

The Henderson Positive Behavior Support Program  
2011/2012

# Student/Parent Handbook

## Central Achievement Center

Henderson, Texas 75653  
903.655-5552

Dear Parent (Guardian),

We would like to take this opportunity to welcome you to the Behavior Intervention Classroom (PBS). We are looking forward to a very positive experience. While your child is enrolled on his/her home campus, the information found in the Student Handbook of their home campus will be followed when working with your child. Your child will also be required to follow the information contained in the Henderson ISD Student Code of Conduct.

This booklet provides a brief description of the Behavior Intervention Program that the Henderson Independent School District implements for students enrolled in the PBS program. Our goal is to provide your child with skills that will foster the development of appropriate behaviors resulting ultimately in behavioral and academic success for your child in the school environment. It is our hope that you will join us in working cooperatively to ensure that your child experiences success during this school year.

Please keep in mind that the PBS program may undergo various modifications throughout the year; as changes in the program occur you will be notified. After reviewing this document, please complete, sign, and date the last page of the document and return it to the Central Campus. This booklet is for you to keep. If you have any questions, please do not hesitate to contact your teacher or administrator. In case of an emergency, please contact the CAC campus at (903) 655-5552.

Respectfully,

Debra Brown  
Principal, Central Achievement Center

## Behavior Intervention Center Mission Statement

The Henderson ISD Behavior Intervention Center is dedicated to providing a safe, positive, short-term placement for students whom meets criteria based on behavior and/or emotions that are preventing them from being successful in the regular campus environment.

## Behavior Intervention Center Vision

The Behavior Intervention Center (PBS) is student-focused, non-punitive and Individual Educational Plan (IEP)-driven. We target student behavior; social skills and academics, helping students gain the self management skills needed to return to their regular campuses. Some student's transition may include time on home campus while assigned to PBS.

## Information on the Behavioral Intervention Class (PBS)

The Behavioral Intervention Classrooms are located in the Central Campus. The Central Campus is a new facility that Henderson ISD has established to house several different special programs in order to assist students with various needs in order to meet their educational requirements.

The behavioral intervention classrooms will be staffed with both general education teachers and special education teachers trained to meet student individual needs along with paraprofessionals to provide support. There will be a room for the elementary students, K-5 a room for the upper students 6-12. Students are placed in the PBS program because their behavior severely impacts the student's ability to learn and the teacher's ability to deliver instruction to all of the students in the class. The placement committee reserves the right to place students in the program and to exit students from the program.

Classes will begin at 8:00 AM and will end at 2:30 PM for all students in the PBS Program. Breakfast and lunch will be provided.

Some of the features include:

- Small staff/student ratio
- Academic curriculum
- Social/emotional training
- Positive reinforcing of behavior
- Attends events on home campus when appropriate
- District dress code
- District attendance policy

## Parental Information

As has been mentioned earlier, the Central Campus and PBS staff will be following the information contained in the handbook for the campus where your child is enrolled. There may be a few issues addressed differently at the Central Campus; however, there are a few things that need to be emphasized.

## Parental Involvement

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Encourage your child to put a high priority on education and work with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all class and homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn. Monitor your child's academic progress and contact teachers as needed. You will be provided with regular updates regarding your child's behavioral progress within the PBS program. We strongly encourage you to review this information with your child, and discuss their progress openly with them. Attend scheduled conferences and request additional conferences as needed.

## Attendance Information

### Attendance

Since a student's success is directly related to his/her attendance, it is extremely important for your child to be in class every day. Central Campus and PBS staff will report your child's attendance to their home campus every day. Please refer to your child's Student Handbook for pertinent information concerning the HISD attendance policies and the consequences for non-attendance. Please understand that a parent/guardian commits an offense of thwarting compulsory attendance under Sec. 25.093, if, after having been warned in writing, a child has unexcused voluntary absences on 10 or more days or parts of days within a 6 month period or 3 or more days or parts of days within a 4 week period from school. An offense under this is a Class C misdemeanor punishable by a fine not to exceed \$500. **Education Code 25.093/Family Code 51.03(b)(2) Penal Code 12.23**

Students are tardy if they are not in their proper classroom by 8:00 AM for secondary students and 8:00 AM for elementary students. Students have the responsibility of being in class and on time. Tardies can be considered truancy. The law states that a child is **truant** if he or she is unexcused for a day or part of a day. Being tardy is considered part of a day.

### Release of Students from School

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should tell the paraprofessional in the room or PBS teacher. If the PBS teacher determines that the student is sick, then the student will be sent to the campus administrator to determine the most appropriate course of action.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless a campus administrator has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

When a student leaves PBS early, the student's home campus will be notified. Leaving early may affect the student's attendance and consequences may follow.

### Leaving Campus

Any student who needs to leave campus before the school day ends must be checked out through the attendance office. A written request from the student's parent to the attendance office is required. Any student who leaves campus without checking out through the attendance office will be counted truant. When the student returns to campus, he/she must sign in at the attendance office before going to class. It is recommended that all appointments be made before or after school.

## Academic Information

### Academics

Students will receive the work that they need to accomplish in conjunction with their home campus but provided in the PBS program. The PBS teacher will ensure that the students accomplish and understand the work assigned. The students must do their work daily. A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. A student must also be in attendance at least 90% of the time. That is why attendance is important and why the student must complete all work assigned. The ability of the student to successfully complete his/her class work on time will not only impact the possibility of receiving credit for the class and being promoted to the next grade, but will also have a major impact on the student's ability to transition from the PBS classroom back to the regular education setting. The district's grading policy will be followed unless otherwise specified in the student's IEP.

## Progress Reports/Report Cards

At the end of the first three weeks of each grading period, students will be given a written progress report to take home to their parent. Report cards with each student's grades, absences, and tardies in each class are issued once every six weeks for students to take home to their parents.

## Curriculum

Students in the PBS will receive their instruction based on the requirements found in the student's Individual Education Plan (IEP or general education requirements). The curriculum that has been written by HISD personnel will be used by the PBS teacher as she/he provides instruction to the students in PBS. This process will require close coordination between the PBS teacher and the teachers on the student's home campus. Students will also have access to other instructional strategies as appropriate.

## Computer Use

The district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that sending/receiving e-mail using district computers is not permissible.

## Counseling

A Licensed Specialist in School Psychology (LSSP) will be available to the students on the Central Achievement Center campus as needed, including those students in the PBS program. In addition, parents of students who enter the PBS program will be asked to sign a consent form to allow the district's Licensed Specialist in School Psychology (LSSP) to work with the students and teachers in their PBS classroom.

## Student Conduct

### Student Code of Conduct

Another one of the issues that contribute to student success is their behavior in the classroom so that the teacher can teach and the students can learn. Students are placed in the Behavior Intervention Classroom because their behavior(s) have severely impacted the student's ability to learn, and the teacher's need to provide instruction to all of the students in the class. Non-compliance with class rules will not be tolerated. The Student Code of Conduct will be enforced by Central Campus and PBS staff with modifications specified in the student's Behavior Intervention Plan (BIP), if they receive special education services. As required by law, the district has established a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct. Students are not permitted to possess such items as telecommunication devices with text messaging or camera capabilities, pagers, radios, mp3 players, iPods, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless

prior permission has been obtained from a campus administrator. Cell phones are not permitted while a student is assigned to PBS.

## Dress Code

The district's dress code is established to build student self-esteem, bridge socioeconomic differences between students, and encourage positive behavior, thereby promoting school safety and improving the learning environment. The district will require all students to adhere to the standardized dress code adopted by the Board of Trustees as listed in the Student Code of Conduct and Discipline Management **as required by the student's home campus**. Central Campus and PBS staff will enforce the HISD dress code for students. Please refer to your child's Student Handbook and the Student Code of Conduct for the information concerning the dress code and consequences for non-compliance.

## Medical Information

### Medicine

If your child must take prescribed medications at school, Central Campus and PBS staff will follow the requirements that are in the Student Handbook of the student's home campus. Please refer to that handbook for the specific requirements. No over-the-counter (non-prescription) medications will be given to students by Central Campus or PBS staff. There may be additional requirements per school nurse or administrator regarding medications. The district reserves the right to decline to administer any medication or treatment that does not support the scope of promoting the child's educational experience. Students in possession of unauthorized medication, giving medication to others, or selling medications will be subject to disciplinary action under the Student Code of Conduct.

### Tobacco

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities.

## General Information

### Breakfast/Lunch

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the Central Achievement Center staff for an application form. The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. The Central Campus is a closed campus. Breakfast and lunch will be provided for all PBS students. For requirements for breakfast and lunches, please refer to your child's Student Handbook.

### Safety

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure a safe school environment. A student should avoid conduct that is likely to put the student or other students at risk. The student should also follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the campus administrators, teachers, or bus drivers.

### Searches

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted

without a warrant and as permitted by law. Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Vandalism**

Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

### **Trained Canines**

The Henderson Independent School District utilizes trained detection canines to conduct searches to deter and detect the presence of weapons and drugs. For additional information, refer to policy FNF (Legal).

### **Transportation**

Transportation will be provided for any student in the PBS program. Once a student begins the transition process back to their home campus, that student will be provided transportation. Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in their campus handbook and the Student Code of Conduct. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

### **Videotaping of Students**

For safety purposes, video/audio equipment will sometimes be used to monitor student behavior on buses, classrooms and common areas of the campus. Students will not be told when the equipment is being used. Campus administrators will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

### **Visitors**

With the exception of parents, students are not allowed to have visitors on campus. Visits to individual classrooms during instructional time are permitted only with approval of the principal in advance. All visitors are expected to demonstrate the highest standards of courtesy and conduct; Disruptive behavior will not be permitted.

### **Progress Monitoring**

While in the PBS classroom, routine reports will be completed by the teachers/staff in order to monitor behavioral progress. Goals for each student will be developed in collaboration with the student's home campus, and will be outlined on each student's individual progress monitoring sheet.

Parents will be provided with a summary of behavioral progress on a routine basis. Target goals will be set for each student in order to determine the appropriateness of their program, as well as to assist in identifying when the student is ready to begin to transition back to their home campus. Upon transition, teachers on the home campus will be provided copies of the

student's progress monitoring sheet, and will complete the sheet to assist in generalization of new skills learned on the PBS campus.

### Restraint/Parent Contact

Restraint means the use of physical force to significantly restrict free movement of all or a portion of the student's body because the student has become a threat to the safety of themselves or others. Teachers/staff have been trained in Crisis Prevention Intervention (CPI), a program that teaches how to avoid confrontational situations with students as well as how to safely and effectively restrain in an emergency situation. A school employee or independent contractor may use restraint only in an emergency.

Emergency means a situation in which a student's behavior poses a threat of:

- a. Imminent, serious physical harm to the student or others; or
  - b. Imminent, serious property destruction.
1. Restraint shall be limited to the use of such reasonable force as is necessary to address the emergency.
  2. Restraint shall be discontinued at the point at which the emergency no longer exists.
  3. Restraint shall be implemented in such a way as to protect the health and safety of the student and others.
  4. Restraint shall not deprive the student of basic human necessities.

On the date the restraint occurs, a good faith effort will be made to contact the parent or guardian by phone. Written notification of the use of restraint will be provided the parent or guardian within one (1) school day of the use of restraint by sending home a completed Incident Report (S-SE 11 75A).

## STUDENT/PARENT CONTRACT

If you would like to either schedule a conference or speak with your child's teacher on the phone, you may leave a message to be contacted at the teacher's earliest convenience. Due to the importance of the requirement of the teacher's continuous presence with your children, please do not ask to have the teacher paged. Any urgent messages can be relayed by the office. If you have any questions or comments, please call and schedule a conference (903-655-5552).

Student's Name: \_\_\_\_\_

By signing this form, I am verifying receipt of the Henderson Independent School District's Student/Parent handbook for the PBS program.

I also understand that if I have any further concerns I can call the school to schedule an appointment with my child's teacher or other Henderson ISD professional.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

Contact Information (please print):

\_\_\_\_\_  
Mother/Guardian Name Father/Guardian Name

\_\_\_\_\_  
Mother's Home Phone # Father's Home Phone #

\_\_\_\_\_  
Mother's Work/Other Phone # Father's Work/Other Phone #

Mailing Address:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_