

# **Forest Pines Drive Elementary**

## **Student/Parent Handbook**

**2019 – 2020**



All Forest Pines students will become life-long learners who will be prepared to reach their full potential in all areas including academic achievement, intellectual curiosity, and social-emotional well-being.

**11455 Forest Pines Drive  
Raleigh, North Carolina 27614**

**919-562-6262 (main office)**

**919-589-6422 (fax)**

**<https://www.wcpss.net/forestpinesdrives>**

**Twitter Feed: @FPDES**

Revised: 7-1-2019

## Policies and Procedures

### 2019 - 2020

#### Attendance

School attendance is crucial for student academic success. Every effort should be made for students to be present all day every day.

#### School Day

The school day for Forest Pines Drive Elementary students is 9:15 a.m. - 3:45 p.m. Students should not arrive prior to 8:45 a.m. unless they are enrolled in the Before School Care Program. Students may not remain in the office lobby, media center, or cafeteria area before 8:45 a.m. as we do not have staff available to supervise children.

#### Absences

Students must attend school for a minimum of 3 1/4 hours to be counted present. Any student checked out prior to 12:30 p.m. who does not return to school, in the same day, will be counted absent. When a child is going to be absent, please email your child's teacher. If your child has an extended absence and you would like to request work, please allow teachers 24 hours to gather work together.

If you have not already contacted your child's teacher about the absence, when your child returns to school, you must send a written note or email that includes your child's name, date of absence, and reason for absence. If a note is not received within two days of the absence, the absence will be marked unexcused. Family vacations or other planned activities may be considered as unexcused absences even when notes are provided.

According to Wake County policy #6000.3, an absence is excused for the following reasons:

- Illness or injuries which make the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in the immediate family
- Medical, dental, or other appointment with a health care provider
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student or the student's parents
- Participation in a valid educational opportunity

Excused absences for educational reasons will be granted only if (1) the primary purpose of the trip is educational and (2) the event does not occur at another time (e.g.: launching of space shuttle, presidential inauguration, etc.). Forms for requesting educational excused absences are available in the office. These requests must be made at least two weeks in advance.

#### Tardiness and Early Check-outs

Promptness to school is very important. If students arrive on campus after 9:15 a.m., they are marked tardy. Parents must walk their child into the office and sign in the student. Medical appointments should be scheduled before or after school hours as much as possible. Please check your child out through the office before 3:15 p.m. Parents must show an official picture ID to check out a student. To minimize loss of instructional time, students cannot be called for check-out until the parent has completed the sign-out process. Teachers are not permitted to release students directly to parents during the school day. If a child returns to school the same day, parents must sign his/her child back in at the front office.

Checking out a student to attend a special event of another sibling is discouraged. However, if this happens, early check-out procedures remain the same. Students are not permitted to return to class unless their parent checks them back in.

When	Action Taken	By Whom
<b>Start of School Year</b> <b>WCPSS 6000.1</b> <b>WCPSS 6000.9</b> <b>WCPSS 6000-A</b>	1) Notification noting location relative to <b>WCPSS 6000-A</b> <a href="http://webarchive.wcpss.net/policy-files/series/policies/6000-bp.html">http://webarchive.wcpss.net/policy-files/series/policies/6000-bp.html</a> 2) Per <b>WCPSS 6000.9</b> All schools will develop a plan to improve attendance	1) School Social Worker  2) School Social Worker
	1) Automated parent messenger for each daily absence	1) Data Manager & automated parent messenger
<b><u>3 unexcused</u></b> Verbal, written, electronic <b>§115C-378</b> <b>§115C-381</b> <b>WCPSS R&amp;P 6000-D</b>	1) <b>3 day attendance letter</b> sent home with statement <b>policy 6000.3</b> <b>OR</b> 2) verbal and/or written contact with parent (automated parent messenger)	1) Data Manager  2) Teacher call
<b><u>6 unexcused</u></b> Required Written Notice <b>§115C-378</b> <b>§115C-381</b> <b>WCPSS R&amp;P 6000-D</b>	1) 6 day <b>1700 attendance letter</b> mail home re: Law Violation <b>§115C-378</b> 2) Analyze causes of absences and key stakeholders, and 3) Implement a plan for improvement	1) Data Manager, Social Worker, Principal 2) School PLTs & Attendance Committee 3) School PLTs
<b><u>10 unexcused</u></b>  Required Interventions  <b>§115C-378</b> <b>WCPSS 6000.9</b> <b>WCPSS R&amp;P 6000-H</b>	1) Analyze causes and barriers impeding school attendance 2) Implement interventions that attempt to engage key stakeholders such as parents, guardians, and students in being active participants. Utilize solution focused and time oriented interventions. 3) School plan takes effect. <b><u>Notification:</u></b> 4) 10 Unexcused ~ Determine that a parent has received 1700 letter re: law violation <b><u>District Court Action: Minimum eligibility</u></b> 5) 10 Unexcused absences 6) Evaluate "Good Faith Effort" in areas such as parent follow through, parent communication with school staff, and level of responsiveness	1) School PLTs 2) Schools PLTs 3) School Staff 4-6) School Social Worker  ➤ May utilize school attendance improvement contract or request medical documentation  ➤ May refer to outside agencies for support such as Haven House  ➤ Periodically review school attendance improvement contract with stakeholders

<p><b><u>15 excused &amp; unexcused</u></b></p> <p>Interventions</p> <p><b>§115C-381</b></p>	<ol style="list-style-type: none"> <li>1) Inform parent or guardian with <b>15 day elementary attendance letter</b> that should be sent home along with attendance summary and request doctor's note for future absences (at discretion of committee)</li> <li>2) Continue to work with child and family to analyze causes of absences and engage stakeholders to improve attendance</li> <li>3) Evaluate effectiveness of interventions and parent or guardian response to the interventions</li> <li>4) Analyze causes and barriers impeding school attendances for 10 or more excused absences.</li> </ol>	<ol style="list-style-type: none"> <li>1) Attendance Committee</li> <li>2) Attendance Committee</li> <li>3) School Social Worker</li> <li>4) School Nurse</li> </ol> <ul style="list-style-type: none"> <li>➤ Periodically review school attendance improvement contract with stakeholders</li> <li>➤ Drop-Out prevention protocol should be considered for non-compliance issues including establishing attendance patterns. These are high risk indicators for dropping-out of school.</li> <li>➤ May utilize health plan or doctors note letter at this time</li> </ul>
<p><b><u>25 excused &amp; unexcused</u></b></p> <p>Required Written Notice</p> <p><b>WCPSS 6000 R&amp;P-H</b></p> <p><b>§115C-381</b></p>	<ol style="list-style-type: none"> <li>1) Each month Data Manager will run an Attendance Report showing 25 or more total absences.</li> <li>2) <b>25 Day Attendance letter</b> with policy <b>WCPSS 6000 R&amp;P-H</b> sent to parent regarding policy &amp; law violation may result in possible retention</li> <li>3) School plan in effect</li> </ol>	<ol style="list-style-type: none"> <li>1) Data Manager</li> <li>2) Data Manager, School Social Worker, &amp; Attendance Committee</li> <li>3) School Staff</li> </ol> <ul style="list-style-type: none"> <li>➤ May utilize health plan or doctors note letter at this time</li> </ul>
<p><b><u>30 excused &amp; unexcused</u></b></p> <p><b>WCPSS 6000.7</b></p> <p><b>WCPSS 6000.10</b></p> <p><b>WCPSS 6000 R&amp;P-G</b></p>	<ol style="list-style-type: none"> <li>1) Attendance committee determines if student should be retained because of absences per Board <b>Policy 6000.7 &amp; WCPSS 6000 R&amp;P-G</b></li> <li>2) Principal can waive decision per <b>WCPSS 6000.10</b></li> </ol>	<ol style="list-style-type: none"> <li>1) Attendance Committee</li> <li>2) Principal</li> </ol>

**Tardies, early check-out, and absence letters:**

Letters will be sent home to communicate excessive student tardies, early check-outs, and absences as missed instructional time can affect academic performance.

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### Before and After School Care Programs

Forest Pines offers a Before School Care Program from 7:00 - 8:45 a.m. The cost is \$94.65 a month plus an annual registration fee of \$15.00. To register your child in this program or for further details, call the Before School Coordinator at 919-562-6262.

A variety of before and after school programs/daycare providers send transportation to and from Forest Pines. If you would like more information you may contact daycare providers or call our front office.

### Cafeteria

Visitors are welcome to eat lunch with students during their assigned lunch time. It is discouraged for parents to take students off campus during their designated lunchtime. However, you may bring lunch from an outside vendor and eat with your child at school in the cafeteria. Administration requests that families wait until the end of September to begin eating lunch with your child to allow teachers time to establish rapport, routines, and procedures. When visitors eat lunch in the cafeteria, they may eat at the visitor tables. Students may select one additional student to eat with them at these tables. It is expected that the visiting adults will monitor students' behavior and that all children will follow cafeteria expectations, including cleaning the visitor tables after their use.

### Outside Food Policy

Parents may not bring in home-prepared foods for other students' consumption. **All food items distributed to students**, such as cupcakes to celebrate a student's birthday or cookies for a class celebration, **must be in commercial packaging from a store or restaurant**. Please notify your child's teacher in advance of bringing items, so the teacher can be aware of any possible allergies.

### Child Nutrition Services

Breakfast is available each morning from 8:45 - 9:15 a.m.

#### ***The cost of breakfast is:***

Student:        \$1.25                      Reduced:    \$ .00

#### ***The cost of lunch is:***

Student:        \$2.75                      Reduced:    \$ .40

The above meals and prices include milk. Additional milk may be purchased for \$.50. Adults can purchase all food items a la carte. Checks should be made payable to Forest Pines Drive Elementary Cafeteria, be dropped off during morning arrival, and list the child's name and teacher. Parents can also set up an account/prepay on-line at <https://www.myschoolbucks.com>

Three types of food accounts are available, and parents must designate at the time of purchase which account is being opened. There are lunch, breakfast, and milk/snack accounts. The milk/snack account can only be used to purchase milk or snacks, either at lunch or breakfast.

### Communication

#### Contact Information

**In the event there is a change to your address, emergency contact information, home phone/cell phone/work phone numbers, please contact the front office.** It is critical the office has current information should we need to contact you.

#### Forms of Communication

The principal will send weekly messages highlighting important information and upcoming events via text or email. Our school website is maintained with current information, and FPDE's Twitter account is @FPDES. Additionally, your child's teacher will send home a folder each Friday with relevant information and graded work. Teachers create newsletters at least twice a month that detail curriculum and learning objectives. Furthermore, teachers and/or grade levels maintain websites.

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### Conferences

Parents are encouraged to contact teachers any time there are questions or concerns. WCPSS recommends at least two formal parent-teacher conferences each year. These must be scheduled in advance as teachers must monitor students during arrival and dismissal times and have instructional obligations throughout the day. We cannot accommodate spontaneous requests for conferences.

#### Suggestions for Parents Regarding Conferences:

Come prepared with specific items you want to discuss. Ask your child if there is anything he/she would like you to discuss with the teacher. Share information about your child with the teacher. The more teachers know about your child the more effective instruction can be. Ask the teacher how you can support your child's learning at home.

### Discipline

The learning process includes learning about self-control, respect for oneself and others, and the natural consequences of actions. Administration has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior and safety in accordance with WCPSS policy. **All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct (Board Policy 4309: Student Behavior-Code of Student Conduct). All Code of Student Conduct policies are contained in the WCPSS Student/Parent handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.**

### Dress Code

To help keep our students focused on learning without distractions, we expect students to dress appropriately. WCPSS' Code of Student Conduct prohibits disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or unsafe clothing. For more information, see Board Policy 4316: Student Dress Code ([https://boardpolicyonline.com/bl/?b=wake\\_new#&&hs=622447](https://boardpolicyonline.com/bl/?b=wake_new#&&hs=622447)).

### Field Trips

Teachers may schedule field trips for their classes that support curriculum objectives. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional hours or instruction provided by a third-party vendor on our school grounds. Before a student can go on a field trip, complete payment must be submitted, and a signed permission sheet must be on file 30 days before the date of the trip. Verbal permissions cannot be accepted.

### Grading

WCPSS uses a Standards Based Grading scale (levels 1-4) for academic subjects:

#### Level 1 & 2

- ❖ Indicates that the student has not yet met the grade level expectations set by the state.
- ❖ Indicates that the student does not have the necessary skills and concepts to be successful in the next grade or quarter.
- ❖ Should alert parents that close communication is needed to support student learning.

#### Level 3

- ❖ Represents that the student is meeting the grade level expectations set by the state.
- ❖ Indicates that the student has the necessary skills and concepts to be successful in the next grade or quarter.

## Level 4

- ❖ Represents the student is exceeding grade level expectations set by the state and providing evidence of application.
- ❖ Indicates that the student would benefit from curriculum that is enriched.
- ❖ Indicates that a student has the necessary skills and concepts to be successful and confident in the next grade or quarter.

Conduct and work habits are scored separately using a scale of levels 1-3. Interim reports are sent home roughly four to five weeks into each quarter to communicate student progress with learning objectives. Report cards are sent home four times each year at the end of each quarter.

If students are performing at a level 1 or 2 on their report cards, individualized intervention plans will be created to focus on areas needing improvement. Families will receive copies of these plans. Students who receive a level 1 or 2 on their report cards in the areas of reading and/or math will be considered for retention. Families will receive a letter during the third quarter notifying them of the possibility of their child's retention. Students on this list will be monitored closely during the remainder of the school year. The principal makes the final determination of retention except for third grade students who have not met the requirements for the Read to Achieve legislation and must be reading retained. Decisions regarding promotion or retention are communicated in writing at the end of the school year.

### **Homework**

Homework is used to enrich and extend school experiences through related home activities, to reinforce daily learning by providing practice and application, and to build responsibility. WCPSS recommends K-2 to have an average of 20 minutes per day and 3-5 to have an average of 50 minutes per day. It is strongly encouraged to have your child read or be read to at least 20 minutes a day.

### **Inclement Weather**

If inclement weather occurs, local radio and television stations will announce school delays, closings, or early dismissals. We do not receive notification any earlier than the news media. School Messenger will be used to contact families as soon as we receive official notification. Information will also be posted on our school's Twitter account.

If Wake County Schools are delayed, the Before School Care program will be delayed for the same amount of time. In the event of an early dismissal, please call the school if you need to change your child's mode of transportation. It is imperative that you have a back-up plan for your child (a neighbor, for example) in case your child gets home before you due to an early closing. The plan should also include which parent/guardian will contact the school if transportation changes are to occur.

### **Media Center**

Classes visit the media center regularly. Teachers and the media specialist collaborate to prepare lessons that incorporate curriculum goals and media skills. Students and family members may check out and renew books at any time. Books are typically loaned for one week. Lost or ruined books must be replaced at the new book price. All library books must be returned before students leave for summer break. Students transitioning to middle school will not be allowed to check out books in middle school until all elementary school books are returned or replaced.

### **PBIS**

Forest Pines is a Positive Behavioral Interventions and Supports school (PBIS). We utilize school-wide expectations and common language to teach our students appropriate conduct around the building. We use the acronym SLY: Show respect; Listen and Learn; Your safety counts.

### Personal Belongings

#### Cell Phones and Other Electronic Devices

Children are not permitted to have cell phones visible while on campus. Cell phones must remain in student book bags and be turned off during the instructional day. When students are riding WCPSS transportation, cell phones and other electronic devices must remain off and inside book bags. Students in fourth and fifth grade may participate in our Bring Your Own Device program. For more information, please refer to the heading "Technology".

#### Lost and Found

Students are encouraged to leave all valuable items at home since the school cannot assume responsibility for lost items. Coats, book bags, lunch boxes, etc. should be clearly marked with the student's name for easy identification. Lost and Found is located in the bus lobby. Unclaimed items will be donated to charity throughout the school year.

#### Toys

Students may not bring toys/items from home unless specifically approved by a teacher. Items such as yo-yos, hand-held video games, and trading/game cards do not serve an educational purpose. The school is not responsible for items that get misplaced or lost as students should not have these items at school.

### Pet Policy

Pets should not be brought on campus during arrival, dismissal, or other times of the day, including in vehicles during carpool. This does not apply to service/therapy animals.

### Prohibited Items

Weapons and facsimiles of weapons (e.g., toy guns) are not allowed on school property. Additionally, we cannot accommodate deliveries to students to celebrate holidays or birthdays. This includes helium balloons.

### Security

Exterior doors to our school remain locked. Parents/visitors may only enter the school building through the front entrance by ringing the doorbell. Visitors must present photo identification in order to sign in at the front office, where they will receive a visitor's badge. The badge must be worn at all times while on campus.

### Student Health

#### Medication

If your child needs to take medication at school, a physician must fill out a *Physician Order for Medication Form (1702)*. **Medication will not be accepted until a 1702 Form is on file.**

It is the parent's responsibility to:

- Sign the Parent Request, have the physician complete a 1702 Form, and return the form to school.
- Provide medication in its container, which includes the child's name, medication name, dosage, time to be given, and how it is to be administered.
- Provide new and labeled containers when medications are changed.
- Remove medications from school when treatment has been completed or the school year is over.
- **Parent/guardians must transport the medication to school.** The school will return the empty bottles.



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**We cannot give or allow your child to take over-the-counter medication while at school unless we have a 1702 Form. This includes aspirin, other forms of pain relievers, sunscreen, cough drops, creams, ointments, etc.**

### Prevention of Illness

Children should be kept at home when the following symptoms are present: fever, swollen glands, cough, diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache, and/or an undiagnosed rash. **Children should remain at home until fever free for 24 hours.**

### **Technology**

Forest Pines integrates technology into its instructional program. Students are not allowed to use the internet unsupervised. Fourth and fifth grade students may participate in a Bring Your Own Device (BYOD) program. Specific information and parent sessions will be held to inform families about this program and related student expectations.

### **Transportation**

#### After School Arrangements

It is imperative that teachers know how students go home. At the beginning of the school year, please inform teachers of your student's daily transportation. If your child has a change from this transportation, it is your responsibility to inform your child's teacher as soon as possible. You may send a note or call 919.562.6262. All transportation changes should be communicated by 3:00 p.m. **If a student insists that there is a change in transportation and we have received no communication of this, then the child must go home in the normal manner.**

If your child is to go home with a classmate after school, both the hosting and the visiting students should bring notes from their parents indicating the planned visit and transportation plans. Both students are to report to the school office on the morning of the planned visit with their notes. Students are not permitted to ride home on buses other than the one to which they are assigned. **Verbal confirmations will not be accepted as this is a safety precaution.**

#### Bus

Questions about bus stops, bus drivers, and schedules should be directed to the WCPSS transportation district office. The WCPSS transportation customer service number is 919.805.3030. Concerns about student behavior should be directed to the assistant principal at 919.562.6262.

**In accordance with WCPSS board policy, students are not allowed to ride home on buses that are not assigned to them by WCPSS transportation.**

Expectations For Riding School Buses Include:

- Ride only your assigned bus and get off only at your own assigned stop.
- Kindergarten and first grade students must ride in the front of the bus.
- Maintain orderly behavior at all bus stops.
- Stay out of the street and off lawns while waiting for the bus.
- Remain seated while riding the bus.
- No eating or drinking while on the bus.
- Keep head and arms inside the bus.
- Refrain from throwing items on the bus or out the windows.
- Refrain from any boisterous behavior, loud noises, or other behaviors distracting to the driver.
- Electronic devices must remain off and stored in book bags.
- Follow the bus driver's directions.
- A designated responsible person must be present at the bus stop in the afternoons to receive kindergarten or first grade students, or the students will be returned to school.

The driver will report students who misbehave on the bus to the assistant principal. Families will be notified of inappropriate bus behavior. Consequences will be given as appropriate. Students may be denied the privilege of riding the bus, depending on the severity or frequency of the misbehavior. Families are responsible for providing transportation to and from school during this time period.

#### School Bus Communications

Families should also sign up for “**Here Comes the Bus**”, which is both a website and app that enables parents to see the location of their child’s school bus. The service is free to WCPSS families. Visit <https://login.herecomesthebus.com/SignUp.aspx> to sign up. You will need the district code and your student’s ID number to sign up. The WCPSS school code is 67500. Bus updates are also available on the WCPSS Transportation website <https://www.wcpss.net/Page/177>.

#### Carpool Procedures--Arrival

Carpool drop off will take place in the right lane only. The line will begin at Cone A. Staff members/safety patrol will be on hand to monitor students during arrival/dismissal. Please do not let your child out of the car unless you are **stopped** at one of the unloading cones and appropriate supervision is present. Students may not leave their vehicles to enter the building until the 8:45 arrival bell rings and staff members are present.

DO NOT pull out of the line once your child has gotten out of the car. Please stay in the right lane and wait for the cars in front of you to move. Be patient and drive out of the loop slowly to help keep our staff and arriving students safe.

#### Carpool Procedures--Dismissal

If you plan to pick your child up from school, you will be assigned a carpool number and given a tag. Please be sure to hang the tag from your rearview mirror the entire time you are in the carpool line. You will keep the same number for as long as your child remains at Forest Pines. Help your child memorize their carpool number.

In the afternoon double stacking of cars minimizes road traffic on Forest Pines Drive.

- Line #1 (inside/right lane) of cars will line up beginning at Cone A in the carpool loop and continue back to the bus loop turn-in.
- Line #2 (outside/left lane) of cars will begin at handicapped parking and continue back to the bus loop turn-in.
- When cars begin to move, line #1 will empty first, followed by line #2.

There are seven loading stations (Cones A-G). Please pull forward to the cone next to where your child is standing. To ensure safety students may only enter vehicles on the passenger side. Staff members/safety patrol will be on hand to monitor.

Do not pull out of the line once your child is in the car. Always stay in the loading lane, single file, and wait for the cars in front of you to drive away, unless you are instructed by staff.

If your child is not waiting at a cone – please pull forward past Cone A to let staff know. Staff may direct you to pull up further or park in a space to keep carpool moving while your child is called.

The speed limit when entering and exiting campus is 5 MPH. Please do not use your cell phone or text when in the carpool line for the safety of students and staff.

#### Walkers

Based on the assessment from WCPSS transportation and risk management, Forest Pines cannot support a walker program due to concerns about student safety.

### Visitors

Parents are welcome and encouraged to visit Forest Pines Drive Elementary. **All visitors must first report to the office, sign in at the Visitor's Computer Station and receive a visitor's badge.** Please wear the visitor's badge the entire time you are on campus. Talking on a cell phone in the halls and lobby area can be disruptive to the learning environment. Please take all cell phone calls outside. School age visitors in your home may not attend school with your child as this may disrupt academic learning for both your child and other students.

### Volunteers

According to WCPSS policy, any person wishing to volunteer, including chaperoning field trips, must register online each school year. A background check will be conducted. All continuing volunteers approved for the 2018-2019 school year must reactivate as a volunteer no later than 4:00 p.m. on October 31, 2019. Current volunteers, who provide an email address, will receive an email 15 days and 30 days prior to the expiration of their volunteer status reminding them to reactivate. Registration may be done in the media center. All volunteers will be notified in writing when status is determined.