

July 29, 2013

Dear Sibley Staff:

At Sibley Elementary, the entire staff will again be using the terminology outlined in this correspondence for behavior management. We found that consistent language and expectations from staff member to staff member and classroom to classroom is what works best for children.

The Guiding Behavior Principles of Work, Respect and Belong should be posted in your classroom as all other rules fall into these three categories. Please spend time discussing these expectations with your class. The Guiding Behavior Principles: Work – Respect – Belong are outlined below:

**Guiding Behavior Principles:
Work - Respect – Belong**

- 1) **Work – Do what you are supposed to be doing and bring the materials and tools needed for the task.**
- 2) **Respect – Treat other people and their property the way you want to be treated.**
- 3) **Belong – Be where you are supposed to be and be there on time.**

Also discuss Above the Line and Below the Line behaviors in your classroom. You may choose to generate a list of behaviors and decide together where they think each behavior fits. Bottom Line behaviors are predetermined based on district policy. Bottom line behaviors include inappropriate language, fighting, harassment, weapons violations, vandalism and repeat Below the Line behaviors. The Above the Line, Below the Line and Bottom Line terminology is outlined below:

**School Behavior Terminology:
Above the Line – Below the Line – Bottom Line**

- 1) **Above the Line – Behavior is appropriate; acceptable**
- 2) **Below the Line – Behavior is inappropriate; carry out a fix-it plan**
- 3) **Bottom Line – Inappropriate behavior to an extreme; violation of school district policy**

During the school day, your students travel throughout the building as individuals or with you. Our Hallway Expectations, or Line Basics, are outlined below and should be shared with your class quite regularly during the first 6-8 weeks of school and as needed after that:

**Hallway Expectations:
Line Basics**

- 1) **Stand directly behind the person in front of you.**
- 2) **Face the front.**
- 3) **Keep your hands and feet to yourself.**
- 4) **Stay silent.**
- 5) **Walk on the right side of the hallway.**

I believe this plan outlines our behavior expectations in a positive light and will be effective for all students. Involving students in the process of establishing expectations for their own behavior, a long-standing tradition at Sibley, is still in place with this plan.

If you have any questions about this plan, please contact me.

Sincerely,

Scott Sannes