

Office: 875-3131

Pre-K/Tot Lot: 875-2138

# Forest Park Elementary Handbook

## Office Personnel:

• Becky Taylor,  
Elementary Education  
Director

• Karen Burge,  
Secretary

## Elementary Staff:

PreK /Tot Lot: Bobbie  
Jo Anderson, Amanda  
Perry & Pam Pintarelli

Early 5's/Music:  
Jackie Giuliani

Kindergarten: Susan  
Flood-Dziubinski

Grade 1: Joni Horst

Grade 2: Lauri  
Patterson & Kristin  
Novara

Grade 3: Lisa Santi &  
Allison Soderberg

Grade 4: Maxine  
Henry & Alice  
Clement

Grade 5: Jan Stacy &  
Nancy Hronkin-Force

Title I: Chandra  
Ziegler

Special Education:  
Jean Hietala

Paraprofessionals: Jill  
Aberly, Kelly Bender,  
Kay Dedo, Patty  
Sholander, Judy Bosk

Elementary PE:  
Sherry Crawl-Grange  
& Bobbie Jo  
Anderson

Art: Carol Sherby

Band: Norm Vanaman

## NEW Elementary Discipline Policy

We believe that learning is a continuous process and while learning is not confined to a school building, it is the primary function of the school. The school must evolve a certain set of rules and regulations to guide its participants for learning to take place. These rules should reflect a balance between the rights and responsibilities of the student, and the rights and responsibilities of the group. They must promote

an environment conducive to effective and efficient learning, mutual respect, and cooperation between and among all segments of the school community. The Elementary discipline policy found at the back of this handbook will focus on the development of self-discipline that will express itself in responsible and appropriate behavior. The implementation of the policy will be fair, firm and consistent and all students and guardians will be

made aware of the consequences of irresponsible and inappropriate behavior. The Forest Park staff believes self-discipline is a learned behavior and needs to be taught at home, school, and within the community. The child learns through experience and imitation of those around him. It is our responsibility as a team to encourage and support this behavior.

## Arrival and Departure Times

**All students will enter the school through the East entrance of the school building.** All students are expected to arrive at school no earlier than **7:55** a.m. Breakfast begins at 7:55 a.m. and is free to all students. All elementary students must report to the cafeteria upon arrival until their classroom teacher releases them to go to their respective classrooms. The official school day for grades K-5 begins at 8:20 a.m. and ends at 3:05 p.m. The main elementary entrance

will be unlocked at 8:30 a.m. daily.

### Departure Protocol

**NEW PROCEDURE:** If you come to pick up your child, please remain on the ramp or in the entrance of the building and your child will be brought to you. If you would like to talk with the classroom teacher, remain on the ramp until all students have left for the day and then approach the teacher. You may need to schedule a conference time.

### Mid-day Departures

If you need to pick up your child for an appointment or for illness reasons, please come to the office and your child will be called to meet you there. You must sign your child out before leaving. If you bring a child to school later than the scheduled time, you must sign your elementary child in on a sign in/sign out sheet on the office counter.

## Attendance

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*Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school careers.*

Regular attendance is expected of all students. Parents are expected to call the school if their child is absent by 9:00 a.m. If phone contact is not made, please send a signed and dated excuse. Absence for reasons such as vacations or other non-school activities should be prearranged with the office and teachers. Whenever possible, make dental and medical appointments outside school hours.

Excessive absences will be reported to the proper authorities.

**Excessive absences will follow the new policy found on the last two pages of this handbook.**

## School Delays & Cancellations

School closings and delays are announced on TV-6 and radio stations WIKB-FM (99.1) and

WIMK-FM (The Bear/93.1). If there is a possibility that school will be delayed or cancelled due to incoming inclement weather, please tune in to one of the above radio stations. It is also important to instruct your student as to what to do if school must be dismissed early. Please do not ask him/her to call you from school, as we are unable to accommodate such requests.

## Special Services

**Speech/Language Therapy-** This is provided to children with needs in the following areas: articulation and fluency which make actual speaking difficult; language problems involving vocabulary, grammar and auditory skills; and phonological awareness disorders which make it difficult to read. With these services an Individualized Plan is developed and conferences are held.

**Title I-**This is a program which offers students extra help in the areas of reading and math. Several criteria, such as low MEAP scores, STAR and/or DIBELS testing results, poor grades, and teacher referrals are used to determine which students are eligible for help. Any student throughout the year may receive some kind of assistance from the Title I personnel.

**Special Education / Learning Disabilities-** Students are referred for special education services. If testing shows that services are needed, an Individual Education Plan is created with the parents, student, teacher, ISD staff, and school administration. Students who qualify for special education will attend a resource room for assistance or receive assistance within the classroom.

## Athletic Contests



Any Forest Park elementary student attending athletic or extra-curricular contests or events after school hours **MUST BE ACCOMPANIED BY AN ADULT.** If found in the building after school hours

or unsupervised at an athletic event, the student will be told to leave the building immediately. Repeated offenses will result in permanent removal from all after school non-academic activities held within the

school building. It is the parent's responsibility to transport their child to an activity when it is being held later than 3:15 p.m. A child will not be permitted to remain in the building for an activity to begin.

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## Accident/Illness Medication Procedures

In the event of a student is injured or becomes ill while at school, he/she is taken to the school office, and information from emergency cards is used to contact parent/guardians or authorized individuals. In cases of extreme emergency, students will be taken to the hospital emergency room and parent/guardian will be contacted. The hospital will determine how treatment will proceed.

### MEDICATIONS

If it is necessary for students to take prescription or nonprescription medication at school, parents **MUST** complete a **MEDICATION CONTROL FORM** and submit it to the elementary office. It is vital that parents notify the school when the child is in someone else's care during school hours, so that the office knows whom to contact in case of an emergency. Students

should not have over the counter medications in their backpacks or lockers. Send any over the counter medication to the office for dispensing there. Again a **MEDICATION CONTROL FORM** must be completed even for all over the counter medications. All medication is kept in a locked cabinet.



## Breakfast/Lunch Program

Forest Park offers free breakfast to any student from 7:55 a.m. until 8:20 a.m. All students stay at school for lunch. The lunch program provides students a choice between a hot meal or salad; both include milk. Either of these is included in the regular weekly lunch fee. Also available are ala-care selection and milk which can be paid for on a daily basis in the lunchroom. Lunch money is due on a weekly basis. However, parents are encouraged to prepay for meal purchases for up to a month or

longer. Please do not treat your child's lunch card as a credit card. A family should always have money in the account so your child is not charging lunches. When a family's balance of **-\$25.00** is incurred, the student will be served a peanut butter and jelly sandwich until the account is brought up to date. **All parents are encouraged to take advantage of the free and reduced price meal programs if there is any possibility that they may qualify.** Application forms to determine eligibility for

free or reduced meal prices are available in the elementary office. These forms are accepted throughout the school year. All information is kept confidential. Forms are mailed home to every household at the beginning of each school year.

### Daily Lunch Rate

Elementary Students  
\$1.60

Middle & High School  
Students  
\$2.00




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"To eat is a necessity, but to eat intelligently is an art."

La Rochefoucauld

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### **Telephone**

*The school office telephone is to be used by the student only in case of an emergency. Any after-school activity should be prearranged before the school hours. Parent/guardians are asked to restrict phone messages for their children to emergencies only.*

## **Rules for Students Riding Buses**

Students will be provided a safe journey to and from school. In order that a condition of safety and reasonable comfort might be provided, all students will abide by the following rules. If a student breaks these rules, the school will discontinue transportation and not be held responsible for transporting the student to

school.

- 1. Only students officially authorized on a bus may ride.**
- 2. Students must be at or near their pick-up point on time.**
- 3. Use of profanity, fighting, or disrespectful behavior toward the driver or other students will cause suspension of riding privileges.**

- 4. Recognize that the bus driver is the authority on the bus and is responsible for enforcing the expectations for behavior.**
- 5. Recognize that cooperation will promote a safe and pleasant bus ride to and from school.**

## **Bus Guidelines**

Parents and students please note that only students who are designated bus passengers may ride on the school buses. Also, a student may ride only on his/her assigned bus. Exceptions will be made only in emergency situations and only after receiving a phone call or note from a parent asking for a special bus pass. We cannot accommodate

requests for birthday parties, sleepovers, visits, etc.

### **Requests to Change Bus Delivery Point**

We have experienced an increasing problem with parental requests to deliver kindergarten students to grandparents, aunts, neighbors, etc., when a parent finds it inconvenient to be at home for his/her return. This leads to a great deal of

confusion at dismissal time and the safe delivery of your child becomes a real concern. Contact the office as soon as possible if your child is going to a sitter on a regular schedule. If that sitter is on a regular Kindergarten route, we will do whatever we can to accommodate you. Unless we hear from you, we will plan to deliver your child to his/her home address every day.

## **Dress Code**

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*“Shoot for the moon.  
Even if you miss, you’ll  
land among the stars.”  
Les Brown*

Students are encouraged to observe good health and grooming habits and be neatly dressed. Shorts can be worn in good taste with appropriate weather. Students are not allowed to wear clothing or hats that advertise alcohol, tobacco, or any other illegal substances, or have questionable printing on

them. Bare midriffs are not permitted at any time. No hats are to be worn within the school building. Inappropriate tank tops, spaghetti straps, and muscle shirts are not permitted. Children should come to school appropriately dressed for the weather. Conditions in this area can change

rapidly even during the school day, and parents should dress their children accordingly. Boots, snow pants, hats, and mittens are required for outdoor winter play. Students need to stay dry during the winter season and no phone calls are made for wet clothing due to lack of proper attire.

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## Community Schools

**Pre-Kindergarten**-This program is designed for children who are four years old by December 1<sup>st</sup>. The class meets four half-days a week, Monday through Thursday, three hours a day. Various units of interest are examined through multi-sensory activities emphasizing perceptions, small and large motor skills, communication, social and emotional areas, and self-help in preparation for kindergarten.

**Tot-Lot**- This is a program for toilet-trained three-year-olds. Sessions are held one day a week for two hours in the morning or two hours in the afternoon as per enrollment. The time is from 9:00-11:00. Tot Lot meets for three ten-week sessions; a minimal fee is charged. The main focus of the program is social interaction. Both of these programs are held in room 138. The morning Pre-Kindergarten students can ride the

school bus. Their day corresponds to the Kindergarten program from 8:05-11:20. Afternoon Pre-Kindergarten students are offered transportation home with bus departure at 3:05. There is no pm bus pickup. All students can enjoy a school lunch daily from 11:20-11:40. We encourage all parents to fill out the free and reduced lunch application. You could qualify for reduced meal pricing.

## Parties/Special Occasions/Electronic Devices

Teachers may hold classroom parties for special occasions. Please consider sending healthy snacks and treats for those times. We try to promote healthy eating throughout the school.

**STUDENTS SHOULD NOT PASS OUT PARTY INVITATIONS AT SCHOOL UNLESS EVERYONE IN**

### **THE CLASS RECEIVES ONE.**

Children often feel hurt when they do not receive an invitation and the educational learning process is often interrupted to deal with the hurt feelings as a result. By law, the school cannot give out addresses or

telephone numbers to parents.

### **Electronic Devices**

Cell phones and other electronic devices are not permitted for use during the school day. The school is not responsible for any lost devices.

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***School/Playground Rule  
Keep your hands, feet,  
and mouth to yourself.***

*Treat others as you  
would like to be treated.*

## Student Evaluations/Homework

Parent conferences are held in the fall and spring for all students. This includes a portfolio assessment for grades K-2. Because there is not a written report card for grades K-2, all conferences are mandatory. Parent contact will be made if you

are unable to attend. Grades K-2 will receive a written report card in January and June. Grades 3-5 will receive written report cards quarterly. Forest Park uses a standards based report card with grades beginning at the third grade level.

### **HOMEWORK**

All children are expected to complete homework. If a child is having difficulty with homework, there is an after school homework club that can be attended from 3:05-4:30 p.m.

