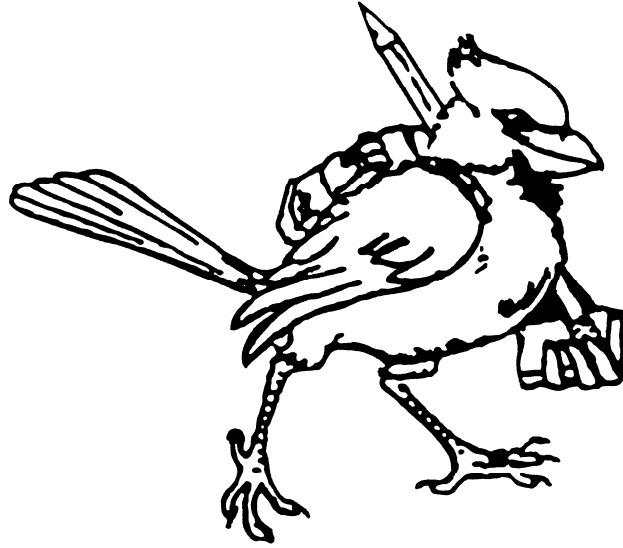


Forestville Elementary School Parent Handbook



2009 – 2010

Matt C. Harris, Principal
Kathy Quigley, Assistant Principal

Children and Adults Respecting Everyone

INTRODUCTION

Welcome to Forestville Elementary School! We are thrilled to have your child and family in our school community. In exciting, yet troubling, times we look forward to nurturing excitement in your child about a world of knowledge, encouraging them to develop creative and critical thinking skills, and helping them become better citizens. We look forward to joining your child and you in this complex, yet mutually rewarding, learning process.

To this lofty end and being mindful of your child's safety and welfare, this handbook was developed. This document includes FCPS and Forestville policies and procedures. If you have questions about our school operation, the curriculum, or the content here, please note the following:

SCHOOL OFFICE HOURS

8:00 am – 4:30 pm
Main Office 703-404-6000
FAX 703-404-6097
Attendance 703-404-6098

ELECTRONIC UP-TO-THE-MINUTE COMMUNICATION

We strongly advise that you check the following electronic information on sites for current information on FCPS 24/7 (Blackboard.com), *Keep in Touch* (subscription), and the Forestville Website. Please feel free to email school staff using the addresses supplied in the Directory.

Keep in Touch is an FCPS internet service which provides up to the minute information about FCPS and Forestville in particular. For example, it is possible for the principal to post immediate messages about school operation and events through this service. For more information on how to sign up for the new *Keep in Touch*, please go to the following website:

<https://www.fcps.edu/kit/>

Forestville Website: In addition, we have our own Forestville website sponsored by the school and PTA. Questions regarding our website may be submitted to Mrs. Martha Short Smith, our full time School Based Technology Specialist or Mrs. Louise Wilson, Parent Webmaster. Mrs. Smith and Mr. Jose Rodriguez (previous Parent Webmaster) won FCPS Best of the Web honors in 2004 – 05. Our web address is:

<http://www.fcps.edu/ForestvilleES/>

SCHOOL CALENDAR

Sept. 8	First Day of School
Sept. 15	Back-to-School Night, Grades K, 1, and 2
Sept. 16	Back-to-School Night, Grades 3, 4, 5 and 6
Oct. 12	Holiday - Columbus Day
Nov. 2, 3	Holiday – Teacher Workdays
Nov. 25	Students released two hours early
Nov. 26, 27	Holiday – Thanksgiving
Dec. 23	Students released two hours early
Dec. 24 – Jan. 1	Holiday – Winter Vacation
Jan. 18	Holiday – Martin Luther King, Jr.
Jan. 29	Holiday – Teacher Workday
Feb. 1	Holiday – Teacher Workday
Feb. 15	Holiday – George Washington’s Birthday
Mar. 29 – Apr. 2	Holiday – Spring Vacation
April 12	Holiday – Teacher Workday
May 31	Holiday – Memorial Day
June 22	Last Day of School

DAILY BELL SCHEDULE

		<u>1st-6th Grade</u>
Monday		9:15 - 1:25
Tuesday – Friday		9:15 - 3:55
		<u>Kindergarten</u>
Monday	AM	9:15 - 11:25
	PM	11:30 - 1:25
Tuesday – Friday	AM	9:15 - 12:25
	PM	12:30 - 3:55

STANDARDIZED TESTING SCHEDULE

Below is the general 2009-2010 schedule for standardized testing. In most cases, prior to the testing, a letter will be sent home to remind parents of the test. The actual dates are available on the Forestville web site. We ask that parents make every effort to avoid taking vacations or scheduling appointments that would take their children out of school during the testing period.

<u>Test</u>	<u>Grade</u>	<u>Month</u>
Naglieri Non-Verbal	2 & selected others	Sept 22
Developmental Reading Assessment	K	Oct/Nov
CogAT	2 & selected others	Oct 20-22
eCART Window 1 Assessment	3 – 6	Nov
eCART Compacted Math	6 Compacted Math	Nov/Dec
Gifted Behaviors Rating Scale	2 - 6	Jan
WIDA ACCESS for ELLs	LEP 1-6, lang. min. K	Jan-Mar
Iowa Algebra Aptitude	6 Compacted Math	Feb 4
SOL Writing: Mult choice & Direct	5	Mar 2, 3
eCART Window 2 Assessment	3 – 6	Mar
eCART Compacted Math	6 Compacted Math	Apr
SOL-Language Arts, Math, History	4, 6	May
SOL-Language Arts, Math, History and Science	3, 5	May
Developmental Reading Assessment	K, 1, 2	May
ESOL Assessments	ESOL students	May/June

GENERAL ADMINISTRATIVE POLICIES

Parents are urged to review closely all basic school administrative policies and procedures. Please take extra time to acquaint yourself with the items written in this document. Your cooperation is necessary for us to provide a safe and secure environment for your children.

ARRIVING AT SCHOOL



Children should not arrive at school **before 9:00 a. m.** Beginning this school year, walkers and students coming off buses will go to the school cafeteria, sit quietly, read, do homework and await dismissal to the classrooms at 9:10 a.m.

BUS RIDERS

Bus transportation is provided for most Forestville students. Please make arrangements to have your children arrive at the bus stop approximately five minutes before regular pick up time. School bus riders in Fairfax County are required to observe rules of SAFETY AND GOOD CITIZENSHIP while riding on a bus and while waiting at a designated bus stop. Standards for safe, courteous conduct will be in effect beginning with the first day of school. It is essential that bus riders cooperate and adhere to the bus regulations. All children will receive a copy of *Regulations for Students Riding School Buses*. Parents are required to review the information with students and return the signed portion to the school. A bus discipline plan is available for parents. Misbehavior on the bus will result in disciplinary action including the loss of bus riding privileges for a designated time period.

CAR RIDERS

The driveway in front of the school building is reserved for BUSES ONLY before and after school and during the midday. Cars **should not** be parked in front of the school, either in the driveway, in the turn lane leading to the side driveway, or along Utterback Store Road.

When children are brought to school by car, they should be unloaded ONLY in the **KISS AND RIDE** area located along the driveway leading to the school's parking lot. Cars should form a single line and drop off students when they reach the front of the line AND are directed to do so by a staff member. In order to keep the line moving smoothly, we ask that parents remain in their cars. Children should be ready to exit their cars immediately and enter Entrance No. 8 near the Village. Cars should NOT pass other cars in the driveway.

AFTER SCHOOL PICK-UP PROCEDURE FOR 2009 -2010

To eliminate the need for parents who pick up their children at the end of the day to find parking spaces and to prevent congestion in the school lobby, we are continuing the afternoon **KISS & RIDE** procedure this year. If you plan on using afternoon KISS & RIDE at any time this school year, please fill and return the Afternoon KISS & RIDE Agreement form. This form will be kept on file for the 2009-10 school year. Also, children who are being taken home by car must either bring a note to school indicating this transportation arrangement for that day or must have a note on file indicating a permanent arrangement (e.g., every Wednesday, every day). Without a written parent note, the child is expected to ride a bus home.

Parents taking their children home by car will form a line in the **KISS & RIDE** area along the side of the building. At dismissal, students riding in cars will be excused to meet in the gym, where staff members will supervise them until their car reaches the front of the line. A staff member outside will notify the inside supervisors when children are allowed to exit the gym through the side door to proceed to their cars. When the children have gotten into their cars, parents should exit the area promptly. Again, with safety in mind drivers should not pass parked cars awaiting children and should pay close attention to pedestrians.

MEDICATION

If medication is to be administered during school hours, it **MUST BE BROUGHT TO THE SCHOOL HEALTH ROOM BY A PARENT OR GUARDIAN** and must be in its original container. All medications require a form to be completed by the parent and, in most cases, by a physician. The same procedure must be followed when a student participates in a class field trip. Please be sure to obtain a copy of the medication form and instructions from the clinic before bringing medication to school.

EMERGENCY CLOSING OF SCHOOLS

Decision for late opening, early closing, or cancellation of school due to heavy snow or other emergency conditions are made by the division superintendent and will be announced over local radio and television stations as soon as the decision has been made. It is recommended that you watch FCPS Channel 21 or check www.fcps.edu for information. If you subscribe to *Keep In Touch*, you will receive the information via email. ***Please do not telephone the school for this information.*** Our phone lines need to be kept open in order to receive instructions from school officials. Please plan with your child what to do should he/she arrive home early and you are not there.

KEYLESS ENTRY

Forestville uses a keyless entry program designed to increase school safety and security. The front school entrance and SACC entrance (7) will be open until 9:15 AM. After that, all school doors will be locked and will require parents and visitors to press a button near the entrance to gain entrance. Monitors in the building will allow staff members to "buzz" in the parents/visitors based on an audiovisual system. When you approach a school entrance, you will know based on the security hardware if it has keyless entry access. Not every entrance is accessible through this new method.

VISITORS



All visitors must come to the office, sign in, and receive a visitor badge before going to any classroom. Parents are welcome to visit the classroom, but should make prior arrangements with the teacher for a time that will not be disruptive to planning or instruction. Younger children, friends of students, or pupils from another school will not be permitted in the classroom. When animals are related to a specific part of the program and are approved by the teacher and the principal, they may be brought to school by the parent and taken home that same day at the end of the lesson. All animals should have had rabies shots and be gentle in nature for the safety of the children.

PROTECTING INSTRUCTIONAL TIME – PARTIES and PARTY INVITATIONS

The instructional program is our first priority. In keeping with this, each class will be permitted to have two parties on school time. There will be no birthday parties in the classrooms.

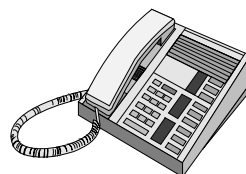
Please do not pass out party invitations at school unless **every** student in the class will be receiving one and the teacher has been notified.

Further, in order to avoid interrupting classrooms during instructional time please drop off personal items and lunches that may have been forgotten in the office. The office staff will be happy to insure that your child receives the items.

TEXTBOOKS

All basal textbooks are issued without charge to the students for their use during the school year. At the beginning of the year, students in grades 3 – 6 and parents/guardians are asked to sign a book contract. Students who lose or damage textbooks, calculators and/or library books will be charged a replacement fee.

TELEPHONE USE BY STUDENTS

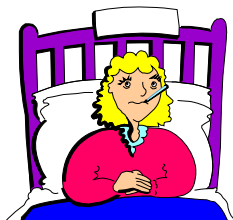


Children may not make telephone calls, or receive them, during the school day except in cases of **emergency** and/or by the request of the teacher. Please help your child to develop a routine of placing things which must be brought to school in a designated place in order that money, books, and homework will not be left at home. We would like our classrooms free of interruptions.

SCHOOL PICTURES

Individual school pictures will be taken in the early fall and again in the late spring. We attempt to have them taken and returned in a timely fashion. A make-up day will be scheduled in the fall for students who are absent on the scheduled day. All pictures are sold at a nominal fee and are of high quality. The proceeds from school pictures are used for the benefit of the students.

ABSENCES OR TARDIES



703-404-6098

All student absences or tardiness must be supported by a valid excuse. When your child will be absent from school, please call the absence line at **703-404-6098** to leave a message, or send a note to the office by another child. Students are expected to be in their classrooms by 9:15 a. m. A student will be considered tardy if he/she arrives in the classroom after 9:15 a. m. **Note that students must be fever-free for 24 hours before returning to school.**

ABSENCES: MAKE-UP WORK

Classroom teachers will provide parents with their basic procedures regarding make-up assignments at the Back-to-School Night programs. Schoolwork missed due to a short illness (less than three days) will be made up after the student returns to school. Advance assignments are not provided when student absence is due to family vacation. Standard assignments such as journal writing or other curriculum-related tasks associated with the trip may be provided by the teacher. Parents are expected to make sure that students complete these assignments. Parents are asked to schedule family trips to correspond with student school holidays, as regular attendance is critical for maximum progress in their learning. Parents are also expected to make sure that students complete their assignments.

Please note that FCPS 24/7 (blackboard.com) is a key tool in learning about your child's classroom experience.

RELEASE OF STUDENTS

Definite procedures are followed to assure the safety of children who are released during the day.

1. Written parental permission should be sent to the teacher stating the time of release.
2. The parent (or other adult named in the note) should come to the office and sign for the child. All children must be signed out in the office. Children remain with the teacher until notified by the school secretary.
3. Children may not leave the building during the day unaccompanied by an adult.
4. Please note the following: if any person other than the parent or guardian is to pick up the child, the school must have a statement from the parent specifying the necessary information.

EARLY RELEASE OF STUDENTS

Parents should make every effort to minimize requests for early dismissal from school. Each call into the classroom interrupts a lesson, and two other students have to accompany the child who is leaving to the office. It is important that all children be given the opportunity to benefit from the entire school day, including the last half-hour. **If it is necessary to have your student dismissed early, you must do so no later than 1:05 p.m. on Mondays and by 3:30 p.m. Tuesday – Friday.** Our school television show, Forestvision, begins at 1:10 p.m. Monday and 3:35 p.m. Tuesday-Friday.

PERMISSION TO GO HOME WITH ANOTHER STUDENT

Any time there is a change in the normal transportation routine for a student, a note should be sent to the school. A pad of standard bus note forms is given to members of the PTA. On occasion, when a student is going home with another student, written permission is required from BOTH families, in order to avoid misunderstandings. Notify the office in advance with your written permission if arrangements of this nature are necessary for your child. Notes should include the child's full name, be dated and signed by the parent. **A STUDENT MAY HAVE ONLY ONE GUEST ON A BUS ON ANY GIVEN DAY AND ONLY IF THERE IS SPACE AVAILABLE ON THE BUS.** Remind your children that they will not be able to call home at the last minute in order to make after-school arrangements to visit a friend.

DRESS CODE

Regulation 2601.21P, page 9, Dress Code, section I.D

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threat such as gang symbols is prohibited. (See page 16, section II.A.2.l. for additional information regarding gang related clothing.) Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, studded belts, chain belts, clothing constructed of see-through materials, and head coverings unless required for religious or medical purposes.

Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing, change clothes, or go home. Repeated infractions will result in disciplinary action. The current version of Regulation 2613 provides additional details.

The school concerns itself with the appropriateness of student dress as it relates to the atmosphere, which affects learning and development of wholesome attitudes. Our students are expected to be dressed neatly while they are in school. Current clothing "fads" may not be acceptable in school. Clothing deemed by the teacher or the administration to be distracting to others may be considered inappropriate.

Specifically, all students should wear shoes, which allow for a safe, active physical education program and recess. For this reason, sandals and clogs should not be worn to school. Any costume worn or brought to school, including temporary hair coloring, must be part of a classroom presentation or school program and must have the prior approval of the teacher. Tops or shorts, which are too short, head coverings, and tops with inappropriate messages and narrow straps, should not be worn.

THE ELEMENTARY INSTRUCTIONAL PROGRAM



Standards of Learning adopted by the Virginia Board of Education define the basic elementary program. Specifically, a planned and balanced program of instruction commensurate with the abilities, interests, and educational needs of children shall be provided. The basic academic program shall include instruction in each of the following areas: art, health, language arts, mathematics, music, physical education, science, and social studies. The curriculum of Fairfax County Public Schools is the *Program of Studies*. The basic curriculum is a tool for planning, monitoring and evaluating children's work on a continuous progress basis.

Forestville has been a **Core Knowledge** school since 1998. The Core Knowledge Curricular materials are now used for enrichment at every grade level.

DISCIPLINE STANDARDS

Pupils are expected to conduct themselves properly. Proper conduct is defined as behavior that reflects favorably on the individual student and the school, shows consideration for fellow students, and enables classroom environment to be conducive to learning. We expect students to respect each individual and his/her property.

The student whose behavior in school endangers the safety, health, and/or well being of students, or of school staff, or whose behavior interferes with or prevents the instructional program is subject to one or more of the following actions (from FCPS Regulations):

1. Exclusion from class by the teacher(s) through referral to the school principal or designee.
2. Temporary exclusion from school.
3. Immediate suspension from school.

The Student Rights and Responsibilities Handbook delineates rules.

HOMEWORK

The classroom teacher at the Back-to-School Night program will explain basic homework expectations for your child. In general, homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Hard and fast rules concerning homework cannot be made since individual teachers and grade levels may vary slightly in assignments. However, efforts are directed by teachers to establish uniformity for each grade level as much as possible. Responsibility for homework should gradually increase from grades one through six.

INTERIM REPORTS

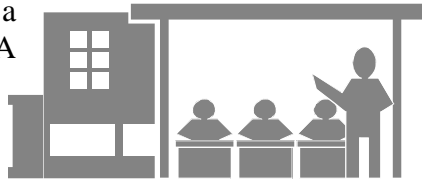
Interim reports are used by second through sixth grade teachers to report student progress at the midpoint of a grading period. They report academic progress, work habits, and social progress up to that point. Parent signature is required on all interim reports.

POSITIVE BEHAVIOR SUPPORT

In the 2007 summer, a team of Forestville staff members was involved in two days of training in this program. Implemented in over 80 FCPS schools, PBS offers a systematic approach to school-wide reinforcement and discipline. Although excellent student conduct has always been a hallmark at Forestville, PBS encourages continued school improvement as learning is positively with the program. A strong focus of PBS is positive recognition of good school citizenship. At Forestville, we focus on the “Tree” R’s: Respect for Self; Respect for Others and Respect for the Environment.

SPECIAL PROGRAMS

Forestville School provides a variety of educational needs of students. A variety of programs to meet the needs of children with identified special education needs.



The speech and language program offers help to students who need therapy for problems in oral

fluency. Specific information regarding evaluation, eligibility, placement, and dismissal procedures for special education programs can be obtained through discussions with our school psychologist and/or the learning disabilities resource teacher.

Instruction is provided by a curriculum enrichment teacher for an identified group of students in the school based gifted and talented program. Selected 4th – 6th grade students receive instruction outside the regular classroom setting for approximately one and one-half hours per week.

Instruction in band and strings is available to upper elementary students: strings instruction is offered to students in fourth, fifth, and sixth grades; band to students in fifth and sixth grades.

PROGRESS REPORTS

Progress Reports are issued four times a year. Kindergarten students only receive reports quarterly. Parents should expect them every quarter of the grading period. All reports are given to parents, and the envelopes should be signed by the parent. At the end of each year, the reports are placed in the student's permanent record folder.



Progress Reports are issued four times a year at nine-week intervals. However, after the second, third, and fourth quarter, the students to hand carry to their parents, and the envelopes should be returned to the school with the parent's signature. At the end of each year, the reports are placed in the student's permanent record folder.

CONFERENCES

At the Kindergarten level, a parent-teacher conference will replace the progress report for the first nine weeks. For grades 1 – 6, a conference with the teacher will be scheduled at the end of the first reporting period. At any time, the parent or the teacher may request additional conferences. Parents' requests for a conference with the teacher may be made by writing a note to the teacher or by calling the teacher.

PROMOTION AND RETENTION

Whenever it appears that a student will benefit from another year at the same grade placement, parents will be informed of the student's specific academic needs by the teacher. Notification regarding the possibility of retention will be communicated to parents at the end of the third grading period or the first half of the final grading period. The principal will make the final decision on pupil promotion and/or retention after a review of teacher recommendations.

TRANSFERS AND WITHDRAWALS

When a child transfers from Forestville during the school year, a minimum of three days is needed to prepare the progress report and the necessary withdrawal forms. Please notify the teacher and the office in writing regarding a decision to transfer. Please note the last day your child will attend. Return all textbooks and/or library books that your child may have before leaving.

CAFETERIA

Our cafeteria operates under the National School Lunch Program. The type A lunch is balanced to meet one third of the daily food requirements of the child. Parents should expect to receive a published menu every month featuring daily lunch choices.

Cafeteria accounts are computerized. Each child has a personal account and a three digit PIN number and money from that account cannot be used for any other child, even a sibling. There are two types of accounts: *Lunch Only*, and *Lunch & a la Carte*. Please indicate on your check to which account the money should be credited. *Lunch Only* funds cannot be used for *a la carte* items. This helps parents to control their children's purchases and to know how much should be in the *Lunch Only* account at any given time. Lunch money checks should be taken to the cafeteria before school for crediting to accounts. This cannot be done while lunch is being served. We strongly recommend that parents establish a lunch account for every child.

Lunch charges are not permitted; however, if a child is without money to purchase a lunch or does not have a lunch packed from home, the PTA has set up an account directly with the cafeteria so that lunch money will be loaned to the child to buy lunch. Parents are expected to reimburse the cafeteria for the cost of lunch to be credited to the PTA lunch account.

Forestville asks that students eat lunch prepared by the school or brought from home. Also, glass bottles and carbonated soft drinks are not permitted.

