

---

**[howard\_staf] PBIS Rules Round Up/Tailfeather Incentive**

---

**From :** Mellissa Swift <swift\_m@4j.lane.edu> Fri, Aug 30, 2019 08:10 AM  
**Sender :** howard\_staf <howard\_staf-bounces@4j.lane.edu>  
**Subject :** [howard\_staf] PBIS Rules Round Up/Tailfeather Incentive  
**To :** howard staf <howard\_staf@4j.lane.edu>

Happy FriYAY! I apologize in advance for the lengthiness of this email. But there is a lot of important information regarding our Rules Round Up and a School-wide Tailfeather Incentive that we are going to start the year with. The PBIS team met on Wednesday and we really want to front load the year, especially our more challenging settings (playground and cafeteria), with tons of explicit teaching and positive reinforcement.

So, here it goes...

### [Classroom Teacher Expectations:](#)

- Linked and attached here ([PBIS Back to School Refresher](#)) is the updated powerpoint with all of the expectations clearly explained for all settings around the school. Whether you choose to show the powerpoint or explicitly teach these expectations in a different way, we are asking that you please clearly teach all of these expectations and reinforce them heavily. A suggestion would be to chunk out the settings (i.e. review library right before your first library visit or review the courtyard/dismissal procedures right before leaving on the first day).
- We are asking that ALL classrooms review the general recess expectations outlined in the [Howard Playground Expectations](#) powerpoint BEFORE their first recess on Wednesday. This will lay the foundation for our Recess Rules Round Up.
- I will also be creating a fun KAHOOT! for you to do with your class as a review after all the expectations are taught.

### [Recess Round Up:](#)

- **Kinder:** You will receive a separate email from me :)
- **Grades 1-3:** On Wed-Fri, your students will spend the first half of their morning recess receiving instruction on playground expectations. The remaining 10 minutes will be regular recess time! Each day you will rotate to a different 'area' of the playground with your class (a map and Recess Round Up Schedule will be put in your box later). We are asking that you stay for that portion of recess for just these first three days to reinforce attentive listening and show that the EAs and teachers are a united front. Please let me know if you would like me to come and extend your break after recess or provide another 10 minute break at another time of the day.
- **Grades 4-5:** On Wed and Thur, your students will spend the first half of their morning recess receiving instruction on playground expectations. The remaining 10 minutes will be regular recess time! Each day you will rotate to a different 'area' of the playground with your class (a map and Recess Round Up Schedule will be put in your box later). We are asking that you stay for that portion of recess for just these first three days to

reinforce attentive listening and show that the EAs and teachers are a united front. Please let me know if you would like me to come and extend your break after recess or provide another 10 minute break at another time of the day.

### **Cafeteria Round Up:**

- Classroom teachers will bring their class to the cafeteria at their designated time on Wednesday 9/4. Julie and Corianne will be going over the expectations in the cafeteria. Please support them by reinforcing respectful listening with your class. Write LOTS of beep beeps! Maybe they'll even earn a 'Golden' Tailfeather for doing a great job during the round up <wink, wink>
- Just as you would at lunch time, walk your class all the way to the cafeteria doors and direct them to sit on your assigned side. This will be clearly identified for you on the handout I will be providing with your Recess/Cafeteria Round Up Schedule.
- Here is the schedule for planning purposes...I did my best to back it up to specials or recess to alleviate another huge transition. Please let me know if there are any glaring errors where it overlaps with recess or something.

8:20-8:40 5th Grade

8:40-8:55 3rd Grade (only C/D)

8:55-9:10 4th Grade (only C)

9:10-9:30 3rd Grade (only A/B) and 4th Grade (only A/B)

9:30-9:50 1st Grade

9:50-10:10 2nd Grade

### **Other School Settings:**

- Along with your Round Up Schedule, I will attach a checklist of all the school settings so you can check off each one as you explicitly teach them to your class using the expectations outlined in the PBIS Refresher powerpoint. The PBIS team would like you to take your class to the location so you can teach, model, and have students even demonstrate the expectations.
- All checklists are due by the afternoon of Thursday 9/12 in MY box! Every class who completes the checklist will earn a golden tailfeather (which will be put in your box Friday morning) AND an opportunity for Allan to come to class and perform...I mean, read a story! Be transparent. Show the students the checklist. Explain why this is important. And use this checklist as a reminder and a 'carrot' as you teach the expectations.
- Sidenote: If you would like Matt or Jeff to assist in bathroom expectations for the boys, then please email them separately and schedule a time. But they are willing to make themselves available.

### **Tailfeather Incentive:**

- Reinforcing ALL of these taught expectations is SO important, especially right out of the gate. So, please, please, please write those beep beeps and pass out those tailfeathers to classes that are showing that they are safe, kind, and responsible. And the more we can do this on the playground, in the hallways, and in the cafeteria...our more challenging areas...the more success we will see as the year goes on.
- In addition to our regular tailfeathers, we will be making 'Golden' Tailfeathers (a bright yellow) to use for special incentives throughout the year. Each class can earn a 'Golden'

Tailfeather for morning recess, lunch, and afternoon recess for the first 8 days of school (plus a bonus for completing the checklist and returning to Allan). That gives each class 25 opportunities to earn a 'Golden' Tailfeather. Every class that has earned at least 19 by Friday 9/13 will get otter pops during their lunch recess!

If you have successfully read these email all the way to here, then text me at 541.513.9596 with WHY SO LONG, SWIFT? and I will deliver a special treat to you on Tuesday!

Thank you, in advance, for helping our students have a successful year by setting them up for success from the get go! Let me know if you have any questions or if you catch any scheduling conflicts or logistics that I missed.

--

Mellissa Swift

ESC/Instructional Coach, Howard Elementary Technology Immersion School  
Eugene School District 4J|(541) 790-4900

---

howard\_staf mailing list  
howard\_staf@4j.lane.edu  
<http://www.4j.lane.edu/staff/mailing>

---

---

## Kinder Rules Round Up and Support

---

**From :** Mellissa Swift <swift\_m@4j.lane.edu> Fri, Aug 30, 2019 08:51 AM  
**Subject :** Kinder Rules Round Up and Support  
**To :** Robin Vaughan <vaughan\_r@4j.lane.edu>, Shelly Silver <silver@4j.lane.edu>, sj consolo <sj.consolo@gmail.com>  
**Cc :** Marguerite Moore <moore\_m@4j.lane.edu>, Debbie Dennis <dennis\_d@4j.lane.edu>, Corianne Rice Heinke <riceheinke\_c@4j.lane.edu>, Gina Carter <carter\_g@4j.lane.edu>, Lisa Dover <dover\_l@4j.lane.edu>, Jeff Koldewyn <koldewyn\_j@4j.lane.edu>, Julie Hopkins <hopkins\_j@4j.lane.edu>, Ann Tucker <tucker\_a@4j.lane.edu>, Cyria Wisner <wisner\_c@4j.lane.edu>, Gail Bakke <bakke\_g@4j.lane.edu>, Allan Chinn <chinn@4j.lane.edu>

Hey Kinder Team and Support Staff!

I wanted to map out the plan to support kindergarten teachers and all the small people joining us this year! Robin, Shelly, and I met yesterday to formulate a plan. Then Corianne and I met to schedule EAs accordingly. I have included everyone involved in either the Recess or Cafeteria Round Up for kinder in this email. Title EAs will be receiving a schedule from Corianne with days/times and tasks for helping kinder.

### General Kinder Support:

- On Wed from 8:10-9:10, Ann (w/Consolo), Cyria (w/Silver), and Gail (w/Vaughan) will be pushing into Kindergarten classrooms to take small groups of students to practice walking in the hallway and teach bathroom expectations. This may need to carry over into Thur or Fri and flexibility will be key these first few days. But the kinder teachers asked for support in this.
- Expectations that the kinder teachers want addressed: Hallway = hip and lip, silent line in hallway. Bathroom = do your business, flush, wash, leave, model how loud it gets with loud voices.
- In addition to that, Corianne and I created a kinder support schedule for the first 3 days. EAs will be pushing in to help with ANYTHING needed to help these small people figure out how to function in school. This includes Ann, Cyria, Gail, Lisa, and Gina! Stay tuned for your specific schedules from Corianne.

### Recess Round Up:

- On Thur and Fri, I will be coming to help take classes out to the playground to teach/model the expectations. The class will be split in half with the classroom teacher

taking half and me taking the other half.

- On Thur, we will rotate around the playground quickly explaining and modeling how to use the equipment. A 5th grader will be coming to help. So you can have him/her do it the right way while you explain. i.e. As the 5th grader goes to slide..."He is walking up the stairs, hands on the rail. At the top he sits down, feet first, and goes down the slide. Then he gets out of the way right away for the next person."
- On Fri, we will rotate around the playground again, repeating the SAME expectations as the day before. You could have kinders model the way to do it today!
- Schedule...

9:25-9:45 Silver

9:45-10:05 Vaughan

10:05-10:25 Consolo

### **Cafeteria Round Up:**

- Rather than bringing the kinders to a separate cafeteria round up, we will be teaching them as they go for the first 3 days of school. Kinders will be coming about 5 minutes early to help get them started before 1st grade comes.
- This is the plan...

Corianne and Jeff will be assisting with trays and main entrees.

I will be helping with milk.

Marguerite and Debbie will be helping at the salad bar.

Lisa and Gina will help get them seated.

Julie will roam and help where needed.

Once kinders are through and eating...

Jeff, Corianne, Julie, and I will move to help with dumping/clean up.

Marguerite, Debbie, Lisa, and Gina will roam and dismiss kinders/1st graders to clean up.

PLEASE, PLEASE, PLEASE let me know if you see any glaring mistakes or issues. Also, let me know if there is something else you need support or help with.

--

Mellissa Swift

ESC/Instructional Coach, Howard Elementary Technology Immersion School

Eugene School District 4J|(541) 790-4900