

FOREST GROVE ELEMENTARY SCHOOL
“AIM HIGH, SOAR HIGH”

Dear Students and Parents,

We excitedly welcome you to the 2012/2013 school year! We believe that this year will prove as another fabulous school year for the Forest Grove Elementary School community. We are extremely proud to continue to foster our great legacy. Everyone, including students, parents, staff, and community members, continues to collectively contribute to numerous extraordinary experiences for our students and community.

As we maintain high expectations for our children across the board, we look forward to strengthening our partnership in order to profoundly enhance our students' achievement. We continue to ensure that our students benefit from appropriate resources and support to meet their academic and developmental needs. The committed Forest Grove family is prepared to do everything in their power to sustain a nurturing, stimulating, and exciting learning environment for our students.

We wholeheartedly look forward to working together to make this school year at Forest Grove Elementary a prosperous and meaningful experience for everyone.

Thank you for believing in Forest Grove Elementary School. We believe in our school community!

Warmest regards,

Monique Martin Ilene Banker
Principal Assistant Principal

Purpose of Handbook

Our goal of providing this handbook is to ensure that everyone works together to make this a successful school year for our students. This handbook will help us in this effort by providing families with information about Forest Grove Elementary School.

The staff of Forest Grove Elementary School strives to enable the handbook to serve as a helpful resource for families to provide academic and behavioral support for our children. Please carefully read the handbook in order to become increasingly familiar with standard school policies, procedures, and student expectations.

We treasure our Forest Grove Elementary School families as our partners in the pursuit of equity and excellence for all of our students. Thank you for your partnership to prepare our children for the future.

Loudoun County Public Schools'
2012-2013 Student Calendar

August 27	First Day of School
September 3	Labor Day Holiday
October 8	Columbus Day Holiday
November 5-6	Student Holidays
November 21-23	Thanksgiving Holiday
December 24-January 1	Winter Break
January 2	<i>School Resumes</i>
January 18	Moveable Student Holiday
January 21	M. L. King, Jr. Holiday
February 18	Presidents' Day Holiday
March 25-29	Spring Break
April 1	Student Holiday
May 27	Memorial Day Holiday
June 6	Students' Last Day of School



Our School Vision

Forest Grove Elementary School is a place where each individual child is given daily attention in helping him/her to become a proficient and successful student. Our goal is for each child to become a productive member of both our learning community and society as a whole.

Our Mission

At Forest Grove Elementary School, we believe that all children can and will learn. The professional and dedicated staff creates a nurturing, stimulating, and safe environment for children. Intellectual curiosity and high expectations for student achievement are promoted. Rich and varied experiences are created that accommodate different styles. Educational technology is integrated into the curriculum to assist in the advancement of students' knowledge.

Forest Grove Elementary School is a place where learners are motivated to increase self-awareness, achieve understanding, and appreciate the world around them. Students are provided opportunities to discover new ideas through the exploration of relevant and concrete learning experiences. Forest Grove children will leave elementary school prepared to meet the challenges of becoming self-motivated, productive, and well-adjusted citizens.

Forest Grove parents provide enrichment and support, helping to promote a school environment that challenges each child to develop to his or her full potential. An active PTA, with its many parent volunteers, supports the instructional program in a variety of ways ranging from helping in classrooms to coordinating school-wide events. A cooperative link between home, school, and community exists.



Each and every day as a Forest Grove Elementary student, I will learn to be my best. I can learn. I will learn. I am part of Forest Grove's community, yet I am unique. I have unlimited possibilities. If it is to be, it's up to me!

School Hours

The school day officially begins at 7:50 a.m. and ends at 2:35 p.m.

- Kindergarten:
 - Morning: 7:50 a.m.-10:50 a.m.
 - Afternoon: 11:35 a.m.-2:35 p.m.
- 1st – 5th Grades:
 - 7:50 a.m. – 2:35 p.m.

Student Arrival and Dismissal

Students arrive from 7:35 a.m. to 7:50 a.m. We appreciate your cooperation with making certain that our students are safe by delivering students *only* when a staff member is on duty to receive students at 7:35 a.m.

Please be reminded that the late bell rings at 7:50 a.m. Students who arrive to class after the late bell sounds must get a pass from the main office. Students who arrive to school after the late bell sounds must be accompanied by a parent/guardian into the main office. Please press the intercom button to be admitted into the school building after 7:50 a.m.

Students are dismissed from school at 2:35 p.m.

Walkers:

Parents and/or other responsible adults should accompany young children who are walking to and from school. Children should walk on sidewalks, when available. Please remind students to respect neighbors' properties. Students should keep their hands and feet to themselves at all times.

Bus Routes and Bus Safety:

Bus routes and stops are planned and established by the LCPS Transportation Department. Students are expected to maintain appropriate behavior when at the bus stop and while riding the bus.

We want our students to be transported to and from school in a safe manner. Any student whose conduct constitutes a safety hazard will have bus privileges suspended.

Students are to:

1. Stay seated at all times.
2. Use a soft voice.
3. Keep hands and feet to themselves.

As stated in the Student Rights and Responsibilities Handbook, parents and/or other responsible persons should supervise young children at bus stops.

Cafeteria:

Forest Grove Elementary offers students both a daily breakfast program and a daily lunch program. Students may also purchase milk and ice cream separately.

Please remind students to conduct themselves appropriately in the dining area. Behaviors encouraged are as follows:

- Speak using a soft voice
- Remain seated
- Use proper table manners

The trading, giving, sharing and selling of food between and among students is not permitted for safety, sanitary and other reasons.

Communication:

Good communication between home and school is important. Please do not hesitate to call school staff in order to get clarification on a particular topic or to provide feedback and/or suggestions. We also encourage ongoing communication and participation.

Student Attendance

Regular attendance is essential to a child's success in school. Persistent absenteeism creates a challenge for student learning and is regarded as a very serious problem.

Please ensure that children arrive to school **on time** each day. Parents/Guardians should set the example by stressing the importance of regular, on-time attendance. Please plan vacations and appointments on weekends, holidays, and after-school hours.

A written excuse giving the date of absence, the reason for the absence, and parent's signature is given to the classroom teacher upon your child's return to school.

Student Absences:

If your child will be absent, please call our 24-hour Absentee Call-In Line at 571-434-4561.

After-School Activities:

Should a student need to stay after school, parents will be contacted in advance for permission.

Birthdays:

A very special part of a child's life is the celebration of his/her birthday. In an effort to keep all children safe and healthy, Loudoun County Public Schools has recently produced guidelines that do not allow any food to be brought in for a child's birthday. Each child will continue to have his/her name announced on the Forest Grove Morning Show and will get a birthday incentive from the office staff. Please understand that it is for the safety of all students. Your cooperation is greatly appreciated.

Additionally, we ask that party invitations not be distributed at school unless all students in the class are invited. This will avoid children feeling excluded.

Computers:

1. Please review the Technology Use section of the LCPS Student Rights and Responsibilities Handbook with your child. Students are not to share their "log in" information and are not to "log in" as another student.
2. Students are not to access the internet. All approved sites have been selected by staff and placed in an electronic folder for student access.
3. Computer privileges will be taken away from students who break computer rules. Suspension from school may occur as well.

Conferences:

Parent-teacher conferences are held at the end of the first nine-week grading period. Conferences are very valuable to the overall educational program and to the progress of each student.

We believe that ongoing communication between the school and home is essential for student success. It is not necessary to wait for the regular conference time if a parent has special concerns. Parent conferences are encouraged and can be arranged at any time during the school year.

Curriculum:

Forest Grove offers students a full program of elementary studies: Reading, Language Arts, Spanish, Mathematics, Social Studies, Science, Health and Safety, Music, Art, Physical Education, and Technology. Please note that classroom teachers are responsible for the majority of classroom instruction and our teacher assistants also support student learning.

Classroom teachers and specialists are responsible for selecting and defining instructional objectives in each curricular area. The State of Virginia Standards of Learning (SOLs) and LCPS guidelines serve as a framework in implementing the curriculum. Teachers work together in grade level teams to discuss needs, plan the scope and sequence of instruction, and determine available options in delivering the best possible instruction to students.

Discipline:

Forest Grove students are expected to behave in a responsible way at all times. The administrators along with Forest Grove staff members are here to help students receive a quality education. Instructional time is highly valued. We do not want to waste any of the students' learning time. Therefore, students must obey school rules and cooperate with behavioral expectations. The six pillars of character are emphasized daily at Forest Grove. Respect, fairness, caring, trustworthiness, citizenship and responsibility serve as a framework for student and staff actions and words.

For the 2012/2013 school year, we have narrowed our focus to three of the six pillars, respect, responsibility and citizenship. As a school, we have decided to implement the Positive Behavioral Interventions and Supports (PBIS) Program to proactively support behavioral expectations for students.

Please refer to the Student's Rights and Responsibilities booklet for additional guidelines and disciplinary procedures. You will also receive information about PBIS from your child's teacher throughout the year.

To eliminate confusion as to what is acceptable to have in school, only items that a teacher has requested should be brought to school. All other items need to stay at home.

Dress Code:

The Forest Grove staff would like to ask parents/guardians for assistance in helping to make sure that students come to school dressed appropriately. Some general guidelines to assist parents in selecting appropriate attire follow:

- Mini-skirts/short shorts should be avoided
- Hats are not to be worn in the school building unless a designated "Hat Day" has been declared
- Tops and blouses should be long enough to cover the torso. Please no "tube" tops, spaghetti straps or low-cut necklines
- "Muscle (sleeveless tops with large armholes) and/or netting" tops are not appropriate for a learning environment.
- Pictures/printed matter on clothing should not be offensive to others
- For safety reasons, closed-toe shoes are the preferred type of shoes

Early School Closing:

Please develop an emergency plan for your child in case of an early school closing. At these times the office is often inundated with calls from concerned parents, and it may not be possible to get your message to your child before dismissal. It is also important that the school's phone lines remain open to send or receive any emergency information.

Emergency Drills:

Fire drills are conducted once a week during the first month of school and monthly thereafter. Building evacuation plans are posted in each classroom and in other areas of the school.

School bus emergency exit drills are practiced by all students twice each year with the first drill occurring during the first 30 instructional days of school.

Tornado drills are held on a periodic basis, and a procedure is in place to protect students and staff from unwelcome intruders.

The school also has specific plans for emergency evacuation and relocation should evacuation of the building for an extended period of time be necessary.

Emergency Information:

In case of an emergency, each student is required to have a file at the school office with the following information:

1. Parent(s) or guardian(s) name(s).
2. Complete, up-to-date address.
3. Home phone and parents' work and cell phone numbers.
4. Emergency phone number of friend or relative who is authorized to pick up child.
5. Physician's name and phone number.
6. Medical alert information.

Please notify the school office if there are changes in any of this information.

Fundraising:

The PTA and the school sometimes hold fundraising activities in order to enhance the school's instructional program. Please be advised: **Virginia law prohibits elementary students from participating in any door-to-door solicitation or fundraising.**

Gifted Program:

Programs are available for gifted students at all grade levels. Differentiated instruction is provided to gifted children in grade K-5. The SEARCH program is part of the K-3 standard curriculum. A countywide, center-based program (FUTURA) serves gifted students in grades 4 and 5.

Homework:

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking.

Parents/guardians can help their children by arranging a quiet, comfortable place for their children to work and by seeing that assignments are completed. The amount of homework that a teacher assigns will vary from day to day. As a general rule, primary children should be required to spend approximately thirty minutes daily doing homework. Children in grades four and five should spend approximately one hour per day on homework.

Internet Access:

The Forest Grove Webpage can be accessed at <http://cmsweb2.lcps.org/forestgrove>.

Library:

The library is open on a regularly scheduled basis and is supervised by the librarian and library assistant. Library classes are held for grades K-5 once each week. They are held for the purpose of library instruction as well as for the enjoyment of materials and books. The library is also open to students, under the supervision of a classroom teacher, for the purpose of completing related assignments such as independent study projects.

Lost and Found:

All lost and found items are kept adjacent to the dining hall on a table. At the end of each school year, unclaimed items are washed and given to charity.

Medication:

If a student must take medication at school, the following requirements must be met:

PRESCRIPTION MEDICATIONS

1. The parent must provide the office with the medication and written instructions from the physician to include:
 - a) student's name
 - b) name and purpose of medication
 - c) dosage and time of administration
 - d) possible side effects and measures to be taken if side effects occur
 - e) termination date for administering the medication
 - f) physician's signature
2. The parent is responsible for informing the health aide of any change in the student's condition or any change of medication.
3. The medication should be in the original container with the prescription label.
4. Medical forms are available from the health aide. This form must be on file for long-term medication.

5. Refrigeration is available. Medication will be kept in the clinic unless instructions from the doctor say otherwise.
6. Student medication to be administered will accompany the children on field trips.

NON- PRESCRIPTION MEDICATIONS:

1. Must be in the original container.
2. Must be clearly identified as to the name and type of medication and dosage instructions.
3. A medication form signed and dated by the parent giving the child's name, medication name, dosage instruction, specific dosage times, and other necessary instructions must accompany the medication. This includes cough drops and throat lozenges.
4. All non-prescription medication must be appropriate for children ages 6-12.

Students May Not Transport Medications.

For the health and safety of all students, no student will be allowed to transport any medication (prescription or non-prescription) to or from school. Parents or guardians must deliver the medicine to the school clinic or office. They must also pick up any remaining medicine from the clinic or office.

Medications will be counted and recorded upon receipt with the parent present. A locked cabinet will be used to store medications not needing refrigeration.

Make-Up Work:

The school will provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If dates of a student's absence are known in advance, the teacher should be notified. Planned assignments may be given in advance. An appropriate period of time, based on the length of the absence, will be allowed for completion of make-up work.

Newsletter:

A school newsletter containing items of interest to students and parents will be distributed on a monthly basis. The newsletter will include a monthly calendar, student recognition, and timely information. In addition, teachers will send home and/or post class newsletters and nine-week overviews.

Parent Teacher Association:

Forest Grove Elementary has a very strong and active PTA. It is an essential and very effective part of the school organization.

The PTA supports the curriculum, works with parents, sponsors social events, raises funds to enhance the school's instructional program, and coordinates the volunteer program. Please join the PTA for a nominal fee. *THANK YOU!*

Parent Volunteers:

We consider our parent volunteers to be an invaluable resource. Parents are encouraged to help in the classrooms and to assist the school in other areas. Letters are sent to parents at the beginning of each school year specifying the school's needs. Please take the time to respond. If you have time or skills to share, you can help to make our school a better place for students to learn and grow.

Physical Activity:

Students in grades 1-5 are required to participate 30 minutes a day in physical education activities. Additionally, students are given a 15-minute recess period daily. Kindergartners participate in a daily activity period. Any exemptions for physical education classes should be supported by a doctor's excuse.

Physical Limitations:

Please inform the classroom teachers, office personnel, and physical education teacher of any medical or physical limitations that your child may have that require special attention.

Please notify the teacher and health aide if your child has severe reactions or allergies to bee stings, foods and the like. The cafeteria manager should also be informed about food allergies.

Recess:

In grades 1-5, recess is considered a part of the elementary curriculum. It is defined as a "daily, 15-minute, teacher-supervised, unstructured break from the teaching and learning routine".

Release of Students:

Parents/Guardians are encouraged to arrange appointments, trips, and other activities so their children do not miss instructional time. Occasionally, it may be necessary to pick up your child during school hours. Please send a note to the classroom teacher on the morning of the early dismissal. Upon arrival at school, please report to the office and present a photo ID to sign out your child. The student will be called to the office.

Unless there is a court order on file at the school specifying restrictions, students will be released to either parent or guardian. Please indicate on the emergency card if there are other adults who will care for your child in the event of an illness.

Report Cards:

Report cards are issued to all students at the end of each nine-week grading period.

The Loudoun County primary grades report card is developmental in nature. Parents are provided comprehensive information about important developmental milestones and learning stages for their children.

Interim reports are sent home mid-marking period for students whose achievement has dropped two letter grades and/or whose achievement is poor. Some teachers choose to send interim reports to all or part of their classes to inform parents of their child's progress.

School Closing/Delayed Openings:

In the event of bad weather or other hazards, school may be delayed or canceled. The Loudoun County Public Schools' website, www.lcps.org, provides information on schedule changes. Announcements are also made over the following stations:

TV: Channels 4, 5, 7, and 9

If school is delayed one hour – all programs will operate as usual except that they will start one hour late (8:50 a.m.). **Exception:** Afternoon kindergarten will begin on time.

If school is delayed two hours, the following programs will be altered:

1. **Morning kindergarten** hours will be 9:50 a.m. until 11:50 a.m.
2. **Afternoon kindergarten** classes will begin at 12:35 p.m. and end at 2:35 p.m.
3. **FUTURA** will operate as usual except that it will start two hours late.
4. The school day would end at the regular dismissal time unless weather conditions deteriorate, necessitating an early dismissal.

Early Closings Due to Weather:

Early closings of school may occur if weather conditions deteriorate once students are in school. If you suspect an early closing, stay tuned to your local TV or radio station for information or go to www.lcps.org for updates. Please do not call the school as phone lines must be kept open for emergency calls. All students should have an emergency plan in place in case of an early closing.

School Screening:

All children, within 60 administrative working days of initial enrollment in public school, shall be screened in the following areas: speech, voice and language, fine and gross motor skills, vision and hearing. All students enrolled in grades 3, 7, and 10 will be screened for vision and hearing defects. Those children failing a screening procedure or who are found to need more in-depth testing in any of these areas will be monitored, and parents will be contacted. Complete audiological assessment, including tests which will assess inner and middle ear functioning, will be performed on each child who fails the hearing screening.

School Store:

The school store is open from 7:35 a.m. to 7:50 a.m. Tuesday and Thursday mornings. Folders, pencils, pens, erasers and other school supplies are available for purchase at reasonable prices.

Textbooks:

Loudoun County Public Schools provides a "free loan" of textbooks to all students with the understanding that all such texts are the property of the School Board. The expectation is that students will properly care for the loaned textbooks. The student or parent must pay for lost or damaged books.

Visitors:

All visitors are required to report to the school office upon entering the building. Visitors must “sign in” and get a pass before going to other areas of the building.

Weapons:

Students are not permitted to possess any weapon for any reason on school property, on school buses, or while under school control or supervision. The term “weapon” is intended to be construed broadly to cover and include any instrument which could injure, harm, or endanger the physical well being of another person. The School Board’s policy specifically lists types of weapons. Any student in violation of the policy may be subject to expulsion from the Loudoun County Public Schools by the School Board. Note: Only items that a teacher has requested should be brought to school. All other items need to stay at home.

Helpful Reminders to Families:

1. Work with your child’s/children’s teacher (s) to support their learning in school and at home.
2. Share the handbook information with your child/children as appropriate.

3. Read to and with your child frequently.
4. Speak with your child/children about respecting others, being responsible and being a good citizen.
5. Review the *LCPS Student Rights and Responsibilities Handbook* periodically with your child. The handbook is located on the LCPS website at www.lcps.org.
6. Keep the Emergency Card up-to-date. Please provide the office staff and teachers with updated phone numbers and addresses.
7. Please join the Forest Grove Elementary School’s PTA. The PTA welcomes your membership and participation.
8. Write your child’s name on his/her belongings such as backpack, lunch box, and clothing.
9. Please be reminded that students should only bring items that their teachers have requested. Toys and electronic games must remain at home.
10. Feel free to communicate with school staff. Do not hesitate to call with questions or to get clarifications.
11. Check your child’s backpack every evening for teacher notes, homework assignments, graded papers and school or PTA information.
12. Please attend evening and weekend school events with your child. All events are intended for families. Elementary age children are too young to attend events without adult supervision.

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