

# Eagle View Elementary School Parent/Student Handbook 2010 - 2011

## Respect



**Positive Behavior Management  
For All Students**

September 2010

Dear Parents and Students,

This year we are pleased that Eagle View will continue with our successful 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 improves and supports 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." We will focus on teaching behavioral expectations, recognizing positive student behaviors and addressing negative behaviors in a consistent, clear manner.

On the following page you will find the matrix with our Eagle View expectations for students. These expectations can be found on posters 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 these procedures with your child, as well as the Eagle View Parent Student handbook and sign the Parent Partnership agreement on the last page of this booklet and return it to your child's teacher.

PBS is responsive to the changing needs of our community. At monthly meetings staff review our PBS goals and discuss plans for further improvement. All parents are invited to participate in the PBS program to reflect 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 its positive impact on our school community.

Sincerely,

Dr. Patty Granada  
Principal

Mrs. Elizabeth Bumbrey  
Assistant Principal

Mrs. Sandy Edwards  
Assistant Principal

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

- Read PBS and Parent Student Handbook and reviewed procedures and rules, rewards and consequences with my child.
- Signed and returned Parent Partnership Agreement, due 9/30/10.

	Respect Self	Respect Others	Respect Surroundings
The Eagle ViewWay	<ul style="list-style-type: none"> <li>★ Do your best</li> <li>★ Be on task</li> <li>★ Be honest</li> <li>★ Be responsible</li> <li>★ Make healthy choices</li> </ul>	<ul style="list-style-type: none"> <li>★ Care for &amp; help others</li> <li>★ Be a peace keeper</li> <li>★ Respond to quiet signal</li> <li>★ Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep it clean</li> <li>★ Respect the Earth</li> <li>★ Care for your share</li> </ul>
School Bus	<ul style="list-style-type: none"> <li>★ Sit in your seat</li> <li>★ Face forward</li> </ul>	<ul style="list-style-type: none"> <li>★ Use quiet voices</li> <li>★ Hands, feet, and objects to yourself</li> <li>★ Listen to the driver and patrols</li> </ul>	<ul style="list-style-type: none"> <li>★ Eat food and drink elsewhere</li> <li>★ Take off what you bring on</li> </ul>
WALKways	<ul style="list-style-type: none"> <li>★ Walk safely</li> <li>★ Take shortest route</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk, Watch, and Whisper</li> <li>★ Be aware of personal space</li> <li>★ Hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>★ Stay to the right</li> <li>★ Keep it clean</li> <li>★ Stop at stop signs</li> <li>★ Look with your eyes only</li> </ul>
Playground	<ul style="list-style-type: none"> <li>★ Be safe</li> </ul>	<ul style="list-style-type: none"> <li>★ Play fairly &amp; share</li> <li>★ Include everyone</li> <li>★ Stop, Look, &amp; Listen</li> </ul>	<ul style="list-style-type: none"> <li>★ Leave nature intact</li> <li>★ Use equipment properly</li> <li>★ Bring in what you brought out</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>★ Eat Your own food</li> <li>★ Follow Golden Plate Program</li> </ul>	<ul style="list-style-type: none"> <li>★ Use manners</li> <li>★ Follow adult directions</li> <li>★ Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>★ Clean up after yourself</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>★ Take care of your business</li> <li>★ Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>★ Flush</li> <li>★ Be quick</li> <li>★ Use indoor voice</li> <li>★ Honor privacy</li> </ul>	<ul style="list-style-type: none"> <li>★ Clean up after yourself</li> </ul>

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

Respect



S.O.S.

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

# Eagle View Cafeteria Rules and 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.

**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.*

**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.

## **Bus Misbehavior Consequences**

**Parents are asked to review FCPS Regulation 2601.22P (Bus regulations) for a complete listing of bus rules.**

**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.**
- Assigned seat**
- Referral to teacher and patrol sponsor.**
- Referral to main office and parent contacted.**

**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 who earn stickers will receive public recognition weekly on ETV news,

During the year, other opportunities for recognition will also be developed, such as classroom visits by our mascot, movie time, one night's homework pass, extra recess, etc.

In addition, this year we will continue our 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 track of their positive bus behavior on our "Bus-ta Move" bulletin board, and respectful bus riders will be invited to take a 30 second dance break to celebrate their success.

## 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, think sheet, apology of action

**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.

Read the PBS Parent Handbook online at  
[www.fcps.edu/eagleviewes](http://www.fcps.edu/eagleviewes)  
**Parent /Student Partnership Agreement**

After reading this manual, please sign this page and return it to school by Sept. 30, 2010. Contact your child'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. I have also reviewed the EV Parent/Student Handbook and agree to follow procedures within.

\_\_\_\_\_  
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