



Stephanie Raiford, Principal  
 Beverly Benton, Assistant Principal

Briarcliff Elementary School Contact Information	
BES Office	(919) - 460-3443
BES Fax	(919) - 460-3420
BES Website	<a href="http://www.wcpss.net/briarcliffes">www.wcpss.net/briarcliffes</a>
BES Twitter	@briarcliffes
WCPSS Website	<a href="http://www.wcpss.net">www.wcpss.net</a>
WCPSS Customer Service	(919) - 431-7000
Transportation Customer Service	(919) - 805-3030

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程, 请致电 (919) 852-3303

# Briarcliff Elementary Information

## 2018-2019 Policies and Guidelines

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### SCHOOL DAY

- 8:00 AM** - Admittance to Building - Homeroom/Breakfast  
Morning Carpool ends at 8:25 AM
- 8:30 AM** - Start of Instructional Day  
All students arriving to class after 8:30 AM will be counted tardy.
- 3:00 PM** - End of Instructional Day  
Students are dismissed.
- 3:15 PM** - All students should be dismissed.

### ARRIVAL

Students should arrive no earlier than 8:00 a.m. Do not drop off your child before 8:00 a.m. because we do not have extra personnel available to supervise prior to that time. When the bell rings at 8:00, students go **directly** to their classrooms.

### TARDIES/LATE ARRIVALS

Students arriving at school after 8:30 AM must be accompanied by a parent/guardian to sign the student in. Students must have an admittance slip from the office before going to the classroom. We keep track of tardiness and notify parents/guardians when they reach an unacceptable level.

### 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.

### DISMISSAL

School is dismissed at 3:00. Carefully planned safety procedures have been established for dismissal.

### AFTER SCHOOL PROGRAM

We offer an After School Program that begins at 3:00 p.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 After School Coordinator.

## LEAVING SCHOOL EARLY

Parents must come into the office to sign out his/her child during school hours. The receptionist will call down to the classroom and have the student come to the office for check out.

**Students will not be released for check out between 2:45-3:00 PM.**

## INCLEMENT WEATHER AND EARLY DISMISSAL

If inclement weather occurs, go to the Wake County Public School website, WCPSS twitter, watch local news stations, listen to radio for delays, closings, or early dismissals. Wake County Public Schools will make the decisions for any change in school hours. We encourage you not to call the school directly during this time. (WRAL TV and radio station 101.5 are recommended.)

The first notification of early School dismissal is made to the local media (radio and television). Parents can stay informed of school early closure by signing up for alerts at [www.wcpss.net](http://www.wcpss.net). Go to the parent tab. Click on the link, stay informed. Also check on [www.wcpss.net](http://www.wcpss.net).

If after school programs are cancelled, the After School Program will be closed and parents will need to pick up their children at dismissal.

## VISITORS

Visitors are welcome! When parents come into the building to volunteer, eat lunch with a student or have conferences with teachers, they must sign in at the front office and receive a visitor sticker. Please wear this sticker while you are in the building so that staff may easily identify visitors.

## VOLUNTEERS

Parents are highly encouraged to volunteer in the classroom and through the PTA. Wake County volunteer guidelines require that all classroom volunteers (including field trip chaperones) be registered in our volunteer tracking system. Please update your volunteer status every year. We will provide time for registration during Open House and afterward in the main office. Classroom volunteers will also be required to attend a Volunteer training session before volunteering.

## ATTENDANCE

Consistent attendance in school is necessary for student success. If a child comes to school and more than half the instructional day has passed, they will be considered absent. 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 on the WCPSS website and 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.)

**After an absence**, please make sure you send your child's teacher a note within two school days.

<b>Sample</b>	5/11/18
Please excuse Jane E. Doe from school on Monday, May 9 and Tuesday, May 10. She was out with the flu.	
Thank you, John Doe	919-555-1234

What to expect after an absence:

1. Each absence-automated phone call home
2. 3 unexcused absences-letter call from the teacher
3. 6 unexcused absences-letter sent home regarding increased absences
4. 10 absences (excused & unexcused) – phone call made home to determine if previous letters were received
5. 25 excused or unexcused absences – letter sent home noting the risk of retention if absences continue
6. 30 total absences – teacher and administrator determine if retention is necessary

### **CUSTODY ARRANGEMENTS**

Judges' orders regarding custody and visitation are kept on file in the school office so that staff is 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.

### **COMMUNICATION**

A student folder and/or data binders will be sent home weekly. Classroom newsletters may also be sent through weekly folders or via email. These letters are very informative, so please take time to read them. Parents/Guardians should review and keep the included work samples of the child. The folder should be returned to school the next day so that the teacher will know that you are aware of the child's progress.

We hold two conferences a year with families. The first conference is with your child's teacher and the second conference will be student led highlighting what the student has learned/

Parents may also find helpful information on the school website. Each teacher will maintain a class website that will include up to date classroom information and what students are learning.

PTA information may also be sent in weekly folders. So be on the lookout for these important communications.

### **WEBSITE**

In this digital age, we update our website calendar of events to reflect what is happening at Briarcliff. School-wide events including PTA sponsored events are posted. The PTA also hosts a site where families can learn how to be involved. @Briarcliff\_PTA

### **TWITTER**

Follow Briarcliff Elementary on Twitter to keep track of events and bus departures.

## **HOMEWORK POLICY**

Homework will be meaningful and will enrich school experiences, reinforce learning by providing practice and application, independence, responsibility, and self-direction. Students are encouraged to read for 20 minutes per night. Recommended time parameters for daily homework assignments:

Kindergarten through Grade 2: 20 minutes

Grades 3 through 5: 50 minutes

## **CLASSROOM EXPECTATIONS AND ASSESSMENTS**

The following are school-wide expectations for classwork and assessments:

- Students are expected to actively participate in classwork and give their best effort to understand the content.
- Students are responsible for completing all assignments. It is the teacher's discretion as to how to go about completing unfinished work.

## **MISSING WORK**

The following are school-wide expectations for missed work:

- Absences approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests, is due upon the student's return to school. Teachers may make exceptions in the case of students whose excused absences were not planned in advance, were beyond the student's control, and the nature of which would not support make-up work the day of return.
- If the make-up work has not been assigned in advance, for absences of one (1) to three (3) days, the student will have one day for each day absent. For absences exceeding three (3) days, the student may have two (2) days for each day absent to make up work. Special consideration will be given in the case of extended absences due to injury or chronic illness.

The following are grade/subject specific expectations for prevention and intervention:

- Schoolwide, teachers identify student needs and partner resources based on those needs.

## **MEDIA CENTER**

**The media center is open in the mornings from 8:00-8:25.** Students are encouraged to visit the media center during this time to exchange their books for new reading material. Students also visit the media center weekly with their class. In order to check out new books, students must be within the limits of books allowed and have NO overdue books.

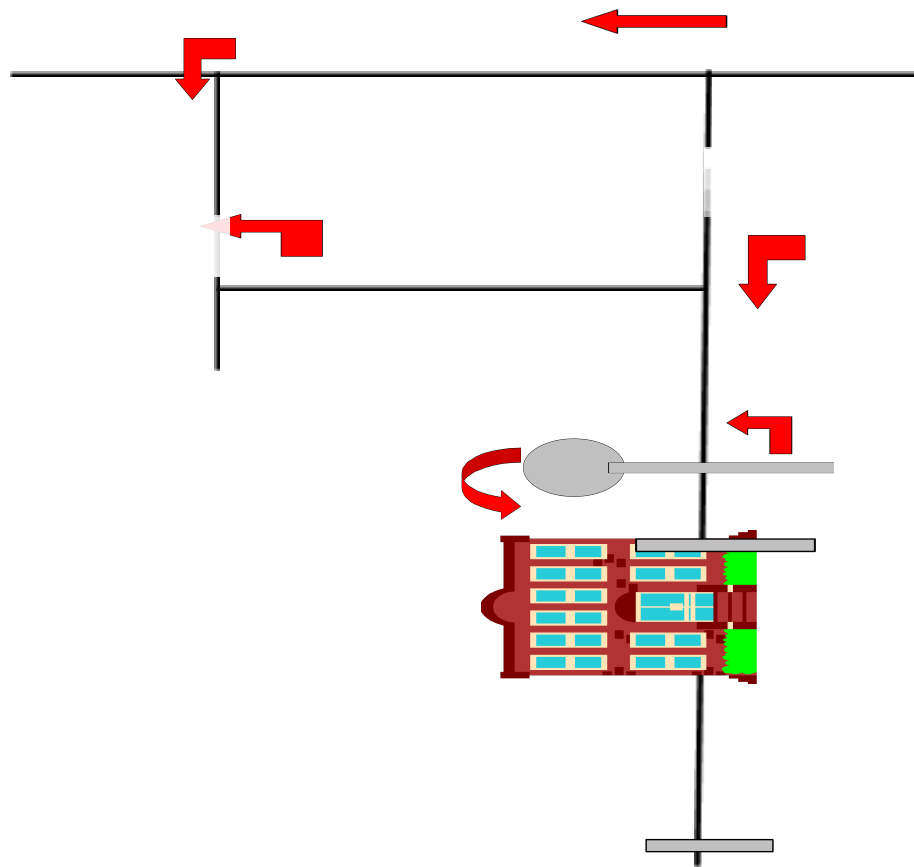
<b>Grade Level</b>	<b>Number of Books that may be checked out</b>
Kindergarten	1
First	2
Second	2
Third	2
Fourth	2
Fifth	2

**CARPOOL**

In the morning, students are not allowed to enter the building until after the first bell rings at 8:00 AM. Safety Patrol will begin unloading at 8:00 AM and will stop unloading at 8:25 AM. Please DO NOT release your child prior to 8:00 AM. Supervision will not be provided until 8:00 AM.

In the afternoon, all parents must use the carpool line. No walk-ups are allowed. Parents in the carpool line should display their carpool tag. All carpool students should be picked up no later than 3:15 PM. We offer an after-school care program for students who cannot be picked up by 3:15 PM.

Students who are riding home in carpool with a friend, must have written permission from their parents. These notes must be given to classroom teacher in the morning so they can notify carpool staff of their change in transportation.



## **WALKERS**

You must live within walking distance of the school and walk home to be a BES walker. Parents may not pick up walkers in vehicles. If you are going to pick up your child in a vehicle you **MUST** use the carpool line. Pick up your child in the designated Walker Pick-Up Area. Families will be provided with orange tags to use as ID to pick up their student(s).

**No vehicles are permitted in the back-parking lot or bus loop to pick walkers up from walker area. Please adhere to this policy for safety of our students and families.**

## **SCHOOL BUS**

Questions about bus stops, bus drivers, and schedules should be directed to WCPSS Transportation at 919-805-3030. Concerns about student behavior on buses should be directed to the Assistant Principal. If your child misbehaves, disciplinary action may be taken up to and including suspension from the bus for 1 or more days. **Students are only permitted to ride their designated school bus. Students are not allowed to go home with friends on the bus.**

- **Kindergarten through 2nd 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 Ms. Benton.

## **TRANSPORTATION CHANGES**

Changes in transportation need to be sent to the office by noon in writing, dated and signed by the parent. In emergency situations only, parents may call the office to change transportation. Please call by 2:45 PM.

## **STUDENT INFORMATION**

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.

## **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.

- WCPSS Board Policy prohibits students from bringing a toy version of any weapon onto school property.
- In addition, use of electronic devices such cell phones 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.

## **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.

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) If an appropriate alternative is not available, parents/guardians may be asked to come to school to provide students with a change of clothes.

The following is from the WCPSS policy on dress code: Students are expected to adhere to the standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, or vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited.

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 shirt; attire with messages or illustrations that are lewd, indecent or vulgar, or that advertise any product or service not permitted by law to minors; head covering of any kind; 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; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.

## **MEDICATION**

If your child will require medication at school, you will need to provide a completed Form 1702, "Parent Request and Physician's Order Form for Medication" signed by you and your child's doctor. The form is also available at your child's school. If there is not medication on hand in the event of an emergency, we will call 911. At the beginning of each school year, an adult will need to bring the medicine along with the completed Form 1702(s) to the school. We cannot give medicine to your child without this form. **Please do not send medication in with the child.**

No medication will be administered by the office unless it is in a container dispensed by a pharmacy with the student's name, name of medication, and directions for taking the medication clearly marked. Please make sure medications have not expired. No medication of any kind will be stored or administered in the classroom.

School personnel may not administer over the counter medication without a physician's written request. This includes aspirin, cough syrup, cough drops, lotion, and sunscreen.



## 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**.

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 any further treatment 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.

## LOST AND FOUND

Please label your child's coats, book bags, and other belongings so they may be identified if they are lost. Students should turn in any items found on the school grounds to the Lost and Found closet outside the Music room. Unclaimed items will be donated to a local charity at least twice a year.

## SCHOOL LUNCH AND BREAKFAST

Lunch prices will be: **Full Price: \$2.55. Reduced Price: \$0.40.**

Breakfast prices will be: **Full Price: \$1.25. Reduced Price: \$0.00.**

WCPSS is pleased to offer parents various payment options to take the worry out of remembering your child's lunch money. Please click on **LUNCH MONEY OPTIONS** at [www.wcpss.net](http://www.wcpss.net).

Questions regarding lunch accounts should be directed to the cafeteria manager.

When your 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. Soda drinks are not 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.

## 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."

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.

We do realize that birthdays are important milestones to celebrate with classmates. You are welcome to send in a pre-packaged treat for entire class but it should be dropped off by a parent or sent to school with student. However, parents should check with the child's teacher prior to sending in a treat.

All party invitations, including birthday parties may be passed out at school ONLY if there is an invitation for all of the students in the class. Otherwise, invitations will not be passed out to students and will be returned home. Please note that teachers are NOT to handle invitations or coordinate these events in any way with students or parents.

### **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 WCPSS policy. 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.

### **SCHOOL DISCIPLINE**

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 age appropriate behavior patterns.

Positive Behavior & Intervention Support (PBIS) is a Wake County initiative that Briarcliff Elementary is implementing across all areas of the school through the P.A.W.S. approach:

**P** practice Safety      **A** ct Responsibly      **W** ork Hard      **S** how Respect

P.A.W.S. supports the Briarcliff animal mascot 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.

### **CHARACTER EDUCATION (POSITIVITY PROJECT)**

Briarcliff ES joined The Positivity Project as a Partner School in 2018 as a way to support students in their social-emotional learning and growth.

We believe that #OtherPeopleMatter and #OtherBulldogsMatter and strive to support students in strengthening relationships and pro-social skills so that they can be successful, happy, collaborative, creative, critical-thinkers and problem-solvers.

Students will participate in morning meeting daily and classroom guidance lesson provided by the school counselor.

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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 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/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.

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