

PBIS Parent Handbook
Indian Valley Elementary Center
2024-2025



Positive Behavior Intervention Support (PBIS) **At Indian Valley**

The purpose of this handbook is to provide parents with an overview of the Positive Behavior Intervention Support (PBIS) system that is in place at Indian Valley Elementary Center. Our behavioral expectations are broken down into the following: Respectful, Responsible, Ready, and Safe. PBIS is best understood by thinking of it through a tiered system, much like we do for academics. Tier 1 is the universal piece, which includes all students. As referrals are made and documented for behavior, data can be tracked and will allow administration to make decisions on behalf of the student to progress to Tier 2 or 3, if needed. Our school has received Banner-Status recognition for our Tier 1 and Tier 2 programming. This handbook will provide you with detailed information on both of those tiers. A visual representation of the tiered system can be found on page 3.

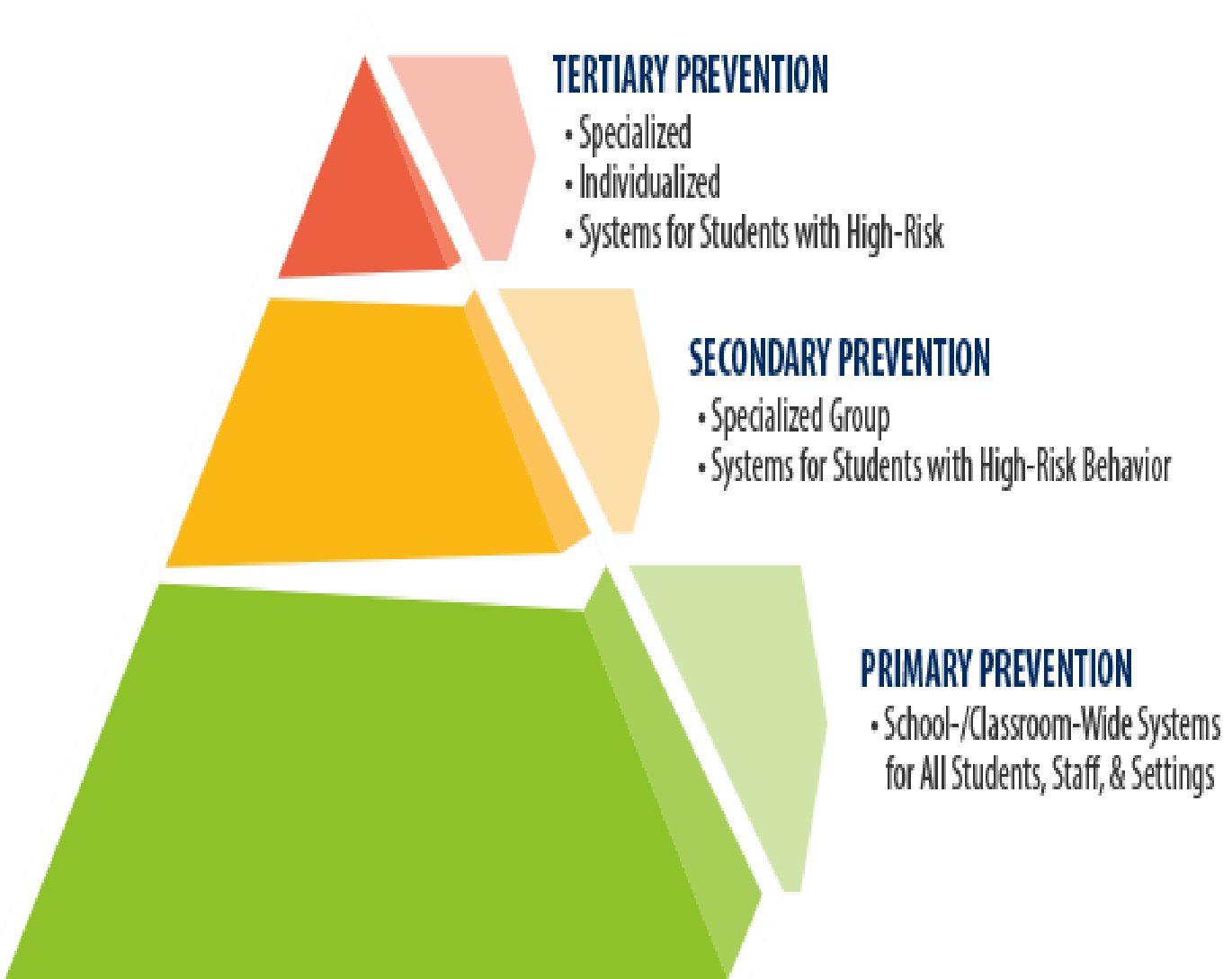
Within Tier 1, we are able to acknowledge the students on various levels for showing proper behavior within all areas of our building (see pages 8-10). Students can be acknowledged independently, as a class, and then as part of the school. To acknowledge the students independently, we have chosen to implement a system called “Be Pawsitive”. Using paw points to acknowledge students for displaying proper classroom behavior and following classroom expectations correctly, teachers are able to recognize students. A classroom acknowledgement system is in place, where students can purchase items in the school store using their earned paw points. Finally, this program offers a chance for the entire school to celebrate proper behavior throughout the school year.

When a student is in need of supports beyond those at Tier 1, they will be considered as a candidate for Tier 2 PBIS supports. These supports may include, but are not limited to small group opportunities (skill building and review) or Check-in/Check-Out. More information on these supports can be viewed on pages 10-15 of this handbook.

If you should have any questions regarding the School Wide program, please do not hesitate to ask. The School Wide core team has a representative from each grade level (see page 10). They are your “go to” people. The next step would be to contact one of the building coaches, and finally to an administrator. If there is something that you feel needs taken directly to the principal, please do so. Thank you for the part you play in making this program a success.

Overview of the PBIS Tiered System

As part of the Multi-Tiered System of Supports (MTSS) process, Mifflin County School District utilizes the Positive Behavior Interventions and Supports (PBIS) program for Tiers I, II, and III. This process consists of the following support:



Tier 1 Acknowledgement System











1. Teachers, paraprofessionals, bus drivers, lunch staff, and administrators should reward students with daily paw points using the PBIS Rewards app. They are watching for students who are demonstrating Respectful, Responsible, Ready, and Safe behaviors.
2. Students can shop in the online store via their Ipad or computers using their paw points. Students can choose to cash in their paw points for items that do not cost as much or they can choose to save their points for items that cost more.
3. The school store is housed in the Long Hall. Staff members work to fill orders throughout the week and place all student orders in each teacher's bag. All deliveries are made twice weekly by fifth grade helpers.
4. Faculty and staff members will also be acknowledging each other throughout the week using the PBIS Rewards app. Staff members can enter raffles weekly using their Workplace Reward Points. This shows students that staff members are also recognized for their "pawsitive" efforts.
5. Teachers will select students as "Leader of the Pack" winners. There are students who have exemplified one or more of the 4 behavioral expectations to the utmost degree. When 100 students are selected, they will participate in a special reward (pizza party, cookie decorating, ice cream truck, movie and popcorn, etc.).
6. School Wide Celebrations will be held throughout the year.

PBIS Rewards Example

Store

- Refund
- Edit Store
- Set Goals
- Redeem
- Settings

Candy and Snacks

 Candy Necklace 25	 Double Bubble - 3 for 25 points 25	 Dum Dum Lollipop 15	 Foot Long Laffy Taffy 40	 Lemon Heads - 3 for 25 points 25
 25	 25	 25	 25	 25

CHECK OUT

Show Me How!

MENU

SELECT ALL STUDENTS

- Respectful
- Responsible
- Ready
- Safe



CLEAR REWARD



Include comment



PBIS Office Referral Definitions & Flowchart




Minor Behaviors	Definition
Profanity	Student engages in a low-intensity instance of inappropriate language not directed toward others.
Tattling	Reporting for the purpose of getting others in trouble or seeking attention.
Non-compliance	Students engages in brief or low-intensity failure to follow directions or talks back. (redirectable)
Name Calling	Using unkind words directed at others.
Stealing	Student is in possession of another classmate's school supplies or classroom materials.
Cheating	Student will obtain work or answers in a dishonest or sneaky way.
Harassment	Verbally or physically invading another's space.
Physical contact	Student engages in non-serious, but inappropriate physical contact.
Safety Rule Violations	Student engages in behaviors that will not keep themselves or others safe.
Other	Student engages in any other minor problem behaviors that do not fall within above categories.

Settings  Expectations 	Cafeteria	Playground	Bathroom	Hallway	Dismissal
Respectful	<ul style="list-style-type: none"> ● 0 voice when out of seat* ● #2 voice when seated* ● Touch your own food ● Say “please” and “thank you” ● Be kind 	<ul style="list-style-type: none"> ● Share the equipment ● Take care of the equipment 	<ul style="list-style-type: none"> ● Put paper towels in the trashcan ● Give others privacy 	<ul style="list-style-type: none"> ● 0 voices* ● Quiet feet ● Stop for National Anthem 	<ul style="list-style-type: none"> ● #1 voice* ● Listen to teacher on duty
Responsible	<ul style="list-style-type: none"> ● Clean up after yourself ● Follow the flow dumping ● Place your belongings in a cubby 	<ul style="list-style-type: none"> ● Pick up and return all equipment that is left out when whistle blows ● Dress for the weather ● Use the equipment correctly ● SWT** ● Use the buddy bench only when needed 	<ul style="list-style-type: none"> ● Flush if needed ● #1 voice* ● 1 pump ● 1 towel ● Get the job done 	<ul style="list-style-type: none"> ● Walk with a purpose 	<ul style="list-style-type: none"> ● Walk to your bus line ● Keep hands, feet, and belongings to yourself ● Know where you need to be
Ready	<ul style="list-style-type: none"> ● Get everything you need, and only what you need, first time through the line 	<ul style="list-style-type: none"> ● Line up quickly and quietly when the whistle blows 	<ul style="list-style-type: none"> ● Use the bathroom only when needed ● Wait your turn 	<ul style="list-style-type: none"> ● Hands at your side ● Face forward 	<ul style="list-style-type: none"> ● Have all belongings ● Be ready to move
Safe	<ul style="list-style-type: none"> ● Raise your hand if need something ● Bottom on the seat, feet on the floor 	<ul style="list-style-type: none"> ● Play within the boundaries ● Mulch stays on the ground ● Closed toe/back shoes 	<ul style="list-style-type: none"> ● Wash your hands ● Keep the water in the sink ● Writing utensils stay in the classroom 	<ul style="list-style-type: none"> ● Hand on the rail ● One step at a time ● Stay to the right 	<ul style="list-style-type: none"> ● Face forward ● Listen to bus leader

Settings  Expectations 	Bus	Auditorium	Laptops	Nurse
Respectful	<ul style="list-style-type: none"> • #2 voice* • Keep the bus clean 	<ul style="list-style-type: none"> • 0 voices* • Sit with backs against the seat and feet still in front of you • Listen to the presenter 	<ul style="list-style-type: none"> • Do not vandalize • Shut down completely • Be patient and wait your turn 	<ul style="list-style-type: none"> • #1 voice* • If nurse is on phone or with another student, wait patiently • Respect privacy of others
Responsible	<ul style="list-style-type: none"> • Keep hands, feet and belongings to yourself 	<ul style="list-style-type: none"> • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Carry with two hands • Report damage • Only take your assigned computer • Replace and plug in • Close the laptop cart door • Wrap your mice/headphone tail 	<ul style="list-style-type: none"> • Must have a pass or teacher permission to visit
Ready	<ul style="list-style-type: none"> • Get seated quickly and remain seated 	<ul style="list-style-type: none"> • Facing front 	<ul style="list-style-type: none"> • Log in quickly using your own account • Stay on task 	<ul style="list-style-type: none"> • Enter and take a seat in a chair

				<ul style="list-style-type: none"> • Only lay down on beds if instructed to do so
Safe	<ul style="list-style-type: none"> • Remain seated at all times • Face forward 	<ul style="list-style-type: none"> • Raise your hand • Remain seated 	<ul style="list-style-type: none"> • Stay on the appropriate sites • Walk slowly • Carry with two hands 	<ul style="list-style-type: none"> • Remain seated in chairs • Walk when entering and leaving

***Voices**

-  0 – No voice
-  #1 – Whisper voice
-  #2 – Normal voice

If you have any questions regarding Tier 1, please refer to one of the following Tier 1 Team members.

***Denotes PBIS Coach**

Kindergarten-Miss Vonada

Grade 1-Mrs. Shafranich

Grade 2-Mrs. Schnell

Grade 3-Mr. Pearce

Grade 4-Mrs. Holland*

Grade 5-Mrs. Walker

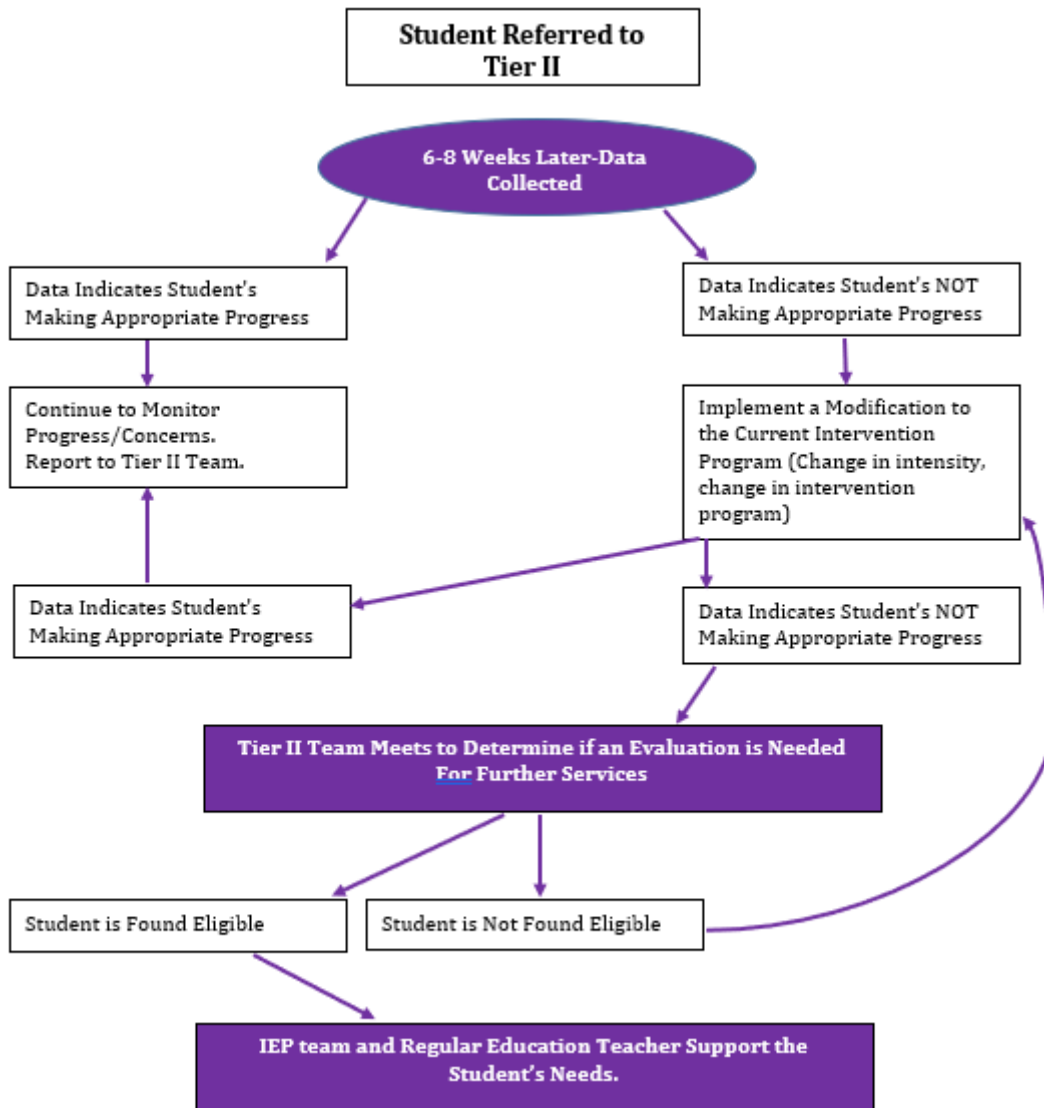
Special Education-Mrs. Shade* or Mrs. Bonson*

Special Areas-Mrs. Kenepp

Title-Miss Steele

Other-Mrs. Campbell *

PBIS Tier 2 Overview



Tier 2 Overview

While Tier 1 PBIS services are provided to the entire school population, Tier 2 services are provided to a smaller group of students that display a need for additional support. These services at Indian Valley typically include small group instruction and/or Check-In/Check-Out. More information on these services is included on the following pages.

Tier 2 Team Members

Mr. Travis Zook, Assistant Principal
Mrs. Erin Campbell, School Counselor
Mrs. Kaytlin Clarke, School Psychologist
Mrs. Heather Eagle, School Nurse
Mrs. Karla Traxler, Title I
Miss Kari Steele, Title I
Miss Michelle Hartzler, Title I
Ms. Nancy Love, Title 1
Mrs. Venus Shade, Learning Support
Mrs. Callie Hunter, Emotional Support
Mrs. Cassandra Prince, Emotional Support

Tier 2 Skills Groups

Skills Groups are designed to positively respond to students who could benefit from extra support within a specific area. These areas may include, but are not limited to: organization, homework completion, friendship, anxiety, or anger. During group time, a trained staff member will provide lessons and support on the identified area through role-play, games, and small group instruction. Students will practice these skills and receive immediate feedback in the small group setting and then be encouraged to apply these skills within the regular classroom setting, at home, and within the community.

The Process:

1. The student is referred for Skills Groups through the Positive Behavior Interventions & Supports (PBIS) Team, use of universal screeners, and/or the Student Assistance Program.
2. Trained staff meet with the PBIS Team to determine the specific areas in which the student could benefit from further support and instruction.
3. Parent contact will be made with group information.
4. The student participates in the group for a set number of sessions (8-10) and is monitored closely for progress during that time.
5. Group overviews will be sent to the classroom teacher and parent/guardian.
6. The trained staff member will review progress monitoring data with the PBIS team and determine if additional needs still exist or if the student can be dismissed from Skills Group.

Tier 2 Skills Group Parent Letter

Date:

To the Parents/Guardians of _____,

Your child has been selected to participate in a Skills Group. Skills Groups are a part of the Positive Behavior Interventions & Supports (PBIS) program that is implemented at Indian Valley Elementary Center. Our PBIS program encourages students to be Respectful, Responsible, Ready, and Safe. Skills Groups are designed to positively respond to students who could benefit from extra support within a specific area.

The group your child is participating in will be working toward one or more of the following goals: expressing emotions, identifying and coping with worries, or interacting positively with peers. Students will practice these skills and receive immediate feedback in the small group setting and then be encouraged to apply these skills within the regular classroom setting, at home, and within the community.

The meetings will occur once per cycle, for approximately ten meetings. Each group meeting will last 30 minutes and may take place over lunch. The group will have discussions, play games, and role play to address the needs of the two to six students in the group. Teachers and students will monitor growth in the selected skill areas.

If you have any questions regarding this group, please feel free to contact Mrs. Campbell, School Counselor, or Mr. Zook, Assistant Principal.

Thank you for your support,
Indian Valley PBIS Tier II Team

Tier 2 Check-In/Check-Out

Check-In/Check-Out is designed to respond to students who are in need of extra support with their behavior. It creates a safe place for students to practice the School-Wide rules with encouragement from their mentor teacher. The program includes an open line of communication between your child, your child's teacher, and your child's mentor, as well as the parent/guardian.

The Process:

- Student checks-in with mentor teacher before school and receives their rating form
- Student gives rating form to classroom teacher and discusses their behavior throughout the day
- Student checks-out with mentor teacher at the end of each day
- A point sheet showing whether the student made the goal is sent home daily for parent review

Tier 2 Check-In/Check-Out Parent Letter

Date:

Dear Parent/Guardian,

This letter is being sent to let you know that your child, __, has been selected to participate in the Check-in/Check-out program at the Indian Valley Elementary Center. The program is a positive way to respond to students who are in need of extra support with their behavior. It creates a safe place for students to practice the School-Wide rules with encouragement from their mentor teacher. The program includes an open line of communication between your child, your child's teacher, and your child's mentor, as well as the parent/guardian using the following process:

- Student checks-in with mentor teacher before school and receives their rating form
- Student gives rating form to classroom teacher and discusses their behavior throughout the day
- Student checks-out with mentor teacher at the end of each day
- A point sheet showing whether the student made the goal is sent home daily for parent review

Our hope is that we can work as a team to provide positive reinforcement to help your child consistently meet their goal. If you have any questions about the program, please feel free to contact Mrs. Erin Campbell or Mr. Travis Zook.

Thank you for your support,
Indian Valley PBIS Tier II Team