

# **OVERBROOK**

## **ATTENDANCE CENTER**

**202 W. 7<sup>TH</sup> OVERBROOK, KS 66524**

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To: Dr. Steve Pegram and Board of Education  
From: David Fernkopf, OAC Principal  
Date: February 4, 2016  
Subject: February Building Report

### **Book Fair**

The Scholastic Book fair will be open the second week in February at OAC. The staff and students are excited to see what new books were available.

### **Kansas Day**

On January 29<sup>th</sup> we celebrated Kansas day in our classrooms. Each grade level did different activities with the students to celebrate Kansas's birthday. Activities included crafts, singing, and learning about different Kansas symbols.

### **100<sup>th</sup> Day of School**

We celebrated 100 days of school on February 3<sup>rd</sup>. Our students at OAC did many activities celebrating our accomplishments so far this school year.

### **In-service**

On February 15, we will have our teacher in-service at OAC. We will start with some training on working with difficult students. We will then move to a training on Math Differentiation in the classroom. In the afternoon we do some more training on working with difficult students and then finish the afternoon out with some training on the Everyday Math online program.

### **Survey Needs Addressed**

From the building wide survey there were some areas that could use improvement at OAC. Some area have easy fixes, while others will take some time.

The first change that has been made, is making sure to recognize the little things that makes OAC run smoothly every day. I am calling it the Joy Patrol, and it is very similar to Dr. Pegram Superintendent Notes. I write about little things that have been happening at OAC. Two Joy Patrols have been sent out already with a good response.

Another area that is going to be discussed at the upcoming staff meeting, is positive office referrals. We are going to follow SAC's lead and try to have students sent to the office for positive office referrals, the thought being this will help some of the well behaved students be recognized more.

Finally, behavior is an area that can use improvement at OAC. As a staff we have been discussing the Boys Town Classroom/Life Skills. These are 16 social skills that used to be taught at OAC years ago with a good response. We are going to try teaching these social skills to students at OAC, with the hope of student behaviors improving. I realize to change behaviors it takes time, but there is no time like the present to start. The skills are attached on the next page.

<p><b><u>Following Instructions:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Say 'Okay'</li> <li>3. Do what you've been asked right away</li> <li>4. Check back</li> </ol>	<p><b><u>Getting the Teacher's Attention</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the teacher</li> <li>2. Raise your hand and stay calm</li> <li>3. Wait until the teacher says your name</li> <li>4. Ask your question</li> </ol>
<p><b><u>Accepting a Criticism or Consequence:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Say 'Okay'</li> <li>3. Stay calm</li> </ol>	<p><b><u>Disagreeing Appropriately:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Use a pleasant voice</li> <li>3. Tell why you feel differently</li> <li>4. Give a reason</li> <li>5. Listen to the other person</li> </ol>
<p><b><u>Accepting 'No' for an Answer:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Say 'Okay'</li> <li>3. Stay calm</li> <li>4. If you disagree, ask later</li> </ol>	<p><b><u>Making an Apology:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Use a serious, sincere voice</li> <li>3. Say "I'm sorry for..." or "I want to apologize for..."</li> <li>4. Explain how you plan to do better in the future</li> <li>5. Say 'Thanks for listening'</li> </ol>
<p><b><u>Greeting Others:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Use a pleasant voice</li> <li>3. Say 'Hi' or 'Hello'</li> </ol>	<p><b><u>Accepting Compliments:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Use a pleasant voice</li> <li>3. Say 'Thank you'</li> </ol>
<p><b><u>Having a Conversation:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Use a pleasant voice</li> <li>3. Listen to what the other person says</li> <li>4. When there is a break in the conversation, ask a question or share your thoughts</li> </ol>	<p><b><u>Sharing Something:</u></b></p> <ol style="list-style-type: none"> <li>1. Let the other person use the item first</li> <li>2. Ask if you can use it later</li> <li>3. When you get to use it, offer it back to the other person after you have used it</li> </ol>
<p><b><u>Asking for Help:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Ask the person if they have time to help you</li> <li>3. Clearly explain the kind of help that you need</li> <li>4. Thank the person for helping</li> </ol>	<p><b><u>Working with Others:</u></b></p> <ol style="list-style-type: none"> <li>1. Identify the task to be completed</li> <li>2. Assign tasks to each person</li> <li>3. Discuss ideas in a calm quiet voice and let everyone share their ideas</li> <li>4. Work on tasks until completed</li> </ol>
<p><b><u>Asking Permission:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person</li> <li>2. Use a calm and pleasant voice</li> <li>3. Say 'May I...'</li> <li>4. Accept the answer calmly</li> </ol>	<p><b><u>Listening:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at the person who is talking and remain quiet</li> <li>2. Wait until the person is through talking before you speak</li> <li>3. Show that you heard them by nodding your head, saying 'Okay,' 'That's interesting,' etc.</li> </ol>
<p><b><u>Staying on Task:</u></b></p> <ol style="list-style-type: none"> <li>1. Look at your task or assignment</li> <li>2. Think about the steps needed to complete the task</li> <li>3. Focus all of your attention on the task</li> <li>4. Stop working only when instructed</li> <li>5. Ignore distractions and interruptions from others</li> </ol>	<p><b><u>Appropriate Voice Tone</u></b></p> <ol style="list-style-type: none"> <li>1. Listen to the level of the voices around you</li> <li>2. Change your voice to match</li> <li>3. Watch and listen for visual or verbal cues and adjust your voice as needed</li> </ol>