

ST. MARY CATHEDRAL SCHOOL

Positive Behavior Intervention and Support (PBIS) Manual
2026-2027 School Year



Jesus - **O**thers - **Y**ou

Jesus teaches us to BE RESPONSIBLE

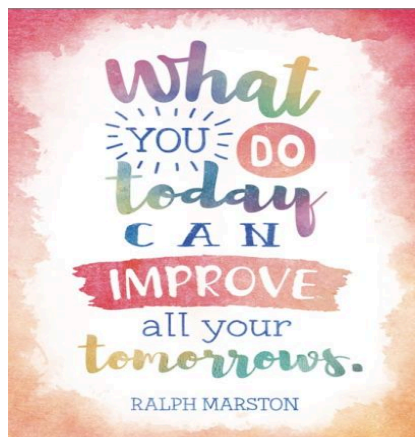
Others will BE RESPECTED

You will BE SAFE



Table of Contents

Overview of PBIS.....	Page 3
PBIS Purpose Statement	Page 4
Positive Reinforcements.....	Page 5
Celebrations	Page 5
St. Mary Cathedral School Discipline Process...	Page 6
Parent Involvement.....	Page 8
Home Behavior Matrix.....	Page 9
St. Mary Cathedral School Matrix.....	Page 10



Overview of PBIS at St. Mary Cathedral School

Dear St. Mary Cathedral School Families,

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 Supports.

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 groups (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 Rtl (Response to Instruction) plan that schools are to have in place. The Rtl 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 the 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 matrices 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!

JOYful School Store

Students will be able to shop at our **JOYful School Store** for showing positive behaviors and having 3 or less referrals per month! This **JOYful School Store** will be set up in the Principal's Office at the end of each month. Those children will be recognized with a "**JOYful NEWS**" note home!

Students receiving referrals for behavior issues will meet with Mrs. Christopher each week to discuss their choices and to work on a plan for improvement.

Some Examples of Incentives students may earn:

- Student Praise
- Tangible Reward in Classroom
- Praise Postcard sent home
- Choosing a Reward Pass which includes:
 - Stuff Animal Day Pass
 - Move to the Front of the Line Day Pass
 - Hat Day Pass
 - Knockout Verse the Principal Pass
 - Craft time with the Principal Pass
 - Principal Chair for the Day Pass
 - Bring a Stuffed Animal to School Day Pass
- Stickers, pencils, pencil boxes, rulers, etc.



Celebrations

Those students who exhibit positive behaviors for the **entire school year** by having no more than 5 referrals in the P.B.I.S., will be en**JOY**ing a special treat and recognition for their hard work following procedures and showing that they know how to **BE RESPONSIBLE, BE RESPECTFUL** and **BE SAFE** all year long. ***"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."
Saint Teresa of Calcutta



St. Mary Cathedral School

Discipline Process

Each teacher has access to PBIS Rewards online.

Locations: Classroom, Hallway, Recess, Restroom, Music, Lunchroom, PE, Library, Church, Art, Computer Lab, Resource Room, Assembly

Offenses: talking (children will receive verbal warnings for talking before receiving a referral), unnecessary noise/movement, touching others, failure to follow directions, disrespect, damaging property, and inappropriate behavior/language. If there are expressions of anger resulting in hurting a child, or possession of a weapon or dangerous substance, immediate consequences will occur.

A Behavior Reflection Form will be completed if a child earns 2 or more referrals in one day or if deemed necessary. Please see below for more of a description of how it is being used. The referrals are used to help guide students in good behavior choices.

For each day

All students will first be given guidance and a verbal warning when a bad choice is made. This is to be sure they understand the reason for a better choice. If a child does not respond to positive guidance, and continues to make bad choices, the following process is in place:

- One day of receiving 2 or more referrals results in a Behavior Reflection Sheet being completed by the adult in charge and a meeting with the teacher and/or Mrs. Christopher to help guide the student in better decisions. The student will be guided in completing a "Behavior Reflection Sheet" to better understand why their actions are causing a problem and what we can do to help make better choices.
- Two days of receiving three or more referrals results in a Behavior Reflection Sheet being completed by the adult in charge, a meeting with Mrs. Christopher, an office referral to speak with the counselor, and a note or phone call home. A referral to the Problem Solving Team will be made to develop an Action Plan.
- Three days of receiving three or more referrals results in a Behavior Reflection Sheet being completed by the adult in charge, and a Principal/Counselor/Teacher/Parent Conference.

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.

PBIS Rewards will be used in all areas of the school. The “Specials” teachers, lunch and recess supervisors, or other adult supervisors may give rewards and make referrals as needed. This way behavior is documented for each child in each location of our school. 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 speak and share 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. Dahm 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. On certain occasions, outside intervention may be needed and required for the child to remain in the classroom.



*The LORD is my strength and my shield; my heart trusts in him, and I am helped. My heart leaps for **joy** and I will give thanks to him in song.*

Psalm 28:7

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):

Jesus 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 store, please drop them by the office.

We will continue to make revisions in the implementation of our PBIS – **JOY**. We will continue to 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!

“Listen, my son, to your father’s instruction and do not forsake your mother’s teaching.”

Proverbs 1:8

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

Be Responsible	Provide your child with a quiet place to do homework and limit exposure to television and other electronics.	Make sure your child's homework is complete. Check their assignment notebook.	Review schoolwork with your child and help them to correct their work so they are able to learn from mistakes.	Volunteer at St. Mary School and in the community.	Contact St. Mary staff with questions, concerns, and for progress updates.	Tuck your child into bed early with a bedtime story and a prayer.
Be Respectful	Encourage your child to say "please" and "thank you".	Encourage your child to listen to and follow directions.	Teach your child to maintain eye contact when conversing with others.	Teach your child to resolve conflicts without using violence or putting others down.	Teach your child the difference between appropriate and inappropriate language.	Listen to your child with love, and help them to succeed by supporting the teacher and the school rules.
Be Safe	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.	Teach your child to say "No" when they are pressured to do something that makes them uncomfortable.	Drive slowly and cautiously when dropping off and picking up your child.	Be sure that your child is properly restrained in the car.

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 each class creates their own.)

St. Mary Cathedral School **JOY** Matrix

	J esus teaches us to <u>Be Responsible.</u>	O thers will <u>Be Respected.</u>	Y ou will <u>Be Safe.</u>
Morning Arrival	Walk to designated area in gym Sit and read or talk quietly.	Talk quietly Listen for instructions from teacher Stand at the sound of the chimes 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
Hallway	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
Classroom	<i>Each classroom teacher creates their own rules with their students.</i>		
Restroom	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
Inside Recess	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
Outside Recess	Allow others to play-include others Share and use equipment properly Follow game rules	Follow recess rules Listen to supervisors Address supervisors respectfully Keep hands and feet to self	Stay in playground area Freeze at whistle Walk to the line and stand quietly at the bell Return equipment

Computer Lab	Sit in assigned seat Plug in headphones if available Access only programs and websites as directed by teacher Return headphones to bag 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
Music	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
P.E.	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
Art	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
Media Center	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
Church	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
School Assemblies	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 yourself

Emergencies	Be alert Be in assigned area	Remain quiet Take seriously	Follow directions Stay with teacher/adult leader Remain calm
Dismissal	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

Train up a child in the way he should go, and when he is old he will not depart from it.

Proverbs 22:6



PARENT/GUARDIAN SIGNATURE PAGE FOR THE
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (P.B.I.S.)
PARENT MANUAL



PLEASE SIGN & RETURN

St. Mary Cathedral School Families,
Please be sure to read the PBIS Parent Manual for information on the positive behavior interventions and discipline procedures at St. Mary Cathedral School. You can find the PBIS Parent Manual on the LCSS website (lcss.org) in the St. Mary Cathedral School Parent Portal. If you are unable to access this document and would like to receive a hard copy, please notify Mrs. Marcussen in the main office and a copy will be sent home with your child. Thank you!

I have read through the 2025-2026 Positive Behavior Interventions and Supports (PBIS) Parent Manual and discussed it with my child. We understand the expectations for **Being Responsible**, **Being Respectful** and **Being Safe**, and we will do our best to follow the St. Mary Cathedral School expectations.

Parent/Guardian Name (Please Print)

Please print names of all children attending St. Mary

Parent/Guardian signature

Date



*All Families that return a signed copy of this last page by Friday, August 29th, will be entered into a drawing for a family St. Mary Cathedral School NUT card! This is just one more way, as a family, that you can help your child(ren) have a successful, **JOY** filled school year!*