

ST. MARY CATHEDRAL SCHOOL

Positive Behavior Intervention and Support
2016-2017 School Year

P.B.I.S. Parent Manual



*J*esus – *O*thers – *y*ou

*J*esus teaches us to BE RESPONSIBLE

*O*thers will BE RESPECTED

*y*ou will BE SAFE

This is the day the Lord has made;
let us rejoice and be glad!

Psalm 118:24

Table of Contents

Overview of PBIS.....	Page 3
PBIS Purpose Statement	Page 4
Positive Reinforcements.....	Page 4
Celebrations	Page 6
St. Mary Cathedral School Discipline Process..	Page 7
Parent Involvement.....	Page 8
Home Behavior Matrix.....	Page 10
St. Mary Cathedral School Matrix.....	Page 11

Overview of PBIS at St. Mary Cathedral School

Dear Parents,

The staff at St. Mary Cathedral School is excited to continue the school-wide behavior process known as PBIS. We feel that in order for students to reach their greatest academic potential, the school setting needs to be a respectful and safe place. Those core beliefs have helped establish our three targeted areas for building expectations: Be Responsible, Be Respectful, and Be Safe. Through the implementation of PBIS, we are teaching and demonstrating how each of these core values should look in our school setting. We hope that you will find these core values teachable at home as well. This document is intended to supply parents with a clear understanding as to what PBIS looks like in our building. We also hope to provide parents with some ideas of how they might support our behavior core beliefs in their everyday structure at home.

Family Support

The link between families and positive behavioral interventions and supports is an important one. When families are meaningfully involved in educational activities their children do better in schools. Families play an important part in their child's education and social development. The presence of parents in schools not only provides additional academic support but also creates community and cultural connections.

HISTORY

PBIS stands for **Positive Behavior Intervention and Support**.

PBIS is an approach to understanding why behavior occurs – that is, the behavior's function. When applied at a school-wide level it includes a continuum of supports and interventions, ranging from universal (for all) to specialized group (for some) to individualized (for few). PBIS is not a program, curriculum or practice. Rather it is a decision-making framework to guide selection, integration, and use of evidence-based practices to increase academic performance, decrease problem behavior, and establish positive school cultures. PBIS relies on accurate and reliable data to understand behavioral patterns occurring, for instance, in a classroom, a hallway, or even throughout a building.

The State of Indiana requires schools to develop a model evidence-based plan for improving discipline and behavior within schools. This requirement is in conjunction with the RtI (Response to Instruction) plan that schools are to have in place. The RtI plan encompasses academic needs and interventions as well as social/emotional needs and interventions. PBIS is a proactive systems approach to establishing the social culture and individualized behavioral supports needed for schools to achieve both social and academic success for all students. This preventive model for behavior will define and teach positive social expectations school wide. Several staff members have been trained in the general philosophy of PBIS. For continued implementation of our PBIS plan; we collected and evaluated data from our implementation of PBIS last year. Our school team has made some minor changes to our PBIS plan based on this evaluation of last year's data.

PBIS Purpose Statement

The purpose of implementing Positive Behavior Interventions and Supports at St. Mary Cathedral School is to:

- Create a more positive culture in our school/family/community
- Make life in school better for ALL students
- Identify ALL students in need of support
- Create consistency among adults
- Recognize families as important members of the community
- Reduce office discipline referrals (ODRs)
- Use data to guide our decision-making

Positive Reinforcements

The purpose of the School-wide Positive Behavior Support System is to provide an immediate reinforcement for desired behavior:

- The immediate reinforcement acts as a teaching tool for desired behavior. It keeps staff and students' attention focused on desired positive behaviors.
- The immediate reinforcement is a bridge to long term rewards.
- The immediate reinforcement increases likelihood of repeating the desired behavior. It fosters a positive school climate and reduces the need for engaging in time consuming disciplinary measures.
- Students become eager to receive the long term rewards!!

Each classroom has their own positive reinforcements which are individualized as well as goals of achievement for the whole class. We also have school-wide positive reinforcements which students can be recognized by any staff member on a daily basis. We begin these incentives at the beginning of the school year after the "training" period during the first week of school. Teachers teach and practice the behaviors and procedures identified in the matrixes on pages 11-13.

St. Mary Cathedral School Compliment Posters

Each classroom will have a Compliment Poster on their door. The class can earn compliments from any staff member for following the **JOY** Procedures. When a compliment is given, the class gets to place one sticker on their Compliment Poster. A full poster earns the class an extra recess!

Classroom Draws

During our **Monday Morning** announcements, a classroom will be drawn. Mrs. Delaney will visit that classroom and will randomly draw a day of the week. The teacher will look in the classroom P.B.I.S. **JOY** Binder. All students who do not have a checkmark on that day chosen from the previous week will receive a treat to en**JOY**!

Children who have not received a checkmark for an entire week may put their name on a ticket and put it in a **JOY JAR** in the classroom. During classroom guidance lessons, Mrs. Cooley will pick names out of the **JOY JAR** for recognition and special rewards. The children will find that the more times their name is put in the jar, the greater the chance of being pulled for an extra special reward.

GREAT JOB! Ticket

GREAT JOB! Ticket will be rewarded by the teacher when a child has 3 or less checks in the binder during a one month period. The students may bring their GREAT JOB tickets to Mrs. Delaney's Office and choose an item from the JOY Box.



Mother Teresa




"Joy is a net of love by which you can catch souls. A joyful heart is the inevitable result of a heart burning with love."

"Joy is very infectious; therefore, be always full of joy."

JOYful REWARD SLIP

Students will be issued a **JOYful REWARD SLIP** by their teacher for showing positive behaviors and having 3 or less checks in the PBIS binder for an entire quarter! This JOYful REWARD SLIP can be cashed in at the office for a reward of the student's choice. Those students receiving JOYful REWARD SLIPS will be documented in our JOYful NEWS BOOK. Those children who are in the JOYful NEWS BOOK will be recognized at our all school assembly and given special recognition with a N.U.T. Slip and a "JOYful NEWS" note home! ☺

Some Examples of Incentives students may earn:

- Student Praise
- Tangible Reward in Classroom
- Praise Post Card sent home
- Choosing from the JOY Box
- Choosing a Reward Pass which includes:
 - Stuff Animal Day Pass 
 - Move to the Front of the Line Day Pass 
 - Sit in Front Pew at ASM Day Pass
 - Hat Day Pass
 - Non-uniform Sweatshirt for a Day Pass
 - Eat lunch with Principal Pass
 - Bring a Stuffed Animal to School Day Pass 
- Stickers, pencils, pencil boxes, rulers, etc.
- Bulletin boards displaying student's positive behavior
- Heart of JOY Recognition displayed in hall. Students have their picture taken and their photo is displayed on a bulletin board. An award goes home with the student.



Celebrations

Those students who exhibit positive behaviors for the **entire school year** by having no more than 5 checks in the P.B.I.S. JOY binder, will be en**JOY**ing a special treat and recognition for their hard work following procedures and showing that they know how to **BE RESPONSIBLE**, **BE RESPECTFUL** and **BE SAFE** all year long.

St. Mary Cathedral School Discipline Process

Each classroom has a JOY Binder which includes a weekly chart with each child's name. At the bottom is a code breakdown for Location and Offenses.

Locations: Classroom, Hallway, Recess, Restroom, Music, Lunchroom, PE, Library, Church, Art, Computer Lab, Resource Room, Assembly

Offenses: talking (children will get 3 warnings for talking before receiving a checkmark), unnecessary noise/movement, touching others, failure to follow directions, disrespect, damaging property, inappropriate behavior/language, expressions of anger, possession of weapon or dangerous substance.

Included in the JOY Binder for each classroom, is a Discipline Documentation Sheet (DDS) that a teacher fills out for 3 or more checks in one day. Please see below for more of a description of how it is being used. The checks are used to help guide students in good behavior choices.

For each day

- (1) ✓ ✓ ✓ 's involves missing the full recess and a Discipline Documentation Sheet (DDS) filled out and a note or phone call home to the parents.
- (2) ✓ ✓ ✓ ✓ 's include DDS filled out with office referral to speak with the counselor, and note or phone call home.
- (3) ✓ ✓ ✓ ✓ ✓ 's include DDS filled out, missing two full recesses and a Principal/Counselor/Teacher/Parent Conference– STAR Plan Activated if consistent days with 5 checks.

Other consequences may be set as determined by the offense. For example, if a child spits inside the school, throws paper towels on the floor, draws on the wall, etc. they will clean up their mess during recess. For those students who still struggle with making good and appropriate choices, we will implement more of an individual behavior plan along with the parents. It is our goal to help our students understand their mistakes and to learn from them so they do not happen again.

The PBIS JOY Binder follows each class as it goes from their classroom to music, art, P.E., technology, recess, etc. The "Specials" teachers or other adult supervisors may insert checkmarks as needed. This way behavior is documented for each child in one place. It helps to see if certain behaviors are only happening in certain locations.

We certainly understand that everyone makes mistakes so we do allow room for those poor choices and teachable moments when giving our acknowledgements. When a child makes a poor choice, we want to be sure they understand that what they did was wrong and why. We encourage them to tell the truth even

though it may be hard. We give them an opportunity to speak and share their feelings as well as listening to others. We explain why we have consequences – to help them learn. They also need to understand that amends usually need to be made even if it simply a heartfelt apology. We talk about forgiveness, learning from our poor choices, and moving on. And we do all this under the love and guidance of Jesus, our ultimate teacher. The **What Would Jesus Do** really makes us stop and think...and how wonderful that we have so many saints for great role models for our children. They give us hope that we can get through our struggles with God's grace and love!

If inappropriate and/or unacceptable behavior continues, student will be meeting with Mrs. Cooley to work on Discipline packet that addresses the undesirable behavior. It becomes a serious concern when behavior harms another or disrupts the learning of others. On certain occasions, outside intervention may be needed and required for the child to remain in the classroom.



The LORD is my strength and my shield; my heart trusts in him, and I am helped. My heart leaps for joy and I will give thanks to him in song.
Psalm 28:7

Parent Involvement

In order for PBIS to be successful at St. Mary, we need your help! Below is a list of suggestions of how you can help support PBIS:

1. Remind your child of JOY on a daily basis (before leaving for school is a great time to review these):

Jesus teaches us to Be Responsible. **O**thers are to Be Respected. **Y**ou will Be Safe!

2. Use the same language that is being used at school with your child. Review the St. Mary School behavior matrix and consider using a similar matrix at home. The next page contains a sample matrix you may use if you like! Some of the boxes have been left blank so that you and your child may complete them together. Again, this is a sample matrix. Feel free to use it or create your own version.

3. Ask your child if they received any recognition during the week and how they earned it. Reinforce the positive behaviors that they are showing at school.

4. If you are contacted because your child has not followed the behavior expectations, please feel free to ask questions and how you can help at home. Also, review the St. Mary School behavior expectations at home.

5. If you would like to donate items to our JOY reward box, please drop them by the office.

Please remember that this is our second year for implementation of our PBIS - *JOY*. We will continue to make revisions and look for ways to improve as we guide our students in making good choices. Your input is always welcome. We thank you for your continued support, patience, and understanding as we work together to help our children become successful, responsible, and respectful citizens in our school community and the larger community!



An example of a P.B.I.S. Home Behavior Matrix for *JOY*ful Parents follows for those who would like to implement a similar and consistent program at home. 😊


Home Behavior Matrix for **JOYful** Parents

Be Responsible	Provide your child with a quiet place to do homework and limit exposure to television.	Make sure your child's homework is complete. Check their assignment notebook.	Review schoolwork with your child and help them to correct their work so they are able to learn from mistakes.	Volunteer at St. Mary School and in the community.	Contact St. Mary staff with questions, concerns, and for progress updates.	Tuck your child into bed early with a bedtime story and a prayer.
Be Respectful	Encourage your child to say "please" and "thank you".	Encourage your child to listen to and follow directions.	Teach your child to maintain eye contact when conversing with others.	Teach your child to resolve conflicts without using violence or putting others down.	Teach your child the difference between appropriate and inappropriate language.	Listen to your child with love, and help them to succeed by supporting the teacher and the school rules.
Be Safe	Know where your child is and with whom.	Monitor your child's TV, video game, and Internet use.	Communicate with the parents of your child's friends.	Teach your child to say "No" when they are pressured to do something they do not want to do.	Drive cautiously when dropping off and picking up your child.	Be sure that your child is properly restrained in the car.

The St. Mary Cathedral School Matrix follows so that you can fully understand the expected behaviors and procedures that we have in place at St. Mary Cathedral School.

(The classroom *JOY* is blank as they each have their own.)

St. Mary Cathedral School *JOY* Matrix

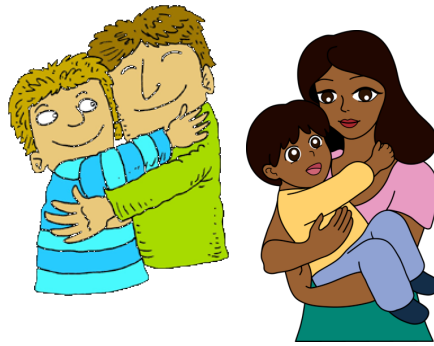
	<i>J</i> esus teaches us to <u>Be</u> Responsible.	<i>O</i> thers will <u>Be Respected.</u>	<i>y</i> ou will <u>Be Safe.</u>
Morning Arrival	<ul style="list-style-type: none"> ♥ Walk to designated area in gym ♥ Sit and read or talk quietly. ♥ Keep toys in backpack 	<ul style="list-style-type: none"> ♥ Talk quietly ♥ Listen for instructions from teacher ♥ Stand at the sound of the triangle. ♥ Silent after the school bell 	<ul style="list-style-type: none"> ♥ Exit the car quickly ♥ Walk to the tunnel door and into the gym ♥ Wipe feet when necessary ♥ Walk at all times
Hallway	<ul style="list-style-type: none"> ♥ Leave together ♥ Stay together with no spaces in line 	<ul style="list-style-type: none"> ♥ Hands and feet to yourself ♥ Be silent ♥ Acknowledge others with a smile ♥ Speak when spoken to by an adult 	<ul style="list-style-type: none"> ♥ Walk in straight line ♥ Stay to right ♥ Use each step ♥ Face forward
Classroom	♥	♥	♥
Restroom	<ul style="list-style-type: none"> ♥ 2 pumps on the soap ♥ 2 sheets of paper towels ♥ Keep restroom clean ♥ Voices are quiet 	<ul style="list-style-type: none"> ♥ Respect others' privacy ♥ Flush toilet or urinal ♥ Place paper towels in trash can 	<ul style="list-style-type: none"> ♥ Wash hands with soap ♥ Keep feet on floor

Inside Recess	<ul style="list-style-type: none"> ♥ Clean-up when asked ♥ Use only games/toys allowed ♥ Listen to and obey the lunch supervisors 	<ul style="list-style-type: none"> ♥ Use quiet voices ♥ Play fair and share 	<ul style="list-style-type: none"> ♥ Stay in classroom ♥ Walk or sit
Outside Recess	<ul style="list-style-type: none"> ♥ Allow others to play-include others ♥ Share and use equipment properly ♥ Follow game rules 	<ul style="list-style-type: none"> ♥ Follow recess rules ♥ Listen to supervisors ♥ Address supervisors respectfully ♥ Keep hands and feet to self 	<ul style="list-style-type: none"> ♥ Stay in playground area ♥ Freeze at whistle ♥ Walk to the line and stand quietly at the bell ♥ Return equipment
Computer Lab	<ul style="list-style-type: none"> ♥ Sit in assigned seat ♥ Plug in headphones if available ♥ Access only programs and websites as directed by teacher ♥ Return headphones to bag and give to teacher ♥ Write only on paper 	<ul style="list-style-type: none"> ♥ Listen for instructions from teacher ♥ Hands and feet to self ♥ Be silent 	<ul style="list-style-type: none"> ♥ Clean hands every time ♥ Keep chair in assigned area ♥ Carefully sit on chair ♥ Feet on floor
Music	<ul style="list-style-type: none"> ♥ Sit up straight ♥ Participate fully ♥ Follow instructions 	<ul style="list-style-type: none"> ♥ Be silent when chimes ring ♥ Treat instruments with respect ♥ Raise hand to talk 	<ul style="list-style-type: none"> ♥ Keep hands and feet to self ♥ Sit on chair with feet on floor ♥ Keep chair legs on floor
P.E.	<ul style="list-style-type: none"> ♥ Care for all equipment ♥ Use only language Jesus would use ♥ Help pick-up equipment 	<ul style="list-style-type: none"> ♥ Follow hallway rules while waiting for others ♥ Come in with a smile ♥ Keep hands and feet to yourself ♥ Be good listeners ♥ Encourage and support everyone ♥ Wait your turn quietly at the water fountain 	<ul style="list-style-type: none"> ♥ Freeze at the whistle ♥ Listen to and follow directions ♥ Wear gym shoes to be used for P.E. class only
Art	<ul style="list-style-type: none"> ♥ Take care of equipment ♥ Stay on task ♥ Follow all rules ♥ Clean up table/room ♥ Work neatly ♥ Listen to directions 	<ul style="list-style-type: none"> ♥ Share and pass materials ♥ Respect other property ♥ Speak quietly ♥ Draw appropriate material ♥ Use appropriate language 	<ul style="list-style-type: none"> ♥ Walk at all times ♥ Sit on chairs ♥ Take steps one at a time ♥ Use art supplies appropriately

Media Center	<ul style="list-style-type: none"> ♥ Return books on time ♥ Follow check out procedures ♥ Take care of books ♥ Keep library neat & clean 	<ul style="list-style-type: none"> ♥ Speak quietly ♥ Hands & feet to yourself ♥ Read silently 	<ul style="list-style-type: none"> ♥ Walk or sit ♥ Honor personal space ♥ Push chairs in ♥ Keep feet and chair legs on floor
Church	<ul style="list-style-type: none"> ♥ Be prompt ♥ Enter and exit silently ♥ Participate fully - answer prayers and sing joyfully 	<ul style="list-style-type: none"> ♥ Genuflect reverently ♥ Keep eyes focused on Father and the altar 	<ul style="list-style-type: none"> ♥ Raise and lower kneelers quietly ♥ Return song books quietly
School Assemblies	<ul style="list-style-type: none"> ♥ Be on time ♥ Be silent 	<ul style="list-style-type: none"> ♥ Enter and exit quietly ♥ Listen attentively ♥ Look at the speaker ♥ Applaud when appropriate 	<ul style="list-style-type: none"> ♥ Sit up tall ♥ Stay with your group ♥ Keep hands and feet to self
Emergencies	<ul style="list-style-type: none"> ♥ Be alert ♥ Be in assigned area 	<ul style="list-style-type: none"> ♥ Remain quiet ♥ Take seriously 	<ul style="list-style-type: none"> ♥ Follow directions ♥ Stay with teacher/adult leader ♥ Remain calm
Dismissal	<ul style="list-style-type: none"> ♥ Follow hallway rules ♥ Be silent until out of building ♥ Stay with your assigned teacher 	<ul style="list-style-type: none"> ♥ Listen to teacher for instructions ♥ Make teacher contact before leaving 	<ul style="list-style-type: none"> ♥ Stay on the sidewalk with your teacher ♥ Walk with parent or adult to the car ♥ Buckle up for the ride home

This is the day the Lord has made....Let us rejoice and be glad!!!!!!





Thank you, Lord, for giving us loving families!

I have read through the PBIS Parent Handbook with my child.

We understand the expectations for
Being Responsible, Being Respectful and Being Safe.

We will do our best to follow the St. Mary Cathedral School expectations.

Student Name: _____

Parent/Guardian Signatures: _____

All Families that return a signed copy of this last page by Friday, September 23rd, will be entered into a drawing for a family NUT card (to be used at St. Mary only)! This is just one more way, as a family, that you can help your child(ren) have a successful, **JOY**filled school year!