

**Philadelphia Elementary School**  
**PBIS Parent Handbook**



**Positive Behavioral  
Interventions and Supports**

**Be Respectful • Be Responsible • Be Safe**

## Table of Contents

• PBIS Team Members	3
• Overview	3
• Expectations	3
• Cool Tools	3
• Behavioral Matrix	3
• Expectations by location	4
• Classroom Expectation Matrix	5
• Philly Bucks	6
• Celebrations	6
• Documenting Behaviors	6
• Parent Involvement	7
• Home Matrix	8

# **PBIS Team Members**

Our PBIS team members consist of a variety of teachers and support staff members that offer the best support systems within our school.

## **PBIS Overview**

The PBIS team believes that schools can only be successful when they help children to grow academically, socially, and emotionally. In order for this to happen, it is important that we establish a safe environment. It is our goal to create an atmosphere for learning by setting clear expectations and directly teaching students about our expectations.

Using the PBIS program helps us to create a happy, safe environment for all our students.

## **Expectations**

Be respectful, be responsible, and be safe!

## **Cool Tools**

Cool Tools are behavioral lesson plans that structure how the staff teaches the expected behaviors from our school-wide behavioral expectations. Students are taught using examples taken from classroom and non-classroom settings and situations. Staff members model and role-play in order to teach new skills and reinforce expected behaviors. We also provide students with practice opportunities. PBIS team members decide which cool tools to teach based on data we have gathered and feedback from staff members.

## **Behavior Matrix**

Our staff has developed a behavior matrix which includes our expectations that align with our expectations: be respectful, be responsible, and be safe. Each expectation is broken down into different categories with an explanation of how each expectation should look for each specific setting.

# Expectations by location

	<b>Library</b>	<b>Restroom</b>	<b>Playground</b>	<b>Hallway</b>	<b>Cafeteria</b>	<b>Office</b>
<b>Be Respectful</b>	<ol style="list-style-type: none"> <li>1. Be aware of your voice level.</li> <li>2. Listen to directions and stories.</li> <li>3. Wait in a single file line.</li> </ol>	<ol style="list-style-type: none"> <li>1. Give people privacy.</li> <li>2. Use quiet voices. Wait your turn.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use respectful language.</li> <li>2. Play fairly &amp; include everyone.</li> <li>3. Follow playground rules.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use quiet voices.</li> <li>2. When spoken to stop, look, &amp; listen.</li> <li>3. Keep the area clean.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow directions.</li> <li>2. Only eat the food on your plate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use polite language.</li> <li>2. Wait patiently for your turn</li> <li>3. State your purpose politely.</li> </ol>
<b>Be Responsible</b>	<ol style="list-style-type: none"> <li>1. Leave furniture where you find it.</li> <li>2. Store games neatly when finished with them.</li> <li>3. Check library books back in on time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Flush toilets.</li> <li>2. Wash your hands.</li> <li>3. Put trash in garbage cans.</li> <li>4. Go to the appropriate restroom.</li> </ol>	<ol style="list-style-type: none"> <li>1. Freeze at the bell and walk to lines after the whistle is blown.</li> <li>2. Use restroom and get water before the bell rings.</li> <li>3. Tell an adult if someone is hurt.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay in line facing forward.</li> <li>2. Get to class promptly.</li> <li>3. Stay on the sidewalks.</li> <li>4. Carry your recess equipment appropriately.</li> </ol>	<ol style="list-style-type: none"> <li>1. Speak quietly.</li> <li>2. Wait your turn in line.</li> <li>3. All food and drink stay in the eating area.</li> <li>4. Keep the area clean.</li> </ol>	<ol style="list-style-type: none"> <li>1. Only bring one helper (if necessary).</li> </ol>
<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Be aware of your voice level.</li> <li>2. Listen to directions and stories.</li> <li>3. Wait in a single file line.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep water and soap in the sink.</li> <li>2. Report problems: sink/toilet.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep hands and feet to yourself.</li> <li>2. Walk to/from class and playground.</li> <li>3. Use playground equipment appropriately.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk on sidewalks at all times.</li> <li>2. Keep hands, feet, and objects to yourself.</li> <li>3. Move with the flow of traffic.</li> </ol>	<ol style="list-style-type: none"> <li>1. Stay with your class.</li> <li>2. Face forward, hands and feet to yourself.</li> <li>3. Walk at all times.</li> </ol>	<ol style="list-style-type: none"> <li>1. Sit properly.</li> <li>2. Keep hands to yourself.</li> </ol>

# Classroom Expectations Matrix

	Instructional Time	Technology	Seat Work	Entering/Exiting
Be Respectful	<ul style="list-style-type: none"> <li>• Be kind and honest.</li> <li>• Raise your hand and wait for permission to speak.</li> <li>• Look and listen when others speak.</li> <li>• Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>• Be considerate of noise.</li> <li>• Wait your turn to get or return a Chromebook.</li> </ul>	<ul style="list-style-type: none"> <li>• Work quietly.</li> <li>• Ask permission before taking items.</li> </ul>	<ul style="list-style-type: none"> <li>• Listen for teacher directions.</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>• Stay on task, and complete Work on time.</li> <li>• Participate actively.</li> <li>• Stay organized.</li> </ul>	<ul style="list-style-type: none"> <li>• Return your Chromebook to the correct slot and plug it in.</li> <li>• Make sure to sign out of accounts.</li> <li>• Report any problems with the Chromebook.</li> </ul>	<ul style="list-style-type: none"> <li>• Use your time wisely.</li> <li>• Try your best.</li> <li>• Stay focused on the assignment goal.</li> </ul>	<ul style="list-style-type: none"> <li>• Come to class prepared and on time.</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to yourself.</li> <li>• Sit as directed.</li> <li>• Use furniture equipment and Supplies appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on task.</li> <li>• Use two hands while walking with a Chromebook.</li> <li>• Keep food and drinks away from technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in your Work area.</li> </ul>	<ul style="list-style-type: none"> <li>• Keeps hands, feet, and objects to yourself.</li> <li>• Walk quietly.</li> </ul>

# Philly Bucks

Another part of the PBIS system is the use of consistent positive reinforcement of appropriate behavior. All students should be receiving Philly Bucks, our recognition system, for demonstrating good behavior. Students can earn Philly Bucks in all areas of the school and from all staff members. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior, but also to maintain appropriate behavior. The staff is committed to making sure that all students who demonstrate positive behaviors will receive Philly Bucks.

## Celebrations

Using data, the PBIS team will set a school-wide goal to improve student behavior of a specific expectation or setting. Assemblies will be planned to celebrate our progress and reinforce expectations.

## Documenting Behaviors

Behavior documentation allows all of us to have ongoing communication about students' progress toward following expectations. Through the documentation, we are able to target lessons for individual students, classrooms, and school-wide expectations.

Minors (Teacher Managed Behaviors):

- Anything listed on the expectations by location matrixes.
- Anything listed on the Low Level Referral form.

Majors (Office Managed Behaviors):

- Unsuccessful Buddy Room.
- Three or more LLRs in a month on the same behavior.
- Anything listed on the Office Data Referral form.

# Parent Involvement

In order for PBIS to be successful at Philadelphia, we need your help. Below is a list of suggestions of how you can help support PBIS:

- Remind your child of the expectations on a daily basis (before leaving for school is a great time to review): be respectful, be responsible, and be safe!
- Use the same language that is being used at school with your child. Develop a behavior matrix at home using the expectations. List all routines in your home and then write the behaviors you want to see in that setting. Remember to keep it positive.
- Ask your student if they received any Philly Bucks each week and how they earned them. Reinforce the positive behaviors that they are showing in school.
- If you are contacted because your child has not followed the expectations, please review the behavior expectations at home.

# PBIS Home Matrix Template

	Getting up in the morning	Getting to School	Clean-up time	Time to relax	Homework time	Mealtime	Getting ready for bed
<b>H</b> HELP OUT							
<b>O</b> OWN YOUR BEHAVIOR							
<b>M</b> MAKE GOOD CHOICES							
<b>E</b>	<b>V</b>	<b>E</b>	<b>R</b>	<b>Y</b>	<b>D</b>	<b>A</b>	<b>Y</b>