



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 Intervention and Supports program to compliment the use of the Agenda Book. School-wide Positive Behavior Intervention and Supports 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/teacher communication
- ☑ Meet behavioral expectations in the school setting as presented in the Prospect Park Pledge

Prospect Park is Positive, Productive, and Proud

What is School-Wide Positive Behavior Support (SWPBS) or Positive Behavioral Intervention and Supports (PBIS)?

A proactive approach to discipline that promotes student behavior and increased learning. This program supports academic success through documentation, communication, and reinforcing positive behaviors.

What behaviors does PBIS reward?

Positive- Showing a can-do attitude, having a positive sense of humor, demonstrating patience, and being a kind and caring friend

Productive- Persevering through challenges, showing organization and flexibility, putting forth good effort in all tasks, displaying good decision making and problem-solving skills, as well as showing initiative

Proud- Exhibiting integrity, honesty, respect, as well as taking responsibility for actions

These three words are the framework of PBIS in our school. They are taught throughout the school year and on a daily basis to students in all school settings: in the classrooms, in the hallways, in the bathrooms, in the cafeteria, and on the playground.

What will you see at home?

Gold and Blue P-Bucs- P-Bucs can be earned individually (gold) or by groups of students (blue) for demonstrating positive, productive, and proud behaviors throughout the school setting. The small portions are brought to the office for random drawings and students can earn a spot on the Principal's 200 Board for other random incentives. Students should hold on to the large portions of the P-Bucs to be turned in for raffles of their choosing during the school year.

Dress Down Day Reminders- Each month there will be a chosen day where students can donate \$1.00 to dress down (school-appropriate clothing) with a certain theme. Some money from these donations will be given to community agencies and the remainder will be used to help us purchase rewards for the raffle assemblies, and other components of PBIS!

What will students see at school?

Elementary Reward Assemblies- All elementary students who have had less than 3 discipline referrals will be able to participate in the PBIS reward assemblies.

Specialist Area Awards- Specialists will pick one classroom/homeroom per elementary and middle school monthly who display Positive, Productive, and Proud behaviors. These homerooms will have the opportunity to display trophies for the upcoming month in their classrooms. Classrooms/homerooms will also earn certificates to display in their classroom for the remainder of the year.

COMMUNITY SERVICE STATEMENT:

When a student does not attend a reward event, 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 Agenda Book is to be used as a communication tool between parent, teacher and students to monitor academic performance and minor behavior. *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.*

Each 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 the student handbook (the full Student Handbook version is available on the Prospect Park School Website). 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 Positive Behavior Intervention and Supports /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

PBIS/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 PBIS/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.*