

Frost Junior High School



# PBIS Parent Manual

**Positive Behavior Intervention and Support  
2010-2011**

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# **PBIS Team Members**

## **Administrators:**

Dr. Paul Goldberg, Principal  
Mrs. Heather Wilson, Assistant Principal

## **PBIS Universal Team Members:**

Julie Basch, Bob Burak, Maura Burns, Melissa Byrd, Carol Case,  
Caron Demos, Megan Farej, Paul Goldberg, Tricia Leong, Donna  
Peters, Amy Varchmin, Heather Wilson

## **PBIS Secondary Team Members:**

Heather Amburn , Habib Behrouzi , Joe Bukowski, Maura Burns,  
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Harrison Kirk, Alissa Rendall, Lindsey Urry, Heather Wilson



# Overview

Dear Frost Parents,

The Frost staff is excited to continue the implementation of the Positive Behavior Intervention and Support (PBIS) program. We feel that in order for students to succeed academically, we need to create a safe environment for our students to learn. Students will continuously be taught the Spartan Standards of "Be Safe, Be Respectful, and Be Responsible" throughout the school year. It is our hope that the students will have a clear understanding of these expectations so that they can be successful at Frost.

This handbook describes the different components of the PBIS program. We hope that after reading this packet you will have a better understanding of how PBIS works at Frost.

Thank you for your continued support. Go Spartans!

-The Frost Staff



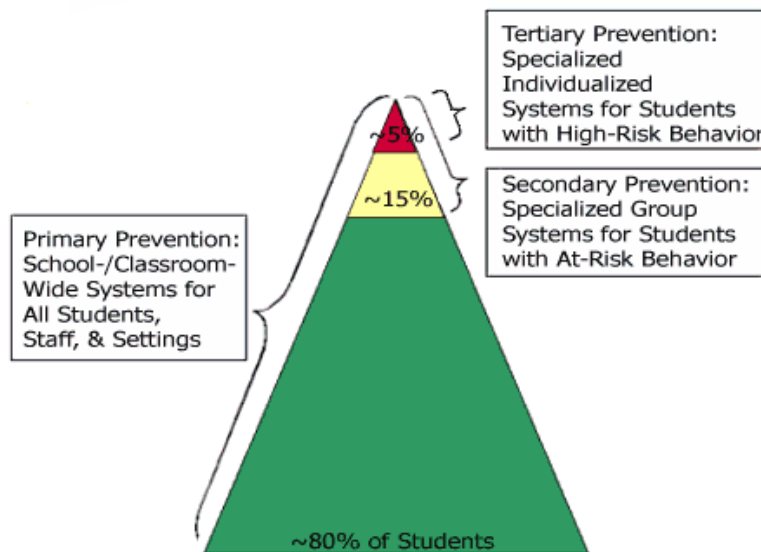
# Universal and Secondary Team Roles

## Universal Team:

The Universal team is the first level team in the PBIS system. The universal team's job is to meet bi-monthly and examine the school's data and discover trends. This is done by using SWIS data (data from the data collection tool). The universal team also identifies and recommends students for secondary and tertiary teams based on data trends. Additionally, this team sets dates and plans for celebrations and re-teachings.

## Secondary Team:

The secondary team is the second level team. They look at SWIS data along with Universal Team recommendations to identify students needing additional levels of positive behavioral support (about 15% of students). Once a student has been identified as needing more support, the team will place students into an appropriate intervention. The secondary team meets bi-weekly to review data and monitor progress of the interventions implemented.



**Intervention Pyramid**



# Spartan Standards and Behavior Matrix

Robert Frost Junior High has developed a Behavior Matrix which includes the Spartan Standards. These Spartan Standards are: Be Safe, Be Respectful and Be Responsible. Each standard is then broken down into different categories along with an explanation how each standard should look for that specific category (see page 7).

During the first week of school, students are introduced to PBIS and the Spartan Standards. Teachers discuss the Spartan Standards in every class period. During this time, students are taught the expected behaviors for each category of the Behavior Matrix.

Frost has also developed a Parent Matrix that can be used at home. This matrix is also broken down into different areas with specific behaviors listed for each category. This will provide a common language for students both at school and at home (see page 14).

Spartan Standards:  
**BE SAFE**  
**BE RESPECTFUL**  
**BE RESPONSIBLE**



# Spartan Standards and Behavior Matrix

## Cont...

	<i>Always and Everywhere</i>	<i>Bathroom</i>	<i>Bus</i>	<i>Cafeteria</i>	<i>Classroom</i>	<i>Dress</i>
<b>Be Safe.</b>	<ul style="list-style-type: none"> <li>➤ Move towards destination without stopping.</li> <li>➤ Move safely.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep bathroom clean.</li> <li>➤ Keep hands and feet to self.</li> <li>➤ Wash hands.</li> <li>➤ Report problem behaviors observed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Obey rules of the bus company.</li> <li>➤ Keep hands and feet to self.</li> <li>➤ Remain seated.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Remain seated except when called.</li> <li>➤ Keep hands and feet to self.</li> <li>➤ Walk at all times.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay focused on learning.</li> <li>➤ Keep hands and feet to self.</li> <li>➤ Sit appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Wear appropriate clothes for the weather.</li> </ul>
<b>Be Respectful.</b>	<ul style="list-style-type: none"> <li>➤ Use appropriate language.</li> <li>➤ Use equipment and materials appropriately.</li> <li>➤ Use electronic devices only outside of school.</li> <li>➤ Follow the six pillars of character.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respect privacy.</li> <li>➤ Use trash cans.</li> <li>➤ Flush the toilet.</li> <li>➤ Keep surfaces clean of graffiti.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listen to the driver.</li> <li>➤ Use inside voice.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respect lunch supervisors.</li> <li>➤ Speak in quiet, polite voices.</li> <li>➤ Wait your turn in line, single file when requested.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be a polite listener.</li> <li>➤ Give your best effort.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow the dress code policies.</li> <li>➤ Wear appropriate clothes in school.</li> </ul>
<b>Be Responsible.</b>	<ul style="list-style-type: none"> <li>➤ Follow directions the first time.</li> <li>➤ Put forth your best effort.</li> <li>➤ All backpacks and bags must remain in lockers during school hours.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Choose appropriate time to use restroom.</li> <li>➤ Return to class promptly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Collect belongings before getting on/ off the bus.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up eating area before leaving.</li> <li>➤ Use trash cans.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be on time.</li> <li>➤ Clean up your work space.</li> <li>➤ Be on task.</li> <li>➤ Bring materials to class.</li> <li>➤ Complete assignments on time.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keep headwear, coats, jackets, and gloves in locker.</li> </ul>



# Spartan Standards and Behavior Matrix Cont...

	<i>Gym and locker rooms</i>	<i>Hallway</i>	<i>Library</i>	<i>After School</i>	<i>Special Events/ Field trips</i>
<b>Be safe.</b>	<ul style="list-style-type: none"> <li>➤ Dress quickly.</li> <li>➤ Keep hands and feet to self.</li> <li>➤ Keep locker combination to self.</li> <li>➤ Use equipment safely.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Walk to the right.</li> <li>➤ Keep hands and feet to self.</li> <li>➤ Keep locker combination to self.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use appropriate internet behavior.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Move directly towards designated area within five minutes of dismissal without leaving the building.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay focused on learning.</li> <li>➤ Walk.</li> <li>➤ Keep hands and feet to self.</li> </ul>
<b>Be respectful.</b>	<ul style="list-style-type: none"> <li>➤ Respect people's privacy.</li> <li>➤ Respect all student's abilities.</li> <li>➤ Show good sportsmanship at all times.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Walk quietly.</li> <li>➤ Observe three minute time limits for passing periods.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use quiet voice.</li> <li>➤ Study, read and use computer quietly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use appropriate tone, voice level and language on school grounds.</li> <li>➤ Respect other's space.</li> <li>➤ Use electronic devices outside of school.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be a polite listener.</li> <li>➤ Respect chaperones.</li> <li>➤ Be courteous to everyone.</li> <li>➤ Remember you represent Frost.</li> </ul>
<b>Be responsible.</b>	<ul style="list-style-type: none"> <li>➤ Be responsible for your belongings.</li> <li>➤ Be prepared with gym clothes.</li> <li>➤ Be in your squad on time.</li> <li>➤ Lock your clothes in your locker.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Have pass during class time.</li> <li>➤ Keep locker organized and clean.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay focused on work.</li> <li>➤ Return materials on time.</li> <li>➤ Return materials to the correct locations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Make transportation arrangements before the end of the school day.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay with class.</li> <li>➤ Have all necessary items.</li> <li>➤ Be a good participant.</li> </ul>



# Cool Tools

Cool Tools are behavioral lesson plans that structure how the staff teaches the expected behaviors from our school-wide Behavior Matrix.

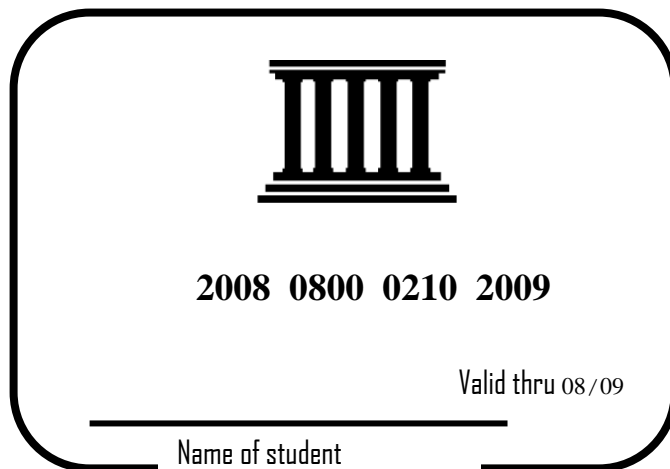
They are taught using examples taken from classroom and non-classroom settings and situations. Staff members model and role-play in order to teach new skills and reinforce expected behaviors. We also provide students with practice opportunities.

We decide which cool tools to teach based on data we have gathered and feedback from staff members.



# Gold Cards

Gold Cards are used to reinforce positive behavior. They are small gold slips of paper. When a student is seen displaying a Spartan Standard, they may be given a Gold Card by a staff member. Once a student earns a Gold Card, they put their name on the card and drop it into one of the Gold Card drawing boxes. If their name is pulled from the box, the student will win a prize. Students may also save up their Gold Cards and turn them in for prizes.



# Celebrations

Students earn school-wide celebrations when they consistently follow the Spartan Standards as an entire school. Celebrations take place approximately every six weeks. Often times celebrations are tied to a school-wide goal. For example, if tardies seem to be an area of concern based on data collected by the staff, students might earn a celebration if they reduce the number of tardies collected over a six week period.

Examples of past celebrations include ice cream socials, Frost Idol, Frost Has Talent, Staff-Student basketball and dodgeball games, musical bingo, free pizza day, etc.! We are looking forward to the many celebrations that will occur this year!



# Spartan Stars

One of our secondary interventions for students is a program called Spartan STARS. STARS stands for Students Taking Action Responsibly and Safely. Spartan STARS will have the opportunity to work with a staff member, or Spartan Guide, daily to encourage positive behavior and greater awareness of behavior. Each day, our STARS meet with their guide to make sure they are ready for the day and receive a point sheet. Students get feedback on how well they followed the Spartan Standards from their teachers throughout the day. At the end of the day, the STARS return to their guide to review their days. STARS then take their daily point sheet home to share successes with their families. The secondary team monitors the data from the STARS to ensure they are being successful at Frost. This intervention strives to give students positive interactions to start their day off well and opportunities for them to interact with each teacher daily.



## Data Communication Form

Although our staff at Frost continually strives to reinforce the correct behaviors that we want our students to display, there are times that students do not follow the Spartan Standards. When students are not following the Spartan Standards, a Frost staff member will fill out a data communication form to document the incorrect behavior that occurred. This data is helpful to the Frost staff because it informs us of what behaviors need to be re-taught and which students may need extra levels of positive behavioral support. The following page includes a sample of a data communication form.





# Parent Involvement

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

- 1.) Remind your child of the Spartan Standards on a daily basis (before leaving for school is a great time to review these):  
**Be Safe, Be Respectful, Be Responsible!**
- 2.) Use the same language that is being used at school with your child. Review the Frost behavior matrix and consider using a similar matrix at home. The next page contains a matrix you can use!
- 3.) Ask your student if they received any gold cards each week and how they earned them. Reinforce the positive behaviors that they are showing at school. 😊
- 4.) If you are contacted because your child has not followed the Spartan Standards, please review the Frost behavior expectations at home.

*Working together as a community will help our students continue to be successful at Frost!*



# Frost Behavior Matrix for Spartan Parents

<b>Be Safe</b>	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.	Talk to your child about their feelings, friendships, romantic relationships, and stressors.	Learn about and look for signs of gang interest & involvement.	Teach your child to say "No" when they are pressured to do something they do not want to do.
<b>Be Respectful</b>	Encourage your child to say "please" and "thank you".	Encourage your child to listen to & follow directions.	Teach your child to maintain eye contact when conversing with others.	Encourage your child to behave in a mature manner.	Teach your child the difference between appropriate and inappropriate language.	Teach your child to resolve conflicts without using violence or putting others down.
<b>Be Responsible</b>	Provide your child with a quiet place to complete homework.	Make sure your child's homework is complete. Check their agenda and homework hotline.	Encourage your child to get involved at Frost.	Volunteer at Frost and in the community.	Encourage your child to find a buddy in class for study help, information, and questions.	Contact Frost staff with questions, concerns, and for progress updates.

