

Vernon IB World School

IBelieve. IBelong. IBecome. Come grow with us.



School Climate Handbook 2017-2018

We are: Principled Reflective Open-Minded Balanced Thinkers Risk-Takers Inquirers Caring Communicators Knowledgeable

Vernon IB World School
be SAFE
be RESPECTFUL
be RESPONSIBLE
be IB
VERNON PROUD

Be Safe. Be Respectful. Be Responsible. Be IB.

The Vernon Mission: Student Friendly: IBelieve. IBelong. IBecome. Come Grow With Us.

Vernon staff, students, and community will work together to create a learning environment that provides opportunities for each student to be challenged academically, enhance positive self esteem, develop respect and concern for others, and become responsible, independent, global thinkers.

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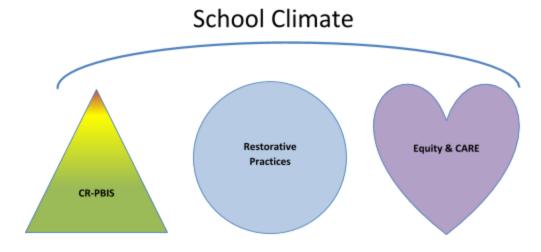
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WHAT IS SCHOOL CLIMATE?

SCHOOL CLIMATE OVERVIEW

School Climate encompasses CR-PBIS (Culturally-Responsive Positive Behavioral Interventions & Supports), Restorative Practices with the lens of racial Equity and practices of CARE (Collaborative Action Research for Equity) explicitly called out and woven in.



CR-PBIS

CR-PBIS (Culturally-Responsive Positive Behavioral Interventions & Supports) uses implementation science to help students to develop positive behaviors. At the most basic level, CR-PBIS can be described as a three-pronged approach:

- 1. Explicitly teach what is expected
- 2. Actively acknowledge kids when they are following the expectations
- 3. Instructionally correct kids when they are not following the expectations

Research shows that when school staff acknowledge positive behaviors at least three times more often than correcting behavioral mistakes, misbehaviors decrease significantly.

CR-PBIS uses disaggregated data to make decisions and to develop the systems and practices of a school. The unique racial, cultural and linguistic makeup of the school is explicitly addressed at every decision point.

More specifically:

- Accesses all stakeholders to develop and promote school values
- Develops common area expectations for all parts of the building
- Designs lesson plans and schedules to teach common area expectations throughout the year.
- Creates and maintains systems to acknowledge students who are following the school values and expectations. This may be acknowledgement tickets, regular assemblies, or awards for individuals, classes, grade levels, etc.
- Develops school wide policies that are proactive, preventative and restorative.
- Utilizes staff input to build corrective discipline systems (i.e. a flowchart) and calibrate clear definitions of student behaviors.



How do we make certain that PBIS is culturally responsive?

• We systematically assess and review student and family voices and adjust our practices to reflect the needs of our community (See *Tier I Evaluation*)

Restorative Practices

Restorative Practices, also referred to as Restorative Justice, is a range of community building, peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline. Our goal is to continue building, maintaining, and repairing relationships to form a healthy, supportive & inclusive community. When we do things that impact others and create harm in the community, it is our individual and collective responsibility to make things right.

Restorative Inquiry is an essential restorative practice. A series of guiding questions are asked:

- What happened?
- Who was affected/impacted?
- What can be done to make and keep things right?
- How can others support you?

Circles are also an essential restorative practice in the school community. Circles help build positive relationships and social-emotional skills such as empathy and good communication skills, which affect both short-term (school success) and long-term (relationships and employment) factors. Circles give everyone a voice. Circles can be used as a classroom strategy and can be used to strengthen staff relationships.

Types of circles:

- Community building circle
- Curriculum circle
- Healing circle/circle of understanding
- Accountability circle
- Problem-solving/conflict circle

Staff Resource: Restorative Justice in Schools: 2016 Training Manual *add resource links from Staff Meetings

EQUITY/CARE (COLLABORATIVE ACTION RESEARCH FOR EQUITY)

Ensuring equally high outcomes for all participants in our educational system and specifically at Vernon School involves removing the predictability of success or failure that currently correlates with social and cultural factors. In our Equity work and mission, we will continue to work around interrupting inequitable practices, eliminating biases, and creating an inclusive multicultural school environment for adults and children; discovering and cultivating the unique gifts, talents and interests that every child and human possesses.

This handbook is intended to inform Vernon School staff and community of the processes that support the reduction of exclusionary discipline to provide our students with equitable access to education. Portland Public Schools' top priorities includes eliminating racial disproportionality in exclusionary discipline.

Our CARE work is intentionally focused on increasing classroom engagement for every learning style and our capacity for being culturally competent in our instructional practices and inclusive of our diverse learning styles.

"Portland Public Schools is committed to academic excellence and personal success for all students. Central to this commitment is educational equity. We are committed to providing instruction with the rigor, cultural relevance, and relationships that ignite the potential of each and every student. In order to do so, we must shift our practices to see students as individuals—including their race, their language, their gender, their sexual orientation, and their various abilities.

This work is necessary to serve a diverse student body well and prepare every student to navigate and compete in a culturally rich society and global economy, now and into the future." - Chief Equity Officer, Lolenzo Poe



THE SCHOOL CLIMATE TEAM (TIER I)

SCHOOL CLIMATE TEAM INFORMATION (1.1/1.2)

Team Member	Name	Primary Meeting Role (Facilitator, Data Analyst, Minute Taker)
Coordinator	Brad Parker	Facilitator
Administrator	Ben Keefer	Principal
Family Member	PTA, Parents of Black Families group	Collaborators
	Familias of Hispanic Students group	
Behavioral Expertise	William Backner (School Psychologist)	Data Analyst
Coaching Expertise	April Mears (Counselor)	Collaborator
	Ashley Black (PYP Coordinator)	Collaborator
Knowledge of	Carrie Gereau	Co-Facilitators
Academic/Behavioral Patterns	Marie McMahon	
	Brad Johnson	
	Cameron Baker	
	Martha Bryan	
	Laura Arias	
Knowledge of School	Tarehna Wicker	Data Analyst
Operations/Programs	Emy Markewitz	Collaborator
Student Representatives	MYP Student Government: Vernon Parliament	Collaborators



Climate Team Meeting Schedule (ongoing, updated monthly)

- Vernon Professional Development Calendar 2016-2017
- Weekly Grade Level Meeting Notes
- PLC Team Agendas/Notes
- Monday Staff Meeting Agendas (quick link)

Month	Date/Time	Room	Topic/Assessment	
June	6/8/16, 6/9/16	MPR	- Staff feedback on School Climate Handbook Draft	
			- Review/draft behavior expectation/common area	
			expectation lesson plans (centered around IB Learner	
			Profile)	
			- Student feedback and recruitment to MYP student team	
August	<u>8/23/16</u> ,	MPR	- Restorative Justice Whole-Staff PD (School Climate Team &	
	<u>8/24/16</u>		Sydney Morgan, Drew Laurence)	
			- Roll Out Climate Handbook.	
			- Behavior expectation/common area expectation lesson	
			plans carried out (all staff)	
			- Set up Student School Climate Leadership Team (MYP).	
September	9/6/16	MPR	- Tiered Fidelity Inventory (TFI) Assessment & Action Plan	
	9/19/16		- Last year's Discipline Data Review	
			- Restorative Justice Whole-Staff PD (School Climate Team &	
			Sydney Morgan, Drew Laurence)	
October	10/10/16,	MPR	- School Culture/Climate Data Review	
	10/17/16		- Restorative Justice whole staff Professional Development	
November	11/1/16	MPR	- School Culture/Climate Data Review	
	11/14/16		- Restorative Justice Whole-Staff PD (School Climate Team &	
	11/21/16		Sydney Morgan, Drew Laurence)	
December	12/12/16	MPR	- School Culture/Climate Data Review	
			- Review common area expectations	
			- Restorative Justice Whole-Staff PD (School Climate Team &	
			Sydney Morgan, Drew Laurence)	
January	1/23/17	MPR		
			- Tiered Fidelity Inventory (TFI) Assessment & Action Plan	
			- School Culture/Climate Data Review	
February	2/13/17	MPR	- School Culture/Climate Data Review	
March	3/6/17	MPR	- School Culture/Climate Data Review	
	3/13/17		- Restorative Justice Whole-Staff PD (School Climate Team &	
			Sydney Morgan, Drew Laurence)	
April	Ongoing		- Tiered Fidelity Inventory (TFI) Assessment & Action	
			Plan	
Мау	5/8/17	MPR	Restorative Justice Whole-Staff PD (School Climate Team &	
	5/30/17		Sydney Morgan, Drew Laurence)	
			- School Climate Handbook work	
June	6/28/17		- School Culture/Climate Data Review	
			- Planning for rollout next year	



Meeting Agenda:

- School Culture/Climate Data Review, including holistic data analysis
- Integration of IB Learner Profile
- Analyze School Culture/Climate monthly staff feedback
- CR-PBIS School-wide Systems (assessing the effectiveness of our Equity Practices on school climate)
- Integration of Restorative Practices

Agenda scheduled for each of our school climate meetings will be driven by the Tiered Fidelity (TFI) Action Plan.

TIER I IMPLEMENTATION

Programmatic Supports for all Students

SCHOOL WIDE VALUES AND COMMON AREA EXPECTATIONS (1.3)

Our Core Values and Expectations are driven by the International Baccalaureate (IB) Learner Profile

Student Mission: IBelieve. IBelong. IBecome.

Essential Agreements: Be Safe. Be Respectful. Be Responsible. Be IB.

We are:	Thinkers
Principled	Risk-Takers
Reflective	Inquirers
Open-Minded	Caring
Balanced	Communicators
	Knowledgeable

The IB Learner Profile describes a broad range of human capacities and responsibilities that go beyond academic success. The Learner Profile is at the center of our holistic approach. The 10 Learner Profile traits imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. Vernon's Primary Years Program (K-5) and Middle Years Program (6-8) are committed to the development of students according to the IB learner profile.

The IB Learner Profile is visible and present throughout the building through ongoing teacher commitment and instruction, student reflection, and building wide visuals. Common area posters with specifics on that area (i.e. hallways, Library, etc.) send a consistent message about what our school community values and what how it looks in different common areas. This will help Vernon School ensure that our school values are inclusive and affirming. These values are developed and adapted with student and staff input.

- Our school values are important for the Vernon school community because these are the things that help students be successful lifelong learners in the classroom, community, and world. Our students need to understand and exercise the Learner Profile on a regular basis to master the skills to be successful.
- These values are woven into our regular teaching practices in every lesson and in every class period throughout the grade levels, naming them with consistency and strategically teaching and reviewing them throughout the school year.



Common Area Expectations (will be revised annually with staff input)

We are: Principled Reflective Open-Minded Balanced Thinker Risk-Taker Inquirer Caring Communicator Knowledgeable In the LIBRARY, we • Treat books with care and return materials where • • • Treat books with care and return materials where • • • Treat books with care and return materials where • • • Treat books with care and return materials where • • • Waik your turn to check out books. • Return books on time. • Use level 1 voices. • BathROOMS • Go • Flush • Wash • Leave No Trace • Leave CAFETERIA • • Walk with purpose • Quiet conversation, level 1 voices • Remain seated and eat • • Clean your area, Leave No Trace • PLAYGROUND • • Respect the games and each other <td< th=""><th colspan="4">Vernon IB School</th></td<>	Vernon IB School				
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Remain seated and respectful Leave when dismissed	ASSEMBLIES				
CLASSROOM					
	CLASSROOM				
 Bring all necessary materials Come in prepared to learn Use appropriate voice levels 	Come in prepared to learn				
COMPUTER LAB	СОМРИТЕ	COMPUTER LAB			



 No food or drink Respectful use of technology Use level 1 voices 	Clean up your areaPush in chairs
	OFFICE
 Use kind words and actions Use level 1 voices Keep hands, feet and objects to yourself Respect the personal space of others 	Sit flat on your bottom when waitingShow polite appreciations

TEACHING EXPECTATIONS (1.4)

Yearly Schedule for Teaching Common Area Expectations

Date

August 29- September 9, 2016: Explicit, direct instruction in core values, student behavior, classroom expectations, and common area expectations building wide, including RESET Powerpoint in all classrooms.

January 3-January 6, 2017: Explicit, direct instruction in core values, student behavior, classroom expectations, and common area expectations building wide. Review RESET Powerpoint if necessary.

April 3-April 6, 2017: Explicit, direct instruction in core values, student behavior, classroom expectations, and common area expectations building wide. Review RESET Powerpoint if necessary.

Lesson plans for common areas



Active Supervision (modified and collaborated on with staff, August 2016)

Active supervision is the alert, proactive ability of the staff member to circulate within a group of students while interacting in a positive and constructive way (using PROB TRICCK), and scanning for potential problems, diffusing them before they arise, and motivating students to do their best and monitor their own behavior.

	The Six Features of Active Supervision		
	Feature	Components	
1	Movement	 Constant High rate Randomized within specified area(s) Targets known problem areas 	
2	Scanning	 Constant Targets both appropriate (PROB TRICCK) and inappropriate behaviors Targets known problem areas Uses both visual and auditory cues Increases opportunities for positive contact 	
3	Positive Contact	 IB Language (PROB TRICCK) Friendly, respectful, open demeanor Proactive, non-contingent High rate of delivery (3:1) 	
4	Positive Reinforcement	 Contingent on behavior Compliments Consistent (with behavior and across staff) High rate of delivery (3:1 to correction) 	
5	Instructional Responses (Low level responses)	 Immediate Contingent on behavior Non-argumentative, non-critical Specific to behavior Systematic: correction, model, lead, test, and retest Consistent (with behavior and across staff) 	
6	Consequences when instructional responses are not working	 Documented (class clipboards, lunch, recess) Neutral, businesslike demeanor Non-argumentative, non-critical Consistent (with behavior and across staff) Fair, non-arbitrary 	



The following 3 pages were created by, of, and for Vernon Staff by the Vernon School Climate Team (updated summer 2017)

DEFINING MINOR, STAGE 1 REPORTS, 2 AND 3 BEHAVIORS (1.5)

Behavior level calibration will be conducted by building staff in order to properly reflect the evolving needs of our community and to accommodate the diverse racial, cultural, linguistic and developmental needs of our school.

DISCIPLINE POLICIES (1.6)

Proactive & Inclusive Practices

Staff build a learning community by:

- Intersecting and integrating Restorative Justice practices, PBIS, and Equity.
- Creating community agreements with input from students that are posted and referred to regularly
- Greeting students at the door during transitions to have a positive initial interaction
- Holding restorative/community building circles and activities regularly so students feel connected to the learning environment and each other
- Welcome students back when they return from a needed break outside the classroom
- Building positive relationships with students by connecting and checking in about life outside of school
- Finding ways to make the curriculum relevant to students' lives (through their culture, language, interests, etc.) when appropriate
- Explicitly teaching and clarifying school/classroom/activity behaviors you expect students to demonstrate throughout the lesson
- Acknowledging and reinforcing on-task behaviors by distributing compliments or through other incentives/positive interactions
- Providing leadership opportunities for students by assuming classroom responsibilities to become positive role-models (including MYP Coaches)
- Developing classroom routines and sticking with them
- Providing opportunities for students to listen to each other
- Avoiding power struggles (keep voice at neutral, restate expectations positively, maintain high expectations, provide choices instead of ultimatums when appropriate, redirect problematic behaviors privately, and provide students with the time and space to redirect themselves)
- Looking for opportunities where students can contribute and make choices in the curriculum when appropriate

VERNON RESOURCES:

- 1. <u>Reset PowerPoint</u> and <u>K-2</u> and <u>3-8</u> student worksheet.
 - a. Reset receiving classroom: Student sign-in
 - b. Staff Reset partner classrooms
- 2. <u>Repair: Admin/student worksheet</u>
- 3. <u>SIT Process</u>

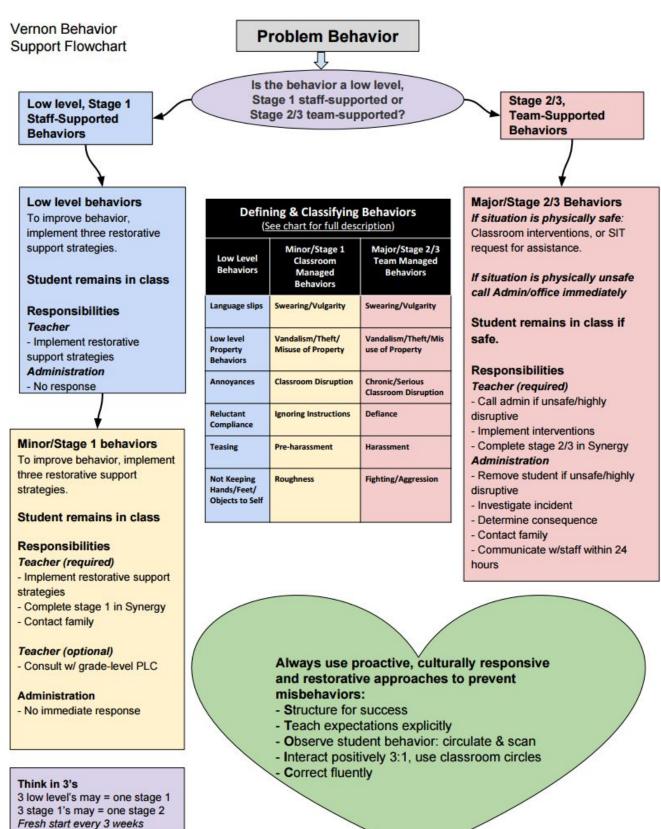


Defining & Classifying Behaviors				
Low Level Behaviors	Minor/Stage 1 Classroom Managed Behaviors	Major/Stage 2/3 Office Managed Behaviors		
 Language Language "slips" Inappropriate non swearing language Student repeats language but doesn't understand its meaning 	 Swearing/Vulgarity (written/spoken) Synergy: Mild Cursing Use of "lesser" swear words Use of obscene hand gestures Minor suggestive/sexual talk 	 Swearing/Vulgarity (written/spoken) Synergy: Indecent Gesture; Language, Abusive/ Profane Use of "greater" swear words directed at others Repeated or obscene/offensive hand gestures Repeated or explicit/offensive sexual talk 		
 Vandalism/Theft/Misuse of Property Careless accident Climbing on bathroom stalls, throwing paper towels Teasingly taking others possessions 	Vandalism/Theft/Misuse of Property Synergy: Damaging Property; Taking Others Property • Thoughtlessly damaging property -can be easily fixed w/ little time or no cost	 Vandalism/Theft/Misuse of Property Synergy: Technology, Use Violation; Theft-Minor or Major Taking others possessions to keep Purposefully damaging property- may be timely or costly to fix 		
 Annoyances Lack of focus Noise making and/or talking Out of seat Cutting in line 	Classroom Disruption Synergy: Talking too loudly, Excessive Talking, Bothering Pestering, Mild Defiance or Not Following Directions. • Repeatedly off task, calling out that interrupts learning • Repeatedly interrupting others while working • Argumentative to peers and adults	 Chronic/Serious Classroom Disruption Synergy: Disruptive Conduct Disruptions where area or room needs to be cleared Extreme and/or unsafe Behaviors 		
 Reluctant Compliance Initially resisting or ignoring directions 	Ignoring Instructions Synergy: Mild Defiance, Not Following Directions Repeatedly and intentionally ignoring reasonable requests	Defiance Synergy: Insubordination/Defiance/Disobedience Insubordination Significant back talk Disrespectful, more aggressive body and/or verbal language		
 Teasing Altering names Annoying on purpose: bugging Doesn't care if it hurts others feelings 	Pre-harassment Synergy: Teasing/Putdowns, Bothering/ Pestering	Harassment Synergy: Harassment/Bullying, Extortion, Language, Abusive/Profane Documented patterns of "put downs," "roasts," or personal attacks Threats/extortions Ethnic/racist, sexist, disability related, sexual orientation or religious based remarks		
 Hands/Feet/Objects to Self Poking or pushing Pinching, jostling Throwing class materials Retaliating as above 	Roughness Synergy: Play Fighting Play wrestling, body holds, light kicking, light hitting, shoving Pre-fighting, aggressive posturing and/or pushing Throwing class materials with the intent to hit others	Fighting/Aggression Synergy: Threat Causing Fear of Harm, Physical Attack/Harm, Physical Contact-Inappropriate Hitting/kicking/punching/ pushing with the intent to seriously harm Encouraging another to fight Throwing class materials with the intent to harm others		



	Responding to Behaviors				
	Low Level Behaviors	Minor/Stage 1 Classroom Managed Behaviors	Major/Stage 2/3 Office Managed Behaviors		
Teacher & Admin Responsibilities	 Behaviors are handled on the spot using simple redirections, intervention strategies and teachable moments (Repeated minor: teacher check-in with parent & team, Admin) Students stay in class No documentation for behavior outside of class, lunch, or recess clipboard Document parent contact (paper or Synergy) 	 PPS Stage 1 Synergy referral used, and if applicable Partner Class Reset. (Teacher makes contact with parent by phone, voice mail, email or in person, document parent contact, paper or Synergy) Can include *chronic, repeated low level behaviors Enter incident in Synergy (refer to Administrator) No immediate involvement by Admin 	 PPS Stage 2/3 referral used along with Repair session with admin. First parent contact is made by teacher or Admin (as discussed and/or appropriate). Teacher makes follow up contact with parent as necessary and documents it in Synergy. Can include *chronic, documented Stage 1 misbehaviors Student goes to office for extreme/unsafe behaviors 		
Supports & Interventions	 Compliments Reteach rule Gentle reprimand Keep in proximity Pre-correction Private redirection Sensitive use of humor Praise for taking responsibility Identify replacement behavior Modify/differentiate work 	 Classroom behavior contract (not SIT) Class circle/community meeting 	 SIT Process & Tier II Interventions Daily Progress Report/Behavior Plan Counselor check-in/check-out Mentor at school/check and connect Breaks are Better Social Skills groups Motivating Success Through Partnership Safety plan Determined by Administrator according to Student Rights and Responsibilities Handbook 		
Restoration & Accountability	 Restorative inquiry and dialogue Change seating Family contact Time out (in-class) Loss of privilege Active but restricted recess/activities (ex: "walk the perimeter") to provide an opportunity for reflection Informal behavior contract 	 Repair Reflection Restorative inquiry and conversation with student(s) involved followed by tangible repairing of harm Time out/Partner Class Reset with (out of class- less than 15 minutes) Parent contact and documentation Structured or restricted recess Loss of privilege/time out MYP after-school Repair session 	 Repair session with Admin and Admin parent communication Admin follow-up with staff Class circle/community meeting Restorative Community Service Loss of privilege In-school Suspension Consequence determined by Administrator according to Student Rights and Responsibilities Handbook 		







Remember: The behavior we give attention to is the behavior we will get more of in the future!

High Ratio of Positive Interactions

- ✓ When an adult interacts with a student who is exhibiting appropriate behavior, count the interaction as positive
- When an adult interacts with a student who is exhibiting inappropriate behavior, count the interaction as negative
- ✓ Aim for a ratio of positive to negative interactions of 3:1 or better

Increase Non-contingent Positive Attention

- ✓ Greet every student who enters the classroom
- ✓ Show an interest in students' progress during work periods
- ✓ Engage in conversations with students
- ✓ Positively engage any student you recently had to interact with around misbehavior, showing that what happened is in the past

Increase Specific Praise & Positive Feedback

- ✓ Identify a specific problem behavior to reduce. Define and teach the opposite of this behavior. Ignore the problem behavior, and "catch" students engaging in new behavior with specific positive feedback.
- ✓ Post a visual reminder to praise students
- ✓ After praising one student, find another student who is exhibiting similar behavior and praise that student as well
- ✓ Acknowledge students using gestures, tangibles, points toward a class or individual reward, calling a parent to report success

Decrease Corrections

- ✓ Identify problem behaviors: teach expectations, and provide positive feedback when expected behaviors occur
- ✓ Pre-teach your expectations
- ✓ Ignore minor misbehavior if the behavior is attention-seeking in nature. Actively "catch" the students when they do engage in appropriate behavior
- ✓ Give positive feedback to other students who are engaged in appropriate behavior

Adapted from CHAMPS; Sprick R., 2009

v9.29.16



Remember: Our correction should never be louder or longer than the behavior we are responding to.

Calm, Cool & Collected

- Implement the consequence calmly
- Implement corrective consequences consistently
- Make sure the consequence *fits* the severity and frequency of the misbehavior
- Plan to implement the consequence unemotionally
- Plan to interact briefly at the time of misbehavior, without arguing

Menu of Classroom Corrections

- Pre-correction/Pre-teaching of expectation
- Use proximity correction
- Non verbal cue
- Give student a choice
- Praise students who are behaving responsibly
- Give a reminder of the rule
- Give a gentle reprimand
- Humor (use carefully and without sarcasm)
- Planned discussion/Restorative chat
- Keep a record of the behavior
- Use planned ignoring (for attention-seeking behaviors)
- Implement a response cost lottery
- Time owed from recess or after class
- Time owed after school
- Reset (time out) at the student's desk
- Reset (time out) at another location in the classroom
- Reset (time out) in a buddy classroom
- Have student fill out a Think Sheet
- Restorative inquiry/circle/community service with the student
- Family contact

Adapted from CHAMPS; Sprick R., 2009

v9.29.16



More time intensive

DIRECTLY FROM: PPS STUDENT RESPONSIBILITIES, RIGHTS AND DISCIPLINE HANDBOOK 2016-2017 (USED TO INFORM VERNON DEFINITIONS, PRACTICES, AND RESPONSES)

Discipline

AND PROCEDURES

School personnel and parents/guardians share the responsibility for encouraging students' appropriate behavior. School personnel are expected to use a continuum of positive behavioral interventions, strategies, and supports to teach, encourage and reinforce appropriate behaviors conducive to a learning environment.

School personnel are expected to intervene early and start the discipline process at the lowest possible level reasonably calculated to change the student's behavior and minimize loss of instructional time. Additionally, District staff shall consider all available alternatives, focusing first on family and school-based resources when teaching school expectations and responding to misbehavior. District staff investigating student misconduct will not discriminate against students on the basis of race, color, national origin, gender, religion, disability, sexual orientation, gender identity, or other protected classes as defined in Non-Discrimination Policy 1.80.020-P.

Certain kinds of behavior are not allowed at school or at school activities.

District behavior expectations apply to students whenever they are:

- present in any school or on property of the school district;
- at any school-sponsored activity, regardless of its location, including traveling to and from within a reasonable period of time;
- traveling to and from school as defined in this document in the "Before and After School" section;
- involved in conduct (regardless of whether or not they are off campus or at a non-school sponsored program) that has a direct connection to a school's safety and/or welfare; or
- participants in District athletic programs, when rules are in force during the entire season in which the student is participating seven (7) days a week, 24 hours a day, at any location.

Portland Public Schools 08/2016

DIRECTLY FROM: PPS STUDENT RESPONSIBILITIES, RIGHTS AND DISCIPLINE HANDBOOK 2016-2017 (USED TO INFORM VERNON DEFINITIONS, PRACTICES, AND RESPONSES)

Examples of misbehaviors:

- keeping other students from learning,
- using profane or abusive language,
- using or having tobacco, alcohol, other drugs, or tobacco/drug paraphernalia,
- fighting of any kind,
- bringing weapons or anything that looks like a weapon to school,
- stealing or damaging property,
- threatening, harassing, or bullying students or staff,
- wearing clothing showing gang membership or activity, or
- · refusing to follow directions.

Summary of Disciplinary Consequences and Interventions

Discipline Levels

There is a range of consequences to support student behavior. Action Levels:

- Level 1 Conferences
- Level 2 Exclusion from extra-curricular activities, time-outs, detention, etc.
- Level 3 Suspension, In-school suspension, Reassignment, Referral, etc.
- Level 4 Expulsion, Delayed Expulsion, Reassignment, Referral
- Level 5 Mandatory Expulsion
- Level 6 Mandatory One-Year Expulsion

Prior to suspension or expulsion, school staff must consider:

- The nature of the misconduct.
- · A student's age, health, and disability or special education status.
- Cultural or linguistic factors that may have played a role in the misconduct.
- · Appropriateness of student's academic placement.
- · Student's prior conduct and record of behavior.
- · Support systems available to the student.
- Student's willingness to repair the harm.
- · Impact of the incident on overall school community.
- Availability of prevention and intervention programs that are designed to address student misconduct.
- Whether the student voluntarily disclosed the misconduct.

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When an out-of-school suspension is imposed the school is required to take steps to prevent the recurrence of the behavior that led to the outof-school suspension and return the student to a classroom setting so that the disruption of the student's academic instruction is minimized.

In accordance with 4.30.020-AD, Student Discipline Procedures:

The use of expulsion is limited to:

- Conduct that poses a threat to the health and safety of students or school employees; or
- When other strategies to change student conduct have been ineffective; or,
- In conformance with district policies and regulations and State law.

For a student who is in **fifth grade or lower**, the use of out-ofschool suspension or of expulsion is limited. A disciplinary action at Level 3 or higher for a student in the fifth grade or lower must be in compliance with State law and District policy.

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Examples of conduct which violates expectation	Definition	Occurrence	Disciplinary action min — max
	ATTENDANCE & PUNCTUALITY		
Class Cutting/ Leaving Without Permission	Failure to attend assigned class without permission or excuse; leaving the building, classroom or assigned area without prior approval of the teacher and/or administrator.	Minor/First Serious/Rep	1-2 2-3
Loitering	Remaining around the school building without permission and staff supervision for purposes other than an educational assignment.	Minor/First Serious/Rep	1-2 2-3
Off Limits	Entering a location in a building or any school property		1-2 2-4
Tardiness	Failure to be in a place of instruction at the assigned time.	Minor/First Serious/Rep	1-1 2-3
Trespassing	Entering any school property or into school facilities without proper authority; during school hours; includes any school entry during a period of suspension or expulsion.	Minor/First Serious/Rep	1-3 3-4
Truancy	Failure to report to school without permission or excuse.	Minor/First Serious/Rep	1-2 2-3
	PROTECTION OF PROPERTY		
Arson	Action which may cause a fire, but none results, such as throwing a lighted match in a trash container which fails to ignite or intentionally starting any fire or combustion on school property regardless of whether any damage occurs.	Minor/First Serious/Rep	3-4 5
Bomb Threat	Reporting to school, police or fire officials the presence of a bomb on or near school property without a reasonable belief that a bomb is present on school property.	Minor/First Serious/Rep	3-4 4
Burglary	Unauthorized entry into a School District building for the purpose of committing a crime when the building is closed to students and the public.	Minor/First Serious/Rep	3-4 5
Deliberate Misuse of Property	The intentional use without proper permission of property belonging to the school or an individual for a purpose other than that for which it was intended or in a manner likely to damage the property.	Minor/First Serious/Rep	1-2 2-3
False Fire Alarm	Reporting a fire to school or fire officials or setting off a fire alarm without a reasonable belief that a fire exists.	Minor/First Serious/Rep	3-4
Gambling	Playing any game of skill or chance for money or anything of value.	Minor/First Serious/Rep	1-2 2-4

Summary of Behavior Expectations and Consequences

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Possession Of Stolen Property	Having in one's possession or under one's control property which has been stolen when the person possessing it has reasonable cause to believe the property has been stolen, or possession without permission of property belonging to	Minor/First Serious/Rep	1-3 3-4
Theft, Minor	another. Theft: taking property belonging to the school or any individual or group without prior permission. Minor Theft: includes items with a retail value of less than (\$20), but excluding personal items such as wallets, purses or keys.	Minor/First Serious/Rep	1-3 3-4
Theft, Major	Includes items with a retail value of more than (\$20) or any keys, purses or wallets regardless of the value of its contents.	Minor/First Serious/Rep	2-4 3-4
Property Damage, Minor	Vandalism: intentionally causing damage to or defacing school or property of others. Minor Vandalism: includes situations in which minor damage can be repaired or replaced at no cost to the School District.	Minor/First Serious/Rep	1-2 2-3
Property Damage, Major	Includes situations that will cost the School District to repair or replace the damage, or damage that involves a substantial disruption of school activities, such as destruction of school records.	Minor/First Serious/Rep	2-4 3-4
	PROTECTION OF PHYSICAL SAFETY AND MENTAL WELL-BEING		
	Physical, verbal, written or electronic action which	PreK-5 th grade Minor/First Serious/Rep If staff	2-3 3-5 3-5
Threat causing fear of harm	immediately creates a fear of harm, without displaying a weapon and without subjecting the victim to actual physical attack.	6 th grade & up Minor/First Serious/Rep	2 <u>-</u> 4 5
		If Staff	5-day min suspensio
Physical	Intentionally touching or striking another person against his or her will; or intentionally causing bodily harm to an Individual.	PreK-5 th grade Minor/First Serious/Rep	2-3 3-5
attack/harm		lf staff	3-5
		6th grade & up Minor/First Serious/Rep	3-5 4-5
Display of Patently Offensive Material	Displaying sexually, racially, or religiously patently offensive materials.	If Staff Minor/First Serious/Rep	5 1-3 3-4

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Extortion	tortion Forcing other persons to act against their will, such as the demand for money.		2-4 3-4
Ighting Fighting involves the exchange of mutual physical contact, such as pushing, shoving and hitting, with or without injury (i.e., mutual combat).		Minor/First Serious/Rep	1-4 2-4
Firecrackers or Explosives			2 - 3 3 - 5 6
Disturbing consistently, by pestering or tormenting; abusive words. Harassment, nonsexual, (physical, verbal, or psychological). Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.		If Weapon Minor/First Serious/Rep	1-2 3-4
Harassment or Bullying on the Basis of Disability	by on the Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior,		1-2 3-4
Harassment or Bullying on the Basis of Race, Color, or National Origin	ullying on the asis of Race, olor, or		1-2 3-4
Unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassment or bullying on the basis of sex also includes gender-based, nonsexual harassing conduct, such as harassment based on gender stereotyping. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.		Minor/First Serious/Rep	1-2 3-4
Harassment or Bullying on the Basis of Sexual Orientation or Gender Expression	Intimidation or abusive behavior toward a student based on sexual orientation or gender expression. Harassing conduct may take many forms, including verbal acts and name- calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Sericus/Rep	1-2 3-4

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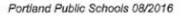
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Harassment on the Basis of Religion	Intimidation or abusive behavior toward a student based on religion. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.	Minor/First Serious/Rep	1-2 3-4
Hazing	Any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership in or affiliation with any student group, organization, or class.	Minor/First Serious/Rep	1-2 3-4
Intimidation	Forcing or discouraging an action by creating fear; extortion. (Also see Extortion)	Minor/First Serious/Rep	1-2 3-4
Reckless Vehicle Use	Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.	Minor/First Serious/Rep	2-3 3-4
Robbery	Taking property from a person by force or threat of force.	Minor/First Serious/Rep	2-3 3-4
Discipline for	any weapon violation regardless of type, must be done in District School Climate & Discipline Department	consultation	with the
Weapon, Dangerous			6
Weapon, Deadly	Possession of any instrument, article or substance specifically designed for and capable of causing death or serious physical injury.		6
Weapon, Firearm	Possession of a gun; including but not limited to a firearm which is "designed to or may readily be converted to expel a projectile by the action of an explosive and any explosive, incendiary, or poison gas." (Section 921 of Title 18 of the U.S. Code.) "Possession" is defined to include, but not limited to having a weapon located: (1) in a space assigned to a student such as a locker or desk, (2) on the student's person or property (on the student's body, in student's clothing, in an automobile), (3) under the student's control, or accessible or available; for example: hidden on school property. Confiscated guns are turned over to the police.	Any Occurrence	6
Weapon, Simulated	Possession of articles that resemble, but are not, knives, guns, or other weapons.	Any Occurrence	3-5

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	APPROPRIATE LEARNING ENVIRONMENT		
Disruptive	Behaving in a manner which disrupts or interferes with the	Minor/First	1-2
Conduct	educational process, including consensual sexual activity.	Serious/Rep	2-4
Dressing or grooming in a manner that disrupts or is likely to disrupt the educational climate or process, or a threat to the learning opportunity, health or safety of the student or any other person. Includes violation of school adopted dress code.		Minor/First Serious/Rep	1-2 2-3
Forgery	Providing a false signature or altering school documents.	Minor/First Serious/Rep	1-2 2-3
Gang Member Identifier	Displaying material that identifies student as a member or associate of a gang, including identified behaviors. (consult with SRO for current trends)	Minor/First Serious/Rep	2-3 1-3 3-4
Indecent Exposure	Exposure of private parts of the body in a lewd or indecent manner in a public place. Exposure of sexually explicit content to another person.	Minor/First Serious/Rep	1-2 3-4
Indecent Gesture	Making gestures which convey a grossly offensive, obscene or sexually suggestive message.	Minor/First Serious/Rep	$1-2 \\ 3-4$
Insubordination, Defiance, Willful Disobedience	efiance, Willful Failure to comply with a proper and authorized direction or		1-2 3-4
Interference with School Personnel	Preventing or attempting to prevent school personnel from engaging in their responsibilities through threats, violence or harassment.	Minor/First Serious/Rep	2-4 3-4
Language, Abusive/ Profane	Writing or saying anything which ridicules or humiliates another person on account of age, color, creed, disability, marital status, national origin, race, religion, sex, gender identity, or sexual orientation.	Minor/First Serious/Rep	1-2 3-4
Physical Contact, Inappropriate	ct, Pushing, Snoving, Play tighting or other inappropriate		1-2 3-4
Plagiarism/ Cheating	giarism/ Representing another person's work as one's own		1-2 3-4
Possession of Prohibited Items	with actual weapons discipling for toy weapons must		1-2 3-4
Technology, Use Violation	Using technology equipment other than in the manner directed by school staff; violations of internet security.	Minor/First Serious/Rep	1-2 3-4
Tobacco, Use and/or Possession	Using or possessing by any age student any form of tobacco or nicotine delivery devise on or adjacent to school property and at all activities without regard to location.	Minor/First Serious/Rep	1-3 3





2017-18

PROFESSIONAL DEVELOPMENT (1.7) & FACULTY INVOLVEMENT (1.10)

Over the course of the year, staff PD must explicitly address these five essential areas: teaching school wide expectations, acknowledging appropriate behaviors, correcting errors, requesting assistance (SIT Team), and understanding the influence of race, culture and language on student behavior.

Schedule for sharing disaggregated data to staff and opportunities for input on Tier I systems

Date	Торіс	Presenter
August	 -Monday, 8/22: School climate orientation Teaching school values & common area expectations and lesson plan schedule Schoolwide and classroom acknowledgement systems Compliments Stage 1, 2, 3: Reset, Repair, and SIT flowchart Equity: Influence of race, culture and language on adult expectations and student behavior Classroom management plans 	School Climate PLC, Drew Laurence, Sydney Morgan - Resolutions NW.
	-Tuesday, 8/23: Restorative Justice Staff PD ½ Day, followed by grade-level class management plans	
September	 -<u>SIT Process and Procedures</u> - School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior - Restorative Justice:Topic TBD 	School Climate PLC
October	 School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior Restorative Justice:Topic TBD 	School Climate PLC
November	 School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior Restorative Justice:Topic TBD 	School Climate PLC
December	 School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior Restorative Justice:Topic TBD 	School Climate PLC
January	 School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior Restorative Justice:Topic TBD Review Common area expectation and acknowledging appropriate behaviors (frequency, success rate, stu/staff feedback) 	School Climate PLC
February	School Culture/Climate Data Review	School Climate PLC



2017-18

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	 Equity: Influence of race, culture and language on adult expectations and student behavior 	
	Restorative Justice:Topic TBD	
March	 School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior Restorative Justice:Topic TBD 	School Climate PLC
April	 School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior Restorative Justice:Topic TBD Review Common area expectation and acknowledging appropriate 	School Climate PLC
	behaviors (frequency, success rate, stu/staff feedback)	
Мау	 School Culture/Climate Data Review Equity: Influence of race, culture and language on adult expectations and student behavior 	School Climate PLC
	Review of School Climate Plan/Staff Handbook	
June	Recommendations for 2017-2018	School Climate PLC

CLASSROOM PROCEDURES (1.8)

As per PAT contract every teacher will have a classroom management plan. Classroom management plans will be due to administration the day before back to school night. A sample plan is provided below; PD time will be provided in the first two weeks of school.

Vernon Draft Class Management Plans:

https://docs.google.com/a/apps4pps.net/document/d/1VGFVsOkZ069eOvEE3QGG9wH3AwbGhfbb5osxg1FYgps/edit ?usp=sharing

<u>K-2</u> <u>3-5</u> <u>6-8</u>

Resource: <u>https://drive.google.com/a/apps4pps.net/file/d/0B5bJC_AOaXdLYy1DTWtnLVQ5UnM/view?usp=sharing</u>

The Classroom Management Plan template, covers the essential feature of effective classroom management: Structure, teaching expectations, acknowledging positive behaviors, correcting misbehaviors.

Guest Teacher Support System - Involve Connie

Use resources: <u>https://drive.google.com/drive/u/0/folders/0B5bJC_AOaXdLVXBxS2IxTmxIUVE</u>



FEEDBACK AND ACKNOWLEDGEMENT SYSTEMS (1.9)

Research shows that when staff "catches" students exhibiting appropriate behaviors, those behaviors will increase and misbehaviors will decrease. Specific praise is extremely important in increasing the reoccurrence of appropriate behaviors. Some schools decide to give out acknowledgement "Compliments": small slips of paper that are aligned with the school values (IB Learner Profile, PROB TRICCK). All staff hand out the Compliments, along with specific praise, to students as they witness above and beyond behaviors/actions in the common areas, in classrooms, on buses, etc.

Description of our school-wide acknowledgement system:

- In our school we recognize above and beyond behaviors/actions by giving Compliments.
- Compliments are given to students when they demonstrate, to a high degree, one of the IB Learner Profile Traits.
- Students can spend compliments in our Student Store or use enter them into weekly, monthly or quarterly raffles for prizes.

Туре	What	When/Where	Who Gives Them?
Immediate/ High frequency	Students: Compliments Staff: Staff Meetings	Classroom & Common areas	All Staff
Redemption of immediate/ High Frequency	Students: Mobile student store Quarterly incentives/raffles - Ex. Timbers tickets, bike, basketball, etc. Biweekly: Gold, silver, bronze Owls, publicly displayed in hallway - tied to incentives	Classroom & Common areas	
Long term school wide Celebrations	Kids: Assemblies, raffles, etc. MYP quarterly celebrations (tied to clipboard) "Golden" awards for outstanding class behavior in common areas/specials.	Kids: Monthly assemblies, bi-weekly drawings	Teachers, Cafeteria duty staff
	C C		

Acknowledgement Matrix



Plan for Family, Student and Community Involvement (1.11) update with pta calendar

Date	Topic & Group	Activities	Organizer
August	1. Kindergarten Social	1. Family engagement, entertainment, food	1. PTA, Admin
	2. Ice Cream Social	2. Family engagement, entertainment, food	2. PTA, Admin
	3. Welcome Assembly	3. Students welcomed to the year	3. All Staff
September	 Back to School Night Bagels with Ben & Brad PTA Meeting 	 Visiting classrooms and meeting teachers and staff Community transparency/feedback/ involvement School improvement and initiatives 	1. Admin & Staff 2. Admin 3. PTA
October	 STEAM Night Bagels with Ben & Brad PTA Meeting 	 Family science and art hands-on activities Community transparency/feedback/ involvement School improvement and initiatives 	1. STEAM Committee 2. Admin 3. PTA
November	 Quarterly PBIS Assembly & Celebration/Awards Bagels with Ben & Brad PTA Meeting Quarterly Community Movie Night Parent/Teacher Conferences 	 1. K-2, 3-5, 6-8 PBIS assemblies/awards 2. Community transparency/feedback/ involvement 3. School improvement and initiatives 4. Community Film, Dialogue, and Action around Equity, Race, and Relationships. 5. Parents, students and teachers talk about student academics and behavior. 	 Admin & Staff Admin PTA Site Council
December	 Family Craft Night (SUN School) Bagels with Ben & Brad PTA Meeting 	 Family crafts and gifts Community transparency/feedback/ involvement School improvement and initiatives 	1. SUN Staff 2. Admin 3. PTA
January	 Quarterly PBIS Assembly & Celebration/Awards Bagels with Ben & Brad PTA Meeting Quarterly Community Movie Night 	 K-2, 3-5, 6-8 PBIS assemblies/awards Community transparency/feedback/ involvement School improvement and initiatives Community Film, Dialogue, and Action around Equity, Race, and Relationships. 	 Admin & Staff Admin PTA Site Council
February	 Black History Night Bagels with Ben & Brad PTA Meeting 	 Student performances, food Community transparency/feedback/ involvement School improvement and initiatives 	 All Staff Admin PTA
March	 STEAM/Inquiry Fair Bagels with Ben & Brad 	 Presentation of student work Community transparency/feedback/ involvement 	1. STEAM Committee

Schedule for family involvement activities



Vernon School Climate Handbook

	3. PTA Meeting	3. School improvement and initiatives	2. Admin 3. PTA
April	 Quarterly PBIS Assembly & Celebration/Awards Bagels with Ben & Brad PTA Meeting IB Night/Exhibition Quarterly Community Movie Night 	 K-2, 3-5, 6-8 PBIS assemblies/awards Community transparency/feedback/ involvement School improvement and initiatives Visiting classrooms, entertainment, food Community Film, Dialogue, and Action around Equity, Race, and Relationships. 	 Admin & Staff Admin PTA All Staff Site Council
May	 Student-led Conferences Bagels with Ben & Brad PTA Meeting Community Project Presentations 	 Parents, students and teachers talk about student academics and behavior. Community transparency/feedback/ involvement School improvement and initiatives Presentation of 8th grade work 	 All Staff Admin PTA MYP Staff
June	 Quarterly PBIS Assembly & Celebration/Awards Bagels with Ben & Brad PTA Meeting Vernon Carnival Quarterly Community Movie Night 	 K-2, 3-5, 6-8 PBIS assemblies/awards Community transparency/feedback/ involvement School improvement and initiatives Entertainment, food Community Film, Dialogue, and Action around Equity, Race, and Relationships. 	 Admin & Staff Admin PTA PTA Site Council

Plan for Student Involvement

School wide: Quarterly grade-band assemblies with public recognition of individual and whole-class exemplary behavior and achievement. Ongoing class circles to continue to build relationships and revisit class community expectations and acknowledgements.

MYP circles will convene grades 6-8 to collect feedback from students, expectation clarifications, and positive recognition. Public recognition of individual and whole-class exemplary behavior and achievement.

MYP Student Climate Leadership Team will meet regularly as part of the student leadership body to help design and implement reward programs for students, support positive behaviors and create materials for teaching behavior expectations.

MYP Coaches will support K-5 positive student behavior through modeling and reinforcement during recess and lunch periods.



Vernon New Student/Family Plan

April Mears - Counselor, Brad Parker - Assistant Principal

Student Welcoming Sessions (April Mears)

- Counselor leads a three-week session, 1 session a week. New students enter at any time in the 3-week session. Each session begins with a getting acquainted activity. Counselor tracks when the new student begins and ends 3-week session.
 - 3 week topics:
 - Activity 1: Welcome and Needs/Wishes/Wants Activity
 - Activity 2: Check-in, goal setting
 - Activity 3: Check-out, next steps,
 - invites new student to continue in the group as a "mentor" if necessary.
 - Counselor gives and collects End-of-Term survey for all new students

Family Welcoming Sessions (Brad Parker)

- Week 1: Introduction call, optional building tour/visit
- Week 3: Follow-up call, needs/wishes/wants, shre results of 3 week student welcoming session with counselor

TIER I EVALUATION

Evaluation of the Effects and Fidelity of the School Climate Practices

DISCIPLINE DATA (1.12)

Tiered Fidelity Inventory (TFI) guides the action planning for the implementation of positive school climate.

- Assessment component is completed three times a year in September, January and May
- A score of 80% or better indicates a well-implemented tier
- The TFI action plan is revisited on a monthly basis

Recent TFI scores

• 2015-2016

School Climate Survey (SCS) determines the status of specific building-wide school climate initiatives and issues (Core Values, Student Voice, Specific CR-PBIS Initiatives--ex: acknowledgement tickets)

- Completed three times a year (September, January, May) by all students (grades 3-8)
- Reviewed by School Climate Team and shared with staff, students and families. Used to monitor and adjust climate initiatives.

Recent SCS data

School Climate Action Plan (TFI)

