and return lunch tray
- Pick up any food or trash you drop on the floor
- When teachers arrive move to a red voice level and wait for direction to line up

* These procedures will be practiced at the beginning of the year with ALL grade levels and the EA's working lunch and recess duty.

THE KRAMER CODE: In the CAFETERIA

Take care of Myself

- **Raise hand for help**

Take care of Others

- **Keep voice at a yellow level**
- **Follow directions from teachers**
- **Use your manners**

Take Care of Kramer

- **Clean your space**

Hallway Expectations

- When walking with your classroom, walk single file staying to one side of the hallway
- Hands, feet & objects to self-arms to your side
- Look straight ahead
- Stay with your class
- Go straight to your classroom or area you are headed
- If you have your backpack: keep it closed and on your back
- Respect others' personal space
- Use a red voice level
- Be caring of artwork and items on the walls
- Listen to adults

* These expectations should be modeled and practiced especially with younger grades at the beginning of the year and reviewed throughout the year.

THE KRAMER CODE: In the HALLWAY

Take care of Myself

- **Walk facing forward**

Take care of Others

- **Walk single file**
- **Keep voice at a red level**

Take Care of Kramer

- **Keep hands to self**

Bathroom Expectations

- Walk in the restroom
- Use a yellow voice level
- Keep water in the sink
- Tell an adult if the bathroom needs attention
- Use 1 squirt of soap and 2 pushes for paper towels
- Flush toilet after use
- Keep bathrooms clean
- Leave when finished
- Respect others privacy
- Lock stalls when entering and unlock when leaving
- Patiently wait your turn

* These expectations should be modeled and practiced especially with younger grades at the beginning of the year and reviewed throughout the year.

THE KRAMER CODE: In the BATHROOM

Take care of Myself

- **Wash hands**
- **Leave when finished**

Take care of Others

- **Respect others privacy**
- **Flush the toilet**

Take Care of Kramer

- **Keep the bathroom clean**
- **1 squirt of soap, 2 pushes to dry**

Playground Expectations

- Walk when exiting the building to the playground area
- Follow game rules
- Play only non-contact games
- Inform adult of unsafe behavior or incidents
- Stay away from unfamiliar adults or animals
- In winter, stay out of snow and ice
- Put equipment away when finished
- Line up quickly at teacher's signal
- Listen for instructions
- Be responsible for jackets and other belongings
- Share equipment
- Use positive talk and kind words
- Take turns
- Let everyone be included
- Use good sportsmanship
- Use a green voice level

* These expectations should be modeled and practiced especially with younger grades at the beginning of the year and reviewed throughout the year.

THE KRAMER CODE: On the PLAYGROUND

Take care of Myself

- **Use equipment safely**
- **Line up at teacher's signal**

Take care of Others

- **Include EVERYONE**
- **Play fairly**

Take Care of Kramer

- **Care for the equipment**

Bus Expectations

- Remain seated and face forward
- Keep hands and objects inside the bus and out of the aisle
- Keep all materials inside backpack
- Board or exit the bus only at your stop
- No eating or drinking on the bus
- Keep voice at a yellow level
- Follow bus drivers instructions
- Be kind and respectful to other bus riders

* These expectations will be modeled and reviewed at the beginning of the school year with help from the bus drivers.

THE KRAMER CODE: On the BUS

Take care of Myself

- **Stay in your seat**
- **Use a yellow voice level**
- **Keep hands and feet to yourself**

Take care of Others

- **Be respectful and kind**

Take Care of Kramer

- **Respect the bus**
- **Walk on the sidewalk**

THE KRAMER CODE

| | Take care of myself | Take care of others | Take care of Kramer |
|-------------------|--|---|--|
| Cafeteria | <ul style="list-style-type: none"> * Raise hand for help | <ul style="list-style-type: none"> * Keep voice at a yellow level * Follow directions from teachers * Use your manners | <ul style="list-style-type: none"> * Clean your space |
| Hallway | <ul style="list-style-type: none"> * Walk facing forward | <ul style="list-style-type: none"> * Walk single file * Keep voice at a red level | <ul style="list-style-type: none"> * Keep hands to self |
| Bathroom | <ul style="list-style-type: none"> * Wash hands * Leave when finished | <ul style="list-style-type: none"> * Respect others privacy * Flush the toilet | <ul style="list-style-type: none"> * Keep the bathroom clean * 1 squirt of soap, 2 pushes to dry |
| Playground | <ul style="list-style-type: none"> * Use equipment safely * Line up at teacher's signal | <ul style="list-style-type: none"> * Include everyone * Play fairly | <ul style="list-style-type: none"> * Care for the equipment |
| Bus | <ul style="list-style-type: none"> * Stay in your seat * Use a yellow voice level * Keep hands and feet to yourself | <ul style="list-style-type: none"> * Be respectful and kind | <ul style="list-style-type: none"> * Respect the bus * Walk on the sidewalk |