

The Wards Creek Way



Positive Behavior System Handbook 2021-2022

“Let Your Light Shine for ALL!”

Wards Creek Elementary

Where Children Excel

OUR MISSION IS TO:

At WCES, we ensure Achievement, Learning, and Leadership for **ALL**

OUR VISION...

To build and sustain a culture that provides a safe environment where all stakeholders collaborate to ensure growth and achievement for **ALL**.

OUR CORE VALUES

We believe that:

The Character Counts Pillars of Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship are essential qualities to model and instill in our students.

All individuals are valuable and can make meaningful contributions.

Hard work, determination, and perseverance lead to success.



SJCSD Mission Statement

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

School-wide WIGS

(Wildly Important Goals)

1. 100% of our students will meet their individual growth goal in Reading and Math by May 2022
 2. 100% of our students will show leadership by giving back to the community and sharing the experience at least once by May 2022.
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Student Academic and Personal Goals

- Students will reflect, write, and evaluate an academic and a personal goal and record progress on both goals each quarter in their Leadership Notebook.



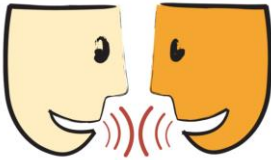
School-wide Attention Signal

“Timeout”

- Eyes on the Speaker
- Silent
- Be Still
- Hands & Feet to Self
- Listen



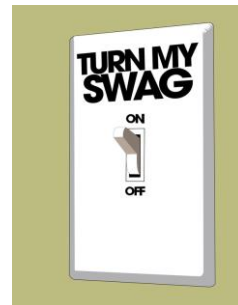
Voice Levels



0 = silent	1 = whisper
2 = conversation	3 = presentation
4 = outside	

Show your Leadership **SWAG**

- S**traight back
- W**ait for instructions
- A**ttention on the speaker
- G**ive signals you are listening (nod, smile, etc.)



Wards Creek Way

School-wide Leadership Expectations

Transition Expectations

- Walk
- Voice Level 0
- Keep hands by your sides
- Walk on the right side of the hallway
- Use colored tile as a guide

AM Arrival Expectations

- No supervision before 8:00 am
- Voice Level 0, 1, or 2
- Students enter building through PPU and Bus entrances and go directly to cafeteria or designated grade level area
- If eating breakfast, please arrive at school at 8:00 am
- Students arriving after 8:25 must report to front office to receive a tardy slip. Instruction begins promptly at 8:25

Hallway Bathroom Expectations

- Individual bathroom visits are for emergencies only.
- Use voice Level 1.
- Report all problems to an adult immediately.

Cafeteria Expectations

- Enter cafeteria using transition expectations.
- Additional food items should be purchased the first time you go through the line.
- Use voice level 0, 1, or 2 while in the cafeteria.

- Stay seated and raise your hand for help.
- Keep your area neat and pick up trash when dismissed.
- Say “Please” and “Thank You”.
- When dismissed follow all transition expectations.

Outside Expectations

- Stay in designated areas.
- Keep hands and feet to yourself.
- Use equipment properly.
- Report all accidents or injuries to an adult immediately.

Dismissal Expectations

- Students will wait for dismissal bells before they leave the classroom.
 - > :40 – PPU, Extended Day and After School Activities
 - > :45 – Bus
- When dismissed, follow transition expectations.
- Use Voice Level 0
- When dismissed, go directly to your designated area

Bus Expectations

- Remain seated at all times
- Voice level no more than level 2
- Keep hands and items to yourself
- Follow all bus driver’s expectations

Assembly Expectations

- Enter/Exit following transition expectations
- Sit in the order you entered the assembly
- Voice Level 0 unless told otherwise by presenter
- Stay seated and raise hand for help or to participate
- Wait for teacher to dismiss class

Dress Code

Please refer to the St. Johns County School District Code of Conduct. Wards Creek strongly suggests the following dress code:

- Closed toed shoes are required for P.E.
- Shorts and skirts should be fingertip length
- Sleeves of shirts should reach the cap of the shoulder

Wards Creek Elementary School's Teamwork Approach To Improve Student Achievement

The purpose of this section is to summarize the actions that each of us can take to make this school year a successful one. Effective schools are the result of teamwork between school staff, students and their families. We want our school to be a safe and caring place where children are able to achieve academically and grow to be independent, respectful, creative and concerned citizens. We urge you to read this agreement and sign-on to the team, agreeing to do all that you can do to help.

Staff Responsibilities

As a Wards Creek Elementary School staff member, I will work to:

- Reinforce with all students the importance of the Wards Creek Way!
- Create a safe school environment that supports the mission
- Ensure that every child knows they are valued and respected
- Provide strategies and tools to help students be successful in school
- Give timely and useful feedback to children and their families about student progress
- Respond timely and in positive ways to student and family concerns/questions
- Seek the cooperation of parents to work as partners in the school
- Encourage alternatives to video games and watching TV
- Provide materials for daily reading

Leadership Expectations

Be proactive in order to earn a POINT on your Torch Card. You must do the following:

- Complete homework when assigned
- Use your planner folder/binder daily
- Have parent/guardian or responsible adult sign planner daily
- Be in class and on task
- Be prepared with materials and supplies
- Follow classroom and schoolwide expectations
- Be in school at least five (5) hours per day

Torch Card Rewards

- Each student is eligible for one (1) POINT daily (see above) and the possibility of earning three (3) extra POINTS per week for a total of eight (8) per week
- The Extra POINTS (3 per week) are at staff discretion
Students earning **VIP- Gold level** will be on a bulletin board located in the school. **(MUST HAVE PERFECT ATTENDANCE)**
- POINTS will be recorded on the student's card, which will be used as documentation for the quarterly TORCH Card Reward

The following Levels may be conferred each nine-week period

- **Warrior level:** Minimum number of Points needed to attend Torch Celebration
- **VIP- Black level** Minimum number of Points plus 10 Extra Points
- **VIP- Gold level:** All required Points and all possible Extra Points

IF LOST, THIS CARD WILL NOT BE REPLACED

To receive the quarterly TORCH Card reward you will need to:

- Have No Level 3 offenses resulting in a school suspension in a nine-week period
- Must have the required number of Points as stated on the Torch Card
- To earn VIP Status, you must have a pre-determined number of Points
- *New student's attendance should be discussed with Administration one week prior to the reward*

Parent Leadership Expectations

- Ensure your child arrives at school on time daily beginning at 8:00 am. Instruction begins promptly at 8:25 am. Excessive unexcused absences and tardies will be addressed by the MTSS/RtI team and administration
- Parents should provide a written excuse by email or by submitting the [Digital Absentee Form](#) for absences and tardies. This link along with the transportation changes link are located in your child's teacher email signature and on our website
- Play an active role in your child's education by communicating with teachers or staff members
- *Review and sign your child's planner daily.*
- Talk to your child about their school day
- Support the school's rules and expectations of its students
- Treat all citizens of Wards Creek Elementary School with respect. (Faculty, staff, students and other parents)
- Have HIGH EXPECTATIONS for your child both behaviorally and academically

School Leadership Expectations for Families

Families should expect:

- the school environment to be safe and secure
- the school to provide a meaningful educational opportunity
- to receive information concerning their student's individual needs
- to be treated respectfully by all Wards Creek citizens
- the school to have high expectations for your child

Bullying Protocol and Procedures

It is the policy of the St. Johns County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. (Policy 3.21)

Bullying is defined as a behavior that systematically and chronically inflicts physical hurt or psychological distress on one or more students or employees. It is further defined as **unwanted and repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing,
- Social exclusion
- Threat
- Intimidation
- Stalking (including cyber-stalking)
- Physical violence
- Theft
- Sexual, religious, or racial/ethnic harassment
- Public humiliation
- Destruction of property

Harassment is defined as any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or employee in reasonable fear or harm to his/her person or damage to his/her property
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits
- Has the effect of substantially disrupting the orderly operation of the school

Cyber-stalking is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose

If any person reports alleged bullying or harassment at Wards Creek Elementary, the following procedures will be followed by appropriate staff in order to address the complaint:

Alleged incidents can be reported to any teacher or staff member. If the complaint was physical in nature, then the adult should complete a referral immediately. If not, the adult should follow up with the reporter (or the victim, if the reporter is a bystander) by asking the following questions:

- Has the behavior happened more than once by the same person or group of people?
- Did you feel afraid, humiliated, or threatened by the behavior?

If the answer to either question is yes, the adult should fill out a Harassment/Bullying Incident Report Form and send it to the office. The county protocol will then be followed to investigate the incident and determine the appropriate course of action. This may include the involvement of Law Enforcement. Any action taken will be documented, and appropriate parties/parents will be contacted for follow-up.

If the answer to both questions is no, then the adult may follow the school's PBS plan for consequences of the behavior. This should include documentation on the classroom clipboard, indicating alleged bullying (AB).

Please note that parents can go to a link to report bullying on either the district website or Wards Creek's school website. There are also forms located in the front office and the Guidance office.