

## Assembly Procedures and Protocols

Goal: PCE student will demonstrate respectful behavior during assemblies by listening.

Responsible Assembly Behavior: Students will be expected to:

- Maintain a voice level 1 while entering and exiting the assembly area
- Follow teacher or presenter directions
- Sit still in straight rows, with bottoms on floor, legs crossed
- Keep all body parts to themselves
- Clap, talk and cheer only at appropriate times (positive cheer only)
- At the end of assembly, remain seated until the teacher gives exit instructions.

Consequences for Assembly Misbehavior:

- Give nonverbal warning
- Give a quiet, verbal warning
- Move student next to teacher
- Quietly remove the student from the assembly

Encouragement Procedures:

- Once in the classroom, teacher will celebrate specific positive behaviors demonstrated during the assembly
- High Five for the class!!!

Supervision Responsibilities:

- All faculty and staff should attend every school wide assembly unless prior arrangements have been made with administration
- Model appropriate behavior for students

Teacher Responsibility:

- After each assembly, teachers will discuss student behavior and conduct at the assembly

### ***\*\*Notes for Staff***

- Place cones so students have a reference for lines
- Some teachers sit in middle aisle to monitor behavior
- Have teacher or administration on microphone reminding students of procedures and praising good examples

## **Afterschool Procedures and Protocols**

Goal: The hallways of PCE will be safe, orderly and quiet.

Responsible After School Behavior: Students will be expected to

- Students will line up in the hallway at the 2:45 bell.
- Voice level 0
- Single, Silent, and Straight- on the right hand side of the hallway.
- Hands, feet and objects to self
- Students will respond to all staff requests
- Unsupervised students will **not** return to the classroom after being dismissed by their teacher.

Consequences for Hallway Behavior: When a student misbehaves, staff will calmly redirect in a positive manner.

- Verbal reminder
- Eye contact
- Positive practice

Encouragement Procedures: Staff will consistently encourage correct hallway procedures through positive interactions.

- Positive praise
- Modeling expected behavior
- Bring attention to students displaying correct behavior
- High Five for the class!!!

Teacher Responsibility: All staff will take on the responsibility of:

- Being on time.
- Having students lined up in the hall for first bell dismissal at 2:45.
- Escort students to your duty area.
- Stay at your duty assignment until all students have been picked up.
- Enforce CHAMP expectations and Paloma Creek procedure rules for all students.

## **Before School Procedures and Protocols**

Goal: The students will enter the building in a quiet and safe manner.

Responsible Before School Behavior:

- Students should not be dropped off before 7:20 A.M. (District expectation)
- We will let students in the front foyer at 7:00 A.M during bad weather.
- Students should follow CHAMPS hallway expectations.
- Students eating breakfast should report to the cafeteria and line up for breakfast.
- Students in 4<sup>th</sup> and 5<sup>th</sup> grade not eating breakfast will go to the gym.
- Students in K-3 will stay in the cafeteria and sit behind their designated cone.
- Students should not wait in the hall for the bell to ring, but go directly to their assigned area.
- Students should remain in their chosen spot and not reenter the hallway again until 7:35.
- All students will be at a Voice level 1 sitting on their bottoms in a straight line. When the bell rings, all students will go to a voice level 0.
- At 7:35, Coach Servello will walk all 4<sup>th</sup> and 5<sup>th</sup> graders down to their classrooms, Mrs. O’Rear will walk 2-3 students to their classes after 4<sup>th</sup> and 5<sup>th</sup> graders have passed, then Mrs. Orta will walk K-1 students to their classes after 2-3.
- After 7:50 A.M. bell, students dropped off in the front of the building will get a tardy slip from the office and students dropped off in the back will sign-in with monitor and receive a tardy slip in the cafeteria.

Consequences for Infractions:

- Verbal warning
- Positive practice
- For serious infractions, contact the child’s classroom teacher.

Encouragement Procedures:

- Positive Praise
- High Five for the class!!!

Supervision Responsibilities:

- Early morning duty staff members report at 7:20 A.M.
- Morning duty staff members report at 7:35A.M.
- All staff will enforce CHAMPS expectations.

**Cafeteria Procedures and Protocols**

**Goal:** The PCE cafeteria will be a safe, orderly, and clean environment where students can enjoy their lunch.

**Responsible cafeteria behavior:**

- Students will walk in a straight line following cafeteria “traffic” while entering and exiting the cafeteria.
- Students will use a level 0 voice while in the cafeteria commons.
- Students will raise hands for help if needed. They may not get out of their seat without permission.
- Students are responsible for getting everything they need before sitting down.
- Students will sit two to a bench at their tables facing forward.
- Students will converse only with their table mates at a voice level 1.
- Students will clean up their trash and clear tables before they are dismissed from the cafeteria.
- Students will follow the traffic pattern when throwing away trash and putting up tray.
- Students will sit in a straight line facing forward at a level 0 while waiting for their teacher to pick up the class.

**Consequences for infractions:**

- Students will receive verbal reminders of expected behavior.
- Students who are not following expectations will receive positive practice of expected behaviors.
- Monitors will report infractions to classroom teachers.
- Students will receive lonely lunch if they consistently fail to follow expectations.

**Positive Reinforcement:**

- Monitors will encourage students to follow CHAMPS expectations.
- Monitors will verbally praise students who are following expectations.
- Monitors will model expected cafeteria behavior.
- Students who are following expectations will receive positive attention for their behavior.
- High Five for the class!!!

**Teacher Responsibility:**

Teacher responsibility continues on the next page.

**Teacher Responsibility:**

- All classroom teachers will show the CHAMPS cafeteria video, and practice cafeteria procedures at the beginning of school and after every break throughout the year.
- Teachers need to prepare for lunch before scheduled lunch time in order for students to use the restroom prior to entering the cafeteria.
- Teachers will ensure that students have: lunches, lunch cards, and money prior to entering the cafeteria.
- Teachers will escort the students at their designated time into the cafeteria and remain with them until the students are seated or are in line.
- After students are in line, give pink folder to cafeteria monitor which communicates the exchange of responsibility.
- One cafeteria monitor will be responsible for dismissing students and monitoring clean up; while the other cafeteria monitor will be responsible for opening packages and monitoring behavior.
- Teachers will drop students off on time and pick students up on time.
- All staff will enforce Cafeteria CHAMPS procedures.

**Goal:** The computer labs at Paloma Creek Elementary School will be used respectfully and maintained in an orderly manner.

### Responsible Computer Lab Behavior

- Students will enter at a voice level “0” to hear instructions.
- Students will sit at assigned seat.
- Students will wait for instructions before touching the equipment.
- Students will ask a peer for help.
- Students will use their appropriate log-on for computer access.
- Students understand that all Internet searching sites must be approved by their teacher before they begin a search.
- Students will hold a voice level “1” while in the computer lab.
- Students will not change screen settings on any computer.
- Students will log-off computers when leaving the computer lab.
- Students will return headphones, keyboards, and the mouse to their appropriate places.
- Students will push in their chair and stand behind it quietly as they wait for dismissal procedures from their teacher.

### Consequences

- Teacher will redirect the student in a positive manner.
- Teacher will provide a verbal reminder.
- Teacher will give eye contact.
- Teacher will model positive practice.
- Teacher will ask student to state expectations, “Are you following these?” “Can you show me the correct procedure?”
- If student does not meet computer lab expectations, teacher will determine when loss of privilege occurs.

### Encouragement Procedures

- Teacher will remind students of expectations before going to computer lab.
- Individual encouragement will be given through teacher monitor.
- Teacher will notify students of time remaining for computer use.
- Teacher will provide a signal for students to begin log-off procedures so they may be completed in a timely manner according to expectations.
- Visual reminders in the form of posters and pictures will be on display in the computer lab for student reference.
- Positive praise will be given when check marks earned on the class check out chart.

### Playground Procedures and Protocols

**Goal :** The playground of PCE will be monitored and safe for all students.

### Responsible Playground Behavior

- No rough play (fighting, kicking, pushing, ie: general “Tomfoolery”)
- Students will play within view of staff (will not go over the hill), and away from muddy areas.
- Students will leave rocks and wood chips on the ground.
- Students will use playground equipment properly.
- Students will line up when their teacher calls.
- Students will place jackets and lunch boxes in designated tub.

### Consequences for Playground Behavior

- Verbal Reminder
- Eye contact
- 1<sup>st</sup> Incident: walk for 5 minutes. After walking, student will have a brief discussion with teacher acknowledging behavior
- 2<sup>nd</sup> Incident: teacher selected consequence

### Encouragement Procedures

- Verbal Praise
- Modeling (ex. Pictures of students using playground correctly)
- Positive notes from Administration or other staff
- High Five for the class!!!

### Teacher Responsibility

- Teachers will actively monitor all students on the playground
- Teachers will enforce CHAMPS expectations
- Kindergarten Team Leader will bring out the totes at first recess.
- 5<sup>th</sup> Grade Team Leader will make sure the totes are brought back inside.
- One teacher per grade level will be designated as indoor recess for kids that have asthma and cannot go outside.

### **Hallway Procedures and Protocols**

**Goal:** The hallways of PCE will be safe, orderly, and quiet to be respectful of others.

**Responsible hallway behavior:**

- Straight line on the right side of the hallway.
- Voice level 0.
- Eyes facing forward.
- Hands, feet and objects to self (not on bulletin boards).
- Students will respond to all staff requests.
- Students will walk single, silent, and straight.

**Consequences:** When a student misbehaves, staff will calmly redirect in a positive manner.

- Verbal reminder.
- Eye contact.
- Positive practice.
- Ask to state expectation. Are they following it? Can you show me the correct procedure?

**Encouragement Procedures:** Staff will consistently encourage correct hallway procedures through positive interactions.

- Positive praise for on-task students.
- Modeling (ex. Pictures of students walking correctly).
- Principal/AP will write a positive note of encouragement.
- High Five for the class!!!

**Teacher Responsibility:**

- Teachers will model and practice with students.
- Teacher should be with group at all times actively monitoring (ie. not leaving students someone's door).
- Teachers will keep talking to colleagues at a minimum.
- Teachers will have level 1 learning activities ready for students when waiting in the hallway (ie. flash to pass).

**RESTROOM Procedures and Protocols**



**Goal:** The restroom of PCE will be quiet, safe and clean so that students will not disturb others.

**Responsible restroom behavior:**

- Go, flush, wash, leave
- One to a stall
- Do not write on walls
- Voice Level 0
- Wait against the wall
- 1 push of soap & 3 for paper towels

**Consequences:** When a student is inappropriate in the restroom the staff will

- Use a verbal reminder
- Ask to state expectation
- Are they following it?

**Encouragement Procedures:** staff will consistently encourage correct restroom procedures through

- Positive praise
- High Five for the class!!!

**Teacher Responsibility:**

- State clear expectations and enforce CHAMPS.
- Model and practice.
- Positive praise and redirection.
- Repeat steps as needed.