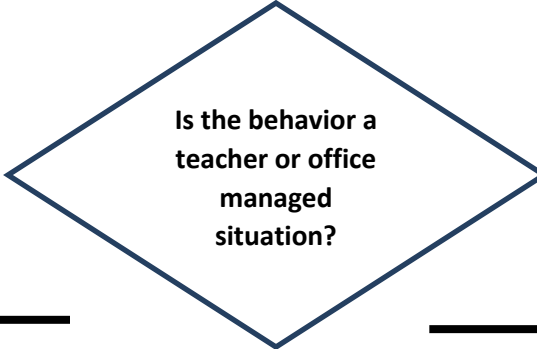
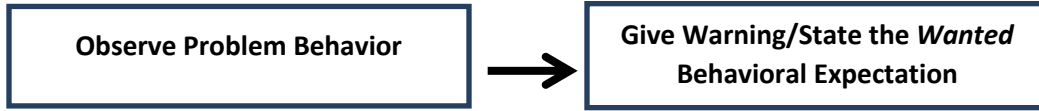


# Macon Hall Elementary Flow Chart



**TEACHER MANAGED**

**OFFICE MANAGED**

**First Steps to address unwanted behavior:**  
 Verbal Warning  
 Re-teach Expectations  
 Conference with student and provide encouragement.

**Second Steps to address unwanted behavior:**  
 Start 30 day Documentation (Minor Tracking Form)  
 Re-teach expectations  
 Conference with student  
 Phone call home.

**If unwanted behavior continues *after* 30 days of positive interventions have been provided and documented, Complete Counseling Referral and attach Minor Tracking Form.**

**Student receives additional support from the following as MTSS suggests: School Counselor, Behavior Specialist, Social Worker.**

Teacher Managed	Office Managed
Unprepared	Continual minor behavior, after 30 days of intervention
Out of seat	Actions that cause harm
Not following directions	Stealing
Whining	Destruction of others' property
Refusing to do work	Fighting/punching/biting
Out of line	Throwing furniture
Leaning on chair	Weapons
Talking in class	Threats
Off task	Repeat verbal harassment
Calling out	Inappropriate touching
Talking back	Destruction of school property
Name calling	
Put downs	

**Ensure safety**

**Escort Student to Office or Call Office /Press Call Button for Administrator**  
  
**Fill out Office Referral**

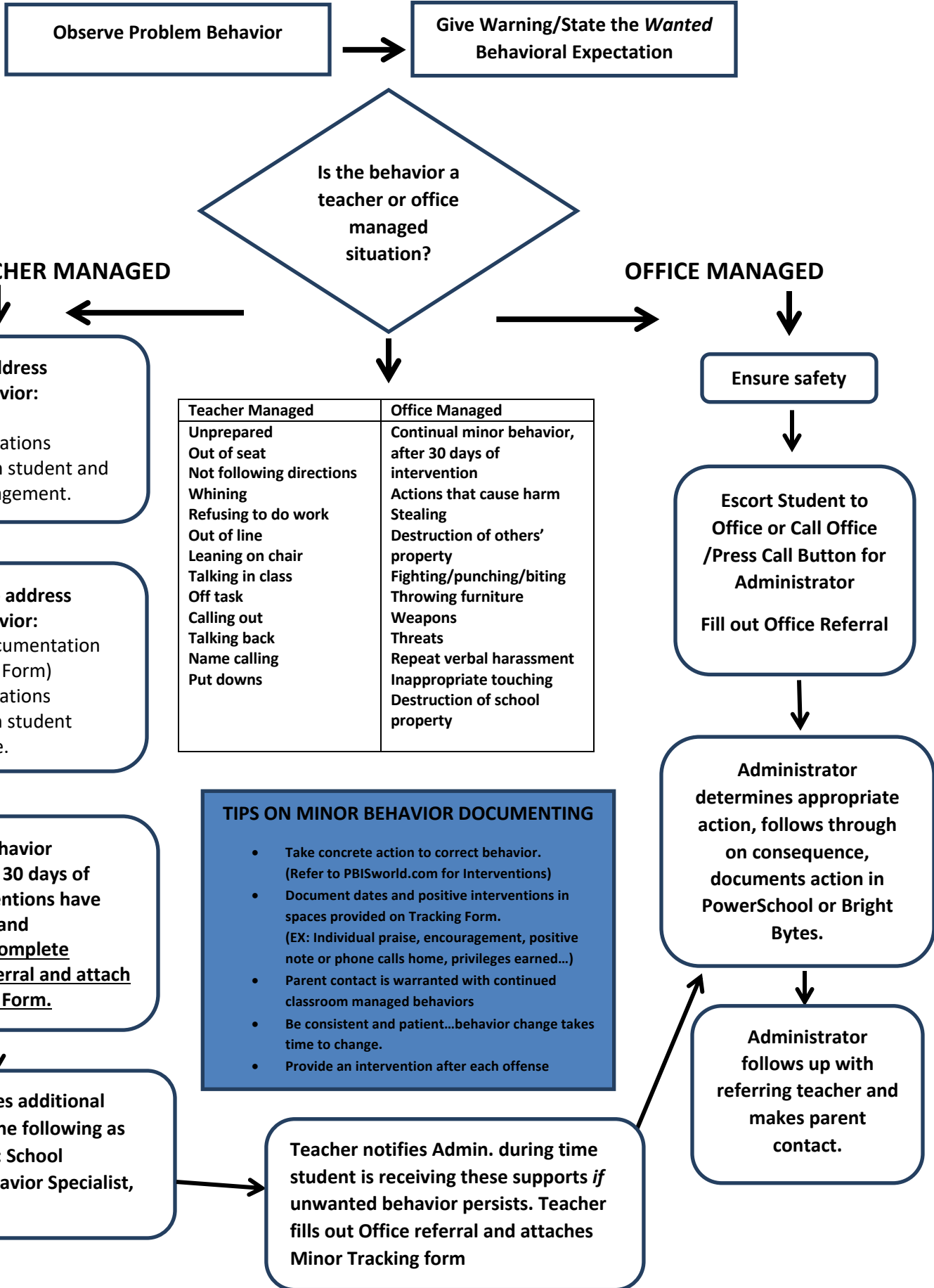
**Administrator determines appropriate action, follows through on consequence, documents action in PowerSchool or Bright Bytes.**

**Administrator follows up with referring teacher and makes parent contact.**

**TIPS ON MINOR BEHAVIOR DOCUMENTING**

- Take concrete action to correct behavior. (Refer to PBISworld.com for Interventions)
- Document dates and positive interventions in spaces provided on Tracking Form. (EX: Individual praise, encouragement, positive note or phone calls home, privileges earned...)
- Parent contact is warranted with continued classroom managed behaviors
- Be consistent and patient...behavior change takes time to change.
- Provide an intervention after each offense

**Teacher notifies Admin. during time student is receiving these supports *if* unwanted behavior persists. Teacher fills out Office referral and attaches Minor Tracking form**



# Macon-Hall Elementary Expectations

I am **SAFE, RESPONSIBLE,**  
& **RESPECTFUL.**

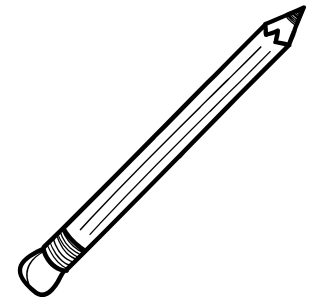
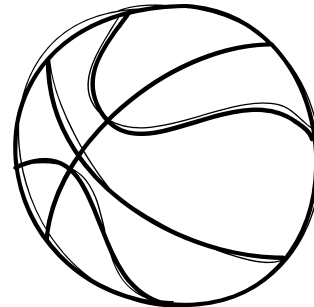
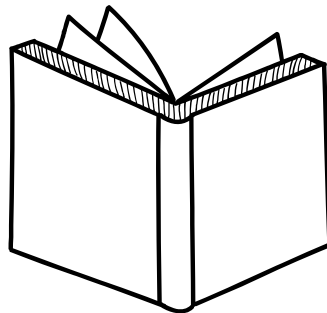
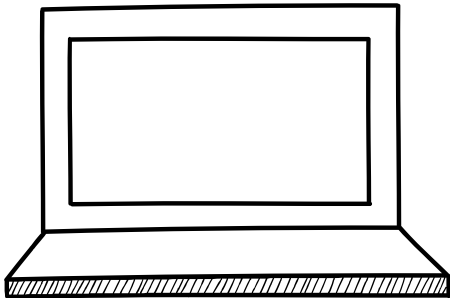
I have **INTEGRITY.**

I am a **Macon-Hall Timberwolf.**



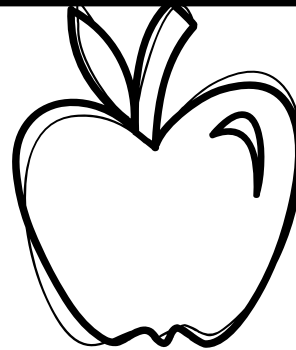
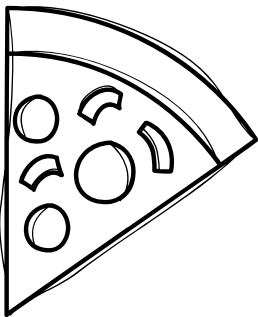
# IN THE CLASSROOM

<b>SAFE</b>	Walk. Hands, feet, and object to self. Chair and desk legs on the floor. Store supplies in designated locations.
<b>RESPONSIBLE</b>	Have supplies. Listen. Follow directions. Stay on task. Watch for voice level cue. Personal items left at home.
<b>RESPECTFUL</b>	Stay in assigned seat. Raise hand to gain attention.
<b>INTEGRITY</b>	Complete all assignments. Complete your own work. Eyes on your own work.



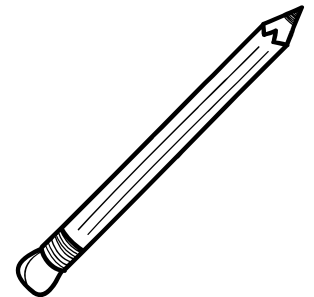
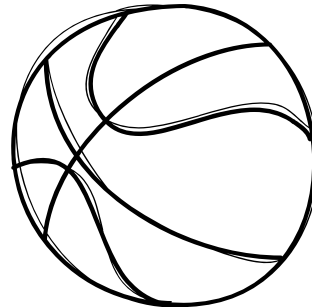
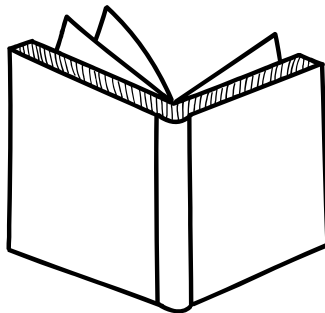
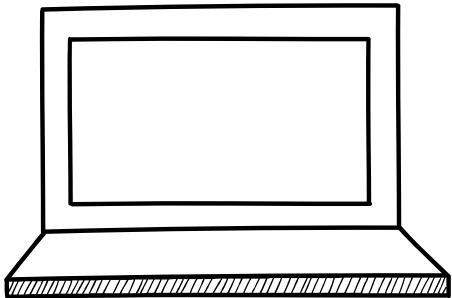
# IN THE CAFETERIA

<b>SAFE</b>	Walk. Hands, feet, and objects to self. Stay seated. Wait your turn.
<b>RESPONSIBLE</b>	Voice level 2. Talk after eating. Leave area free of trash.
<b>RESPECTFUL</b>	Follow directions. Eat only your food. Keep food on plate. Raise hand for assistance. Say "please" and "thank you."
<b>INTEGRITY</b>	Place trash in trash can.



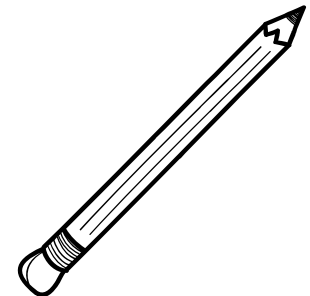
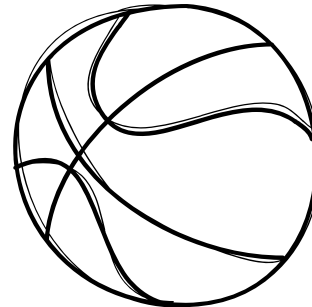
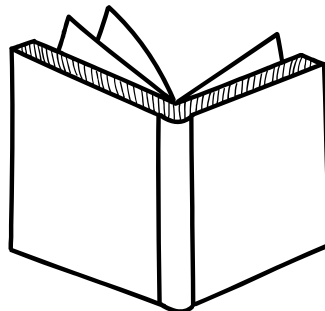
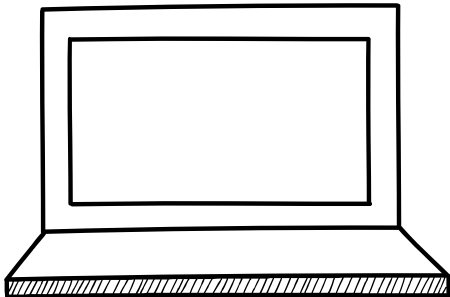
# IN THE HALLWAY

<b>SAFE</b>	Face forward. Enjoy wall art with eyes only.
<b>RESPONSIBLE</b>	Stay in line. Go directly to your destination. Walk on right.
<b>RESPECTFUL</b>	Hands and feet to self. Arm's length from the person in front of you. 0 voice level.
<b>INTEGRITY</b>	Follow directions. Use "please," "thank you," and "excuse me."



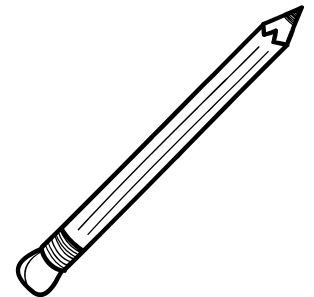
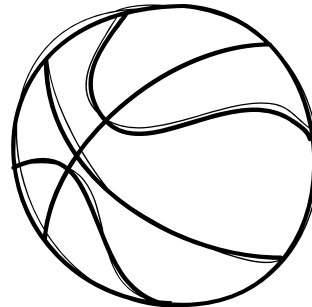
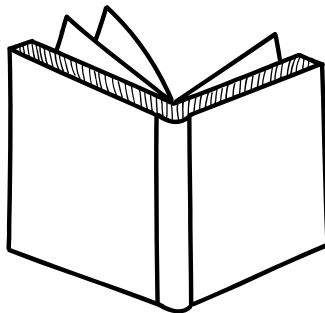
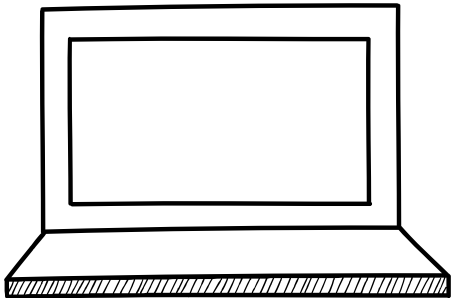
# IN THE RESTROOM

<b>SAFE</b>	Wash hands. Keep feet on the ground. One person per stall. Graffiti free. 3 students at a time.
<b>RESPONSIBLE</b>	Complete business in toilet or urinal. Place tissue in toilet. Flush. Wash. 2 pumps soap. 2 towels. Water off.
<b>RESPECTFUL</b>	Wait your turn. Hands and feet to self. Place trash in trash can. Report problems to teacher. 0 voice level.
<b>INTEGRITY</b>	Give others privacy.



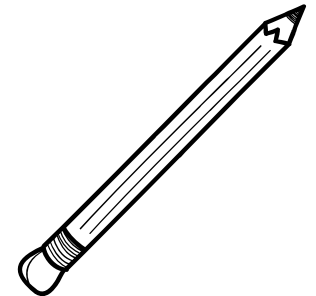
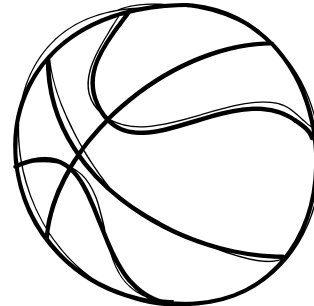
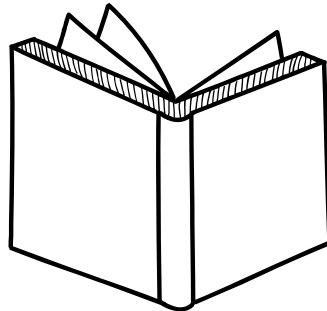
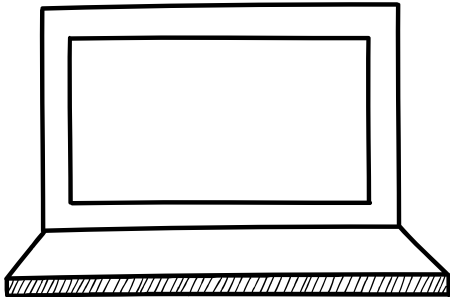
# ON THE BUS

<b>SAFE</b>	Walk. Stay seated. Voice level 1. Listen.
<b>RESPONSIBLE</b>	Face forward. Aisles free of objects. Backpack on lap or at feet.
<b>RESPECTFUL</b>	Hands and feet to self. Feet on floor. Graffiti free. Greet the driver.
<b>INTEGRITY</b>	Report problems to driver. Sit in assigned seat. Use "please," "thank you," and "excuse me."



# OUTSIDE AT RECESS

<b>SAFE</b>	Listen for instruction. Stay in line. Hands and feet to self.
<b>RESPONSIBLE</b>	Return equipment to designated locations. Line up first time called. Share.
<b>RESPECTFUL</b>	Use equipment as instructed. Leave nature's objects on the ground. Wait your turn. Report problems to the teacher.
<b>INTEGRITY</b>	Include others. Use "please," "thank you," and "excuse me."





<b>School-Wide Rules</b>	<b>CLASSROOM</b>	<b>CAFETERIA</b>	<b>HALLWAY</b>	<b>RESTROOM</b>	<b>BUS</b>	<b>RECESS</b>
<b>SAFE</b>	Walk Hands, feet & objects to self Chair, desk, legs on floor Store supplies in designated locations	Walk Hands/feet & objects to self Stay seated Wait your turn	Face forward Enjoy wall art with eyes only	Wash hands Keep feet on the ground One person per stall Graffiti free 3 students at a time	Walk Stay seated Voice level 1 Listen	Listen for instruction Stay in line Hands/feet to yourself
<b>RESPONSIBLE</b>	Have supplies Listen Follow directions Stay on task Watch for voice level cue Personal items left at home	Voice level 2 Talk after eating Leave area free of trash	Stay in line Go directly to your destination Walk on right	Complete business in toilet or urinal Place tissue in toilet Flush Wash 2 pumps soap 2 towels Water off	Face forward Aisles free of objects Backpack on lap or at feet	Return equipment to designated locations Line up first time called Share
<b>RESPECTFUL</b>	Stay in assigned seat Raise hand to gain attention	Follow directions Eat only your food Keep food on plate. Raise hand for assistance Say Please and Thank you	Hands and feet to self Arm's length from the person in front of you 0 voice level	Wait your turn Hands and feet to self Place trash in trash can Report problems to teacher 0 voice level	Hands and feet to self Feet on floor Graffiti free Greet the driver	Use equipment as instructed Leave nature's objects on the ground Wait your turn Report problems to the teacher
<b>INTEGRITY</b>	Complete all assignments Complete your own work Eyes on your work	Place trash in trash can	Follow directions Use please, thank you, and excuse me	Give others privacy	Report problems to driver Sit in assigned seat Use please, thank you, and excuse me	Include others Use please, thank, and excuse me Positive talk