

Forest Pines Drive Elementary

Student/Parent Handbook For Virtual Learning

2020 – 2021



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.

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Policies and Procedures 2020 - 2021

Attendance

School attendance is crucial for student academic success. Every effort should be made for students to be present for live instruction.

School Day

The school day for Forest Pines Drive Elementary students is 9:15 a.m. - 3:45 p.m. All live instruction will occur during these hours.

Absences

Attendance will be taken daily by teachers. During remote learning the definition of attendance has changed. A student is considered present for daily attendance during a remote learning day if either of these statements are true:

- If a student completes their daily assignments, either online or offline; and/or if a student is present in synchronous instruction.
- If a student has a daily check-in, a two-way communication, with the appropriate teacher, which in elementary school is the homeroom teacher.

A student cannot be considered absent solely due to not logging into an online resource/lesson on a remote learning day. A student will be marked as “present-off-site” based on evidence of student engagement. A teacher who has a face to face interaction, e.g., virtual meeting or phone interaction, with a student on that current day can mark a student “present- off-site.” A teacher may change a student’s attendance based on evidence of student engagement that is collected after the current day due to completion of work that is turned in at a later date. If students are unable to log in and/or submit a required assignment within the assigned time frame, and a staff member makes 3 attempts to reach the student, the student will then be counted absent. This will occur after the 3-day window. Teachers will not grade students based upon attendance in daily instruction. Work completion/submission can be included in the students work habits portion of the report card.

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.

When	Action Taken	By Whom
Start of School Year WCPSS 6000.1 WCPSS 6000.9 WCPSS 6000-A	1) Notification noting location relative to WCPSS 6000-A http://webarchive.wcpss.net/policy-files/series/policies/6000-bp.html 2) Per WCPSS 6000.9 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
<u>3 unexcused</u> Verbal, written, electronic §115C-378 §115C-381 WCPSS R&P 6000-D	1) 3 day attendance letter sent home with statement policy 6000.3 OR 2) verbal and/or written contact with parent (automated parent messenger)	1) Data Manager 2) Teacher call
<u>6 unexcused</u> Required Written Notice §115C-378 §115C-381 WCPSS R&P 6000-D	1) 6 day 1700 attendance letter mail home re: Law Violation §115C-378 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
<u>10 unexcused</u> Required Interventions §115C-378 WCPSS 6000.9 WCPSS R&P 6000-H	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. <u>Notification:</u> 4) 10 Unexcused ~ Determine that a parent has received 1700 letter re: law violation <u>District Court Action: Minimum eligibility</u> 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><u>15 excused & unexcused</u></p> <p>Interventions</p> <p>§115C-381</p>	<ol style="list-style-type: none"> 1) Inform parent or guardian with 15 day elementary attendance letter that should be sent home along with attendance summary and request doctor's note for future absences (at discretion of committee) 2) Continue to work with child and family to analyze causes of absences and engage stakeholders to improve attendance 3) Evaluate effectiveness of interventions and parent or guardian response to the interventions 4) Analyze causes and barriers impeding school attendances for 10 or more excused absences. 	<ol style="list-style-type: none"> 1) Attendance Committee 2) Attendance Committee 3) School Social Worker 4) School Nurse <ul style="list-style-type: none"> ➤ Periodically review school attendance improvement contract with stakeholders ➤ 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. ➤ May utilize health plan or doctors note letter at this time
<p><u>25 excused & unexcused</u></p> <p>Required Written Notice</p> <p>WCPSS 6000 R&P-H §115C-381</p>	<ol style="list-style-type: none"> 1) Each month Data Manager will run an Attendance Report showing 25 or more total absences. 2) 25 Day Attendance letter with policy WCPSS 6000 R&P-H sent to parent regarding policy & law violation may result in possible retention 3) School plan in effect 	<ol style="list-style-type: none"> 1) Data Manager 2) Data Manager, School Social Worker, & Attendance Committee 3) School Staff <ul style="list-style-type: none"> ➤ May utilize health plan or doctors note letter at this time
<p><u>30 excused & unexcused</u></p> <p>WCPSS 6000.7 WCPSS 6000.10 WCPSS 6000 R&P-G</p>	<ol style="list-style-type: none"> 1) Attendance committee determines if student should be retained because of absences per Board Policy 6000.7 & WCPSS 6000 R&P-G 2) Principal can waive decision per WCPSS 6000.10 	<ol style="list-style-type: none"> 1) Attendance Committee 2) Principal

Absence letters:

Letters will be sent home to communicate excessive absences as missed instructional time can affect academic performance.

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Child Nutrition Services

Our school is designated as a site for curbside pick-up. Meals may be picked up daily between 10:45 am and 12:45 pm. Students who are eligible for reduced price meals will receive their breakfast and lunch at no charge for the 2020-2021 school year.

The cost of breakfast is:

Student: \$1.25 Reduced: \$.00

The cost of lunch is:

Student: \$2.75 Reduced: \$.00

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 frequent electronic communication. Teachers create newsletters at least twice a month that detail curriculum and learning objectives. Furthermore, teachers and/or grade levels maintain websites.

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 should be scheduled in advance, and at this point, conferences will occur virtually.

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.**

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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).

Field Trips

For the 2020-2021 school year there will be no in-person field trips. There may be virtual field trips.

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

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be used to contact families as soon as we receive official notification. Information will also be posted on our school's Twitter account.

Media Center

During remote learning students will not be able to physically visit the Media Center. However, students may visit the Media Center online to request books. Requested books may be picked up following the designated schedule.

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 and online. We use the acronym SLY: Show respect; Listen and Learn; Your safety counts. PBIS Virtual Learning expectations can be found [here](#).

Personal Belongings

While learning online it is important to limit distractions, both for individual students and for fellow classmates. Cell phones, electronic devices other than those being used for educational purposes, and toys should be put away when it is time to learn.

Security

Exterior doors to our school remain locked. At this time we are limiting the people allowed in our building to WCPSS employees and contractors.

Technology

Students are expected to use technology appropriately in accordance with Board Policy 3225: Technology Responsible Use.

Visitors & Volunteers

At this time our building is closed to outside visitors and volunteers.