

# Flint Hill Elementary School Falcon Handbook 2009 - 2010



Created from the PBS 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.



# September 2009

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 Behavior Support 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 positive expected 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

Carolyn Haydon  
Assistant Principal

Please use this checklist and save the Falcon Handbook.

- Read handbook.**
- Review "Falcon Five" with your child.**
- Make sure your child understands positive and negative consequences.**
- Sign and return the *Understanding* form on page 31.**



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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 8:20.**
- **Students will walk directly to their classroom.**
- **After 8:40, students must first get a late pass from the office.**





# Dismissal Procedures

## At Flint Hill Elementary School...

- Students will be packed and ready for dismissal prior to the first bell. (M-12:45 & T-F 3:15)
- Students will walk directly to their bus, the Kiss and Ride line, or their walker group.
- Early dismissals must take place before the first bell.
- Early dismissal must be done through the office.

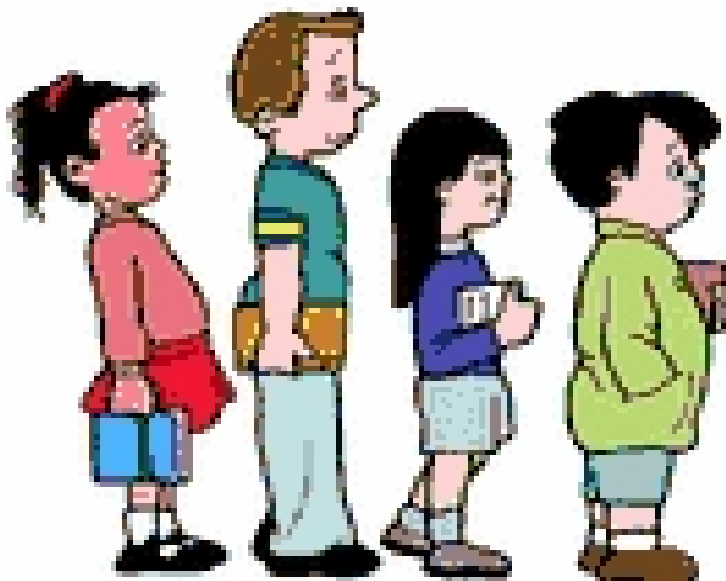




# Hallway Procedures

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 before leaving for the bathroom. Buddy systems are determined by classroom teacher.**
- **Take the pass with you when you go to the bathroom.**
- **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 during the school day 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.



# Positive Consequences

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**
  - Principal lunch
  - Popsicle parties
  - Popcorn parties
  - Soar slip recognition
  - Friendly Falcon Awards





# Negative 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 Think Sheet to be signed by parent and returned

## Level 3: Parent Conference

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





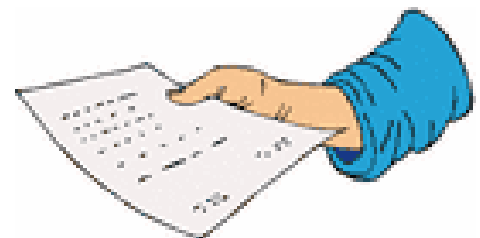
# Negative Consequences (continued)

## 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:

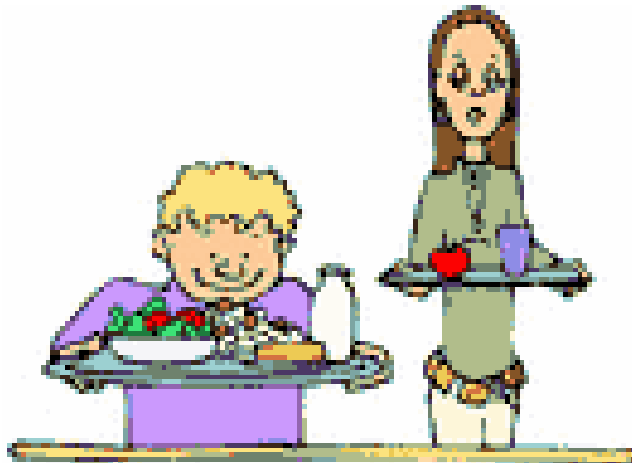
- Fighting
- Threats/Bullying
- Destruction of property
- Endangering self or others





# Café 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.





# Café 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 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 the food they bought in the cafeteria or brought from home.
- Students will remain seated and raise their hand if they need help.
- Sign the bathroom log before leaving and upon returning.



# Café 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 wait for dismissal to classroom or playground.
- Lunch boxes will be placed in classroom tubs before going outside.
- Helpers will remain to do their jobs and leave together.





# Café Consequences

Students who follow Café 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

- Think Sheet

## Level 3

- Solo Lunch

## Level 4

- Referral to the office





# Bus Procedures

## Students should:

- Follow the Falcon Five Rules.
- Speak quietly.
- Stay in your seat.
- Keep all belongings in your bookbag or lunchbox.
- 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 individually and by bus. If a student is having difficulty meeting these expectations, the following procedures will 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

- Think Sheet or FCPS Bus Referral and parent conference
- Assigned seat

## Level 4

- Think Sheet
- Referral to the office



# Playground Procedures

## Respect Yourself

- Follow all safety rules.

## Respect Others

- Invite everyone to play.

## Respect Property

- Use the playground equipment as designed.



# Rules and Expectations for Football and Kickball

## **Football: Basic Rules**

1. Touch no tackle
2. 1 hand touch
3. Below the neck touch
4. Block with hands crossed not open

### Too Rough-Levels of Consequences:

1. 1<sup>st</sup> time: warning-teacher and student talk
2. 2<sup>nd</sup> time: Think Sheet/parent contacted and loss of playing football for 1-3 days
3. 3<sup>rd</sup> time: Think Sheet/parent contacted and loss of playing football for at least a week

## **Kickball: Basic Rules**

### **Start of Play – Pitcher/Kicker**

1. All pitches must be **ROLLED UNDERHAND**. Sidearm and tossing the ball underhand do not count as rolling – so **ROLL THE BALL**. Pitchers are **NOT ALLOWED TO SPIN** the ball while pitching. Pitchers are allowed to take one step forward during the delivery – a running start for pitchers is not allowed.
2. A ‘legal pitch’ is defined as a ball that properly rolled by the pitcher, the ball is not spun in any manner by the pitcher, and the ball does not bounce higher than the kicker’s knee.
3. There are no walks. A kicker is entitled to two ‘legal pitches’ from the pitcher. Any kicker that fails to kick a fair ball within the two legal pitches is out.
4. A strikeout is called if a legal pitch crosses any portion of home plate. The kicker is immediately out regardless of first or second pitch.

### **The Ball In Play**

1. A ball is in play once it is properly kicked by a kicker and the kicker is inside the kicking zone when making contact with the ball, behind home plate, and the ball lands within fair territory. A kicked ball that touches the ground does not need to remain in fair territory once it passes beyond the infield. This is the standard fair/foul rule used in baseball.

### **The Ball Out of Play**

1. A ball is considered out of play when it is foul. A foul ball is defined by the same rules as standard baseball.
2. The ball is out of play when it is returned to the pitcher, the pitcher is on the mound, and no runners are in motion.

### **Runners/Bases/Scoring**

1. A kicker becomes a runner once the ball is legally kicked and remains in fair play.
2. Runners must touch all bases in sequential order return to home plate to constitute a run., first-second-third-home, counter-clockwise.
3. Only one runner per base is allowed. Standard baseball rules regarding multiple base runners on a single base apply as the last base runner determines who is forced to advance.
4. Runners must remain in the same order while on the bases. Any runner that passes the runner in front of them will be called out.
5. Each runner successfully touching home plate without being called out will be scored as one run.
6. No stealing bases.
7. Runners advance at their own risk on fly balls. Standard baseball rules regarding 'tagging up' apply.
8. There is no 'infield fly' rule.
9. There is no '**over-running**' first base. Runners heading to first base run the risk of being tagged or thrown out by a defender if they 'overrun' the base.

### **Making an Out**

1. A kicker is out if a defender catches a kicked ball that has yet to make contact with the ground.
2. Any runner that makes contact with a kicked ball before it touches a defender is considered out and play continues.
3. A kicker is out if they kick a second foul ball.
4. There are no 'force outs.'
5. Runners that improperly 'tag up' on a fly ball can be called out if the defense returns the ball to the base from where the runner left early.
6. A strikeout is any legally pitched ball that crosses any portion of home plate.
7. Any kicker or runner interfering with a defender attempting to throw/handle the ball will be called out.



## 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.

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# 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.

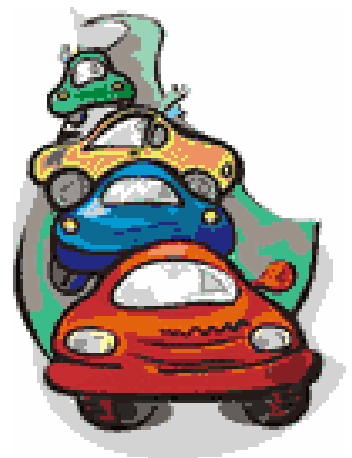
- Students must load and unload in the Kiss and Ride lane ONLY.
- In the morning, students must arrive between 8:20 and 8:40.
- To help ensure everyone's safety, parents may not drop off students at SACC entrance or the rear entrance of the school.



# 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. At least three cars should unload at a time.
- 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.





# 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