

# HIGHLAND SCHOOL

MR. MIKE COULAHAN  
PRINCIPAL  
410 S. HICKORY STREET  
STILLMAN VALLEY, IL 61084

---

Telephone (815)645-8188

8/18/2010

Dear Parents and Guardians of Highland School Students,

The purpose of this letter is to inform our families about our new PBIS program at Highland School. This will be a way to help our students excel academically and socially by making good choices. **PBIS** stands for **Positive Behavior Intervention and Support**. At Highland School, we are committed to creating a learning environment that will encourage positive behavior and interactions while discouraging problem behaviors. This approach is based on directly teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, correcting them when they do not, and celebrating their successes. The goal of PBIS is to create a positive school culture by reducing problem behavior and providing maximum academic time for students and staff. We ask for parents to support their child to make good choices.

Students will be awarded Cardinal Cash when caught making positive choices. Staff will acknowledge the student by stating what positive choice has been made. Cardinal Cash may be put into the weekly drawing from the office whenever the student chooses to enter. Drawings for prizes will be done weekly and quarterly with winners from each grade level. There will also be one big winner for the entire school at the end of each semester! School-wide PBIS assemblies will be held at the end of each quarter to promote positive character, have the drawings and celebrate the school's success. Other incentives for students with good behavior throughout the year will also be available!

Behavior interventions are necessary for major and minor behavior infractions. Some examples of minor behavior offenses that will be documented by staff are: lack of preparedness, throwing small objects, noncompliance, minor disruptions, cheating, put downs, etc. Parents will not be called after the first minor behavior offense unless a lunch detention is assigned. After the second minor behavior offense, parents will be notified. The third minor behavior offense will result in an automatic lunch detention. If the student receives a fourth minor behavior offense, it will result minimally in an after-school detention. More serious offenses are considered major behavior offenses. These offenses are dealt with immediately by the administration and will result in a lunch-school detention, or an in school or out of school suspension. Some examples of major behavior offenses that will be documented by staff are; fighting, bullying, vandalism, discriminatory/inflammatory/inappropriate language, severe insubordination, verbal threats, etc. Parents will be contacted on any first major behavior offense immediately. The contact may be made by any Highland School certified staff member.

As we continue to work and instill good values and positive character in all of our students, we cannot make progress without support from our families. It is very important that you talk with your child about making positive choices. It is the mission of Faculty and Staff at Highland School to nurture each child's development to their fullest potential in all academic, social, emotional and physical realms for the betterment of society. Parents are asked to support the mission of our school, along with our behavior expectations and any disciplinary actions taken at school. Thank you for your support as we start a new school year.

Sincerely,

Mike Coulahan, Principal