

Forest Park Elementary

2021-2022 Student Handbook



GENERAL INFORMATION

MESSAGE FROM THE PRINCIPAL, THERESA COURTNEY-KETCHER

Dear Students and Parents,

Welcome to the 2021-2022 school year and the unprecedented challenges ahead. Forest Park faculty, staff, and administration are prepared to deliver instruction to students in-person. Students are required to wear masks inside the school building at all times. Masks are optional when participating in outdoor activities. We will monitor and adjust according to the needs and requirements of the changing times ahead. A new adventure learning awaits us each new day. I look forward to serving you and your family.

Respectfully,

Theresa Courtney-Ketcher, Principal

SCHOOL MOTTO

Do the right thing today and no regrets tomorrow.

SCHOOL MISSION

“The mission of the Forest Park Elementary community is to provide progressive and differentiated instruction in a nurturing environment that develops a life-long love of learning and prepares students for the future.”

CORE VALUES

1. High Academic Achievement
2. Open Communication between Teachers/Parents/Students
3. Data Driven Decision Making
4. Continuous Improvement
5. Nurturing and Positive Environment

ATTENDANCE

Responsibility for attending class lies with the student and parent. Student success in school is directly tied to attendance. In order to receive a passing mark for any grade, a student must attend 90 percent of class sessions.

ABSENCES

Please call the school office by 8:30 a.m. to report an absence from school.

(501) 447-4500

Please bring a doctor's statement upon returning to the office, for medical reasons.

TARDINESS

Tardiness is considered disruptive behavior and will be treated as a discipline problem.

ACADEMIC POLICY

Specific skills and concepts from various subject areas are stressed at each grade level. To be eligible for academic promotion students must:

- *master targeted skills and concepts;
- *perform daily academic activities;
- *spend a minimum time each night on assigned homework.

Forest Park students are expected to make their best effort in all areas of the school.

ACCELERATED READER

Students earn points by reading books and taking computerized comprehension quizzes. Points equate into rewards such as: homework passes and free dress days to be determined by the classroom teacher.

REPORTING GUIDELINES AND INTERIM REPORTS

Report cards are posted online via Parentlink called HAC. (Parents are required to sign up for Parentlink HAC.) Report cards indicate to students and parents progress made toward mastering required curriculum, citizenship, and social skills.

GRADING SCALE

90-100% =A

80-89% =B

70-79% =C

60-69% =D

59-Below =F

Notification to parents/guardians will be made during the fifth week of each NINE weeks for children working below their capacity and/or below 70% of grade level standards.

A parent conference is required after every unfavorable interim report and when a “D” or “F” is recorded on the report card.

HOMEWORK SCHEDULE - GRADE TIME INVOLVED

<u>Grade</u>	<u>Time Involved</u>
1-2	Approx. 30 minutes per day
3-4	Approx. 40 minutes per day
5	Approx. 50 minutes per day

Agenda books are required for Grade 1 to 5.

SCHOOL HOURS

School begins at 7:50 a.m. and ends at 2:35 p.m. If children walk or if parents bring them to school, they should not arrive earlier than 7:40 a.m. Students are to go directly to the playground until dismissed to classrooms. (In the case of inclement weather, students go to the classroom.)

If you are transporting your child, he/she must be picked up promptly at 2:35 p.m. Please call the main office (501) 447-4500 when your child is absent by 8:30 a.m. or in case of emergency.

MORNING DROP OFF AND PICK-UP

Students in grades Kindergarten, Second and Fifth are dropped off and picked up on the West playground. First, Third, and Fourth Grade students are dropped off and picked up on the East playground. (Inclement weather students report to their classroom.) Supervision before schools is provided beginning at 7:30 a.m. on the playground.

SCHOOL SAFETY

Students are to cross the street at intersections only: Walk (NOT RUN) across the street (especially when slippery.) When there are no sidewalks, students are to walk along the left side of the street facing traffic. Students should never cross the street in the middle of a block or travel down the middle of the street. Plan with your parents the safest and shortest route to school.

Students are to walk bicycles onto the campus and park them in the bicycle designated areas. Bicycle locks are strongly suggested. Laws require that only one person be on a bicycle. Bicycle safety and traffic rules must be adhered to. We cannot be responsible for theft of bicycles.

FOOD SERVICE

Breakfast is served from 7:30 a.m. until 7:50 a.m.

All students may participate in the hot lunch program with meals prepared in the school kitchen. Application for free or reduced lunch must be made through child nutrition. Eligibility will be determined according to federal guidelines.

Students are encouraged to pay for their lunches weekly, monthly or for the entire year. Parents and special guests are encouraged to visit and eat lunch with their child during their scheduled lunch time. If you choose to bring a lunch for your child, please select nutritious items including a healthy beverage. (Beverages allowed are: milk, juice or water for the students.)

EFFECTIVE July 1, 2021 Meal Prices

Breakfast Student \$2.95

Reduced \$.30

Adult \$2.75

Lunch Student \$3.00

Reduced Price Meals \$.00

Adults \$4.00

Milk or Juice \$.4

Online Payments Made Easy

www.myschoolbucks.com is an online payment portal especially designed to allow parents to make quick and easy online payments to their children's school accounts. Payments can be made with a credit card and parents can check the child's account balance.

MESSAGES AND TELEPHONE

It is important that students be informed of after-school activities and transportation before they leave home. If you must call to leave a message for your child, please do so before 2:00 p.m. In case of emergency, the office will deliver messages to students. Students may use the office phone for personal calls in case of emergencies and with staff permission. (We need current telephone numbers at all times.)

CHECK IN AND CHECK OUT

Parents are required to check students in and out when arriving late or being checked out early. Please refrain from checking students out early unless it is absolutely necessary or an emergency.

TEXTBOOKS

All basic textbooks are loaned to students for their use during the school year. Workbooks are provided for students in particular subjects. Other supplies are paid for by the student or parent.

Textbooks are to be kept clean and handled carefully.

Student's name, grade, and school are to be written in the book in case the book is misplaced or lost.

STUDENTS WILL BE REQUIRED TO PAY FOR LOST OR DAMAGED BOOKS.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property will be required to pay losses or damages. If students willfully destroy school property, suspension may be necessary. If a student should damage something by accident, it should be reported to a teacher or the office immediately.

Please note: Candy, gum, etc., may not be brought to school for exchange or to sell to other students.

ELECTRONICS, PETS, AND TOYS

Electronics, pets, and toys may be brought to school only when permission is given by the teacher in advance. Forest Park is not responsible for lost, damaged or stolen personal items.

LOST AND FOUND

PLEASE BE SURE YOUR BELONGINGS ARE CLEARLY IDENTIFIED WITH FIRST AND LAST NAMES. Proper identification can assure the return of lost items. "Found" items should be taken to the "lost" and "found" cabinet in the 1st grade hallway. Periodically, lost items are turned over to charitable organizations if not claimed.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher when the regular teacher is ill, on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

STUDENT APPEARANCE AND DRESS CODE

Research has shown that school uniforms have an impact on students' performance and conduct. Their attitudes toward academic achievement are directly enhanced. At Forest Park, we take pride in the appearance of our students.

Students are required to wear the basic selected school uniform:

Boys

- Pleated or flat-front pants or shorts--navy or khaki (no “cargo”, painters”, camouflage, corduroy, denim)
- Short or long-sleeved shirt with a collar; button down or polo style only white or evergreen color
- Crew neck sweater---evergreen with or without school logo
- Forest Park Sweatshirt or Fleece-evergreen or white
- Plain knee or ankle socks in navy, black, evergreen or white.

Girls

- Pleated or flat-front pants or shorts navy or khaki (same as boys)
- Jumper, skirts, skorts---navy, khaki, or Forest Park plaid (no “cargo”, corduroy or denim)
- Short or long-sleeved shirt with a collar, Peter Pan collar, button down or polo styles only white or evergreen, with or without logo
- Long-sleeved button cardigan (no hoods)--navy or white
- Forest Park sweatshirt or fleece---evergreen or white
- Plain knee socks or tights--navy, evergreen or white (no lace or patterns)
- Plain full-length leggings—navy, black or white (no lace, patterns or Capri)
- All Children
- Coats-no designated uniform policy for coats/jackets; Forest Park uniform jackets are available for purchase from PTA; not permitted to be worn in classrooms
- Belts-Belts are required if pants/shorts have belt loops--brown or navy; pre-K and kindergarten students are encouraged to wear belts, but it is not required

- Footwear-for health and safety, socks (must be solid white, navy, or black) and sturdy shoes must be worn that permit active movement; open-toe or backless shoes are not permitted (i.e. flip-flops, clogs, platform/high-heeled shoes, Crocs or Birkenstock).
- All shirts must be tucked in.
- No piping, fringe or decals.
- Hair Accessories Forest Park colors; No Student Hair Dye.
- Spirits Days-Fridays or last school day of the week.
- Forest Park t-shirt (may only be worn on Spirit Days)
- Pants, jeans, shorts, skorts-navy, khaki, denim (no camouflage)

Free Dress Days (to be announced) . Clothes of choice within reason.

*Administration will determine whether clothing is appropriate.

HAPPY BIRTHDAY

These plans should be kept simple and brief. Due to Legislation Act 1220, only healthy purchased treats are allowed. (No cupcakes, cookies, cakes, etc.)

All of us also know that nothing crushes young spirits more than being among the few or the only one excluded from a classmate's birthday. For this reason, we ask that you do not have your child give out invitations at school unless everyone is included. Help us keep this special event enjoyable for everyone.

VISITORS

No one is allowed on the school campus without permission during the school day.

Parents/visitors coming on campus during the school day must come to the office to receive a visitor pass. This is for the protection of our students. Please enter through the front door. All other doors will be locked. Please give a 24 hour notice to observe a class.

FOREST PARK ELEMENTARY DISCIPLINE

The primary objective of discipline is to teach students to be responsible for their own behavior. Rewards will be given for desired behavior outcomes within the classroom, lunchroom, and playground.

BUILDING RULES

1. Respect others.
 - Language-no cursing, teasing, arguing, name calling or threatening-either spoken or written.
 - Keep hands and feet to self.
 - Use your own materials.
 - Do not destroy school property or property of others.
 - No fighting.
2. Follow the directions of all school personnel.
3. Walk quietly to the right side of the halls. (Not up against walls in the hallway.)
4. Students are not to bring toys, cell phones, gum, or candy to school.
5. *SEVERE CLAUSE-Fighters may be sent home from 3-10 days according to the severity and circumstances of the fight.

SUSPENSIONS

Suspensions from school are given by the principal for the very worst infractions of school rules and policy. Suspensions are not given by teachers. Parents must meet with the principal before a student can be reinstated in school. Suspensions are given only as a last resort. It signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment.

CAFETERIA RULES

1. Follow directions of all lunchroom adults.
2. Speak using your inside voices. At any point quiet time will be used. Quiet time is the last 5 minutes of the lunch period
3. to assist in an orderly dismissal.
4. Children will stay in assigned seats until dismissed.
5. Sodas in cans or bottles not allowed.
6. Children are responsible for removing all trays and trash.

PLAYGROUND RULES

1. Follow directions of supervisors.
2. Students will walk quietly to and from the building.
3. Students will not fight or participate in any activities which might be so interpreted.
4. Throw nothing on the playground except authorized playground equipment.
5. Students will display courtesy to other students as well as adults.

CONSEQUENCES

1. Verbal warning. (Name on notepad or on the board.)
2. Name with 1 check. Students will lose a privilege. (Time Out.)
3. Name with 2 checks. Students will eat lunch at the time outtable.
4. Administrative Form.
5. Parents will be contacted.

LIBRARY/MEDIA

Regulations to be maintained:

1. Books will be checked out for two weeks or as needed during Free Flow times.
2. Checkout privileges may be withdrawn if regulations are not maintained adequately.
3. Media specialist and principal determine the amount to be paid for all books lost or damaged. We will accept cash, money order or cashier's checks.

BUS CONDUCT

The following rules have been established to ensure safety of all students who ride buses.

1. Use only the bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter the inside of the bus or throw anything out of the window.
8. Be quiet when the bus is crossing the railroad tracks.
9. Infractions of the above rules will be brought to the attention of parents. Continual abuse of the bus privileges will result in the denial of transportation.

Please refer to the bus schedule to note pick-up points and the time schedule.

NOTE: Please be at the bus stop a little earlier than the designated time in the event the bus should arrive early. Should you miss the bus, please try to get to school. It is very important that you attend school every day. Proper behavior is expected at all times for safety reasons.

VOLUNTEERS

We need you to help by volunteering at Forest Park Elementary. You can volunteer in the classroom, cafeteria, and playground. Even if it is for only 15 minutes our school will benefit from your dedication. Thank you!

CHANGE OF ADDRESS/PHONE NUMBERS

One of the greatest problems schools may have during the day is locating parents in the event of an emergency. The reason is that changes occur in phone numbers or workplaces, or authorized individuals and parents forget to notify the office in the event of changes. The importance of maintaining updated information cannot be emphasized. Doctors/emergency rooms will not treat children without their parents' consent, and in the event of an emergency, we must be able to reach parents.

COMPUTER

Computer instruction is provided to all students in the classroom. The Forest Park Symbaloo page provides numerous educational resources and skill practices free to our students. Internet access is also available on all computers. All students in grades K - 5 will receive a Chromebook for learning tasks and assignments.

CONFERENCES

Conferences are an excellent way of keeping you informed on the overall progress of your child in school. You will be contacted at least twice during the school year by your child's teacher to schedule a conference. You may also request a conference at any time you have questions or concerns.

MEDICATION

School Board Policy expressly states that school personnel cannot dispense medications to students unless it is a long-term requirement and unless all forms from the Health department and/or doctor are completed and on file at the school. Under no circumstances will a child be permitted to carry any type of medication in school. This includes all types of medications such as Aspirin, Tylenol, cough drops, eye drops, or the like.

HOME-SCHOOL COMMUNICATION AND INVOLVEMENT

Forest Park Elementary faculty, staff and administration are committed to open and clear communication. All parents are given the opportunity to participate in their child's education in the following ways: *Grade Level Orientation for Parents during the first week of school.* Back to School Night + Parent Teacher Student Association: Meets the first Monday of every month. Patriotic Assembly and other events throughout the year. All are welcome.

CONFERENCES

- Agenda book communication-watch the pages of your student's agenda for news of their progress.
- Teacher web pages, email, and phone lines for homework, reminders, and more.
- Forest Park Weekly Grade Level Newsletter and Principal Quarterly Message.
- Parent Visits and conference (Upon request)

We pride ourselves on a warm and inviting campus where everyone feels at home.

STUDENTS FIRST DAY - AUGUST 24

1st Quarter	40 student days
2nd Quarter	42 student days
3rd Quarter	48 student days
4 th Quarter	44 student days

TOTAL=178 STUDENT DAYS