

SWPBS Training **Examples & Forms Packet**

Elementary Schools Examples

**Teaming Matrix
Expectation Grids
Lesson Plans &
Teaching Schedule**

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School _____

Name of Team: _____ Date: _____

Office Contact: _____ Phone # _____

Team's Mission/Purpose

Team Meeting Schedule:

Meeting Minutes are located in:

Team Member Roles and Back-Ups:

| Team Member Name & Email | Role | Back-Up Team Member |
|--------------------------|--------------|---------------------|
| 1. | Facilitator | |
| 2. | Data Analyst | |
| 3. | Minute Taker | |
| 4. | Timekeeper | |
| 5. | | |
| 6. | Team Member | |
| 7. | Team Member | |

Team Norms:

Decision-making method (i.e. voting, everyone must agree, majority rules):

Signed By:

Sample Teaming Matrix

| Initiative/ Committee | Purpose | Outcome | Target Group | Staff Involved | SIP |
|---|------------------------|---|--|---------------------------------|------------|
| <i>Attendance Committee</i> | Increase attendance | Increase % of students attending daily | All students | Eric, Ellen, Marlee | Goal #2 |
| <i>Character Education</i> | Improve character | Improve character | All students | Marlee, J.S., Ellen | Goal #3 |
| <i>Safety Committee</i> | Improve safety | Predictable response to threat/crisis | Dangerous students | Has not met | Goal #3 |
| <i>School Spirit Committee</i> | Enhance school spirit | Improve morale | All students | Has not met | |
| <i>Discipline Committee</i> | Improve behavior | Decrease office referrals | Bullies, antisocial students, repeat offenders | Ellen, Eric, Marlee, Otis | Goal #3 |
| <i>DARE Committee</i> | Prevent drug use | | High/at-risk drug users | Don | |
| <i>EBS Work Group</i> | Implement 3-tier model | Decrease office referrals, increase attendance, enhance academic engagement, improve grades | All students | Eric, Ellen, Marlee, Otis, Emma | Goal #2 |
| | | | | | |

Expectations
Grid
Elementary
Schools

School-wide Behavioral Expectations

School _____

Year _____

| | School Rules | | |
|---------|--------------|--|--|
| Setting | | | |
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Behavior Expectations & Routines

----- Elementary

| LOCATION | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE |
|-----------------------|----------------------|---------------|----------------|
| ALL COMMON AREAS | • | • | • |
| LUNCH LINE | | • | • |
| | <u>Routines</u> • | | |
| PLAYGROUND/ RECESS | | • | • |
| | <u>Routines</u> • | | |
| GYM | | • | • |
| | <u>Routines</u> • | | |

Behavioral Expectations & Routines Matrix

Manuel Peña Jr. Elementary

| LOCATION | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE |
|-------------------------|--|---|---|
| ALL COMMON AREAS | <ul style="list-style-type: none"> ● Walk facing forward and stay to the right ● Keep hands, feet and objects to self ● Stay on the sidewalk | <ul style="list-style-type: none"> ● Use kind words & actions ● Use appropriate voice level ● Listen and follow teacher's directions | <ul style="list-style-type: none"> ● Use a hall pass ● Pick up any trash you find along the way ● Follow adult directions ● Be in dress code |
| Routines: | <ul style="list-style-type: none"> ● What being in uniform looks like, walking in line, entering building quietly | | |
| CAFETERIA | <ul style="list-style-type: none"> ● Walk calmly and quietly ● Keep hands, feet and objects to self ● Keep both hands on tray | <ul style="list-style-type: none"> ● Use quiet voices ● Stand in line ● Wait your turn | <ul style="list-style-type: none"> ● Know your lunch number ● Be ready to make your choice ● Pick up all your trash when you leave ● Eat food in the cafeteria only |
| Routines: | <ul style="list-style-type: none"> ● Teach students how to enter their number, which tables to sit on, raise hand to go to bathroom, raise your hand and wait to be dismissed (if student has a pass, they need to raise their hand with their pass until dismissed), 3rd-5th grade has to walk around tables not through tables, sit together so that there's room for everyone, wait behind red line until it's your turn to type in lunch number, dump leftover milk in bucket and trash in the trash can, walking out of cafeteria to assigned playground | | |

BEHAVIORAL EXPECTATIONS & ROUTINES MATRIX
Manuel Peña Elementary School

| | | | |
|-------------------------------|--|--|---|
| PLAYGROUND/ RECESS | <ul style="list-style-type: none"> • Keep hands, feet and objects to self • Play approved games only | <ul style="list-style-type: none"> • Include everyone • Talk out problems • Share and use equipment properly | <ul style="list-style-type: none"> • Stop playing when the bell rings and line up • Stay in assigned area • Play by school game rules • Follow adult directions • Be in uniform • Pick up any trash you see |
| | <ul style="list-style-type: none"> • Teach what games are okay to play, how to use equipment (jump ropes, etc.) appropriately, put equipment back in bins, designated spot to line up | | |
| CLASSROOMS | <ul style="list-style-type: none"> • Walk quietly and calmly • Keep hands, feet and objects to self • Keep all furniture (chairs, desks, etc) on the floor (all four legs on ground). | <ul style="list-style-type: none"> • Include everybody • Fill out problem report if there's an issue (3-5) | <ul style="list-style-type: none"> • Follow adult directions • Wait for signals • Share and use materials properly |
| | <ul style="list-style-type: none"> • Line up quietly when leaving classroom, transitions within the classroom, teach quiet signal (or a way to get students' attention), how to get materials, what to do if student needs to go to the bathroom, drink, nurse... | | |
| BATHROOMS | <ul style="list-style-type: none"> • Keep hands, feet and objects to self • Wash hands • Keep floor and walls clean and dry | <ul style="list-style-type: none"> • Respect privacy • Use quiet voices • Wait for your turn • Keep bathroom clean | <ul style="list-style-type: none"> • Return to classroom right away • Use a bathroom pass |
| | <ul style="list-style-type: none"> • Bathroom sign in/sign out, report to teacher if the bathroom is dirty or there is a problem, | | |
| BUS | <ul style="list-style-type: none"> • Stay in your assigned seats • Face forward • Keep hands, feet and objects to self | <ul style="list-style-type: none"> • Use quiet voices • Use kind and polite words to peers and adults • Wait for your turn to get off bus | <ul style="list-style-type: none"> • Take all of your belongings with you • Pick up trash • Report graffiti or vandalism |
| | <ul style="list-style-type: none"> • Make sure students understand what school appropriate (kind and polite) language is, | | |

BEHAVIORAL EXPECTATIONS & ROUTINES MATRIX
Manuel Peña Elementary School

| | | | |
|---|---|--|--|
| LIBRARY AND COMPUTER LAB Routines: | <ul style="list-style-type: none"> ● Walk quietly and calmly ● Sit in one spot ● Keep hands, feet and objects to self ● Enter and exit quietly using the correct doors | <ul style="list-style-type: none"> ● Use very quiet voices ● Use materials appropriately | <ul style="list-style-type: none"> ● Follow adult directions ● Put things back where they belong ● Put books back in correct place or give to librarian |
| | <ul style="list-style-type: none"> ● Correct doors, | | |
| ASSEMBLY Routines: | <ul style="list-style-type: none"> ● Walk quietly and calmly ● Sit in area that teacher tells you to ● Sit on bottom ● Keep hands, feet and objects to self | <ul style="list-style-type: none"> ● Use good audience manners ● Clap appropriately | <ul style="list-style-type: none"> ● Follow adult directions ● Be good listeners |
| | <ul style="list-style-type: none"> ● All teachers on time, audience manners (including applause), | | |
| OFFICE Routines: | <ul style="list-style-type: none"> ● Walk to counter ● Keep hands and feet to self ● Sit in chairs appropriately | <ul style="list-style-type: none"> ● Wait quietly for adult ● Use kind and polite words | <ul style="list-style-type: none"> ● Use hall pass |
| | <ul style="list-style-type: none"> ● | | |
| PICK UP KINDER Routines: | <ul style="list-style-type: none"> ● Sit in your assigned color box ● Keep hands, feet and objects to self ● Walk to your car | <ul style="list-style-type: none"> ● Use calm and quiet voices ● Wait patiently | <ul style="list-style-type: none"> ● Follow adult directions ● Listen for your name |
| | <ul style="list-style-type: none"> ● | <ul style="list-style-type: none"> ● | <ul style="list-style-type: none"> ● |
| | <ul style="list-style-type: none"> ● | | |
| PICK UP (FRONT) Routines: | <ul style="list-style-type: none"> ● Sit behind the white line ● Wait until directed by cross guard to cross ● Keep hands, feet and objects to self ● Walk to your car ● Watch for moving vehicles | <ul style="list-style-type: none"> ● Use calm and quiet voices ● Wait patiently | <ul style="list-style-type: none"> ● Follow adult directions ● Watch for your car and listen for your name |

Centennial Elementary School Rules and Behavioral Expectations

| Common Area | Be Safe | Be Respectful | Be Responsible |
|--|--|--|--|
| All Common Areas | <ul style="list-style-type: none"> • Walk facing forward • Keep hands, feet, and objects to self • Get adult help for accidents and spills • Use all equipment and materials appropriately | <ul style="list-style-type: none"> • Use kind words and actions • Wait for your turn • Clean up after self • Follow adult directions | <ul style="list-style-type: none"> • Follow school rules • Remind others to follow school rules • Take proper care of all personal belongings and school equipment • Be honest |
| Cafeteria | <ul style="list-style-type: none"> • Keep all food to self • Sit with feet on floor, bottom on bench and facing table • Walk with tray, holding with both hands | <ul style="list-style-type: none"> • Allow anyone to sit next to you • Use quiet voices | <ul style="list-style-type: none"> • Raise hand and wait to be excused • Get all utensils, milk, etc. when 1st going through the line |
| Playground/ Recess | <ul style="list-style-type: none"> • Walk to and from the playground • Stay within boundaries • Be aware of activities / games around you • No play fighting • What is on the ground stays on the ground • Use equipment on your own/under own power | <ul style="list-style-type: none"> • Play fairly • Include everyone • Cooperate with crossing guards | <ul style="list-style-type: none"> • Use hall/bathroom pass for leaving the area • Return equipment |
| Passing Areas: Halls, Breezeways, Sidewalks | <ul style="list-style-type: none"> • Stay to the right, single file • Allow others to pass • Walk using rules of the road | <ul style="list-style-type: none"> • Hold the door open for the person behind you • Use quiet and kind voices • Keep body to self • Skateboarding, etc. in breezeways after 4:45 | <ul style="list-style-type: none"> • Stay on sidewalks |
| Bathrooms | <ul style="list-style-type: none"> • Keep feet on floor • Keep water in the sink • Wash hands • Put towels in garbage can | <ul style="list-style-type: none"> • Give people privacy • Use quiet voices | <ul style="list-style-type: none"> • Flush toilet after use • Return to room promptly |
| Arrival and Dismissal Areas | <ul style="list-style-type: none"> • Use sidewalks and crosswalks • Wait calmly • Walk bicycles | <ul style="list-style-type: none"> • Use kind words and actions • Follow adult directions | <ul style="list-style-type: none"> • Arrive on time • Leave on time |
| Library | <ul style="list-style-type: none"> • Chair legs on floor • Calm bodies: hands, feet, and objects to self | <ul style="list-style-type: none"> • Use quiet voices | <ul style="list-style-type: none"> • Return materials on time |
| Special Events and Assemblies | <ul style="list-style-type: none"> • Carry chairs properly • Single file | <ul style="list-style-type: none"> • Use audience manners • Sit on bottom • Enter and exit quietly • Respect personal space | <ul style="list-style-type: none"> • Follow directions • Remind others to follow directions |

Centennial Elementary Playground Rules and Behavioral Expectations

| Play Area | Be Safe | Be Respectful | Be Responsible |
|------------------|--|---|--|
| Swings | <ul style="list-style-type: none"> • sit on bottom only • no pushing others • do not jump out • do not play around the swings | <ul style="list-style-type: none"> • share and take turns • include everyone | <ul style="list-style-type: none"> • line up quickly and quietly when whistle blows |
| Slides | <ul style="list-style-type: none"> • slide on bottom only, feet first • go up the ladder only • no jumping off • off limits when wet • line forms on the ground | <ul style="list-style-type: none"> • share and take turns • include everyone | <ul style="list-style-type: none"> • one person at a time on the slide and ladder • line up quickly and quietly when whistle blows |
| Merry-Go-Around | <ul style="list-style-type: none"> • 2 people per section • sit on edge only • bottoms only • no laying or hanging | <ul style="list-style-type: none"> • share and take turns • include everyone | <ul style="list-style-type: none"> • line up quickly and quietly when whistle blows |
| New Construction | <ul style="list-style-type: none"> • no running | <ul style="list-style-type: none"> • share and take turns • include everyone | <ul style="list-style-type: none"> • line up quickly and quietly when whistle blows |
| Monkey Bars | <ul style="list-style-type: none"> • one hand on bars at all times • go in one direction • do not sit/stand on top | <ul style="list-style-type: none"> • share and take turns • include everyone | <ul style="list-style-type: none"> • line up quickly and quietly when whistle blows |
| Tennis Court | <ul style="list-style-type: none"> • no climbing on wire | <ul style="list-style-type: none"> • share and take turns • include everyone | <ul style="list-style-type: none"> • line up quickly and quietly when whistle blows |
| Field | <ul style="list-style-type: none"> • no tackling or wrestling • stay away from river • plastic bats only • no climbing on fence • soft balls only | <ul style="list-style-type: none"> • share and take turns • include everyone • ask permission of other students before chasing them or playing tag | <ul style="list-style-type: none"> • line up quickly and quietly when whistle blows |
| Overall | <ul style="list-style-type: none"> • cross only with safety patrol or adult • throw no objects • hula hoops okay with enough distance | <ul style="list-style-type: none"> • arguments and fighting may cancel games | <ul style="list-style-type: none"> • mind the crossing guard |

Behavior Expectations Liberty Elementary

| LOCATION | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE |
|-------------------------------|---|---|--|
| ALL COMMON AREAS | <ul style="list-style-type: none"> ● Walk facing forward ● Keep hands, feet and objects to self ● Use all equipment and materials safely | <ul style="list-style-type: none"> ● Use kind words & actions ● Use appropriate voice level ● Listen and watch for signals | <ul style="list-style-type: none"> ● Use a hall pass ● Follow school rules ● Take care of belongings and equipment ● Follow adult directions |
| LUNCH LINE | <ul style="list-style-type: none"> ● Walk calmly and quietly ● Keep hands, feet and objects to self ● Keep both hands on tray | <ul style="list-style-type: none"> ● Use quiet voices ● Stand in line ● Wait your turn | <ul style="list-style-type: none"> ● Know your lunch number ● Be ready to make your choice ● Eat in classroom only |
| PLAYGROUND/ RECESS | <ul style="list-style-type: none"> ● Keep hands, feet and objects to self ● Play approved games only | <ul style="list-style-type: none"> ● Include everyone ● Use problem-solving skills ● Share and use equipment properly | <ul style="list-style-type: none"> ● Stop when whistle blows ● Stay in assigned area ● Use pass to enter building ● Play by school game rules ● Follow adult directions |
| GYM | <ul style="list-style-type: none"> ● Walk quietly and calmly ● Be aware of others around you ● Keep hands, feet and objects to self | <ul style="list-style-type: none"> ● Include everybody ● Use problem-solving skills | <ul style="list-style-type: none"> ● Follow adult directions ● Wait for signals ● Share and use equipment properly ● Play by school game rules |
| BATHROOMS | <ul style="list-style-type: none"> ● Keep hands, feet and objects to self ● Wash hands ● Keep floor clean and dry | <ul style="list-style-type: none"> ● Respect privacy ● Use quiet voices ● Wait for your turn | <ul style="list-style-type: none"> ● Flush toilet after use ● Return to classroom right away ● Use a bathroom pass |

Behavior Expectations
Liberty Elementary

Page 2

| | | | |
|--------------------------------------|--|---|---|
| GYM/ARRIVAL GYM/DISMISSAL | <ul style="list-style-type: none"> ● Watch for quiet signal ● Sit on bottom ● Always walk ● Keep hands, feet and objects to self | <ul style="list-style-type: none"> ● Use quiet voices ● Use kind and polite words | <ul style="list-style-type: none"> ● Go to end of line ● Raise hand for adult ● Stay in one spot ● Stop when whistles blows |
| LIBRARY AND COMPUTER LAB | <ul style="list-style-type: none"> ● Walk quietly and calmly ● Sit in one spot ● Keep hands, feet and objects to self | <ul style="list-style-type: none"> ● Use very quiet voices ● Use materials appropriately | <ul style="list-style-type: none"> ● Follow adult directions ● Put things back where they belong ● Wait for signal |
| ASSEMBLY | <ul style="list-style-type: none"> ● Walk quietly and calmly ● Sit in assigned area ● Sit on bottom ● Keep hands, feet and objects to self | <ul style="list-style-type: none"> ● Use good audience manners ● Clap appropriately | <ul style="list-style-type: none"> ● Wait for signals ● Be good listeners |
| OFFICE | <ul style="list-style-type: none"> ● Walk to counter ● Keep hands and feet to self | <ul style="list-style-type: none"> ● Wait quietly for adult ● Enter only with permission ● Use kind and polite words | <ul style="list-style-type: none"> ● Use hall pass |
| HALLWAY/ SIDEWALK | <ul style="list-style-type: none"> ● Always walk ● Stay to the right, facing forward ● Walk in line(s) as a group ● Keep hands, feet and objects to self | <ul style="list-style-type: none"> ● Use calm and quiet voices | <ul style="list-style-type: none"> ● Use a hall pass ● Follow adult directions ● Stay in walk areas |
| DROP OFF/PICK UP | <ul style="list-style-type: none"> ● Stay with adult on duty ● Keep hands, feet and objects to self ● Stay in assigned area ● Watch for moving vehicles | <ul style="list-style-type: none"> ● Follow adult directions ● Wait patiently | <ul style="list-style-type: none"> ● Go to gym in the morning ● Use sidewalks and crosswalks ● Wait behind safety lines |

Figure 7

Elementary School Rules and Behavioral Expectations for Common Areas Matrix

| Common Area | Be Safe | Be Respectful | Be Responsible |
|---|---|--|--|
| All Common Areas | <ul style="list-style-type: none"> • Walk facing forward. • Keep hands, feet and objects to self. • Get adult help for accidents and spills. • Use all equipment and materials appropriately. | <ul style="list-style-type: none"> • Use kind words and actions. • Wait for your turn. • Clean up after self. • Follow adult directions. | <ul style="list-style-type: none"> • Follow school rules. • Remind others to follow school rules. • Take proper care of all personal belongings and school equipment. • Be honest. |
| Cafeteria | <ul style="list-style-type: none"> • Keep all food to self. • Sit with feet on floor, bottom on bench, and facing table. | <ul style="list-style-type: none"> • Allow anyone to sit next to you. • Use quiet voices. | <ul style="list-style-type: none"> • Raise hand and wait to be excused. • Get all utensils, milk, etc., when first going through the line. |
| Playground/Recess | <ul style="list-style-type: none"> • Walk to and from the playground. • Stay within boundaries. • Be aware of activities/games around you. • No play fighting. | <ul style="list-style-type: none"> • Play fairly. • Include everyone. | <ul style="list-style-type: none"> • Use hall/bathroom pass for leaving the area. |
| Passing Areas, Halls, Breezeways, Sidewalks | <ul style="list-style-type: none"> • Stay to the right. • Allow others to pass. | <ul style="list-style-type: none"> • Hold the door open for the person behind you. • Use quiet voices. | <ul style="list-style-type: none"> • Stay on sidewalks. |
| Bathrooms | <ul style="list-style-type: none"> • Keep feet on floor. • Keep water in sink. • Wash hands. • Put towels in garbage can. | <ul style="list-style-type: none"> • Knock on stall door. • Give people privacy. • Use quiet voices. | <ul style="list-style-type: none"> • Flush toilet after use. • Return to room promptly. • Use a bathroom pass. |
| Arrival and Dismissal Areas | <ul style="list-style-type: none"> • Use bike lane. • Use sidewalks and crosswalks. • Wait in designated areas. | <ul style="list-style-type: none"> • (See All Common Areas) | <ul style="list-style-type: none"> • Arrive on time. • Leave on time. • Get teacher permission to use the classroom phone. |
| Media/Gym | <ul style="list-style-type: none"> • (See All Common Areas) | <ul style="list-style-type: none"> • Use quiet voices. | <ul style="list-style-type: none"> • Use hall pass for using the area. |
| Special Events and Assemblies | <ul style="list-style-type: none"> • Wait for arrival and dismissal signal. | <ul style="list-style-type: none"> • Use audience manners. • Sit on bottom. | <ul style="list-style-type: none"> • (See All Common Areas) |

Classroom Behavioral Expectations & Routines

Teacher _____ Date _____

School _____

| School Rules | Safe | Kind | Responsible | Be a Learner |
|--|------|------|-------------|--------------|
| Expected Student Behavior | | | | |
| Classroom Routines Defined | | | | |
| Entering the Classroom | | | | |
| Starting the Day | | | | |
| Attention Signal | | | | |
| Working Independently | | | | |
| Working in Groups | | | | |
| Asking for Help | | | | |
| Transition Procedures/ Lining up | | | | |
| Hall Pass System | | | | |
| Obtaining Materials/ Supplies | | | | |
| Completing & Returning Homework | | | | |

Example

Map School-wide Rules & Expectations to Classroom Routines

| School Rule | Be Safe | Be Respectful | Be Responsible |
|--|---|--|---|
| Expected Student Behaviors | Walk facing forward Keep hands, feet & objects to self Get adult help for accidents & spills Use all equipment & materials appropriately | Use kind words & actions Wait for your turn Clean up after self Follow adult directions Be silent with lights are turned off | Follow school rules Remind others to follow school rules Take proper care of all personal belongings & school equipment Be honest Follow game rules |
| Classroom Routines | | | |
| Starting the day | <ul style="list-style-type: none"> • put personal belongings in designated areas • turn in homework • put instructional materials in desks • sharpen pencils & gather necessary material for class • be seated & ready to start class by 8:30 | | |
| Entering the classroom | <ul style="list-style-type: none"> • enter the room quietly • use a conversational or 'inside voice' • keep hands, feet, objects to self • walk • move directly to desk or assigned area • sit quietly & be ready for class | | |
| Working independently | <ul style="list-style-type: none"> • select area to work • have materials ready • work without talking • raise hand to ask for help • keep working or wait quietly for assistance when the teacher is helping someone else • move quietly around the room when necessary • put materials away when finished • begin next activity when finished | | |
| Asking for help | <ul style="list-style-type: none"> • always try by yourself first • use the classroom signal for getting assistance • keep working if you can or wait quietly • remember the teacher has other students that may also need help | | |
| Taking care of personal needs | <ul style="list-style-type: none"> • follow the class signal for letting the teacher know you have a private concern • let the teacher know if you need immediate help or if you can wait a while • try to speak to the teacher privately & quietly if you do not want other students involved | | |
| Completing & returning homework | <ul style="list-style-type: none"> • collect your work to take home • complete work, get parent signature when needed • bring work back to school • return work to homework basket | | |

Lesson Plan Examples

EXPECTATIONS AND PROCEDURES LESSON PLAN

Setting: Cafeteria/Lunch

EXPECTATIONS

| RESPECTFUL | RESPONSIBLE | SAFE |
|---|--|--|
| <ul style="list-style-type: none"> • Good manners at all times | <ul style="list-style-type: none"> • Wait in line patiently • Eat your food only • Clean up your area • Share food appropriately | <ul style="list-style-type: none"> • Stay off the stage |

REASON THE EXPECTATIONS ARE IMPORTANT:

To make lunch a socially enjoyable time for all students. Keeps cafeteria looking nice for all students. Keeps floor clean and safe for PE classes. Prevents spread of disease.

TEACHING EXAMPLES AND NON-EXAMPLES

| | |
|--|--|
| <p>Example: Stands patient in line, hands to self, quietly conversing.</p> <p>You and your friend are finished eating and getting ready to go. Somebody starts to leave without picking up his or her milk carton. You remind them to get it as you check to make sure your garbage is cleared.</p> <p>Recognize the effort of the cafeteria staff by thanking them or saying hello.</p> <p>Use utensils properly at the salad bar.</p> <p>You sit with a friend to eat and agree together to trade a banana for cookies.</p> | <p>Non-Example: Push each other, take cuts and yell at other students while standing in a semi-group line.</p> <p>You and your friends walk off and leave spilled juice and used napkins on the table.</p> <p>Kids walk through the lunch line and get food put on their plates without saying thank you or even acknowledging the presence of the cooks.</p> <p>Do not put spoons back in proper containers; food slopped from one container to another.</p> <p>Someone comes up behind you and grabs a cookie off your plate without your permission. They start eating it and walk away.</p> |
|--|--|

STUDENT ACTIVITIES AND FOLLOW-UP

1. Review recyclables on try and procedure for recycling.
2. Model expectations during a classroom snack time.
3. Have custodian in classroom as guest speaker.
4. Model and practice dismissal procedure during lunches.

BE RESPONSIBLE IN THE CAFETERIA

Use examples listed on the school rules and Behavioral expectations page for "Being Responsible."

Step 1: Introduce Rule

- A. Outline focus of the lesson. "Today we are going to learn about being responsible."
- B. Check for student understanding. "What are we going to learn about?"
- C. Define being responsible.
Being responsible means to be dependable and trustworthy at all times.

Step 2: Demonstrate Rule

- A. Model (or provide a story of) positive examples of being responsible and negative examples of not being responsible, using another adult or a student. Have students label the situation as responsible or not responsible.
- B. Ask 2-3 students to give an **example of a situation** in which they know how to be responsible.
- C. Role plays: Some examples to use:
 - You are really in a hurry to get out to recess. You want to get through the line as soon as possible. After you are seated you realize that you need silverware and milk. What was the responsible thing to do? (Get utensils, milk and condiments when 1st going through the line.)
 - You don't want to finish all of your lunch right now. You decide to take your pizza back to the classroom for later. What is the responsible thing to do? (All food stays in the cafeteria.)
 - Another example.
 - Another example.

Step 3: Provide Monitoring and Feedback

- A. Discuss role-play.
 - Ask students to **indicate or show** how they could be responsible.
 - **Encourage** and support appropriate discussion/responses. Minimize attention for inappropriate responses.
- B. Use real situations as examples during class discussions.
 - **Just before** students transition to another activity outside the classroom, ask them to tell you how they can be responsible – (**pre-correction**).
 - When you see student(s) being responsible, provide **specific praise** to the student(s).
 - When you see a student(s) who is not being respectful, stop him/her, **state the rule and redirect**, ask the student(s) to state or demonstrate the expected behavior, watch the student(s), and give immediate feedback.

(Type Setting Here)

Step 1: Review School Wide Rules

- Safe:** Be free from harm of any kind (physical or emotional).
- Respectful:** Be polite and cooperative with others.
- Responsible:** Be dependable and trustworthy at all times.

Step 2: Teach Expectations for Specific Setting

| Safe | Respectful | Responsible |
|------|------------|-------------|
| | | |

Step 3: Tell Why Rules are Important

- Safe:** (Type rationale here)
- Respectful:** (Type rationale here)
- Responsible:** (Type rationale here)

Step 4: Demonstrate Rules

*Provide more examples than non-examples

| <u>Rule</u> | <u>Example</u> | <u>Non-Example</u> |
|----------------|----------------|--------------------|
| Be Safe | | |
| Be Respectful | | |
| Be Responsible | | |

Step 5: Provide Opportunities to Practice

- Class/Partner Discussion
- Role Playing
- Brainstorm/List Examples or Ways to Follow Rules
- Draw/Write Examples and Non-Examples
- Read A Book That Demonstrates Rule or Behavior
- Perform Skits
- Students Teach Other Students About Rules

Figure 12

Expected Behavior Lesson Plan (sample)

The Topic/Rule: Be respectful

What do we expect the student to do?

1. Speak respectfully to adults and peers.
2. Use respectful words to resolve conflicts.
3. Keep hands and feet to self in common areas.

How will we teach the expected behavior?

Tell why following the rule is important: It is important to be respectful to your peers and adults in the school. Using words or actions to harass, tease, or bully another person is inappropriate and can hurt others physically or emotionally. Negative interactions in the school interfere with learning and can cause problems at school and in the community.

List examples and nonexamples of the expected behaviors (at least three each):

Ask students to identify examples and nonexamples of each part of the rule. Ask them to identify both and tell why it is a good or bad example of expected behavior. These are examples you might use:

- A positive example: Joe bumped into Mary in the hallway and her books fell to the ground. She was upset because she would be late to class and started to call him names. Joe recognized that he was not paying attention and decided to apologize and help Mary pick up her books. His teacher gave him a positive referral, and Mary thanked him for resolving the problem with respect.
- A nonexample: Joe bumped into Mary in the hallway and her books fell to the ground. She was upset because she would be late to class and called Joe a "jerk." Joe got angry and told Mary she was ugly and stupid. He walked away, and Mary was late for class. Mary was mad and began to spread untrue rumors about Joe to her friends.

Teachers should prompt students to (a) identify the problem, (b) think of one or more respectful solutions to the problem, (c) choose one of the solutions, (d) carry it out, and (e) evaluate the solution.

Provide opportunities to practice and build fluency:

1. Set aside a few minutes at the beginning of each period to practice the rule.
2. As the teacher models, have individual students demonstrate examples and nonexamples of following the rule (role play).
3. Tell students about the consequences for following and not following the rules.

Follow-Up Ideas

1. Play a trivia game asking students questions about lunch expectations and rules.
2. Make a poster that uses the cafeteria expectations or rules in a creative way.
3. Give examples of good things to do in the cafeteria.
4. ask students what they remember about the station.
5. Have students make up question to ask to other students.
6. Go to the cafeteria and practice.

Stations for Line Behavior, Hallways, Come and Go

Ask the students what the 3 school rules are. (Safety, Respect, Responsibility) Refer to these rules as you describe and demonstrate hallway and line behavior.

I. Station 1 - Homeroom

A. Discuss lining up

1. There will be one line leader and two door holders
 - a. The first door holder goes to the end of the line when finished holding the door.
 - b. The door holders take turns being first when the line starts out.
2. The class will walk in a straight line
3. Students will stay close without touching.
4. Students will not save places and cutting will not be allowed. If a student leaves the line for any reason, he/she must go to the end of the line.

B. Discuss walking in a line in the hall.

1. Stay to the right
2. Stay with the group (keep up)
3. The inner circle or loop has the right of way.
4. Stop at the intersection where the hallway meets the inner circle. Look and listen before proceeding.
5. If you are going outside, stop and look. Students and classes moving in the outer ring have the right of way.
6. Voices are at level 1 or 2 in the inside halls.

C. Time for Practice! Line students up and proceed to the G-H hallway and out the door. Stop at the intersections, walk on the right and follow traffic rules.

II. Station 2 - On the ring outside GH Door

A. Rules on the outside ring

1. Walking only
2. Walk bikes, carry roller blades
3. Stay to the right
4. Voice level is 2/3

B. Standing outside classroom door

1. Voice level is a 2/3
2. Keep backpacks on
3. Keep property as well as hands and feet to yourself.

III. Station 3 - Covered walkway leading to the gym/cafeteria

A. Doors

1. Doors are marked for going in and coming out.
2. Walk through doors

B. Walking Route

1. Use the covered walkway which takes you around and away from the office and staff room
2. Stay off planters for safety reasons.
3. Bike area is off limits. You may not even go and sit on your own bike during school hours.
4. Bikes must be walked on school grounds from 8 a.m. to 3 p.m.

C. Parking Lots

1. Parking lots are for adults only. Please do not walk through parking lots unless you're with an adult.

D. Crosswalks

1. There are two crosswalks. Point these out.

IV. Station 4 - Sidewalk by bus/ Staff Parking Lot/ Sidewalk

A. Stay on the sidewalks and off of the grass

B. Show bus line-up area

C. Walk students around the staff parking lot so that they can see the sidewalk.

D. Students and teacher return to room.

Schedule for Cafeteria Lesson

1. **Teachers** will bring their classes to recess and teach them to stand in lines. The line will be divided between those students eating hot lunch, and those eating cold lunch (may want to alternate which group goes first each day). Teachers should also read to students the lunch menu each day and remind the students to be thinking about what choices they will want for lunch. Teachers will wait with their teachers by the door until a cafeteria supervisor meets them, teachers will also accompany their class through the tour. Throughout the year, teachers will choose recycling helpers with jobs each week and turn it in to the cafeteria supervisors on the provided laminated sheet.

*During lunch throughout the year, if students forget their lunch, the cafeteria supervisor will walkie-talkie to the office and notify the teachers that their student is heading to their room to get their lunch

2. **Cafeteria supervisors** will meet the classes at the door and begin the lesson:
 - A. Introducing the cafeteria according to the school rules:
 - a. Be safe, responsible, & respectful in the cafeteria
 - b. Listen respectfully and quietly while adult's are talking
-any adult talking, maybe using a microphone
 - c. Introduce signal – "Lights off, voices off"
 - c. Show/tell which bathroom to use
 - d. Introduce passes; using clothes pins w/ passes
 - B. Teach the students appropriate behavior while standing in line
 - a. All grades will come through the hallway door, except 1st grade will arrive through the recess door
-1st grade will have their cold lunches in a basket under the table they will be sitting at
 - b. Quiet – normal, inside voices in lunch room & whisper voice in the hall
 - c. Only take your lunch card & pick up any you knock off the board (Respectful)
 - d. Get milk
 - e. Walk quietly in a straight line to the lunch line

C. Lunch line behavior

- a. Be ready with food choices and make choice quickly and quietly (Be responsible)
- b. Teach how to order food w/ "Please" and "Thank you" (Be respectful)
- c. Hold tray with two hands (Be responsible)
- d. Scan card
- e. Remember to get silverware, napkin, & condiments (Be responsible)
- f. How to place silverware on tray – don't carry (Be safe)
-staff will wear aprons w/ extra silverware & napkins for forgetful
- g. Walk to seat (Be safe)
- h. For cold lunches, students will line up by hot water, but adults will give hot water to students (Be safe)

D. Table behavior/ manners

- a. Seating chart for 1st, 2nd, 3rd grade – 4th & 5th by classroom
-alphabetically, arranged w/ teachers
- b. Maximum number of students = (4/ bench for K – 2nd; 3/ bench for 3rd – 5th)
- c. Take first seat you come to; no saving seats
- d. Stay where seated
- e. Raise your hand if you need anything or to leave your seat
- f. Normal talking voice
- g. Eat your own food; If you didn't bring it don't eat it; (Be safe)
- h. Talking buddies – students sitting next to you & directly across
- i. Show boundaries of personal space at table
- j. Check your space to make sure it's clean before you leave
- k. Use silverware appropriately; no bending (Be respectful)

E. Recycling/ Clearing tray

- a. Announce helpers w/ 5 minutes left in lunch
- b. Open up milk cartons
- c. Choose order of dismissal according to Quiet & Clean tables

F. Line up by grade level

- a. Show them where to line up
- b. Voice level – Whisper
- c. Keep hands and feet to self

3. **Teachers** return to cafeteria to pick up class