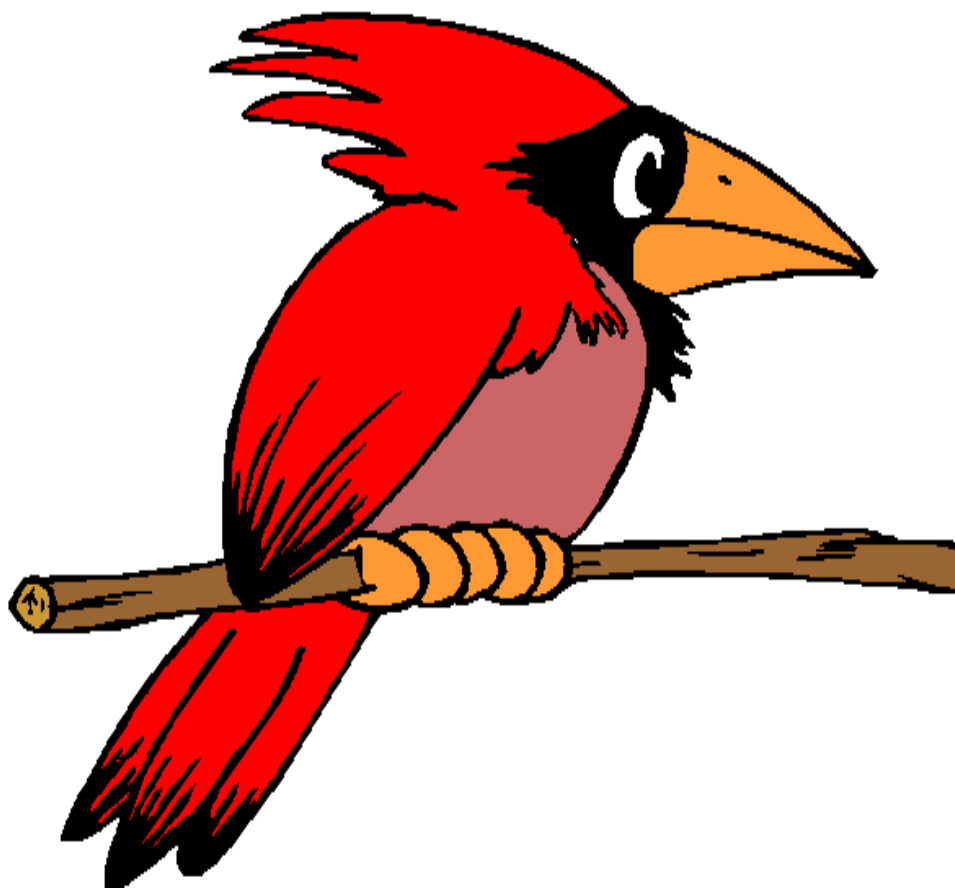


**Forestville Elementary School  
Parent/Student Handbook  
2011 - 2012**



**Positive Behavioral Interventions & Support  
For All Students**

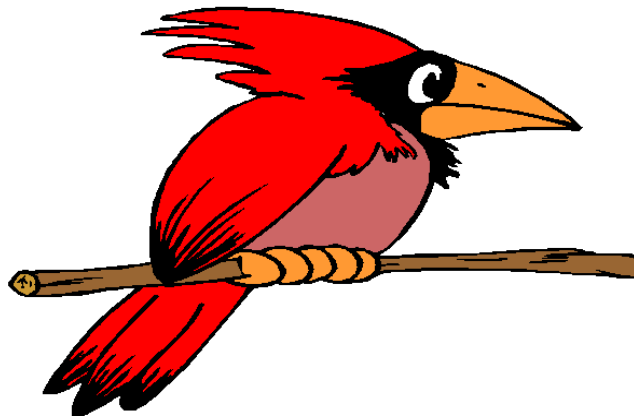
# Mission Statement

The mission of Forestville Elementary School is to provide each child with a learning environment which: promotes academic achievement; develops a positive regard for self and others; stimulates intellectual curiosity; encourages the use of technology; and instills a sense of productive, responsible citizenship with an increasingly diverse society.

The core of Forestville School's program is a strong general education foundation which emphasizes instruction in reading, writing, mathematics, social studies, science, health, and the arts. The program recognizes and respects the developmental needs and patterns of children and provides an emotionally and physically healthful environment for them.

Further, Forestville's staff is dedicated to offering learning experiences which are both challenging and tailored, so students can develop independence and find success. We believe that all learning experiences must contribute to the development of the child's fullest potential in every domain - personally, socially, academically, aesthetically, and physically.

We believe that the collaborative efforts, talents, and energy of parents and staff must always focus on the accomplishment of this vital mission.



November 2011

Dear Parents and Students,

This year we are excited to have Forestville join the growing list of Fairfax County Public Schools who are implementing the PBIS program. PBIS is an acronym for Positive Behavioral Intervention and Support, a program that promotes a school wide positive learning approach to discipline. The objective of PBIS is to improve school climate, teach students to be responsible members of our school community, and reduce challenging student behaviors in a proactive, positive, and consistent manner. This research based program will improve student academic achievement and social competence.

The Parent/Student Handbook was created to inform families of our school wide procedures and Forestville expectations for student behavior. Our goal is to utilize the PBIS program to recognize positive behaviors regarding respect of self, others and environment. This year we will focus on teaching behavioral expectations, recognizing positive student behaviors and addressing negative behaviors in a consistent, clear manner.

On the following pages you will find the visual materials students will see in our walkways, cafeteria, busses, playground and other common areas. Each poster specifies the respectful behaviors expected in each setting. We ask that you review the procedures with your child, read and sign the PBIS partnership agreement on the last page of this booklet and return it to your child's teacher.

This program will be responsive to the changing needs of our community. Monthly meetings will be scheduled for staff to review this plan and to allow for input to further its development. All staff and parents are invited to participate in this process to make it reflective of our common concern and commitment to the children attending The Brook. We welcome your questions and comments. The Forestville staff is enthusiastic about the PBIS program and the positive impact it will have on our school community.

Sincerely,

Matt Harris  
Principal

Mari Arbach  
Assistant Principal

**A variety of methods will be used to encourage positive behaviors. All staff will recognize individual student behavior on a school-wide basis using Cardinal Compliments. Students will receive public recognition weekly on Forestvision (our school wide TV news program).**

**During the year, other opportunities for recognition will also be developed, such as classroom visits by our mascot and cafeteria and hallway rewards.**

	Respect Self	Respect Others	Respect Environment	Staff Expectations
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>✓ walk</li> <li>✓ eat my own food</li> </ul>	<ul style="list-style-type: none"> <li>✓ use a quiet voice</li> <li>✓ raise my hand for help</li> <li>✓ use good manners</li> </ul>	<ul style="list-style-type: none"> <li>✓ clean my area</li> </ul>	<ul style="list-style-type: none"> <li>✓ walk class into the cafeteria and supervise as students are getting in line for food or are getting seated</li> <li>✓ Pick up your own class and check for clean up</li> <li>✓ Be on time bringing class and picking them up</li> </ul>
<b>Halls</b>	<ul style="list-style-type: none"> <li>✓ walk in a single-file line</li> </ul>	<ul style="list-style-type: none"> <li>✓ use a quiet voice</li> <li>✓ stay to the right</li> <li>✓ speak in appropriate situations</li> </ul>	<ul style="list-style-type: none"> <li>✓ keep the halls clean</li> <li>✓ keep my hands and feet to myself</li> </ul>	<ul style="list-style-type: none"> <li>✓ greet and dismiss students at doorway</li> <li>✓ position yourself in the middle of the line so you can see front and back of line at all times</li> <li>✓ stop at the "STOP" signs</li> </ul>
<b>Entrances</b>	<ul style="list-style-type: none"> <li>✓ walk</li> <li>✓ wait in my designated area</li> </ul>	<ul style="list-style-type: none"> <li>✓ yield to younger students</li> <li>✓ keep my hands and feet to myself</li> <li>✓ be patient</li> </ul>	<ul style="list-style-type: none"> <li>✓ stay on the sidewalk</li> </ul>	<ul style="list-style-type: none"> <li>✓ kiss &amp; ride staff and specialists on duty know their expectations</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>✓ walk to and stay in my designated area</li> <li>✓ use equipment in a safe way</li> </ul>	<ul style="list-style-type: none"> <li>✓ share and take turns</li> <li>✓ invite others to play with me</li> <li>✓ speak kindly</li> <li>✓ report problems to a teacher</li> </ul>	<ul style="list-style-type: none"> <li>✓ return equipment</li> <li>✓ remove belongings</li> <li>✓ pick up trash</li> <li>✓ take care of outdoor furniture</li> </ul>	<ul style="list-style-type: none"> <li>✓ take a walkie-talkie</li> <li>✓ provide office with your cell phone number</li> <li>✓ monitor students in designated areas</li> <li>✓ make sure all of your students are accounted for before you walk back in to the building</li> </ul>
<b>Buses</b>	<ul style="list-style-type: none"> <li>✓ stay in my seat</li> <li>✓ be ready to get on and off of my bus</li> </ul>	<ul style="list-style-type: none"> <li>✓ use a quiet voice</li> <li>✓ follow directions from driver and patrols</li> <li>✓ obey the rules of my bus</li> </ul>	<ul style="list-style-type: none"> <li>✓ remove belongings</li> </ul>	<ul style="list-style-type: none"> <li>✓ make sure students are leaving at their bus dismissal time</li> <li>✓ remind students to walk in the hallways</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>✓ flush</li> <li>✓ wash hands</li> </ul>	<ul style="list-style-type: none"> <li>✓ use a quiet voice</li> <li>✓ give others privacy</li> <li>✓ return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>✓ keep the bathrooms clean</li> </ul>	<ul style="list-style-type: none"> <li>✓ send students in "boy/girl" pairs, no more than 2 pairs at a time</li> <li>✓ use sign out sheets as necessary</li> </ul>
<b>Everywhere</b>	<ul style="list-style-type: none"> <li>✓ Report bullying when I see it</li> <li>✓ Speak up for myself</li> <li>✓ Control my own behavior toward others</li> </ul>	<ul style="list-style-type: none"> <li>✓ Help students who are bullied</li> <li>✓ Seek help from others</li> <li>✓ Be a good friend</li> </ul>	<ul style="list-style-type: none"> <li>✓ Include others who are left out</li> <li>✓ Behave in a way so everyone can learn and feel safe</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>All students belong to all staff!</b> Reinforce positive behaviors and respectfully address undesirable behaviors of ALL students</li> <li>✓ Reference the yellow card for what to do in bullying situations</li> <li>✓ Make appropriate report/referral as incidents occur</li> <li>✓ Involve counselors/administrators as necessary</li> </ul>



**Forestville E.S.**



Cardinal Code of Conduct

# The "Tree" R's

**Respect** Yourself



**Respect** Others



**Respect** Environment



# Cafeteria Respect



Use quiet voices

Raise hands  
for help



Eat your own  
food

Clean up



At Forestville we practice the "Tree" R's

# SCHOOL-WIDE POSITIVE BEHAVIOR SYSTEM IN THE CAFETERIA

In order to ensure good citizenship in our cafeteria, the Positive Behavior Intervention and Support (PBIS) Committee is implementing a new program. Along the —FORESTVILLE mural wall, there is a table with —tickets and plastic bins labeled K-6. Adult supervisors keep tickets in their pockets and reward students or an entire class who are caught being good.

When a child is caught being good, they receive a ticket and they write their teacher's name on it. When students line up to leave the cafeteria, they will place the ticket in their grade-level collection bin. Students should NOT be getting out of their seats during lunch to do this.

## **Background information on our new cafeteria system:**

Our cafeteria reward system aims to focus on good behavior more often than correcting misbehavior. By complementing those who are setting good examples, we encourage others to follow their lead. Of course, this does not completely eliminate the need to speak to some students who are not following the rules, but emphasis should be put on those who are caught being good.

Cafeteria monitors and other adults will need to help younger students, especially Kindergarteners and first graders, write on the backs of tickets, the adults may do the writing for them and bring their excellent behavior to their attention. A drawing will be held at the end of each month. The winning class at each grade-level will be given a trophy to proudly display in their classrooms. They will also choose a whole-class reward from a menu of options provided by our PBIS (Positive Behavior Interventions and Supports) committee.

There is a schedule posted on the cafeteria walls which shows the arrival and departure times of each classroom as well as a chart indicating what time each class should begin clean-up. Classes have assigned table washers and sweepers to assist in cleaning up their locations. Although we will celebrate good citizenship and will focus on the many positives, we also recognize that a deterrent to misbehavior may be needed. So we are implementing the following: *Silent Lunch*.

If a student's behavior is deemed disruptive to others, he/she will be notified that they are assigned to —Silent Lunch. The Silent Lunch area is located on the stage with the partition closed. The student(s) will be required to sit alone at a desk during the remainder of the lunchtime and for the following day or until his/her behavior improves. An adult will be present. If the student remains in Silent Lunch for an extended period of time, a call or letter home, a parent conference and/or the loss of other privileges will be considered. Still the primary emphasis will be on accentuating the positive!



# Bathroom Respect



Flush me!



Wash me!



Use me!



At Forestville we practice the “tree” R’s.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## CARDINAL COMPLIMENT I



\_\_\_\_\_  
Nominator

Take this copy HOME  
Please cut or tear here

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Earned a Cardinal Compliment today in  
respect of (circle):

Self

Others

Environment

\_\_\_\_\_  
Nominator



School Copy

## Cardinal Compliments @ Forestville

Students have many opportunities to earn cardinal compliments at Forestville. Students are given cardinal compliments when they exhibit behaviors that show respect to self, others, and the environment.


Each week, one student per grade level are randomly drawn and are announced on Forestvision (our televised news program), gets their picture taken, and receives a cardinal pin.

You can see the pictures of all of our winners displayed in the bulletin board outside by the clinic door.

This year, a class that earns the most cardinal compliments per grade level per quarter will have a chance choose from a list of activities to do as an incentive.

You, as a parent, can recognize your own students when they bring home a cardinal compliment.

# PBIS Be A Buddy Not a Bully!

	Respect Myself	Respect Others	Respect the Environment
As a student at Forestville, I will be a buddy and: 	<ol style="list-style-type: none"><li>1. Report bullying when I see it</li><li>2. Speak up for myself</li><li>3. Will control my own behavior toward others</li></ol>	<ol style="list-style-type: none"><li>1. Help students who are bullied</li><li>2. Seek help from others</li><li>3. Be a good friend</li></ol>	<ol style="list-style-type: none"><li>1. Include others who are left out</li><li>2. Behave in a way so everyone can learn and feel safe</li></ol>

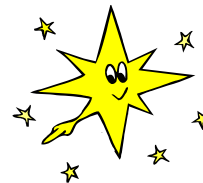
**School Definition of Bullying Behavior:** Bullying behavior is actions or words meant to hurt another person that occurs many times or is repetitive. Bullying is an imbalance of strength and power. It may occur in a variety of setting including the playground, cafeteria, bus, electronically (e.g. cell phone, email) or in the classroom. (Also refer to SR&R for definition of bullying behavior).

Examples of bullying behavior may be:

- **Verbal:** name-calling, teasing
- **Social:** spreading rumors, leaving people out on purpose, breaking up friendships
- **Physical:** hitting, punching, shoving
- **Cyberbullying:** using the Internet, mobile phones or other digital technologies to harm others

If you see a Bully, be **STARS!**

1. **STOP**
2. **TALK (name the behavior as bullying)**
3. **AWAY (walk away)**
4. **REPORT (to a trusted adult)**
5. **SUPPORT (help out students being bullied)**



## PBIS Playground

Outdoor Area	Respect Self	Respect Others	Respect Environment
All areas	<ul style="list-style-type: none"> <li>• Stay away from puddles, mud, ice, and snow.</li> <li>• Play safely as to not harm yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Play actively without pushing or pulling others.</li> <li>• Be STARS if you see bullying.</li> <li>• Stop, look, and listen when the whistle blows.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect plants, trees, and all living things.</li> <li>• Pick up all recess toys, lunch boxes, and jackets.</li> <li>• Pick up trash.</li> </ul>
Playground	<ul style="list-style-type: none"> <li>• Slide down feet first.</li> <li>• Climb on equipment with your head up.</li> <li>• Don't jump off the swings. Only swing forward.</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns on the swings.</li> <li>• Wait your turn to go down the slide the right way.</li> </ul>	<ul style="list-style-type: none"> <li>• Don't throw mulch.</li> </ul>
Field	<ul style="list-style-type: none"> <li>• Wear appropriate shoes for playing sports.</li> <li>• Uphold the rules of the game.</li> </ul>	<ul style="list-style-type: none"> <li>• Include everyone who wants to play.</li> <li>• Follow the rules of games such as tag, soccer, and football.</li> <li>• Report injuries immediately.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid the area if it is muddy.</li> </ul>
Blacktop/Basketball Court	<ul style="list-style-type: none"> <li>• Wear appropriate shoes for playing sports.</li> <li>• Uphold the rules of the game.</li> </ul>	<ul style="list-style-type: none"> <li>• Include everyone who wants to play.</li> <li>• Follow the rules of basketball.</li> <li>• Report injuries immediately.</li> <li>• Share the court with players and non-players.</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid snow and ice.</li> <li>• Pick up all materials and equipment.</li> <li>• Ask permission to get a lost ball.</li> </ul>