

Flint Hill Elementary School Falcon Handbook 2011 - 2012



Created from the PBIS Model
Comprehensive Management for All Students

School Vision and Mission Statement

The mission of Flint Hill Elementary School is to promote student learning and high academic standards.

We will provide a respectful, learning environment that develops individual academic achievement, and supports social and emotional growth, citizenship and responsibility.



September 2011

Dear Students and Parents,

This year we are really excited that Flint Hill Elementary will continue to implement a positive learning environment program. Thanks to the many staff members who participated during the summer to update our school-based Positive Behavioral Interventions and Supports program. This team revised this student handbook highlighting positive behaviors that coincide with our school wide expectations, the "Flint Hill Falcon Five". These expectations are tied directly to our school motto: "We Pursue Excellence Every Day in a Respectful Environment". Our goal is to use this program to recognize the expected positive behaviors regarding respect, safety, following directions, being prepared, and cooperating with others. These are the behaviors we want to see in children every day. We want every adult to recognize as many students for demonstrating these behaviors as possible.

Another goal of this plan is to be responsive to the changing needs of our school community. Monthly meetings will be scheduled to review this plan and to allow for input for its further development. All staff and parents are invited to participate in this process in order to make it reflective of our common concern and commitment to the children attending Flint Hill Elementary School. We are enthusiastic about this program and the positive impact it continues to have on our school community.

Sincerely,

Sal Rivera
Principal

Suzi Powell
Assistant Principal

Please use this checklist and save the Falcon Handbook.

- Read handbook.**
- Review "Falcon Five" with your child.**
- Make sure your child understands consequences.**
- Sign and return the *Understanding* form on page 29.**



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At Flint Hill Elementary School ...

“We pursue excellence every day in a respectful environment.”

We do this by following our FALCON FIVE.



- RESPECT people and their property



- Act SAFELY



- FOLLOW DIRECTIONS the first time given



- Come PREPARED to learn



- COOPERATE with others





Entry Procedures

At Flint Hill Elementary School...

- **Students may enter school at 8:25.**
- **Students will walk directly to their classroom.**
- **After 8:45 students must go directly to the office for a late pass.**





Dismissal Procedures

At Flint Hill Elementary School...

- **Students will be packed and ready for dismissal prior to the first bell. (M-12:55 & T-F 3:25)**
- **Students will walk directly to their bus, the Kiss and Ride line, their walker group, or to the SACC room.**
- **Early dismissals must take place before the first bell.**
- **Early dismissal must be done through the office.**

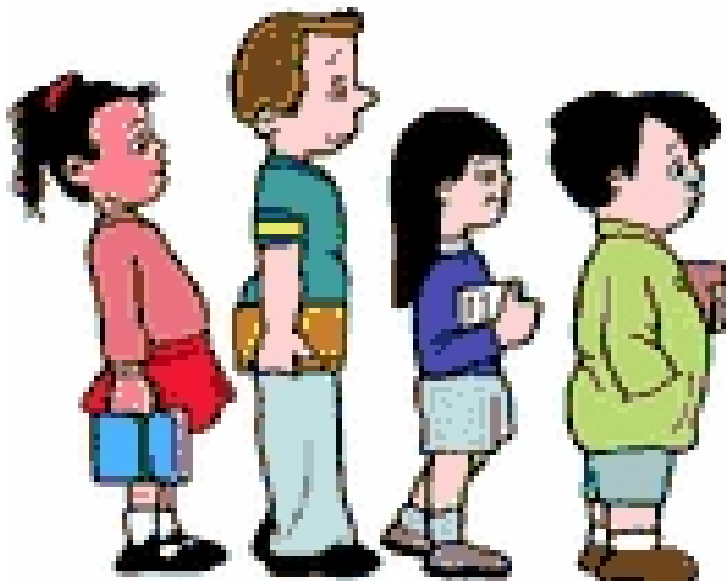




Hallway Procedures

At Flint Hill Elementary School...

- **S**ingle File
- **S**traight Line
- **S**ilent
- **S**tay Together and to the Right
- **S**top At Stop Signs





Bathroom Procedures

Students (in classrooms without bathrooms) will use the following procedures when they need to use the bathroom:

- Request permission to use the bathroom and wait until teacher gives permission.
- Sign the log or take the pass before leaving for the bathroom. Buddy systems are determined by classroom teacher.
- Sign-in upon returning to the classroom.





"I Forgot" Procedures

Sometimes students forget their required materials. For this reason telephone access for students is available from the office **ONLY**. To promote responsibility, two telephone passes will be available to each student per grading period.

The students will use the following phone procedures:

- Ask to use a telephone pass from the classroom teacher.
- Go to the office with the pass and a buddy after morning announcements.
- Sign the telephone log in the office.
- Make the phone call.





Peer Mediation

The Peer Mediation Program offers support to help resolve student conflicts. Referring conflicts to mediation has been successful in keeping small problems from getting bigger. The process takes place in a peaceful, confidential environment with trained peer mediators and a coordinating counselor is always present. Referrals can be made by students, teachers, parents or administrators. Although parent permission is not required, participants are always reminded to tell their parents about their own mediation.



Recognitions

A variety of recognitions are used to encourage expected positive behaviors. All staff will recognize such behaviors on a school-wide basis using the “Falcon Feather” stickers. In addition, other opportunities for recognition include:

- **Examples of teacher implemented recognition**
 - Special treats
 - Free choice activities
 - Homework pass
 - Classroom tokens
- **Examples of school-wide recognition**
 - Fine Dining
 - Popsicle parties
 - Popcorn parties
 - Soar slip recognition
 - Friendly Falcon Awards
 - Class feathers





Think Sheets

Think Sheets, part of Flint Hill's Positive Behavioral Interventions and Supports system, are designed to help students reflect upon their actions and make positive choices in the future. Think Sheets also serve as a communication tool between teachers and parents. A teacher gives a student a Think Sheet to focus the student's attention on a particular behavior and to help the student realize what other choices were available. Think Sheets are designed to be a learning opportunity, not a punishment. Parents are encouraged to discuss Think Sheets with their child and to use them as a starting point for making positive changes in his or her future behavior or work habits.



Consequences

When additional support is needed, the following consequences will usually occur in order:

Level 1: Verbal Warning

- Review Falcon Five with class and individual

Level 2: Teacher Intervention

- Conference with student and optional Think Sheet to be signed by parent and returned



Level 3: Parent Conference

- Conference with parent and teacher



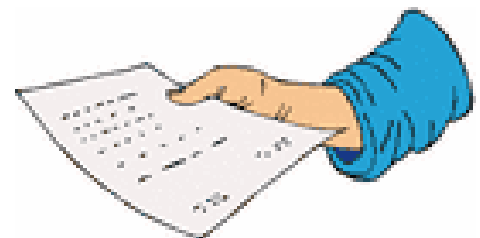
Consequences (continued)

Level 4: Office Referral

- Office Referral sent with student
- Phone call to parent by administrator

Immediate referral to the office will happen for reasons including the following:

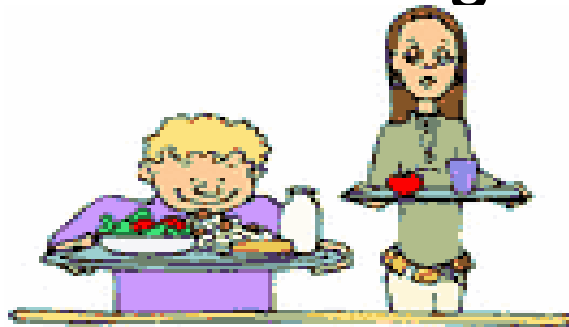
- Fighting
- Threats/Bullying
- Destruction of property
- Endangering self or others





Café's Expectations

- **C**ome in quietly and calmly.
- **A**lways get supplies and raise hand for assistance.
- **F**ollow the Falcon Five.
- **E**at your own food and leave your area clean.
- **S**ilence when the lights are off.





Café's Entry Procedures

- Students will punch in ID number and walk through the line.
- Lunch packers will go directly to table.
- Students will be permitted one trip through the line with their class to pick up all utensils, food, and condiments.
- Students will use good manners while eating, including chewing with their mouths closed and eating their food properly.
- Students will eat only the food they bought in the cafeteria or brought from home.
- Students will remain seated and raise their hand if they need help.
- Students will sign the bathroom log before leaving and upon returning.



Café's Dismissal Procedures

- The cafeteria teacher will dismiss each table individually after 30 minutes.
- Students will remove trash from table, chairs, and floor.
- Students will walk to the exit line and will wait quietly for their teacher.
- Lunch boxes will be placed in classroom tubs before going outside.
- Helpers will remain to do their jobs and leave together.





Café's Consequences

Students who follow Café's Expectations will be recognized individually and by class. If the group is becoming too noisy, the lights will be turned off as a signal for silence. If a student is having difficulty meeting these expectations, the following procedures will be used:

Level 1

- Verbal warning

Level 2

- Solo Lunch

Level 3

- Think Sheet

Level 4

- Referral to the office





Bus Procedures

Students will:

- Follow the Falcon Five Rules.
- Speak quietly.
- Stay in their seats.
- Keep all belongings in their book bag or lunch box.
- Keep the bus clean.
- Keep the aisles clear.
- Oversized items, animals, and glass objects are not permitted on the bus.



Bus Consequences

Students who follow Bus Procedures will be recognized. If a student is having difficulty meeting these expectations, the following procedures may be used.

Level 1

- Verbal warning by patrol or bus driver

Level 2

- Think Sheet or FCPS Bus Referral
- Referral to patrol sponsor

Level 3

- FCPS Bus Referral
- Parent conference
- Assigned seat

Level 4

- Referral to the office



Playground Procedures

Respect Yourself

- Follow all safety rules.

Respect Others

- Include everyone in play

Respect Property

- Use the playground equipment as designed.



Check In / Check Out

Check In/Check Out is a research based, Behavior Intervention Program. This program provides additional support for students who may have difficulty maintaining appropriate classroom and school behavior. The program is individualized to meet the needs of each student participant.

Students will be recommended for participation in CICO by the FHES Student Support Team. FHES Student Support Team will notify parents if their child has been recommended for CICO.





To Our Parents

Kiss N' Ride

All children are encouraged to ride the bus or to walk. If it is necessary to drive children to school, it is vital that the following rules for loading and unloading students by car be followed.

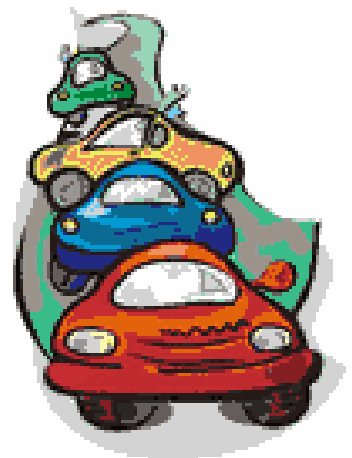
- Students must load and unload in the Kiss and Ride drop off zone **ONLY**.
- In the morning, students must arrive between 8:20 and 8:40.
- To help ensure everyone's safety, parents may not drop off students at SACC entrance or the rear entrance of the school.



To Our Parents

Kiss N' Ride (continued)

- Kiss and Ride is a single lane going in only one direction. Passing is not permitted!
- Pull forward as far as possible. Cars must unload in the drop off zone.
- Load/unload students from the passenger side only. Remain in the driver's seat so that the flow of traffic can continue at a smooth pace.
- Be ready to unload quickly, keeping "goodbyes" brief. Exit promptly after loading or unloading.
- Children are not allowed to cross the bus lane to be picked up by a car parked on Flint Hill Road.





To Our Parents

Kiss N' Ride (continued)

- After all buses have exited the bus lane in the morning, staff will direct Kiss and Ride traffic to use that lane. Go toward Exit 2 and unload as soon as possible.





To Our Parents

Parent & Volunteer Visits

Parents and volunteers are valued visitors to Flint Hill Elementary School! To help maintain the safety of our students and staff and to maximize instructional time, we ask that the following guidelines be observed:

- Report to the office and sign in.
- Obtain a pass and wear it at all times.
- Report to your specific destination.
- Return pass and sign out in the main office upon leaving.
- While in the lobby please maintain silence during all announcements.



To Our Parents

Parent/Teacher Conferences

Conferences are an important part of our communication with parents. All conferences, **FORMAL** or **INFORMAL**, are to be prearranged. All parents will have a scheduled conference at the end of the first grading period. When other conferences are desired, please use the following procedures:

- Contact teacher via e-mail, voicemail, or note, and the teacher will respond within 24 hours.
- On day of conference, enter through main lobby and sign in and obtain a visitor's pass in school office.
- After conference, sign out through the school office.





Understanding

After reading this manual, please sign this page and return it to school. Contact the student's teacher if you have any questions or concerns.

Parent/Guardian:

I understand the system of rules and procedures that will prompt and guide student behavior presented in this manual. My signature below signifies that I will support my child and the faculty of Flint Hill Elementary School so that my child can reach his/her full potential.

Signature

Date

Student:

I understand the system of rules and procedures that are presented in this manual to prompt and guide my behavior. My signature below signifies that I will work with my parents and the faculty of Flint Hill Elementary School to achieve my full potential.

Signature

Date