



Willow Brook

2017

2018

STUDENT
HANDBOOK



THAT ALL
WILL LEARN

PATTONVILLE
SCHOOL DISTRICT



Willow Brook Elementary

11022 Schuetz Road
St. Louis, MO 63146-4908
(314) 213-8018
Fax (314) 213-8618
www.psdr3.org

Michael A. Fulton, Ed.D., Superintendent of Schools
Marla Wasserman, Ed.D., Principal

Willow Brook Elementary 2017-2018

Welcome to Willow Brook Elementary School! The staff and I would like to welcome you (or welcome you back) to an amazing place to learn and grow!

On the pages that follow, we have provided information that we believe families will find useful. This handbook will inform you about how our school operates and the guidelines that govern our lives at Willow Brook so that we can live, work, learn and play together. A few things have changed from previous years, and it's always handy to have something to refer to when questions arise. After you have taken the time to review it with your child be sure to find a safe and convenient place for this booklet. If you have any questions regarding our procedures, feel free to ask any of our staff. We would be happy to help you get answers.

We thank you in advance for your commitment to being an involved parent in the Willow Brook community and in the academic life of your child. By working together - teachers, staff, parents and students - we will continue to keep Willow Brook a truly outstanding experience.

We wish you a successful school year!

Sincerely,

A handwritten signature in cursive script that reads "Marla Wasserman".

Marla Wasserman, Ed.D.
Principal

SCHOOL TIME SCHEDULE

8:30 a.m.	Breakfast service begins
8:30 - 8:45 a.m.	Student arrival
8:50 a.m.	Students are expected to be in class ready to go when the final bell rings at 8:50 a.m.
3:35 p.m.	Dismissal

Children should arrive **NO EARLIER** than 8:30 a.m., unless they are enrolled in the **YMCA Child Care Program (KIDS' NETWORK)**. At that time, our Breakfast Program will begin for all wishing to participate. Children **CANNOT** be dropped off earlier than 8:30 a.m. as there is no adult to supervise your child.

YMCA/JCC CHILD CARE PROGRAM

The YMCA Child Care Program (KIDS' NETWORK) and Jewish Community Center (JCC) are available for Willow Brook children from 6:30 a.m. until school begins, and from 3:35 p.m. until 6:00 p.m. For further information regarding fees and availability, please call the YMCA at (314) 521-1822 and/or the JCC at (314) 442-3198.

ABSENCES

There is always concern when a child is absent. We first want to verify that he/she is safe. We maintain an Attendance Hotline that parents may contact 24 hours a day to report a child's absence. **Our attendance hotline number is 213-8118. Please use this number to report all absences. This information is needed in the office. When you reach the hotline, please leave the following information: student's name, teacher's name, your name and daytime telephone number, and brief descriptive message. We utilize Auto Attendance Phone Calls. Please call the attendance hotline by 10:45 a.m. If you do not call prior to 10:45 AM, you will receive an automated attendance phone call. Thanks for your cooperation.**

Behavior Expectations

In any good learning environment it is necessary that we agree on how we will behave for the safety and well-being of all. As a member of the Willow Brook community, you should recognize that the official school day extends from within the school building to all areas surrounding the school, to play areas on our property, to field trips off of our property, to buses and bus stops. On the bus, playground, field trips and everywhere in our building you need to remember only three rules:

1. **Be Peaceful**
2. **Be Respectful**
3. **Be Responsible**

All students, staff, parents and community members who join us in our learning day will have a positive experience as long as these three rules are followed.

When students make appropriate choices, they are rewarded by developing positive friendships, being accepted as friends, and their teachers and the entire Willow Brook Staff recognize their positive behaviors. Each classroom has behavior expectations, which can lead to positive rewards such as an extra recess, additional computer time, etc!

When students make inappropriate choices which disrupt the normal school day, or make inappropriate choices about their learning or socialization with others, consequences will occur in the classroom. Teachers will refer students to the office when their intervention has not corrected the behavior, or if they feel the behavior was severe enough for an office referral. The student(s) involved will meet with the principal to find out what happened. Consequences, if needed, will be determined and a parent will be notified by the principal.

Bicycles

Please do not ride bikes to school. We have no bike rack to secure them and they cannot be brought inside the building. In addition, skateboards are NOT permitted on school grounds.

Birthday Invitations

As a school, we value community. One aspect of that is making people feel welcome, that they have a place, that they are included. This is not always easy for anyone of any age. Yet, if we are a community then we know that even if we can't or choose not to include everyone, we shouldn't do things that make them feel bad or excluded; Therefore, party invitations should not be passed out at school.

Birthday Treats

If you would like to send a treat in for your child's birthday, please give the teacher two days notice to work it into their school day. Treats will be distributed to the students at lunchtime or at a time designated by the classroom teacher. District policy states that all snacks and treats must be prepackaged, store bought and individually wrapped. Some examples of acceptable treats are cookies, apple slices, graham crackers, pretzels, yogurt tubes, cheese and crackers, mini muffins, baked chips, etc. **Please do not send cupcakes, birthday cake, cookie cakes, ice cream or balloons.** Also, please provide paper products (plates, napkins, etc.) for the treats.

Building Visitors

The involvement of our parents is an essential part of our program. As we know you would expect from us, the safety and security of your children is essential; therefore, an adult who is not a Pattonville staff member **MUST** have a badge from the office in order to go into the building beyond the office area. Secondly, we value and protect the continuity and integrity of instruction throughout the school day. **In order to safeguard your child's learning environment, we ask that parents visit classrooms only with an appointment made in advance.**

1. All visitors and volunteers must check in at the front office, sign in, and get a visitor's badge. We must have an accurate list of all people who are in our building at all times. It is also very important to sign out, as in the event of an emergency we may risk safety to go looking for a visitor who neglected to sign out.
2. Wear your visitor badge where it is visible to all. Even though our staff may know you, there may be substitutes or other volunteers and children who do not.
3. We welcome you to have lunch with your child in the cafeteria any day! As a reminder, do not bring food to share with other students. Please arrive at your child's lunchtime, parents are not allowed to walk around the building if they arrive early. Thanks for your cooperation. For safety reasons, parents are not allowed on the playground during recess.
4. Any parent or adult volunteering, working with a child or attending a class field trip **MUST** complete and have the appropriate paperwork approved.

As part of our ongoing commitment to provide the safest possible environment for the students we serve, the Pattonville School District is requiring a background screening for volunteers working in close and unsupervised contact with students. Please go to the Pattonville website, <http://psdr3.org/> tab to "**Parents**" then click on "**Volunteers**" for more information. You will need to complete an Online Screening Form and a Child Abuse or Neglect/Criminal Record Form.

Procedures For Non-Bus Riders

There is a map at the back of the handbook detailing the driving path

Please be advised of the following information:

Children **CANNOT** be dropped off earlier than 8:30 a.m. as there is no adult to supervise your child.

1. The morning drop-off and afternoon pick-up students should be dropped off and picked up at the first grade doors on the side of the building by the circle drive. In both the morning and afternoon, it is important that you drop off and pick up your children quickly, and not tie up the line by taking that time to speak with the staff members on duty. If you need to speak to someone in the school, please make an appointment.
2. For safety reasons, we close and lock the doors facing Schuetz Road once all buses have arrived, as well as the interior doors by the office and the doors at the drop-off area. If you are dropping your child off after 8:45 a.m., please use the circle drive to turn around and pull up by the office so your child can exit your vehicle on the building side and doesn't have to walk through the parking lot. All students who

arrive late must come through the office to enter the building, and obtain a late slip for class. Children arriving to their classroom after the 8:50 a.m. bell are marked absent by their classroom teachers. Tardy time is revised by the office staff based on the time the student was signed in by the parent/guardian when arriving late or leaving early. ***Students who are tardy (arrive after 8:50 a.m.) must have a late slip to enter the classroom.***

3. At dismissal, please ***DO NOT*** park your car on the lot and ask your child to walk to your car. We also cannot allow students who are parent pick-up students to walk off school grounds to meet you at your car. There are just too many cars coming and going and our students' safety is too important to risk merely for the sake of convenience. Students not riding buses should be picked up via the car line, or meet their parent at the flagpole by Schuetz Road at dismissal (walkers). Students will ***NOT*** be dismissed from the office until parent pick-up has concluded. At that time, any students remaining in the gym will be brought to the office at approximately 3:45 p.m. You will not be allowed to enter the school and get your student from the gym
4. Cars usually start to line up around 3:15 p.m. We strongly encourage parents to refrain from coming too early due to the lack of available space for cars to line up.

Please use district buses for regular daily transportation if possible. Our parking lot gets very congested during drop-off and pick-up as space is limited.

If your child does not arrive home on his/her regular school bus, ***please STAY AT HOME AND CALL WILLOW BROOK.*** We will communicate with district transportation and contact you with information.

Scheduled Early Dismissal Days for the 2017-2018 School Year Please Mark Your Calendars!

Scheduled early dismissal days for elementary schools are September 22, October 6, October 27, November 9, December 8, January 26, February 15, March 9 and April 27. School will dismiss at 11:55 AM and lunch will not be served.

Parents, please make sure your child knows where to go when school dismisses early. If your child has a change in transportation from their routine dismissal, please notify the office by 10:00 AM on early dismissal days.

If your child will not attend school on the half day, please notify the school office by leaving a message on the attendance hotline at 213-8118.

Bus Riding Rules

Kindergarten students will not be let off the bus at their stop unless a parent/guardian or known babysitter is present.

Students shall:

1. Recognize and obey all school rules while riding the bus.
2. Board the bus promptly and carefully.
3. Respect the driver and other students at all times.
4. Remain seated for the entire bus ride.
5. Do not eat or drink on the bus. Put any trash in the container near the bus driver's seat.
6. Never place body parts or objects out of windows.
7. Keep your feet and other objects out of the aisle of the bus.
8. Use polite, quiet voices when talking on the bus.
9. Report problems to the driver.
10. Be on time; arrive 5 minutes early at your bus stop and stay there until the bus arrives.
11. At the bus stop and on the school bus, the bus driver is in charge. Profane language, name calling and discourtesy to the driver will not be permitted.
12. Never touch the emergency door unless there is a real emergency.
13. If a bus has a breakdown, remain seated; the bus driver will give you instructions.

Transportation

Transportation to and from school is an important issue for you and your children to have settled. It is important that the way your child goes home remains consistent. We realize there are times when changes are necessary, but please try to use the same way home regularly. It's hard for us to keep track of daily changes, and even more difficult for kids to remember. **ALL transportation changes should go through the school office. Please do not just give your child verbal instructions regarding a change in their transportation. We can not accept verbal transportation changes from a student.**

We ask that if at all possible you use our buses for your child's regular transportation. Bus routes will be available online in early August at psdr3.org/services/transportation/. Scroll down the page and click the link "Bus Route Lookup". Please contact the Transportation Department at 213-8125 with any questions you may have regarding routes or pick-up and drop-off times.

Food Service

Welcome to Chartwells at Pattonville School District food service! Our job is to make sure that we serve healthy, well-balanced meals that students will enjoy eating, and truth be told, we love our job. From the chefs and dietitians who develop tasty recipes to the managers who select the best locally grown produce, to the cashiers and servers who greet

our students every day, our team is excited to make eating at school a great experience. Make sure to check out your school café for delicious breakfast, lunch and snack options.

Breakfast is the most important meal of the day and Pattonville provides breakfast at no charge to all students. What a great way to start the day. Please encourage your student to stop in daily for his/her choice of breakfast items, choosing at least three food groups, one of which must be fruit or juice. We encourage milk with all meals but it is not mandatory.

Lunch: Student Approved favorites can be found throughout our menus. We have many NEW menu items planned for this year. We emphasize whole grains, lean meat and meat alternatives, fresh fruits and vegetables, and low fat milk. We incorporate produce from the Pattonville Youth Garden. Vegetarian options will be added regularly.

No fuss, no gimmicks, just *Simply Good* food. That's what our *Simply Good* program is all about! Throughout the year, students will have the opportunity to learn more about the food they eat and about new foods through fun activities in the café. *Simply Good* events and programs focus on making good food choices and the great benefits and enjoyment of delicious, simple ingredients. Different themes and events are featured throughout the school year, such as taste testings, Chef2School Days, and Pattonville Garden items incorporated into our dishes.

We want to hear from you! Please feel free to contact us at bjordan@psdr3.org To learn more about Chartwells, visit our website at www.eatlearnlive.com or find us on Facebook (Chartwells School Dining Services) or Twitter (@ChartwellsK-12).

We're thrilled about our partnership with Pattonville School District and are dedicated to providing a great program for our students.

Lunch Fees

MySchoolBucks is a free online service you can register for to check student account balances and see account transactions for your students. There is no charge for this service. However, if you choose to deposit through this online service, there is a charge. You can create an account at MySchoolBucks.com. Please note: you can deposit at school by cash or check with no fee. Please remember to place the deposit in an envelope marked "Lunch" with the student name and grade, as well as the amount enclosed. The cost of a student lunch this year is \$2.40. Students may bring a cold lunch and buy a drink (milk or juice for 50 cents).

Changes of Address, Phone Number and Email Address

Please keep the school updated on any changes in your address, home phone number, work phone number, email, or emergency contact phone numbers via your PowerSchool

Parent Portal. *It is very important that all parents log into their parent portal account to update their student's contact information. All address changes must go through the Student Services Department.*

Communication

Willow Brook Elementary understands that one of the keys to ensuring the best educational experience possible for our students and families is great communication. Remember all the ways we work to keep you updated on what's happening at school.

1. **Class Dojo:** You and your child's teachers can communicate electronically.
2. **Website:** Learn about school-wide programs and resources for students, parents, community, and staff.
3. **PTO Communication:** Our parent-teacher organization keeps parents in the loop through the PTO page on our school website.
4. **Email Blast:** Parents will receive important information such as emergency notifications and other school news.
5. **Peachjar:** This is a link on the school's website that will contain copies of all forms and flyers that were sent home for the week.

Contacting Teachers

If you wish to talk with your child's teacher, we encourage you to call and leave a message on the teacher's voicemail so that he/she can return the call before or after school, at lunch, or during a planning period. Another option for contacting your child's teacher or other Willow Brook staff members is via email. Email links for staff members are on the website. Please allow 24 hours for a reply from the teacher. Another method for communication with your child's teachers for students in 3rd-5th grade is via the student planner. Feel free to write a note to your child's teacher in his/her planner anytime.

Clothing Drop Box

Willow Brook participates with a fundraising organization that raises money through the sale of used clothing, shoes and other items such as belts, purses, and linens. This Clothing Drop Box is located as you enter the parking lot next to the paper recycling box. Any money that Willow Brook receives will be used to fund special activities throughout the year. Please place **clothing** items in plastic bags before placing in our Clothing Drop Box. **As a reminder, please donate clothing only; there is no dumping of household items. THE CLOTHING BOX IS NOT A DUMPSTER. We appreciate your cooperation.**

Dress for Success

We take pride in the appearance of our students, and expect them to groom themselves neatly in clothing that is suitable and appropriate for school activities. We do not allow extreme dress or appearance that is disruptive to the normal school routine, including items advertising alcohol, tobacco products, violence, sexually suggestive slogans or

drawings, or revealing articles of clothing. All students must wear shoes. Students need to wear tennis shoes for gym classes.

Hats, bandanas, sunglasses, hoodies that are pulled up, or other non-therapeutic headgear are not to be worn inside the building during regular school hours. These items are to be placed in backpacks upon arrival at school and remain there during school hours.

Emergency School Closings

In the event of emergency or inclement conditions and school is closing early, please be sure your child knows what to do. If you think your child may be confused about what to do, please be sure your child's teacher is aware of what you expect. That way the teacher can help your child review what you expect them to do or where to go.

When it snows...

Classes in the district are canceled only in case of emergency or extremely bad weather. Any decision to close schools will be announced using Pattonville's automated phone calling system. Announcements will also be made on the radio and local television stations. Please listen to the radio station listed or watch one of the following television channels.

KMOX 1120 AM
KTVI Channel 2
KMOV Channel 4
KSDK Channel 5



Announcements begin at approximately 5:30 a.m. School closings will also be announced on

District Website: www.psdr3.org
Facebook: www.facebook.com/PSDR3
Twitter: @PattonvilleSD

If you are a parent/guardian and did not receive a phone call on a day when school is closed due to weather, please contact your child's school office to ensure the district has the correct contact information on file for your family.

Other emergencies

Pattonville will use a number of ways to provide important information to Pattonville families about other emergencies or major school events. Depending on the situation, Pattonville may use e-mail, an automated telephone calling system, the district website, U.S. mail or the local media to keep families informed of important information. **For this reason, it's important that all parents log into their parent portal account to update their student's contact information.** Pattonville will use the contact information it has on file in its student information system when communicating with parents.

Emergency Information

Our school district requires that emergency information be on file for each child. This information should include all current numbers for parents and alternate contacts. The school must **ALWAYS** have access to working telephone numbers or emergency numbers in the event your child becomes ill or is injured at school. **Please remember to update your child's contact information on the PowerSchool Parent Portal if anything changes.**

Emergency Drills

The safety of your child is one of our greatest concerns. The school holds regular drills to teach students to respond calmly in the event of an emergency. Fire, tornado, earthquake, and intruder drills are conducted throughout the year.

Field Trips

During the course of the school year, in an effort to enhance and support the curriculum, teachers plan field trips away from the school site. Notification of such trips are sent home with students far in advance of the event. **PARENTS ARE REQUIRED TO SIGN PERMISSION FORMS AND RETURN THEM TO THE TEACHER BEFORE THE STUDENT WILL BE ALLOWED TO TAKE PART. NO VERBAL PERMISSION WILL BE ACCEPTED.**

Forgotten Items

If you need to give your child a message, homework, lunch money, etc., please leave it with the office staff. This will allow the office to get the message to the student without interrupting valuable instructional time.

Homework Guidelines

Students are expected to make up schoolwork when they are absent due to illness or vacation. The following information will be a guide for you:

1. **ABSENT FOR ONE DAY:** The homework will be handled by the teacher when the child returns.
2. **TWO OR MORE DAY ABSENCE:** Please leave a message on the attendance line (213-8118) and request for the homework to be gathered by the teacher. Please leave your message before 9:30 a.m., so that the teacher has ample time to assemble the work. Assignments may be picked up after 3:30 p.m. in the office, or sent home with another child. Please let us know early in the day so arrangements can be made.
3. **VACATION WORK:** Parents and teachers (homeroom, PE, music and art) will work together to ensure that the student makes up any missed assignments. Work that can be assigned will be sent home. Students need to check with their teachers when they return to make up other assignments.

NEW BEGINNING THIS SCHOOL YEAR, PLEASE READ!

Leaving School Early

To ensure your children's safety, no student is permitted to leave the school at any time during school hours without permission from the office. Parents desiring early dismissal for children who have medical or dental appointments should send a note of explanation prior to dismissal. **No students will be dismissed early after 3:00 p.m. Any adult coming into the building to pick up a student after 3:00 p.m. may be required to show identification, and will be required to wait in the office until the parent pick-up car line has ended (approximately 3:45 p.m.). At that time, any student not picked up via the car line will be brought to the office and released to the adult picking them up. THIS MEANS STUDENTS WILL NOT BE DISMISSED TO THEIR PARENT/GUARDIAN BETWEEN 3:00 AND 3:45 (AFTER DISMISSAL).** Children will be released only to the parent, guardian, or an authorized person. If a child becomes ill during the day, our school nurse will contact the appropriate person to pick the child up from school.

If you do need to pick up your child anytime during the day prior to 3:00 p.m., we will call the student to the office to meet you once you have arrived. Please plan your time accordingly.

If your child is to deviate from his/her usual way of going home at dismissal time **WE REQUIRE THAT THE PARENT NOTIFY THE OFFICE BY WRITING A NOTE** which specifically states where the child is to go and with whom. Verbal instructions about a change, given to the child by the parent, cannot be relied upon by school personnel to be entirely accurate and, for the child's safety, cannot be accepted. **We also ask that you call the office prior to 3:00 PM, if you need to change your child's normal dismissal. This will allow the office staff time to get the message to your child and the teacher. At the end of the day, some students are in special classes and it can be difficult to locate the child as well as the classroom teacher. We appreciate your help.**

Medical Policies

For your information, the following board policies regarding physicals, immunizations and medication are provided:

Physicals

The Pattonville School District recommends a physical examination for entrance into school and at the beginning of the fourth, seventh, and tenth grades.

Immunizations

Missouri School Law #167.181 states that is unlawful for any student to attend school unless he/she has been properly immunized. **THE STATE LAW REQUIRES YOUR CHILD'S IMMUNIZATIONS TO BE UP-TO-DATE BEFORE HE/SHE CAN ATTEND SCHOOL.**



Medications

If your child needs medication (**over the counter or prescription**) during the school day you will need to contact the school nurse. The parent/guardian must provide the district with written permission on the **parent authorization form** to administer medication at school. A current prescription label will be considered the equivalent of a prescriber's written direction and separate documentation is not needed. If the dosage is changed a new label will be required.

NOTE: Any child with an irritating cough is allowed to bring a covered water bottle and some hard candy or cough drops to lubricate their throat. If the cough is severe or constant, you will be requested to pick up your child from school and/or have them seen by a physician.

Nurse

A registered nurse serves our children in the building. **All students in KDG thru 5th grade are screened for vision. Hearing screenings are provided for K, 1st, 3rd and 5th grade, as well as all new students and any student getting special services at school.**

Illness at School

It is very important that a communicable disease be reported to the nurse so we may be alerted to watch for symptoms in other children and, if need be, make other parents aware of any possible exposure.

Asthma: It is necessary for any children with Asthma or other potentially life-threatening respiratory illness to have an Asthma Action Plan on file in the nurse's office. **A new plan should be completed every school year.**

Conjunctivitis (Pinkeye): Symptoms usually include eye inflammation, mattering and discharge. Refer to physician and exclude until 24 hours after the start of antibiotic treatment and until there is no discharge from the eyes.

Chicken Pox: Chicken pox begins with a sudden onset of mild fever and a rash on the second day of superficial raised pimples that soon become filled with clear fluid. Later scabs form. The rash may continue to appear for several days. The child may return to school when fever-free for 24 hours and all scabs are dry (7-10 days usually).

Fever: A child with a temperature of 100 degrees or higher will be sent home and should not return to school until the temperature has remained normal for 24 hours without the need of medications.

Nausea/Vomiting: Children who are nauseated/vomiting will be sent home from school. If your child is vomiting the night before or the morning of classes, they should be kept home.

Fifth Disease: Usually the only symptom is the appearance of a rash with the possibility of a slight fever. The child may return to school when fever-free for 24 hours. The rash may continue for up to 5 weeks.

Head Lice: Children found with head lice will be sent home for treatment. Students may return to school after treatment and have been seen by the nurse.

Strep Throat: Sudden onset with or without fever and sore throat, a fine rash may appear on the child's neck, chest, folds of the elbows and groin with 24 hours. Student should be excluded from school until both under antibiotic treatment and fever-free for 24 hours.

Skin Lesions: Children suspected of having impetigo or ringworm should not be in school until 24-48 hours of medication from a physician has been initiated and written permission from the physician is provided to the nurse.

Lost and Found

Every year there are many unclaimed items in our Lost and Found. Clothing, lunchboxes, etc., that are not claimed are disposed of when they begin to take up too much room.

Please mark your children's belongings carefully. If an item is misplaced, please remind your child to check the Lost and Found area in the hall outside the nurse's office. The school is not responsible for any loss of personal property.

Report Cards/Progress Reports

Parents are informed about student progress with trimester report cards and/or conferences. Mid-trimester progress reports are sent home with each student in Kindergarten through fifth grade.

Students in Kindergarten through third grade receive developmental report cards, which indicate progress in their social and academic growth. Beginning in fourth grade children receive letter grades based on performance skills for the grade level expectations.

Parent/Teacher Conferences

Conferences are scheduled during the school year as needed to discuss student progress. K-5 teachers conference with parents in November and February. It is extremely important that parents and teachers take advantage of these opportunities to discuss students' academic achievement and citizenship. Our goal is to conference with 100% of our families at each opportunity.

In addition, parents are encouraged to request Parent/Teacher conferences any time there is a need or concern.

Parents Out of Town

At times parents are called out of town and a relative or friend is responsible for your children during your absence. The office needs to be informed of this situation. Please contact the office and also provide a note with the necessary information.

Recess/Appropriate Dress

It is important that you check each morning to make sure your child is dressed for the weather. This is especially necessary during the winter months. Please send extra clothes if the forecast calls for a change in weather so your child will be prepared. This will reduce the number of interruptions to instruction time calling students to the office to pick up items dropped off. It is expected that any child well enough to be in school will be able to participate in outdoor recess.

Paper Recycling Program

Our Recycling Box is located in front of the building next to the Clothing Drop Box. Please deposit newspapers, magazines and other clean paper discards. **There is no dumping of household items, the recycling box is not a dumpster!** The money that Willow Brook earns will be used to fund activities throughout the year.



Safety and Security

Willow Brook has comprehensive safety and security plans in place. All visitors must enter through the front doors and be buzzed through the office and sign in. All other doors will regularly be locked during instructional time.

Textbooks and Equipment

Textbooks are provided to the students free of charge. Students are responsible for loss or damage beyond normal use. A fee will be assessed if that should occur.

Toys/Games - Personal Property

Students are not allowed to bring toys, games, music players, personal radios or other personal items to school unless specific permission has been given to do so. The teacher or principal will keep any toys brought to school without permission until parents come to school to retrieve them. A good rule of thumb: "If it doesn't help you learn, do not bring it to school".

Hazardous or dangerous items brought to school may necessitate a parent conference with the principal and/or other consequences. Knives, fireworks, guns, laser pointers, facsimiles of these items or other items which could injure a child are forbidden on school grounds and **are in direct violation of the Pattonville Elementary Behavior Guide**. Students in possession of such items will meet with severe consequences as outlined in the Pattonville School District Behavior Guide. Please note that **no toy weapons are allowed at school for any reason.**

Cell Phones

We understand that parents may want their child to have a cell phone for safety purposes. If you choose to allow your child to carry a cell phone to school, please make them aware of the following rules regarding their use. Cell phones should be put away and are not to be turned on at any time during the school day, including during the bus ride to and from school. In addition, students are not to use their phones to text message, play games, take pictures or make calls. If a student does use their phone during school or while on the bus, the phone will be confiscated and kept in the school office until parents come to school to retrieve it.

Wearable Electronic Devices

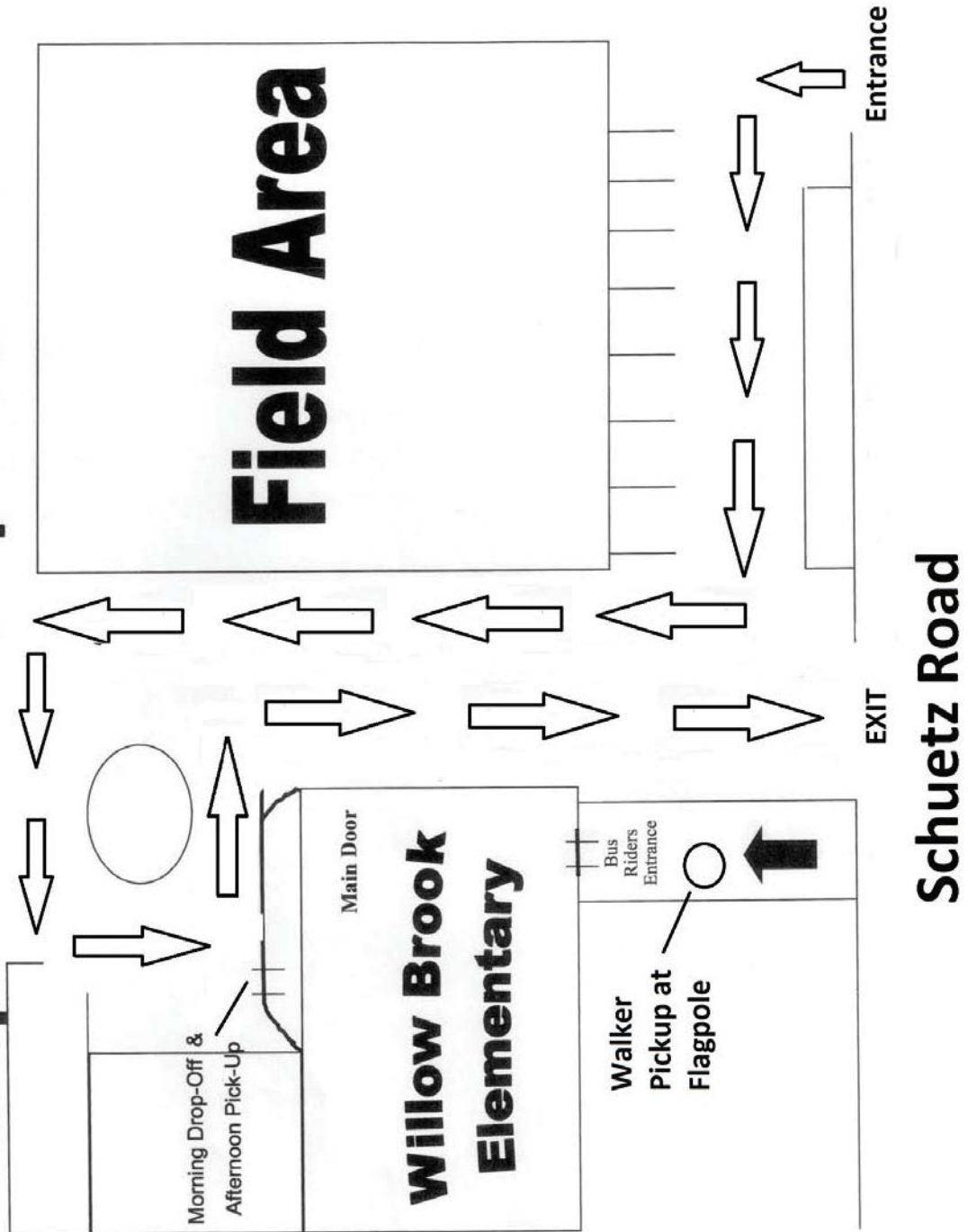
We know that these "watches" are becoming more popular and children are wearing them at younger ages. Students will be allowed to wear them as long as they are not interfering with their learning or learning of others. If it becomes distracting or if it is being used as a toy, it will be confiscated and kept in the school office until parents come to school to retrieve it.

PTO

The PTO is the parent/teacher organization in our building. We encourage all parents and staff to become involved in the PTO. Studies indicate that parental involvement is important in a child's education. If you have any questions or suggestions regarding the PTO, feel free to contact one of the 2017-2018 officers listed below.

President	Shelli Greenblatt
1 st Secretary	Becca Guss
2nd Secretary	Open
1 st Vice President	Amy Menton
2 nd Vice President	Cindy Schuster
Treasurer	Cheryl Graber
Treasurer Apprentice	Amanda Purnell

Drop Off and Pick Up Procedures





Michael A. Fulton, Ed. D.
Superintendent of Schools

Board of Education

Jeanne M. Schottmueller
President

Andrea D. Glenn
Vice-President

Ralph K. Stahlhut
Secretary

Mary Kay Campbell
Treasurer

Ruth A. Petrov
Director

Brian J. Gray
Director

Mindy M. Ridings
Director