

Eagle View Elementary School Parent/Student Handbook 2009 - 2010

Respect



**Positive Behavior Management
For All Students**

School Vision and Mission Statement

Eagle View Elementary believes that all students can and will learn. Our mission is to meet the needs of all learners by creating an inclusive, respectful, and nurturing learning environment that promotes cooperation and academic rigor. Early intervention and differentiated instructional approaches recognize the unique potential of each learner. Our goal is to build upon students' strengths to create lifelong learners and productive citizens.

Respect



September 2009

Dear Parents and Students,

This year we are pleased that Eagle View will continue with our successful implementation of Fairfax County Public Schools PBS program. PBS is an acronym for Positive Behavior Support, a program that promotes a school wide positive learning approach to discipline. The objective of PBS 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 Eagle View expectations for student behavior. Our goal is to utilize the PBS program to recognize positive behaviors regarding respect of **self**, **others** and **surroundings**- what we call "RESPECT S.O.S." 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 PBS 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 for its further 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 EVES. We welcome your questions and comments. The Eagle View staff is enthusiastic about the PBS program and the positive impact it will have on our school community.

Sincerely,

Mary Agnes Garman
Acting Principal

Kimberly Willison
Assistant Principal

Sandy Edwards
Assistant Principal

Please use checklist and save the Eagle View Handbook for future reference.

- Read handbook and reviewed procedures and rules with my child.
- Explained positive and negative consequences to my child.
- Signed and returned PBS Partnership Agreement, due 9/30/09.

Respect



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We Soar with **RESPECT** The Eagle View Way...

Respect



- I will **RESPECT** my Self.
- I will **RESPECT** Others.
- I will **RESPECT** my Surroundings.

The Eagle View Way



Self

- Do your best.
- Be on task.
- Be honest.
- Be responsible.
- Make healthy choices.

Others

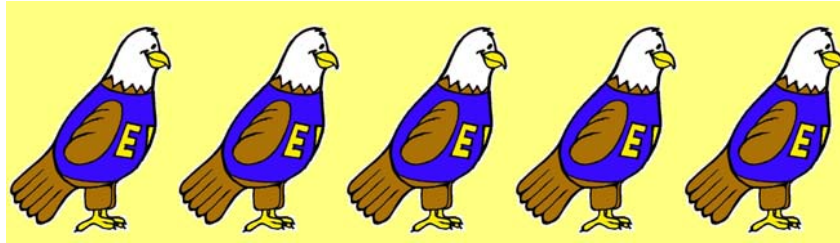
- Care for and help others.
- Be a peace keeper.
- Respond to the quiet signal.
- Be courteous.

Surroundings

- Keep it clean.
- Respect the Earth.
- Care for your share.



Walkways



Self

- Walk safely.
- Take shortest route.

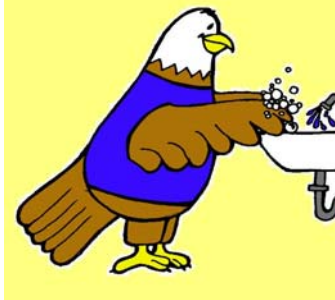
Others

- Watch, walk, and whisper.
- Be aware of personal space.
- Keep your hands to yourself.

Surroundings

- Stay to the right.
- Keep it clean.
- Stop at stop signs.

Bathroom



Self

- Take care of your business.
- Wash hands.

Others

- Flush and be quick.
- Use indoor voices.
- Honor privacy.

Surroundings

- Clean up after yourself.

Playground



Self

- Be safe.

Others

- Play fairly and share.
- Include everyone.
- Stop, look, and listen.

Surroundings

- Leave nature intact.
- Use equipment properly.
- Bring in what you brought out.

EV Cafe



Self

- Eat your own food.
- Follow Golden Plate program.

Others

- Use manners.
- Follow adult directions.
- Stay in your seat.

Surroundings

- Clean up after yourself.



Eagle View Elementary

Cafeteria Responsibilities

Introduction

It is our hope that the Eagle View cafeteria will be a pleasant place for students to enjoy their midday meal while interacting respectfully with adults and fellow students. Our school's main three rules are

1. Respect SELF.
2. Respect OTHERS.
3. Respect SURROUNDINGS.

The outlined student responsibilities explain how all members of our community can contribute to making sure that the Eagle View cafeteria is a safe and friendly environment for all.

EVES Cafeteria Rules

1.

Walk at all times.

What this looks like: *Children walking to the café line. Children walking to the tables. Children walking while cleaning up. Children walking to leave the cafeteria..*

What this doesn't look like: *Children running, skipping, hopping, jumping, sliding or galloping.*

2. **Pick up all necessary items as you go through the cafeteria line.**

What this looks like: *Children picking up spoons, forks, napkins, straws and condiments before going to their tables. Children getting all of the food that they want to purchase with one trip through the line.*

What this doesn't look like: *Children getting up from their seats to get forgotten items. Children walking to an adult to ask for an item.*

3. Raise your hand if you need help from an adult.

What this looks like: *Children raising their hands to ask an adult for a forgotten item. Children raising their hands to ask to go to the restroom if it is an emergency. Children raising their hands if they need help with their food. Children raising their hands if they can't solve a problem with another student.*

What this doesn't look like:

Children standing up or walking over to an adult.

4. Stay in your seat.

What this looks like: *Children choosing one stool to sit on and remaining with their bottoms touching the plastic stool for the entire lunch period. Children facing the table with their legs underneath it.*

What this doesn't look like: *Children changing seats. Children going to talk to a friend, adult or relative. Children leaving their seats to get forgotten supplies.*

Children going to the restroom without permission. Children standing up and dancing or playing.

5. Use low or inside voices, talking only with students at your table.

What this looks like: *Children talking to the people on their right hand side or left hand side at the table where they are seated.*

What this doesn't look like: *Children leaning between two tables to talk to each other. Children shouting so they can be heard by someone not sitting next to them.*

6. Use the restroom before coming to or after leaving the cafeteria.

What this looks like: *Taking the time to go to the restroom when your teacher takes you there before lunch. Raising your hand to ask for an adult to escort you to the restroom if it is an emergency.*

What this doesn't look like: *Asking to go to the restroom when you could wait till your teacher comes. Going to the restroom to visit with a friend. Leaving the cafeteria to go to the restroom without an adult escort.*

7. Use good table manners.

What this looks like: *Children eating their food with the right utensils. Children talking about polite things.*

What this doesn't look like: *Children creating mixes with their food and drinks. Children making inappropriate noises. Children talking about things that are unpleasant or disgusting. Children using the trays, plastic utensils, storage bags or containers to make noises or as play things.*

8. Clean up after yourself.

What this looks like: *Children checking for trash and food and picking it up before leaving the table. Children going back to the table to clean up messes they made.*

What this doesn't look like: *Children leaving their trash and food for someone else to clean up. Children playing with their food and creating a mess.*

9. Do your job if it is your turn to be the table washer, floor sweeper, or tray collector.

What this looks like: *Children walking to the supply table to get cleaning supplies. Children doing their jobs well. Children making sure the tables and floors are clean for the next class.*

What this doesn't look like: *Children playing around instead of cleaning. Children leaving the floor and tables dirty.*

10. Speak respectfully to others.

What this looks like: *Children using words like please and thank you when they ask for things. Children using kind words when speaking to each other in the cafeteria.*

What this doesn't look like: *Children demanding food or supplies from an adult without saying please or thank you. Children using words that are hurtful to others.*

11. Keep your hands away from the cups and table signs.

What this looks like: *Children leaving the table signs and cups untouched in the center of each table.*

What this doesn't look like: *Children playing with the table signs or cups.*

Children breaking the table signs or cups. Children changing the cups to different colors.

12. Immediately be quiet when given the Silent Signal. Remain quiet till the lights are turned back on.

What this looks like: Children getting quiet and gesturing to others near them to be quiet when the lights are turned off. Children not talking till the lights are turned back on.

What this doesn't look like: Children continuing to talk when the lights are turned off.

Golden Plate Fine Dining Awards

Each table of diners is a team working together to encourage respectful behavior in the cafeteria. Each table will have a red cup, a yellow cup and a green cup. At the start of lunch all cups are green. Any adult observing the breaking of rules can change the cup to yellow as a warning. Once a cup is changed, it can't be moved back until the next lunch period.

At the end of each lunch period, 1 point will be awarded to tables with a yellow cup, 2 points for each table with a green cup for the day. A class earns their total points each lunch period based on the number of tables that are still on green or yellow cups. Some classes have four tables in the café as they have more children in the class.

Golden Plate Incentives

Classes will receive a golden plate for achieving a specified number of points in the cafeteria. After earning a specified number of golden plates, classes will earn rewards such as popcorn, class movies, dessert, extra recess etc. to be determined and announced.

Severe or Chronic Behavior Issues

Students who misbehave may be relocated to an Alternative Lunch Location. Classes will not be punished for the reoccurring problem behaviors of a particular student. Any adult may choose to place a student at an Alternative Lunch Location (ALL) desk for improper behavior.

An Individual Behavior Report may be created by the cafeteria assistants to communicate with the classroom teacher. If students are repeat offenders, the classroom teacher and cafeteria assistant will speak with an administrator to make additional arrangements which might include assignment to ALL for more than one day, eating lunch in the office, eating lunch in another teacher's classroom or having an assigned seat.

Student Responsibilities

It is our expectation that students will behave respectfully during their lunch period. They will demonstrate respect for themselves, respect for others and respect for property.

- Follow your teacher into the cafeteria in a quiet orderly line. If you are buying, you will follow your teacher to the cafeteria line door. If you packed your lunch, you will walk to your table.
- Eat your lunch and follow the EVES Cafeteria Rules.
- Clean up your food and trash when an adult comes to your table with a trash barrel. Walk to the trash barrel and carefully place waste in the barrel. Give your foam tray to the student collecting them.
- Wait quietly in your seat at your table till your teacher comes to the table to dismiss you.
- Participate in clean up procedures when they are assigned to you.
- If an adult turns off the lights, this is the Silent Signal. Immediately stop talking. You may help others get quiet by putting your finger to your lips and looking at them. Remain silent till the lights are turned on again.

School Bus



Self

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- Sit in your seat.
- Face forward.

Others

- Use quiet voices.
- Hands and feet to yourself.
- Listen to driver and patrols.

Surroundings

- Eat food and drink elsewhere.
- Take off what you brought on.

Bus Misbehavior Consequences

The safety of our students is our biggest concern for our students on buses. If an Eagle View student does not follow appropriate bus behavior expectations, the following procedures will be used, depending on the severity of the infraction, and whether the behavior is recurring:

- **Reminder of bus procedures**
- **Verbal warning by patrol or bus driver.**
- **Think Sheet or FCPS Bus Referral.**
- **Referral to teacher andr patrol sponsor.**
- **Referral to main office and parent contacted.**
- **Assigned seat.**

FCPS regulation 2601.22P states that bus drivers may recommend suspension of bus transportation for students who do not follow appropriate standards of conduct.

Soaring the Eagle View Way



A variety of methods will be used to encourage positive behaviors. All staff will recognize individual student behavior on a school-wide basis using "You Soared!" stickers. Students will receive public recognition weekly on ETV news, and classes will watch our mascot soar to new heights on a display based on the number of students who are recognized each week.

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

In addition, this year we will be initiating a new system for our school busses which is similar to our cafeteria Golden Plate color system. Students will try to keep their busses on blue during each ride by showing appropriate bus behavior. The students will be able to keep track of their positive bus behavior on our "Bus-ta Move" bulletin board.

Responding to Behavior Violations

The following system has been established in the event a student does not follow the procedures for respecting self, others or surroundings.

Level 1: Behaviors that do not significantly violate the rights of others and do not appear ongoing (Examples: disrupting instruction, dishonesty, refusal to follow directions, etc.)

*Review rule and expected behavior, individual consequence at the discretion of the teacher

Level 2: Behaviors that significantly violate the rights of others, or put others at risk or harm, or are ongoing level 1 behaviors (Examples: arguing with staff/talking back, throwing materials at others, drawing pictures which illustrate violent/inappropriate behaviors towards others etc.)

* Review rule and expected behavior, complete behavior report, consequence by teacher, contact parent, referral to school support staff

Level 3: Behaviors that violate Fairfax County Student Responsibilities and Rights manual, or Virginia state policies or laws or are ongoing level 2 behaviors (Examples: purposeful bodily contact with intent to injure or resulting in injury, stealing valuables, making racial, ethnic, religious or sexual slurs, possession of weapon or weapon look-alike, possession of illegal substances etc.)

* Review rule and expected behavior, referral to office, contact parent, other consequences as described in FCPS Student Responsibilities and Rights manual



THINK SHEET

I Take
Responsibility for My Words & Actions
To Show **RESPECT** for Self, Others and
Surroundings

Name _____ Date _____

I am responsible for what I say and do.

What was I feeling? angry frustrated hurt
worried sad other: _____.

What did I choose to do?

My choice affected others in the following ways:

Next time, I will choose to: (describe what you
would do differently)

Take a short break talk it out Think about the problem

Other:

Outcome

Apology

Apology of Action

Other:

EAGLE VIEW THINK SHEET

NAME: _____ DATE: _____

LOCATION OF INCIDENT: _____ TIME: _____

The Eagle View S.O.S. Rule that I did not follow is:

- RESPECT self
- RESPECT others
- RESPECT surroundings

What I did: _____

This is what I should have done:

_____ _____ _____ _____ _____ _____
--

Teacher comment: _____

Teacher Signature _____ Date: _____

Parent Signature _____ Date: _____

PARENTS, PLEASE- SIGN AND RETURN ON NEXT SCHOOL DAY

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.

- In the morning, students must arrive between 8:45 a.m. and 9:05 a.m.
- Students must load and unload in the Kiss and Ride Zone ONLY.



To Our Parents

Kiss N' Ride (continued)

- Kiss and Ride is a single lane going in only one direction. Passing is not allowed.
- Pull forward as far as possible.
- Load/unload students from the passenger side only. Remain in the driver's seat so the flow of traffic can continue at a smooth pace.
- Be ready to unload quickly, keeping "goodbyes" brief. Exit promptly after loading or unloading as traffic safely allows.



Parent & Volunteer Visits

Parents and volunteers are valued visitors at EVES! 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.**



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.**



Read the ^{Is} PBS Parent Handbook online at
www.fcps.edu/eagleviewes
PBS Partnership Agreement

After reading this manual, please sign this page and return it to school by Sept. 30, 2009. Contact the student's teacher if you have any questions or concerns. Families who enroll after September should return this agreement within one week after receipt.

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 staff of Eagle View 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 staff of Eagle View Elementary School to achieve my full potential.

Signature

Date