



Dixon Public Schools

"A Place to Grow"

Reagan Middle School

PBIS Handbook

BE RESPECTFUL!

BE RESPONSIBLE!

BE READY!

The mission at Reagan Middle School is to promote positive and appropriate behavioral responses. Reagan Middle School has established behavioral expectations for our students to follow thus creating a nurturing, positive, respectful and safe environment for them to achieve academic success and become productive citizens.

The RMS Student Bill of Rights

Students have a right to a safe school and a responsibility to keep it safe.

Students have a right to learn and a responsibility to allow others to learn.

Students have a right to know the rules and a responsibility to follow them.

Students have a right to be heard and a responsibility to listen to others.

Students have a right to be respected and a responsibility to respect others.

Students have a right to their own personal space and a responsibility to respect others' space.



RMS Staff Pledge

RMS staff believes that every student has a right to learn. It is our job to protect that right by enforcing consequences based on our school behavior management plan. Letting behaviors slide would cause learning to suffer. Enforcing consequences will help students take responsibility for their behavior and education.

Behavior Management Chart

<i>Minor Violations Managed by the teacher</i>		<i>Major Violations Managed by the administration</i>	
Level 1	Level 2	Level 3	Level 4
Non-Referral Redirection/reteaching	Non-Referral Redirection/reteaching, classroom consequences and contact home	Discipline Referral Send student to ALE when necessary. Send with pass or call ALE ext. 3210.	Discipline Referral Call administration immediately.
<ul style="list-style-type: none"> ➤ Class Disruption ➤ Horseplay ➤ Off Task ➤ Out of Seat ➤ Talking at Inappropriate Times ➤ Unprepared 	<ul style="list-style-type: none"> ➤ Inappropriate Physical Contact ➤ Inappropriate Language ➤ Defiance ➤ Disrespect ➤ Forgery ➤ Insubordination ➤ Tardiness ➤ Misuse of School Property ➤ 2nd/3rd Level 1 Offense 	<ul style="list-style-type: none"> ➤ Aggressive Contact / Behavior ➤ Abusive Language ➤ Inappropriate Use of Technology ➤ Severe Defiance/Disrespect ➤ Harassment/Bullying ➤ Inappropriate Display of Affection ➤ Skipping Class ➤ Theft ➤ Vandalism ➤ 4th Cell Phone Violation ➤ 4th Level 1 or 2 Offense 	<ul style="list-style-type: none"> ➤ Assault ➤ Arson ➤ Bomb Threat ➤ Threatening of Violence o Self or Others ➤ Use/Possession of a Vape ➤ Use/Possession of Alcohol ➤ Use/Possession of Drugs ➤ Use/Possession of Tobacco ➤ Use/Possession of Weapons

The behaviors listed above are not all inclusive of behaviors displayed by students; therefore, it is imperative that teachers and administration work together to decide the best approach for consequences. Possible consequences for Major Violations are: lunch detentions, phone call home from administration, café clean up, in-school suspension, out of school suspension, or even expulsion

Level 1 – These behavioral violations that occur are to be addressed by the teacher and the student is given immediate redirection/reteaching opportunities. **1st offense = verbal warning**

Level 2 – These behavioral violations are more severe than Level 1 however they are still to be addressed by the teacher and redirection/reteaching opportunities given to the student along with consequences. Consequences such as a detention and/or removal of privileges should be included in this level. Teachers will contact parent/guardian regarding all Level 2 violations. **2nd offense = 15-minute detention. 3rd offense = 30-minute detention.**

Level 3 – These behavioral violations are more severe than Level 2 and will be managed by the Administrative Team. A Discipline Referral is to be completed within a reasonable time and if possible, the student is to remain in the classroom to reduce the loss of instructional time. Teachers will contact parent/guardians regarding Level 3 violations. **4th offense = office referral.**

Level 4 – These behavioral violations are most severe and require immediate removal of the student. Notify the Administrative Team or School Resource Officer regarding any violation.

***If a student is sent to ALE, they will remain in ALE for the rest of that class period (ELA double period).**

***Mandatory use of the Nurse’s bathroom for students in possession of a vape or caught vaping.**

What is a “referral”?

An office referral (sometimes called a “write up”) is a written document sent to the Office in response to a behavior choice. Sometimes you will be sent to ALE and then a referral will be entered, other times a teacher will write a referral and a consequence will be given later. Your parents will also see all referrals on Parent Portal. Every time a teacher sends a student to ALE they will write a referral for that situation.

If you get a referral, you will speak to an administrator (Principal, Assistant Principal, or SRO). They will see a summary of what happened and talk to the teacher who wrote the referral. Referrals are a way for the office to track behaviors. They can see what areas of the school have behavior problems, and what are common reasons kids are getting referrals. They use this to reteach and decide what behaviors to focus on for PBIS. Referrals are also used to determine who qualifies for PBIS Celebrations or field trips.

Behaviors that can result in a referral:

- Inappropriate Language
- Inappropriate use of tech
- Disrespect towards teachers or students
- Bullying
- Skipping Class
- Theft
- Fighting
- Vaping/Tobacco use
- Threatening Violence
- Bus behavior

Possible Consequences:

- Conference with Administrator
- Phone call home
- Email home
- Lunch Detention
- ALE for a period or more
- In-School Suspension
- Out-of-School Suspension
- Loss of Electronics
- Suspension off the bus

Student Technology

Procedures 2023-2024

Every area at Reagan Middle School is designated with a specific technology color code that identifies the usage of cell phones and wireless earbuds.

RED – NO device is allowed in this area.

YELLOW – Device is only allowed **with permission** from school personnel.

GREEN – Device is **allowed** in this area.

Before school is a **GREEN** zone in the cafeteria, Gym, and outside Advisory classrooms. At 7:40 the following expectations will be enforced:

1. Hallways and restrooms are **RED** at **ALL TIMES** during the school day. All students are **REQUIRED** to remove **ear buds/headphones** and store away phones before entering into the hallway.
 - a. If a student asks to use the restroom during class, their phone must be turned into the “Parking Lot” until they return.
2. Classrooms are a **RED** Zone for cell phones and ear buds unless a teacher specifically gives the student permission to use their phone. Phones are **off and out of sight. Ear buds are off and put away.** If your phone or ear buds are visible they will be placed in the classroom “Parking Lot” or on the teacher’s desk. If a student refuses to put phone/ear buds in the lot, administration will be called and consequences will be given.
3. Lunch time in the Cafeteria is a **GREEN** zone for phones and ear buds. As soon as students leave the cafeteria, ear buds and phones are **off and out of sight.**
4. **ANY** pictures or recording of students or staff without consent is not allowed. Any sharing of pictures or recordings of students or staff without consent is also not allowed. This will result in the student turning their device in for the remainder of the school year and other appropriate consequences.
5. Teachers may request smartwatches be taken off during class or assessments.

After school is a **GREEN** zone in the Cafeteria and Gym.

A violation of the Student Technology Procedures will result in the **immediate confiscation** of the device(s) along with the following consequence from the classroom teacher:

- a. **1st Violation – Warning.** Device will be placed in the classroom “Parking Lot” or on the teacher’s desk until the end of the period.
- b. **2nd Violation – 15-minute Detention.** Device will be taken to ALE. Student may pick up the device at the end of the day.
- c. **3rd Violation – 30-minute detention.** The device will be taken to ALE until the end of the day. A **parent** must pick up device at the end of the day.
- d. **4th Violation- Discipline Referral.** Student **MUST** turn in device(s) at the beginning of the day and pick up device(s) at the end of the day from ALE every day until the end of the quarter.

****Violations accumulate each quarter and will start fresh the following quarter. ***

Locker Expectations

Starting the 2023-2024 school year students are required to use their assigned locker.

- For class (besides for PE) you will need:
 - Chromebook in its case
 - A writing utensil
 - Paper/notebook
 - Assignments needed for each class- organized in a binder or folders
- NO backpacks allowed in classrooms- must be kept in lockers
- Water bottles containing a lid that seals, with only WATER, may be brought to class with you

LOCKER EXPECTATIONS:

- I will use the locker that has been assigned to me ONLY
- I will be the only person who knows my Locker Combination
- I will open and close my locker calmly at all times
- I will only use magnetic decorations and decorations that are easily removed in my locker
- My Backpack and/or Cinch bag and any outside clothing will be stored in my Locker at all time

SUGGESTED TIMES TO GO TO YOUR LOCKER:

- **Before 1st hour-** leave backpack and extra items in your locker until needed
- **Before PE class-** change shoes and put away Chromebook
- **After PE class-** grab Chromebook and materials for your next classes
- **Before Lunch-** grab lunch box and put away your Chromebook if you do not want it at lunch
- **After Lunch-** put away your lunch box and grab needed materials for classes
- **At 2:15-** put away any items you want to keep at school, grab your backpack and belongings to go home!

COMBINATION TO SUCCESS



Turn to the right several times to clear the lock.



Turn to the right and stop at your first number.



Turn to the left past your second number and stop the next time you see that number.



Turn to the right and stop at your third number.

Being tardy means...you arrive to class after the bell rings.

1st Tardy- verbal warning

2nd Tardy- 15 minute detention with teacher and phone call home

3rd Tardy- 30 minute detention with teacher and phone call home

4th Tardy- Office Referral. Administration will decide appropriate consequence.



****Tardies starts over every quarter**

R o y a l R u l e s

- **I WILL** be responsible for my actions.
- **I WILL** follow all behavioral expectations.
- **I WILL** display appropriate behavior at all times.
- **I WILL** cooperate with **all** school personnel.
- **I WILL** be respectful to **all** school personnel and visitors.
- **I WILL** move quietly through the building to avoid unnecessary distractions to the learning environment.
- **I WILL** conduct myself so learning and teaching can take place in the school.
- **I WILL** respect all persons and property so Reagan Middle School can be a safe learning environment.

RMS PBIS Matrix

	Be Respectful	Be Responsible	Be Ready
AM Arrival	<ul style="list-style-type: none"> Follow adult directions promptly Voices low or no Keep your feet, hands, and other objects to yourself 	<ul style="list-style-type: none"> Keep track of your belongings Enter through Door 8 Grab a breakfast before going to your AM Arrival spot Pick a spot to sit and stay there Ask permission to use the restroom. Return in a timely manner. 	<ul style="list-style-type: none"> Be prepared Be on time 6th- by your locker 7th- Cafeteria 8th-Gym Stay in your designated spot.
Restroom	<ul style="list-style-type: none"> Voices low or no Keep your feet, hands, and other objects to yourself Flush Wash your hands Respect school property 	<ul style="list-style-type: none"> Put garbage in its place Must leave phone in classroom or locker Fill out the online Bathroom Pass and put on Lanyard pass 	<ul style="list-style-type: none"> Ask permission at appropriate times
Hallways	<ul style="list-style-type: none"> Voices low or no Keep your feet, hands, and other objects to yourself Walk Stay to the right 	<ul style="list-style-type: none"> Keep track of your belongings Put garbage in its place Cell phone out of sight Get it and go 	<ul style="list-style-type: none"> Arrive to class before the bell rings
Cafeteria	<ul style="list-style-type: none"> Follow all adult directions promptly Voices low or no Keep your feet, hands, and other objects to yourself Use appropriate language Use manners Respect school property Set your belongings down at an empty seat. 	<ul style="list-style-type: none"> Sit smart Put garbage in its place Raise your hand to ask permission to leave your seat. 	<ul style="list-style-type: none"> Have your lunch number or money ready Promptly go outside when the announcement is made. If you stay in Café, stay at a table until dismissal.
PM Dismissal	<ul style="list-style-type: none"> Voices low or no Keep your feet, hands, and other objects to yourself 	<ul style="list-style-type: none"> Keep track of your belongings. Keep a safe distance from traffic Quickly go to where you need to be. Once outside, no reentry to the building 	<ul style="list-style-type: none"> Pay attention and listen for bus number Stay in gym or right outside the gym
Nurse, Office, Counselor	<ul style="list-style-type: none"> Voices low or no Be patient 	<ul style="list-style-type: none"> <u>Must have a pass</u> Sign in and out correctly. 	<ul style="list-style-type: none"> Clearly state your needs
Assemblies	<ul style="list-style-type: none"> Follow adult directions promptly Keep your feet, hands, and other objects to yourself Be a good audience 	<ul style="list-style-type: none"> Enter and exit safely Face front Listen to speaker 	<ul style="list-style-type: none"> Sit in your assigned section
Bus	<ul style="list-style-type: none"> Follow adult directions promptly Voices low or no Keep your feet, hands, and other objects to yourself 	<ul style="list-style-type: none"> Keep track of your belongings Stay seated Face the front Sit in assigned seat Only ride your assigned bus Place trash in garbage can. 	<ul style="list-style-type: none"> Pay attention to bus stops Enter and exit safely

AM Arrival

- **I WILL follow all ROYAL RULES.**
- **I WILL** follow directions from all adults.
- **I WILL** ask permission to use restroom.
- **I WILL** remove my hood/hat when entering the building.
- **I WILL** get my breakfast before going to my morning location.
- **I WILL** walk quietly to my morning area.
 - 6th- by your locker
 - 7th- Cafeteria
 - 8th- Gym
- **I WILL** put away my earbuds and cell phone when bell rings.

Hallways

- **I WILL follow all ROYAL RULES.**
- **I WILL** keep my electronic device(s) in my pocket or backpack.
- **I WILL** walk on the right side of the hallway.
- **I WILL** keep walking to my destination.
- **I WILL** keep my hands, feet and other objects to myself.
- **I WILL** keep my voice low when talking to others.
- **I WILL** have a pass when in the hallway during class time.

Cafeteria

- **I WILL follow all ROYAL RULES.**
- **I WILL** walk quietly and orderly through the cafeteria to my table or lunch line.
- **I WILL** wait patiently in the lunch line, and not budge in line.
- **I WILL** remain at my lunch table while I am eating and raise my hand to ask permission to leave my seat.
- **I WILL** keep my hands, feet and other object to myself.
- **I WILL** keep my voice low when talking to others.
- **I WILL** throw away my trash, return my food tray, sweep under my table, wipe off my table and wait to be dismissed.
- **I WILL** leave all food and/or drink in the cafeteria.
- **I WILL** walk directly outside or to the gym with the adult when it is time.
- **I WILL** stay seated at my table until the bell rings, if I choose to stay inside for lunch.

Restroom

- **I WILL follow all ROYAL RULES.**

- **I WILL** keep my phone/ear buds out of sight.
- **I WILL** flush and wash my hands.
- **I WILL** throw my paper towel in the disposal area.
- **I WILL** return promptly back to class.

PM Dismissal

- **I WILL** follow all ROYAL RULES.

- **I WILL** follow directions from all adults.
- **I WILL** ask permission to use the restroom.
- **I WILL** bring all my belongings outside with me. Students may not reenter the building after leaving.
- **I WILL** keep a safe distance from traffic.
- **I WILL** stay in the gym, or outside in the grass near the gym.
- **I WILL** pay attention to bus numbers being called.
- **I WILL** walk up the hill to board my bus **only** after I hear the number called.

Nurse, Office, and Counselors

- **I WILL** follow all ROYAL RULES.
- **I WILL** follow directions from all adults.

- **I WILL** be patient while I wait.
- **I WILL** bring a pass to the staff member I need to see.
- **I WILL** only go to Student Services when a counselor sends me a pass.
- **I WILL** be respectful of other students and their right to also talk to a counselor.
- **I WILL** report an incident that made me feel unsafe to <https://app.safe22helpil.com/>.
- **I WILL** sign in and out of class correctly.
- **I WILL** clearly state my needs to staff members.

Assemblies

- **I WILL** follow all ROYAL RULES.
- **I WILL** follow directions from all adults.

- **I WILL** keep my hands, feet, and other objects to myself.
- **I WILL** be a good audience member.
- **I WILL** enter and exit the assembly safely.
- **I WILL** face the speaker, and demonstrate respect.
- **I WILL** sit with my class in our assigned section.

Bus

- **I WILL follow all ROYAL RULES.**
- **I WILL** follow directions from all adults.
- **I WILL** keep my hands, feet, and other objects to myself.

- **I WILL** keep track of my belongings
- **I WILL** stay seated, out of the aisle and facing the front of the bus.
- **I WILL** sit in my assigned seat, and respect the student sitting with me.
- **I WILL** only ride my assigned bus.
- **I WILL** get on and off the bus at my designated bus stop.
- **I WILL** enter and exit the bus safely.
- **I WILL** pick up any trash in my area and place it in the garbage can.