

Timberlane Learning Center
Arrival to School Routine Planning Sheet for Staff
September 15, 2012

Arrival behaviors to emphasize: *Stay on your dot, keep bubble space between, keep hands, feet and belongings to yourself and use a quiet voice.*

Staff Responsibilities	Preparation	Week One Sept 10-14 Acquisition	Week Two Sept 19-20 Proficiency	Week Three and Afterwards Generalization
Introduction/Teaching of We Can Do It. We Strive to Succeed lesson	<ul style="list-style-type: none"> • Make posters of core values and theme • Prepare other needed materials • Get conductor tickets • Prepare certificates • Meet with staff to discuss/plan introductory lesson 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • Teach the We Can Do It with • Introduce conductor idea • Discuss tickets • One ticket given to students with verbal praise • Tickets are put into containers • Certificate goes home on Sept 20 introducing the idea • Certificate at the end of the week focusing on target skills for this area • Passport stays in school and students get stamps • Each teaching team creates a celebration activity at the end of the second week 	<ul style="list-style-type: none"> • Remind students of core values and theme periodically

<p>Teach Expected Behaviors for Arrival</p>	<ul style="list-style-type: none"> • Create the arrival poster with student pictures • Remind staff/colleagues to actively supervise students during transitions as part of professional duties. • Develop the Family communication brochure/flyer and distribution to families 	<ul style="list-style-type: none"> • Teach the behaviors using the teaching plan – hold off on use of Conductor tickets until after the introduction activity has occurred • Frequently remind students of expected arrival behavior as you meet students at arrival 	<ul style="list-style-type: none"> • Continue to practice expected behaviors • Boost teaching as needed • Continue to actively supervise students at arrival 	<ul style="list-style-type: none"> • Periodic re-teaching as needed
<p>Acknowledge Students for Exhibiting Expected Hallway Behavior</p>	<ul style="list-style-type: none"> • Prepare staff for acknowledgement activities (Use of specific verbal praise and conductor ticket procedure 	<ul style="list-style-type: none"> • Give out a minimum of 10 tickets per arrival each day for students exhibiting the key expected behaviors after introductory lesson • Connect to program values and theme of We Can Do It. 	<ul style="list-style-type: none"> • Continue to give out a minimum of 10 tickets per arrival each day for students exhibiting the key expected behaviors • Connect to program values and theme of We Can Do It. • 	<ul style="list-style-type: none"> • Periodically use verbal praise when you see expected arrival behaviors