



# *Make Your Day*

## *Citizenship Program*

*Cottonwood Elementary*

*Updated 2018*



At Cottonwood Elementary it is important to us that students are given a positive and safe atmosphere to learn. We want all students to have an opportunity to make their own choices and have a chance to reflect, evaluate, and self-correct their own behavior.

This citizenship model is based on the premise that every person within the school environment has the right to complete their responsibilities without interference from others. From the students' point of view, this means that they can expect a school environment that is safe and is focused on learning.

In order to provide consistency for our students, all staff members, from our lunchroom staff to our classroom teachers, are trained to use Make Your Day. Consequences are clearly explained to students and they are the same on the playground as they are in the classroom so students know what to expect. Students are taught to understand that the choices they make can have both positive and negative consequences. We like to keep things simple for our students by having only one main school rule. It makes it easy for everyone to remember.

### **Our School Rule**

*Be Safe, Be Respectful, Be Responsible*

No one has the right to interfere with the learning or safety of others.

### **Daily Reflection (points)**

Throughout the day, students are given an opportunity to self-reflect on how well they have followed two expectations: Do what is expected and do it the best that you can.

They assign themselves points based on how well they feel they have done. Points take a few minutes during different times of the day and provide an opportunity for each student to "check-in" with themselves on how they are doing. Teachers also assign themselves points in order to model this self-reflection. Teachers gently help students adjust their points to address behavior concerns, but do so in a helpful, caring manner. Students are encouraged to make a clear and honest attempt to solve their problems with each other through face to face, structured sharing of concerns. With the assistance of a staff member, they can resolve a conflict peacefully.

A key question to ask your child each day is, "Did you make your day?" Students make their day by earning a certain amount of points throughout the day. If your child does not earn the required amount of points then he/she will have a Make Your Day slip for you to review together, sign, and return to his/her teacher the next day. It is not intended for this information to result in negative consequences or punishment. We hope to teach students that mistakes are ok, and that we all can learn from them. If students do not bring back the slip the next day, they will call home so that we are sure you have received the information. We know that caregivers want to stay informed so that we can work as a team to help each child be successful! Ongoing communication is important to us! Another part of Make Your Day is the 5 Step Plan.

## The 5 Step Plan

When students are not following the school rule, their behavior is monitored and adjusted through a series of steps. The purpose of the steps is to give students multiple opportunities to change their behavior.

**Step 1:** If a student's behavior interferes with the learning or safety of others, a staff member will ask the student to move their location. This potentially moves the student from the distraction and/or helps them refocus in an area where they may be more successful. They are still part of the lesson and/or activity. At the end of the learning time, the student returns to his/her original location. If a student chooses Step 1 in the hallway, the staff member moves them to a new place in line. If he/she is on the playground, the student is asked to play in a different area.

**Step 2:** If a student continues to interfere with the learning or safety of others while in Step 1, the teacher indicates to the student that he/she has now chosen Step 2. Step 2 is when a student takes a seat in a chair facing away from the activity (so as not to continue distracting others) for a short period of time to quietly think about his/her behavior. After a couple of minutes, the staff member checks in with the student. If they can verbalize the unexpected behavior and indicate willingness to behave appropriately, he/she returns to their seat in Step 1.

**Step 3:** If a student continues to interfere with the learning of others while sitting in Step 2, he/she is making the choice to revisit our school rule. The teacher hands the student a copy of the rule for them to read and refocus.

**Step 4:** If a student chooses to continue interfering behavior while sitting and revisiting the rule, he/she will be given a Step 4 Conference Referral and is sent to the main office to contact his/her caregiver. With an adult present, the student is expected to explain to his/her caregiver why he/she has chosen to call a parent conference. The student will wait in a buddy classroom until the caregiver has arrived. When the caregiver arrives, they meet briefly with the staff member, and then the student is brought in to present his/her plan of action to improve their behavior.

Students can move through the steps to a Step 4 conference. If students choose to do something illegal, dangerous, or show major defiance they will move automatically to a Step 4. This requires the principal to investigate and participate in the conference with the student, staff member, and parent. This automatic Step 4 conference may result in a Step 5.

**Step 5:** A student chooses to advance to Step 5 when he/she is out of control, exhibits behavior that is totally inappropriate for school and/or is a safety concern for themselves or others. Based on the severity of the action and the consequences suggested in the Student's Rights and Responsibilities document, the student may be suspended from school.

The purpose of the Step 4 or Step 5 conference is to help the student understand what is expected at school and to make a commitment to try and make safe and appropriate choices in the future.

## **Positive Behavior Supports**

Cottonwood believes in celebrating the positive contributions students make in our school.

### **Comet Compliments**

Students can be given a small piece of paper called a Comet Compliment. This can be for any positive action or behavior that a staff member sees a student engaged in at school. Students bring these slips home for a caregiver's signature and then returns it to school to be part of a weekly drawing for a gift certificate. Gift certificates are purchased by our wonderful Parent Teacher Student Association (PTSA).

### **Comet of the Month**

Our staff believes that all students should have the opportunity to receive positive recognition during the school year. Students may be chosen for a variety of reasons including, but not limited to, things such as: raising grades, improving effort, helping others, helping in the classroom, being a good friend, sharing supplies, etc. Comets get to have a special lunch with the principal, receive a certificate, and get their photo displayed.

### **Comet Cash**

Students can earn tickets called Comet Cash for showing expected behaviors throughout their day. Comet Cash is spent at the Comet Station once a week on a classroom's assigned day. There will be everything from small toys and school supplies, to experiences such as playing kickball with the principal, free choice seating in the lunchroom, operating the robot or 3D printer in the library and more! The purpose of these incentives is to encourage the consistent display of positive behaviors and provide recognition for meeting behavior expectations.

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