



Prospect Park School

Positive Behavior Intervention and Supports AND Agenda Book Programs

Dear Parents/Guardians:

We have utilized the Agenda Book Program since the 1999-2000 school year. Due to the positive results we have observed over the years we will continue to use this process. We have also integrated a school-wide Positive Behavior Support program to compliment the use of the Agenda Book. School-wide Positive Behavior Support is a proactive approach to discipline that promotes student behavior and increased learning. We feel that these combined programs support student academic success through organization, documentation and communication, as well as monitoring behavior more efficiently and effectively through the implementation of a reward/reinforcement system for positive performance.

An important observation that we have made is how vital the participation of parents/guardians and families are to the success of this program. The process will not progress unless we receive encouragement from the home. We thank you in advance for your continued support and input regarding these programs. We are dedicated to developing programs that will assist our students and your children in preparation for their future.

Thank you!
The Prospect Park Staff

OVERALL PROGRAM GOALS:

What would we like to accomplish?

- Improve academic performance
- Improve test results
- Track homework
- Improve time management
- Improve organizational skills
- Monitor behavior
- Encourage accountability
- Monitor progress/success
- Improve home and school communication
- Improve attendance and promptness to school

What are the ground rules?

- Students will attend school AND arrive to school on time
- Students will carry their agenda books to every class
- Students will record assignments and homework
- Students will use agenda books as hallway passes
- Students will be responsible for the care of their books
- Students will only write essential information in the books
- Teacher comments and documentation will also be included
- Success will be rewarded
- Students having difficulties will be mentored
- Students will be given support in maintaining agenda book

How will participants be informed of the process?

- Students will be given direction regarding the programs
- Parents will receive information about the programs
- Staff will meet regularly to evaluate and modify the programs
- All students will receive their first agenda book free
- Lost books must be replaced by the student at a cost of \$5.00

How will the students be monitored and rewarded?

- Teachers will monitor agenda books
- The ultimate responsibility of the book and the process lies with the students
- Teachers will formally assess academic/behavior success each marking period to determine incentives
- Additional rewards/incentives are included in these programs

What are parental responsibilities?

- Parent involvement is a vital part of success of these programs
- Parents need to review and sign the agenda book each night
- Questions, concerns, and suggestions are welcomed!

The Process

- ☑ Complete homework
- ☑ Complete class work
- ☑ Stay on task
- ☑ Provide parent signature
- ☑ Meet behavioral expectations in the school setting as presented in the Prospect Park Pledge.

The Agenda Book Program: Process for Documenting Academic and Behavioral Performance:

- If a student does not meet the academic/behavioral goals listed above they will receive a letter “A” or “B” in red ink in their agenda book. *No parent signature, being unprepared, etc. are designated as academic marks (“A”). Insubordination, inappropriate language, harassment, uniform violation, technology violation, disruption and chewing gum are designated as behavior marks (“B”).*
- A student that does not turn in homework will have the incident recorded in their agenda book, as a mark. The teacher may issue a “teacher detention” upon their discretion where the student will have to meet with them after school on that day. The mark and detention may be taken away if the student reports to the teacher after school to complete any work. If the student fails to attend the teacher detention, a referral for a cut detention will be issued to the office.
- The student will then be subject to consequences according to the Student Handbook and Interboro Code of Conduct.
- If a student receives two (2) letter marks per day they will receive an office detention. The teacher will complete an Office Referral Form and submit it to the Assistant Principal. Each additional mark will constitute an additional detention. The detention will be served after school from 2:50-3:15. Students cannot enter the detention room after 2:50. Students MAY complete homework or study but they may NOT use electronic devices. Students may serve the detention the day it is assigned or the following day. If it is not served on one of those 2 days, the student will be assigned an additional detention by the Assistant Principal. Further skipped detentions will result in further consequences, including but not limited to detentions or suspensions. Students MAY serve their detention with a teacher as long as the following conditions are met: 1) The student makes arrangements with the teacher prior to the 2:45 bell, 2) The student receives extra help, completes makeup work or homework, studies, etc. from 2:50-3:15, 3) The detention is served the day it is assigned or the day after and, 4) The student informs the teacher that he/she has an office detention and asks the teacher to inform the assigned detention duty teacher that the student is with him/her.

- If a student receives numerous detentions and continues to struggle with the program, a staff member will be individually assigned to that student as a mentor.
- If a student does not receive any letter marks in a day, they will earn a “thumbs up” during last period. If a student receives a predetermined number of “thumbs up” they will be invited to attend a reward activity planned for that marking period.
- Five or more office detentions OR a suspension will eliminate the Program’s reward trip for that marking period.
- If pages are missing, destroyed or if the agenda book is lost or left home, an automatic detention is given. The student will be given a temporary agenda sheet for the day. Students may still earn a “thumbs up” stamp for a positive substitute agenda sheet **ONLY** if they serve a detention that day for forgetting the agenda book. If they do not attend detention that day, they forfeit the opportunity to earn the “thumbs up”.
- If a student whites out a mark/note, tears out or covers up a mark/note, they will be sent to the Assistant Principal and the student will receive a 1 day in-school suspension.
- If Agenda books are permanently lost or destroyed, then students must buy a new book.
- Agenda books must be taken home every night and *signed* (no initials) by parent/guardian (comments are welcomed).
- Any teacher may give a detention apart from the agenda book program.
- *Please note* - Beginning in January each school year, 5th Grade students will become eligible to serve PM Detention with students from grades 6th-8th in the designated location (Room 216). Prior to January 5th grade students may be assigned detention (2:50-3:15) to be served with their teacher within the classrooms or office.

AGENDA BOOK COMMUNITY SERVICE STATEMENT:

When a student does not attend a field trip they may volunteer to give back time and energy to Prospect Park School in the spirit of community service. Students could perform tasks that would help beautify the school or support a staff member such as cleaning/straightening up areas (window sills, dusting, cleaning desks, etc.) organizing bookshelves, filing/organizing, helping in a classroom with younger children, weeding/gardening, beautifying the playground area, assisting the custodial staff, etc. We have found that the students take great pride in helping around the school.

PROSPECT PARK SCHOOL

Memorandum of Understanding

Positive Behavior Intervention and Supports /Agenda Programs

2019-2020

The Middle School Faculty of the Prospect Park School has created a tool which combines the Positive Behavior Intervention and Supports /Agenda Book Programs to help middle school students learn responsibility, accountability, organization and appropriate behavior. We believe that students develop self-esteem when they learn these skills and are able to achieve success as a result.

The Agenda Book is to be used as a communication tool between parent, teacher and students to monitor academic performance. *It is expected that the book will be monitored and signed daily, with a full signature (no initials please) by a parent or guardian, signifying that all given assignments and communications have been noted.* Any student who does not have a signature for three consecutive days will be issued a morning detention from 7:30 until 8:15 to be served in a designated classroom.

Each middle school student will receive an agenda book at no cost at the beginning of the school year. If the agenda book is lost, or unusable due to graffiti, etc., a new agenda book must be bought from the Assistant Principal, Mr. Wood, for five (5) dollars.

In signing this memorandum, parents and students agree to participate in the PBIS/Agenda Book Program, and to become familiar with the criteria for rewards and consequences as defined in this handbook. A schedule of activity trips will be sent home in September.

If it is your intent for your student to not fully partake in the Agenda Book program (specifically, the required nightly parental signature), please be advised that your student will not be eligible for the corresponding activities that result from full participation. However, your student will be held to the same standard of behavior and academic responsibility in terms of receiving marks and disciplinary consequences that accompany such communication home as per the student handbook. The intent for non-participation must be acknowledged by signing in the correct area on the signature page.

We look forward to a successful year! ☺

(Acknowledgement of this program is attached to front cover and needs to be returned by Friday, September 6, 2019)

PROSPECT PARK PLEDGE

As a school community we are **POSITIVE**, **PRODUCTIVE** and **PROUD**
and we say no to bullying!

MATRIX

EXPECTATIONS	HALLWAY	BATHROOM	CAFETERIA	PLAYGROUND
<i>POSITIVE</i>	Use manners Use quiet voices Use appropriate language	Use manners Honor privacy of others Quietly wait your turn	Use manners Be patient and wait your turn Keep hands and feet to self	Use manners Share Take turns Use kind words
<i>PRODUCTIVE</i>	Walk on the right Stay on task	Complete in a timely manner Return promptly to your class	Follow directions Use inside voices Eat your own food	Use equipment correctly Keep hands and feet to self Enjoy yourself
<i>PROUD</i>	Keep hands and feet to self Pick up trash Keep tops of lockers clear	Keep walls clean Pick up trash Use toilets, sink, soap and paper towels correctly	Use kind words Keep the table and floors clean Stack trays neatly	Line up at signal Be a good sport Keep area clean

*Each classroom will develop individual expectations for positive, productive and proud behaviors within the classroom setting.

PROSPECT PARK SCHOOL

Positive Behavior Intervention and Supports /Agenda Book Participation

By signing this document, I declare that my child and I have read, acknowledged, and understand the policies and procedures of the PBIS/Agenda Book Programs.

_____ YES, my child _____
will participate in the PBS/Agenda Program with all of the rewards associated with it.

_____ NO, my child, _____
will not participate in the reward or parental signature portion of the PBIS/Agenda Program, but will be monitored by the PBIS/Agenda Program and face consequences of inappropriate behavior.

Parent/Guardian Signature _____

Student Signature _____

Homeroom: _____ Date: _____

Fill in one for each student, please.

**PLEASE TEAR OUT THIS SHEET AND
RETURN TO HOMEROOM TEACHER BEFORE FRIDAY, SEPTEMBER 6**

***Flip over to sign Handbook Policies and Procedures Page**

PROSPECT PARK SCHOOL

Acceptance of Handbook Policies and Procedures

For All Students

I am the parent/guardian of the following child(ren) who attend(s) Prospect Park School. By signing this document, I declare that we have read, acknowledged, and understand the policies and procedures of Prospect Park School as defined in the Student Handbook.

Parent/guardian signature

Date

Printed parent/guardian name

Printed names of child(ren)

Homeroom

**Please tear out this page and return it to your child(ren)'s
homeroom teacher by Friday, September 6, 2019.**

**The complete Student Handbook can be found on the Prospect Park School website.*