

Bannerman Learning Center



PBS Self Contained

Student/ Parent Handbook

2017-2018



Mission Statement

The purpose of the positive behavior support self-contained program at Bannerman Learning Center is to facilitate the development of students as lifelong learners while strengthening social and emotional skills in a respectful and cooperative atmosphere. In addition, each student is well known by multiple adult advocates who support that student's educational experience.



Communication

School contact information:

Address: 608 Mill St. Green Cove Springs, FL 32043
Phone Number: 904-336-4975

Mrs. Urbano	BRT	336-4975 ext. 65026
Ms. Dubis	BRT	336-4975 ext. 65010
Mr. Knowles	Mental Health Counselor	336-4975 ext. 65523
Mr. Ferraro	Guidance Counselor	336-4975 ext. 64983
Mrs. Padgett	ESE Secretary	336-4975 ext. 65023
Nurse Kelly	School Nurse	336-4975 ext. 64994
Michelle Todd	ESE Transportation	336-0017

Frequent communication with your child’s teacher is essential to his/her educational growth. Although daily point sheets are a great tool, they cannot replace verbal communication between parents and teachers.

Behavioral Level System

The PBS Self Contained classroom at BLC will operate on a level system as a means of tracking student behavioral progress. A student’s level and day will be recorded on his/her point sheet. For each level, a minimum amount of points will be required daily for the student to earn his/her “Goal” day. When a student does not earn the minimum points for his/her level, a “Freeze” day will be recorded on the point sheet. A brief overview of the system is as follows:

LEVEL	GOAL	PRIVILEGE
Bronze	<ul style="list-style-type: none"> ✓ 85% of daily points ✓ 10 consecutive days 	<ul style="list-style-type: none"> ● In class free-time when appropriate
Silver	<ul style="list-style-type: none"> ✓ 88% of daily points ✓ 20 non-consecutive days 	<ul style="list-style-type: none"> ● Lunch in cafeteria ● Visit other classes or receive visitors ● Inside or outside free time
Gold	<ul style="list-style-type: none"> ✓ 90% of daily points ✓ 30 non-consecutive days 	<ul style="list-style-type: none"> ● All of the above ● Growlstopper w/ supervision ● Run errands unattended ● Purchase cokes/candy from machine
Platinum	<ul style="list-style-type: none"> ✓ 95% of daily points ✓ 40 non-consecutive days 	<ul style="list-style-type: none"> ● All of the above ● Planner instead of point sheet ● Morning announcements ● Mainstream ● Student Assistant in InD class

Levels:

- The level of the student is identified by the first initial of the level and the number of the day (Example: B3, S10, G4, P32).

- A student does not go beyond Platinum level day 40 (P40).
- If a student meets the daily goals on the point sheet, he/she has a "goal day". If daily goals are not met, it is considered a freeze day.
- For each "goal day", the student moves forward one day. For example, if John is on S4 and has a goal day today, he will be on S5 tomorrow. If she/he earns 100% of the daily points on the Gold or Platinum level, he will move forward 2 days. NOTE: On the Bronze or Silver level, the student can only move forward 1 day.
- For each "freeze day", the student moves back 1 day, however, if she/he is on the Gold or Platinum level, she/he moves back 2 days.
- For each suspension day, (ISS/LAE or OSS) the student moves back 2 days.
- If the student is assigned to ISS/LAE, she/he cannot earn points or tickets; however, if she/he completes assignments and is not a behavior problem, she/he will not have a freeze day. Instead, the student will have a "neutral day" and the parent will be notified via point sheet that she/he displayed appropriate behavior while in ISS.
- On the Bronze level, the 10 days must be consecutive. In order to move from the Bronze level to the Silver level a student "**Off-Level**" must have 10 consecutive goal days.

"Off-Level"

Immediate removal from classroom to "Off Level"

1. Physical aggression
2. Repeated Non-compliance which is disruptive
3. Blatant defiance/disrespect of adults

Procedures during "Off-Level"

Points are not earned during this time period.

Expectations in Off Level:

- Enter quietly and sit in carrel
- If a student continues to be disruptive after entering "Off Level", they may be required to sit in the quiet room

- If you are unable to sit appropriately in a carrel, you will go into the quiet room until you can sit quietly for 10 minutes
- Time starts when the student is sitting quietly (usually remainder of the period)

Re-entry into the classroom:

- You may earn all of the points if back in class within 10 minutes of the start of the period. Only half of the points may be earned if returning within 25 minutes
- If you return after 25 minutes, you are unable to earn points for that period



Transportation

The safety of our students is the primary concern of our transportation staff members. Infractions that pose a risk to the safety of our students or bus drivers will not be tolerated.

The **following procedures** will be followed in the event of misbehavior on the school bus. **One or all of these actions may take place depending upon the severity of the misbehavior.**

1. 1-2 referrals breakfast/homeroom in Off-Level
2. 3-4 referrals breakfast and first period in Off-Level
3. 5-7 referrals ½ day in Off-Level
4. 7-9 referrals whole day Off-Level
5. 10+ referrals OSS

Please reinforce the importance of bus safety. It is important to become familiar with your child's driver and attendant in order to maintain direct communication.

Bus: Students can earn tickets for appropriate bus behavior.

3 tickets = Excellent behavior
2 tickets = Warning was given
1 ticket = Needs improvement
0 tickets = Unsatisfactory bus ride

- ✓ You can earn up to 3 tickets for AM and PM (6 maximum)
- ✓ You receive your tickets when leaving the bus
- ✓ Any bus referral will result in going directly to Off-Level in the morning for consequences and you will be unable to earn points or tickets for that period

Probationary Period:

At the start of the school year, students will be on the same level they attained the previous year on a probationary status. The probationary **period lasts 10 consecutive days. You must meet the goal day criteria** for that level for the 10 days. For example, if Billy ended the year on Gold 14, he will start the year on Gold 1. He must have at least 90% of his daily points for 10 days in a row. If he has a freeze day during those 10 days, he will go back to Day 1 of the previous level. So, if Billy is on Gold and on the 6th day of the probationary period, he has a freeze day, he will be moved to Silver 1.

- If a student is withdrawn from school due to an alternative placement, he/she will be on Bronze upon returning to BLC.
- If a student withdraws from school or moves out of county and then returns, he/she will start on Bronze upon returning to BLC.

Level Drop:

A level drop will be used only in the case of serious behavioral infractions such as physical aggression or AWOL (student leaving campus). Students will receive an automatic level drop for AWOL. The Behavior Site Coach and the PBS teacher will collaborate and make the final decision regarding any level drop.

Point Sheets:

All students are monitored daily with a point sheet. (See copy in back)
Students will bring this point sheet home on a daily basis. Please review the point sheet with your student and sign it. The student is responsible for returning the point sheet to the homeroom teacher the following day.

Tickets: Students may earn tickets by displaying positive and appropriate behavior throughout the day. Some examples are as follows:

- Bus (AM & PM) = 3 tickets each (6 possible)
- Class periods (18 of 20 points) = 2 tickets per period; HR, 5a & 5b are 1 ticket each
- Actions/behaviors dealing with Social Personal = 1 ticket

Tickets can be used to purchase the following reinforcers: Drink, snack, radio, TV, Wii, or computer (10 tickets per choice).

Criteria for snack: Depending on the time a snack is offered, you must still be eligible for a goal day and must have completed assignments up to that point. Students may purchase either a drink or a snack during this time. Students are allowed to bring a snack from home if they choose to do so. These students must still meet the criteria in order to earn a snack.

Snack for Rotation Classrooms (9:00am)

Level	Percentage	Points Needed	Allowable Point Loss
Bronze	85%	43	7
Silver	88%	44	6
Gold	90%	45	5
Platinum	95%	48	2

Snack Criteria for CBVE Classrooms (10:45am)

Level	Percentage	Points Needed	Allowable Point Loss
Bronze	85%	77	13
Silver	88%	80	10
Gold	90%	81	9
Platinum	95%	86	4

Criteria for lunch in the cafeteria:

Students are eligible for lunch in the cafeteria once they reach the **Silver** level. Students on each level must meet the daily criteria for their level in order to earn lunch in the cafeteria that day. Bronze students who eat in the classroom have a choice of the school lunch or salad, but may not order extras.

Level	Percentage	Points Needed	Allowable Point Loss
Bronze	No lunch outside	No lunch outside	No lunch outside
Silver	88%	150	20
Gold	90%	153	17
Platinum	95%	162	9

Afternoon Free Time:

Afternoon free time is a privilege that occurs during the last 15 minutes of the day and must be earned by doing all of the following:

- 1) Completing all assigned work or make-up work
- 2) Having a "goal" day
- 3) Having no bus or discipline referrals that day.
- 4) **Outside** free time is only for Levels Silver, Gold, and Platinum

Fun Friday:

Fun Friday occurs each Friday and must be earned by doing all of the following:

- 1) Completing all class work and make-up work from that week
- 2) Having no more than one "freeze" day from the previous Friday through Thursday
- 3) Having a "goal" day on Friday

School Store:

Students will have the opportunity to shop at the school store every 2 weeks. Students use tickets to purchase items, no money allowed. Students must meet the following criteria to shop at the store:

- 1) Must have had a "goal" week
- 2) Must be having a "goal" day on Friday

- ✓ On the alternating Fridays, we have snow cones and popcorn available for students to purchase with their tickets. The price is 15 tickets for each. Students must meet the above criteria in order to be eligible.

Field Trips: Platinum students have the opportunity to participate in a field trip each 9 weeks. To attend field trips, the student must meet the behavioral criteria and have permission from a parent/guardian.

9-Week Party:

At the end of each quarter, students who meet an established criteria including attendance, bus behavior and school behavior, are eligible to participate in the 9 week party.

Mainstreaming:

It is the goal of the staff at BLC to provide our PBS students with the least restrictive environment according to Clay County School Board policy. It is our philosophy that as the student's behavior, attitude, and self-control improve, their opportunity to interact in the mainstream of the school will increase. When the student meets the criteria for mainstream classes, we will provide the appropriate class with our regular education students. As the student's behavior continues to improve in the mainstream class, as well as the PBS classes, we can consider other alternatives that may provide a less restrictive environment.

Criteria for Mainstream Classes:

- 1) Must be on or approaching Platinum in our level system
- 2) Must be passing all classes
- 3) Must have regular attendance

After a student reaches Platinum, the teacher, behavior site coach, parent, and the regular education teacher will discuss the possibility of adding a mainstream class. Once the student starts the mainstream class, there will be a 2 weeks trial period. If the student successfully completes the two weeks trial, an interim IEP will be held and the mainstream class will be reflected on the IEP.

Mainstream students will be monitored in ESE classes with a point sheet. However, points for mainstream periods will not be added into the students' day. Those points will be eliminated from daily total.

The students will receive a Mainstream Monitoring Report every 4 weeks to monitor progress and verify that they are meeting the goals and objectives on their IEPs.

ABSENCES

A student has three days to bring a note to excuse an absence. If after 3 days the student does not bring a note, the absence is unexcused and the student moves back two days. Two unexcused absences in a week will result in a freeze week.

POINT SHEETS

Student will be given a point sheet to take home on a daily basis.

Students take home a daily point sheet on the Bronze, Silver and the Gold level. The student takes home a planner on Platinum. The planner will be signed by the parent.

Students who are on a planner will still be monitored by the teacher using a point sheet.

If a student is on the Platinum level and has a "freeze day", he/she will be required to take home a point sheet for that day and return it with a parent signature.

PHYSICAL EDUCATION: If a student refuses to participate in physical education daily activity OR walk around the court, she/he will go to Off-Level.

UNEXCUSED TARDY: For the first 5 unexcused tardies, you will go to class, but are unable to earn points for the homeroom period. After 5 unexcused you will go to Off-Level for the remainder of the period receiving a row of zeroes on the point sheet. For example, if you come in 2nd period, she/he receives a row of zeroes for period 2 and the points for period 1 are subtracted from the total points available.

IN-SCHOOL SUSPENSION (ISS)/LOCAL ALTERNATIVE EDUCATION (LAE)

In the event that a student is given ISS/LAE as a consequence, she/he will be unable to earn points or tickets. However, if her/his behavior is appropriate during ISS/LAE and all assignments are completed, the student will be given a "neutral day". This means that she/he will not lose any days on the level system and the parents will be informed that ISS/LAE was served successfully. If a student refuses to do any assigned consequence, he/she will have a freeze day and may have ISS/LAE the following day.

SAFE CRISIS MANAGEMENT

Safe Crisis Management is available and will be implemented in the event that less restrictive interventions do not prevent a dangerous occurrence. Safe Crisis Management may be considered appropriate and will be used according to county policy.

Alternative Classrooms: The students placed in the ALT. classroom follow the same level system with modifications. We want to motivate the students to return to their home school. Therefore, the reinforcers are limited to free time, computer/radio time, and lunch in the café with other ESE students. These privileges are earned based on appropriate behavior.

The students may earn lunch in the café and outside free time on the silver level. At the end of the platinum level (P40), a transition back to the home school will be considered depending on criteria of placement.

Those students who are with us for a 45 days period, will return to their home campus upon the return date decided at the IEP meeting.

COMMUNITY BASED VOCATIONAL EDUCATION (CBVE)

Goal: To provide an environment which facilitates the transition of appropriate behavior from school to work. In addition, the setting will enable the students to gain valuable, hands-on work experience and skills.

Procedures:

- 1) Some students, based on grade level and IEP goals, will participate in CBVE.
- 2) Each student will begin at a supervised site and will be evaluated on a daily basis by CBVE staff. Students will be working towards having less supervision and more job responsibility.
- 3) As a student demonstrates appropriate job-related behaviors (following directions, staying on task, completing tasks correctly) as indicated by their daily performance evaluations, they will be given the opportunity to move to a new site.
- 4) Once a student has demonstrated the necessary skills and behaviors, they will have the opportunity to move to an unsupervised site. Students will be monitored weekly and will be observed every two weeks.
- 5) As a student continues to demonstrate appropriate behavior, assuming they are the appropriate age, they will be given the opportunity to move to a paid site. They will continue to receive grades and credits. They will be monitored on a weekly basis and will be observed twice each nine weeks.

Expectations:

- 1) Students are responsible for wearing their CBVE shirt and bringing any necessary materials with them each day.
- 2) Any student, who is in Off-Level when we leave for CBVE, will not participate. We will not wait on students to finish consequences.
- 3) While students are making the transition from the classroom to the parking lot and car, they will be working on transition points. Students who are having extreme behavior problems will be sent to Off-Level and will not participate in CBVE for that day. They will receive consequences and remain in Off-Level during the CBVE period. They may be eligible to return to CBVE the next day.
- 4) Once the car has left the school grounds (out of the gate), a student who is brought back for behavior problems may not participate in CBVE for the remainder of the week depending on circumstances.
- 5) When a student is brought back from a jobsite, due to behavior problems, she/he will go to Off-Level for the remainder of CBVE. In addition, the student may not be able to participate in CBVE for the remainder of the week and will have Alternative CBVE. During Alternative CBVE, the student may do on-site CBVE or remain in Off-Level, depending on circumstances of the incident. During Alternative CBVE, students may not have the opportunity to participate in the class store.
- 6) Any student who has continuous behavior problems will be removed from CBVE and remain in Alternative CBVE for a minimum of 3 weeks. In order to return to CBVE, the student must complete specific goals determined by the CBVE teacher. At the end of the 3 weeks, the student will meet with the Behavior Site Coach and CBVE teacher to discuss her/his progress and decide if the student may or may not return to her/his CBVE job site or continue in Alternative CBVE.
- 7) Paid students do not get tickets for CBVE time.
- 8) Students may not buy a snack or soda if they were brought back from CBVE, or in Alternative CBVE.
- 9) New students in the CBVE program, while on probation, may earn all points and a snack.

GRADES:

- 1) Grades will be based on performance, using a rubric, behavior and attendance.
- 2) Performance: Behaviors assessed include personal hygiene, job responsibilities, appropriate voice level/language, completion of assigned tasks, and staying in assigned area. This area focuses on the student's actual performance of the job duties and tasks specific to that site.
- 3) Behavior: The behaviors that are assessed in this area are directly off the student's daily point sheet. CBVE consists of 2 periods of the daily point sheet. Students can earn up to 40 points for both periods. The focus is behavior, not the actual completion of the task.
- 4) Students will be assessed based on attendance. Each student will be given 5 "Sick Days" per quarter. Once a student has used their days, 11 points will be deducted from their final grade. It is our goal to make this experience as realistic as possible. We want the students to understand the importance of good attendance.
- 5) The final grade will be calculated by determining the average of the 2 areas. Attendance points will be deducted from the final grade.

PERSONAL CARE:

The goal of our Life Management Skills class and CBVE is to provide the most realistic experience possible. We want our students to acquire the skills to perform specific jobs as well as comprehend the daily expectations that come with a job. In addition, we want to instill the importance of personal appearance and hygiene. Students will be expected to have a clean, neat appearance each day; i.e., clean hair, clean fingernails, deodorant and clean clothing. We will have lessons in class in order to reinforce the skills. For example, the students will be taught how to wash and dry their shirts. This will be a weekly task performed at school. If you have any questions or need to discuss a specific circumstance, please feel free to contact your child's teacher. In addition, students will follow the dress code in place at the specific job site including hair nets or beard guards.

BLC SUCCESS SHEET

NAME: _____

DATE: _____

LEVEL: _____/GRADE: _____

BEHAVIOR	HR	1	2	3	4	5(a)	L(b)	5(c)	6	COMMENTS
Begin Work Promptly										
Respond Respectfully										
Complete Work										
Follow Direction										
Use Appropriate Language										
Stay Seated/Assigned Area										
Interacts w/Peers Approp.										
On Task										
Takes Responsibility										
Transition										
TOTAL POINTS EARNED										

2=Achieved Goal

Possible Points: 170

1=Warning Given

Points Earned: _____ PERCENT: _____

0=Didn't Achieve Goal

GOAL DAY NEUTRAL DAY FREEZE DAY

*SCM: Y N

*Requires BRT Signature if Yes _____

Teacher Signature: _____ Parent Signature: _____

NOTES: _____

WIRELESS COMMUNICATION DEVICES

Students may possess a wireless communication device while the student is on school property or in attendance at a school function for after-hours usage.

Use of any photographic or image recording device, including but not limited to cell phones, wireless communication devices, video recorders or cameras of any kind or nature whatsoever (hereinafter referred to as “devices”) on school board property during school hours, and before school and after school hours is strictly prohibited. Use of said devices while at any school sanctioned activity, bus ride or function, to record images of any activity other than those which are reasonably considered to be part of said activity or function is strictly prohibited. Publication on any internet site of any photographs, videos or images, the taking, recording or acquisition of which was in violation of the prohibitions set forth is strictly prohibited and will be deemed to be materially disruptive to the orderly processes of the school per se, and will be sufficient reason to impose disciplinary measures.

Please refer to your local school handbook for school policy within these guidelines.

Criminal penalties may result if a wireless communication device is used in a criminal act. (F.S.934.215)

Student Signature

Parent Signature

Dress Code

Clothing should reflect a **positive attitude** for success and should not be disruptive to the school environment. It should be within the acceptable standards of modesty and decency. Clothing that displays offensive, suggestive, indecent design, or associated with gangs, encourage the use of drugs, tobacco, alcohol, or violence, or that supports discriminatory practices against a particular group **is not to be worn.**

T-Shirts

All students -male & female - will wear a blue crew neck T-Shirt. No logos.
All students are to tuck in their shirts.

Pants

Blue or black jeans; Regular denim jeans, no visible skin
No gym shorts are to be worn as underwear or between underwear & jeans.
No sagging of pants

Shoes

Rubber soled shoes - closed toes, no heels (Tennis shoes, boat shoes, Vans, sneakers)

Jackets

No hoods on jackets or sweatshirts, No trenchcoats
Blue, tucked shirt must be worn under all jackets or sweatshirts

Headwear

Hat, hoods, bandanas, and caps are not to be worn

Accessories

No backpacks
No removable grills
No studded or spiked belts, necklaces, bands, or chains
Earrings no larger than quarter size allowed. No large spikes or gauges
Facial piercing are not permitted, you can ear a clear/flesh colored spacer
Purses no larger than a piece of notebook paper

Teen Parents

Pregnant girls must wear maternity clothing that meets the above dress code.
Do not have to tuck in shirts
Backpacks will be emptied and stored in the nursery with their diaper bag.

School officials reserve the right to determine if the school dress code is being violated. If you question the appropriateness of wearing apparel don't wear it. Violators will be disciplined through the BLC Discipline Plan. Continuous violations will be considered as acts of willful disobedience, open defiance and insubordination. Time missed from class as a result of a dress code violation will be unexcused.

Student Signature

Parent Signature

Date

DRESS CODE COMPLIANCE

Compliance is expected. Parent signature indicates they will ensure compliance with dress code. Parents understand they may be required to bring appropriate clothing to BLC. Please be aware that pants that are not waist appropriate will be cinched with plastic tie if necessary; any time missed from class as a result of dress code

