

Diamond Lakes Elementary School

A Cut Above the Rest!



Mission Statement

We will provide a safe, standards-based learning environment that ensures a growth mindset so all students reach their learning potential.

Vision Statement

In partnership with stakeholders we will provide a learning experience that enables each student to reach their academic potential while they continuously work to become successful citizens in a global society.

Student Handbook 2021-2022

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Diamond Lakes Elementary School

4153 Windsor Spring Road, Hephzibah, GA 30815

(706)771-2881 office

(706)771-2885 fax

Lashantel Pinckney, Principal
Brandi James, Assistant principal

Dear Parent/Guardians:

Welcome to Diamond Lakes Elementary for the 2021-2022 school year. Diamond Lakes has a tradition of high academic standards, tremendous students, and a professional and dedicated staff. The faculty and staff are delighted to have your child with us and look forward to a productive school year.

It is our hope that this school year will be successful for your child. Good behavior and hard work will ensure success and achievement. Our goal is to provide your child with the best possible education in order to affirm a solid academic foundation for continued success. A major component of academic success for your child is involvement in many of the activities and programs offered at Diamond Lakes. We encourage you to get involved and to serve as a school volunteer.

Teamwork and collaboration are necessary to make this a spectacular school year for you and your child. If you have any questions or concerns pertaining to any aspect of your child's education, please feel free to contact the school at any time at 706-771-2881.

Again welcome to the Diamond Lakes Elementary School for the 2021-2022 school year. We look forward to working with you for a very successful year of teaching, learning, and achievement!

Sincerely,
Lashantel Pinckney
Principal

ADMINISTRATION AND SUPPORT STAFF

Principal	Lashantel Pinckney
Assistant Principal	Brandi James
Instructional Specialist	Dione Bonds
Guidance Counselor	Kathryn Abellan
Bookkeeper	Terry Hale
School Nurse	Carla Buchanan
Data Clerk	Michelle Escalente

Social Worker

Carolyn Johnson

Media Specialist

Christie Corley

DIRECTORY

School Office

706-771-2881

Fax

706-771-2885

Board of Education

706-826-1000

Website

<http://diamondlakes.rcboe.org>

SCHOOL HOURS

Student breakfast	7:50 A.M. – 8:00 A.M.
Student school day	8:00 A.M. – 3:15 P.M.
Teacher work day	7:45 A.M. – 4:00 P.M.

All students will enter through the cafeteria from 7:50 to 8:00. Breakfast service begins at 7:50. Car riders will enter through the cafeteria door until 8:30, with tardy passes handed out from 8:15-8:30. Parents who need to come inside the school are to park in the front parking lot. Remember to show your ID to enter the school. Parents may walk students to class the first 2 weeks of school. After that time, parents should not walk past the lobby without an appointment with the teacher. Students needing to arrive before 7:50 should make arrangements with the YMCA Prime Time for before care. School dismissal for all students is 3:15 P.M.

BUS TRANSPORTATION

Students wishing to ride a different bus or otherwise change their mode of transportation home must bring written permission from home to their teacher. No changes can be made by telephone. The bus driver is not allowed to let a student ride a different bus without a note signed by the principal. Students without notes must ride their regular bus. *Any change in dismissal-including early pick up- must occur before 2:15. After 2:15 parents will be sent around to the car rider line for pick up.*

ARRIVAL/DISMISSAL PROCEDURES

I am sure we all agree that the safety and education of all Diamond Lakes Elementary students must be the number one priority for everyone. In order for your child to be as safe as possible and receive the most instruction possible, we are asking for your assistance with the following procedures.

Arrival

1. All visitors to the school must check in with the front office where they will sign in and receive a visitor's pass.
2. Parents may walk their children into the school, but parents should stop in the lobby and allow their children to walk on to class. Parents will be permitted to walk students to class the first two weeks of school.
3. Teachers are responsible for monitoring students as they arrive in the morning. Please contact the office to schedule an appointment with your child's teacher if you need to speak with the teacher before the start of the school day.
4. Any visits throughout the school day must be cleared through the principal and coordinated with your child's teacher. We encourage all parents to visit our school, but we ask that you not interrupt instruction during your visit.

Dismissal

Dismissal can be a confusing time for students and teachers. Your assistance is needed to help make our dismissal time as safe and efficient as possible.

Name cards are available in the front office for all car riders. Please place this card with your child's name on it in the front window of your car. A staff member will call the car rider from dismissal room and ensure that your child reaches you safely.

Reminders

- Parents of car riders should wait in their cars in the drop off/pick up line by the lunchroom door.
- Children are not to be dismissed from the hallway. Even if the teacher knows you, they have been instructed to take all car riders to the dismissal room. Please do not put your child or your child's teacher in the position of disappointing you or breaking the rule.
- Parents wishing to speak with their child's teacher can do so with an appointment. Conferences should not be held during morning arrival or afternoon dismissal times.

Thank you in advance for your assistance in helping us to provide the safest environment for students.

PARKING

When visiting Diamond Lakes during the school day, please park in the spaces provided in our front parking lot. Please use the loading and unloading lanes at the lunchroom side of the building for picking up and dropping off your child. **Please do not park in these lanes.** Do not ask your child to come across the parking lot unsupervised. There is an element of danger involved when children walk in front of cars. **No one is to park along the curb in the front of the school.**

ADMISSION/REGISTRATION

Students attending Diamond Lakes must reside within our school's zone with their parent(s) or legal guardian(s). You can determine if your address falls within the Diamond Lakes zone by consulting the School Zone Locator located on the Richmond County Board of Education web site at <http://www.richmond.k12.ga.us/transportation/addressinput.asp>. Any exceptions to this for any reason will have to be made by the Superintendent or the Deputy Superintendent. An appointment can be made by calling 826-1000.

The following items are necessary for registration:

1. Certified Birth certificate (original copy with seal)
2. Immunization Certificate on GA form
3. Certificate of Eye, Ear, and Dental Exam
4. Social Security Card
5. Proof of grade placement (report card/withdrawal papers)
6. Proof of residence within Diamond Lakes School zone: Current lease or utility bills in parent/guardian's name with service address listed. Cell phone bills, credit card statements, etc. are not allowable proof of residence.

Georgia law requires that children must be five years old on or before September 1 to enroll in kindergarten and six years old on or before September 1 to enroll in first grade in the public schools.

All registration is completed online with an Infinite Campus account. All required documents are uploaded through this account when you register. If you need assistance with registering online, please come by the school to meet with Ms. Whitaker.

Birth Certificates

Any student enrolling in kindergarten or first grade must have an official birth certificate. Any student entering a Georgia school for the first time must have a birth certificate.

Immunization and Medical Records

Any student not enrolled in a Richmond County Public School during the previous year should have an Adequate Certificate of Immunization at the time of registration or he/she may be denied entrance until the certificate is obtained.

Any student who has been a Georgia resident for sixty days or more should have an up-to-date Certificate of Immunization at the time of registration or he/she may be denied entrance until an adequate certificate is obtained.

Dental, Hearing, and Vision Certificate

Any student (Georgia resident) enrolling in kindergarten, first grade, or a Georgia school for the first time should submit the Dental, Hearing and Vision Certificate at the time of registration.

Any student (from another state) enrolling in kindergarten, first grade, or a Georgia school for the first time should either produce a Dental, Hearing and Vision Certificate or make an appointment immediately for the purpose of being screened for the Dental, Hearing and Vision Certificate. The certificate should be submitted to the school officials on the day after the scheduled appointment.

IDENTIFICATION OF NEW STUDENTS

If your child is new to Diamond Lakes, please see that he/she has necessary information pinned on or with him/her including name, address, phone number, and bus number for the first two weeks of school until we know him/her well. All young students will have a tag with this information provided by their teacher. Please be certain the tag is returned each day.

TRANSFERS

Should it become necessary for your child to transfer to another school during the school year, please notify your teacher or school secretary 24 hours in advance so we may help make your transfer speedy and efficient. Library books and textbooks must be returned and any debt must be settled before withdrawal is complete.

ATTENDANCE

Students who are absent from school are expected to bring a written excuse for the absence their first day back at school. An absence is either excused or unexcused and will be governed in accordance with the laws of the State of Georgia, rules and regulations of the State Department of Education and local policy. Lawful excuses include personal illness of a student, family death and funeral, medical or dental appointments that cannot be scheduled outside school hours, attendance of non-school activities or functions authorized by the superintendent or his designee, special and recognized religious holidays observed by the student's faith, mandate or order of government agency, or extreme circumstances that cannot be resolved outside school hours: parent or guardian must request and receive approval from the principal or his designated representative. Any absence not covered in the previous, shall be declared unexcused. It is the policy of the Richmond County Board of Education that no unexcused absences are allowed. If parents keep their child out for other reasons, such absence shall be deemed unlawful and therefore unexcused. Any student who is absent due to suspension will have the opportunity to make up work within one week after returning to school. **It is the student's responsibility to ask for missed assignments on all occasions.** For any absence beyond five (5), the parent will be required to provide a physician's note or other excuse from an acceptable or official third party justifying the absence.

TRUANT

For purposes of reporting truancy, truant is defined as any child who has more than five days of unexcused absences during the academic year.

TARDINESS

A student is tardy when he or she enters the classroom after 8:15. When arriving late, students are required to obtain a tardy pass. Office staff will provide a tardy pass that the student will take to class. **Repeated tardiness to school will warrant disciplinary action.** There are very few excuses for tardiness which will be acceptable as a valid reason for tardiness.

The lawful excuses are:

1. When the student has a medical or dental appointment which cannot be scheduled outside the school day, in which case a signed written statement from the appropriate physician or dentist is required.
2. Appearances before a court when required by a subpoena and a copy of said subpoena to be furnished to the school.
3. Under unique and rare circumstances, not specifically covered by these exceptions, whereby it would be inappropriate to punish the child for being tardy, the principal must review the matter with the superintendent to grant an exception.

See the Richmond County Code of Conduct handbook for specific consequences for tardies.

Note that the 10th unexcused tardy may result in a one day suspension from school.

SIGNING STUDENTS OUT EARLY

Parents should not pick up students before the end of the school day except where there is a legitimate emergency. Always make an effort to schedule appointments after school hours. **Students who are picked up before 3:00 will**

be counted tardy and may not be eligible for perfect attendance.

If it becomes necessary for you to pick up your child early, come to the office to sign him/her out for the day before 2:15. You may also send in your written permission naming the adult you wish to authorize to pick up your child. **Include a telephone number where you can be reached.** As a general rule, students should remain in school until 3:15 dismissal. Teachers are not allowed to dismiss students who have not been signed out by the office staff. **After 2:15, you will be directed to the car rider line at the lunchroom side of the school to pick your child up from the car rider line.**

ALL persons visiting the school must come by the office first.

CONTACTING THE SCHOOL

You may contact the main office by calling (706) 771-2881. Please do not call to ask that we change the way your child goes home. **We must have permission in writing to alter the mode of transportation. Please send a note to the teacher.** The office will determine if a phone call home is necessary.

Neither students nor teachers will be called to the telephone during the school day. Parent-teacher conferences may be arranged by calling the secretary, emailing the teacher, or sending in a note. Such conferences are not to be scheduled during instructional time. Teachers are usually available before or after school and during their planning periods. Please contact your child's teacher regarding their planning schedule. Some days teachers will be involved in professional learning meetings before, after or during school, so please make prior arrangements for a conference. We want to maintain communication with the home. The entire staff at Diamond Lakes wants to help your child receive the best education possible, but we must work together in the spirit of what is truly best for the child.

DISCIPLINE

The school provides each student with the maximum opportunity to acquire an education. No student has a right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed with this thought in mind. School rules apply on the school grounds, going to and from school, and at any event where our school is represented regardless of location.

The **UNIFORM CODE OF CONDUCT AND DISCIPLINE FOR STUDENTS OF RICHMOND COUNTY PUBLIC SCHOOL SYSTEM** will be posted on our website. Please read it carefully and explain it to your child.

POSITIVE BEHAVIOR SYSTEM (PBS)

The Positive Behavior Support (PBS) committee has established behaviors that are acceptable and expected throughout our school. Students are taught those behaviors and positively rewarded when they display the expected behaviors. Diamond Lakes' staff members hand out **Diamond Dollars** to students "caught" doing the right thing. Diamond Dollars can be exchanged for a variety of special treats. Students are told in advance how many Diamond Dollars it will "cost" to attend a special function or to "purchase" treats. Please take time each day to ask your child how many Diamond Dollars s/he has earned and what s/he plans to do with them.

ACADEMICS

Grades

Graded papers and conduct reports will be sent home weekly. Please check for these and sign the appropriate form to return to the teacher. Report cards will be sent home at nine-week intervals. Dates may be found on the county calendar. The report card envelope/jacket should be signed and returned to the school on the following day.

Grading Scale for 4th and 5th grades

A: 90 - 100

B: 80 - 89

C: 79 - 75

D: 74 - 70

F: 69 - 0

Kindergarten-3rd grade follow the RCSS Grading Rubric

1 means that skill has not been demonstrated at all

2 shows the student is beginning to develop that skill

3 is where you want to be- demonstrating that skill consistently

4 is extraordinary and not often attained- student is working beyond expectation

HONOR ROLL

Diamond Lakes Elementary follows the RCSS guidelines for recognizing honor roll students.

It is the policy of the Richmond County Board of Education to recognize the academic achievement of 4th and 5th grade students in the following categories annually according to the criteria and conditions hereafter set forth.

Academic Honors

- **Distinguished Scholars**

Criteria met first through third grading period: “A” in each subject, including conduct.

- **All “A” Academic Achievement Honor Roll**

Criteria met first through third grading period “A” in each subject with the exception of conduct.

- **All “A/B” Academic Achievement Honor Roll**

Criteria met first through third grading period: “A” or “B” in each subject with the exception of conduct.

HONORS PROGRAMS

We offer a variety of Honors Programs at Diamond Lakes. For those programs held during the school day, only those students in the grade being honored should attend. Friends and relatives are not to be taken out of another class to watch a different grade level’s program.

- ❖ **Pre K and Kindergarten** programs are held during the school day and all students are recognized.

- ❖ **1st-3rd grades** combine for an evening program, recognizing growth, excellent character, and perfect attendance.

- ❖ **4th and 5th grades** have individual evening programs and add academic honors to the recognition list.

- ❖ **1st-5th grade parents-** if your child is receiving an award, you will receive a special invitation to the program.

GIFTED PROGRAM

Richmond County provides programs for all qualifying students in grades K-12 who exhibit superior performance, have advanced learning needs and demonstrate higher levels of motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievement or in three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

Students who demonstrate these abilities are recommended for testing in the fall and following the winter break. The parent will be notified when a student is recommended for gifted testing.

SCHOOL SERVICES

LUNCHROOM

The Diamond Lakes lunchroom staff serves breakfast and lunch at no cost to all students. Extra milk and lunch items can be purchased.

Sodas or other drinks requiring bottles or cans are not permitted in the lunchroom. Students are not allowed to

take fast-food purchases in the original containers into the lunchroom. Students bringing their lunch may purchase milk.

A \$20.00 charge will be made for each check returned. Checks will not be accepted after a returned check. (This pertains to all school business.)

Lunchroom Behavior

When entering and exiting the lunchroom students are expected to walk and carry their breakfast/lunch trays back to their seats in an orderly manner. There is no running in the lunchroom. All food must be eaten in the lunchroom. Students should exhibit proper dining etiquette when eating breakfast or lunch.

Students are expected to follow the lunchroom expectations. However, should a child's behavior become unruly (yelling, throwing food, playing with the food, using profane language, etc.) that child will sit at an assigned table for lunch. Should the behavior continue, a discipline referral will be made to the principal or the assistant principal and subsequent consequences will be implemented as applicable per the Board of Education policy.

BIRTHDAYS AND CELEBRATIONS

We all like to celebrate birthdays, and we'll make every effort to make your child feel special on his/her birthday. We have a few guidelines which must be followed:

1. We cannot allow balloon/flower/etc deliveries to the classroom.
2. Invitations can be handed out at school only if everyone in the class is being invited.
3. **Any treats you want to bring to your child's class for a special occasion must be shared at lunchtime.** You can drop off the treats in the front office any time prior to the class's lunch period. Please make sure you know what time your child eats lunch so the treats are ready on time.

FIELD TRIPS

We try to offer a variety of "off campus" learning opportunities for all of our students. All field trips are to be directly connected to classroom learning activities and the Georgia State Standards of Excellence. A few notes about field trips of importance to parents:

- ❖ No one can serve as a field trip chaperone unless they have completed the Volunteer Training and have an RCSS Volunteer Card (since it can take weeks to get a card, plan early!!)
- ❖ No one can ride the bus to or from a field trip location or join the group during the event unless
 - they are a student at Diamond Lakes for whom the trip was planned,
 - a teacher/staff member of Diamond Lakes, or
 - a guardian serving as a legal chaperone
- ❖ Chaperones may not take other friends/family members on the field trip
- ❖ Students must have a parent/guardian sign the RCSS Field Trip Permission Form for the trip before leaving—notes or phone messages from parents/guardians will not be acceptable field trip permission
- ❖ If trip sponsors are unable to collect the amount of money necessary for the entire trip (admission, meals, bus, etc.), the field trip will be cancelled and money refunded to students who paid for the trip
- ❖ Students who do not meet the deadline for returning signed forms will be denied the field trip and placed in another location to continue working while the class is on the field trip

FIELD DAY

At Diamond Lakes, we have a field day each spring. We invite parents to come and support their children in the fun competitions and activities. In the spirit of modeling appropriate behavior for all of our students, we ask that parents only cheer (never boo) students, display great sportsmanship no matter the outcome, and **ALWAYS** behave in a positive manner. In the end, it is still a game and all for fun. School spirit (acting like a GEM!!) is always more important than a game.

HEALTH SERVICES

It is most important that you let us know of any unusual circumstances concerning your child's health (heart condition, allergies, seizures, etc.). Please furnish us with all necessary phone numbers so that we can reach you at all times during the school day.

HEALTHMPOWERS

Our school participates in this 3-year commitment to Health and Fitness. This initiative helps students, staff, and families choose areas of improvement targeting nutrition and physical activity. Newsletters, texts, taste testing of healthy foods, and classroom instruction are benefits of the program.

MEDICATION

Should it become necessary for your child to take medication during the school day, please note the RCSS rules we must follow. The school nurse will provide a form which must be completed by your child's doctor and kept on file at Diamond Lakes Elementary. We can administer medication for only one day until you can have the doctor complete the form and fax it back to us (fax # 706-771-2885). For the one day before we have the completed form, the medication must be in a bottle with **1. The child's name, 2. The proper dosage listed, 3. The times/frequency listed, 4. The doctor's name, 5. Any precautions necessary while taking the drug.**

SCHOOL WEBSITE

Please check the school website to keep up with all that is going on at Diamond Lakes. There is a Parent tab where we house information specifically for you. We also post important dates on the homepage. If you notice an event missing, please call our media specialist to have it added.

SHOUTPOINT CALLS

Another way that we contact parents is through our phone calling system, Shout-Point. We use the system to call with reminders, updates and emergencies. **It is critical that we keep current phone numbers in our system so that you receive these phone calls.** Please remember to update your contact phone numbers in Infinite Campus as often as necessary.

INFINITE CAMPUS

The Infinite Campus Parent Portal provides families in the Richmond County School District online information about their child's attendance and achievement. Parents can activate an account by accessing the Infinite Campus link that is found on the district's webpage. If you have difficulty opening an account, please contact Ms. Whitaker for assistance.

TEXT AND LIBRARY BOOKS

All textbooks and library books are loaned to students free of charge. Students are responsible for lost or damaged books and will be expected to pay for them. Please see that your child keeps his textbooks covered. This will save you and us money in the long run while teaching your child the importance of responsibility.

CELL PHONES AND TECHNOLOGY

Students who bring cell phones to school must make sure the phone is turned off and kept in the book bag. Staff is asked to take up phones not being used for a learning activity. Those phones will be held 30 days, at which time parents may pick them up from school administration.

IF cell phones are being used for a learning activity at the request of and under the supervision of the teacher, a signed BYOT form (signed by parent) must be on file at the school and the RCSS Technology Policy will be followed concerning appropriate use of technology.

LOST AND FOUND

The school cannot assume responsibility for lost personal items. However, if you will report the missing items immediately to the office, every effort will be made to help locate them. Items found on campus will be placed in

a lost and found box on the stage in the lunchroom. **At the end of each month, those items that remain in lost and found will be donated to a nonprofit agency.**

PARENT VOLUNTEERS

Volunteer Training is made available to individuals interested in volunteering in Richmond County schools. Volunteers may help with classroom activities, computer labs, field trips, mentoring, office duties, storytelling and tutoring, just to name a few.

You may volunteer at the school(s) of your choice. If we are not holding a workshop convenient for your schedule, you may train at any other school in the Richmond County School System. Volunteer cards will be issued by the Richmond County Board of Education's Central Office and are valid at any Richmond County School.

All volunteers that wish to mentor or tutor students, chaperone or drive for field trips, work in the school office, classroom, or media center **MUST** have a background check and successfully complete the Mandated Reporter training session as well as complete the Volunteer Training with Ms. Bonds. This is done by the Richmond County Board of Education's Central Office at no cost to you and all information is confidential.

Parents, grandparents, guardians and others wishing to eat in the lunchroom with a child or grandchild or visit the classroom, are not required to attend training nor be cleared through a background check.

PRIME TIME AND BOYS AND GIRLS CLUB

Both are licensed before/after school programs and offer academic and athletic time for our students. Students walk from their classrooms to the assigned area at their school for an afternoon filled with fun activities. Parents may drop off as early as 6:30 each morning and pick up by 6:00 pm for Prime Time and 7:00 pm for Boys and Girls Club members. Each program has grant assistance for parents who qualify. Speak to program directors for details.

EMERGENCY PROCEDURES FOR EVACUATION OF THE BUILDING

People arriving at the school prior to a drill will be prevented from entering until the drill is complete. Visitors in the school when the drill begins will be expected to follow school procedures throughout the drill.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential when the alarm sounds that everyone promptly clears the building by the prescribed route as quickly as possible. Students should refrain from noise and remain outside of the building until directed to reenter by the teacher.

Fire drill instructions are posted in each room and must be followed. Each drill should be treated as if it were an actual emergency situation. Although speed is important in any such procedure, of greater importance are orderliness and the ability of all students to follow directions and proceed in an organized manner.

TORNADO DRILLS

As with fire drills, tornado drills are an important safety precaution. Prior to a tornado drill, there will be an announcement on the intercom. Teachers will then direct students on safety procedures.

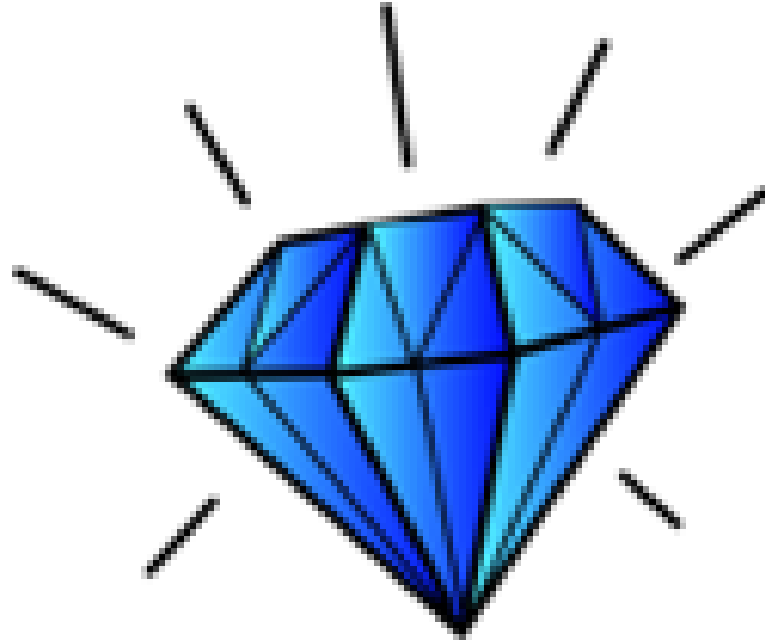
INCLEMENT WEATHER

In the event of inclement weather conditions, parents are encouraged to listen to their news station or check the Richmond County School System's website. Decisions to close or delay the opening of school will be made by the Superintendent's Office. When possible, we will use our Shout-Point calling system to notify all parents/guardians of school changes due to weather. **Please be certain we always have current phone numbers on record.**

In addition to our school-specific procedures, we also follow the policies and procedures outlined in the **Richmond County School System Code of Student Conduct and Discipline**. Please read that information and be certain your child is familiar with all RCSS expectations.

Diamond Lakes Elementary

Our Gems are A Cut Above the Rest



PBS HANDBOOK

2021-2022

Giving 100% (Genuine Respect)
Exercise Control
Making Safe and Good Choices
Shining Bright with Strong Character

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Introduction

Dear Parents/Guardians,

We are excited to begin the 2021-2022 school year with a fresh start and an optimistic attitude! At Diamond Lakes, we strive to ensure that your child has a positive safe experience every day at school. In order to do so, we will continue to implement Positive Behavior and Supports (PBS). PBS is a framework to teach and reinforce behaviors that we want our students to exhibit at school. Students and staff share clear and consistent expectations about how students should act in different settings (classroom, hallways, cafeteria, restrooms, etc.). We have created a PBS Handbook for the new school year, in which you can find more information about PBS, our school-wide behavior plan, acknowledgement system, etc. This will be uploaded on our school website with hard copies available upon request.

The school-wide expectations what we require all students to know, understand, and follow are:

**G-Giving 100% (Genuine Respect) E-
Exercise Control
M-Making Safe and Good Choices
S-Shining Bright with Strong Character**

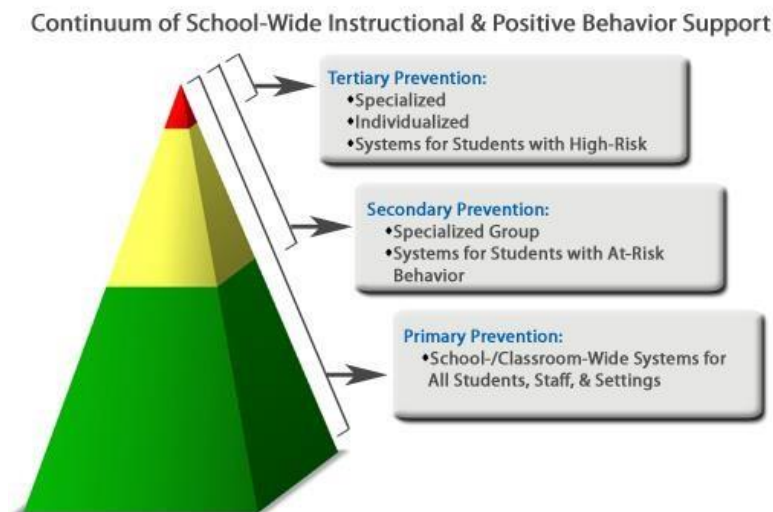
Working together to promote positive behavior helps increase student's achievement. Research shows that when the home and school work together, students learning is more successful. With that said, you will get more information on PBS throughout the year. Practice the school-wide expectations at home and encourage your child to **BE RESPECTFUL, RESPONSIBLE, SAFE, and KIND**. We look forward to an exciting school year full of new learning.

Sincerely,
DLE PBS Team

What is PBS?

PBS(Positive Behavior and Supports) is an organized, data-driven system of intervention , strategies, and supports that positively impact school-wide and individualized behavior planning. PBS is a framework that seeks to set up clear, consistent expectations so that each student knows exactly what is expected of them in every situation in school.

The first tier (Universal or Primary) involves teaching these expected behaviors to ALL students and acknowledging students who act accordingly. It also re-teaches and reinforces appropriate behavior to students who act improperly. Tier Two (Secondary) will concentrate school efforts on the 5-15% of students who repeatedly struggle to reach our behavior expectations, while Tier Three (Tertiary or Intensive) puts extensive strategies and supports in place for the 5% of students who have not responded to earlier interventions.



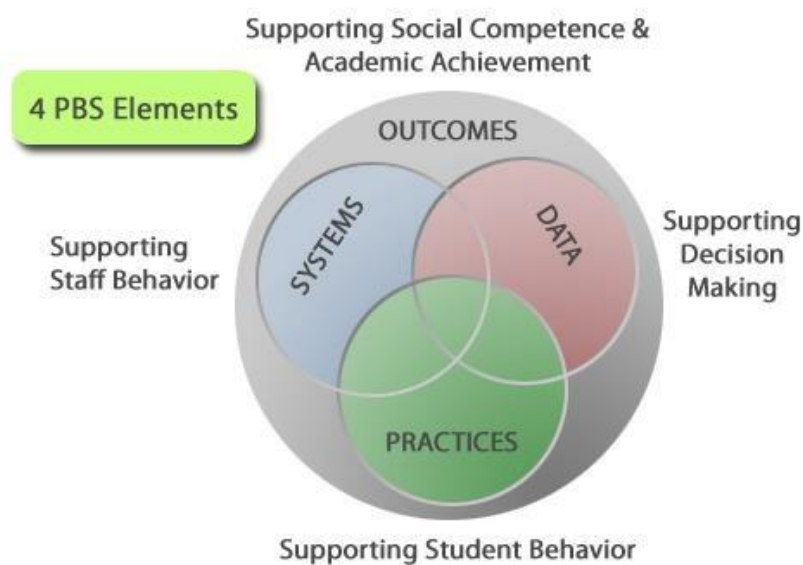
Why is it so important to focus on teaching positive social behaviors?

Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective.

The PBS framework helps to create and maintain a positive, safe, and effective learning environment that will increase academic achievement when implemented with fidelity. Appropriate behavior and social competence require direct teaching to students just like math and reading. When students are given positive, immediate feedback, they are more likely to continue the behaviors that elicit praise. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm.

What is a systems approach in school-wide PBS?

An organization is a group of individuals who behave together to achieve a common goal. Systems are needed to support the collective use of best practices by individuals within the organization. The school-wide PBS framework emphasizes the creation of systems that support the adoption and durable implementation of evidence-based practices and procedures, and fit within on-going school reform efforts. An interactive approach that includes opportunities to correct and improve four key elements is used in school-wide PBS focusing on: 1) Outcomes, 2) Data, 3) Practices, and 4) Systems. The diagram below illustrates how these key elements work together to build a sustainable system:



- **Outcomes:** academic and behavior targets that are endorsed and emphasized by students, families, and educators. (What is important to each particular learning community?)
- **Practices:** interventions and strategies that are evidence based. (How will you reach the goals?)
- **Data:** information that is used to identify status, need for change, and effects of interventions. (What data will you use to support your success or barriers?)
- **Systems:** supports that are needed to enable the accurate and durable implementation of the practices of PBS. (What durable systems can be implemented that will sustain this over the long haul?)

Team Information

Purpose Statement: The mission of the Diamond Lakes Elementary PBS team is to foster and promote a safe, positive, and respectful school environment while being committed to proactively teaching students appropriate behaviors essential to valuing self, others, and learning.

PBS Team

Administration : Coach:

Team Leader:

Data Analyst: Counselor :

Recorder/Timekeeper:

Parent:

Meeting Dates 2021-2022

*** all meetings are from 3:30-4:15**

School-wide Behavior Plan

Effective teachers spend more time promoting responsible behavior than responding to irresponsible behavior.

Effective teachers recognize that misbehaviors, especially chronic, occur for a reason and take that into account when determining how to respond to the misbehavior.

School-wide level

Diamond Dollars and Class Dojo is a classroom management tool used school-wide by all staff members. Attached are the feedback symbols for the school year. Teacher will be required to have the symbols and points for consistency and share their classes with ALL other staff members (i.e. counselor, instructional coach, cafeteria staff, specials area staff). Teachers may opt to use the Diamond Dollar system rather than Dojo to collect behavioral points and they will communicate how this information will be shared with you.

Classroom Behavior System

Teachers are expected to maintain a well-managed classroom environment that is conducive to learning. Each teacher is responsible for establishing and communicating the class procedures and expectations to their students and guardians during the first week of school and modeling/reminding throughout the year

Teachers will follow these steps in dealing with level 1 and level 2 behaviors:

1. Verbal warning/redirection (with wait time)
2. Re-teach expectations/apply intervention (reflection sheet)
3. Apply intervention (Time-out in class or in another room)
4. Conduct sheet/agenda signed (Dojo points(s) taken away)
5. Phone call to guardians/guardian within a day (must document in Infinite Campus)/Note to guardians
6. Visit with school counselor
7. Submit office discipline referral
8. Administrative action

**Extreme behavior will immediately be counseled by administrator!*

Classroom Behavior Continued...

Each student will start with a “clean slate” each day (K-2) and each week (3-5). It is up to the **grade level** to determine how many points to deduct for each infraction.

The behavior system specifics will be determined by the grade level and should incorporate these basic principles:

- Observable and measurable
 - The consequence should match the behavior. **IE:** you did not complete your classwork during work time because you were playing – you will work on classwork during recess time.
- Communicated both verbally and visually with the students and guardians
- Posted and reinforced daily
- Consistent!!!!
- Parent notification by phone and/or conference **must** be a part of the plan (*also must be noted in Infinite Campus*)
- Always exercise public praise and private discipline

When building your classroom behavior plan think:

- What are my expectations for behavior?
- What are common behavior issues in the classroom I will encounter?
- What are reasonable consequences for these behaviors?
- Is there a teacher I can pair with for students to take a break outside the classroom?
- What are my non-negotiables?

- How do I want my plan to look?
 - Steps
 - Clip chart
 - Individual behavior cards on the desk
 - A points program
 - PBS classroom chart
 - Dojo
 - Diamond Dollars (if COVID appropriate)

Level 1 Positive Interactions

Level 1 positive interactions are non-contingent upon other behaviors. Our interactions should model the Respectful, Responsible, Safe Expectation for our students.

Sample Behaviors	Possible Interactions
<ul style="list-style-type: none"> • -No behaviors necessary. These are non-contingent upon behaviors 	<ul style="list-style-type: none"> • Great students in the hall or at the door • Ask students how they are doing • Shake hands • Offer high-fives • Pat the student on the back • Give Dojo points • Other forms of non-contingent positive interactions

Level 1 Behavior Issues

Level 1 Infractions are minor misbehaviors that can be corrected by reminding students of school-wide expectations using positive language. (ex. “Please walk.” – when student is running)

These behaviors can adequately be corrected by the observing staff member in the setting. A staff member observing Level 1 infraction should not expect any other staff member to take additional action and should be addressed through classroom management system.

Sample Behaviors	Possible Interventions
<p>Including, but no limited to:</p> <ul style="list-style-type: none"> • Excessive talking • Talking out • Inappropriate voice level • Out of seat • Head down • No materials • Off task • Inappropriate tone of voice • Singing/humming/making noises • Not following directions • Walking on the wrong side of the hall • Running in the hall • Dress code violation • Removing food or other items from cafeteria 	<ul style="list-style-type: none"> • State desired behavior • Proximity correction • Nonverbal redirection • Positive verbal redirection • Wait-time after redirection • Praise of appropriate behavior • Planning ignoring of attention-seeking behavior • Movement breaks • Cool-off in another supervised area • Phone call home <hr/> <p>Possible Consequences for Unsuccessful Interventions:</p> <ul style="list-style-type: none"> • Loss of privilege • Other

Level 2 Behavior Issues

Level 2 positive interactions may be contingent on some act by the student. The student may have done well on a test or helped out another person without prompting.

Sample Behaviors	Possible Interactions
<ul style="list-style-type: none"> • Doing well on a test or assignment • Helping student with a problem • Cleaning the room or cafeteria • Helping a student in need • Random act of kindness • Other forms of living up to the school-wide expectations 	<ul style="list-style-type: none"> • Positive praise • Positive phone call home • Classroom reward • Special jobs • Gem • Dojo point

Level 2 Behavior Issues

Level 2 Infractions should always involve having the reporting staff member to contact the student's parents/guardian. These contacts should be recorded in Infinite Campus contact log.

These behaviors may not require immediate administrative involvement, but do require documentation because the observing staff member has been assigned a school-wide correction.

Sample Behaviors	Possible Interventions
<p>Including, but no limited to:</p> <ul style="list-style-type: none"> • Refusal to comply with redirection/defiance • Disruptive behavior • Failure to keep hands and feet to self • Skipping class • Throwing objects (paper, pencils, etc.) • Excessive teasing of peers • Disrespecting others • Inappropriate use of technology (cell phone, computers, etc.) • Chronic Level 1 infraction 	<ul style="list-style-type: none"> • State desired behavior • Proximity correction • Nonverbal redirection • Positive verbal redirection • Wait-time after redirection • Praise of appropriate behavior • Planning ignoring of attention-seeking behavior • Movement breaks • Cool-off in another supervised area • Phone call home <hr/> <p>Possible Consequences for Unsuccessful Interventions:</p> <ul style="list-style-type: none"> • Loss of privilege • referral • Other <p style="text-align: center;">**Administrative action possible**</p>

Level 3 Behavior Issues

Level 3 positive interactions may be contingent on some act by the student, but are sustained over time. Students demonstrate the school-wide expectations consistently and are rewarded for sustaining it.

Sample Behaviors	Possible Interactions
<ul style="list-style-type: none"> • Consistently performing well in class • Sustaining positive behavior and efforts • Perfect attendance • Maintaining positive relationships with peers and adults 	<ul style="list-style-type: none"> • Team reward • Teacher reward • Honor roll incentives • Perfect attendance award • Student of the Month award • Other forms of recognition • Dojo points • Gem Referral













Level 3 Behavior Issues

Level 3 Infractions are illegal, immediate harm to self or others and/or direct defiance of authority






These behaviors are serious misbehaviors that require immediate administrative involvement and written documentation.

Sample Behaviors	Possible Interventions
<p>Including, but no limited to:</p> <ul style="list-style-type: none"> • Profanity that involves disrespect • Possessing, transferring, or using illegal drugs • Possessing or using weapons • Fighting/physical aggression • Stealing • Threatening others • Harassment • Bullying/cyber-bullying, as defined by RCBOE • Damaging property • Chronic Level 2 infraction 	<ul style="list-style-type: none"> • Removal of student from learning environment and placed in PBS partner's room for cool down , redirection, and/ reflection • Referral is written by staff member and submitted to administrator through infinite campus














POSITIVE SKILLS- FEEDBACK

 On Task/Participating/Use Time Wisely 2 points	 Follow Directions 2 points	 Self-Control 3 points
 Completing Tasks 2 points	 Good Choice 2 points	 Persistence 2 points
 Accept Consequences 2 points	 Appropriate Voice Level 1 point	 Kind to Others 2 points
 Safe, Respectful, Responsible 4 points	 Following the 7 Habits 4 points	 Academic Achievement 2 points

SPECIAL PLACE ACTIVITY POSITIVE SKILLS

 Above and Beyond in Specials 2 points	 Lunch-Cooperating and Following Directions 2 points	 Hallway 2 points
 Awesome Emergency Drill 4 points	 Awesome Assembly 2 points	

NEEDS WORK SKILLS/FEED BACK

 Disrespect -3 points	 Not Follow Directions -2 points	 Unsafe Choices -2 points
 Inappropriate Voice Level -1 point	 Dishonest -3 points	 Inappropriate Lunch Behavior -2 points
 Hurting Friends- Words -3 points	 Hurting Friends- Physical- KHFOOTY -3 points	 Off Task -1 point
 Incomplete Work -2 points	 Inappropriate Use of Technology -1 point	 Inappropriate language - 3 points
 Affecting another student's learning -2 point		

Classroom (Individual) -> Each day students will color gem for that day on their gem tracing sheet. For every 100 positive Dojo points or Diamond Dollars students earn they can choose a class coupon/treat (no shoes, sit near teacher, etc.) Students will also have their picture on school display for each 100 gems they receive.

Students will receive Diamond Dollars based on their Dojo points.

Weekly (Monday-Thursday)

- 80% or higher will get to participate in “Diamond Dollar” Activity planned by the grade levels.
- 79% or below will receive social skills instruction/study time.

Students can earn a GEMSTASTIC referral for exceeding one of the school wide expectations. (Be respectful, Be Responsible, Be Safe, Be Kind) Students will be called to the office and will receive a phone call home, special referral to take home, and name on the bulletin board.

Monthly

- Students who receive 100% are members of the 100% Gem Club (name displayed in cafeteria on a Gem)
- Students with the most points (not percentage) in each class (name announced during announcements, draw from treasure box monthly)

Overall Shining Gems will be acknowledged on honors day by homeroom and grade level.

Diamond Lakes Elementary
A Cut Above the Rest



Diamond Lakes GEMS...A Cut Above the Rest!



	Bus	Hallway	Lunchroom	Playground	Restroom
<p>G Giving 100% (Genuine Respect)</p>	<ul style="list-style-type: none"> Follow directions of all adults Listen quietly for your bus number to be called 	<ul style="list-style-type: none"> Walk quietly to allow others to learn Make sure you are listening to the adults in the hallway Don't touch displays 	<ul style="list-style-type: none"> Speak in a quiet voice Use good table manners Listen respectfully to adults 	<ul style="list-style-type: none"> Be polite Treat others as you would want to be treated 	<ul style="list-style-type: none"> Stay in your area Wait your turn Use a quiet voice
<p>E Exercise Control</p>	<ul style="list-style-type: none"> Go directly to your bus Report problems to an adult Keep your hands and feet to yourself Remain seated until you reach your stop 	<ul style="list-style-type: none"> Respect others' space Keep hands and feet to yourself Move quickly and safely to be on time 	<ul style="list-style-type: none"> Clean up after yourself Leave your area cleaner than you found it Know your lunch number and say your name 	<ul style="list-style-type: none"> Keeps hands and feet to yourself Report any incidents to your teacher immediately Listen for your teacher's instructions Line up on time 	<ul style="list-style-type: none"> Report any problems to a teacher Use the soap dispenser and dryer responsibly in the 4th and 5th grade hall Use the bathroom quickly and accurately Act responsibly (Flush and wash your hands)
<p>M Making Safe and Good Choices</p>	<ul style="list-style-type: none"> Walk quietly in the hall Follow directions of all adults Wait your turn to board the bus 	<ul style="list-style-type: none"> Walk to the right Face forward 	<ul style="list-style-type: none"> Walk in the lunchroom at ALL times Stand quietly in the food line and clean up line 	<ul style="list-style-type: none"> Be aware of your surroundings When time is called, walk to line up quickly and quietly Never leave the designated play area 	<ul style="list-style-type: none"> Respect others' privacy Maintain self-control (avoid horseplay)
<p>S Shining Bright with Strong Character</p>	<ul style="list-style-type: none"> Use kind words Share seats Help others 	<ul style="list-style-type: none"> Smile and wave Hold doors for others Be helpful Stop at hall crossways 	<ul style="list-style-type: none"> Clean up quickly after lunch Say please and thank you 	<ul style="list-style-type: none"> Be a good sport Include others in your game Apologize for mistakes 	<ul style="list-style-type: none"> Allow "emergencies" to go first Wait your turn Knock on doors before opening