

# Marie H. Katzenbach School for the Deaf

## Respect, Responsibility and Kindness R<sup>2</sup>K Parent Manual

2025-2026



**Early Childhood  
Program**



**Elementary/  
Middle Schools**



**High School**

***“Katzenbach is Ready to Rock!”***

# Contents

Overview	3
Universal Team Members	4
School-Wide Expectations	5
Building Expectations	6
Student Recognition System	7
Family Involvement	8
<b>Appendix A</b>	<b>9</b>
Academic Center R2K Location Matrix	9
ECP R2K Location Matrix	10
Campus R2K Location Matrix	11
Home R2K Matrix	12

# Overview

MKSD is committed to providing comprehensive behavioral supports that promote positive student development and each student's ability to fulfill the behavioral expectations established by the school. Our focus is on preventing problem behaviors through proactive measures, rather than merely reacting to negative behaviors. To meet this commitment, MKSD partnered with the NJ Department of Education and the Boggs Center at Rutgers University to implement the New Jersey Positive Behavior Supports in Schools (NJ PBSIS) initiative. NJ PBSIS is a comprehensive and evidence-based multi-tiered framework that fosters a positive and supportive school environment by proactively addressing behavior and promoting social-emotional development.

We have developed this Parent Manual to provide more information about this initiative and detail some ways that you can get involved. If you have any questions or concerns, please contact your child's teacher, or any of the R<sup>2</sup>K Team Members who are listed on the next page.

# Universal Team Members

Our Universal Team is composed of a variety of teachers, paraprofessionals, administrators, and other support staff to ensure all buildings and programs are represented.

Katy Arecchi, Teacher

Lauren Boose, School Social Worker and Anti-Bullying Specialist

Angela Budai, Lead Teacher

Jody Caseiro, Principal, ECP and Elementary Schools

Jason Collins, School Psychologist

Jennifer Matthews, Teacher

Judith Pitman, Paraprofessional

Kristin Prete, Behavior Specialist

Megan Roszko, Teacher

Kathryn Schreiber, School Counselor and Anti-Bullying Specialist

Victoria Wajda, Teacher



# School-Wide Expectations

Our school-wide expectations are **Respect**, **Responsibility**, and **Kindness**, better known as “R<sup>2</sup>K!”



To ensure that we describe these expectations consistently, we use the definitions below. You will also find some examples and non-examples of each that might be helpful while reviewing these expectations with your child.

## Respect

When you are respectful, you show consideration for how your words and actions will affect other people. When you are respectful you value each other's point of view, even if you disagree. When you are respectful, you are polite and treat others with dignity.

### Examples of Being Respectful at Home

- Allowing siblings to work quietly
- Taking turns watching preferred TV shows
- Sharing the bathroom
- Asking before taking others' belongings
- Saying "Please" and "Thank you"

### Non Examples

- Interrupting siblings when they are working
- Holding onto the remote and refusing to take turns
- Staying in the bathroom and refusing to share
- Taking others' belongings without asking

## Responsibility

When you are responsible, you make good decisions; you do the right thing whether or not someone tells you or is watching; you answer for your words and actions; you accept the consequences when you have done something wrong and take action to make it right; and you act in a manner that is safe. When you are responsible, other people can depend on you.

### Examples of Being Responsible at Home

- Making the bed
- Putting clothes in the hamper
- Putting electronics in a safe place
- Cleaning up your mess after eating
- Offering to help with chores

### Non Examples

- Leaving the bed unmade
- Leaving clothes around your room/house
- Putting electronics away
- Leaving a mess after eating
- Letting others do all of the chores

## Kindness

When you are kind you are helpful, considerate, and show concern for the well-being and feelings of others.

Examples of Being Kind at Home	Non Examples
<ul style="list-style-type: none"> <li>• Saying I'm sorry</li> <li>• Playing fair</li> <li>• Showing concern</li> <li>• Using nice words (like giving a compliment)</li> <li>• Offering to help a sibling or adult</li> <li>• Accepting people's differences</li> </ul>	<ul style="list-style-type: none"> <li>• Teasing a sibling</li> <li>• Spreading rumors</li> <li>• Name calling</li> <li>• Using mean words like "shut up" or "stupid"</li> <li>• Encouraging others to make fun of someone</li> </ul>

## Building Expectations

One of the ways we teach our students about R<sup>2</sup>K is to make sure they know exactly what we expect in all areas of the school. To do this, our team developed posters to hang in each area that list ways our students can show R<sup>2</sup>K. For example, when in the cafeteria (see poster below), students can show Respect by keeping their hands and feet to themselves and by cooperating with staff; they can show Responsibility by cleaning their area and using gloves to handle food; and they can show Kindness by using waiting patiently and using kind language. You can also find a Behavior Matrix for each building that lists the various locations that we have posters hanging, and the expectations by location, in Appendix A.



### Cafeteria





**Keep hands and feet to yourself**

**Cooperate with staff**

**Use kind language**

**Please be patient**

**Clean your area**





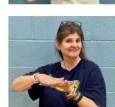







### Salad Bar









**Use kind language**

**Use gloves to handle food**

**Please be patient**

**Clean your area**




# Student Recognition System

An important part of this program is to recognize and reinforce the positive behaviors shown by our students. Students are individually recognized when they are caught showing **respect**, acting with **responsibility**, and exhibiting **kindness**. Staff members will recognize students they catch using R<sup>2</sup>K behaviors by giving them specific, positive feedback along with an R<sup>2</sup>K Ticket (see example below).



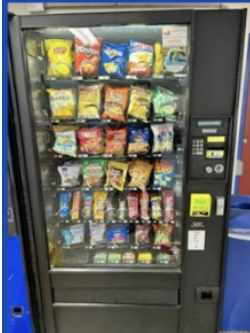
R2K Store: Each Friday during lunch, students can exchange their R2K Tickets for incentives in our R2K Store. This store has various prizes and incentives to help keep students motivated and excited about R2K. In addition to individual incentives, we also give students opportunities to work together to collect tickets towards special events, like our end-of-year R2K Carnival. Below are some pictures and examples of incentives from the store.



1 <sup>st</sup> in line for lunch/recess	Pens, pencils, notepads
Small toys	Snack from vending machine*
Books/comics	Dolls & stuffed animals
Drink from the vending machine*	Hot Wheels
Special lunch from a local restaurant*	Robux Gift Card*
Action figures	Lunch with a preferred member of the staff



\* **Important Note About Rewards:** Some of the rewards that students could win include food and items such as a snack or drink from the vending machine or a special lunch from one of the local fast food restaurants (e.g., McDonald's, Wendy's, Taco Bell, Burger King, WaWa). We do sometimes also have \$5 to \$10 gift cards for Robux and other online games or local restaurants. ***Please let your child's teacher know if you do not want your child to receive food/drink rewards and/or gift cards for online games*** and we will offer them an alternative.



## Family Involvement

Families are an important part of the success of any PBSIS program. Together, we can ensure that all students are Ready to Rock with **respect, responsibility, and kindness!** Below are some ways you can get involved.

- We encourage family members to use the same expectations that we teach at school. Knowing that home and school are focused on the same expectations of R<sup>2</sup>K can have a powerful impact. One way to do this is to remind your child about R<sup>2</sup>K each day.
- Ask your child if they received any R<sup>2</sup>K Tickets and how they earned them. This can provide you with an opportunity to further reinforce the positive behaviors your child is showing at school, and to engage in conversation about your child's day.
- Review the behavior matrix for your child's school with your child regularly. You could have your child explain what each expectation means, try to remember them without looking, and/or describe a time when they demonstrated the expectation.
- You and your child can also develop a behavior matrix for home. We have included a blank form at the end of Appendix A that you can use. It can be helpful to focus on routines that you want your child to do well, such as homework, mealtimes, completing chores, and bedtime. Also, having your child help to develop the expectations can be a great way to do this. Children thrive when they have consistent, predictable expectations and consequences.
- Practice positive statements with your child, such as, "thank you," excuse me," please," and "I'm sorry."
- A helpful strategy for teaching behaviors is to tell others exactly what we want them to do, instead of what we do not want them to do. For example, instead of saying, "Don't leave those dirty dishes in the sink," you could try, "Please wash and dry those dishes."
- When praising your child, be sure to tell them exactly why they are receiving that praise. For example, "Great job completing your chores today," or "Thank you for helping with the dishes."

# Appendix A

## Academic Center R2K Location Matrix

Area	Respect	Responsibility	Kindness
Arrival/Dismissal	Keep hands and feet to yourself	Arrive on time	Use kind language
	Cooperate with staff	Stay in your area	
		Pay attention	
Bathroom	Use the toilet	Enter	Wash and dry hands
		Exit	
Cafeteria	Keep hands and feet to yourself	Wait your turn	Use kind language
	Cooperate with staff	Clean your area	Please be patient
		Have ID Ready	
Gymnasium	Keep hands and feet to yourself	Be safe	Use kind language
	Cooperate with staff	Clean up equipment after use	
	Accept different skill levels		
Hallways	Keep hands and feet to yourself	Be safe	Use kind language
	Cooperate with staff	Go directly to your destination	
Health Center	Keep hands and feet to yourself	Please be patient	Use kind language
	Cooperate with staff		
Library	Cooperate with others	Keep library organized	Use kind language
	Keep noise levels low to support reading and learning		Share and take turns
Locker Room	Keep hands, feet, and items to yourself	Keep locker, clothes, and body clean	Use kind language
	Cooperate with staff		
Lockers	Keep hands and feet to yourself	Put electronics in lockers	Use kind language
	Cooperate with staff		
Recess	Keep hands and feet to yourself	Play safely	Use kind language
	Cooperate with staff	Stay in your area	
	Line up when signaled		
Salad Bar	Please be patient	Clean your area	Use kind language
		Use gloves to handle food	
Sensory Room	Keep hands and feet to yourself	Be safe	Use kind language
	Cooperate with staff	Put equipment away after use	Be patient with others
Stairs	Keep hands and feet to yourself	Go directly to your destination	Hold the door for others
	Cooperate with staff	Be safe	
Vending Machines	Ask permission before using	Use vending machines after school	Help others if they need assistance
	Wait your turn/give others space		
Weight Room	Keep hands and feet to yourself	Put equipment away after use	Use kind language
	Cooperate with staff		

## ECP R2K Location Matrix

Area	Respect	Responsibility	Kindness
<b>Bathroom</b>	Keep hands and feet to yourself	Flush the toilet	Wait your turn
	Use the toilet		
<b>Bus Room</b>	Follow directions	Unpack/Pack your things	Share
	Keep hands to yourself	Sit safely	Use kind language
<b>Classroom</b>	Keep hands and feet to yourself	Pay attention/Follow directions	Use kind language
	Clean up your area	Stay in your area	Share and take turns
<b>Eating Area</b>	Keep hands and feet to yourself	Sit in your seat	Use your manners
	Throw away trash	Wipe the table	
	Line up when called		
<b>Gym/Recess</b>	Clean up when done	Play safely	Use kind language
			Share and take turns
			Include everyone
<b>Hallways</b>	Keep hands and feet to yourself	Pay attention	
		Always walk	
<b>Sensory Room</b>	Clean up when done	Play safely	Share with others
		Wait your turn	
<b>Sink Area</b>	Throw away paper towels	Get one pump of soap	
	Keep hands and feet to yourself	Wait your turn	
<b>Transitions</b>		Follow directions	
		Pay attention	
		Walk to your area	
<b>Speech/OT/PT Room</b>	Follow directions	Play safely	Use kind language
		Calm body	

## Campus R2K Location Matrix

Area	Respect	Responsibility	Kindness
<b>Krasnisky Auditorium</b>	Keep hands and feet to yourself	Pay attention	Use kind language
	Cooperate with staff		
	Respect the presentation		
<b>Bus</b>	Keep hands and feet to yourself	Stay in your seat	Use kind language
	Cooperate with staff	Wear your seatbelt	
		Throw away trash	
<b>Jochem</b>	Keep hands and feet to yourself	Have ID displayed	Use kind language
	Cooperate with staff		
<b>Anti-Bullying</b>	We will not bully others	If we know that somebody is being bullied, we will tell an adult at school and an adult at home	We will try to help students who are bullies
			We will try to include students who are left out.

Home R2K Matrix

Routine/Setting	Respect	Responsibility	Kindness