



# **Eno Valley Elementary School**

## **Comprehensive Plan for Choices**

### **Administrative Responsibilities**

- 1. When administration or Choices staff assigns a scholar to Choices, an email will be sent to the homeroom/subject teachers, counselor if EC, ESL or AIG, the appropriate resource teacher will also be informed.**
- 2. Administration or Choices staff will have the scholar complete the Choices Behavioral Contract. Signed contracts should be maintained in Choices as documentation.**
- 3. Administration or Choices staff will have the scholar complete the Reflection Behavior Journal on the day they enter Choices for a time-out or assigned day.**
- 4. Mr. Maynor and Dr. Hardy will provide the teacher or team leader (4th & 5th) with a folder to collect student work by 3:00pm. The administration team will follow up with Mr. Maynor and Dr. Hardy to ensure folders and provided in a timely manner.**
- 5. Mr. Maynor and Dr. Hardy will notify administration of teachers who do not provide work to scholars or have a difficult time following the Choices expectations and procedures.**
- 6. Administration will have a face-to-face meeting with written documentation to teachers who do not send work in a timely manner.**

### **If a scholar gets a consequence at the end of the school day:**

- 1. Dr. Hardy or Mr. Maynor will distribute folders to the teacher or team lead (4th & 5th) by 3:00pm. Team leads will need to decide on a distribution method if a team member is absent.**
- 2. 4th and 5th grade team leads will be responsible for collecting work for the team.**
- 3. Each day, the completed work will be placed in the teacher or team leads mailbox in the lounge.**
  - A. If there is work that scholars have not completed, it will be held for the next day. If the scholar is not assigned the next day it will be placed in the folder and returned to the teacher.**

- B. For the teacher, if all work has been completed and the scholar is assigned to Choices for another day; remove all completed work and add new work for the next day.**
- 4. Folders for the days Choices assignment should be provided in the Choices mailbox no later than 7:50am. Choices mailbox is located in the main office behind Mrs. Taylors desk.**
  - A. All referrals must be submitted at time of incident or no later than the end of work day.**

**If a scholar gets a consequence during the school day ( days or Time-out):**

- 1. Scholars will be escorted to Choices by Dr. Hardy, Mr. Maynor, administration or parties assigned by administration. Scholars are not to be taken to Choices without approval.**
- 2. Dr. Hardy, Mr. Maynor or assigned personnel will obtain a folder for the scholars work. If work is not immediately available, teachers will send the work to the main office within 30 minutes of the scholars pickup.**
- 3. If scholar is assigned to additional days in Choices, steps 1-4 from the above section will be administered.**

#### **Quarterly Review**

**Each PLC should submit a quarterly review by the following dates:**

**Quarter 1 by: Nov. 9th**

**Quarter 2 by: Feb. 1th**

**Quarter 3 by: April 5th**

**Quarter 4 by: May 10th**

**If work is not submitted from a particular teacher or team the scholar will be provided with a quarterly review assignment which will be graded in lieu of the missing assignment. Quarterly reviews are not to be used as a reason for not submitting work to Choices.**



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## Behavior Contract, Expectations, Consequences & Rewards

1. I will be alert, awake and on-task.
2. I will raise my hand and ask for permission before getting out of my assigned seat/area.
3. There is no food, drink, candy etc. except for lunchtime.
4. I will complete and turn in all assigned work.
5. I will remain quiet and only speak with the staff as required while in Choices.
6. I will receive extra day(s) in Choices or OSS if I do not follow the directions while assigned.

### Consequences for not following directions while in choices

- First Offense: Warning
- Second Offense: Administration will be contacted and additional consequences will be assigned depending on the offense.
- Third Offense: Parent contact/ additional consequence.

### Rewards for Meeting the Expectations While in Choices

*Any or both are possible rewards of positive behaviors while in Choices.*

- Reduction of the time spent in Choices.
- Time spent engaging in educational games/activities or specified amount of computer time.

I \_\_\_\_\_, have been informed and I understand the expectations, consequences and rewards while in Choices.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Choices Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_



# Eno Valley Elementary School

## Behavior Reflection For 2nd to 5th grades

**Student Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**The inappropriate behavior I displayed was:**

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**When it happened:**

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**Why it happened:**

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**Which SOARR rule would have helped you to handle the situation better?**

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**What will you choose to do next time?** \_\_\_\_\_

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**I ignored the following SOARR rule:**

**Safe**

**Organized**

**Achievement**

**Respectful**

**Responsible**

**Describe what you will do to show good SOARR behavior from now on: (Use the SOARR rule list to explain)**

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**Teacher comments:**

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**Student's signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Teacher's signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent or Guardian's signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent comments:** \_\_\_\_\_

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# Eno Valley Elementary School

**Behavior Reflection**  
**For 2nd to 5th grades**

**Name**

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**Date**

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**When it happened:**

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**Where it happened:**

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**Safe**

**Organized**

**Achievement**

**Respect**

**Responsible**

**This is the behavior choice I made (teacher is to fill in this)**

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**In the box draw a picture of a better choice that you could make.**



**Teacher signature**\_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent or Guardian Signature**

**Date:**\_\_\_\_\_

**Parent comments:**

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