

## **Briarcliff Elementary Information Policies and Guidelines**

All students are responsible for complying with and are expected to be familiar with the WCPSS code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents/guardians at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

### **1. COMMUNICATION**

**A. WEEKLY FOLDERS:** A student folder will be sent home weekly. PTA information and classroom newsletters may also be sent through weekly folders, so be on the lookout for these important communications. Parents/Guardians should review the included work samples and weekly progress of the child and, when necessary, make arrangements for a conference with the teacher. The work folder should be signed by a parent or guardian and returned to school the next day so that the teacher will know that you are aware of the child's progress. The materials in the folder should be kept at home, and the empty folder should be returned to the school.

**B. CLASSROOM NEWSLETTERS:** Teachers send weekly, biweekly, or monthly newsletters home to keep you informed about the instructional program and any special events occurring in the classroom. Please know that some teachers send their newsletters home in the students' weekly folder, while others choose to email their newsletters to families. These letters are very informative, so please take time to read them.

**C. PTA NEWSLETTER:** The PTA sponsors a periodic newsletter which is sent home with the children in their weekly folder. This newsletter includes highlights from various committees and information about upcoming events. We encourage our school families and staff to become members of the Briarcliff PTA. To help us reduce the cost of publication we send home one copy per family in the weekly folder of the youngest sibling.

**D. CONFERENCES:** Appropriate communication between the school and home is essential for the success of all of our children. Teachers will schedule a minimum of two conferences per year. Parents/guardians may request a phone conference if attendance is inconvenient. Attending these conferences is essential for communication about your child's progress. We believe that parents/guardians and teachers need this communication to best serve students, so our staff is committed to providing time for the conference.

**E. CONCERNS:** There may be times when you have a specific concern regarding a policy or incident that occurred during the school day. Please address any classroom concerns with the teacher. If you have concerns that are related to school policies, curriculum, or transportation please call an administrator to communicate your concern.

## **2. HOMEWORK PLAN**

**A. PURPOSE:** It is the philosophy of the staff of Briarcliff Elementary that homework is an important part of our educational program for students. Homework assignments are designed to be purposeful continuations and extensions of the instructional program. Homework will be appropriate to student's developmental and academic achievement level and will provide opportunities for students to practice what is learned at school.

**B. ASSIGNMENTS:** To ensure the most appropriate and effective use of homework assignments, the following guidelines will be implemented. Homework assignments will cover concepts or skills that have been introduced in class. Students will have had guided practice time in the classroom and are expected to complete a homework assignment independently and outside of school hours.

Homework assignments will be specific. Students will know what is expected of them, and the task will be within the student's abilities. Prior to leaving school, questions pertaining to the completion of homework will be answered and clarified to ensure students understand the assignment.

Homework assignments will not require the use of books or materials which are not readily available in the home or accessible to the students at school.

All students will be provided with an agenda, assignment sheet and/or instructions for homework. Parents/guardians will be notified if their child is having difficulties keeping up with homework assignments. Please contact the teacher if your child is spending excessive time on homework or finding it too challenging. Having the support of parents/guardians is very important if homework is to be helpful and meaningful to the child.

**C. EVALUATION OF HOMEWORK ASSIGNMENTS:** Homework may be assessed in a variety of ways, including but not limited to:

- Class discussions
- Individual conferences
- Checklists
- Comments
- Rubrics—Scoring guides

## **3. PROMOTION AND INTERVENTION POLICY**

Elementary students in the Wake County Public School System must meet grade level standards to be promoted to the next grade. These standards are based on the North Carolina Student Accountability Standards. A student is promoted when all grade level standards are met. However, students may be promoted with required intervention when not all of the standards are met but adequate yearly progress has been shown.

Key Points:

- Promotion is based upon many factors:
  - Daily work
  - Assessments in reading, writing, and mathematics
  - Attendance
  - NC End-of-Grade Tests for grades 3-5
- Additional resources are available at each grade level to help students who are not meeting academic benchmarks.
- Some students may take End-of-Grade Tests more than once.
- Principals make the final decision on student promotion.
- Parents/guardians should be regularly informed when students are not making adequate progress.
- When retention is a consideration, parents/guardians are informed of the student's progress.

#### **4. HEALTH ROOM**

The health room is a place where a sick child may remain until their parent/guardian arrives. **It is extremely important that the school has accurate phone contact numbers in case of an emergency. Please notify your child's teacher if your phone numbers (home, work, or cell) change.** If a parent/guardian cannot be reached by phone and there is an emergency health problem, the administration will make an appropriate decision. 911 will be called in emergency situations.

School personnel will utilize basic first aid principles when trying to help your child. However, WCPSS policies limit us to the use of water, soap, ice, Band-Aids, and tender loving care. If anything further may be necessary, you will be contacted to come pick up your child.

Please do not send a child to school if he/she is ill or has a fever. Fevers are an indication of a contagious condition that signals a child's need to be at home. We will contact you to pick up your child if he/she has a temperature, diarrhea or is vomiting. ***Also, please know that children must be fever free for 24 hours (without the need for fever reducing medication) before returning to school.***

Any time a child is suspected of having ringworm, pink eye or head lice, the school will also contact you to pick up your child. Students must have a doctor's note and/or proof of treatment to return to school.

Please keep us informed of any special medical needs your child may have. Our nurse comes one day a week and is on call in case of emergency. In the case of significant health issues (i.e. diabetes, seizure disorders, asthma, etc.), please notify your child's teacher and the school nurse to discuss what we need to do to establish a health plan for your child.

## **5. MEDICATION**

*There are no exceptions for the following policies.* All medication must be kept in the office. If a medication needs to be administered at school, a parent/guardian must bring the medication to the office. Students are not allowed to have prescription or over-the-counter medications (i.e. aspirin, cough drops, medicated Chap Stick, suntan lotion, etc.) in their personal possession at any time; this includes when they are on the bus or at school.

A medical form, signed by both a doctor and a parent/guardian, must accompany all medications. Medicine that is dispensed at school should be in the corresponding prescriptions bottle or in an unopened container of over-the-counter medication. (Doctors should have the medical forms in their office, or you can get them from our front office.) No doctor's form is needed for the office staff to dispense prescription medication for 10 days or less. However, for long-term medications, we must have a new medical form each school year prior to administering the medications. Please contact the school if you have any questions.

## **6. SCHOOL DISCIPLINE**

Wake County School Board Policy #6410 states: "One of the basic educational objectives is the development of self discipline in all students."

Students at Briarcliff Elementary are expected to conduct themselves in a manner which allows learning to take place and protects the physical safety of everyone. All students are expected to demonstrate acceptable, age appropriate behavior patterns.

Positive Behavior Support (PBS) is a Wake County initiative that Briarcliff Elementary is implementing across all areas of the school through the PAWS approach:

<b>P</b>	<b>ractice Safety</b>
A	ct Responsibly
W	ork Hard
S	how Respect

PAWS supports the Briarcliff animal mascots while representing the behavior model that the school will apply consistently at all grade levels. The purpose is to empower teachers and other adults with the skills needed to improve overall classroom and school climate in a positive way by:

- Teaching and modeling positive behavior
- Building quality relationships with students
- Creating an effective and productive learning environment

At Briarcliff we believe that most inappropriate behavior can be avoided by establishing a strong rapport, providing a need-fulfilling environment, and modeling expectations. Each classroom establishes classroom expectations/rules at the beginning of the year. When behavior is exhibited that violates these expectations intervention strategies that focus on the behavior are used. Logical consequences are established prior to the misbehavior as part of the classroom expectations.

It is also possible, even at an elementary level, for some behaviors to result in an out of school suspension. These behaviors and possible actions are outlined in the “Code of Student Conduct” which is located in the Wake County Public School System Parent Handbook. Parents/guardians and students should thoroughly familiarize themselves with this document.

Policies specific to Briarcliff Elementary include the following:

**A. TOYS AND PERSONAL ITEMS:** Toys and personal items are not to be brought to school except when specified by the teacher (i.e., for “Show & Tell”). Unauthorized items will be confiscated until a parent/guardian can pick them up. This includes but is not limited to electronic toys, stuffed animals, yoyos, lasers, chewing gum, magic cards, etc.

WCPSS Board Policy prohibits students from bringing a toy version of any weapon onto school property. Any infraction of this policy will result in immediate suspension.

In addition, use of electronic devices such as cd/mp3 players, hand held games, cell phones and pagers by elementary students is prohibited on school property. Cell phones and pagers must not be visible to students or staff and must be turned off throughout the day and when students are riding to and from school on school transportation. Unauthorized use of this type of equipment will result in its confiscation until a parent/guardian can pick it up from school.

**B. DRESS CODE:** Please make sure that students adhere to the WCPSS dress code as defined in the WCPSS Parent/Student Handbook. Appropriate dress reflects pride in school and helps to establish a positive tone for learning. Students’ clothing should be such that it allows them to fully participate in physical activity without the need for constant tugging or adjustments needed to provide full coverage. Policies specific to Briarcliff Elementary include:

Shirts must have straps that are no thinner than the width of 3 fingers, using the child’s pointer and middle finger side-by-side for measurement. In addition, spaghetti straps, one-strap shirts, strapless shirts, halter tops, and transparent blouses are not permitted. The arm pits of the shirt must not reveal undergarments or excessive view of bare skin. Midriffs may not be exposed. Shorts and skirts must provide full coverage throughout the day. Shoes must be appropriate and safe for daily physical activity, with heels/height

no taller than one inch. (Shoes without a heel strap are not safe for the playground.) Shoes with internal wheels, (i.e., “Heeleys”), may not be worn with the heels intact.

Examples of prohibited dress or appearance include, but are not limited to: exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors; hats; head covering not worn for religious purposes; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon.

In addition, clothing should not contain any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.

Students wearing clothing that violates either WCPSS’ or Briarcliff’s dress code may be given alternative clothing to wear from an emergency clothing supply. (Please wash and return the emergency clothing, in case another student may need it in the future.) If an appropriate alternative is not available, parents/guardians may be asked to come to school to provide students with a change of clothes. After one incident, additional clothing violations may result in disciplinary action.

## **7. TRANSPORTATION GUIDELINES**

Bus seats are assigned by the transportation department for the efficient operation of the buses while maintaining a comfortable and safe ride for our students. Therefore, students may only ride their assigned bus and may only board and exit buses at their assigned stop. Parents are expected to arrange private transportation if their children need to go somewhere else other than home after school. Students will be dropped off in the afternoon at the same stop where they were picked up in the morning. Administrators will not sign notes requesting approval for students to travel on different routes or to different stops.

Parents can submit a request if transportation is desired to *before or after school providers*. The “Transportation Service Request Form” can be downloaded from the web at <http://www.wcpss.net/forms/transportation-service-request-form.pdf> Check the section at the top “Request for ineligible student” and submit the form to Mrs. Gorman. Mrs. Gorman will send the form in to the transportation department for approval.

Parents/Guardians seeking a change to the location of the bus stop assigned to their child should download the “Transportation Service Request Form” at the site listed above. The form is sent directly to the transportation department using the address listed on the form. The Transportation Department will review requests and follow-up with parents within 10 business days.

In an effort to keep students safe on buses (as well as contract vehicles) and to operate our buses as efficiently as possible, it is important parents and students understand the current policy regarding school buses as outlined in the WCPSS Student/Parent Handbook. Students are expected to be considerate of the safety and well-being of themselves and fellow students at bus stops and on buses. Please obey the following:

- Kindergarten and first grade students must be met at the bus stop by a parent or guardian. If the parent is not at the stop the student will be returned to school. Parents can write a letter stating an older sibling, relative, or another adult will meet the K or 1<sup>st</sup> grade student. This signed letter should be turned in to Mrs. Gorman.
- Respect and obey the driver at all times. Do not distract the driver while he/she is driving.
- At the bus stop, stay out of the street and be respectful of the property around the bus stop. (Arrive at the bus stop 10 minutes before the bus arrives so that the bus does not have to wait.)
- Always walk when getting on and off the bus; no pushing or crowding.
- Talk quietly without yelling or using bad language.
- Stay in the assigned seat and keep body parts and objects out of the aisles and in the bus at all times.
- Keep the bus clean and pick up any dropped trash.
- Do not damage the bus or tamper with equipment or emergency door.
- Keep your hands to yourself. No fighting or horseplay.
- Keep food and drinks in book bag. Do not eat or drink on the bus.
- Ride only the bus to which you are assigned. Get on/off the bus only at your assigned stop.
- Parents, please supervise students at bus stops as appropriate based on age.
- Parents, address bus issues with Mr. Grant or the WCPSS Transportation Department. (Parents may not board buses or discuss issues with the drivers during the route.)

If your child does not follow the above expectations, disciplinary action may be taken, up to and including suspension from the bus for 1 or more days.

## **8. SCHOOL DAY**

The instructional day for students begins at 8:20. We begin unloading cars and buses at 7:50 a.m. The thirty minutes between 7:50 and 8:20 are used for eating breakfast in the cafeteria, morning work, unpacking backpacks, and preparing materials for the day. All students are expected to be in their classroom prepared to begin the day by 8:20. School is dismissed at 3:00. Every Wednesday school will dismiss at 2:00. Students riding buses stay in the classroom until their bus arrives on campus. Car riders and walkers are dismissed at 3:00. Please see the sections of this handbook for additional policies which specifically address arrival and dismissal procedures.

## **9. ATTENDANCE**

Consistent attendance in school is necessary for student success. The WCPSS policy on attendance is listed in the Wake County School Parent Handbook. Please comply with the policy.

Prior administrative approval is needed for education related absences; the related approval form is available at the front desk. Please read the guidelines on the approval form regarding what might be considered an excused “educational” absence. (Absences for vacations are unexcused.) The quality of instruction that occurs daily in our classes is not easily replaced by other activities, so requests for excusing an absence are carefully reviewed.

Briarcliff’s Attendance Review Committee will meet regularly to review attendance reports and to develop strategies for improving attendance. The following measures will be in effect all year:

- a) Each absence-automated phone call home
- b) 3 unexcused absences-letter sent home with attendance policy
- c) 6 unexcused absences-letter sent home regarding increased absences
- d) 10 absences (excused & unexcused) – phone call made home to determine if previous letters were received
- e) 25 excused or unexcused absences – letter sent home noting the risk of retention if absences continue
- f) 30 total absences – teacher and administrator determine if retention is necessary

Your support is needed. Poor attendance is one of the best predictors of dropping out of school later. Excessive or consistent tardiness and early check-outs will also be addressed by our Attendance Review Committee. Help us get your child off to a good start by being on time and staying the entire day.

## **10. GUESTS ON CAMPUS**

**A. VISITORS:** Visitors are welcome! To ensure the safety of students and staff all visitors must enter through the front school entrance and “check in” at the office before going into other parts of the building. Instructional time is highly valued at Briarcliff, and we are diligent in preventing interruptions to classroom instruction. Classroom observations and drop-in visits with the teacher are not allowed, as they interrupt instruction. Therefore, visitors entering any area of the school beyond the office or cafeteria area should have a prearranged appointment or designated volunteer time.

It is important that we know who is on our campus and can quickly identify the location of anyone visiting our school. We will give visitors a badge for identification, and the badge must be worn in a visible location while you are on campus. Please return to the office to sign out upon departure, discard the badge, and then exit through the front school entrance. Staff members are directed to stop anyone who is not wearing a badge and direct them to return to the office to sign in. This is a major safety policy, and we appreciate your help in following our procedures.

**B. VOLUNTEERS:** The Wake County Public School System has instituted a specific system for handling volunteers to help make schools safer for our students. All volunteers will be required to register and be approved for volunteering status with the school system before they can begin volunteering for school activities. (Please know that WCPSS requires a criminal background check for volunteers who will work with students in situations where a staff member may not be present.) The volunteer registration is done in the library at each school site. Also, we would like each volunteer to attend a Volunteer Orientation at Briarcliff Elementary before he/she can begin serving as a volunteer.

All families will receive a brochure from the system that explains the levels of volunteer activity and the related requirements. Please understand that we are not trying to discourage volunteers. We must follow this WCPSS policy, as it is intended to protect our children.

When you volunteer to work in the classroom, remember that this is not the time for a teacher conference. The teacher needs and appreciates your help, but he/she is totally focused on students during the instructional day and cannot stop for an individual conference. Classroom volunteers are scheduled through the classroom teacher. If you would like to volunteer in a classroom other than the one your child is in, please tell the front office staff and they will help find a place for you to volunteer. Also, volunteers are not allowed to bring others (i.e., siblings, or visitors with them when they are on campus in a volunteer status. It creates safety liability issues and distracts from the volunteer's ability to focus on the specific task for which he/she is on campus. Should you wish to volunteer your time and talents, but cannot make other arrangements for childcare, we will be happy to find tasks that can be conducted somewhere other than school (i.e., PTA support, cutting/pasting, creating materials, etc.). We welcome your active participation in our school's instructional program and encourage you to be a part of our school community.

## **11. ARRIVAL & DISMISSAL PROCEDURES**

**A. ARRIVAL:** Staff members are often in meetings and conferences before school begins; therefore, students should arrive no earlier than 7:50 a.m. Do not drop off your child before 7:50 a.m. because we do not have extra personnel available to supervise prior to that time. When the bell rings at 7:50, students go directly to their classrooms.

**1. EARLY ARRIVAL PROGRAM:** We offer an Early Arrival Program that begins at 7:00 a.m. Information about registration and fees for this program is available in our office. Registration for the program takes place in the fall. If you are interested, please call the office and ask to speak with the Before School Coordinator.

**2. CARPOOL:** There will be no exceptions to the following procedures-Our carpool lane is located at the side of the school, near the cafeteria. All students who

carpool in the morning and/or afternoon need to be dropped off and picked up in the carpool line.

If you are a vehicle, you are considered to be participating in carpool and must come through the carpool line. (Do not drop your child off across the street from the school to walk to school, as this is in violation of our carpool policy.) Dropping students off at the side of the school, across from the school in the street or in the parking lot is not safe. Although, the carpool line may look long on some days, it moves very quickly. When you come through the carpool line, a staff member is there to greet you, and other staff members are inside to make sure students get to class safely.

**3. WALKERS:** According to WCPSS policy, walker status is only given to the students who live close to the school because bus transportation is not provided by WCPSS. All other students should either come to school by bus or through the carpool line. (Students may not be driven in a car and then dropped off in front of the school to walk the rest of the way to campus.) Official walkers are to enter campus from the area by the bus loop, walking towards the building on the sidewalk leading to the school. It is suggested that parents/guardians remain in the area by the bicycle racks and allow their child to walk up the sidewalk on their own. The sidewalk is very congested in the mornings with walkers, bus riders and carpool students; extra people crowding the area create a situation that is not safe.

**4. BUSES:** Please make sure your child is at his/her appointed bus stop at the correct time in the morning. Buses unload in the bus loop area between 7:50 and 8:20. A staff member is there during the arrival time and greets the students as they get off the bus.

**5. TARDIES/LATE ARRIVALS:** Any student arriving on campus after 8:20 a.m. is considered to be late. A parent or guardian must come to the office with the student to sign in; please do not send your child to the office unaccompanied. We keep track of tardies and notify parents/guardians when they reach an unacceptable level. Every minute of the school day is important to the learning process.

The following procedures will be used to help decrease unexcused tardies:

- a) 5 unexcused tardies – letter sent home
- b) 10 unexcused tardies – letter sent home
- c) 15 unexcused tardies – letter sent home; phone call home

**B. DISMISSAL:** School is dismissed at 3:00. Carefully planned safety procedures have been established for dismissal. Kindergarten students are dismissed a few minutes earlier to allow them to safely move to carpool, walker, or bus zone before the older students enter the halls.

**1. LEAVING DURING THE SCHOOL DAY:** If you need to take your child out of school during the school day, you must come to the office to check them out. It is also helpful to send a note to the office and/or to the teacher to let everyone know that

your child will be leaving early that day. We cannot permit students to leave school during the day unless they are accompanied by a parent/guardian or an official designee. If you plan to have someone else pick up your child plan to send a note and make sure that person is on your child's locator card as being someone with permission to pick up your child. We will be checking identification for those who are checking children out of school. Please remember that students may not be dismissed from the classroom after 2:30 in the afternoon.

Teachers are not allowed to dismiss a child from their classroom, as prior approval from the office is required. Parents/guardians must first report to the office to officially sign the child out of school. After clearance has been given by the office staff for dismissal, the child's teacher will be notified to send the student to the office to leave with his/her parent/guardian. Teachers are instructed that they should never dismiss a child without this official call from the office. Please don't put our staff in an uncomfortable situation by asking to take children from the classroom before going to the office to sign them out.

When picking up your child early, please allow enough time for us to adequately verify your identification or that of a designee. If you have photo identification readily available it will speed up this process. This procedure is established to ensure each child's safety. We must know how each child leaves our campus and that permission is granted for them to do so.

Dismissals from the classroom are not permitted after 2:30. Having children called from the classroom at the end of the day is disruptive to the learning environment and interferes with our afternoon dismissal procedures. We know that dental and doctor appointments sometimes can't be avoided during the day, but last minute calls to avoid the carpool line will not be allowed. Plan to arrive on campus prior to 2:30 if you wish to check out a child sooner than 2:30.

Students cannot return to the classroom to pick up homework or belongings after dismissal from the classroom at the end of the day.

**2. CARPOOL:** At the end of the day, all of our carpool students come to a designated area and go to their car when their names are called. **EVERYONE WITH A CAR MUST GET IN THE CARPOOL LINE.** Parking at the side of the school beside the bus loop is not safe.

**Carpool Tags:** Families who plan to carpool at any time during the school year need to register in the office for a carpool tag. You will be able to register for this tag during the "Meet Your Teacher" day at the beginning of the year. This tag must be displayed when cars come through the circle. The tag helps staff coordinate daily dismissal, and most importantly, helps with security. Children may only get in a car that displays their name on their official Briarcliff carpool tag. (You may request additional carpool tags for use by other adults you have designated on your child's locator card as having permission to pick up your child.) If a carpool tag is not displayed in the carpool line, children are not allowed to get into that vehicle. Drivers without carpool tags will need to park in the

parking lot, bring in photo identification and come to the office to check out the child. Parents/guardians are not allowed to walk up and take children from the carpool line to the parking lot.

**3. CHANGE OF TRANSPORTATION:** If your child is to go home a different way than he/she normally does, please send a note that morning to the teacher stating the change. Make afternoon arrangements in the morning and send notes when necessary. Also, there is no guarantee that a last minute change sent via email to your child's teacher regarding a transportation change will be read prior to the end of the school day. Therefore, without written permission, we must insist that the child go home the way he/she normally does.

Please do not call the front office to change your child's transportation unless you have an emergency. If a true emergency exists, call the office and ask to speak with an administrator because you will need special approval for alternative transportation. We appreciate your compliance with this policy.

**4. LATE PICK-UP:** Parents/guardians and daycare vans are asked to be in the afternoon carpool line by 3:00 and on Wednesdays by 2:00. This will prevent you from having to park, come into the office, and sign your child out. Teachers are responsible for their students until they leave campus. Therefore, students are sent back to class if they are not picked up by 3:20. However, please know that it is not acceptable for students who are supposed to walk or ride carpool to still be on campus after 3:30. Parents/guardians will be required to make other arrangements for afternoon transportation if late pick-up becomes a chronic problem.

**5. CUSTODY/VISITATION AGREEMENTS:** Judges' orders regarding custody and visitation are kept on file in the school office so that staff are aware of who is authorized to pick up a child. Please make sure that the school receives an official copy of the judge's ruling, as we are not required to honor a parent/guardian's interpretation of a court order. However, it is not the responsibility of the school staff to enforce visitation agreements. The family member who has visitation for a given weekend or period of time needs to make the necessary arrangements for pick-up outside of the school setting. Any changes in court orders should be given to the office personnel as soon as possible.

**6. TELEPHONE NUMBERS & ADDRESSES:** It is extremely important for us to have correct emergency telephone numbers at all times. If your telephone number changes, please send the office and classroom teacher a note about the changes. We keep locator cards in the main office, and we update these regularly. If an emergency contact number changes, it is also critical that we have that information as well. We also need to be informed of an address change, and proof of the new residence must be brought to the office. (Proof of residence can be an electric, water or public gas bill, lease or sales contract. WCPSS Policy states that not other documents will be accepted as proof of residence.)

The Briarcliff Elementary School phone number is 460.3443. Teachers may call you from their classrooms; however, they cannot receive phone calls within their rooms. Also, although a school number other than the one listed above may show on Caller ID, the phone lines from the classrooms will not ring in the classroom, so please do not call that number. You will need to call the main line, 460.3443, in the office to return a teacher's phone call.

**7. SCHOOL LUNCH AND BREAKFAST:** Students are responsible for their breakfast and lunch money each day. To make it easier for the students families may purchase prepaid lunches and breakfasts. Since the price for lunch and breakfast seems to change each school year, please verify that cost on the "Meet Your Teacher" night prior to the start of school or when you enroll your child at Briarcliff. Prepaid meals should be purchased from the cafeteria between 7:50 and 8:15 each morning. Please write your child's name, teacher's name and lunch account number on your check, made payable to Briarcliff Elementary. Lunch accounts can also be established online at [www.wcpss.net/child-nutrition](http://www.wcpss.net/child-nutrition). You will need your child's school ID number. Questions regarding lunch accounts should be directed to the cafeteria manager, (phone number 460.3450).

When a student's cafeteria account is running low, the cafeteria staff gives the student a sticker to notify the parents/guardians of the need to add money to the account. If a student does not have lunch money, he/she is allowed to get unlimited fruits and vegetables free of charge. We are not allowed to keep an emergency lunch fund, so it is WCPSS' policy to provide fruits and vegetables.

Fruits and vegetables are encouraged for children who bring their lunch from home. Sweets are discouraged. No canned or bottled soda drinks are permitted in the cafeteria or for snacks. We ask for your support in our effort to teach and to stress healthy eating to all adults and students.

You are welcome to join your child for lunch as your schedule permits. Out of respect for our cafeteria staff, we request that you do not bring food from a restaurant to the cafeteria for your child or for yourself. You may however, enjoy this food at the outside tables in front of the building. If you are eating outside the cafeteria, your child may choose one friend to join you for lunch.

## **12. LOST AND FOUND**

Clothing and personal items should have identification tags or names on the inside. Please do not allow students to bring large sums of money or valuable items to school. The school is not responsible for items that are misplaced. A "Lost and Found" table is located in the cafeteria for clothing, lunch boxes, etc that are left unclaimed around campus; found money, jewelry, and eyeglasses are sent to the office. Students will be encouraged to check the table while in the cafeteria. Unclaimed items will be donated to a local charity at least twice a year.

**13. STUDENT PARTIES/ BIRTHDAY PARTIES**

Wake County Policy states: “All school employees shall discourage and decline the giving of parties by anyone during school hours for students.” There are many exciting and fun learning experiences tied to the curriculum, which can be planned instead of parties. Having flowers and balloons delivered to the school is also disruptive to the learning environment, so please plan for those special deliveries to happen at home.

**14. FOOD FOR LEARNING EXPERIENCES**

Teachers often plan learning experiences that involve food and families are occasionally asked to send in items that support these classroom efforts. Our policy regarding food brought in for consumption by students or their families is that the food must meet the “high nutritional guidelines” mandated by the Wake County School Board on June 6, 2006. In addition, all food brought into the school must be purchased fully cooked from a retail store with a commercial cooking license (i.e. grocery store, restaurant). Our county guidelines prohibit us from accepting homemade goods.

**15. MEDIA CENTER POLICIES**

**A. CHECK OUT PROCEDURES:** Students may check out books every day. In order to check out new books, students must be within the limits of books allowed and have NO overdue books.

<b>Grade Level</b>	<b>Number of Books that may be checked out</b>
Kindergarten	1
First	2
Second	2
Third	2
Fourth	2
Fifth	2

**B. DUE DATES:** Books are due two weeks from the date of checkout.

**C. REPLACING LOST OR DAMAGED BOOKS:** We encourage all of our students to use the Media Center. We ask that students take good care of our books. If a book is lost or damaged, students are required to pay for a replacement copy. Parents/guardians may decide to replace a copy of the lost or damaged book by purchasing a copy of that book. Please notify the Media Center staff if you would like to use this option.

**16. ASSESSMENT, EVALUATION, AND COMMUNICATION**

Assessment: Assessment is continuous data collection of what students can do. Teachers use it to adjust instruction to accommodate what the student needs next. The evidence collected in assessments is formally recorded on the:

- Literacy Assessment Receptive Literacy Summative Profile
- Literacy Assessment Expressive Literacy summative Profile
- Mathematics Observation Profile

Evaluation: Evaluation is the professional assessment of the student's performance in relation to the North Carolina Standard Course of Study. The purpose of the student report card is to inform parents/guardians and students of the student's achievement in relation to the state standards at specific times during the year. This is determined by a variety of ongoing assessments that could include teacher observations, checklists, anecdotal comments, and projects. Evaluations are formally recorded on the student's report card.

A high attendance rate is necessary for maximum progress to occur.

**Communication:** The report card is only one part of the total school-home communication process. A minimum of two teacher conferences per year is essential to communicate specific strengths and weaknesses within the subject and/or work habits area(s). The first parent/guardian-teacher conference is held within the first nine weeks. Literacy and mathematics assessment profiles are shared with parents/guardians during the conference.

Teachers are judicious about assessing and evaluating student work. Student work reflects both practice (formative) and evaluated (summative) evidence of student performance against the standards. Specific feedback is provided on student work that represents initial learning and practice. The report card performance codes (Levels 4, 3, 2, and 1) are used on student work that is evaluated. The elementary evaluation system is not based upon percentages but is standards based. Therefore, it is not appropriate to provide percentage scores on student work.

**Report Cards:** A rating scale is used to reflect student achievement of the Standard Course of Study. Pluses and/or minuses (+, -) are not attached to any numeral on the report card.

**Achievement:**

- 4 Extends targeted grade level standards
- 3\* Demonstrates proficiency of targeted grade level standards with evidence of application
- 3 Demonstrates proficiency of targeted grade level standards
- 2 Needs support to meet targeted grade level standards
- 1 Insufficient performance of targeted grade level standards with support

**Conduct and Work Habits:**

- 3 Meets expectations
- 2 Inconsistently meets expectations
- 1 Does not meet expectations