

# **Forest Pines Drive Elementary**

## **Student/Parent Handbook**

**2012 – 2013**



**Through challenging academics and community collaboration, Forest Pines Drive Elementary provides a safe, healthy environment dedicated to preparing students to become productive citizens.**

**11455 Forest Pines Drive  
Raleigh, N.C. 26714  
919-562-6262**

# Policies and Procedures

## 2012 - 2013

### School Day

The school day for Forest Pines Drive Elementary students is 9:15 a.m. - 3:45 p.m. Students should not arrive prior to 8:45 a.m. unless they are enrolled in the Early Arrivals Program. Students may not remain unsupervised in the office lobby, media center, or cafeteria area prior to 8:45 a.m. This is a safety request. No one is available before 8:45 a.m. to supervise your child.

### Early Arrivals Program

For your convenience, an Early Arrivals Program is available at Forest Pines Drive from 7:00 - 8:45 a.m. The cost is \$96.25 a month plus an annual registration fee of \$15.00. To register your child in this program or for further details, please call the before school coordinator at 919-562-6262.

### After School Programs

A variety of afterschool programs/daycare providers will send buses to Forest Pines Drive Elementary to transport the students back to their sites. Parents may request transportation to area daycares that are in our base area by submitting a form to WCPSS Transportation. Students enrolled in the Wakefield YMCA will be released after school into the care of the YMCA's Camp Counselors. More detailed information about these programs can be obtained from contacting these agencies directly.

### Visitors

All parents are welcome and encouraged to visit Forest Pines Drive Elementary. All visitors must first report to the office, sign in the Visitors' Computer Station and receive a visitor's badge. Cell phone usage should be kept to a minimum while in the building. Talking on a cell phone can be disruptive to the learning environment.

### Volunteers

Volunteers who wish to work unsupervised with students either tutoring, chaperoning on field trips or other ways must register for a background check. Parents will be notified in writing when this clearance is approved.

### Security

With the exception of arrival and departure times, exterior doors will be locked during school hours with the access card system. Parents may only enter the school building through the front entrance. It is required that parents sign in at the office. This system is for the safety and security of the entire Forest Pines community.

### Communication

In the event there is a change to your address, emergency contact information, home phone, cell phone or work phone numbers, please contact the front office. It is important the office has current information should we need to contact you during the school day.

In an effort to make the most of the instructional time, the WCPSS Board of Education has adopted a new policy to reduce interruptions during the regular classroom time. Students can learn best and teachers can teach the best when instructional time is not interrupted by P.A. announcements, unexpected visitors, or messages from the school's main office. If you need to get a message to your child during the school day, please call in the morning if at all possible so the message can be delivered during the lunch period. If your message comes into the office after lunch, it will be delivered to your child at the next scheduled break in instruction (except in an emergency).

### Attendance

Students must attend school for a minimum of 3 1/4 hours to obtain full attendance credit. Any student checked out prior to 12:30 pm and does not return to school, in the same day, will be counted absent. Students who are present less than this will be counted absent for the entire school day.

When a child is going to be absent, please call 562-6262, and leave a message giving the date, teacher, and reason for absence along with your child's name.

When your child returns to school after being absent, you must send a written excuse to the teacher that includes your child's name, date of absence, reason for absence and your signature.

If a note is not received within 2 days of the absence, the absence will be unexcused.

Family vacations should be planned during scheduled breaks. **Family vacations or other planned activities may be considered as unexcused absences.**

### Absences

According to Wake County policy #6000.3 an absence is **excused** for the following reasons:

- Illness or injuries which make the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in the immediate family
- Medical, dental or other appointment with a health care provider
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student or the student's parents
- Participation in a valid educational opportunity

Excused absences for educational reasons **will be granted only if** (1) the primary purpose of the trip is educational and (2) the event does not occur at another time (e.g.: launching of space shuttle, presidential inauguration etc.). Forms for requesting educational excused absences are

available in the office. These requests must be made at least two weeks in advance.

Letters will be mailed to parents of students who accumulate excessive absences, are regularly late or checked out of school. This is done in an effort to keep parents informed.

School age visitors in your home may not attend school with your child as this may disrupt academic learning for both your child and other students.

### Leaving School Early / Coming Late

Dental and doctors appointments should be scheduled for after school hours. However, students may leave with a parent for these appointments with prior notice to your child's teacher. Please send your child's teacher a note stating when your child will be checked out one day in advance except in an emergency.

If your child has an appointment, please check your child out through the office before 3:30 pm. **All dismissals after 3:30 p.m. will be handled through carpool.** Children cannot be checked out after 3:30 p.m. through the office. For your child's safety, during this time, we try to reduce unsafe pedestrian and car traffic and limit visitors in the building while students are moving to various dismissal areas.

If it is necessary for a parent to take his/her child from school during hours, the parent must come to the office. **Parents must show a driver's license or other official picture ID to check a student out.** After a parent signs his/her child out, the office personnel will call your child from the classroom. Teachers are not permitted to release students directly to parents during the school day. Parents must also sign his/her child back in when their child returns to school during the same school day. Teachers are required to obtain a readmission slip from the student before admitting him/her to class.

Checking a student out to attend a play or special event of another sibling is discouraged. If a parent requests to take their student out of class to attend one of their sibling's plays or special activities then the procedure for checking students out of class should be followed. Students are not permitted to return to class

unless their parent checks them back in. Students will need to pack their book bags and take them with them.

You are always welcome to eat lunch with your child. Please notify your classroom teacher the day before your visit or before school starts for the day so that he/she will be expecting you. It is discouraged for parents to take students off campus during their designated lunchtime. Each class is given a thirty minute lunch period that does not allow enough time to go off campus and return within the scheduled time. Extended time would conflict with the instructional day. However, it is acceptable to bring lunch from an outside vendor and eat with your child at school.

#### **Tardiness**

Promptness to school is very important. Students are admitted to their classrooms as early as 8:45 a.m. Students who are not present and accounted for by 9:15 a.m. will be counted as tardy. Students arriving after 9:15 a.m. must pick up a class admittance slip from the office before going to the classroom. Teachers are required to keep a record of tardiness. If the problem becomes habitual, a parent conference, with a social worker, will be scheduled.

#### **After School Arrangements**

**Due to the district policy, students are not allowed to ride home on buses that are not assigned to them with the exception of approved daycares, Therefore students riding home together must have alternative means.**

If your child is to go home with a classmate after school, both the hosting and the visiting students should bring notes from their parents indicating the planned visit and transportation plans. Both students are to report to the school office on the morning of the planned visit with their notes. **Verbal confirmations will not be accepted.** This is a safety precaution.

If your child needs to go to a regularly scheduled daycare facility, scouting program, etc. after school hours, then you need to send in a written notification to the teacher. **If a student insists that there is a change in transportation and does not bring a note, and we cannot reach his/her parents, then the child must go home**

**in the normal manner.** It is imperative that your child's teacher knows how each student is to go home. Remember to also notify your child's daycare center if she/he will not be riding home on the daycare van as usual.

**PLEASE make any transportation changes by 3:00, daily. No changes to transportation will be permitted after 3:00 p.m.**

#### **Bus Service**

Questions about bus stops, bus drivers, and schedules should be directed to the transportation district office. The WCPSS transportation office number is 919-856-7890. Concerns about student behavior should be directed to the Assistant Principal at 562-6262.

#### **Expectations For Riding School Buses Include:**

- **Ride only your assigned bus and get off only at your own stop.**
- **Kindergarten and first grade students must ride in the front of the bus.**
- **Maintain orderly behavior at bus stops.**
- **Stay out of the street and off lawns while waiting for the bus.**
- **Remain seated while riding the bus.**
- **Keep head and arms inside the bus.**
- **Refrain from throwing items on the bus or out the windows.**
- **Refrain from any boisterous behavior or loud noises.**
- **Follow the bus driver's directions.**
- **Parents must be present at bus stops in the afternoons to receive kindergarten and first grade students or the students will be returned to school.**

### School Bus Discipline

The driver will report students who misbehave on the bus to the assistant principal. A parent will be notified that the student displayed inappropriate bus behavior. Consequences such as silent lunch could be instilled. If necessary, a conference may be scheduled with the student, parent, and assistant principal.

If a second behavior report is received, the student may be denied the privilege of riding the bus for 1 to 5 school days, depending on the severity of the misbehavior. Parents are responsible for providing transportation to and from school during this time period.

**Additional reports of misbehavior will result in removal from the bus for a number of days. Duration of the suspension will be contingent upon the infraction.**

### Carpool Procedures

Carpool drop off will take place in the right lane only. The line will begin at cone "A". It is not unusual for cars to be lined up all the way back to the North Forest Pines entrance before the 8:45 bell rings. Please be patient! The line will move quickly once students are allowed to enter the building.

Staff members/safety patrol will be on hand to help unload your child. Please do not let your child out of the car unless you are stopped at one of the unloading cones. Someone will be at the cones to open your car door and assist your child onto the sidewalk.

DO NOT pull out of the line once your child has gotten out of the car. Please stay in the right hand lane and wait for the cars in front of you to move.

If you plan to pick your child up from school, you will be assigned a carpool number and given a tag. Please be sure to hang the tag from your rearview mirror the entire time you wait in the carpool line. You will keep the same number as long as your child remains at Forest Pines Drive.

Cars will begin lining up at the first letter (A) in front of the school in the carpool loop. A staff

member will walk the carpool line each day copying the numbers from the cars and calling them inside. The numbers will then be displayed on the TVs in the classrooms. When your child sees their number on the TV, they will walk outside to the front of the school and stand behind a paw print on the sidewalk.

There are seven (A-G) loading stations. Please pull forward to the letter next to where your child is standing. Staff members/Safety patrol will be on hand to help your child into the car.

**Do not pull out of the line once your child is in the car.** Please stay in the loading lane and wait for the cars in front of you to drive off.

### WAYS YOU CAN HELP

Help your child memorize their carpool number and remind them to pay attention to the TV screen during dismissal.

**Do not pass cars in the carpool line or allow others to cut in front of you.** Doing so will disrupt the flow of the line. PLEASE BE PATIENT!

Remind your child to stay on the sidewalk as they walk to and from the main entrance.

For safety reasons, your child will need to enter and exit the car from the passenger side only.

Please enter the carpool lane at the end of the line. If you cut the line, your child will NOT be waiting for you when you reach the front of the school.

Please do not have students meet in an alternative location to be picked up. This poses many safety issues.

Please do not pick up or drop students off in the bus loading area. The bus lane in front of the cafeteria area should be left free for our buses to load, unload and park during the school day.

### Walkers

Forest Pines Drive Elementary's location is not conducive for a walk-zone to be established for students to walk to and from school. Walk-zones are established based on WCPSS policies from transportation and risk management. Based on the assessment from WCPSS risk management and transportation policies Forest Pines Drive Elementary cannot support a walker program at this time.

### Communicable Diseases

Before entrance to school, your child should have a complete physical examination and must be immunized against Diphtheria, Whooping Cough, Tetanus, Polio, German Measles and Red Measles.

Children should be kept at home when the following symptoms are present: fever, swollen glands, cough, diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache, and/or an undiagnosed rash. **Children should remain at home until fever free for 24 hours.**

### Health Room

A health room is available near the main office. A child may remain in the health room until picked up by a parent or until she/he is able to return to the classroom. Health room space is limited, therefore when called to pick up your child please do so in a timely fashion. The school nurse is on call as needed. Each situation will be considered on a case-by-case basis, and all deliberations shall be kept strictly confidential.

### Medication



If your child needs to take medication at school, a physician must fill out a *Physician Order For Medication Form (1702)*. **Medication will not be accepted until a 1702 form is on file.** Your request should indicate the period of time the student will require the medicine. Parents may request the school to administer antibiotics or

other medications to be taken after an acute illness. In this case, the pharmacist's or label, which must be on the bottle, serves as the physician's order. It is the parent's responsibility to:

- Sign the Parent Request, have the physician complete Form 1702, and return the form to school.
- Provide medication in a container, which includes the child's name, medication name, dosage, time to be given, and how it's to be administered.
- Provide new, labeled containers when medications are changed.
- Remove medications from school when treatment has been completed or school is over.
- Parents must transport the medication to school. The school will return the empty bottles.

At the designated time each day, your child will report to the office where we will give the medication. The date and time medication was taken and the signature of the office staff member who administered the medication will be recorded.

**We cannot give or allow your child to take over the counter medication while at school unless we have a 1702 Form. This includes aspirin, other forms of pain relievers, chap stick, lipbalm, sunscreen, cough drops, creams, and ointments etc.**

The dispensing of medication remains with the office staff. Due to a wealth of responsibilities, it would be better if parents before and/or after school could dispense medication.

We would appreciate your cooperation in adhering to these policies. We are confident you will find it reassuring that such precautions are being taken to protect your child and all children at Forest Pines Drive.

### School Learning Experiences

Wake County Board of Education policy states that all activities that take place within the school day should be based on “learning experiences” for the children and cannot be approved if they are purely for entertainment or for birthday recognition. Parents are encouraged to discuss plans for any experiences with the teacher so that the event can be planned to conform to Wake County School Policy.

#### Field Trips

Current educational philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the students’ total educational experience. A field trip is defined as any planned activity that necessitates the student leaving the school grounds during the instructional hours.

Before a student can go on a field trip, a signed permission sheet from the parent must be on file in the office. **Verbal permissions will not be accepted**. Parents that want to drive their children to the field trip destination must sign them out of the office.

#### Discipline

Our policy on discipline is an extension of the basic philosophy inherent in all we do at Forest Pines: provide children with an enriching environment with opportunities to discover and learn. A part of this process is learning about self-control, respect for one and others, and the natural consequences of actions. Through both direct instruction and modeling, all adults at Forest Pines Drive Elementary will make every effort to help each child become a contributing member of a school community that is both safe and conducive to learning. A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of today’s youth. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate

student behavior in accordance with school board authority. Forest Pines is a “Positive Behavior Support” school. We utilize school-wide expectations and common language to teach our students appropriate conduct for school.

**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 and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.**

#### Inappropriate Dress

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety; i.e. flip flops, of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to, exposed undergarments; sagging pants; excessively short or tight garments; flip flops, bare midriff shirts; strapless shirts; spaghetti straps; 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; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified. At Forest Pines Drive Elementary, we define excessively short shorts and skirts as ending above where the tips of the student’s fingers are extended while standing.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

### Toys

Students may not bring toys from home unless specifically approved by a teacher. Yo-yos, ipods, hand-held video games, silly bands, Webkins, trading cards, game cards, etc. do not serve an educational purpose. **Children are not permitted to have CELL PHONES in their possession while on campus.**

### Lost and Found

Students are encouraged to leave all valuable items at home since the school cannot assume responsibility for lost items. Coats, bookbags, lunch boxes, etc. should be clearly marked with the student's name to permit easy identification. There is a **LOST AND FOUND** section in the main hall. Parents and students are invited to check the lost and found area for missing items. Each year the school system has a large quantity of unclaimed items, which are given to charitable organizations.

### Pet Policy

Safety is our top priority at Forest Pines Drive Elementary. Therefore, pets are not be brought on to campus during arrival, dismissal and other times of the day. For a special learning experience, the principal may allow animals to be brought to school in a limited and supervised manner.

### Inclement Weather

If inclement weather occurs, listen to local radio and television stations to find out about school delays, closings, or early dismissals during inclement weather. We do not receive notification any earlier than the news media.

**If Wake County Schools are delayed, the early arrivals program will be delayed for the same amount of time.** Please let your child's teacher

know what arrangements you have made for early dismissal. Send the information in writing or call the school if your child's mode of transportation changes. It is imperative that you have a back-up plan for your child (a neighbor, for example) in case your child gets home before you due to an early closing. The plan should also include which parent/guardian will contact the school if changes are to occur.

### Lunch & Child Nutrition Services

Breakfast is available each morning from 8:45 - 9:15 a.m. and each class is assigned a lunch period. Parents are always welcome to join their child for breakfast or lunch. Parents may buy a cafeteria lunch or bring one from home. Please remember when eating with your student in the cafeteria that students are allowed only 1 other friend to sit with them. It is very important that students practice the same cafeteria rules and expectations with their parents as they do with their classes. **Please refrain from putting glass or canned drinks/sodas in bag lunches.**

#### **The cost of breakfast is:**

Student: \$1.00      Reduced: \$.30

#### **The cost of lunch is:**

Student: \$2.00      Reduced: \$.40

\*The above meals and prices include milk. Additional milk may be purchased for \$.50. Adults can purchase all food items a la carte.

Meal tickets may be purchased each morning from 8:45 - 9:15 a.m. in the school cafeteria. Checks should be made payable to Forest Pines Drive Elementary Cafeteria and should list the child's name and teacher. Parents can also prepay on line at [www.myLunchMoney.com](http://www.myLunchMoney.com).

**Three types of food accounts are available and parents must designate at the time of purchase which account is being bought.**

There are lunch, breakfast, and milk/snack accounts. The lunch account can only be used to purchase a complete school lunch (\$2.00). If students choose to purchase a snack, either with their school lunch or separately (in case they brought lunch from home that day), they must use moneys other than that in their lunch or breakfast account. The milk/snack account can only be used to purchase milk or snacks, either at lunch or breakfast.

### Food Policy

The North Carolina Department of Environment and Natural Resources suggest that schools should not allow anyone to bring in food from non-commercial sources. Food related illness caused by improperly prepared food brought in from the community is a public concern. In an effort to reduce the risk of a food related illness with our students, we request that parents refrain from bringing in certain home-prepared foods and/or from noncommercial sources. Under no circumstances should the following food items be brought in from homes:

- Ground beef products
- Venison in any form
- Unpasteurized milk, juices or products made from unpasteurized milk like butter, cheese or ice cream

**Cupcakes or other special snacks must be in commercial packaging from a store or restaurant.**

Please check with your child's teacher regarding peanut allergies in your class.

### Conferences

At least two conferences will be scheduled with each student's parent during the year. Parents are encouraged to contact the teacher any time there are questions or concerns. Please call or send a note in if you have to cancel a scheduled conference. "No Shows" for scheduled conferences that are not canceled will be documented on the students' report cards. Regular communication between home and school is crucial.

### Suggestions For Parents At A School Conference

Decide in advance what you want to ask the teacher. It's a good idea to write things down that you want to discuss. This will help you focus on your child's specific problems rather than indulge in generalities.

- Ask your child if there is anything she/he would like you to discuss with the teacher.

- Share information about your child with the teacher. The more we know about your child the more effective we can be.
- If you have a concern, remain calm until you and the teacher have had time to discuss it thoroughly.
- Look and listen before you leap. If you are troubled about a rumor you've heard, or something your child has told you with respect to school, remain calm and seek the facts. Ask the teacher what happened.
- Don't expect the impossible. Be reasonable in what you expect the teacher to do and about the amount of special attention he/she can give your child.
- Ask the teacher how you can help meet some of your child's needs at home. Take notes during the conference and review them when you get home. Start right away on the action steps that you and the teacher decide upon.
- Schedule conferences in advance. Teachers cannot interrupt their classes during the day. Expect at least a day's notice to schedule a conference. Each day, teachers are involved in team planning, workshops, and/or individual planning.
- When you are volunteering in the classroom, please do not request a conference at that time. You need to schedule a conference at a later date.

### Reporting Children's Progress

Wake County's method of reporting a student's progress includes the best of several reporting procedures. It is a fusion of progress reports, parental conferences, and interim reports. Progress reports (report cards) will be issued approximately every nine weeks for grades 2-5. Students in kindergarten will receive a written report at the end of the second and fourth nine-week periods. First graders will receive a written report at the end of the second, third and fourth nine-week periods.

The purpose of the student report card is to inform parents of their child's achievement on state standards for each reporting period. The student's achievement is determined by a variety of ongoing assessments, including many aligned rubrics provided by the county. The report reflects the teacher's evaluation of student achievement in accordance with the expectations stated in the NC *Standard Course of Study* and WCPSS benchmarks. The goal is for every student to meet or exceed grade level expectations.

Students will be scored using the Standards Based Grading scale:

#### Level 1 & 2

- Indicates that the student has not yet met grade level expectations set by the state.
- This should alert parents that close communication is needed for further student support.
- Indicates that a student does not have the necessary skills and concepts to be successful in the next grade or quarter.

#### Level 3

- Represents the student meeting the grade level expectations set by the state.
- Indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

#### Level 3\*

- Represents the student meeting the grade level expectations set by the state **with evidence of application**.
- Indicates that a student has the necessary skills and concepts to be successful and confident in the next grade or quarter.
- Should be only used on report cards, never on student work.
- Level 3\* does not apply to specialists.

#### Level 4

- Represents the student exceeding grade level expectations set by the state.
- Indicates that a student will be successful in the next grade or quarter and whose curriculum may be enriched.

\*Academic performance and work habits are scored separately.

### Homework

At Forest Pines Drive Elementary, we define the term "**homework**" as school related instruction that is to be completed outside the classroom. It should fulfill the following purposes:

- To enrich and extend school experiences through related home activities
- To reinforce learning by providing practice and application
- To stimulate effort, independence, responsibility and self-direction

### Homework Guidelines

Homework will provide practice to reinforce skills learned in class.

Homework will provide a daily opportunity for parents to encourage their children to succeed in school.

All homework assignments will be completed on time.

Students will turn in work that is neatly done.

### Frequency:

- K - Encourage reading for pleasure - occasional optional assignments to enrich and extend school experiences
- 1<sup>st</sup> - Not to exceed an average of 20 minutes
- 2<sup>nd</sup> - Not to exceed an average of 30 minutes
- 3<sup>rd</sup> - Not to exceed an average of 40 minutes
- 4<sup>th</sup>/5<sup>th</sup> - Not to exceed an average of 50 minutes

Homework will be assigned Monday through Thursday nights. Occasionally, some projects may extend into the weekend. Parents are expected to contact teachers if homework was not completed due to unavoidable circumstances.

### Examples of possible assignments:

- |                    |               |
|--------------------|---------------|
| *Reading logs      | *Observations |
| *Experiments       | *Drawings     |
| *Reports           | *Interviews   |
| *Creative Writings | *Drills       |
| *Reading           | *Research     |

**Technology**

Forest Pines Drive Elementary integrates technology into the instructional program and individualizes the learning process for students through the use of instructional materials focused on the enabling skills of reading, writing, and mathematics. Teachers are encouraged to use the Internet sites that meet the goals and objectives established by the NC Department of Education. Students are not allowed to use the Internet unsupervised. They may only visit sites chosen by their teacher.

**Observer / Volunteer**

Parents are always welcome at our school, and there are many opportunities to volunteer. County policy requires that all school visitors and volunteers report to the office when entering the building and wear a visitor's badge. The staff of Forest Pines Elementary is committed to ensuring and protecting the instructional day; therefore spontaneous classroom visits are not permitted because they disrupt the instructional program and take time away from your child and others. **Please do not just show up at your child's classroom to talk with the teacher, expect a conference, or to observe your child. These interruptions interfere with teaching and learning.** Our teachers want to meet with you. Please send a note, email or call the school to schedule an appointment to conference with a teacher or observe in your child's classroom at least 24 hours in advance.

Volunteers are considered a vital and necessary part of the instructional program at Forest Pines Drive Elementary. According to Wake County policy, any person wishing to volunteer in WCPSS must register each year. A volunteer can register in the media center any day of the school week through October 31, 2012. After October 31, volunteers may register on Mondays only. All volunteers will be notified in writing when status is determined. At that time, volunteers may work out a volunteer schedule with the teacher. **Background checks are good for two years but all individuals must reregister annually to volunteer with the Wake County Public School System.**

**North Carolina Promotion Standards**

The State Board of Education has adopted Student Accountability Standards that require students in grades 3, 5, and 8 to meet local promotion standards and score at level III or IV on end-of-grade tests in order to be promoted to the next grade level.

Even though grades 3, 5, and 8 are considered the gateways, we still need to address students' needs in grades k, 1, 2 and 4 to ensure they meet grade level standards prior to the gateway years.

**Intervention / Personal Education Plans**

The Wake County Public School System and Forest Pines Drive Elementary are committed to helping students in all grades achieve at Level III or IV. In order to help your child achieve these standards, a Personal Education Plan (PEP), intervention and differentiated instruction will be provided to meet your child's academic needs and foster their success. Details of the PEP will be shared with parents at a parent teacher conference. We need students and parents to support us in our efforts to provide students with a quality education.

**Media Matters**

The library has open circulation. Students and family members may check out and renew books at any time convenient to the teacher and family. Classes visit the library media center regularly. Teachers and the library media specialist plan together to prepare lessons that incorporate curriculum goals and media skills. The loan time for books is one week. Books may be renewed as needed. Lost or ruined books must be replaced at the new book price. Reference materials may be checked out for ONE night. They must be checked out after school and returned to the library before school the next day.

**NECESSARY NUMBERS**

<b>Bus Service</b>	<b><u>919-856-7890</u></b>
<b>Cafeteria</b>	<b><u>919-562-6269</u></b>
<b>Main Line / Absences</b>	<b><u>919-562-6262</u></b>

**Pine Facts****Our Students:**

- refrain from wearing hats in common areas unless prior approval is given by the teacher.
- refrain from chewing gum in common areas.
- practice character and good manners.
- dress appropriately.
- maintain high expectations.

**Our Parents:**

- sign in through the office and wear a visitor's badge.
- refrain from bringing pre-schoolers in the classroom when volunteering.
- refrain from calling directly to teachers during instructional time.
- understand that conferences can not be conducted during instructional time.
- refrain from spontaneous observations in the classroom.
- communicate changes in transportation.

**Our Staff:**

- know how children get home.
- reinforce and model character traits and good manners.
- know and follow prescribed curriculum/plan for student success.
- use assessment instruments regularly.
- protect instructional time.