

Pennekamp Dragons Handbook



2019-2020

Aurelia Pennekamp Elementary School
A California Distinguished School

110 South Rowell Avenue
Manhattan Beach, CA 90266
310-798-6223
www.pennekampschool.org

Where Every Dragon ROARS!

Be RESPECTFUL -- Be ON TASK -- Be ACCOUNTABLE
Be RESPONSIBLE -- Be SAFE

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PENNEKAMP STAFF LISTING
2019-2020

Main Number (310) 798-6223 Fax (310) 303-3839

Email addresses are of the form name@mbusd.org where “**name**” is representative of a person's first initial and full last name.

(Example: kgerger@mbusd.org to reach Dr. Karina Gerger)

To leave a message, call district voicemail at (310) 318-7345 and use the 4-digit phone number listed below for the teacher or administrator.

Office Staff

Principal: Dr. Karina Gerger..... 5800
Office Manager: Kate Juge..... 5801
Office Specialist: Carrie Emhof..... 5805
Health Assistant: Gale Davis..... 5803
Psychologist: Rosalyn Cusick.....5858
Counselor: Jessica Plotin.....5881

Kindergarten and Transitional Kindergarten (TK)

Room 8 (TK) Patti Ackerman..... 5808
Room 6 (K) Juliet Smith.....5806
Room 7 (K) Erin Schneck & Anne Vanderpool.....5807
Room 9 (K) Marni Notarnicola..... 5809

First Grade

Room 15 Donna Barney..... 5815
Room 16 Kim Price.....5816
Room 17 Suzanne Tynan..... 5817

Second Grade

Room 11 Dana Cannon.....5811
Room 12 Tami Freeman..... 5812
Room 13 Wendy Fletcher..... 5813

Third Grade

Room 20 Liana Kuklinski.....5820
Room 21 Amanda Vavao..... 5821
Room 22 Mike Warner..... 5822

Fourth Grade

Room 27 Natalie Herringshaw.....5827
Room 28 Sandra Rumble.....5828
Room 29 Erynne Hart..... 5829

Fifth Grade

Room 30 Anna Gralnik..... 5830
Room 32 Kristie Rios..... 5832
Room 33 Dawn Curry.....5833

Specialists

Deaf & Hard of Hearing: Arisara Aromdee.....5818
Physical Education: Ryan Newman..... 5801
Library Specialist: Barbara Siegemund-Broka.....5860
Technology Specialist: Tighe Mishler..... 5870
Speech/Language: Theresa Brunello & Marissa Saridakis.....5814
Occupational Therapy: Wendy Zopel.....5888
Physical Therapy: Sara Fox..... 5888
Music (Strings): Katie Cavallaro..... 6292
Music (Band/Recorder): Timothy Nail..... 6330
Music (Vocal): Krista Giffin & Allison Timmers.....6292
Reading Specialist: MaryChristine Chaudhari..... 6824
Science Specialist: Susan Holton.....5826
PACE Coordinator: Leslie Whittet.....5801
Custodians: Dante Anton and Eunique Grady.....5801
Learning Center: Jen Saliba & Medalla Sisneros.....5828
Noon Supervisors..... 5801
EDP Room 40.....5840
EDP Room 41.....5841
EDP Room 42.....5842
EDP Room 19.....5819

ATTENDANCE AND SCHEDULES

Prompt and regular attendance at school is very important to the education of children. It also instills in children very important values and behavior patterns that will carry throughout their lives. We strongly encourage parents to actively assist the school in teaching children the importance of being on time and attending school regularly.

For your child's safety, DO NOT drop off children prior to 7:45 a.m. (8:00 on Wednesdays), or leave them on campus past 2:45 p.m. There is NO adult supervision prior to 7:45 a.m. (8:00 on Wednesdays) or past 2:45 p.m.

Student class schedule times for regular school days are as follows:

TK	8:25 a.m. - 1:45 p.m.
Kindergarten	8:15 a.m. - 1:35 p.m.
1 st -3 rd grade	8:15 a.m. - 2:15 p.m.
4 th -5 th grade	8:15 a.m. - 2:45 p.m.

Student class schedule times for early release Wednesdays are as follows:

TK	8:25 a.m. - 1:30 p.m.
Kindergarten	8:15 a.m. - 1:30 p.m.
1 st -5 th grade	8:15 a.m. - 1:30 p.m.

Security:

With the addition of our new gates, Pennekamp will be a closed campus this year during school hours. All adults must check in at the office.

Arrival Protocol:

TK students may arrive on campus starting at 8:15 a.m. and meet on the Rowell playground. The teacher will come down to the playground to gather the students in a line on the blacktop at 8:25 a.m. and walk them to class.

Kindergarten students start at 8:15 a.m. Students head straight into their classrooms when teachers open their doors.

All 1st-5th grade students should arrive no earlier than 7:45 a.m. (8:00 a.m. on Wednesdays), which is when supervision begins on the Peck playground. Students only will be allowed to enter the campus at 7:45 a.m. Parents can drop their students off at the Peck entrance or the Rowell entrance, or walk their students to the playground and join the school in the morning Pledge of Allegiance. Parents who remain on campus during drop-off must leave campus by 8:35 a.m. when the gates are securely locked. If volunteering or staying on campus, parents must check in at the office and obtain a visitor's badge.

Teachers (1st-5th) will meet their students on the Peck blacktop at 8:15 a.m. for the morning meeting, and then walk their students back to class.

Dismissal Protocol:

Parents and caregivers will pick their students up at either the Rowell Avenue or Peck Avenue entrance gates. The gates on campus will be open at 2:10 p.m. for parents picking up 1st-3rd grade students.

TK and Kindergarten students will be walked to assigned gates and released to parents off campus except for Wednesdays.

Room 6 will be dismissed out the gate by their classroom.

Room 7 will be dismissed out the gate at the top of the ramp by the Rowell staff parking lot.

Room 8 will be dismissed out the gate by Room 6 classroom.

Room 9 will be dismissed out the gate by the front office.

On Wednesdays, parents can pick up students up at the classroom.

1st-3rd graders will be dismissed from their classrooms at 2:15 p.m.

*Please note that anyone on campus waiting for a 4th/5th grader must wait on the lower playground. All other individuals must leave campus.

4th-5th graders will be dismissed from their classrooms at 2:45 p.m.

Please be on time when picking up students at the end of the school day. Students should not remain on campus to use the playground equipment or fields. Students should exit campus immediately after school. Play supervision is not available after school. Parents and caregivers must organize playdates and transportation arrangements outside of school. Please be certain that all parties are aware of the after-school arrangements and remind the students not to go home with friends without their parents informing the school.

Absences:

Every time a student is absent, they are missing an important day of learning. The school should be notified of any anticipated absences due to out of town trips, family emergencies, and medical or dental appointments. If a student will miss school for any reason, please:

1. Call the school on the morning of the first day of the absence at (310)798-6223 x 5805 or report the absence on the website at www.pennekampschool.org
2. Inform the school if your child has a contagious disease so that we may notify other families and staff if needed.

A child who is absent due to a fever must be fever-free for 24 hours before returning to school.

Important Note: For every day that a student misses school, MBUSD loses \$47.00. We strongly advise that parents refrain from keeping children out of school for vacations, social purposes, or reasons other than illness. If parents do keep their child out of school for such reasons, it would be helpful to the District for the parent to donate \$47.00 per day, per child, to offset the financial loss due to unexcused absences. Checks can be made out to MBUSD and may be given to a member of the Pennekamp office staff, or you can make the donation online at MySchoolBucks.com by clicking on the Absence Donation link.

Picking Your Child Up Early:

If you need to take your child out of school before the end of the school day:

1. Please email the office and your child's teacher to inform them of the time you plan to pick up your child and the reason for the early release.
2. Check in at the office.
3. Sign the release book. Your child will be called up to the office to meet you.
4. All adults should be prepared to show picture identification.

This simple procedure protects your child. We will not release a student to anyone except the parent, legal guardian, or a person you have authorized to pick up your child.

All authorized individuals should be listed on the Emergency Card and should be prepared to show identification.

Independent Study:

If your student will be absent for at least five days for reasons other than illness, please use our Independent Study program so they may continue with classroom learning. The Independent Study forms must be completed prior to the absence. Disruptions to a student's school attendance can have a significant impact on their academic performance. Please consider this carefully before you decide to remove a student from school for several days at a time. The school also benefits by receiving funds when the Independent Study is completed. Independent Studies shall be requested NO LATER than 14 school days prior to the date that the Independent Study begins.

Please follow these procedures:

1. Pick up the form in the office at least two weeks prior to the absence.
2. Return the form to the teacher. The teacher will obtain administrative approval.
3. The teacher will complete the form and prepare the Independent Study work packet for the student.
4. Ensure that the student completes the packet and all completed work is submitted to the teacher within a week of returning from the trip.

Tardies:

Tardies are disruptive to the learning environment for the students in the class, as well as your own student. We expect all students to be at school on time each day. Students who are tardy must report to the office and receive a tardy slip before they are admitted to class.

Please Note: Late arrivals, unexcused absences, and excessive absences violate California's compulsory attendance laws for school-aged children. If in violation of the attendance laws, a letter may be sent home and a meeting with the principal scheduled to discuss supports that can be put into place for improved attendance.

School Lunches:

MBUSD has an online system for purchasing lunches. Parents can place money into lunch accounts for their children by going to the school website at www.pennekampschool.org and clicking on **Cafeteria Menu/My School Bucks** in the Quick Links. If you prefer, you can write a check to "MBUSD Food Services" and take it to the school office (indicate on your check your child's name and room number). We recommend that you utilize the online pre-pay method. It not only avoids problems resulting from students handling money, but also makes the lunch line move faster. Refunds are only available in cases of withdrawals from MBUSD; however, unused amounts will be carried over to the next school year.

If your child has any food allergies, please send a physician's note to the office, so we indicate this information on the student lunch program.

Lunches from Home:

If you choose to have your child bring a lunch from home, please try to avoid sending soft drinks or non-biodegradable, squeeze type sweet drinks. We encourage nutritious, candy-free lunches. We request that you do not bring lunches from fast-food places to your child at lunch time. Beverages are available to purchase for students who choose to bring their lunch. Beverage options are: milk, juice, or water for \$1.00

Snacks from Home:

Students in all grades may bring snacks, which are eaten at a specific time for each grade level. We encourage students to bring healthy snacks, and to avoid excessive sugar and fats. Students may not trade food with others, to safeguard against the many students who have food allergies and/or restricted diets. Pennekamp encourages parents to pack nut-free snacks and lunches. Please try to refrain from sending nut products to school with your child if not necessary.

HEALTH CONCERNS

Student Emergency Cards:

Parents received information for online registration at the end of summer including an online Student Emergency Card. Please be sure that you have completed this important document. If your child becomes ill or is involved in an accident at school, we will contact you using information from the Student Emergency Card. It is important that you list three individuals to call in case of emergency. If possible, at least one of those individuals should be within walking distance of school in case of an earthquake. Please remember to keep the emergency information current at all times, including address or phone number changes. Please include your cell phone number.

Keeping an Eye on Your Child's Health:

Our school has a health assistant available during school hours. Our MBUSD nurse is also available for consultation and emergencies. If your child becomes ill or if we detect a change in your child's health, our health assistant or another staff member will notify you.

When to Keep Your Child at Home:

We recognize that students need to be healthy, rested, and well-fed in order to learn to the best of their ability. For the well-being of your student and the well-being of their peers, please keep your student home when they are ill.

Students should remain at home if they have the following symptoms:

- **Vomiting or diarrhea**
- **Fever** measured orally of 100 degrees Fahrenheit or above. Students must be fever-free for 24 hours before returning to school.
- **Severe cold symptoms**, constant cough, sneezing, or nasal drainage.
- **Flu**, with a fever accompanied by body aches and headache.
- **Rashes** of unknown origin. This requires a physician's note indicating the diagnosis and releasing the student to return to school.
- **Conjunctivitis (pinkeye) and Strep Throat:** Student may return to school after 24 hours with a physician's note.

This list is not comprehensive, so any time your student is not well, it is advised that you check with your doctor before sending them to school. Please keep in mind that these guidelines are also to protect all students and staff members. When a student displays the above symptoms, they may be sent home from school. If you have any questions or concerns, please contact the Pennekamp health office, ext. 5803.

Taking Medicine at School:

The California Education Code 49423 requires that if medication is to be taken by a student while they are in school, then the school must have:

1. A signed order from the physician authorizing us to give the medication to the student, detailing the method, amount and time schedules by which such medication is to be administered. This includes over the counter medications such as aspirin, Tylenol, cough syrups, cough drops, antihistamines, etc.
2. A signed consent form from the parent or guardian.
3. The medication in the original prescription container, clearly labeled with the following:
 - a. Child's full name
 - b. Physician's name and phone number
 - c. Dosage, schedule, and dose form
 - d. Date of expiration of prescription

This applies to any medication to be taken for one or more days. The medication should be kept in the school's Health Office. If the student is on continuing medication at home, please inform the Health Office. Students may not carry medication, including over the counter products, such as cough drops or sunblock in their backpacks. All medications must remain in the Health Office.

Injuries:

If your student sustains any type of major injury, such as a broken bone, please provide the Health Office with a physician's note indicating any restrictions that may apply while they are at school, such as being excused from P.E. or other activities. Students needing any supportive appliances, such as crutches or a wheelchair, must also have a written order from the prescribing physician. Please contact the school office for the MBUSD form.

COMMUNICATION

Report Cards:

Students will receive two report cards during the school year. One will be sent home in the fall after winter break in January, and the other will be sent home on the last day of school in June.

Parent-Teacher Conferences:

During parent-teacher conferences, school will be operating on a minimum day schedule. Grades 1-5 will dismiss at 12:45 each day. TK will dismiss at 11:45 a.m. and Kindergarten will dismiss at 11:35 a.m. Parents are strongly encouraged to attend conferences. For students with separated or divorced parents, only one conference will be held per student. These conferences are a critical component of student success and it is important that both parents are privy to the same information and can work as a team with the teacher for their student's success.

Working Together:

If an issue arises concerning your student, talk it over first with your student's teacher. Please send a note or email asking for an appointment or a phone call from the teacher. If you still have a concern after speaking to the teacher, please set up an appointment through the office to speak with the principal. We will do all we can to address your concerns in a timely manner. Your child's safety and education are our main concerns.

Keeping You Informed:

Look for your student to bring home a large white envelope once a month. This is an important means of communication between school and parents. All envelopes should be signed and returned the next day. The white envelope contains a variety of information supplied by your student's teacher, MBUSD, Manhattan Beach Education Foundation, and the PTA. Please take time to review the information coming home via this method. If you are returning documents to school, utilize this envelope.

The PTA also provides information via the PTA website: www.pennekampschool.org. This website is updated each week during the school year. Principal information can be found here along with the school lunch menu, flyers, forms, calendars of upcoming events, and anything else you need to know about Pennekamp. If you have a question about Pennekamp, the website is a great resource to find the answer.

All parents who sign up will receive the weekly Dragon Flash Newsletter electronically. The Dragon Flash includes a principal's message as well as important dates and events occurring at Pennekamp. The Dragon Flash is archived weekly at www.pennekampschool.org.

Back-to-School-Night:

Pennekamp holds an annual Back-to-School Night at the beginning of the school year. This is a time for parents to meet their student's teacher and visit the classroom. This is an informational meeting in which teachers discuss the year's activities, goals, expectation of students, curriculum, academic standards, rules, and guidelines. Parents have the opportunity to have general questions answered. This is NOT a time to discuss your child's individual progress. This evening is for parents/adults only. Please plan ahead for childcare.

Open House:

Open House will be held in the spring. This is your opportunity to visit the classrooms with your students. Students will have the opportunity to present their work to family and friends. The Young at Art program holds their art show this evening in the cafeteria. All students will have their projects on display. Come stroll through the classrooms, view the art displays, and meet other Pennekamp families. This is NOT a time to discuss your child's individual progress.

State Testing:

Standardized testing takes place in Spring for grades 3-5. Please do not schedule appointments or family excursions during testing. Specific testing protocol will be sent home to the Pennekamp community in the weeks prior to testing.

SCHOOL RULES

Riding a Bike to School:

Third, fourth, and fifth grade students, with parental permission, may ride bicycles to and from school. Students who ride a bike to school must obtain a permission slip from the office. All bicycle riders MUST wear helmets. Bikes must be parked in the bike racks and secured with a lock. The school is not responsible for missing bicycles. Bicycles MAY NOT be ridden in the halls at any time, including nights and weekends. Please help us to keep Pennekamp safe by encouraging students to follow this policy.

Skates, Skateboards, Scooters, Etc.:

MBUSD policy prohibits students from riding or bringing these items to or from school at any time, including after school and weekends. This includes razors and any other type of scooter, wheelies, heelies, or any other type of shoe with rolling inserts. Skates, skateboards, scooters, etc., MAY NOT be ridden in the halls at any time, including nights and weekends. Please help us to keep Pennekamp safe by encouraging students to follow this policy.

General Playground Rules:

- Respect school property.
- Use equipment appropriately and safely.
- Leave all toys, games, balls, and personal items at home.
- Students will use appropriate language at all times.
- Hitting, kicking, wrestling, play fighting and unsafe play are not allowed.
- No one can be excluded from any game unless permission has been given by an adult.
- Use only positive comments.
- Substitutions of players or saving places in line are not permitted.
- When in doubt, all players vote.
- Chase or tag games are only allowed on the grass.
- No playing around the portables, classroom doors, or windows.
- Do not climb on fences or trees.
- Stay off of the hills and stay out from behind the portables. Students must remain on the blacktop or the field at all times during recess, unless permission has been given by the adult on duty.
- Students must have a pass to move from one area of campus to another, without an adult accompanying them.
- Follow all game rules-do not make up rules.
- All snacks must be eaten at the tables only and students must be seated while eating.
- Students must throw their trash in the trash can.

Miscellaneous School Information

Field Trips:

Students participating in school sponsored educational field trips must be transported to and from the activity on a District-authorized bus. Students MAY NOT participate on a field trip unless a parent/guardian permission slip has been signed and returned to school prior to the event. All Pennekamp School expectations will be followed during field trips.

Lost and Found:

Lost and Found items are stored in a cabinet in front of the school cafeteria. Approximately twice a year, after reminders in the Dragon Flash, the contents of the cabinet that remain unclaimed will be donated to a charity.

Students Withdrawing from Pennekamp:

When a student will be withdrawn from school, a minimum of one week's notice should be given to the office. We ask parents to ensure that all library books and textbooks have been returned prior to withdrawal. The student's cumulative folder will be sent by the office staff to the new school after it has been requested in writing from the receiving school.

Birthday Celebrations:

At Pennekamp, teachers recognize their students' birthdays in their own individual way. Please DO NOT send treats, cookies, donuts, etc. to school. Many students have food allergies. Additionally, the MBUSD Wellness Policy, which regulates food use in the schools, can be located on the district website.

Invitations:

Please DO NOT distribute invitations/cards on school grounds, unless you are handing them to every single child in the classroom-this must be approved by your child's teacher. Thank you for respecting the feelings of all children.

ATTIRE

Students are expected to attend school with general cleanliness, as well as dress neatly, safely, and appropriately for both indoor and outdoor activities. Appropriate closed toe shoes are an important safety factor during physical education. Sandals, flip-flops, and slip on shoes are impractical and unsafe for outdoor activities.

Hats may be worn at school for protection from the sun during outdoor activities, and are to be worn only by the owner.

Students are not to wear clothing that is revealing (short shorts, low cut tops, tops with spaghetti straps, etc.) Clothing must not contain words, pictures, etc., that may be viewed as inappropriate, distracting, or offensive to other elementary students or staff. Bare midriffs or visible undergarments are not allowed on campus.

GETTING INVOLVED

Parents, Volunteers, and Visitors on Campus:

All parents and visitors are to report to the school office to sign in and obtain a visitor's badge, except during regular drop-off and pick-up times. All classroom volunteers are required to sign in and obtain a badge prior to volunteer assignments in the classroom, library, Young at Art, etc. This procedure allows the office staff to locate a parent, if the need exists, by reviewing the sign in sheet, and it also assists staff members in identifying who should and should not be on campus. Parents are not allowed to observe in the classroom unless they obtain permission from

the principal and are accompanied by the principal or designee. Observations are limited to 20 minutes.

Professional Observations in the Classroom:

The following observation guidelines are established in an effort to maintain uninterrupted instruction and to protect confidentiality of all students.

1. The parent must first contact the teacher and request a professional observation.
2. Classroom teacher will suggest two times for observation. An administrator or designee will be present throughout the observation.
3. Observations are limited to 30 minutes or less.
4. Parent will provide teacher a current signed/dated copy of MBUSD Authorization for Exchange of Information.
5. On the day of the observation, the professional visitor must sign in at the office, obtain a visitor's badge, and be escorted to the classroom.
6. Professionals will remain seated and not engage students or the teacher in conversation.

Classroom Volunteers:

Parents are encouraged to volunteer in their child's classroom. For the safety of our students, volunteers must complete the following prior to volunteering on campus:

1. Volunteer application
2. Provide a copy of valid ID/driver's license
3. Obtain Roles & responsibilities
4. Obtain hold harmless & medical treatment authorization
5. Fingerprinting required if working in a classroom other than your own student's
6. Negative TB skin test result is needed

Forms are all available in the Pennekamp office.

Pennekamp PACE After School Enrichment Program:

Pennekamp has an exciting after school enrichment program called PACE. PACE operates under the auspices of MBX (Beyond the Classroom—a tax-exempt organization) at all MBUSD elementary schools. Fee-based classes in art, science, sports, and curriculum enhancement are available to Pennekamp students. Accommodations are made for EDP participants. For further information, please contact MBX Foundation. Information can be located at www.mbxfoundation.org Please check the PTA website and Dragon Flash e-blasts for updates and information on the PACE program.

Pennekamp EDP (Extended Day Program):

Contact Carrie Emhof at cemhof@mbusd.org or Joan Armstrong at jarmstrong@mbusd.org for information.

Positive Behaviors Interventions and Supports (PBIS) Overview

The Pennekamp 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 the best atmosphere for learning by setting clear expectations and directly teaching students about those expectations. Using the PBIS program has helped us to create a happy and safe environment for all of our students and staff members.

PBIS Team Members:

Our PBIS team members are:

- Dr. Gerger (School Site Administrator)
- Mrs. Vavao (PBIS Coach and General Education Teacher)
- Mrs. Curry (General Education Teacher)
- Mrs. Saliba (Special Education Teacher)
- Mrs. Cusick (School Psychologist)
- TBD (Parent)

Our team is composed of teachers, program specialists, parents, and administration to offer out the best support systems within our school.

Pennekamp Positive Behaviors:

- Be Respectful
- Be On Task
- Be Accountable
- Be Responsible
- Be Safe

These are the essentials that allow our students to connect their behaviors to our school-wide behavior matrix.

Pennekamp School-Wide Behavior Matrix:

Pennekamp has developed a school-wide behavior matrix which includes our expectations that align with the Dragon Essentials: Be Respectful -- Be On Task -- Be Accountable -- Be Responsible -- Be Safe. Each expectation is broken down into different categories along with an explanation of how each expectation should look for that specific setting.

Pennekamp Elementary PBIS Matrix

Every Dragon R.O.A.R.S.	RESPECTFUL	ON TASK	ACCOUNTABLE	RESPONSIBLE	SAFE
CAFETERIA/ LUNCH AREA	-Use good manners -Use inside voices	-Remain seated until dismissed -Eat your lunch promptly	-Eat your own food -Eat what you ordered when lunch count was taken	-Clean up after yourself -Save leftovers to prevent waste	-Wait patiently and politely in line -Stay in the lunch area the entire time
SPECIALS/ ASSEMBLY	-Be on time -Listen attentively	-Maintain a quiet body -Face forward	-Come ready to learn -Participate and contribute appropriately	-Transition quickly -Clean up after yourself	-Keep hands and feet to yourself -Move safely to and from the location
CLASSROOMS	-Be on time -Listen attentively	-Maintain focus -Transition quickly and quietly	-Be organized -Complete your work in a timely manner	-Be prepared with your materials -Clean up after yourself	-Sit properly in your chair -Move carefully around the room
PLAYGROUND	-Keep hands and feet to yourself -Follow game rules	-Mushroom when the bell rings -Stay in the play area	-Ask for help when needed -Ask for a pass to leave the area	-Clean up when dismissed -Take care of equipment	-Follow the rules -Adults only in the shed and equipment box






Pennekamp Elementary PBIS Matrix

BATHROOMS	-Give others privacy -Keep bathrooms clean	-Use toilet quickly and quietly -Quiet voices	-Flush the toilet -Put trash in the trashcans	-Use supplies properly -Use soap and two hands to wash and dry	-Keep water in the sink and floor dry -Use walking feet
OFFICE/NURSE	-Use appropriate volume and language -Be courteous	-Have a purpose for the visit -Follow directions	-Return promptly to class -Be honest	-Have permission to visit -Wait your turn	-Keep clear of the teacher workroom -Go to ask for help when needed
HALLWAYS	-Walk with eyes forward -Wave or smile silently	-Stay in line at all times -Follow school rules	-Keep our hallways clean -Keep hands and feet to yourself	-Go directly to your destination -Walk at all times	-Always wear a pass -Watch for doors opening quickly

We know you can do it!



Some teachers have also implemented a behavior matrix for their classrooms. Families can design a behavior matrix to implement at home as well. See sample on the following page.

Every Dragon ROARS at Home	Getting Ready for School	Being at Home	For Activities	
R = Respectful 	<ul style="list-style-type: none"> • Have a happy attitude • _____ 	<ul style="list-style-type: none"> • Make bed and pick-up room • _____ 	<ul style="list-style-type: none"> • Practice sport or instrument • _____ 	<ul style="list-style-type: none"> • _____ • _____
O = On Task 	<ul style="list-style-type: none"> • Make and do a plan for homework and activities • _____ 	<ul style="list-style-type: none"> • Balance play, screen time & friends/family • _____ 	<ul style="list-style-type: none"> • Know the schedule • _____ 	<ul style="list-style-type: none"> • _____ • _____
A = Accountable 	<ul style="list-style-type: none"> • Check Aeries for grades • _____ 	<ul style="list-style-type: none"> • Go to bed on time & set an alarm clock to get up. • _____ 	<ul style="list-style-type: none"> • Have materials equipment ready • _____ 	<ul style="list-style-type: none"> • _____ • _____
R = Responsible 	<ul style="list-style-type: none"> • Have supplies at home for homework • _____ 	<ul style="list-style-type: none"> • Do a chore • _____ 	<ul style="list-style-type: none"> • Communicate needs and location • _____ 	<ul style="list-style-type: none"> • _____ • _____
S = Safe 	<ul style="list-style-type: none"> • Leave for school on time and now where to go after school • _____ 	<ul style="list-style-type: none"> • Pick-up personal belongings • _____ 	<ul style="list-style-type: none"> • Know who may transport you • _____ 	<ul style="list-style-type: none"> • _____ • _____

Every Dragon ROARS Cards:

A huge part of the PBIS system is the use of consistent positive reinforcement of appropriate behaviors. ROARS cards are used in our recognition system. All staff members who observe students following the essential behaviors will issue ROARS cards. All students should be receiving ROARS cards for demonstrating good behavior. Students can earn ROARS cards in all areas of the school (classroom, cafeteria, playground, etc.) 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 Pennekamp staff is committed to making sure that all students who demonstrate positive behaviors will receive ROARS cards.

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 that we need to learn to build.

Documenting Behavior:

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 building school-wide expectations.

There will be a specific protocol that all Pennekamp staff members follow in regards to documenting undesirable student behaviors based on PBIS, our handbook, and our behavior charts which guide staff in understanding minor and major behaviors.

Minor Behaviors:

Students displaying a minor behavior:

1st Incident:

Student will receive a redirection conversation and a warning from a PK staff member.

2nd Incident (same behavior):

Student will receive a redirection conversation and a warning from a PK staff member. Students are alerted that the following time will result in a behavior notice. An email may be sent to the parents to communicate the repetition of the undesirable behavior.

3rd Incident (same behavior):

Student will receive a redirection conversation, and a Behavior Notice from a PK staff member. Parents are required to sign and return the Behavior Notice. Parents, school administration, and the classroom teacher will be notified via email. Documentation goes in the student's behavior file in the office, as well as in the classroom teacher's file.

4th Incident (same behavior):

Student will receive a redirection conversation, a Behavior Citation, and a consequence from a PK staff member. Parents, school administration, and the classroom teacher will be notified via email. Parents are required to sign and return the Behavior Citation. Documentation goes in the student's behavior file in the office, as well as in the classroom teacher's file.

**Every incident that occurs after the Behavior Citation has been issued will warrant additional Behavior Citations for the same behavior. The student will receive consequences based on the restorative justice system until the behavior is corrected. A meeting with the student, teacher, parent and principal can be called. Parents, school administration, and the classroom teacher will be notified via email. Parents are required to sign and return the Behavior Citation. Documentation goes in the student's behavior file in the office as well as in the classroom teacher's file.

Majors Behaviors:

Students who display a major behavior:

1st Incident:

Student will receive a redirection conversation, a Behavior Citation, and a consequence from a PK staff member. Parents, school administration, and the classroom teacher will be notified via email. Parents are required to sign and return the Behavior Citation. Documentation goes in the student's behavior file in the office as well as in the classroom teacher's file.

**Every incident that occurs after the Behavior Citation has been issued will warrant additional Behavior Citations for the same behavior. The student will receive subsequent consequences based on the restorative justice system until the behavior is corrected. A meeting with the student, teacher, parent and principal can be called. Parents, school administration, and the classroom teacher will be notified via email. Parents are required to sign and return the Behavior Citation. Documentation goes in the student's behavior file in the office as well as in the classroom teacher's file.

Parental Involvement:

In order for PBIS to be successful at Pennekamp, we also need our PK families to help. Below is a list of suggestions of how you can help support PBIS at home.

- Remind your student of the Pennekamp expectations on a daily basis (before leaving for school is a great time to review these): (Be Respectful -- Be On Task -- Be Accountable -- Be Responsible -- Be Safe)
- Use the same language that is being used at school with your student. Develop a behavior matrix at home using the Pennekamp Expectations. List all of the routines in your home and then write the behaviors you would like to see in that setting. Remember to keep it positive.
- Ask your student if they received any every Dragon ROARS cards each week and how they earned them. Reinforce the positive behaviors that they are showing at school.
- If you are contacted because your student has not followed the Pennekamp expectations, please review the behavior expectations at home, and be supportive of PBIS. Have conversations with your student about the expected appropriate behaviors.

**Thank you!!!! We are excited to work in partnership with
you!**

Dr. Gerger and the Pennekamp Staff