Silverbrook Elementary School
Parent/Student Handbook
2014 - 2015

Positive Behavior Management
For All Students
Silverbrook Elementary School is committed to empowering and supporting students by meeting their individual needs to encourage and support their full academic and social-emotional potential. Students will demonstrate self-reliance and respectful citizenship skills; and they will contribute to their community by working with parents and teachers to become productive members of society.

At Silverbrook Elementary, we have high expectations and strive to educate all students to meet challenging academic objectives. As a collaborative learning team, we work in partnership to support and enable students to reach their full learning potential. Our shared educational purpose, including common knowledge, common language, and common expectations, are the keys to our academic success.
September 2014

Dear Parents and Students,

This year we are excited to have Silverbrook join the growing list of Fairfax County Public Schools who are continuing to implement the PBIS program. PBIS is an acronym for Positive Behavioral Interventions and Supports, a program that promotes a schoolwide 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 schoolwide procedures and Silverbrook 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 hallways, cafeteria, buses, 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 Silverbrook. We welcome your questions and comments. The Silverbrook staff is enthusiastic about the PBIS program and the positive impact it will have on our school community.

Sincerely,

Melaney Mackin  Kathleen McDonald
Principal        Assistant Principal

Please use this checklist when reviewing the Silverbrook Handbook with your child.

☐ Read handbook and reviewed procedures and rules with my child.
☐ Explained positive and negative consequences to my child.
☐ Signed and returned PBIS Partnership Agreement, due September 30
We Soar with RESPECT
The Silverbrook Way…

- I will RESPECT my Self.
- I will RESPECT Others.
- I will RESPECT my Environment.
A variety of methods will be used to encourage positive behaviors. All staff will recognize individual student behavior on a schoolwide basis using SOAR cards. Students will receive public recognition.
## Silverbrook Rules

<table>
<thead>
<tr>
<th></th>
<th>RESPECT SELF</th>
<th>RESPECT OTHERS</th>
<th>RESPECT ENVIRONMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The Silverbrook Way</strong></td>
<td>Do your best</td>
<td>Care for and help others</td>
<td>Keep it clean</td>
</tr>
<tr>
<td></td>
<td>Be on task</td>
<td>Be a peace keeper</td>
<td>Respect the earth</td>
</tr>
<tr>
<td></td>
<td>Be honest</td>
<td>Respond to quiet signal</td>
<td>Care for your share</td>
</tr>
<tr>
<td></td>
<td>Be responsible</td>
<td>Be courteous</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make healthy choices</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>School Bus</strong></td>
<td>Sit in your seat</td>
<td>Use quiet voices</td>
<td>Eat food and drink off the bus</td>
</tr>
<tr>
<td></td>
<td>Face forward</td>
<td>Hands, feet, and objects to yourself</td>
<td>Take off what you bring on</td>
</tr>
<tr>
<td><strong>Hallways</strong></td>
<td>Walk safely</td>
<td>Walk, watch, and whisper</td>
<td>Stay to the right</td>
</tr>
<tr>
<td></td>
<td>Take shortest route</td>
<td>Be aware of personal space</td>
<td>Keep it clean</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hands to yourself</td>
<td>Stop at stop signs</td>
</tr>
<tr>
<td><strong>Playground</strong></td>
<td>Be safe</td>
<td>Play fairly and share</td>
<td>Leave nature intact</td>
</tr>
<tr>
<td></td>
<td>Stay in sight of adults</td>
<td>Include everyone</td>
<td>Use equipment properly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stop, look, and listen</td>
<td>Bring in what you brought out</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Eat your own food</td>
<td>Use manners</td>
<td>Clean up after yourself</td>
</tr>
<tr>
<td></td>
<td>Wait quietly in line</td>
<td>Follow adult directions</td>
<td></td>
</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>Take care of your business</td>
<td>Flush</td>
<td>Clean up after yourself</td>
</tr>
<tr>
<td></td>
<td>Wash hands</td>
<td>Be quick</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use indoor voice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Honor privacy</td>
<td></td>
</tr>
</tbody>
</table>
Introduction

It is our hope that the Silverspoon Cafe will be a pleasant place for students to enjoy their lunch while interacting respectively with adults and fellow students. Our school’s main three rules are

1. Respect SELF.
2. Respect OTHERS.
3. Respect ENVIRONMENT.

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

Silverspoon Cafe Rules

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.

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.
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 or containers. 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.

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.

Use low or inside voices, talking only with students at your table.
What this looks like: Children talking to the people on their right 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.

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 until your teacher comes. Going to the restroom to visit with a friend. Leaving the cafeteria to go to the restroom without an adult escort.
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.*

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.*

Do your job if it is your turn to be the table washer or floor sweeper.
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.*

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 each other.*

Keep your hands away from the table signs.
What this looks like: *Children leaving the table signs untouched in the center of each table.*
What this doesn’t look like: *Children playing with the table signs. Children breaking the table signs. Children changing the colors on signs.*
**Bus Misbehavior Consequences**

The safety of our students is our biggest concern for our students on buses. If a Silverbrook 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
- FCPS Bus Incident Report
- Referral to teacher and/or 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.
Behavioral Expectations and Matrix...
Each family can align school expectations with family expectations...

<table>
<thead>
<tr>
<th></th>
<th>Mealtimes</th>
<th>Bathroom</th>
<th>TV Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect Self</td>
<td>Make healthy food choices</td>
<td>Maintain privacy</td>
<td>Turn TV off at agreed time</td>
</tr>
<tr>
<td>Respect Others</td>
<td>Share treats</td>
<td>Flush</td>
<td>Share the remote</td>
</tr>
<tr>
<td>Respect the Environment</td>
<td>Put dirty dishes in the sink</td>
<td>Pick up wet towels</td>
<td>Pick up after yourself before leaving the TV area</td>
</tr>
</tbody>
</table>

Teach what it looks like to the family

<table>
<thead>
<tr>
<th></th>
<th>House</th>
<th>Car</th>
<th>Others Houses</th>
<th>Public (Store etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respect Self</td>
<td>Study and do homework in set time</td>
<td>Take something to read in the car</td>
<td>Ask questions so you know their rules</td>
<td>Act with good manners</td>
</tr>
<tr>
<td></td>
<td>Get plenty of sleep</td>
<td>Go to the restroom before we leave</td>
<td>Use kind words</td>
<td>Take a book to read in case you get bored</td>
</tr>
<tr>
<td>Respect Others</td>
<td>Pick up your belongings</td>
<td>Keep hands and feet to self</td>
<td>Offer to help clean up</td>
<td>Keep hands and feet to self</td>
</tr>
<tr>
<td>Respect the Environment</td>
<td>Clean up trash that might blow in other yards</td>
<td>Keep food and drink inside car</td>
<td>Say please and thank you</td>
<td>Keep voice to a three inch level</td>
</tr>
</tbody>
</table>
PBIS Partnership Agreement

The parent/Student PBIS Handbook is located on the Silverbrook webpage under Brook Information. Please take the time to review the handbook with your child. Your child’s teacher will be reviewing it in class as well. Once you have reviewed the handbook, please sign and return this form. Forms are due by September 30. Families who enroll after September should return this agreement within one week after receipt.

Parent/Guardian:
I read the system of rules and procedures that will prompt and guide student behavior presented in this handbook. My signature below signifies that I will support my child and the staff of Silverbrook 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 handbook to prompt and guide my behavior.

____________________________
Signature/Date