

The Wards Creek Way



Positive Behavioral Interventions and Supports (PBIS Handbook)

2023-2024

Wards Creek Elementary

Where Children Excel

OUR MISSION IS TO:

At WCES, we ensure Achievement, Learning, and Leadership for **ALL**

OUR VISION...

To build and sustain a culture that provides a safe environment where all stakeholders collaborate to ensure growth and achievement for **ALL**.

OUR CORE VALUES

We believe that:

The Character Counts Pillars of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship are essential qualities to model and instill in our students.

All individuals are valuable and can make meaningful contributions.

Hard work, determination, and perseverance lead to success.



SJCSD Mission Statement

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

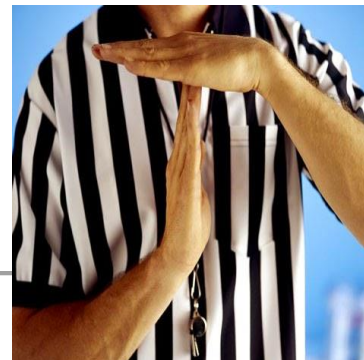
Student Academic and Personal Goals

- Students will reflect, write, and evaluate an academic and a personal goal and record progress on both goals each quarter in their Leadership Notebook.

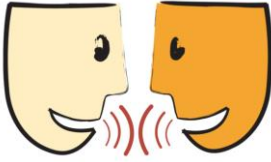


School-wide Attention Signal “Timeout”

- Silence
- Eyes on the Speaker
- Listen



Voice Levels



0 = silent 1 = whisper
2 = conversation 3 = presentation
4 = outside

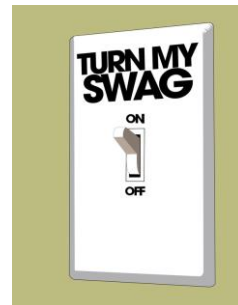
Show me your **SWAG**

Straight back

Wait for instructions

Attention on the speaker

Give signals you are listening (nod, smile, etc.)



Wards Creek Way

Schoolwide Leadership Expectations

Transition Expectations

- Walk
- Voice Level 0
- Keep hands by your sides
- Walk on the right side of the hallway
- Use colored tile as a guide

AM Arrival Expectations

- No supervision before 8:00 am
- Voice Level 0, 1, or 2
- Students enter building through PPU and Bus entrances and go directly to cafeteria or designated grade level area
- If eating breakfast, please arrive at school at 8:00 am
- Students arriving after 8:25 must report to front office to receive a tardy slip. Instruction begins promptly at 8:25

Hallway Bathroom Expectations

- Individual bathroom visits are for emergencies only
- Report all problems to an adult immediately

Cafeteria Expectations

- Enter cafeteria using transition expectations
- Additional food items should be purchased the first time you go through the line
- Use voice level 0, 1, or 2 while in the cafeteria
- Stay seated and raise your hand for help, and use your manners
- Keep your area neat and pick up trash when dismissed and follow transition expectations

Outside Expectations

- Stay in designated areas
- Be safe
- Use equipment properly
- Report all accidents or injuries to an adult immediately

Dismissal Expectations

- Students will wait for dismissal bells before they leave the classroom
 - > :40 – PPU, Extended Day and After School Activities
 - > :45 – Bus
- When dismissed, follow transition expectations
- Voice Level 0
- When dismissed, go directly to your designated area

Bus Expectations

- Remain seated at all times
- Keep hands and items to yourself
- Voice Level 0, 1, or 2
- Follow all bus driver's expectations

Assembly Expectations

- Enter/Exit following transition expectations
- Sit in the order you entered the assembly
- Voice Level 0 unless told otherwise by presenter
- Stay seated and raise hand for help or to participate
- Wait for teacher to dismiss class

Dress Code

Please refer to the St. Johns County School District Code of Conduct. Wards Creek strongly suggests the following dress code:

- Closed toed shoes are required for P.E.
- Shorts and skirts should be fingertip length
- Sleeves of shirts should reach the cap of the shoulder

Wards Creek Elementary School's Teamwork Approach To Improve Student Achievement

The purpose of this section is to summarize the actions that each of us can take to make this school year a successful one. Effective schools are the result of teamwork between school staff, students and their families. We want our school to be a safe and caring place where children are able to achieve academically and grow to be independent, respectful, creative and concerned citizens. We urge you to read this agreement and sign-on to the team, agreeing to do all that you can do to help.

Staff Responsibilities

As a Wards Creek Elementary School staff member, I will work to:

- Reinforce with all students the importance of the Wards Creek Way!
- Create a safe school environment that supports the mission
- Ensure that every child knows they are valued and respected
- Provide strategies and tools to help students be successful in school
- Give timely and useful feedback to children and their families about student progress
- Respond timely and in positive ways to student and family concerns/questions
- Seek the cooperation of parents to work as partners in the school
- Encourage alternatives to video games and watching TV
- Provide materials for daily reading

Student Leadership Expectations

To be a successful Warrior you must do the following:

- Follow classroom and schoolwide expectations
- Be prepared with materials and supplies
- Be in class and on task
- Complete assignments

Parent Leadership Expectations

- Ensure your child arrives at school on time daily beginning at 8:00 am. Instruction begins promptly at 8:25 am. Excessive unexcused absences and tardies will be addressed by the MTSS/RtI team and administration
- **Parents should provide a written excuse by email or by submitting the [Digital Absentee Form](#) for absences and tardies.** This link along with the transportation changes link are located in your child's teacher email signature and on our website
- Play an active role in your child's education by communicating with teachers or staff members
- Talk to your child about their school day
- Support the school's rules and expectations of its students
- Treat all citizens of Wards Creek Elementary School with respect. (Faculty, staff, students and other parents)
- Have **HIGH EXPECTATIONS** for your child both behaviorally and academically

School Leadership Expectations for Families

Families should expect:

- the school environment to be safe and secure
- the school to provide a meaningful educational opportunity
- to receive information concerning their student's individual needs
- to be treated respectfully by all Wards Creek citizens
- the school to have high expectations for your child

Bullying Protocol and Procedures

It is the policy of the St. Johns County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. (Policy 3.21)

Bullying is defined as a behavior that systematically and chronically inflicts physical hurt or psychological distress on one or more students or employees. It is further defined as **unwanted and repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing,
- Social exclusion
- Threat
- Intimidation
- Stalking (including cyber-stalking)
- Physical violence
- Theft
- Sexual, religious, or racial/ethnic harassment
- Public humiliation
- Destruction of property

Harassment is defined as any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or employee in reasonable fear or harm to his/her person or damage to his/her property
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of the school

Cyber-stalking is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose

If any person reports alleged bullying or harassment at Wards Creek Elementary, the following procedures will be followed by appropriate staff in order to address the complaint:

Alleged incidents can be reported to any teacher or staff member. If the complaint was physical in nature, then the adult should complete a referral immediately. If not, the adult should follow up with the reporter (or the victim, if the reporter is a bystander) by asking the following questions:

- Has the behavior happened more than once by the same person or group of people?
- Did you feel afraid, humiliated, or threatened by the behavior?

If the answer to either question is yes, the adult should fill out a Harassment/Bullying Incident Report Form and send it to the office. The county protocol will then be followed to investigate the incident and determine the appropriate course of action. This may include the involvement of Law Enforcement. Any action taken will be documented, and appropriate parties/parents will be contacted for follow-up.

If the answer to both questions is no, then the adult may follow the school's PBS plan for consequences of the behavior. This should include documentation on the classroom clipboard, indicating alleged bullying (AB).

Please note that parents can go to a link to report bullying on either the district website or Wards Creek's school website. There are also forms located in the front office and the Guidance office.

Leveled Behavior System

Examples (not specific)

LEVELS OF BEHAVIOR - LEVEL 1

These offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, or extracurricular activity.

Types of Negative Behavior: (Incident code in ESP)

- **Classroom/Lunchroom Disruption** (Class Disruption)
 - Saying or doing something that keeps the teacher from teaching or other students from learning.
 - Disrupting the lunchroom.
 - Examples: talking, getting out of seat without permission, whistling, passing notes, calling out, audible noises that interfere with learning, etc.
- **Disruptive Classroom Transition** (Class Disruption)
 - Delaying progression from one activity to another by not following directions quickly or completely.
 - Examples: talking out, delaying next activity, walking around without permission, not prepared for next activity, needing more than one prompt to complete task and prepare for next activity, etc.
- **Disruptive Transition Between Settings** (Violation of School Rules)
 - Loud or inappropriate movement while moving from one location to another.
 - Examples: getting out of line, talking while in line, playing in the bathroom, stomping feet, squeaking shoes, disturbing others, touching items on the walls, leaving area unclean or in disarray (ie. bathroom/cafe), etc.

- **Inappropriate Items at school (Violation of School Rules)**
 - Student having possession of items that have been designated as inappropriate at school.
 - Examples: toys, trading cards, electronics, candy, gum, video games, etc.
- **Inappropriate talk about/or to others (Inappropriate Conduct)**
 - Making negative comments or encouraging others to speak negatively about another person.
 - Examples: put downs, gossiping, name calling (ie. stupid/dummy), talking about relatives, clothes/appearance, academic competence, teasing, etc.
- **Inappropriate Playful Behavior (Inappropriate Conduct)**
 - Engaging in rowdy/playful behavior without the intent of causing harm.
 - Examples: pushing, tripping, throwing objects, chasing, hitting, etc.
- **Non-directed Inappropriate Language (Violation of School Rules)**
 - Using a curse word or inappropriate language that is not directed at another person.
 - Examples: cursing after dropping something or stubbing toe, etc., mumbling after being given directions (eg. "this sucks", "freakin", "crap", etc.)
- **Inappropriate Physical Contact (Inappropriate Conduct)**
 - Intentional inappropriate physical contact.
 - Examples: pulling, shoving, pulling clothes, hand holding, hugging, invading personal space, etc.
- **Eating or Drinking without permission (Violation of school rules)**
 - Eating or drinking without permission of the teacher.
 - Examples: chewing gum, eating candy, sneaking snacks during instruction or work sessions, drinking, etc.
- **Uncooperative Behavior / Not Following Directions (Inappropriate Conduct)**
 - Passive non-compliance with the request of the teacher.
 - Examples: not following directions, not doing work as asked (includes homework), not answering when spoken to, not responding to directions or prompts, etc.

LEVELS OF BEHAVIOR - LEVEL 2

These offenses are acts of misconduct that are more serious or disruptive than offenses in Level 1. They include repeated acts of Level 1 misconduct and acts directed against people or property that do not seriously endanger the health or safety of others.

Types of Negative Behavior: (Incident code in ESP)

- **Altercation (Inappropriate Conduct)**
 - Intentional inappropriate minor physical contact between two students, which is harmful or disruptive.
 - Examples: pulling, shoving, pushing, tripping.
- **Teasing (Inappropriate Conduct)**
 - Intending to mock or make fun of another person, either name calling or physical gestures.
 - Examples: using derogatory language, or playfully teasing on matters of appearance, weight, behavior, abilities, etc.
- **Rude/Confrontational/Disrespectful Language (Inappropriate Conduct)**
 - Use of inappropriate language that is directed at another person.
 - Examples: Argumentative, yelling shut-up, etc.
- **Rude/Confrontational/Disrespectful Actions (Inappropriate Conduct)**
 - This is different from Altercation in that it involves only one student.
 - Using disrespectful actions that are directed at another student or teacher.
 - Examples: slamming doors/chairs, pulling, shoving, pushing, tripping, spitting on someone, pulling hair, scratching/pinching, etc., with excessive force.
- **Cell Phones (Violation of School Rules)**
 - Using a cell phone or wireless device without permission.
- **Insubordination (Inappropriate Conduct)**
 - Purposefully noncompliance or refusal to follow school rules or directions of the schools staff.
 - Examples: Not responding to directions or prompts after several requests.

LEVELS OF BEHAVIOR - LEVEL 3/LEVEL 4

These infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level 2, serious disruptions of school order and threats to the health, safety, and property of others.

Types of Negative Behavior: (Incident code in ESP)

- **Stealing** (Inappropriate Conduct)
 - The removing of someone else's property from their personal area or being in possession of something found that does not belong to you.
 - Examples: Taking another student's snack or personal possession from their desk/bookbag/etc., taking school property without permission.
- **Targeted Bullying/Harassment** (Inappropriate Conduct)
 - Repeated intentional tormenting of a student through verbal, written, or physical harassment or other more subtle methods or coercion like using inappropriate/demeaning language, causing the victim to feel threatened or unsafe.
 - Examples : calling someone hurtful names on a regular basis (2 or more times), convincing a student to give money or valuables away, convincing classmates to isolate or pick on another student.
- **Physical Attack/Assault of Another Student/Fighting** (Inappropriate Conduct)
 - A student making intentional physically aggressive contact upon another with or without injury.
 - Examples: fist fights, shoving match, continuous kicking, spitting on another person.
- **Vandalism** (Inappropriate Conduct)
 - Participating in an activity that results in destruction of property.
 - Examples: ripping books, writing on bathroom stalls or walls, coloring on floors, desks or walls, damaging fixtures in the bathroom or classroom, misuse of toilet paper, paper towels or teacher belongings.
- **Open Defiance** (Inappropriate Conduct)
 - Flagrant or hostile challenge to authority of a school staff member
 - Examples: Aggressive or demanding actions.