

WILLOW BROOK PARENT HANDBOOK 2017-2018



**Willow Brook Elementary School
298 Robertsville Road
Oak Ridge, TN 37830
865-425-3201**

www.ortn.edu/willowbrook

“A Title 1 School Committed to Student Learning”

In compliance with the Title VI Act of 1964, Willow Brook School does not discriminate nor deny any student’s participation in any program or activity on the basis of race, color, religion or national origin.



Dear Parents,

Inside this handy handbook we hope you find the answers to many of the questions you may have from time to time. While we follow all policies and procedures set forth by the Board of Education for the Oak Ridge Schools, there are those things that are uniquely Willow Brook that we want to be sure you are aware of. Please be sure to read all of the information. Our office hours are Monday-Friday from 7:45 a.m. until 4:00 p.m. After you read this handbook, if you have any further questions, be sure to give us a call!

Sherrie Fairchild-Keyes, Principal
Willow Brook Elementary School

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In compliance with the Title 1, No Child Left Behind Act, Willow Brook School provides opportunities for parental involvement in programming as outlined in the Willow Brook Parent Handbook.

WILLOW BROOK STAFF 2017-2018

Principal Sherrie Fairchild-Keyes Admin. Assistant Tisha Brown
Counselor Dan Schwartz Family Resource Center Jo Bruce
Secretary/Bookkeeper Sherry Bath Family Impact Coord. Allison Peters
Secretary/Registrar Latoya Pack Ridgeview STAR..... Carol Sowards

KINDERGARTEN

Karen Aldridge Debbie Gore
Linda Bell/Amy Cordell Melissa Williams

FIRST GRADE

Chloe Clark/Angie Sexton Marti Overton
Kathy Crowe Meredith Whitehead

SECOND GRADE

Liane Aldridge Jessica Hill
Michelle Chenot Kim Lee

THIRD GRADE

Leslie Addis Rebecca Mullins Justin Warner
Andrew McDonald Mandie Seal

FOURTH GRADE

Peter Blair Laurie Campbell
Ashley Branson Gary Grimac

SPECIAL AREAS

Physical Ed Mark Clary Discovery Center Tina Marascia
Art Sara Cochran Library Lisa Meidl
Vocal Music Michelle Goethert Computer Chris Bruce

SPECIAL TEAMS

Hope King Karen Clark Andrea Ditmore
Melanie Bloomer Donna Grove Debbie Ledbetter
Debbie Hibben Judy Sutton Jackie Cohn
Leanne Miller Lynn Draper Terri Lloyd

TEACHING ASSISTANTS

Marla Colberg Natalie Johnson Valerie Paul
Julie Colburn Laurel Madden Jan Phillips
Terry Gonzalez Betty McKinney Susan Woods
Heather Johnson Lori Murphree Kim Yeary

SCHOOL NURSE

Cathy Infield

PSYCHOLOGIST

Julia Houston

EXTENDED CHILD CARE

Marly Woods

CUSTODIANS: Jerry Dyer, Doug Cameron, John Harris, Neal Taal

In compliance with the Title 1, No Child Left Behind Act, all of Willow Brook's teaching and instructional support staff are highly qualified. Parents may request information about the qualifications of teachers and teacher assistants.

WILLOW BROOK VISION

The vision of Willow Brook Elementary is to empower all to achieve their goals in a safe and respectful environment.

WILLOW BROOK MOTTO

We Think... We Learn... We Dream... We Grow...

THE BELIEFS OF WILLOW BROOK

We believe:

- all children are capable of learning;
- learning is fostered when children experience and celebrate successes;
- that all members of the school should be respectful, responsible and ready every day;
- learning is meaningful when school experiences are relevant to children's lives;
- home and community involvement are essential to the success of all children;
- diversity should be honored, respected and celebrated;
- participation in fine arts, humanities and wellness programs develop well-rounded individuals;
- children have gifts and talents that should be nurtured and celebrated.

IMPORTANT DATES AND TIMES

Daily School Hours:

8:15 a.m. - 3:30 p.m. Monday, Tuesday, Thursday, Friday

8:15 a.m. - 1:30 p.m. Wednesday

Kindergarten Parent Meeting:

Tuesday, August 9th – 6:00 p.m.

Willow Brook Open House:

Thursday, August 18th – 6:00 – 8:00 p.m.

When School is Closed:

Labor Day Holiday: Monday, September 5th

Fall Break: October 3rd – 14th

Election Day: Tuesday, November 8th

Thanksgiving Holiday: Wed. – Friday, November 23rd – 25th
Winter Break: Monday, Dec. 19th – Monday, Jan. 2nd
Martin Luther King, Jr. Holiday: Monday, January 16th
Spring Break: March 13th – 24th
Good Friday: Friday, April 14th
Memorial Day Holiday: Monday, May 29th

Intersessions:

Fall Intersession: Monday – Thursday, October 3rd – 6th
Spring Intersession: Monday – Thursday, March 13th – 16th

IF YOU HAVE A QUESTION/CONCERN, WHAT SHOULD YOU DO?

First, contact your child’s teacher. If your question/concern involves your child’s classroom, you need to contact his/her teacher first. He/she will be more likely to give you input and answers than anyone else in the building. Keep in mind that many questions/concerns come from miscommunication. Simply talking with the teacher can usually take care of most situations.

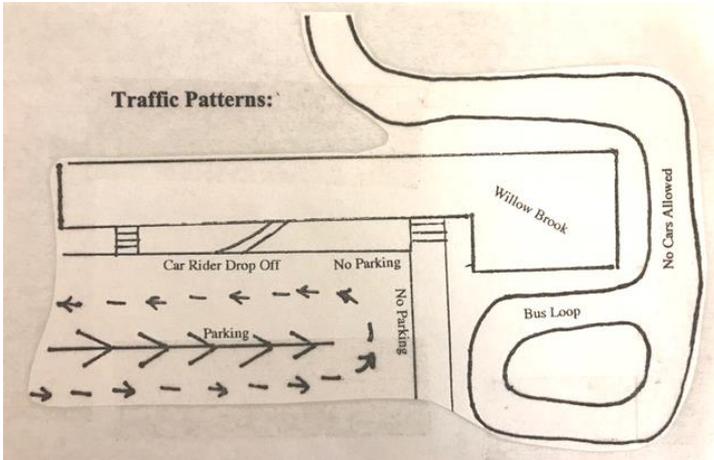
If you still have a question or concern after you have spoken with the teacher, please call Dr. Fairchild or Dr. Brown (425-3201). Both will be happy to speak with you and/or meet with you.

If you still have a have a question or concern after following the steps listed above, please contact Mr. Lay, Executive Director of School Leadership, at the School Administration Building (425-9002).

ARRIVAL/DISMISSAL:

The two most vulnerable times for student safety during the school day are arrival and dismissal. During these two times we have more student movement, more people and more vehicles on campus than any other time of the day. These two times get extra attention from us. Safety is always our first concern. We have specific policies and procedures in place to keep these times of the day as safe as we possibly can. Please adhere to the following:

Traffic Patterns:



- No cars parked in the bus loop
- Do not park along the sidewalk or block wheelchair ramps
- Park in designated spaces only.
- Student drop off is at the bottom of the handicap ramp.

Morning Arrival:

Willow Brook doors open at 7:45 a.m. Students are not to be dropped off and left unattended before 7:45 a.m. because staff members will not be present to supervise students until doors open.

Morning drop-off: Students arriving by car are to be dropped off at the bottom of the handicap ramp. Dr. Fairchild or Dr. Brown will open car doors and greet children from 7:50 -8:20 a.m. each morning.

Students arriving by car are to walk up the ramp and enter the front doors.

Students arriving before 8:15 a.m. will go to the bus hall or to the gym depending on their grade level. We encourage students to bring a book to read while waiting to be released for homeroom 8:15 a.m.

Use of electronic devices is prohibited except during instructional activities directed by their classroom teacher.

The first bell rings at 8:15 a.m. Students may report directly to their classroom at that time. Breakfast in the classroom begins at 8:15 a.m. and ends at 8:30 a.m. when the second bell rings. If your student eats breakfast at school, please be sure they arrive by 8:15 so they have plenty of time to eat and get their day started in a positive way.

Instruction begins promptly at 8:30 a.m. A student will be considered tardy if they are not in their classroom and ready to learn at 8:30 a.m.

Afternoon Dismissal:

We observe a quiet dismissal procedure—this means students limit their talking during dismissal. This is to ensure that every child gets to where he or she needs to go and can hear all directions.

Parents must indicate how their student is to go home at the beginning of the school year by completing the Transportation Survey. There are 7 options for dismissal:

Early Check-out - Please make sure your list of adults approved to pick-up/check-out your student is up-to-date in Skyward. Per school board policy, we will only release your student to adults you have listed, in writing, as having permission to check-out your student. In order to maintain a safe and organized dismissal procedure, **no Early Check-outs are permitted after 3:00 p.m. (1:00 p.m. on Wednesdays).**

If your student has an appointment and needs to leave school before 3:30 p.m., please make arrangements to check them out before 3:00 p.m. Early checkouts fall under the attendance policy. A child may not have more than five unexcused early check-outs. Be sure to bring an appointment excuse so an early checkout will be recorded as excused.

Car Rider - Your student will only be released to adults in possession of the **car tag** with your student's name on it. **Families are limited to two car tags.** You may get two car tags from the front office any time before 3:00 p.m. (Please bring identification in the event the person working in the front office does not know you). If a car tag is lost or not in possession of the person who is picking your student up on a given day, you/they will have to check him/her out through the front office. Please make sure your list of adults approved to pick-up/check-out your student is up-to-date in Skyward. Per school board policy, we will only release your student to adults you have listed, in writing, as having permission to check-out your student.

Walker - Students who are listed as "walkers" will be released at the Robertsville Road exit of our building. Your student will only be released to adults in possession of a **walker card** with your student's name on it. **Families are limited to two walker cards.** You may get walker cards from the front office any time before 3:00 p.m. (Please bring identification in the event the person working in the front office does not know you). If a walker card is lost or not in the possession of the person who is picking up your student on a given day, you/they

will have to check him/her out through the front office. Please make sure your list of adults approved to pick-up/check-out your student is up-to-date in Skyward. Per school board policy, we will only release your student to adults you have listed, in writing, as having permission to check-out your student.

Independent Walker - You must inform us in writing if your student is allowed to walk home independently of an adult escort. Student safety is our highest priority and we do not want to release your student to walk alone if you expect them to be picked up by an adult. Kindergarten students are not allowed to be Independent Walkers.

Bus Rider - If your child is a new bus rider, please be sure you have an up-to-date **REQUEST FOR BUS SERVICE** form on file with the school (if there have been no changes to your address or pick-up/drop-off location, you do not need to complete a new form). A new form will need to be completed if your address changes or if pick-up or drop-off locations need to be changed. Bus stops/ times are posted on the School District webpage. Kindergarten students will not be released at their bus stop in the afternoon unless an approved adult is present at the bus stop to pick them up. If no adult is present, the bus will return the Kindergarten student to the school.

Bike Rider - If your child is a bike rider, please ensure they have a lock to secure their bicycle onto the bike rack. We are unable to store bicycles inside the school building. Students must wear a bike helmet in order to ride their bike to and from school.

Extended Child Care (ECC) - Students who are registered for ECC will be released at 3:30 p.m. to meet Ms. Mary for ECC.

Changes in dismissal/ transportation: If a change needs to be made in afternoon transportation, a written note to the homeroom teacher is required. This needs to be done before your student comes to school. Do not call the school to make a dismissal/ transportation change unless it is an emergency. If an emergency arises that requires a change in transportation for your student, please call the front office before 3:00 p.m. so we can communicate the change to the homeroom teacher.

Please be on time to pick up your child. School dismisses at 3:30 p.m. (1:30 p.m. on Wednesdays) and the office closes at 4:00 p.m. If an emergency arises and you will be later than 3:30 p.m., you must call the front office. The authorities may be contacted for students who are left after school hours without parental contact.

AUTHORIZATION TO RELEASE:

Each child is to have Authorization to Release information on file in the school office. Be sure to list anyone whom you think could come and pick up your child. If a person's name is not on the form, we will not release the child without prior written consent. We will not take phone calls to change authorization. If your child is going home with another child, your child must have a note giving permission for the other child's family to pick up your child. Please keep the card current throughout the year. Notify the school immediately if any personal contact information needs to be changed or updated. We do check ID of everyone before we release a child per ORS policy.

ATTENDANCE:

In 2015 Oak Ridge Schools adopted a new attendance policy. Willow Brook will follow the policy as written in the ORS Discipline Code Handbook, as well as additional policies specific to Willow Brook. Things you need to know:

The number one goal is to have students present, on time and prepared for school each and every day.

If a child has to miss school for an acceptable reason (as stated in the ORS Discipline Code Handbook), parents may write up to seven (7) notes per school year to excuse up to seven (7) absences.

After seven (7) parental notes, any other acceptable absence requires a medical excuse.

Parent and doctor notes must be submitted to the front office within three (3) days of a students' return to school.

Unexcused absences are addressed through the ORS truancy policy and can result in Court intervention.

Parents will be contacted by school staff when students accrue 3, 5, 7, and 10 unexcused absences. Upon the 10th unexcused absence, a truancy petition will be filed with the Court on behalf of the student by the Director of Pupil Services.

Parents need to be aware that unexcused tardies (not in the classroom when the bell rings at 8:30 a.m.) and unexcused early check-outs (checked out before the 3:30 p.m. bell rings) are an important part of attendance.

In order for a child to be eligible for Perfect Attendance, he/she must have no excused or unexcused absences, no tardies and no early check-outs the entire school year.

If a child must miss school, a child has three days from the date of return to make up any missed work. Parents wishing to come by the front office and pick up work must call the front desk at 425-3201 before 9:00 a.m. in the morning and may pick up the work between 3:30 p.m. and 4:00 p.m. that afternoon.

If you have any questions or concerns about your child's attendance, please contact Jo Bruce at 425-3205. She will be glad to assist you with any problems or concerns you may have.

EARLY CHECK OUT FOR APPOINTMENTS:

From time to time parents need to make outside appointments for their children that conflict with school hours. While we would prefer that appointments be scheduled outside of school hours, we do know that that is not always possible. If your child has an outside appointment:

To be EXCUSED, the appointment must be for an acceptable reason as stated in the ORS Discipline Code Handbook and a written excuse must be submitted upon return the next day. Early check-outs fall under the attendance policy.

Parents, or adults with authorization to release, must come into the front office to sign out a student when they are checking out and sign them in when they are checking in.

If the appointment is scheduled at the end of the school day and the child will not be returning to school, the child needs to be picked up no later than 3:00 p.m. (1:00 p.m. on Wednesday). This allows plenty of time before the dismissal process begins for the secretary to locate the child, call him/her to the front office, and get you out the door without getting caught in after school traffic.

Avoid scheduling appointments during State Assessments—once testing begins in the morning, we do not interrupt classes for any reason.

PREARRANGED ABSENCES:

While the Oak Ridge Schools actively encourage and require a high degree of student attendance, we know that learning opportunities extend beyond the classroom setting. There are times when family trips and club participation can contribute to the development of the

students. We also acknowledge that life circumstances occur that may interfere with a child's attendance.

When these circumstances arise, we ask that you fill out a Prearranged Absence Form. You may request the form from, and return the completed form, to Mrs. Pack at the front desk. In order to have time to approve the form, we request that you turn in the completed form to Mrs. Pack ten days prior to the absence, or in the case of a family emergency, as quickly as possible. Dr. Fairchild will then approve or deny the request and return the pink copy to the parent. Family trips do not meet the criteria for an excused absence. Please note that students with excessive absences or with a high concern of a failing grade will not be approved for discretionary absences.

SAFETY AND EMERGENCY DRILLS:

Educating students in a safe environment is our number one priority. As a staff, we continue to review our policies and procedures for safety to ensure our knowledge in the event of an emergency. Routinely we practice a variety of drills with the children, including evacuations, lock downs, natural disasters, severe weather and fire. If we ever had to fully evacuate, here are a few things you, as parents, would need to know:

The Willow Brook staff will take students to a secure location off the property - we have arrangements with a variety of churches, businesses and schools within walking distance of Willow Brook in which to take our students.

Once at the new location, procedures will be put into place for parental pick up. Students will not be released until they were all accounted for after the re-location.

Parents will be notified via the Skylert system and the media as to where to be reunited with their child(ren). While this would be a very stressful time, parents need to follow the procedures for picking up their child(ren) and not add to the stress by trying to go to an undesignated location.

A media location will be set up at a separate location by a member of our Safety Response Team to keep the media up to date with information.

If injuries occurred, members of our Safety Response Team will set up a triage site.

All exterior doors around the building are locked.

Everyone coming into our school must enter via the front doors and must obtain a visitors badge before leaving the lobby. Visitors should also check out when leaving the property. In the event of an emergency, we need to account for everyone in the building. All visitors must wear a Willow Brook visitor sticker. If a visitor is in our building without a sticker, he/she will be stopped and asked to return to the front counter to get a sticker. No one is allowed to go to classrooms without a prior appointment with the teacher or without notification of the classroom teacher. If you come to pick up your child, drop something off for your child, or have lunch with your child, you must wait in the lobby while the child is called to come to the front desk.

FOOD SERVICES:

Willow Brook Elementary School participates in the Community Eligibility Program, which means all students are offered a healthy breakfast and lunch at no cost. We provide balanced meals each day for our students. Students may have the lunch provided by the school or bring a lunch from home.

Carbonated beverages are not to be brought for lunch.

Parents are always welcome to come and eat with their child(ren).

Prices for 2016-2017:

Adult Lunch:	\$3.85
Ala Carte Menu:	
Meat/Meat Alternate Serving	\$2.60
Hot Sandwich w/Meat/Meat Alternate	\$2.60
Cold/Deli Sandwich	\$2.60
Vegetable Serving	\$1.30
Fruit Serving	\$1.30
Bread Serving	\$.60
Milk	\$.60
Ice Cream	\$.75
All Other Snacks	\$1.00
(WG Rice Krispy Treats, WG Pop Tarts, Baked Chips, SmartFood Popcorn, Granola Bars, etc.)	

The cafeteria is monitored by teacher assistants and the administration. Students are expected to follow all rules and directions of the teachers on duty.

Because there are so many children in the cafeteria at one time, it is essential that children use quiet voices. We have a traffic signal that

helps to monitor the noise level. A green light indicates the appropriate noise level. As the volume begins to increase, the yellow light will come on and students need to adjust. If the red light comes on indicating that the level is too loud, one of the teachers on duty will shut off the lights and the students are not allowed to talk. "Lights out" means total silence. Students must remain in silence until the lights come back on and the traffic signal returns to green. The red light is also turned on to signal the time for students to take their lunch trays and line up for dismissal from the cafeteria.

MONEY:

On a daily basis, students do not need to have more than one dollar for purchasing an a la carte item in the cafeteria. Please do not send your child with large amounts of money. Our cafeteria and/or office is not equipped to make change, and students have the potential to lose extra money.

If a child needs to bring money to pay for a field trip, we suggest you put the money in an envelope and clearly mark your child's name on the front.

Students are NOT allowed to give/accept money from other students. Students owing money to the office, book room, or library are not eligible to participate special functions (i.e. Field Day) until the debt is paid in full.

When paying for field trips, lost or damaged library or book room books, class pictures, or other school expenses with cash, please send the exact amount requested. The bookkeeper does not always have the money available to make change.

CLASS CONTRIBUTIONS/SUPPLY LISTS:

At the beginning of the year teachers will send home a request for a \$20.00 class contribution and needed school supplies. This contribution allows the classroom teacher to provide classroom projects and opportunities above and beyond the basic instructional program afforded through the ORS approved budget. Some of the extra projects include science experiments, subscriptions to Scholastic News, planners, art projects, seasonal projects, guest speakers, etc. Without this contribution, these additional opportunities would not be possible. School supplies are also items requested to support the

classroom program. When students are able to provide their own supplies, classroom monies can be used for other programs and projects. Both the contribution and supplies are requested from every student but are not required of any child.

DRESS CODE:

Willow Brook will follow the dress code established for the Oak Ridge Schools and printed in the ORS Discipline Handbook. Listed below are some of the concerns that come up at the elementary level:

No flip flops or backless shoes—because our students walk in lines, are active in physical education class and play on our playgrounds daily, flip flops are not to be worn to school. Students need a shoe that has a back strap and fits securely on his/her feet.

Shirts/shorts—shirts must cover the stomach and shorts must be finger-tip length. Our students grow quickly...what fit a month ago, may not fit now.

Appropriate dress for weather—we go outside daily. Be sure your child has appropriate clothing for the weather.

Spaghetti straps—need a shirt over or under them.

Sagging—needs a belt. Pants need to fit around the waist so that they do not fall down and cannot drag the floor and become a tripping hazard.

If you have a question about a particular clothing item, either call the school and ask, or send an extra piece or clothing or pair of shoes if the child has to change. We do keep some extra clothing at school for emergencies. If your child is in violation of the dress code, you will be contacted and asked to bring him/her a change of clothing.

AFTER SCHOOL PROGRAMS:

Willow Brook is the recipient of a 21st Century Community Learning Centers (CCLC) Grant to provide both before and after school programs, and are under the direction of Mrs. Tina Marascia. Some programs are teacher recommended and some are student/parent elected. After school programs are at no cost to our students. Programs last until 4:30 p.m. and a late bus is available for any student needing transportation. If your child is chosen for the Afterschool Program, you will be required to participate in an orientation meeting

and fill out an application giving permission to participate and other pertinent information. Your child must remain a student in good standing to participate.

Extended Child Care (ECC): Students needing before and after school child care may enroll in the ECC program. There is a cost to parents for this service. ECC opens at 6:30 a.m. and closes at 6:00 p.m. in the evenings. Parents wishing to participate in this program need to make arrangements each year with:

Ingrid Hamm, System Director 425-9030

Mary Woods, WB Site Director 425-3204

INTERSESSION:

Our Intersession program occurs during the first week of Fall Break and first week of Spring Break. Intersession is an opportunity for students to work on academic interventions as well as participate in STEM projects and challenges.

School hours: M, T, W, Th, 8:00 - 11:30 a.m.

Breakfast is served in the cafeteria 8:00 - 8:20 a.m.

Students are offered a sack lunch to take with them when they leave at 11:30 a.m.

Bus transportation is not available during Intersession so students who participate will either need to be a walker or a car rider.

For students to attend, they need to:

Complete the registration forms that go home in the fall and spring and return them to the front office. Space is limited so we recommend parents return registration forms as quickly as possible. If Intersession registration is closed, student names will go on a waiting list.

Be in good standing with behavior—students that have had behavior problems in the classroom risk the chance of being denied acceptance into Intersession.

During Intersession week, students must have outstanding behavior—if any behavior issues arise, students are sent home and do not return for the rest of the week.

CROSS BOUNDARY/TUITION REQUESTS

Students at Willow Brook on tuition or cross boundary must reapply yearly.

When the window for reapplication opens in the spring, the ORS Office of Pupil Services will send home notification.

Students being considered for tuition acceptance must complete paperwork with Dr. Henderson, the Director of Pupil Services for the Oak Ridge Schools at the School Administration Building.

Students coming to Willow Brook on a cross boundary/tuition must remain in good standing in the following areas:

- academically - parental support - behaviorally - attendance

If a student does not maintain good standing in each area, his/her cross boundary may be revoked at any time.

If a student begins the year at Willow Brook and moves to a different Oak Ridge school zone and parents would like for the child to remain at Willow Brook, parents must fill out the cross boundary paperwork to be considered.

If a student begins the year at Willow Brook and moves outside of Oak Ridge, he/she must complete a tuition application through the Pupil Services office to be considered for staying in the Oak Ridge Schools.

POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBiS)

Schools are successful when they help children grow academically, socially, and emotionally. For this to happen it is imperative that we have a safe environment which is supportive and conducive for growth. By setting forth clear social and behavioral expectations and directly teaching students about those expectations, it is our goal to create a positive atmosphere for optimal learning. To help us meet this goal, Willow Brook staff has implemented a school-wide student behavior program called Positive Behavior Intervention and Support (PBiS).

WILLOW BROOK STUDENT BEHAVIOR EXPECTATIONS

Willow Brook Elementary School has developed a behavioral matrix that outlines the behavioral expectations of our school. The three core values of Willow Brook are: Be Responsible, Be Respectful, and Be Safe. Each category is then broken down into various school settings

(i.e. gym, hallway, bus, playground) and specific expectations are listed for what the behaviors should look like and sound like.

During the first two weeks of school, the expectations are taught through our Bear Necessities Training. During this time, the expectations are explicitly taught and modeled by teachers; time is given for students to practice expected behaviors in each setting of the behavior matrix. Students who enroll in Willow Brook after the first two weeks of school participate in an orientation program within their first few weeks in order to learn about PBIS, behavioral expectations, and staff members who provide support for students who need it.

The Willow Brook Elementary School Behavior Matrix is provided for your information on pages 19- 23 of this handbook.

WBES BEHAVIOR MATRIX

Arrival and Dismissal for Car and Bus

We are Responsible.	We are Respectful.	We are Safe.
	Follow directions.	Walk in hallways.
	Keep hands and feet to self.	Be silent during dismissal.

Classroom

We are Responsible.	We are Respectful.	We are Safe.
Use materials and equipment as directed.	Listen to others until it is your turn to talk.	Keep your hands, feet, and body parts to yourself.
Come to each class/ area prepared	Follow directions without argument.	Ask permission from an adult before leaving the room.
Clean up after yourself.	Use kind words.	Keep all four chair legs on the floor at all times.
Follow classroom routine.	Allow others to work without distraction.	Walking feet only!
Stay focused on task.	Ask permission before touching others' belongings.	

Hallway

We are Responsible.	We are Respectful.	We are Safe.
Use hall pass when unaccompanied by an adult.	Walk silently in the hallway.	Walking feet only!
Go directly to your destination.		Keep hands, feet, and body parts to yourself.
		One stair at a time.
		Stay to the right.
		Hands ONLY allowed on handrails.

Cafeteria

We are Responsible.	We are Respectful.	We are Safe.
Follow Cafeteria rules/ procedures for obtaining and returning lunch card.	Keep hands, feet, and property to yourself.	Keep feet under your seat.
Leave tables and floor clean.	Talk in a quiet voice with your friends at your own table.	Walking feet only!
Raise hand for permission to get out of seat.	Stay in line. Do not cut in front of others.	Remain silent when the RED light is on/ or when the staff turns out the overhead lights.

Office

We are Responsible.	We are Respectful.	We are Safe.
	Walk quietly in lobby and office areas.	
	Wait quietly in lobby and office areas until addressed.	
	Remain only in designated areas.	
	Keep hands, feet, and body off of bulletin boards.	

Restroom

We are Responsible.	We are Respectful.	We are Safe.
Choose it, use it, flush it; Wash hands, towels in trash, and return to class.	Talk quietly.	Wait outside the restroom until a stall/urinal becomes available.
Keep stalls unlocked unless they are in use.	Keep restrooms clean.	

Playground

We are Responsible.	We are Respectful.	We are Safe.
Stay in supervised area.	Include others.	Leave mulch, sticks, and rocks on the ground.
Stop, Walk, Talk (bully prevention)	Take turns.	Use equipment correctly.
	Use kind words.	Keep hands, feet, and body parts to yourself.
		Keep your head above your feet.

Bus

We are Responsible.	We are Respectful.	We are Safe.
Stay in supervised area.	Use kind words.	Face forward with your bottom on the seat.
Stop, Walk, Talk (bully prevention)	Only touch your own belongings.	Talk quietly to the person in your seat.
	Keep hands, feet, and body parts to yourself.	Walk in front of the bus when getting on or off.
	Follow bus driver's directions.	Stay in bus stop areas.

Music

We are Responsible.	We are Respectful.	We are Safe.
Use materials and equipment as directed.	Listen to others until it is your turn to talk.	Keep your hands, feet, and body parts to yourself.
Come to each class/ area prepared	Follow directions without argument.	Ask permission from an adult before leaving the room.
Clean up after yourself.	Use kind words.	Enter only when invited by the teacher.
Follow classroom routine.	Allow others to work without distraction.	Keep all four chair legs on the floor at all times.
Stay focused and on task.	Ask permission before touching others' belongings.	Walking feet ONLY!
Stay in assigned area.		

Art

We are Responsible.	We are Respectful.	We are Safe.
Use materials and equipment as directed.	Listen to others until it is your turn to talk.	Keep your hands, feet, and body parts to yourself.
Come to each class/ area prepared	Follow directions without argument.	Ask permission from an adult before leaving the room.
Clean up after yourself.	Use kind words.	Keep all four chair legs on the floor at all times.
Follow classroom routine.	Allow others to work without distraction.	Walking feet ONLY!
Stay in your assigned area.	Ask permission before touching others' belongings.	
Stay focused and on task.		
Carefully remove and replace stools on tables.		

Gymnasium

We are Responsible.	We are Respectful.	We are Safe.
Use materials and equipment as directed.	Listen to others until it is your turn to talk.	Keep your hands, feet, and body parts to yourself.
Come to each class/ area prepared	Follow directions without argument.	Ask permission from an adult before leaving the room.
Clean up after yourself.	Use kind words.	Enter only when invited by the teacher.
Follow classroom routine.	Allow others to work without distraction.	
Stay focused and on task.	Ask permission before touching others' belongings.	
Stay in your assigned area.		

Media Center

We are Responsible.	We are Respectful.	We are Safe.
Use materials and equipment as directed.	Listen to others until it is your turn to talk.	Pay attention to Loft rules.
Come to class/ area prepared.	Follow directions without argument.	Ask permission from an adult before leaving the room.
Follow classroom routine.	Use kind words.	Walking feet only!
Stay focused and on task.	Clean up after yourself.	
Stay in your assigned area.		

Computer Lab

We are Responsible.	We are Respectful.	We are Safe.
Use materials and equipment as	Listen to others until it is your turn to talk.	Keep your hands, feet, and body parts

directed.		to yourself.
Come to each class/ area prepared	Follow directions without argument.	Ask permission from an adult before leaving the room.
Stay on assigned websites and in your assigned area.	Use kind words.	Keep all four chair legs on the floor at all times.
Follow classroom routine.	Allow others to work without distraction.	Walking feet ONLY!
Keep food and drinks away from computers.	Ask permission before touching others' belongings.	
Stay focused and on task.		

FIELD TRIPS:

From time to time teachers arrange field trips as an extension of the curriculum to provide students with real world learning experiences. On occasion, field trips may also be planned as a reward or celebration. For a student to be eligible for a field trip:

He/she must have good classroom behavior. If a child is struggling with his/her behavior while at school, we will not take that child into a less structured environment like a field trip where there is a safety risk. If a child's behavior has been a classroom concern, prior to the trip the classroom teacher will notify parents as to whether or not the child will be attending the field trip. The teacher may request a parent to accompany a child on the trip in order for the child to participate. Children will be ineligible for a field trip if:

he/she is on a bus suspension when the trip is scheduled.

if a student has had an out of school suspension, he/she is not eligible for any field trip for six weeks from the date of return from the suspension

if a student exhibits any unsafe behavior such as being out of assigned area, fighting, or gross insubordination.

if a student has been placed in PAC three times, he/she is not eligible for a field trip for six weeks from the date of the third PAC assignment.

if a field trip extended beyond school hours and the parent was more than 20 minutes late picking the child up from the trip, the student will not be eligible for the next after school field trip.

The parent or legal guardian must sign permission slips for a field trip by the deadline date set by the classroom teacher. A signature is required; we will not take verbal permission over the phone.

Each teacher will set a deadline date for money to be turned in for the trip. All monies must be in by 12:30 p.m. the day before the field trip so that the bookkeeper can write the appropriate checks and make the appropriate deposits.

Chaperoning a school field trip: Many times teachers request parent volunteers to assist with the field trip. Parents volunteering for the trip need to be on time, know which children they are responsible for, be sure they know the daily schedule of events and adhere to the schedule, stay with the children at all times, not talk on the cell phone, and know the expectations of the teacher for the trip. Toddlers are not allowed to accompany parents chaperoning school field trips. Some trips do not require outside chaperones. While we always welcome our parents on the trips when possible, keep in mind that school field trips are not designed to be family outings.

Transportation: When taking field trips, we contract transportation services through the First Student Transportation Department or an approved Oak Ridge Schools field trip contractor. If parents are attending the trip and wish to transport their own child, they must sign the child out with the teacher before leaving the school and sign the child back in with the teacher upon arrival at the destination. If the parent plans to transport the child for the ride home, again, the parent must sign the child out with the teacher before leaving the field trip. A parent may not transport any other child than his/her own on school field trips without appropriate insurance and prior approval from the principal.

MEDICAL ISSUES:

Willow Brook has a full time, registered nurse on staff. Any questions or concerns regarding medical issues need to be brought to his/her attention.

If a child needs to take medicine at school on a regular basis, parents must obtain a medical form from the nurse. No medication can be dispensed at school without a medical form on file. This includes both prescription and over-the-counter (OTC) medications.

Students may **NOT** transport any medications at any time. The only exception would be students needing inhalers and/or epi pens. A doctor's note and principal permission are required in order for a student to carry their inhaler and/or epi pen on their person. Parents must bring and sign in any medications that the school needs to dispense.

Students must be fever free up for 24 hours without the aid of medication, before returning to school from an illness.

If your child has an allergy or a medical diagnosis of any kind, please let the school nurse know at the beginning of the year.

Cough drops are not considered medication and students needing cough drops may have them at school under the following guidelines: The cough drops are sent to the teacher for dispensing.

A parent note to the teacher must accompany the drops.

Students may not keep cough drops in their possession.

Cough drops cannot be shared with another student.

MEDIA:

In compliance with the federal Family Educational Rights and Privacy Act (FERPA), Oak Ridge Schools notifies parents annually about release of student information. The following applies to release of information to the media or other publicly available information sources:

General Media Release: The school or district may feature my child's likeness (photography, video, etc.) and/or work on Oak Ridge Schools' online resources, in publications or other public media. No last names or other personal demographic information will appear with any student likeness or work except as set forth below.

Exception for HONORS and AWARDS: For the purpose of publically recognizing students for honor and awards, the school district will assume implied consent to release student information (including first and last names) unless parent or guardian notifies ORS within ten (10) calendar days after the first day of school (or the first day of enrollment). Student information related to honors and awards may appear in broadcast, print or digital media, in both district and non-district information sources.

Parental/Guardian Approval for Unique Situations: Should the school or school district wish to use a student's name, image or work for purposes other than as noted above, school officials will seek parental approval in advance.

*Should a parent or guardian wish to go beyond the limits set above and further restrict use of a student's first name, image or work, please provide a signed copy of the Non-Disclosure of Directory Information form (found on the district website).

USE OF THE INTERNET:

Technology is an integrated part of the learning process at Willow Brook. Students use the Internet for research projects and learning experiences on a daily basis. Our system is safe and secure with numerous filters and security measures established and monitored by the Oak Ridge Schools Instructional Technology Department. If parents do **NOT** wish for their child to use the Internet at school a note stating that their child is not to use the Internet must be submitted to the Willow Brook office. If parents do not send a note stating that their child is not to use the Internet, students will participate in all lessons that integrate the use of the Internet.

SCHOOL BUSES:

First Student Transportation provides our school buses as a contractor for Oak Ridge Schools. Bus routes are posted on the ORS website (www.ortn.edu). Students riding school buses must follow all rules and policies for riding as set forth by First Student the Oak Ridge Schools Board of Education. Students violating bus rules and policies are subject to school discipline. Riding the bus is a privilege. If the student is not following the school bus rules, he/she may lose the privilege of riding. Bus behavior is taken very seriously at Willow Brook. It is simply too dangerous for a child to not follow the bus rules. Students are expected to follow all rules and behave at all times to ensure a safe ride to and from school.

If parents have any questions regarding bus stops, routes, times, etc., please call the Supervisor of Transportation Services, Ms. Diane Gibson at 425-3192.

NO SMOKING ON SCHOOL PROPERTY

Smoking (including use of e-cigarettes) is not allowed on any Oak Ridge School property. This includes our parking lots.

LOST AND FOUND:

Items that have been left unattended around the school are collected and placed in our Lost and Found. Lost and found is located on the second floor in the back hallway outside the gym. Items left in Lost and Found are bagged up on the last day of each month and taken to a local charity for donation. If your child has missing items, have them check Lost and Found before the end of each month.

BIRTHDAYS:

Birthdays are a big deal for our children. Many parents want to involve the classroom in some way to help celebrate. While having birthday recognition is up to each parent, if you choose to involve the class, please keep the following in mind:

A birthday snack is welcome; however, you need to check with your child's teacher, in advance, to find out his/her preference in where the treat will be distributed. Some teachers will allow a limited amount of class time to have the treat, while other teachers prefer the treat to be enjoyed at lunchtime. Also, check with your teacher regarding any student food allergies.

If sending a pre-arranged treat, be sure to send all supplies needed (i.e., paper plates, forks, napkins, etc.). Remember to keep it simple. Do not send treat bags.

No balloons or flowers are to be delivered to students as per ORS policy.

The teacher will only distribute birthday party invitations if every child in the class is invited. If you do not intend to invite every child in the class to the party, the invitations are not to come to school. They may be mailed or distributed in some other fashion outside of school. If you wish to have a class list of names, contact your child's teacher. Due to FERPA regulations, we do not provide student addresses or phone numbers.

REMEMBER THAT SOME OF OUR CHILDREN HAVE ALLERGIES:

Some of our students have very serious allergies. To be sure they are safe and healthy in our school, we do have a few rules that must be observed:

Some students have severe food allergies. Nut allergies can be very serious. If you are providing snacks/treats for your child's class, be sure to check with your child's teacher ahead of time. Some of our students and staff are allergic to animals. Animals are NOT allowed in the building. Teacher arranged pet visits must occur outside. Service dogs are the exception due to prior written consent.

PERSONAL BELONGINGS FROM HOME:

Toys, electronic devices, trading cards, CD's, games, cell phones, and other personal belongings are not to be brought to school unless specifically requested by the classroom teacher for a specific classroom project or activity. If your child attends after-school care, where these items are allowed, the child must keep the item in his/her backpack until he/she arrives at the after-school care location. If items are out of the backpack on the bus or in the school, the items may be taken by the bus driver/teacher and held until the parent comes to pick up the items.

TITLE 1

In 2008, Willow Brook became a Title 1 School. Through Federal appropriations, Willow Brook receives additional funding to impact instruction. As a school wide Title 1 School, all students benefit from the increased funding.

FAMILY INVOLVEMENT PLAN

Our family-school connection makes Willow Brook a very special place! A strong home and school connection is essential to provide the very best program we can for your child. There are several ways that you can be involved at the school:

I. OPPORTUNITIES TO BE INVOLVED

Join us for special events! We honor our families with these special occasions each year:

Thanksgiving Lunch: We invite all family members to come and have Thanksgiving Lunch with their child. This is one of our favorite days of the year! A reservation form will go home with every child with the cost of lunch and the number of tickets each family would like to reserve.

We Love our Willow Brook Families: One morning a year we invite all of our parents to join us for breakfast in the classroom. While students enjoy a healthy breakfast provided by Aramark, parents are treated to a continental breakfast donated by local businesses.

Family Night Events: Join us for all or some of the events we host to bring families together for entertainment and learning. These events include our Winter Party, Family Reading Night, Family STEM night, as well as student musical performances and art shows.

These are just a few of the events we have throughout the year.

Join our Parent-Teacher Organization (PTO): Our PTO does many wonderful things for our school. There is always a place to serve and make a difference with the PTO!

The P.T.O. officers for 2016-2017 include:

President:	Crystal Hertwig
Vice Presidents:	Jacquelin Wade-Griffis
Secretary:	Natalie Johnson
Treasurer:	Jessica Hill

Parent Volunteers: Many classrooms welcome volunteers. Parent Volunteers are given a specific duty/job and a designated time to come. If you sign up to be a classroom volunteer, be sure to know the expected job and what time you are to work. If you are not able to make your designated time, be sure to call. ALL volunteers must complete a volunteer application form, sign in through the front office each time they enter the building, and wear their volunteer name badge.

Reading Volunteers/Tutors: We have several children in the building that could use some extra “one on one” academic assistance. If you are willing to commit to helping a child each week, please contact our Family Impact Coordinator, Allison Peters, at 425-3213.

Serving on our Parent Advisory Committee to help make curriculum and instruction decisions.

Classroom Visitation:

Our parents are always welcome to visit our classrooms. However, anytime a visitor is in the class, it can become a distraction from the learning process for students. If you would like to visit your child’s classroom, we ask that the following be observed:

Parents who visit a child’s classroom must make an appointment with the teacher at least 24 hours in advance of the visit—this ensures that

no tests will be given during this time and that the class will be in the room at the designated time.

Parents must sign in and get a visitor's badge upon entering the school. The secretary will call the classroom upon your arrival to let the teacher know you are here.

Due to the rights of privacy for all students, parent visitations may not last longer than 45 minutes at an agreed upon time with the teacher. Due to FERPA regulations, parents are not permitted to photograph or take video footage of any student other than their own while visiting the school or chaperoning a field trip.

A classroom visit is different from a parent volunteer. If you would like to volunteer to do a specific job/task within the classroom, please notify the teacher.

Toddlers are not allowed to visit classrooms during the instructional day.

School age students are not allowed to visit the classroom without approval of the classroom teacher and the principal.

II. HOME/SCHOOL COMMUNICATION

We have a variety of ways we try to keep our parents informed of all the wonderful things we have going on at Willow Brook as well as a variety of ways for you to communicate with us:

Open House: An Open House is held at the beginning of each year. Not only will you have the opportunity to speak with your child's teacher, other school staff, such as special area teachers, interventionists, and special education teachers are available to answer your questions.

Newsletters:

The Willow Brook PTO publishes a school wide newsletter approximately once a quarter. Inside it you will find important information regarding upcoming events and items of interest and concern.

Classroom teachers and/or grade level teams publish a weekly/monthly newsletter.

Website/electronic communication

The school website is an excellent source of current information. Bookmark the site and check it out often: www.willowbrook.ortn.edu
Many of our teachers utilize an app called Classroom DOJO, as well as email, in order to promote two-way communication with parents.

This is an excellent and efficient method for giving and receiving frequent and individualized feedback on student progress. Check links through our Willow Brook home page for individual teacher email addresses.

Agendas: Several teachers, especially in the 3rd and 4th grades, use agendas or daily planners to keep students organized and parents informed. If your child's teacher uses an agenda, be sure to check it each evening and use it as a tool to communicate with the teacher as well.

Communication Folders: If teachers do not have a daily planner or agenda, he/she may opt for a daily/weekly communication folder. The folder is used to hold important papers, notes, announcements, etc. that need to go home. Most teachers have a daily/weekly behavior report that is included in the folder. If your child uses a folder system for communication, be sure you know how the folder is to be used to get the greatest use possible from it.

School Messenger: SKYLERT is the Oak Ridge Schools' emergency phone service. Through this service, families will receive a phone call and/or email message regarding all important information, including announcements from the principal and school closings for inclement weather. Be sure your phone number is current in the front office at all times so you receive all pertinent announcements.

Phone Calls:

All of our classrooms have telephones. Classroom phones do not ring during the school day so they do not interrupt instructional time.

If you need to leave the teacher a voice mail during the day, call **425-3200** and follow the prompt to enter your teacher's extension number:

KINDERGARTEN

Karen Aldridge 4225
Amy Cordell 4287
Debbie Gore 4291
Melissa Williams 4270

SECOND GRADE

Liane Aldridge 4231
Michelle Chenot 4272
Jessica Hill 4274
Kim Lee 4285

FIRST GRADE

Kathy Crowe 4273
Chloe Clark 4295
Marti Overton 4296
Meredith Whitehead 4290

THIRD GRADE

Leslie Addis 4289
Andrew McDonald 4230
Rebecca Mullins 4224
Mandie Seal 4283
Justin Warner 4269

FOURTH GRADE

Peter Blair 4284
Ashley Branson 4227
Laurie Campbell 4222
Gary Grimac 4271

SPECIAL AREAS

Physical Education – Mark Clary 4282
Art – Sara Cochran 4279
Vocal Music – Michelle Goethert 4280
Discovery Center - Tina Marascia 3206
Library – Lisa Meidl 3265
Computer Lab - Chris Bruce 3211

SPECIAL EDUCATION

Hope King 4226
Melanie Bloomer 4281
Debbie Hibben 4223
Leanne Miller 4277

READING SPECIALISTS

Karen Clark 3278
Donna Grove 3298
Judy Sutton 4221

MATH SPECIALIST

Lynn Draper 4292

SPEECH

Andrea Ditmore 4276
Debbie Ledbetter 4275

ELL

Jackie Cohn 4219

GIFTED

Terri Lloyd 4232

425-3200 will take you directly to the teacher’s voice mail during the instructional day, and will ring directly into the teacher’s classroom after school hours. You do not need to call the main line for a secretary to connect you.

Phones are not for student use. A student may only use the phone when given permission by an adult in the case of an emergency. Parents are not to call the school and ask to speak to their child.

Parent Conferences:

Any parent wishing to meet with the teacher may request a conference with the teacher by contacting the teacher directly. An administrator may attend parent conferences at the request of teacher and/or parent.

The school will initiate two parent conferences during the year—one in the early fall, and one usually in late winter. Teachers will set specific conference times with families on those days. When we do have school wide parent conference days, students are dismissed at 1:30 p.m. The dates scheduled for parent conferences for this school year are listed in the “Important Dates and Times” section of this handbook.

Communicating with two home families: Several of our children have two homes. It is our desire that both parents be involved as much as possible in their child’s education. Upon request, we will provide copies of report cards and standardized test scores to both households. If those need to be mailed, parents must provide us with self addressed, stamped envelopes. Other communications, notices, classroom reports, etc. will be sent to the primary home of the child. It is the responsibility of the household receiving the information via the child to communicate with the other household.

III. CURRICULUM

Parents can find information about school curricula through the Oak Ridge School’s website and through the Tennessee Department of Education’s website. We also share information and answer questions about school curricula at Parent Orientation meetings, Open House, parent workshops, and parent conferences.

Assessment results are discussed with parents at parent conferences. State assessment results are sent home with each student in grades 3 and 4, and the school data is posted on the ORS website as well as the

Tennessee Department of Education’s website. Assessment results are also analyzed by the school improvement planning team (which includes a cross-section of school staff and parents) and used to set annual school improvement goals.

VI. RESOURCES AVAILABLE TO PARENTS:

At Willow Brook we care as much for our families as we do for our students. We know that if things are a challenge for our families, it can create stress for our students. There are several resources we have available at Willow Brook to help our families:

Family Resource Center: Under the direction of Jo Bruce, the FRC exists to help parents be the very best that they can be for their children. Mrs. Bruce helps families find ways to solve a variety of problems and issues that can keep a child from learning.

Counseling: Our school counselor, Dan Schwartz, is our go to guy to help both students and families through a variety of issues and concerns. Mr. Schwartz also has a wide network of supporters that he can call upon to help whatever is needed to make sure students experience success at Willow Brook.

Family Impact Coordinator: Allison Peters serves as our Family Impact Coordinator through Title 1 funding. Mrs. Peters works as an extension of the Family Resource Center to help ensure that our families are equipped with the knowledge they need to help their children be successful academically. Providing new student orientation, coordinating our volunteer tutors and community partners, offering parent workshops, and organizing our family night events are all a part of the Family Impact office.

WAYS TO HELP ENSURE STUDENT SUCCESS:

As parents, we all desire for our children to succeed in school. Providing them with an education is the best gift we can give our children. Here are a few tips that can help a child be successful at school:

Communication: Stay in contact with the school and the teacher.

Be involved: Whether it is volunteering to come to the classroom, having lunch with your child, or making sure your child’s homework is complete and their backpack is ready to go each morning...find ways to stay involved.

Go through backpacks/folders each evening: Simply going through your child's school "stuff" each evening can tell you a lot about how the child spent his/her day and it helps to keep you current on what is going on in the classroom.

Know due dates: Be aware of days/events that require your child to turn in a permission slip, money, book, have a sack lunch, etc. Students get anxious when deadlines are approaching and they know they have not taken care of things.

Prepare for the morning the night before: Mornings can be hectic. Take care of all paper signing, supply gathering, money giving, etc. before bedtime so your child is ready to go in the morning. Ensure that your child maintains an appropriate bedtime.

Start the day positive: If mornings have been difficult at home, children tend to come to school in a bad mood. A hug, a smile, a kind word each morning can make a day's worth of difference for a child.

Interact when your child comes home: When you first see your child after school, try to give him/her your full attention. Hang up cell phones, turn off radios or TV's, pause the Internet, etc. A quick first five minutes lets your child know you are interested in what happened to him/her throughout the day.

Limit video games, computer time, iPods and T.V. during the school week: Establish routines and good study habits. This lets children know education is important to you.

Healthy Habits: A healthy body makes for a healthy mind. For the brain to be at its best, it needs plenty of exercise, water and healthy food.

INCLEMENT WEATHER:

Weather in East Tennessee can get severe from time to time. In the event of snow or severe weather or even the threat of severe weather, tune into the local news or radio stations for the latest updates. All families will also receive a call from School Messenger, our emergency phone system. Be sure your phone number is always current with the school office.

Do not call the school asking if we are in session—if there is bad weather, we need to have the phone lines available for emergency information.

If you are new to East Tennessee, you need to know that school can be called off simply for the threat of bad weather. If you arrive at school

in the morning and it does not look like anyone is there, do not drop your child off and pull away because school could be closed.

Remember that we are the Oak Ridge Schools and **NOT** Anderson County Schools. If Anderson County Schools are closed, Oak Ridge Schools may or may not be closed. If Oak Ridge Schools are delayed or canceled, you will hear *Oak Ridge Schools* announced. You will also receive a SKYLERT phone call and/or email message alerting you to the closure.

If we are at school and schools are closed early, be sure your child knows how he/she is to get home. Be sure to have anyone that may pick up your child in this type of emergency listed as “authorized to release” in Skyward. Be sure your contact numbers are current at all times if we need to call you in this situation.

If school closes for inclement weather, so does ECC. Do not plan for your child to go to ECC if schools are closed due to inclement weather.

Delay in student dismissal:

If inclement weather occurs during dismissal, students may be held inside the building until it is safe to load them onto buses or send them out of the building as walkers and car riders. An example of when we would implement this procedure is in the event of thunderstorm conditions. When lightning has been detected nearby, it is not safe to allow students outside the building. Holding them inside until the storm passes or lightning occurrences move further away from our campus will ensure students are safely dismissed from school.

ORS Title I School-Parent Compact

The Oak Ridge School District and the parents of the students participating in activities, services, and programs funded by Title I agree that this compact outlines how they will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help students achieve the State’s high standards. This School-Parent Compact is in effect during the 2016-2017 school year.

The faculty of Willow Brook Elementary School believes that education is a cooperative venture between home and school. Parental involvement is often the key to a positive school experience, and we look forward to working with you in the coming year.

School Responsibilities

The Oak Ridge School District will:

Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the State's academic achievement standards as follows:

Provide high quality curriculum and instruction through the use of scientifically based instructional programs and strategies to help your child achieve success.

Have high expectations of ourselves, your child, and other staff.

Determine your child's educational needs and adjust the instruction to accommodate those needs.

Provide a safe and caring environment for learning.

Ensure that families have access to appropriate services and receive the assistance as needed through referrals to the ORS Family Resource Center.

Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual student's achievement.

Specifically, these conferences will be held:

In the fall semester (November 1 & 2)

In the spring semester (February 22 & 23)

Other: as needed based on concerns from school staff and/or parent

Provide parents with frequent reports on their student's progress.

Specifically, the school will provide reports that:

Share information about your student's progress in a timely manner through telephone calls and/or email/ electronic communication, frequent progress reports, and standards-based report cards.

Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Before school, after school, and during some teacher planning times.

Provide parents opportunities to volunteer and participate in their student's class and observe classroom activities as follows:

Serve as a representative on school improvement and advisory committees

Chaperone field trips

Help with special classroom projects and school events

Listen to children read

Parent Responsibilities

We, as parents, will support our student's learning in the following ways:

Monitor my student's attendance.

Make sure that homework is complete.

Monitor the amount of television my student watches.

Volunteer in my child's classroom and/or in the school.

Participate, as appropriate, in decisions relating to my student's education.

Promote positive use of my student's extracurricular time.

Stay informed about my student's education and communication with the school by promptly reading all notices from the school or the school district and respond, as appropriate.

Serve, to the extent possible, on school advisory or policy groups.

Student Responsibilities

As a student, I will share in the responsibility of my academic achievement in the following ways:

Work to the best of my ability.

Complete my assignments.

Study when I need to.

Follow my school rules.

Read at least thirty minutes a day outside of school.

Be responsible in getting all information received from school to my parents.