August 2004

This handbook has been developed to provide information regarding policies and procedures of Briar Crest Elementary School. Please feel free to make suggestions, corrections, or additions.

The material found in this handbook is subject to the policies of the Pattonville Board of Education.

I sincerely hope that this will be a rewarding year for you and your students.

Tim Pecoraro
Principal

/mab
We believe….
    Every student is unique,
    Every student can learn,
    Every student will be treated fairly.

We are committed to….
    Students having self-esteem,
    Students learning cognitively,
    Students developing processing skills,
    Students becoming self-directed,
    Students having concern for others.

**PHILOSOPHY STATEMENT**

The Briar Crest Philosophy is founded on the ideas that “Success teaches Success – Failure teaches Failure” and that a positive self-concept is important for each child. By assessing each child in each subject area and then placing that child in appropriate instructional groups, regardless of age or number of years in school, that child should be successful everyday. When a child is successful every day, this continued success builds a positive self-concept. If a child has a positive self-concept, that child will do his/her best work. If a child does his/her best work, that child will be successful. Thus the system builds on itself.

This philosophy builds toward the overall goal of helping children to become self-directed, self-motivated learners; capable of solving the problems they will face during their lifetime in the society in which they will be living.
We believe….
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Every student can learn,
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MISSION STATEMENT

The family of Briar Crest School is committed to a positive school climate that encourages successful experiences for each student in all areas of academic and social skills. We believe each student is unique with the potential for learning and making a contribution. Each student is treated fairly with a positive approach to education. The Briar Crest School faculty encourages and challenges its students to reach high but realistic expectations with consideration given to individual needs.

All school experiences are lessons in self-esteem, responsibility, mutual respect and cooperation as preparation for life. Students are encouraged to think for themselves, develop a positive self-image, to develop effective communication skills, to appreciate fine arts, and to apply the knowledge and skills learned.

Discipline is firm and consistent in order to encourage students to make responsible decisions. Faculty, parent and student mutually understand this.

The activities in the school day provide order and routine that enables faculty and students to use time effectively. A balanced curriculum is taught according to a defined program with stated objectives in all areas.

Educating children successfully is the shared responsibility of the home and school. Therefore, a process of positive, effective communication is encouraged in order to maximize the success of students.

The school will place emphasis on patriotism and American heritage to help students develop an appreciation for the principles of democracy and the contributions of others in American history.

School Improvement Team of the Faculty and Administration of Briar Crest Elementary School
BRIAR CREST ELEMENTARY SCHOOL
VISION STATEMENT

We, the staff, students, families and community members of Briar Crest Elementary School will provide a school where:

All students develop social skills, self-esteem and knowledge to enable them to become life long learners.

All students are challenged to achieve academic success.

All students have a safe, nurturing environment that develops them physically and mentally.

Effective communication exists among staff, parents, students and community to facilitate team effort and responsibility.

Briar Crest Elementary School Vision Statement Adopted May 1999
The Pattonville Vision

We Envision Pattonville as a (n)

Caring community where all learners are valued, loved, respected, and regarded as our hope for today and the future.

Safe community where respect for self and others is demonstrated; where integrity and dignity guide behavior.

Learning community where all are challenged to excel. We see students as life long learners and problem solvers who are academically prepared for success and committed to excellence.

Interdependent community where unity among students, families, patrons and staff fosters learning, responsibility and an appreciation of the diverse individual.

We Envision All Pattonville Students as

Contributing citizens of their school, community, country, and world. We see students living their hopes and dreams through self-reliance, commitment, compassion and cooperation.
Supervision – The Patrons of our schools send their children to us each day trusting that they will be properly supervised. To have consistency in supervision of the students, these guidelines have been established:

   Be at your classroom at 8:35 a.m.
   Escort your class to and from each special class.
   Meet your class at the end of lunch.
   Escort your class to the bus at dismissal. Please check with the designated staff member in the cafeteria as you lead your students to the bus.

1. It is the duty of every teacher to correct the conduct of any child on the playground, in the cafeteria or in any part of the building.

2. Students are not to be in the halls except to move to and from buses, cafeteria, restrooms, playground or going to and from the office, nurse’s office or special classes. It is the teacher’s responsibility to know where his/her students are when they are not in the classroom during a class period. This problem can be minimized by good room organization.

3. Do not ask the teachers on recess duty to supervise your students’ disciplinary punishment.

4. Students may not use the telephone except in cases of extreme emergency.

5. Students may be kept in at recess periods if assigned work has not been completed and if the teacher supervises those left in the classroom. 
   *At no time are children to be left unsupervised in the classroom.*

6. Students are not to be dismissed from any class or playground to leave with anyone (including parents) without office notification.

Personal appointments, such as dental, doctor, etc. should be scheduled with the hours of the school day in mind.

It is the teacher’s responsibility to always check with the office regarding any unusual technique or experiment to be used in the instructional program.

The teacher is responsible for the class under his/her supervision. If an extreme emergency arises making it necessary for the teacher to leave the classroom, be sure to notify the office/principal.

It is the teacher’s responsibility to check with the principal regarding any deviation or change in schedule and any change that involves another class.

It is the staff member’s responsibility to work with other school personnel (teachers, custodians, cooks, secretary, etc.) in a cooperative manner.

Staff members are expected to work cooperatively in solving problems that may arise. This should always be done in a highly professional manner.
Good class organization and making certain that school and room rules are explained and followed is essential. Time spent on this responsibility early in the school year will pay great dividends as the year progresses.

**PLAYGROUND/RECESS**

The classroom teacher will discuss rules regarding the playground so that students will have a thorough understanding of the playground rules. The P.E. Instructor will explain game rules the first week of school. It is very important that playground rules be clearly understood by all students.

1. The following activities are *NOT* permitted:
   - Fighting
   - Kicking
   - Tackling
   - Pulling on clothing/other people
   - Pushing
   - Picking up/throwing sticks, dirt, rocks, snowballs/mud balls and/or other debris

2. The students will line up quietly when signaled.

3. Climb on the slide on the ladder side only. Slide down the slide in a sitting position with feet first.

4. No jumping from the playground equipment from unsafe heights.

5. Students are not permitted to leave the school grounds for any reason unless the office has notified the teacher on duty.

6. No tag playing or roughhousing allowed.

7. Students are not to bring athletic equipment from home without prior approval from the Principal.

8. Students should not play around the building walls or talk to those students in time out.
PLAYGROUND SUPERVISION

1. Students will be supervised on the playground according to the teacher duty schedule. Do not dismiss students for recess until there is someone on duty. This is a necessary protection in case of an accident in which the teacher might be held liable if he/she is not on the playground.

2. Students are to stay away from classroom windows.

3. Teachers on duty have absolute authority over every child and should have respect and obedience from every child. Fighting, wrestling and tag playing are not permitted. Profane or obscene language or gestures will not be allowed. Teachers are to report bad behavior of any kind that they feel they cannot handle.

4. When the grassy areas are wet, students will play on hard covered surfaced areas. They should use the playground equipment or play organized games.

5. Students sent to the health room due to illness or injury need a completed health pass if possible. If there is a serious injury requiring immediate help, one adult should stay with the injured child while someone else is sent to get the nurse.

6. Students should not bring toys from home.

7. All playground equipment shall be used only for the purpose intended to assure the safety of the students.

8. Paper and trash shall be placed in trash containers.

9. The classroom teacher should meet students coming in from the playground. Because other classes are in session, reasonable quiet should be observed.

10. When weather does not permit outside recess (cold, rain, snow/ice) an inside recess duty schedule will be followed.
AFTERNOON BUS DISMISSAL

The bell rings at 3:35 PM.

All activities should cease in plenty of time to help the students prepare themselves and their room for dismissal. Good classroom management will enable you to have the students get their room spic and span before leaving for the day.

Bus loading is very important and should be given your fullest attention. Students are not able to ride to a neighbor or friend’s house without permission from the parents in WRITING. Permission must also be received from the office. All children MUST ride the bus to which they have been assigned in order to keep our loads equalized. Children must not be left unsupervised at the end of the day to get on the buses at their leisure.

1. Teacher’s will walk at the front of their lines and will walk through the cafeteria to the outside doors. Students will not be allowed to run past their teacher.
   (This rule should be discussed with the class.)

2. Bus rules – review with class/students
GENERAL INFORMATION

BASIC SCHOOL RULES
- No items from home, **cell phones, pagers**, sunglasses, hat, radio, doll, toy, etc...
- No gum chewing
- No food out of the cafeteria
- Teachers may permit a cup for water

COMMUNICATION TO HOME
Notes: If in any way controversial, get approval from the Principal.
Keep a copy of notes sent home.

Conferences: Notify Principal of conference. Direct parent/s to the school office if a conference becomes controversial. Tact should always be used in talking with parents.

HOMEWORK
In accordance with Pattonville School District – Policy IKB

Homework is that extension of classroom effort required to attain the goals of a curriculum. Homework is a learning activity, which should increase in complexity with the maturity of the pupil. With increased maturity, learning should become an independent activity. This should be established through consistent assignment, which encourages students to investigate for themselves, and to work independently, as well as with others.

The purpose of homework is to:
- Stimulate independence, responsibility and self-direction commensurate with the student’s age.
- Supplement, support and reinforce the school experience.
- Acquaint parents with their child’s achievement and experience in school and to invite their involvement.
- Provide for the continuation of learning outside the confines of the classroom.
- Provide teachers with additional information on a student’s comprehension.
- Produce a lifetime learner.

PROGRESS REPORTS
Progress reports are to be sent home to all students at the mid-point of the second and third trimesters. Fill out; turn in to the office before sending home. Retain a copy. A copy should be placed in the cumulative file.

CUMULATIVE – PERMANENT RECORDS
A permanent record folder and cumulative file are maintained in the office. They may be withdrawn (by staff only) for short intervals when they are being worked on. These
records should not be removed from the building. The cumulative folder should contain only important items.

**DRESS GUIDELINES**
Emphasize to your students the importance of appropriate dress for school. If you have a student/s not appropriately dressed and they have already been reminded about it, please notify the office. Hats should not be worn in the school building.

**GENERAL INFORMATION (CONTINUED)**

**RESTROOM PROCEDURES**
Students may use the restrooms:
- Before school
- During lunch in the cafeteria with permission

Teachers may escort their class before/after a special class. Avoid sending more than 3 boys or 3 girls to the restroom at one time.

**DAILY PROGRAM**
The allotment of school time is very important both to the child and the teacher. Please submit a daily schedule to the principal shortly after the first week of school.

**EXCUSING STUDENTS**
A student leaving school early must get permission to leave through the Principal’s office. **DO NOT MAKE AN EXCEPTION TO THIS RULE.** All students must have an excuse in writing from their parents if they are to leave school after arriving. Parents are to sign them out in the office.

**CAFETERIA**

*Breakfast:*
All students can eat breakfast for free. They can eat in the cafeteria or the classroom. Breakfast begins at 8:35 AM, so it is important ALL teachers are in their classrooms at this time.

*Lunch:*
All children who eat lunch at school will be expected to eat in the cafeteria whether they carry their lunch or are served there. NO pupil is to be allowed in the classroom during lunch unless the teacher is in the classroom.

Supervision of the students will be the responsibility of the teacher assigned to that duty. However, every teacher should correct any misconduct not observed by the one assigned to the cafeteria supervision. Be alert and helpful the first few weeks of school and we will have a cafeteria to be proud of.

**ART, MUSIC, PHYSICAL EDUCATION**
All teachers should accompany their students to their special class and meet the class after the period. It is imperative that both special and classroom teachers adhere to the special class schedule. If the special teacher from should notify the at that time.
VISITORS/PARENTS
Visitors/parents are always welcome. The following guidelines have been established for the safety of all students.
- All visitors must report to the office.
- All visitors will be issued a visitor’s badge to wear.
- All parents should wait in the cafeteria for school dismissal at 3:35 PM.
- Only in an emergency should students be dismissed early (3:25-3:35).
  All students will be dismissed through the office.
- No students will be dismissed from the classroom.
- Parents should not pick up other children (neighbors) without notifying the office and providing a written note from the parent.
- Parents wanting to visit a classroom should check with the office, just as a courtesy to the teacher. Prior arrangements for classroom visits are recommended.
- Students from other schools should not visit classrooms during class time unless previous arrangements have been made. After school visits are welcome!

SPECIAL CLASSROOMS – SPECIAL DISTRICT, ETC.
From time to time, students are referred to Special District classrooms. Staff members are to cooperate in any way possible to make this transition successful.

EDUCATIONAL FIELD TRIPS
Teachers often find that in connection with the classroom activities it is desirable to provide enriching experience in the form of educational field trips. Great care should be exercised in choosing a place to visit so that the excursion will supplement the classroom activities either as an intro for, a clarification of, or a culminating activity to a unit of work.

School buses are provided for transporting a class on an educational field trip. Completing Form PSD 46 and sending this to the school office for confirmation accomplish the reservation of a bus. This should be done as soon as possible but no later than ten days prior to a field trip. The Learning Center and Transportation Departments will notify you if your date can be accommodated or to select an alternate date.

A permission slip should be sent home with the student a week prior to the field trip requesting the parent’s consent for the student to accompany the class.
**SCHOOL PHONE**
The school phone is for school use. There may be infrequent times that are necessary to make a personal call. Discretion should be used in the use of phones. We have a public phone in Briar Crest located in the cafeteria.

**PLEDGE OF ALLEGIANCE**
Members of the Briar Crest Student Council will lead our school in the Pledge of Allegiance each morning.

**SCHOOL PARTIES**
Three school parties will be held each school year. A Fall, Winter and Spring Party are scheduled for the last hour of the school day. The teacher and Room Parent should plan all classroom parties.

Some students and their parents may approach you with the desire to observe their child’s birthday with a party at school. The school policy is to limit the party to a treat distributed as the students go to the cafeteria for lunch.

**PTA**
Teachers are encouraged to join and attend our PTA Meetings. Our PTA has always been very helpful in making it possible to acquire many additional educational materials.

**AMERICAN EDUCATION WEEK**
American Education Week is usually held during the first week of November and many parents may visit our classrooms at this time.

**MONEY AND ALL PERSONAL ITEMS**
All cash should be locked in the school office. Put money in an envelope with your name/class marked on it. Check with the office staff if you need anything from the locked cabinet. All personal items of any value should be locked in a cabinet in your room during the day. If you do not have a cabinet that will lock, please notify the office immediately.

**CUSTODIANS**
Our custodians are important people to all of us. They enable both you and the student to have healthful and sanitary surroundings. Similar to the secretary, their tasks are many and varied and to pinpoint them would take an endless list. Direction for their daily, weekly and monthly tasks should stem from the principal’s office so that he/she might keep their work coordinated and not overlapping. It will help a great deal if all requests from you for extra custodial help would first be directed to the principal’s office so that he can assist in the scheduling and arrive at priorities for the various duties.

We can help the custodians with their schedules and make for a better cooperation all around if we try to make the load lighter. If we use care in the selection and use of materials, we can help with the school chores. Paste removed from tables and desk tops, pencil marks discouraged except those placed on paper, and shortly before dismissal hour, all paper, chalk and crayons picked up off the floor and deposited in the room’s waste can, and books placed in desks and back on shelves help considerably. Student chairs should be placed on desks at the time your room is to be cleaned and at the close of the school day. Also, window shades should be lowered uniformly and windows locked. All classrooms should be locked when leaving at the close of the day.
DISCIPLINE

Effective discipline procedures are important to the overall function of Briar Crest Elementary School.

Consistent expectations and consequences/reinforcements are critical to any discipline policy. School wide rules and classroom rules should be clearly communicated to students on the first day of school. Classroom rules should be posted in each classroom. Expectations should be reviewed on a regular basis.

We will again work with the Boy’s Town Social Skills Model during the 2004-2005 school year. This program will continue to improve as every staff member takes ownership and works with students in a proactive manner. All teachers should teach the selected skills to students and take time to re-teach skills when needed.

**Procedures:**

Complete office referral when sending a student to the principal. Please be specific regarding what inappropriate behavior the student is exhibiting and include what interventions you have tried in the classroom.

I will make every attempt to notify you by note, email, or in person regarding what disciplinary action students receive when sent to the office.

Building a positive relationship with students plays a major role in any classroom management plan. Yelling at students for inappropriate behavior should not be considered an effective consequence.

**Teacher Expectations:**

All classroom teachers must be at their classroom door from 8:35-8:50 each morning supervising students in the hallway and as they enter the classroom. We are responsible for students as soon as they enter the building. This procedure will greatly improve our morning arrival procedures.

Students are expected to walk quietly ion the hallway at all times.

If we work together as a team, we’ll continue to observe improvements with student behavior.

“We won’t achieve greatness until we expect greatness”
NOTE: Sections regarding emergency procedures and crisis planning have been deleted from this document for posting on the Web site. If you wish information related to these items, please see the building principal.

PATTONVILLE SCHOOL DISTRICT – TEACHER ANSWERING SERVICE

CALL CENTER – 6:15 – 6:45 AM. 213-8064 EXTERNAL X1064 INTERNAL

ANSWERING MACHINE – 24 HOUR SERVICE 253-4326 (KEEP CONFIDENTIAL)

PROCEDURE:

- Calls should be on the tape by the following deadlines if substitutes are to be arranged in time for the first hour of class

- Grades 9-12 (High School) Starting Time – 6:50 AM Zero Hour – Before 5:30 AM or earlier

- Grades 9-12 (High School) Starting Time – 7:40 AM – Before 5:45 AM or earlier

- Grades 9-12 (Positive School) Starting Time – 12:00 PM – Before 6:00 AM or earlier

- Grades 6-8 (Middle School) Starting Time – 8:05 AM – Before 6:00 AM or earlier

- Grades K-8 (Traditional School) Starting Time – 8:05 AM – Before 6:00 AM or earlier

- Grades K-5 (Elementary Schools) Starting Time – 8:35 AM – BRIAR CREST – Before 6:15 AM
  Or earlier

When you use this service, the following recording will be heard:

“This is Joyce Bowdish at the Substitute Teacher Call Center. Your call will be recorded. Please respond with the following information:

- School Name
- Grade or subject taught
- The time of your first class
- Your first and last name
- The dates of the days you will be absent

If you were absent the previous day, please include this in your message. Please speak slowly and clearly. You may begin talking after the tone.”

IT IS IMPERATIVE THAT ALL OF THE ABOVE INFORMATION BE GIVEN.
The teachers who find it necessary to be absent from their regular assignments are REQUESTED TO NOTIFY THE CALL CENTER THE DAY PREVIOUS TO THEIR ABSENCE IF POSSIBLE.
Teachers are responsible for notifying the office of the building principal of their absence one half hour BEFORE the beginning of school, informing of lesson plans, length of absence, special problems or projects.
Teachers and paraprofessionals are expected to telephone the Call Center for all absences even though the employee’s supervisor has been advised.

CALL CENTER TELEPHONE NUMBER SHOULD BE KEPT CONFIDENTIAL.