

# ST. MARY CATHEDRAL SCHOOL

Positive Behavior Intervention and Support  
2020-2021 School Year



**J**esus - **O**thers - **Y**ou

**J**esus teaches us to BE RESPONSIBLE

**O**thers will BE RESPECTED

**Y**ou will BE SAFE



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## 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 check mark 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.



*"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."*

*St. Teresa of Calcutta*

### **JOYful Reward Note**

Students will be issued a **JOYful Reward Note** 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 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 / Sit in Front Pew at ASM Day Pass/Hat Day Pass
  - Move to the Front of the Line Day Pass/Non-uniform Sweatshirt for a Day Pass



# *St. Mary Cathedral School Discipline Process*

Each classroom has a [PBIS 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 receive a 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. If they continue the behavior, they are given a choice - "You may choose to sit quietly or you may choose to see me before lunch." At that time, the teacher talks with the student, explains why the behavior is a disruption and places a check in the binder.

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 - student will complete a Discipline Think Sheet filled out and sent home to be signed by parents.
- (2) ✓✓✓✓'s - student will meet with Mrs. Delaney to discuss the Discipline Think Sheet along with a referral to speak with the counselor.
- (3) ✓✓✓✓✓'s - requires a Principal/Counselor/Teacher/Parent Conference to develop a plan of action.

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 check marks 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

speaking and sharing 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 is 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, students will be meeting with Mrs. Cooley to work on a Discipline packet that addresses the undesirable behavior. It becomes a serious concern when behavior harms another or disrupts the learning of others and parents will be contacted immediately. There may be outside intervention needed and required for the child to remain in the classroom.

## 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):

**J**esus 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.

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 **JOYful** Parents follows for those who would like to implement a similar and consistent program at home. 😊

## Home Behavior Matrix for **JOYful** Parents

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

**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

	Jesus teaches us to Be Responsible.	Others will Be Respected.	You will Be Safe.
<b>Morning Arrival</b>	Walk to designated area in gym Sit and read or talk quietly. Keep toys in backpack	Talk quietly Listen for instructions from teacher Stand at the sound of the triangle. Silent after the school bell	Exit the car quickly Walk to the tunnel door and into the gym Wipe feet when necessary Walk at all times
<b>Hallway</b>	Leave together Stay together with no spaces in line	Hands and feet to yourself Be silent Acknowledge others with a smile Speak when spoken to by an adult	Walk in straight line Stay to right Use each step Face forward
<b>Classroom</b>			
<b>Restroom</b>	2 pumps on the soap 2 sheets of paper towels Keep restroom clean Voices are quiet	Respect others' privacy Flush toilet or urinal Place paper towels in trash can	Wash hands with soap Keep feet on floor
<b>Inside Recess</b>	Clean-up when asked Use only games/toys allowed Listen to and obey the lunch supervisors	Use quiet voices Play fair and share	Stay in classroom Walk or sit
<b>Computer Lab</b>	Sit in assigned seat Plug in headphones Access only programs and websites as directed by teacher Return headphones to bag and give to teacher Write only on paper	Listen for instructions from teacher Hands and feet to self Be silent	Clean hands every time Keep chair in assigned area Carefully sit on chair Feet on floor

<b>Music</b>	Sit up straight Participate fully Follow instructions	Be silent when chimes ring Treat instruments with respect Raise hand to talk	Keep hands and feet to self Sit on chair with feet on floor Keep chair legs on floor
<b>P.E.</b>	Care for all equipment Use only language Jesus would use Help pick-up equipment	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	Freeze at the whistle Listen to and follow directions Wear gym shoes to be used for P.E. class only
<b>Art</b>	Take care of equipment Stay on task Follow all rules Clean up table/room Work neatly Listen to directions	Share and pass materials Respect other property Speak quietly Draw appropriate material Use appropriate language	Walk at all times Sit on chairs Take steps one at a time Use art supplies appropriately
<b>Media Center</b>	Return books on time Follow check out procedures Take care of books Keep library neat & clean	Speak quietly Hands & feet to yourself Read silently	Walk or sit Honor personal space Push chairs in Keep feet and chair legs on floor
<b>Church</b>	Be prompt Enter and exit silently Participate fully - answer prayers and sing joyfully	Genuflect reverently Keep eyes focused on Father and the altar	Raise and lower kneelers quietly Return song books quietly
<b>School Assemblies</b>	Be on time Be silent	Enter and exit quietly Listen attentively Look at the speaker Applaud when appropriate	Sit up tall Stay with your group Keep hands and feet to self
<b>Emergencies</b>	Be alert Be in assigned area	Remain quiet Take seriously	Follow directions Stay with teacher/adult leader Remain calm
<b>Dismissal</b>	Follow hallway rules Be silent until out of building Stay with your assigned teacher	Listen to teacher for instructions Make teacher contact before leaving	Stay on the sidewalk with your teacher Walk with parent or adult to the car Buckle up for the ride home

## PARENT P.B.I.S. HANDBOOK SIGNATURE PAGE



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.

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Student Name(s):

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Parent/Guardian Signatures:

All Families that return a signed copy of this last page by **Friday, August 28th**, will be entered into a drawing for a family St. Mary Cathedral School N.U.T. card! This is just one more way, as a family, that you can help your child(ren) have a successful, **JOY**filled school year!

