

FORESTVILLE ROAD ELEMENTARY

2009-10 Student/Parent Handbook

“Where Education Takes Flight”

100 Lawson Ridge Road
Knightdale, NC 27545
(919) 266-8487 phone
(919) 266-8494 fax
forestvillees.wcpss.net

Dianne Pridgen, Principal
Okrika Harold, Assistant Principal

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. 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 in the WCPSS. If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual se distribuye a todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS. Si hay un conflicto entre las reglas expresadas en este manual de Estudiantes/Padres y el manual/agenda/planificador de la escuela de su hijo(a) las reglas expresadas en este manual deben tomar prioridad.



Administrative News

*Dianne Pridgen, Principal
Okrika Harold, Assistant Principal*



Dear Parents and Guardians,

The greatest responsibility we have as a community is the education of our children. We are committed to providing an environment in which all students reach their full academic potential.

Part of that commitment includes the continual improvement of how we teach. We are always seeking the best possible teaching methods and learning from each other. This helps our school community ensure each child's success.

Collaboration at our school is an important part of our efforts, and we regularly hold team-based learning sessions at our school. These meetings are called Professional Learning communities (PLC) and are a time for teachers to discuss classroom strategies, individual student performance, and best teaching practices.

The Wake County Board of Education approved a school schedule for the 2009-2010 school year that allows for more collaboration and Professional Learning Community (PLC) sessions.

Mark your calendar for these important changes

- **Every Wednesday, all Wake County Schools will release one hour early to allow for PLC meetings. Forestville will release students on Wednesday at 2:45 pm.**
- **Six early-release days are also included on the 2009-10 schedule. The early release dates are September 23, October 21, December 2, February 3, March 10, and April 21. On these dates, Forestville will dismiss at 1:15 p.m. (Forestville After School Care is available for Wednesdays. Specific information is listed under this section in the parent handbook.)**

Most importantly, ten minutes has been added to the school day. To meet the requirements of 180 days of instruction and 1,000 hours of instruction, 10 minutes have been added to the school day to make up the time used in PLCs.

Forestville Bell Schedule

8:45 am Students may enter the building.
9:05 am Bell rings for instructional day to begin.
3:45 pm Bell rings for dismissal.

We hope that you will support our efforts at improving learning and teaching for our students. We are committed to helping your student reach his or her full potential, and PLC time will help us in these efforts. If you have any questions, please do not hesitate to contact us at 266-8487.

Dianne Pridgen
Principal

Okrika Harold
Assistant Principal

Dear Parents and Guardians:

The Forestville Road PTA would like to welcome you to the 2009-2010 school year at Forestville Road Elementary School (FRES). The PTA plays an important supportive role for FRES. For example, during the 2008-2009 school year, some of the PTA projects included rewards for Upward Bound and Falcon Nest students; breakfast for students taking EOG; teacher appreciation gifts; and memorial gifts in honor of Imelda Mills. These are just a few of the projects we successfully completed last year. I would like to express my tremendous gratitude to our 2008-2009 PTA board members, Aubrey Regina, Michelle Luckenbaugh, Hope Durham and LaVerne Battle. Their leadership, effort and dedication were vital in enabling us to do all that we did, but it also took the efforts of many other parents just like you.

The FRES PTA needs you! Please look for the PTA table at school events to learn more about how you can become more involved. PTA memberships are available for \$5 for individuals, \$10 for families and \$20 for our "family plus" membership, which includes a \$10 donation to the PTA. Every parent, guardian or grandparent can help us, even if you feel overwhelmed by other responsibilities. During the first weeks of school, you will receive information on volunteering and helping PTA. We hope that you will join us in supporting the wonderful students and awesome teachers at FRES.

The new PTA board members for 2009-2010 are Dianne Hill (Vice-President), Laura Zohn (Treasurer) and LaVerne Battle (Secretary). Our PTA has been busy over the summer planning events for the students, teachers and families at our school for this year. Be on the look out for a school store, parent teas hosted by our students, a winter carnival, Monday folders, agendas for 3rd through 5th graders, cultural arts programs and more provided by the FRES PTA!

Our general membership PTA meetings will take place on August 20, December 10, February 18 and May 6. Look out for more information on PTA events in your child's Monday folder throughout the year. If you have any questions about the FRES PTA, or if you would like more information on working with the PTA, please contact us at frespta@yahoo.com.

Marion Horton
2009-2010 FRES PTA President



School Vision:

Our vision is that our school will be a place “*Where Education Takes Flight.*” This phrase clearly defines our mission for Forestville Road Elementary. Our major task will be to provide a positive, yet challenging, learning environment in which there are high expectations for ALL students. We will offer activities and programs that address the needs of the “whole” child including the emotional, physical, and social aspects. There will be a spirit of continuous improvement among students as well as staff members, and we will encourage students to be critical thinkers. Students will experience a variety of hands-on activities that will enable them to become competent readers, writers, and problem-solvers in an ever-changing, technological world. The staff, students, and community will fulfill our mission by working as a team with a common purpose and well-defined goals. An emphasis will be placed on implementing diverse approaches and interdisciplinary instruction to meet the needs of students so that ALL students can truly “*take flight.*”

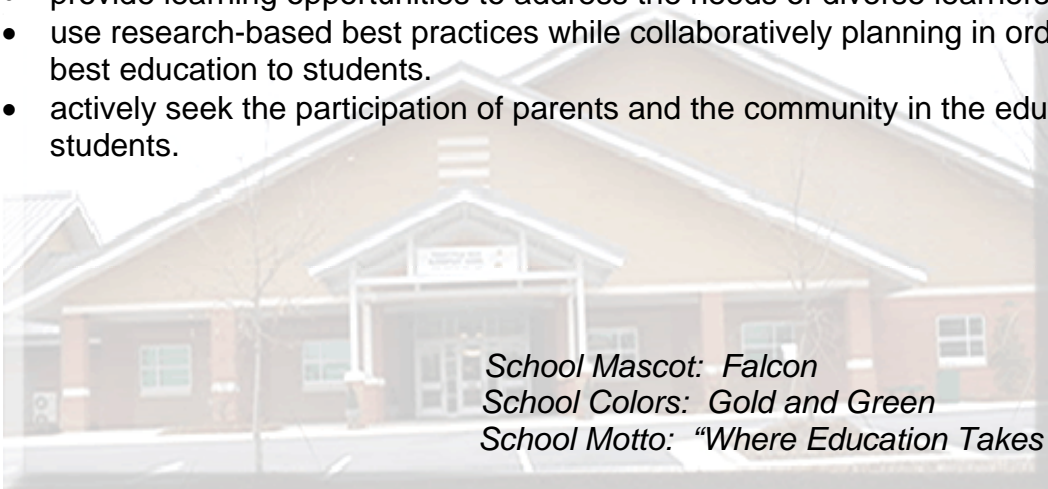
Mission Statement:

The mission of Forestville Road Elementary School is to provide children with the tools to build a foundation for lifelong learning.

Value Statement:

To accomplish our mission, we will:

- provide a positive, safe environment in which all learners can grow academically and socially.
- provide learning opportunities to address the needs of diverse learners.
- use research-based best practices while collaboratively planning in order to offer the best education to students.
- actively seek the participation of parents and the community in the education of our students.



School Mascot: Falcon
School Colors: Gold and Green
School Motto: “Where Education Takes Flight”



ARRIVAL/DEPARTURE

Arrival:

The instructional school day begins at 9:05 a.m. Students may arrive on campus between 8:45 a.m. and 9:05 a.m. Students arriving in classrooms after 9:05 a.m. should report to the office and will be marked tardy (exception: students arriving by school bus after 9:05 a.m.). Your child should be in the classroom ready for the day at 9:05 a.m. Staff members are on duty each morning and afternoon to monitor student safety during arrival and dismissal.



Bus Riders

Students transported by bus will depart buses from the bus loop into the cafeteria. Bus riders may eat breakfast upon arrival or may go directly to their classrooms.



Car Riders

Safety is our primary focus during carpool times. We need parents' continued support to keep students safe by adhering to the following practices:

- Students may be dropped off after 8:45 a.m. **Students arriving before this time must remain in cars with parents until 8:45.**
- Parents bringing children should remain in their cars, moving around the circle in front of the school. Students may exit car doors on the passenger side only. It is the parents' responsibility to ensure safe departure to the sidewalk.
- **Parents should abide by speed limits and not drive faster than 10 mph in the parking lot.**
- Students are prohibited from walking between cars due to safety precautions.
- **Double car drop off is unsafe and may result in an accident as the child moves between the cars.**

Departure:

Bus Riders

Students are dismissed to buses in the afternoon as each bus arrives on campus. Bus arrivals are announced on classroom televisions, and students are dismissed directly from the classrooms. Buses depart the school between 3:45 and 4:15 p.m. (Exception: Students are dismissed on Wednesday afternoons at 2:45 p.m. and 1:15 p.m. on the six early release dates.)

Car Riders

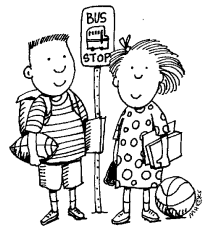
Car riders and walkers are dismissed at 3:45 p.m. (Exception: Each Wednesday students are dismissed at 2:45 p.m. and 1:15 p.m. on the six early release dates.)

- Parents meeting walkers should come to the office to check them out.
- It is our expectation that parents pick up their children between 3:45 p.m. and 4:00 p.m.
- All car riders must be picked up in the carpool line. Students will not be allowed to meet their rides in the parking lot or be released from other exits.
- Picking up students prior to dismissal to avoid waiting in the carpool line is not permitted.
- Parents picking up children early must go to the office by 3:15 p.m. Students must be properly signed out from the office before leaving campus. (On Wednesday, parents must go to the office by 2:15 p.m.)
- Parking in the carpool lane during loading/unloading periods is prohibited.
- Staff members will look for your child's name in your car window (carpool tags will be provided for your child/children) as you pull into the carpool lane.

Changes to a Child's Transportation:

If a child goes home by a different form of transportation, it is MANDATORY that parents send a written note or call the school office. Otherwise, the child must go home by his/her usual form of transportation. Sending a verbal message by the child is not allowed due to safety concerns. Notify the school by 12:00 p.m. of changes in transportation, unless an emergency dictates otherwise. **Do not leave transportation changes on the voice-mail system.**

***Students are not allowed to ride a bus on which they are not assigned.
Students are not allowed to get off at a different bus stop than what they are assigned.***



ATTENDANCE



Daily attendance is essential for student success and is recorded each morning. Plan to have your child attend school every day and arrive on time. A student who is absent from school or leaves school early must bring a note specifying the reason for absence. Refer to the WCPSS Student/Parent Handbook for specific information on attendance and absences. Contact your child's teacher regarding procedures for making up missed work. The principal *must* approve trips planned for educational purposes in advance. Forms seeking permission for educational trips may be obtained from the NCWISE data manager or the classroom teacher.

Late Arrival:

It is requested that you bring your child into the office to sign in if you arrive after 9:05 a.m. As parents are required to sign in students after 9:05, please do not send your child to the office unaccompanied. Arrival after 9:05 will be recorded as an unexcused tardy unless a valid reason is provided. Students who arrive after 12:30 p.m. will be marked absent for the school day.

Early Dismissal:

Parents must sign their child out in the office for early dismissal. Office personnel will call the student to the office at that time. Students who leave school before 12:30 p.m. will be considered absent for the school day.

BEFORE AND AFTER SCHOOL CARE PROGRAMS

We offer before and after-school care staffed by teachers and teacher assistants from Forestville. In accordance with WCPSS best practices, our Before and After-School Programs provide a safe, stimulating environment. Only students who attend Forestville Road Elementary School are eligible to enroll in either of these programs. The Before-School Program begins at 7:00 a.m. and ends at 8:45 a.m. The After-School Program begins immediately after dismissal and ends at 6:00 p.m. If school is closed early, the After-School Program will begin immediately following dismissal, weather permitting. Parents need to provide a certificate of accident insurance for each child enrolled in either program. Applications for both programs are available in the office. Monthly fees for each program are listed below and cannot be prorated.

New this year – Wednesday-Only program – This is in place to support parents needing childcare on Wednesdays due to early release at 2:45 or 1:15 p.m.. This is not a drop-in program. Parents must enroll for the year to take advantage of childcare on all Wednesdays.

Before Care Program	After School Care
Monthly fee: \$61.25	Monthly fee: \$123.75
Registration fee: \$10.00 per child	Registration fee is \$15.00 per child.
Returned check fee: \$15.00.	Return check fee is \$15.00/late check fee \$10.00
Late check fee: \$10.00.	Late pick-up charges are \$5.00 per 15 minutes after 6:00 p.m./\$10.00 per 15 min. after 6:30 PM.
	Wednesday Only Registration fee: \$15.00 per child Monthly fee: \$30.25

AWARD AND RECOGNITION PROGRAMS

Forestville students who exhibit outstanding academic performance, good work/study habits, and good citizenship will be recognized at four grade level assemblies occurring at the end of each nine weeks. Additionally, teachers will recognize students within their own classrooms, looking for every opportunity to encourage students to achieve their personal best.





BUS SAFETY RULES AND REGULATIONS

Bus transportation is a privilege extended to students who live in the Forestville Road attendance area and behave in a manner consistent with the rules and regulations of Forestville Road Elementary, Wake County Public Schools, and Public Laws of North Carolina. The school bus is an extension of the school day; therefore, all school rules and regulations apply. Failure to comply with these rules subjects violators to denial of transportation privileges and/or suspension and expulsion, depending on the severity of the violation.

At Forestville Road Elementary School, we have clearly defined rules and expectations that lead to a safe and positive environment for all bus passengers. During the first two weeks of school, teachers will focus on bus safety, and review these rules periodically throughout the year. Students will be made aware of the duties and responsibilities involved in being a good school bus passenger. Please review the following list of bus safety practices with your child:

- Be on time. The driver has a schedule to follow and cannot wait for tardy passengers.
- Stay off the street or roadway while waiting for the bus. Students are expected to stand by the road, several feet from the pavement. They should wait until the bus comes to a full stop and then board the bus. If they must cross the street, they should walk quickly (not run) to the bus.
- Take a seat as soon as possible after boarding the bus. Students should sit “seat to seat, back to back,” and refrain from moving around while the bus is in motion. Remain seated until the bus reaches the unloading area and has completely stopped before moving toward the door. Students should exit in an orderly manner, without rushing to get off the bus.
- Refrain from throwing objects on the bus or out of a window.
- Keep hands, arms, and feet inside the bus at all times.
- Refrain from eating and drinking while on the bus.
- Keep aisles clear at all times. Personal belongings should be kept in the passenger’s lap or placed under the seat. Students should not do homework while on the bus.
- Use polite language. Profanity or indecent language is strictly prohibited.
- Refrain from touching the emergency door.
- Keep the bus clean. Students should never deface the bus in any way.
- Get on and off at designated stops.
- Cooperate with the driver in every way. A distraction could cause an accident.

Bus Discipline:

Misconduct on the school bus is a serious offense because it places everyone at personal risk of a bus accident. There are consequences for misbehaving on the bus. The first violation will generally be a telephone call home to parents. Any subsequent violations will result in suspension from the bus for one or more days. Chronic violators will face longer bus suspensions, including suspension for the duration of the school year. When a child is suspended from the bus, it is the parents’ responsibility to transport the child to and from school. Major violations (for example, those involving fights, alcohol, drugs, or weapons) will result in automatic suspension or expulsion from school.



CAFETERIA

Breakfast and lunch are available daily to every child. Children who qualify are served meals at reduced rates or free of charge. Applications for free or reduced price meals are mailed prior to the opening of school, and may also be picked up in the school office. This application must be completed and submitted at the beginning of each year in order for a student to qualify. For the first fifteen days of school, children retain the same lunch status as the previous year. This means if your child was in a Wake County Public School last year and received free lunch, he/she will continue to receive free lunch for the first fifteen days of school. Likewise, if your child paid for lunch last year, you should plan to pay until you receive notification of a change in status. In order to continue receiving a free or reduced lunch price, students must submit a new application during the first fifteen days of school. After fifteen days, or on September 15, 2009, every student who has not submitted a completed application must plan to pay full price or bring lunch.

Meals may be purchased daily; however, to simplify the process, we recommend prepayment of lunches through the use of a lunch account. Child Nutrition Services will provide fruits and vegetables at no charge to children who forget their lunch or do not have money to purchase lunch. Our school does not operate a lunch money loan fund. It is the parents' responsibility to guarantee that students have lunch money. Money can be designated for a "lunch only" or "snack" account. Money placed in the snack account can be used for the purchase of lunch and/or snacks. Students will be allowed to purchase no more than one snack daily. Money placed in the lunch account can only be used for the purchase of lunch. Read more about managing your child's cafeteria account and services offered by WCPSS Child Nutrition Department at <http://www.wcpss.net/child-nutrition/>.

Parents are welcome to eat lunch with their children, and may choose to purchase lunch from our cafeteria or bring a bag lunch. Please sign in at the office and wear a "Visitor" badge prior to meeting your child at the cafeteria. Be aware that some classes are in session in rooms on the main hallway near the cafeteria and excessive noise or loud talking may disrupt instruction.

We want students to make healthy lunch choices, and therefore are limiting them to purchasing one snack during lunch. Also, in order to help with pest control, we cannot allow students to take partially eaten foods out of the cafeteria.

Breakfast Prices

Student Full Price \$.80
 Student Reduced Price \$.30



Milk \$.50

Lunch Prices

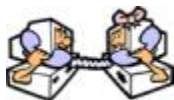
Student Full Price \$1.75
 Student Reduced Price \$.40



Cafeteria Expectations

Guidelines for cafeteria behavior are necessary to minimize inappropriate behaviors and to promote positive behaviors. We believe the lunch period can be a time of relaxation and refinement of social skills as children interact socially. Maintaining high expectations for behavior in the cafeteria establishes a positive cafeteria experience. The general expectations are listed below:

- Students should remain quiet while entering and exiting the cafeteria, and while in the serving line.
- Students should talk only to students at their table and use inside voices.
- Students should clean up after themselves, disposing of all food items and trays. Food items cannot be taken from the cafeteria.
- Students may not share food.
- Students should get everything they need when going through the lunch line.



COMMUNICATION

A *minimum of two parent-teacher conferences per year* is essential to communicate specific strengths and areas for improvement in academics and work habits. The first parent-teacher conference is held within the first nine weeks. The second parent-teacher conference will be held during the third nine weeks. The classroom teacher will contact parents or guardians to arrange specific dates and times for the conferences.

Parents are encouraged to schedule additional conferences as needed. All parent conferences will be scheduled before or after the instructional day.

DAILY PHYSICAL ACTIVITY

Forestville Road Elementary School supports the North Carolina State Board of Education Policy on Healthy Active Children. Students at Forestville Road Elementary will receive a minimum of thirty minutes of daily physical activity. This may be through physical education class, structured activity with the classroom teacher or recess activities.



DISCIPLINE POLICY & PROCEDURES

Guidelines for student responsibility are developed to protect the learning environment for all students. A description of classroom rules will be sent to parents from the classroom teacher. Safety and respect for others guide the development of rules. Parents should discuss behavioral expectations with their children. No student will be allowed to disrupt the school climate. If a student is disruptive, the teacher will first follow established classroom procedures. Students with continued disruptive behavior will conference with an administrator.

The Positive Behavior Support system will be implemented at Forestville during the 2009-2010 school year. The main goal of PBS is to empower teachers and all adults in our building with the skills needed to improve overall classroom and school climate to achieve higher academic performance for all students. The Forestville Core PBS Team will attend five days of intensive staff development on research-based best practices that promote a positive learning environment. This team will provide on-site training for all staff members.

Please review the board policy in the Wake County Student/Parent Handbook. Parent support of the school's policies is essential to ensure a positive educational climate.

Inappropriate behaviors that are **not permitted**:

- Fighting
- Assault on school personnel, repeated theft, or extortion
- Bringing a weapon on campus
- Possession of a firearm on campus
- Behaviors that interferes with the safety of self and others
- Repeated defiance of school personnel
- Abusive or vulgar language
- Bullying
- Sexual Harassment

Parents will be contacted by the administration for students involved in the above offenses.

If a student is referred to administration for inappropriate behavior, the following will occur:

- Student/teacher conference
- Parent contact
- Discipline form completed by teacher
- Follow-up discipline form completed by administrators with copy to parent and to referring teacher

Dress Code Policy

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- ❖ Attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- ❖ Head covering of any kind (male and female)
- ❖ See-through attire or attire that exposes cleavage
- ❖ Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- ❖ Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at particular schools have been notified
- ❖ Exposed undergarments or excessively short or tight garments
- ❖ Sagging pants
- ❖ Bare midriff shirts, strapless shirts, or sleeveless shirts (straps must be 2 inches wide)
- ❖ Shoes with wheels

Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under terms of this policy. If a student's dress or appearance is such that it constitutes a threat to the health or safety of themselves or others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the principal or the principal's designee may require the student to change his or her dress or appearance.

Administrators will exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of students' religious beliefs or medical conditions.

Sale Or Trade Of Items

Students are not to engage in the sale or trading of any items with other students. For example, the selling of sports cards, candy, gum, pencils, articles of clothing or other items is prohibited and could result in suspension.

Toys

Toys are listed under discipline because they often contribute to conflicts or disruption in the classroom. Toys should not be brought to school or brought on the bus unless they are a part of a class project. Toys will distract from instructional activities, and the staff cannot be held accountable in the event that the toys are stolen or lost. Staff members will collect "unauthorized" toys and keep them until parents/guardians come to school to collect them.

Pagers, Laser Pointers, Radios, Games, Cell Phones, Etc.

Pagers, laser pointers, radios, games, cell phones and other non-instructional items may not be brought to school. These items are also forbidden on the school buses. Students who violate this policy will be required to leave the items in the principal's office until picked up by parents.

Weapons

Weapons including knives, razors, explosives, fireworks, guns, facsimiles of guns and/or any other objects that can reasonably be considered dangerous instruments are forbidden on any Wake County campus. (WCPSS Board Policy 6427)



EARLY RELEASE DAYS

Early Release Days are offered to schools to provide staff development and collaborative planning time for teachers. Lunch will be served prior to 1:15 p.m. dismissal. Bus service will begin promptly and students will be dismissed to carpool at the same time. It is important that parents pick up their children on time because staff members will be involved in required staff development and unavailable to supervise children.

Early Release Dates at 1:15 p.m.

Wednesday, September 23, 2009
Wednesday, October 21, 2009
Wednesday, December 2, 2009
Wednesday, February 3, 2010
Wednesday, March 10, 2010
Wednesday, April 21, 2010

In addition to the dates and times above, every Wednesday, all Wake County Schools will release one hour early to allow for PLC meetings. Our school will dismiss at 2:45 p.m. every Wednesday.

FORESTVILLE FOCUS NEWSLETTER



The Forestville Focus, a monthly school newsletter, will be published to keep parents informed of school-wide and grade level expectations, issues, activities, and events. Special news from the Forestville PTA will be included in the Forestville Focus.



FORESTVILLE PTA

President:	Marion Horton
Vice President:	Dianne Hill
Secretary:	LaVerne Battle
Treasurer:	Laura Zohn

Forestville PTA membership is open to all parents, guardians and staff members at Forestville Road Elementary. Our PTA partners with the school in providing a quality education for all Forestville students. PTA -sponsored activities include school beautification, Festivals of Learning, Spring Carnival, cultural arts programs, and teacher grants. All fundraising proceeds are used to purchase nonconsumable instructional materials and supplies.

2009-10 PTA Meetings

August 20, 2009 – PTA/Open House at 6:00-7:30 p.m.

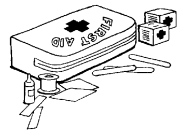
December 10, 2009 - PTA/Student Performance at 7 p.m.

February 18, 2010 - PTA/Winter Festival of Learning at 7 p.m.

February 12, 2010 – PTA/Forestville Family Breakfast at 8-9:15 a.m.

February 2010 – Health Fair at 4-8 p.m.

May 6, 2010 - PTA/Student Performance at 7 p.m.



HEALTH / MEDICATION



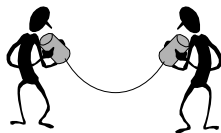
Young children frequently are exposed to viruses at school. You must keep your child at home if he/she has a fever of 100.6 or higher or has vomited or had diarrhea within 12 hours. When students become sick during the day or are hurt in an accident, parents will be notified. It is necessary for us to have accurate contact information so that we may reach you in the event of an illness or an emergency. Please keep your child's teacher and the school office informed of any changes that occur in address, home or work phone numbers, or emergency contact persons. If your child is sick, you must pick them up immediately.

Forestville has a part-time school nurse assigned by the Wake County Health Department. To contact the school nurse, call the school's main number (266-8487) and leave a message. She will return your call as soon as possible.

School officials may administer medication to students if the Parent Request and Physician Order for Medication form is completed and in the possession of school officials. Students may not transport medication. Parents must bring the medication to the school.

No medication can be given unless it is in a container dispensed by a pharmacy. The label should be marked with the student's name, the name of the medication, the date the prescription was filled, and clearly marked directions. Short-term medication such as antibiotics may be administered at school during the last days of an acute illness. The pharmacist's label serves as the physician's order. School personnel may not administer over the counter medication without a physician's request.

Students are not allowed to self-medicate with over the counter medication (i.e. cough drops or Tylenol.)



HOME TO SCHOOL COMMUNICATION

Please feel free to contact the school at any time to schedule conferences with faculty or administrators. You may contact any staff member by calling the front office at 266-8487, by sending a message to school with your child, or by using e-mail. Teachers are willing to return phone messages. However, return calls must wait until the end of the instructional day.

We ask parents not to arrive at school unannounced and expect impromptu conferences with teachers. Our teachers are providing instruction, planning lessons, and supervising children. Conferences must be scheduled outside the instructional day.

If you need to get a message to your child during the school day, please call in the morning if possible so the message can be delivered during the lunch hour. Late afternoon calls are difficult to deliver because of the volume of activity in the front office prior to dismissal each day.



HOMEWORK POLICY

In compliance with school board policy 5510, students will complete homework outside of school hours.

Purpose – Homework shall reinforce or enrich skills previously taught in class. It is directly connected to the North Carolina Standard Course of Study and provides for individual practice. Meaningful homework stimulates effort, independence, responsibility and self-direction.

Procedures – Grades K-5 assign homework Monday through Thursday, excluding holidays or dates of special school programs. Each teacher provides a routine way for students to take home and return homework assignments. Homework is assigned weekly for grades 1-2 and daily for grades 3-5.

The age of the student and length of the school day are considered in determining the amount of time required for homework. In order to allow time for the parents and child to read together each evening, the following parameters for written work are followed:

- Kindergarten – 15 minutes
- First Grade – 15-20 minutes
- Second Grade – 20-30 minutes
- Third Grade – 30-45 minutes
- Fourth Grade – 45-60 minutes
- Fifth Grade – 60-75 minutes

Assessment – Students (grades 1-5) will be accountable for homework based on ability as determined by their teachers. Homework is checked for understanding. Completion of the homework is indicated on the report card under work habits.

Nightly reading is recommended for all students (K-5). There is a positive correlation between the amount of time children spend reading at home and academic success. We believe reinforcement of reading skills at home improves classroom performance. Therefore, we strongly encourage parents to set aside time for reading to help students build fluency and confidence.



INCLEMENT WEATHER



Please stay tuned to local radio and TV stations for the latest information on school closings and delays. The first notification of early school dismissal, delayed opening or school closing is made to the radio and television stations. You may also refer WCPSS home page on the Internet. Additionally, we will place a voice message on the school office phone (266-8487).

If you are concerned for your child’s safety during the school day, feel free to come to the school to pick up your child. It is not necessary to call the school before coming.

If an early dismissal is announced, please do not call the school to request that your child be pulled from the bus. In inclement weather situations, it is important that students leave as soon as possible. Keeping them at the school will only jeopardize the safety of the child and the staff. All students who are assigned to buses will be placed on the bus unless their parents arrive before their bus leaves campus.

LOST AND FOUND



Lost items are collected in the cabinet marked “Lost & Found” in the school’s main office. Please check this cabinet for lost items such as coats, gloves, sweaters, and shoes. Valuable items such as money or jewelry are stored in the office. At the end of each quarter, all lost and found items are donated to charity.

PARENT MATTERS NEWSLETTER

The Parent Matters Newsletter is published several times throughout the school year to provide parents with valuable information about the school system including ways parents can help support your child's education. You can access it online at <http://www.wcpss.net/parentmatters/>.



PARENT VISITS

We welcome your participation in your child's school life. Parents are encouraged to attend PTA events, support classroom functions, visit at lunch, and volunteer as frequently as possible. Please see your child's teacher or contact the guidance counselor for volunteer opportunities.

Visitor Passes

SAFETY MUST ALWAYS BE OUR FIRST PRIORITY! For this reason, all visitors must report directly to the office to receive a visitor pass before going anywhere in the building. In the office, visitors will sign in and be issued a Visitor's Pass, which should be worn at all times while in the building. Visitors will also be asked to sign out when leaving. Staff members will be instructed to stop all adults without visitor passes or WCPSS employee identification badges and ask them to check by the office to register before going any further. This procedure is essential for the *safety of our children*. In order to protect visitors, it is also important that we know who is in the building at all times in case of an emergency.

Observing in the classroom

Parents are encouraged to visit classrooms whenever possible. Parents are requested to give the teacher a 24-hour notice. Visitors in the classroom can distract the children and disrupt instruction. For the benefit of all children, it is important that the teacher is aware in advance and can prepare the children for your visit.

STUDENT PARTIES/BIRTHDAY PARTIES



Wake County School Board Policy states: "all school employees should discourage and decline the giving of parties by anyone during school hours for students." Many exciting and fun learning experiences can be planned instead of parties. Grade levels plan for special activities throughout the school year. An alternative to having birthday parties is sharing special snack at lunch. Please contact your teacher for specific classroom approval. We must carefully utilize every minute of every day for effective instruction. At winter break and at the end of the year, classroom teachers will plan special events including refreshments.

Because several incidents of food poisoning have occurred within the county, WCPSS requests that parents not bring homemade food for activities in the classroom. Instead, food provided should be commercially purchased.

STUDENT ACCIDENT INSURANCE

A student accident insurance program is available to students on a voluntary basis. Parents will be provided information about optional insurance plans at the opening of school. The responsibility of completing the forms and paying the premium will be assumed by the student's parents or guardians.

STUDENT ENROLLMENT REQUIREMENTS

- Attendance Areas and Proof of Residence: For a child to attend Forestville, the parent or guardian must reside in the school attendance area. Wake County School Board Policy requires proof of residence. Special permission must be granted in order for a child living outside the school attendance area to attend Forestville. It is the parents' responsibility to notify the school of any changes in residence. Documents that would serve as proof of residence include: current utility bills (no phone bills or cable bills), lease agreements, signed sales contracts or closing statements.
- Birth Certificate: State law requires a certified birth certificate to be presented at enrollment for students entering public school for the first time. The "Mother's Copy" birth certificate does not meet this requirement. The birth date as recorded on the birth certificate must be recorded on the student's Permanent Health Record Form.
- Social Security Number: Upon initial enrollment, parents are asked to furnish the child's social security number. If a child has previously been enrolled in a Wake County school, the information should be included in forwarded records.
- Health Assessment for Kindergarten: State laws require that kindergarten students have a completed health assessment on file. The assessment is to be completed within 30 calendar days of the student's first day of attendance of kindergarten. If the assessment is not on file within the 30 day period, the student by North Carolina Public School State statutes cannot attend school until the assessment is complete and on file.
- Immunizations: State law requires a record of immunizations within 30 days of enrollment. If a student has attended another public school, this information is forwarded with school records. However, if the information is missing or incomplete, the parents must furnish the immunization record. Failure to provide the information within the 30-day period results in the child's suspension from school. State law requires:
 - ✓ 5 DPT, DtaP, or DT doses (if the 4th dose is after the 4th birthday, then 5th dose is not required; DT requires a medical exemption)
 - ✓ 4 Polio Vaccine doses (if 3rd dose is after 4th birthday, then 4th dose is not required)
 - ✓ 1 to 4 Hib doses (series complete if at least 1 dose given on/after 15 months and before 5 years of age; not required after age 5)
 - ✓ 3 Hep B doses (children born on or after July 1, 1994 are required to have the 3 doses)
 - ✓ 2 measles doses (at least 30 days apart; 1st dose on/after 12 months of age)
 - ✓ 1 mumps dose (on/after 12 months of age)
 - ✓ 1 Rubella dose (on/after 12 months of age)

STUDENTS AS LEADERS

Leadership opportunities will be provided for all students through classroom, school and community-related activities. Stephen Covey's Seven Habits of Highly Effective People will be the guiding principles.

- Habit 1: **Be Proactive.** *Take responsibility for your life.*
- Habit 2: **Begin with the End in Mind.** *Define your goals in life.*
- Habit 3: **Put First Things First.** *Prioritize and do the most important things first.*
- Habit 4: **Think Win-Win!** *Have an everyone can win attitude.*
- Habit 5: **Seek First to Understand, Then to be Understood.** *Listen to people sincerely.*
- Habit 6: **Synergize.** *Work together to achieve more.*
- Habit 7: **Sharpen the Saw.** *Renew yourself regularly.*

STUDENT HOLIDAYS



September 7, 2009 Labor Day	January 18, 2010 Martin Luther King, Jr. Day
September 28, 2009 Teacher Workday	January 25, 2010 Teacher Workday
October 30, 2009 Teacher Workday	February 15, 2010 Teacher Workday
November 11, 2009 Veteran's Day	March 29 – April 2, 2010 Spring Break
November 25-27, 2009 Thanksgiving Break	April 5, 2010 Teacher Workday
December 21, 2009- January 1, 2010 Winter Break	May 31, 2010 Memorial Day

STUDENT LOCATOR CARDS/PERSONAL DATA SHEET

All parents and guardians should complete a Student Locator Card for each child. The personal information on this card is vital when the school needs to reach parents for emergencies or instructional updates. Cards will be available for distribution at the first "Meet the Teacher Night," and are always available in the office. Completed cards should be returned to your child's teacher as soon as possible.

It is crucial that we know how and where to contact parents and/or designees in emergency situations. The Student Locator Card should be updated as changes occur (phone numbers, addresses, etc.).

VOLUNTEERS

- We welcome volunteers at our school. Please let your child's teacher know if you are available to volunteer. All volunteers must first register as a volunteer from a WCPSS computer at <http://volunteer.wcpss.net>. You are not able to do this from another location. All teachers, as well as the front office, will have a list of approved volunteers. You must reactivate your application each year by logging on to the above website. **Vanessa Allen**, guidance counselor, is available to assist in registration.
- **In order to attend a field trip, you must be registered as a volunteer, level 3, and be approved in advance of the field trip. Volunteer clearance may take up to two to three weeks. Therefore, volunteers are urged to complete volunteer registration at the beginning of the school year.**
- All volunteers must sign in and out at the front office and receive a visitor's badge.
- Teachers should be given 24 hours notice from anyone who would like to volunteer. Exceptions are weekly volunteers that have established schedules with classroom teachers.
- **Marion Horton**, PTA president, encourages parents to volunteer to assist with the projects sponsored by the Forestville PTA.



Whom to Call

Dianne Pridgen	Principal	Curriculum and Instruction, Discipline, School level policy, Personnel, School Safety, Buildings and Grounds, Attendance, Custodial Services, Positive Behavior Support, Professional Learning Communities, Student Assignment, Schedules
Okrika Harold	Assistant Principal	Curriculum, Building and Grounds, School Safety, Custodial Services, Positive Behavior Support, Buses and Transportation
Debbie Cooper	Lead Secretary	Field Trips, School Pictures, Returned Checks, Schedules and Events
Lynette Atwood	NC WISE Data Manager	Registration, Attendance
Amy Nichols	Instructional Resource Teacher	Curriculum and Instruction
Beth Edmonds	Math Lead Teacher	Curriculum and Instruction
Sonia Solomon	ESL Teacher	Curriculum and Instruction
Dawn Swiger	Academically Gifted Teacher	Curriculum and Instruction
Sharon Hart	Media Specialist	Media and Technology
Ingrid Casterlow	Special Education Teacher	Special Education Services
Terrell Stringfield	Cafeteria Manager	Nutritional Services
Vanessa Allen	Guidance	Counseling Services, Guidance