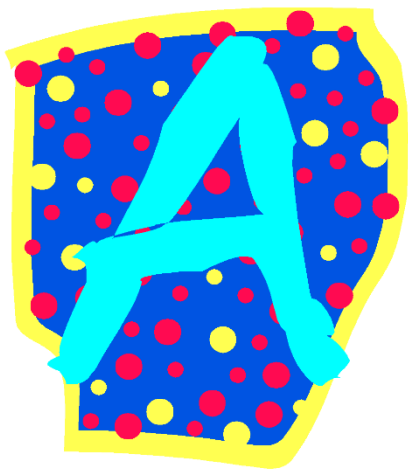


# Annie Malone Therapeutic Academy



## PARENT AND STUDENT HANDBOOK - 2022-2023



TO



535 Page Blvd.  
St. Louis, Mo. 63112  
(314) 231-9608

Dr. Lanor Payne, Superintendent of Special Education

## **Philosophy**

Annie Malone Therapeutic Academy is a therapeutic school that provides educational services for students in grades K – 12. In addition, we provide special education instruction, related services, and pre-vocational training to support academic, behavior, and transitional needs specified in assessments and the Individualized Education Plan.

## **Admission Criteria**

1. Students must be between grades K-12 and ages 6-21 with a diagnosed cross-categorical disability, or request emergency placement from a local education agency.
2. Official records, including the most current transcript, evaluation, an IEP, and previous educational assessments, must be received by Emerson Academy.
3. Referral documentation from a local education agency.

## **Admission Procedures**

1. Administrative reviews referral information from receiving local education agencies.
2. Administrator reviews school rules, regulations, goals, and objectives of Emerson Academy with applicant and parent.
3. Applicant receives a tour of the facility.
4. If the applicant is accepted, enrollment information is provided to the local education agency.
5. Parent completes enrollment packet.

**Mission Statement:**

To provide therapeutic interventions in a safe environment that fosters the development of appropriate self-management skills needed for success in the general education setting.

**Vision:**

To be the premier choice in therapeutic, educational services for children in the St. Louis Metropolitan area.

**Educational Objectives:**

Individualized Educational Plans

Positive Behavior Support

Complete Academic Curriculum

Remediation/Intervention

Computer Instruction

Field Trip Experiences

**Therapeutic Objectives:**

Individualized Behavior Plan

Individual/Group Therapy Sessions

Gym, Music, Art Therapy

Character Building

Safe Crisis Management

## **Title I**

### **Parent's Right to Know**

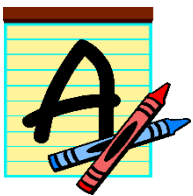
Annie Malone Therapeutic Academy must inform parents of students attending Title I schools that they can request specific information according to the No Child Left Behind Act of 2001(Public Law 107-110).

Upon parents' request, Annie Malone is required to provide parents/guardians promptly, with the following information:

- Whether their child's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria has been waived.
- What baccalaureate degree major the teacher has and any other graduate certification or degree major held by the teacher and the field of discipline of the certification.

In addition to the information that parents may request, Annie Malone must provide to the parent/guardian:

- Information on the achievement level of their child in the state academic assessments as required.
- Timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Notification if the district or their child's school has been identified for school improvement and options available for their child.
- A Complaint Resolution Procedure annually (ANNIE MALONE Complaint Resolution Procedure information is listed in ANNIE MALONE Student Code of Conduct Handbook).
- Notification to parents of the option to transfer their student if a student is enrolled in an identified persistently dangerous school or student has been the victim of a criminal offense while on school property to a school not identified.



## Absences

When your child needs to be absent, we request that you notify the school. Please provide the following information:

- The student's name
- Grade and Room or Teacher's Name
- Reason for absence
- Number of days to be absent

We will forward the information to the teacher.

**The Missouri Compulsory Attendance Law (Section 167.031 of the Missouri Revised Standards) says that every parent, guardian, or other responsible persons in this state who have charge, custody, and control of a child are responsible for enrolling a child in school and are liable to see that they attend school regularly. We do understand extenuating circumstances. However, Violation of this law could result in a hotline for educational neglect.**

Parents, it is your responsibility to monitor your child's attendance in school. Please work closely with the school to verify the absences with proper documentation (paperwork) and keep copies for yourself. Please be aware that if your child has missed ten or more days and there is no verifiable reason, you may be referred to City Court for violating the Truancy Ordinance. **The Ordinance says that the parent, guardian, or other people with care, custody, and control of a child must have that child enrolled and attend school daily. Any person convicted of violating this law can be fined \$25.00 for each day her child is absent from school.**

## Arrival Time

All students are expected to arrive at school by **8:05 am**; however, there is **no** supervision before **7:40 am**. For safety reasons, students should **NOT** arrive before 7:40 am. Teachers will pick students up from the cafeteria at 8:20 am. Our instructional day begins at 8:30 am. Students are coming after this time miss essential instruction. Please encourage your child to be prompt at all times. Tardiness to class is not accepted, as minutes can accumulate hours and even days of absence. Tardiness can also negatively affect your child's academic performance.



## Attendance

Good attendance is essential for each student. High achievement and excellent attendance go hand-in-hand. We encourage parents to emphasize the importance of maintaining good attendance and being on time daily. Good attendance is recognized and rewarded throughout the school year. *Perfect Attendance*, no absences, *Outstanding Attendance*, up to three absences, Awards, and other prizes are given to students on Honors/Awards Day at the end of the school year.



## **“Bee” Attitudes**

1. Be here every day and on time.
2. Be respectful and courteous.
3. Be quiet in the Quiet Zone.
4. Be cooperative.
5. Be prepared for classes.
6. Be honest.
7. Be involved.
8. Be proud to be an Annie Malone student.
9. Be Fight Free.

## **Breakfast Program**

A nutritional breakfast gives a body fuel to start the day. Breakfast is served daily beginning at **8:00 AM**. Breakfast is free for all students.



## **Bus Procedures and Safety Rules**

All students are expected to always display appropriate conduct, mainly when transported to and from school. Students must obey instructions from the driver. Students must remain seated for the entire ride and should be encouraged to use their time during the trips to and from school/home to read and review class assignments. For the safety of all, absolutely no distractions to the bus driver will be tolerated. Bus warning letters and bus suspensions will be issued to all who violate bus safety rules.



## **Care of School Property**

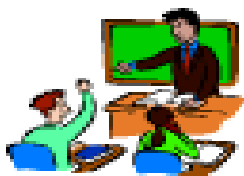
All students are responsible for the care of our building, classroom property, textbooks, library items, technology equipment (computers, keyboards, headphones and Smartboard) and supplies assigned to them each year. If books are lost, damaged, or defaced, parents or guardians agree to reimburse the school for the lost or damaged article.

## **Cell Phones**

Bringing a cell phone to school is not allowed. If permission is needed for special circumstances, please see the superintendent to make arrangements. We are not responsible for cell phones or other technology devices.

## **Classroom Rules**

Each teacher has developed classroom rules for his/her students. Copies of these rules and procedures will be sent home to allow parents and guardians the opportunity to review them with their child. Please stress the importance of always following the rules. Each classroom teacher establishes rewards and consequences for acceptable and unacceptable behaviors.



## **Communication**

Parental communications will be sent home regularly from classroom teachers and the administration. Important announcements and general information will be sent home on an “as needed” basis. Monthly calendars of upcoming events will keep families informed. Newsletters will be forwarded on a quarterly basis.

Teachers will communicate good and bad news and may call parents and guardians to inform them of student progress. Feel free to call the school and leave a message for your child’s teacher (there are no phones in the classrooms). Your call will be returned as quickly as possible. Teachers will call preferably on their planning time.



## **Computer Instruction**

Annie Malone students will be involved with computers on a daily basis. Each classroom is equipped with student computers networked to the Internet. Students will also receive computer instruction in the computer lab.



## **Conferences**

Conferences can be scheduled with teachers or administrators whenever deemed necessary. We are anxious to work with our students’ families in a collaborative effort to maximize student performance and progress.

Please call (314) 231-9608 and we will make every effort to arrange a meeting or conference at a mutually convenient time.

Annie Malone schedules two parent conferences during the school year. Please review the District Calendar enclosed in your Enrollment Packet, the school monthly calendar or the notices sent home to remind you of the dates. Your attendance is needed and appreciated.

## **Curriculum**



Every adolescent has a unique learning style. For a child struggling with mental, emotional and learning disorders, a conventional academic environment may become a roadblock to learning and succeeding. Annie Malone goes beyond the traditional classroom to meet every student where they are academically and work with them in a structured but flexible manner. Our teachers develop and implement individual academic plans that provide the attention needed for academic growth and success. Our 8:1 student-teacher ratio allows teachers to adjust their teaching styles and help students address underlying learning challenges. Annie Malone provides accredited academics, state approved curriculum, and remedial courses.



### **Daily Routine**

All students arrive between **8:00** and **8:15AM**. Teachers escort their students from the cafeteria at **8:05AM** to their classroom. Instruction begins at **8:15AM**.

Younger students will be taken to restrooms once in the morning and again after lunch.

Lunch will be served during two lunch periods.

#### Lunch Schedule

- 1<sup>st</sup> Lunch – Elementary-11:00 – 11:30
- 2<sup>nd</sup> Lunch – Middle– 11:30 – 12:00

All students are dismissed from their classroom at the end of the day at 2:30 PM.

### **Discipline Policy**

Annie Malone School complies with the policies stated in the Student Code of Conduct booklet. We expect all students to behave in an excellent fashion. We stress good manners and focus on preparing children to interact productively with peers and adults. Problem solving skills will be utilized to help children learn acceptable ways to resolve disputes; however, children will be held accountable for their own actions. **Fighting is not permitted!**

## **Dismissal**

Classroom teachers escort students to the gymnasium. Parents and family members will pick up students from the main entrance, along Page Ave. Please do not interrupt instruction unless absolutely necessary. Students are dismissed between **2:00 – 2:30 pm**. **Please wait outside for your child.**

Bus riders will be dismissed from the back entrance area starting at 2:00pm. **If bus arrangements change, please call or send a note to your child's teacher or to the office prior to 2:30pm.** Students will be placed on the bus unless one of the above occurs.

**We will only release your child to persons that you indicate on the enrollment form as persons authorized to pick up your child.** If the persons change, or you need to add additional persons, this change **MUST** be done in the office in person. No over-the-phone changes can be made.

Expectations:

1. Students must leave their classrooms with all clothing, books, and homework assignments. No one is allowed to return to the building after dismissal.
2. Walk to the back entrance in a quiet and orderly manner. The hallways are a Quiet Zone.
3. Follow directions of teachers and staff members in the halls.
4. You may not use the restrooms or water fountains after dismissal.



## **Doctor/Dental Appointments**

Please make every effort to make appointments after school hours. It is permissible to take the students to their appointment and return them to school. We must communicate to children that school is important, and it is their job to attend school.

## **“Do the Right Thing”**

“Do the Right Thing” is a special program that recognizes students for having good grades and good behavior as well as performing some outstanding service in the school or community. The purpose of this program is to nominate students who exhibit exemplary behavior and it also motivates students to “Do the Right Thing.”



## Dress Code/Uniforms

Students are expected to dress in an appropriate manner conducive to a learning environment.

The Annie Malone uniform is khaki, navy blue or black pants, skirt, shorts, or jumper with any color polo shirt. We strongly encourage students to wear uniforms EVERYDAY. Students are allowed a 30-day grace period from the time of enrollment before the uniform policy is enforced. Students not wearing uniform are excluded from recess or outside activities unless excused. Appropriate shoes are a part of the uniform dress code. Tennis shoes are acceptable and must be worn during P.E...

### **Students may NOT wear:**

- Tops which expose shoulders or bellies
- Thongs or flip-flop shoes
- Sagging or extremely oversized pants
- Shorts too short (**The Fingertip Test** – Shorts must meet or extend beyond the ends of the fingertips when arms are extended alongside body)
- Clothing with profanity, obscene pictures, or gang related graphics.



## Early Dismissal

We discourage early dismissal. When you must remove your child during the school day, a phone call or a note is required. The parent or guardian must report to the office to sign the student out.

We maintain hourly attendance records for each student. Early dismissal counts as hours absent and prohibit a child from having perfect attendance.

Early dismissals are a huge problem district-wide. The schools and courts are paying close attention to certain parents taking their children out of school because it is convenient. Data shows that early dismissals at the elementary level can turn into students leaving high school early. Attendance problems at the elementary level can also turn into truancy problems at

the middle and high school level. We must work together to improve attendance at Annie Malone so that our children can succeed.

### **Emergency Form**

Emergency Forms must be completed when registering your child and need to be kept up to date. **If you move, change your phone number, or your emergency contact information changes, please contact the office immediately.** Emergency Forms are filed in the office and all changes will be forwarded to the classroom teacher.

In the event of an emergency, we will use the numbers given us to contact you at home or work before we try the emergency contact number. All emergency information is kept confidential and will never be published or distributed to anyone outside the building.

### **Emergency Procedures**

Annie Malone developed emergency procedures for fire, tornado, earthquake, and intruders. Drills are conducted throughout the year and all students will be taught the appropriate procedures for each type of emergency. We believe preparation and training enable students to react in an organized and safe manner to any situation that may arise. If we must evacuate the building and seek emergency shelter, students and staff will be transported to Annie Malone Main Building 4227 E. Kennerly Ave.

### **Expectations**

At Annie Malone, we expect excellence. We involve students in their educational process. We believe that education and learning are interactive processes and require two-way communication between teachers, students, and parents.

**Let's keep our expectations high for our children.**



### **Field Trip Procedures**

Annie Malone students will be involved in extended educational experiences that reinforce specific learning objectives. Parental/Guardian Consent Forms will be sent home each time a field trip is scheduled. Please return the forms promptly and, if you can, volunteer to come along. We appreciate your help and support.

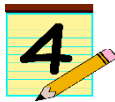


## Fight-Free School

The Annie Malone staff believes that children should be taught to be aware of and responsible for their own behavior. Therefore, we incorporated in our discipline policy many activities that will encourage responsibility and self-discipline. We believe that “Together We Can” create a safe learning environment. We need the cooperation of all parties involved: students, parents, and staff working together to create a Fight-Free School.

Teachers, Administrators, and Staff, pledge to promote conflict prevention and resolutions that do not involve fighting.

## Grading Policy



Academic standards and grading policies have been set by the Annie Malone School in order to encourage and maintain high performance. Students are expected to perform according to their highest potential. All students are required to demonstrate consistent mastery of Basic Skills for each grade level in order to be promoted. Both 5-Week Progress Reports and Quarterly Report cards are sent home to inform parents of their child’s academic progress, effort, conduct, and work habits.

## Homework



Homework is an essential and required part of the total educational program. Homework contributes to the effectiveness of the school’s impact on students. Our homework policy provides parents the opportunity to assume an active role in their child’s educational success. Homework activities may include reading, reviewing math facts and spelling words, preparing for a test or quiz, and working on long-term projects or reports.

Annie Malone’s teachers assign homework **Monday through Thursday** that reinforces subject matter presented in the classroom. **Parents and Guardians, please check your child’s book bag or homework folder to help us encourage organization and homework completion.**

## Illness or Injury at School

In case of illness or injury, a child will be temporarily cared for by the school nurse or an authorized member of the staff. In an emergency, the parent or guardian will be contacted immediately to inform them of their child's status. If a parent or guardian is not available, the child will be taken to the emergency room at the nearest hospital. All efforts will be made to contact the parent, guardian or emergency contact. **Remember, a current phone number and an emergency telephone contact must be on file at all times.**

### **Inclement Weather**

Schools may close due to inclement weather. Please listen to radio and television broadcasts to find out whether St. Louis Public Schools will be in session. If you hear that St. Louis Public Schools are closed, Annie Malone will be closed.

### **Journals**

We are committed to educating the whole child for their future success. Our students must keep journals. Research shows that daily journal writing improves the child's communication skills and cognitive abilities.

### **Lunch Program**

The Annie Malone lunch program serves hot, nutritious lunches every day. All students qualify for free lunches according to Federal Guidelines. All parents or guardians will be asked to complete a School Lunch Application at the beginning of the school year or at the time of enrollment. This information is confidential and must be on file in the school office so eligibility may be determined. The school designee will certify eligibility, and families will be notified of their status as quickly as possible.

Classroom teachers escort students to the cafeteria where students sit with their classmates. Tables are arranged to maximize socialization. Lunch periods are 30 minutes, including a twenty-minute recess.



### **Medications**

Only the school nurse administers medication. If your child is required to take medication during normal school hours, parents or guardians must contact the school nurse. The medication container must be marked with:

- The student's name
- The dosage and time of administration
- Doctor's name and telephone number

Refrigeration is available and medications are kept in a secure cabinet. For the safety of all students, *no student will be allowed to have medication of any kind on his/her possession for self-administration.*

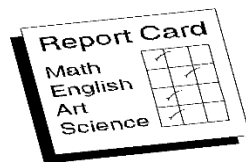
## **Nurse**

Your child benefits from the professional services of a part-time registered nurse. The school nurse is an integral part of the educational team at Annie Malone Elementary. The health status of a child has a direct effect on his/her ability to learn. Students learn better in a healthy physical and physiological environment. The nurse is here to assist the school by maintaining current health records, providing first aid, dispensing medications and conducting various necessary health screenings. The nurse also assists the classroom teachers with health-related issues and lessons. Parents and guardians should feel free to contact the nurse during normal school hours for medical references and resources.

## **PTO Organization**

Active family involvement has a profound effect on a child's performance in school. A child will put forth more effort in response to families who are actively involved in the school. As a member of this school and home team, you are telling your child that you value education. Annie Malone PTO will adhere to the guidelines established by the National PTO Organization. Teachers as well as parents are encouraged to be active participants.

## **Report Cards/Progress Reports**



Report Cards are issued four times per year. The first and third report cards are presented during scheduled parent/teacher conferences. These conferences allow for communication between the parent or guardian and teacher in order to share questions and concerns. Conference dates are scheduled on the school calendar.

Interim Progress Reports are given to students by the fifth week of each quarter.

## **Restroom Usage**

If your child has a medical condition that requires frequent restroom privileges or other special needs, a parent or guardian must send a note outlining these needs. This will help



eliminate misunderstandings and ensure that your child is able to participate fully in the Annie Malone learning experience.

The student restrooms have been designated for students only.



### Smoking on Property



Smoking on property is not permitted for any students, parents or staff members.

### Statement of Assurance (Title IX)

The Board of Education does not discriminate based on race, color, national origin, sex, age, religion, or disability in admission or access to treatment or employment in its programs and activities.

### Tardiness



**Being on time for school is not only important, but also expected.** Please assure that your child is at school on time. You must have your child/children here not later than 8:02am. **Students who arrive after 8:30 AM are tardy and must report to the office to receive a tardy slip before they will be admitted into class.** All students arriving after 8:45 are late and must also report to the office with a written note from their parent or guardian. Parents are contacted if the student is tardy three or more times a week. Tardiness negatively affects your child's academic performance.

### Telephone Use

School telephones are for business use only. Make necessary plans before your child comes to school. Messages can be delivered to a student in an emergency situation only. If you need to speak with a teacher, leave a message or schedule a conference during the teacher's planning time. This will maximize instructional time for all students.

### Toys

Many personal items may be inappropriate at school, due to their potential for disrupting the learning process. **Students may not bring toys, cards, video games, radios, tape players, electronic items, beepers, cell phones, sports equipment, expensive jewelry, or other personal items to school.** If these items are brought without permission, teachers will confiscate them and call the parent or guardian to arrange for pick up or disposal.



## Transfer Policy

Parents or guardians who plan to transfer their child to another school/school district should notify the Annie Malone School office as soon as possible prior to the transfer. This will allow us to prepare transfer information that enables the new school to place your child in the proper program. When transferring out of Annie Malone, a transfer card must be filled out by the parent/guardian. The new school will use the transfer card to verify important information and the correct grade placement. Student records (transcripts) will be transferred to the new school after verification of admittance.

## Transportation

Some Annie Malone students are transported to the school by buses provided by the school district. Parents and guardians are responsible for having their child at the bus stop on time. For transportation concerns or questions, please call (314) 531-1907



## Vandalism

Destruction or defacing of school property is considered vandalism. When this occurs, a parent or guardian conference is required. Payment for damages or other forms of restitution will be expected after the conference. Please refer to the Student Rights and Responsibilities Related to Conduct booklet for additional details.

## Visitors

We have many visitors at Annie Malone. For safety reasons, please sign in at the office and wear a Visitor Pass while in the building. **Parents and guardians are encouraged to visit the school at any time and may observe in their child's classroom. If you wish to speak to the teacher about your child, schedule a conference time through the office.**

## Volunteers

At Annie Malone, volunteers function as an integral part of our educational program. They may help with clerical tasks, classroom field trips, tutoring students, or any number of other tasks. It is necessary that all persons wishing to volunteer complete a Volunteer Application and return it to the Volunteer Coordinator at our school. The application allows us to keep

record of those who volunteer in our building and to give them appropriate credit, both at our school and district-wide. **Volunteers must register their arrival and departure times in the office.**

### **Weapons**

We have a **ZERO TOLERANCE POLICY ON WEAPONS**. Any student in possession of any weapon will be suspended. See Student Rights and Responsibilities Related to Conduct booklet.

### **USE: BEHAVIOR MODIFICATION FOR ANNIE MALONE**

A levels incentive program Four (4) Levels - 1 through 4

Each level has a percentage assigned to it:

Level 1 = 70%

Level 2 = 80%

Level 3 - 90% Consider mainstreaming

Level 4 = 95% Full time mainstreaming and new IEP written

Level One: All new students must begin. They will receive privileges of Level One for four consecutive weeks. Students must earn 70% of daily points for four consecutive weeks to advance to Level Two.

Level Two: Student must earn 80% of weekly points or better for four consecutive weeks to maintain Level Two, 90% or better for a total of four weeks to advance to Level Three and no more than two office referrals / two bus infractions for advancement to Level Three.

Level Three: Student must earn 90% of weekly points or better for four consecutive weeks to maintain Level Three, 95% or better to advance to Level Four, and no more one Office referral / one bus infractions for advancement towards Level Four.

-Level Four: Student must maintain 95% of average weekly points for four consecutive weeks; no Office referral / no bus infractions for new IEP written for mainstreaming into the Public School Classroom.

## **Annie Malone Behavior Management Plan**

Increased academic performance comes from: 1) actual time teaching (time spent on instruction) and, 2) student on-task behavior. When teaching is interrupted by inappropriate behavior or Students are not on task, the question is how do we manage behavior? Generally, the teacher has two overall goals: First, to stop inappropriate behavior, and Second, to increase appropriate behavior.

- Weekly Log Sheets maintained on each student
- Specific progress notes are recorded after each week is totaled
- Weekly calculations and Level changes are recorded on a Levels Chart

Level System Point Sheet has been compiled from the IEP checklist contained in each IEP. A weekly percentage is tallied from objectives met in behavioral areas. Weekly points are tallied to indicate behavioral shifts.

### **Define Teacher expectations**

Problems occur where there is a discrepancy between what the teacher expects and what students do. Thus, we are dealing with two dimensions: 1) teacher expectations and 2) student behavior. If we want to increase appropriate behavior, a necessary first step is for the teacher to explicitly, clearly, fairly, define behavioral expectations.

Where do expectations come from? Such expectations evolve from the teacher's values and beliefs about how students should behave in the classroom. It is important to note that a student's behavior can be seen differently in different situations.

### **C.O.T.T.: Chill Out and Think it Through.**

The idea is for the students to utilize this tool when they need to calm down following an event or when staff can see they're getting tense because of not properly working through emotions (Please see guidelines regarding use of COTT ). Once the student has calmed, there is an opportunity for staff to discuss what occurred and what coping skills were or were not utilized. Also, the Antecedent Behavior Consequence Model (ABC) should be

reviewed with the student as well as the reporting staff prior to the student being returned to class. See explanation of ABC below.

This interaction must be documented and kept in the student's behavioral file. C.O.T.T. is a form of therapeutic intervention to aid students in the "self regulation" of their emotions. It is not a form of punishment.

**Antecedent Behavior Consequence Model:** The antecedent is whatever happened right before the behavior (i.e. what "caused" the behavior). The consequence is whatever happens after the behavior. The antecedent, behavior, and consequence are known collectively as the ABCs of behavior.

### **Negative Consequences: Continuum Of Aversive Consequences**

Negative consequences for inappropriate behavior can be effective in managing behavior. There are several types of consequences that can be used by teachers.

**Response cost:** There is a cost to inappropriate behavior. The cost is a loss of some portion of a desired activity or tangible item. Response costs can vary over a wide range of things depending on age, ability level of student, Subject matter of the class, and physical arrangement of the room. Sometimes the simple act of removing the student's right to select their preferred seating is effective. Proximity to the teacher can be effective or require the student to sit in an isolated portion of the classroom.

**In-school Suspension:** Same as detention, except that the student is required to miss all regular classes for the day(s) spent in in-school suspension. Must guard against making this aversive a positive reinforcement.

**Expulsion (or Exclusion from School):** The final aversive action on the continuum is expulsion, wherein the School admits its inability to deal with the student. Such action involves very serious misconduct on the part of the student, and usually will require a clear record of efforts by the school to correct the situation.

### **Behavior management plan:**

Assumptions, steps, reinforcement, and intervention strategies

(a) Behavior management is based on three assumptions:

1. Behavior is influenced by the consequences following it.
2. Behavior-change programs must be focused on specific, observable behavior.

3. Data collection is necessary to alter behavior thoughtfully and systematically. Note: Most teachers find that no more than 5% to 10% of their students require behavior management methods. When needed and used, behavioral intervention is effective in reducing student misconduct.

Steps in developing a behavioral intervention plan

1. Observe classroom behavior.
2. Record the occurrence of specified behaviors before an intervention plan is implemented.
3. Select and implement a behavioral intervention system when results of initial observations (baseline data) indicate the need for such a system.
4. Observe the occurrence of specified behaviors after the intervention plan is in place.
5. Chart all subsequent observation data on the graph containing the baseline data So that student progress can be evaluated.

Reinforcement - (Terminology)

Reinforcement - If a response increases in rate as a result of a positive or negative procedure, the operation is termed reinforcement.

Punishment - If a response decreases in rate, the operation is termed punishment.

Positive Reinforcement is the presentation of a stimulus or event following a response, with an increase in the rate of that response.

Negative reinforcement is the removal of a stimulus or event following a response, with an increase in the rate of that response.

Positive punishment is the presentation of a stimulus or event following a response, with a decrease in the rate of that response.

Negative punishment is the removal of a stimulus or event following a response, with a decrease in the rate of that response.

The effects of punishment are not always predictable and can produce undesirable side effects, such as avoidance of the person who punishes (teacher), aggression, fear, withdrawal, or anxiety. Teachers should use punishment only as a last resort.

## **Behavioral Intervention Strategies**

1. Shaping - The process of reinforcing a student's behavior so that it more closely approximates the desired behavior.
2. Chaining - Chaining occurs when one response links to another response. The complete behavior is broken down into small steps to be learned one at a time and chained together to obtain the desired behavior. Reinforcement is delivered after the last step. Example: putting a puzzle together. Start with only the last piece missing, when placed, reinforce.
3. Modeling - Modeling involves a model (teacher, peer, or volunteer) who demonstrates a desired behavior while the student observes.
4. Cueing - Cueing consists of increasing the Salience of an antecedent event. For example, physical prompts, verbal instructions, etc.
5. Tangible rewards Tangible rewards are also known as primary reinforcements. When paired with praise and approval, they can be used less frequently. Non-tangible reinforcement, i.e., praise or approval, will then be effective.
6. Social reinforcement - This is also known as attention and can be quite effective. Approval from the teacher and from peers can promote desirable behavior in most students.
9. Token economy - Students are presented with tokens after a specified behavior has occurred. The token is a generalized reinforcer which can be exchanged for primary reinforcers of a great variety, e.g., money, food, etc. Token systems are highly individualized.
10. Contingency management - The term contingent implies a relationship between what one does and what happens afterward. For example, salaries are contingent on job performance, teaching positions are contingent on certification. A teacher can control student behavior by arranging contingencies. This can be done by contractual agreements between teacher and student.
11. Verbal reprimands consist of giving students verbal feedback about their behaviors. Say it and leave it!
12. Time-out periods - This means removing the student to an isolated spot. It can be effective in reducing the occurrence of inappropriate behaviors. The time-out should never exceed 5 minutes.
13. Behavior contracts are specific, written agreements designating the exact behaviors a Student agrees to perform. The contract contains a time frame and the specific reinforcement or punishment associated with performing or failing to perform the behaviors agreed to in the contract. The student should be involved in determining the terms of the contract.

The goal of a behavior management system is to assist all students in the development of *self-management skills*. All students need environments that build self-esteem, respect individual differences, are physically comfortable, and are rich in instructional materials and equipment.

## **EXPECTATIONS AND PRIVILEGES LEVEL ONE**

### **EXPECTATIONS:**

1. Students must follow Attendance Policy of 94% or better on weekly basis.
2. Students must follow the School Uniform Policy.
3. Students must follow Code of Conduct.
4. No Bus Infractions.
5. Students must complete all Class Assignments.
6. Students must complete and return all Homework Assignments.
7. Students must display positive attitude towards teachers and peers.
8. Students must return Weekly Point Sheets signed by a parent or guardian.
9. Therapist calls parents at end of the week or as needed with behavioral update.

### **PRIVILEGES:**

1. Earn Points.
2. Earn Minimum Duties and Responsibilities inside the classroom only.

## **EXPECTATIONS AND PRIVILEGES LEVEL TWO**

### **EXPECTATIONS:**

1. Students must follow Attendance Policy of 94% or better on weekly basis.
2. Students must follow the School Uniform Policy.
3. Students must follow School Code of Conduct.
4. No Bus Infractions.

5. Students must complete all Class Assignments.
6. Students must complete and return all Homework Assignments.
7. Student must display positive attitude towards teachers and peers.
8. Students must return Weekly Point Sheets signed by a parent or guardian.
9. Students do not involve themselves in gossip, name-calling, and arguing.

**PRIVILEGES:**

1. Earn Points.
2. Earn Lunchroom visitations.
3. Earn positive reinforcement (At teacher's discretion).

**EXPECTATIONS AND PRIVILEGES LEVEL THREE**

**EXPECTATIONS:**

1. Students must follow Attendance Policy of 94% or better on weekly basis.
2. Students must follow the School Uniform Policy.
3. Students must follow School Code of Conduct.
4. No Bus Infractions.
5. Students must complete all Class Assignments.
6. Students must complete and return all Homework Assignments.
7. Students must return Daily Point Sheets signed by a parent or guardian.
8. Student must display positive attitude towards teachers and peers.
9. Students do not involve themselves in gossip, name-calling, and arguing.

**PRIVILEGES:**

1. Earn Points.
2. Earn Lunchroom visitations.
3. Earn reinforce (At teacher's discretion).
4. Earn tangible reinforce at end of school day.
5. Educational Field Trip access.



## **EXPECTATIONS AND PRIVILEGES LEVEL FOUR**

### **EXPECTATIONS:**

1. Students must follow Attendance Policy of 94% or better.
2. Students must follow the School Uniform Policy.
3. Students must follow School Code of Conduct.
4. No Bus Infractions.
5. Students must complete all Class Assignments and Homework Assignments.
6. Students must return Daily Point Sheets signed by a parent or guardian.
7. Student must display positive attitude towards teachers and peers.
8. Students must exhibit Role Model behavior.
9. Students are focused on Mainstreaming Goals.

### **PRIVILEGES:**

1. Earn Movie, or extra Sports Activity (At teacher's discretion).
2. Educational Field Trip when available.
3. Celebrate Birthday.
4. Earn chips and candy at end of the week.
5. Earn Free Friday (Off campus activity such as skating, swimming, movie, etc.).
6. Off-Campus Civic Community Service Hours.

## **Elementary School Supply List**

### **Required:**

- 1 pencil pouch or box
- 1 pack of glue sticks
- 1 box of 24 crayons
- 4 plastic pocket folders with brads, assorted colors
- 1 pair of child safe scissors
- 1-4-pack of dry erase markers (for students)
- 1 book bag
- 1 box of tissue
- 1 roll of paper towels
- 50 pencils
- 4 composition books
- 4 highlighters
- 2 boxes of colored pencils
- 1 ruler
- 3 reams of loose-leaf paper
- 1 container of disinfectant wipes
- 1 container of hand sanitizer

## **Middle School Supply List**

### **Required:**

- 6 plastic pocket folders with brads, assorted colors
- 1 8-pack of dry erase markers (for students)
- 1 book bag
- 50 pencils
- 1 pair of headphones
- 1 white hi-polymer block eraser
- 2 composition books
- 4 highlighters
- 1 box of colored pencils
- 1 five-pack of sticky notes
- 5 reams of loose-leaf paper

- 20 pens
- 1 pad of graph paper
- 1 set of divider tabs
- 1 3-ring binder
- 1 container of disinfectant wipes
- 1 container of hand sanitizer

## **High School Supply List**

### **Required:**

- 6 plastic pocket folders with brads, assorted colors
- 1 book bag
- 20 pencils
- 20 pens
- 4 composition books
- 4 highlighters
- 1 five-pack of sticky notes
- 5 reams of loose-leaf paper
- 2 (3)-ring binders
- 1 container of disinfectant wipes
- 1 container of hand sanitizer