



## Program Parent Handbook



### The Ferguson Elementary School-Wide Positive Behavior Intervention And Support System (School-Wide)

#### **What is School-Wide?**

School Wide is a system of behavioral expectations created to foster a positive school culture where students are safe, happy, and ready to learn. At Ferguson, we call this the STAR program.

Some of the components include:

- Clearly defined school-wide expectations
- Instruction, modeling and practice of expectations for each school setting along with visual reminders throughout the school
- An Acknowledgement System (tickets) for students
- Participation by all students, teachers, staff, and families

#### **What is the mission of the STAR program?**

The Ferguson School Wide mission is to implement a proactive system in which all Ferguson Elementary community members will feel safe, happy, and ready to learn.

#### **What does STAR stand for?**

At Ferguson, we use the acronym STAR to help students remember the core expectations or STAR Powers: Show Kindness, Take Responsibility, Act Safely, and Respect Others.

#### **Where does STAR take place?**

STAR behavior is expected in all school environments including classrooms, hallways, restrooms, assemblies, lunchroom, on the playground, and on busses.

#### **How is STAR implemented?**

The STAR program begins on the first day of school and runs through the entire school year. Teachers and staff in each of the school environments explicitly teach students STAR expectations. An acknowledgement system is in place in order to encourage and reinforce the STAR expectations.

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#### **What is an Acknowledgement System?**

All people appreciate being acknowledged for good work. School-Wide programs implement acknowledgement systems in order to recognize and validate positive behavior. When teachers and staff see students using STAR powers, they may hand them one of these tickets.

These tickets can be entered into drawings for tangible rewards such as school spirit items or intangible rewards like lunch with the principal or extra recess for the class. The students also work towards earning an "All School" such as a movie or DJ sessions.



### **How can parents and families support the STAR Program?**

We ask that you review the "Behavior Expectations" as well as the "Minor and Major" behavior problems included in this booklet. Discuss them with your child. We also ask that you:

- Reinforce the expectations at home. Parents/guardians are the best role models for their children. Children often imitate behaviors they see at home. Encourage your child to make smart choices at school and at home.
- Ask your child about their school day. Keep communication open between you and your child's teacher throughout the school year. Ask your child about "STAR" tickets. If your child earned a ticket, praise your child for being a Ferguson STAR!
- Attend meetings if there is a behavior problem that needs follow-up.

### **What happens when a student has difficulty following the STAR Expectations?**

We hope that all students will be successful in our STAR program; however, we know that there will be problems from time to time. The School Wide team has identified potential behavior problems and categorized them as "Minor or Major." In most cases, teachers or staff will address minor behavior problems. If a student commits a major behavior offense, they will be referred to the principal. A copy of the referral will be sent home with follow up communication. Consequences for inappropriate behavior may include, but are not limited to the following: a student/principal conference, a warning, a student/teacher/parent conference, loss of privilege or an out of school suspension. An example list of potential behavior problems is included at the end of this booklet.



# Ferguson STAR Behavior Expectations

Restroom			
Show Kindness	Take Responsibility	Act Safely	Respect Others
<ul style="list-style-type: none"> <li>Be Polite</li> <li>Knock before you enter the stall</li> <li>Be in your own space</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom only for the intended purpose</li> <li>Flush toilets</li> <li>Use 1 paper towel</li> <li>Button and zip before you leave</li> <li>Tell an adult if there is a problem</li> <li>Be quick and get back to class</li> <li>Alert an adult if any problems arise</li> </ul>	<ul style="list-style-type: none"> <li>Lock only when you are using the stall</li> <li>Leave materials outside the restroom</li> <li>Wash hands with soap</li> <li>Walk to and from the bathroom</li> <li>Keep floor dry</li> </ul>	<ul style="list-style-type: none"> <li>Respect Privacy</li> <li>Use level 1 voice and quiet feet</li> <li>Wait your turn</li> <li>Respect personal space</li> <li>Speak respectfully about others (no gossip)</li> </ul>
Hallway/Stairs			
Show Kindness	Take Responsibility	Act Safely	Respect Others
<ul style="list-style-type: none"> <li>Greet others</li> <li>Respond to greetings</li> <li>Help others with things when needed</li> <li>Hold or pass the door carefully</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to where you should be</li> <li>Keep hands and feet to self</li> <li>Store your belongings appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Walk on RIGHT side</li> <li>Face forward when you walk</li> <li>Take one step at a time in stairwells</li> <li>Tell an adult if you see a problem</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices and feet</li> <li>Signal to help others be quiet</li> <li>Remove hat in the building</li> <li>Keep hallways clean</li> </ul>
Bus/Vans			
Show Kindness	Take Responsibility	Act Safely	Respect Others
<ul style="list-style-type: none"> <li>Greet and thank bus driver</li> <li>Use kind words and gestures</li> <li>Include others</li> <li>Help Others</li> </ul>	<ul style="list-style-type: none"> <li>Keep bus clean</li> <li>Keep track of personal belongings</li> <li>Be on time</li> <li>Tell an adult if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Wait your turn</li> <li>Stay seated on your bottom in your seat.</li> <li>Face forward</li> <li>Keep hands, feet, and objects to yourself</li> <li>Wait for bus to stop before standing up</li> <li>No food or eating on the bus</li> </ul>	<ul style="list-style-type: none"> <li>Follow all adult directions</li> <li>Treat others as you want to be treated</li> <li>Use quiet voices</li> </ul>
Classroom			
Show Kindness	Take Responsibility	Act Safely	Respect Others
<ul style="list-style-type: none"> <li>Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>Do your best</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands, feet, and</li> </ul>	<ul style="list-style-type: none"> <li>Treat others the way you want to be</li> </ul>

<ul style="list-style-type: none"> <li>• Encourage others</li> <li>• Help others</li> <li>• Welcome everyone</li> <li>• Include others</li> <li>• Talk through conflicts peacefully</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Keep materials organized</li> <li>• Follow directions</li> <li>• Ask questions</li> <li>• Admit to mistakes</li> <li>• Be honest</li> <li>• Participate</li> <li>• Be an up-stander</li> <li>• Ask for help when needed</li> <li>• Try new things</li> <li>• Have a positive attitude</li> </ul>	<p>objects to yourself</p> <ul style="list-style-type: none"> <li>• Walk</li> <li>• Push in your chair when leaving your desk</li> <li>• Use materials for their intended purpose</li> <li>• Safely gather and put away materials</li> </ul>	<p>treated</p> <ul style="list-style-type: none"> <li>• Be an active listener; sit quietly, look at the person speaking, think about what they're saying</li> <li>• Wait your turn before speaking</li> <li>• Work cooperatively with others</li> <li>• Ask permission to use others' materials</li> <li>• Take your fair share</li> </ul>
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## Cafeteria

Show Kindness	Take Responsibility	Act Safely	Respect Others
<ul style="list-style-type: none"> <li>• Include others</li> <li>• Use kind words and actions</li> <li>• Talk to resolve conflicts peacefully</li> <li>• Help others</li> <li>• Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up any trash or materials that belong to you</li> <li>• Be careful to place trash, trays and utensils in proper bin.</li> <li>• Use utensils and other materials appropriately</li> <li>• Line up in the space designated for your class.</li> <li>• Remember what you ordered</li> </ul>	<ul style="list-style-type: none"> <li>• Wash hands before eating and after using restroom</li> <li>• Eat your own lunch</li> <li>• Use utensils appropriate</li> <li>• Keep your food on your own tray or in your own space</li> <li>• Stay in your seat</li> <li>• Raise your hand before leaving your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Use an appropriate level when speaking</li> <li>• Be considerate of the personal space of others</li> <li>• Use appropriate language in conversations</li> <li>• Follow the directions given by adults</li> <li>• Treat others as you'd like to be treated</li> <li>• Be polite when eating food</li> </ul>

## Assemblies

Show Kindness	Take Responsibility	Act Safely	Respect Others
<ul style="list-style-type: none"> <li>• Use kind words and actions</li> <li>• Look at the speaker</li> <li>• Listen to the speaker</li> <li>• Sit flat so others can see (except the last row)</li> <li>• Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>• Sit quietly during the presentation</li> <li>• Come and go quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Walk calmly</li> <li>• Sit calmly</li> <li>• Wait your turn</li> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Respect personal space</li> <li>• Face the presenter</li> <li>• Participate when asked by the speaker</li> <li>• Applaud, cheer, or clap when appropriate</li> </ul>

## Playground

Show Kindness	Take Responsibility	Act Safely	Respect Others
<ul style="list-style-type: none"> <li>• Seek to include everyone</li> <li>• Use kind words</li> <li>• Be an up-stander; tell an adult if you see a problem</li> </ul>	<ul style="list-style-type: none"> <li>• Line up quickly</li> <li>• Stay within boundaries</li> <li>• Follow weather guidelines</li> <li>• Bring in what you took out</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Keep hands and feet to yourself</li> <li>• Dress appropriately for the weather</li> </ul>	<ul style="list-style-type: none"> <li>• Treat others as you would like to be treated</li> <li>• Listen to adults</li> <li>• Play fairly</li> <li>• Take turns</li> </ul>

	<ul style="list-style-type: none"> <li>Stop and think before you act</li> </ul>	<ul style="list-style-type: none"> <li>Wipe feet when entering building</li> </ul>	<ul style="list-style-type: none"> <li>Reduce voice to level 1 before entering building</li> </ul>
<b>Arrival/Dismissal</b>			
<b>Show Kindness</b>	<b>Take Responsibility</b>	<b>Act Safely</b>	<b>Respect Others</b>
<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Greet others</li> <li>Help others</li> <li>Hold or pass the door to others</li> </ul>	<ul style="list-style-type: none"> <li>Get breakfast and then go to your classroom</li> <li>Go directly to where you should be</li> <li>Be on time</li> <li>Follow arrival and dismissal routines</li> <li>Use Level 2 voices in the hallway</li> <li>Make sure you have all of your belongings</li> <li>Use the correct door, staircase and hallways to go to your classroom</li> <li>No more than three students with instruments in the elevator and must have permission from the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Walk carefully at all times in the hallway</li> <li>Follow all adult directions</li> <li>Keep hands and feet to yourself</li> <li>Wear your outerwear</li> <li>Walk to and from the bus</li> <li>Stay on the sidewalk</li> <li>Remain in the classroom until dismissed by the teacher</li> <li>Wait to be dismissed by teacher(s) at parent pick up</li> <li>Enter the building through the correct primary or intermediate door</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of others</li> <li>Level 2 voice/quiet feet</li> </ul>
<b>Parent Pickup/Walkers</b>			
<b>Show Kindness</b>	<b>Take Responsibility</b>	<b>Act Safely</b>	<b>Respect Others</b>
<ul style="list-style-type: none"> <li>Use kind words and actions</li> <li>Say goodbye to others as you leave</li> <li>Greet parents as they pick you up</li> </ul>	<ul style="list-style-type: none"> <li>Bring all of your belongings with you</li> <li>Go directly from your classroom to the silo door</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Safely carry items</li> <li>Keep hands and feet to yourself</li> <li>Remain in the classroom until dismissed by the teacher</li> </ul>	<ul style="list-style-type: none"> <li>Encourage and allow others to walk safely</li> <li>Follow all adult directions</li> </ul>
<b>Indoor Recess</b>			
<b>Show Kindness</b>	<b>Take Responsibility</b>	<b>Act Safely</b>	<b>Respect Others</b>
<ul style="list-style-type: none"> <li>Seek to include everyone</li> <li>Use kind words</li> <li>Be an up-stander; tell an adult if you see a problem</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Keep materials organized</li> <li>Follow directions</li> <li>Be honest</li> <li>Participate</li> <li>Be an up-stander</li> <li>Ask for help when needed</li> <li>Try new things</li> <li>Have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>Keep your hands, feet, and objects to yourself</li> <li>Walk</li> <li>Push in your chair when leaving your seat</li> <li>Use materials for their intended purpose</li> <li>Safely gather and put away materials</li> </ul>	<ul style="list-style-type: none"> <li>Treat others as you would like to be treated</li> <li>Listen to adults</li> <li>Play fairly</li> <li>Take turns</li> <li>Volume 2</li> <li>Reduce voice to level 1 before entering hallway</li> </ul>

## Examples of Minor and Major Behavior Problems:

Minor Problem Behaviors	Looks Like/Sounds Like
Defiance Disrespect Disruption	Ignoring first teacher request, verbally refusing to comply first time. Off task, not working on an assignment, can be redirected, disruptive calling out
Dress Code Violation	District Policy
Inappropriate Language	Use of the vulgar or perverse and offensive language EX: "Damn" "Shit" "Crap" "Sucks"
Physical Aggression Physical Contact	Rough-housing, horseplay, unwanted physical touch
Property Misuse	Poking people with a writing utensil, writing on a desk with pencil, sitting back on 2 chair legs, tapping the desk loudly, breaking pencils/pens, writing or being written on skin/clothing
Tardy	Late to special, music lessons, support services or returning to class
Technology Violation	On an off-topic website that is still school appropriate, Without permission, a phone/electronic device is heard or seen and teacher takes action

Major Problem Behaviors	Looks Like/Sounds Like
Abusive Language Inappropriate language Profanity	Any language used in an attack against another person or as a put down or in repetitive use. "F" word
Use/Possession of Drugs/Alcohol	
Arson	Pictures or written threats or in the act
Bomb Threat/False Alarm	
Use/Possession of Combustibles	(matches, lighters, firecrackers, gasoline, lighter fluid)
Defiance/Disrespect/ Insubordination/	After 3 redirections, student does not comply
Disruption	Disruption includes sustained loud talk, yelling or screaming; noise with materials; rough housing and or sustained out of seat
Dress Code Violation	Student refuses to comply with teacher request to change
Fighting/Physical Aggression	Hitting, punching, hitting with an object, kicking, hair pulling, scratching, pushing/tripping

*(continued....)*

<b>Forgery/Theft</b>	Theft: taking things, from other students without permission, taking things from classroom without permission Forgery: forging a parents signature
<b>Harassment/Bullying</b>	Threats, intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters, peeking into stalls
<b>Inappropriate Display of Affection</b>	Inappropriate sexual behavior
<b>Inappropriate Location/ Out of bounds</b>	Student in inappropriate bathroom, hiding, wrong hallway repeatedly, leaving playground, running away
<b>Lying/Cheating</b>	Plagiarism, intentional lying
<b>Property Damage/Vandalism</b>	Irreparable damage to property or repeated minor disruption of property
<b>Skip class/ Truancy</b>	Leaving classroom without permission and not returning
<b>Technology Violation</b>	Repeated violation or refusal to comply with teacher request for electronic device, inappropriate website, cyber-bullying
<b>Tardy</b>	
<b>Use/Possession of Tobacco</b>	
<b>Use/Possession of Weapons</b>	Refer to school district policy

I have reviewed the STAR program handbook and discussed it with my child(ren).

Parent/Guardian Signature:\_\_\_\_\_

Student Signature(s):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_