

Forest Park Elementary School

“Home of the Bears”



1333 Forest Park Drive, Kannapolis, NC 28083

Phone (704) 932-8121 Fax (704) 932-4889

Principal: Martha Motley

Assistant Principal: Bernard Waugh

Instructional Coach: Kelly Fainter

Parent Handbook

2020-2021

SCHOOL HOURS:

Start Time: 8:20 A.M.
Students Enter Building: 7:50 A.M.
Tardy: 8:20 A.M.
Dismissal: 3:20 P.M.

Office Hours: 7:50 A.M.- 3:50 P.M.
Teacher Hours: 7:50 A.M.- 3:50 P.M.

MISSION STATEMENT

To TEACH! To LEARN! To GRADUATE! To INSPIRE!

School Colors: Purple and Teal

School Mascot: Bear

KANNAPOLIS CITY SCHOOLS

BELIEF STATEMENTS

We believe in EXCELLENCE.

We believe in INTEGRITY.

We believe in CHARACTER.

We believe in EQUITY.

We believe in ACCOUNTABILITY.

SAFE SCHOOLS

Please help us keep our school safe by following the *Safe School Rules* when you visit. **Please sign in using our Lobby Guard program. You will need your ID to do so. A visitor pass will be provided for you to wear while on campus.** Preschoolers do not need to wear a visitor's pass. Small kiddie stickers are **provided for them.**

2020-2021 Forest Park Elementary School Student & Parent Handbook

ATTENDANCE

We emphasize school attendance in Kannapolis City Schools. As parents and teachers, we know there is a clear relationship between good attendance and school achievement. Our goal is to encourage students to strive for perfect attendance!

We know that all children will not attain this goal, yet it is still our hope to instill the importance of good school attendance. North Carolina Compulsory Attendance Law (GS115C-378) states parents and guardians are responsible for seeing that their children attend school each day it is in session (180 days). A student must be in attendance at least 3 hours 20 minutes during the official school day to be counted present.

School personnel may request that a law enforcement officer accompany him or her if a home visit is necessary. If, after ten accumulated unexcused absences in a school year, the principal or his/her designee determines that the parent/guardian has **not** made a good faith effort to comply with the law, school personnel may file a truancy petition in the county where the student resides.

If the principal or his/her designee determines that the parent/guardian has not made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor that the child is habitually absent from school without a valid cause. Documentation that demonstrates that the parents/guardians were notified and that the child has accumulated ten absences which cannot be justified under the established attendance policies shall constitute parent responsibility for absences.

According to NC law, trips or vacations are considered unexcused absences unless prior approval is received from the principal. If you are planning a trip and believe the absences should be excused, please obtain an "Opportunity for Education" form from the school office or download one from our website. This form will need to be returned back to school at least one week before the absences begin. Please note that no forms will be accepted after the trip has been taken. **No trips of any nature will be approved as excused absences during the End of Grade Tests for grades 3-5.**

Absences

1. Excused:

Absences from school will be excused for the following reasons:

- Illness of the student.
- Quarantine.
- Death in the immediate family.
- Religious holidays approved by the school system.
- Education opportunities with prior approval from the principal. ***(maximum of 5 days/year)**

- Court or Administrative proceedings.
- The school may request a doctor's statement for frequent or lengthy absences for illness.

2. Unexcused

Unexcused absences will be considered truant. When a student has accumulated between three and six unexcused absences, parents will be notified by the principal that they may be in violation of the Compulsory Attendance Law. After ten unexcused absences, the principal or designee will have a conference with the parents.

3. Notes

When a child returns to school after being absent, the parent or guardian is expected to send a note within **two days** of the absence with the following information:

- The date of the note
- The date of the absence
- The specific reason for the absence
- Parent signature

Written notes or email messages should always be sent even when there has been verbal communication.

4. Returning after sickness

Children must be free from diarrhea, vomiting and fever for 24 hours without medication before returning to school.

Tardies and Early Check-Outs

Kannapolis City Schools has a policy regarding tardiness and early check-outs. A student is considered tardy when he or she is not in the classroom when the tardy bell rings at 8:20. The only exception to this is for students who ride a bus that is late. After 8:20, a parent must report to the office to sign their child in and the student will receive a tardy slip to be admitted to class. Upon the 10th tardy, a referral for school social work/counseling services will be made. In order to be counted as present for the day, students must arrive prior to 11:50.

To ensure student safety, student check-out is not permitted after 2:50. Early dismissals are discouraged because they interrupt instruction for your child and the class. Please schedule appointments after your child gets home from school whenever possible.

Parents who must check students out early must go to the school office, sign the student out and wait for the student to come to the office. We will not call for students to be checked out until parents arrive on campus. Check-outs prior to 11:50 will count as an absence.

2020-2021 Forest Park Elementary School Student & Parent Handbook

ARRIVAL AND DISMISSAL

Morning Arrival

Students may enter the school building at 7:50 A.M. Students will be served breakfast if they arrive by 8:15 A.M. (with the exception of a late bus).

Parents or guardians dropping students off should avoid getting out of their cars and crossing the drop-off lane; this slows the flow of traffic and causes delays. Parents should not park in the student drop-off lane.

Please allow your student to walk to class independently for the security of all students.. The supervision provided by staff allows students to safely find their classrooms.

Covid Notes: Breakfast will be served in the classroom. Students need to remain in the car until a staff member has conducted the necessary screening.

Before School Care

If elementary families need to drop off students before 7:50 A.M., they may use the before-school care that will be offered. Parents that need before school care prior to 7:10 a.m. may use other child care providers in the area.

Early drop off will run from 7:10 a.m. to 7:50 a.m. each school day. The cost for each child will be \$50 a month. Families will not be charged for teacher work days or holidays. However, they will have to pay if their child is enrolled in the program and absent from school. On inclement weather days when school is cancelled or delayed, Kannapolis City Schools will also cancel or delay its before school care service.

Covid Notes: Before school care will begin at 7:00 AM and rates will be prorated to reflect a Plan B schedule. Students may only attend Before School care on days they are physically in school.

After School Care

If your child needs a safe, fun environment after school. Forest Park offers after school care on campus from 3:20-5:15 each school day.

Students will need to be picked up from after-school care by 5:15 each day. The cost for each child will be \$75 a month. Families will not be charged for teacher work days or holidays. However, they will have to pay if their child is enrolled in the program and absent from school. On inclement weather days when school is cancelled or delayed, Kannapolis City Schools will also cancel or delay its after school care service.

Covid Notes: After school care will end at 5:30. Rates will be prorated to reflect a Plan B schedule. Students may only attend After School care on days they are physically in school.

Afternoon Dismissal

Dismissal will begin at 3:20 P.M. All car riders should be picked up prior to 3:40 in the designated car rider area at the front of the schools. Parents are requested not to arrive early or leave cars unattended. Car rider number tags should be hanging from the rear view mirror. Parents should not park and attempt to pick students up from the cafeteria. This ensures student safety throughout our dismissal process.

TRANSPORTATION CHANGE FROM NORMAL PROCEDURE HOME IN THE AFTERNOON

It is necessary that you send a note with your child to the teacher concerning any change from normal procedure of transportation home in the afternoon. Children often get excited or confused and give incorrect information. **We will not take changes over the phone, however you may call the school the school to confirm that a note or email was received.**

Bus Riders

Each eligible student is assigned to a morning bus run and afternoon bus run. Students may not ride any bus other than the assigned morning and afternoon bus. Please contact the school front office staff to make changes to your child's bus pick-up or drop-off location. Changes may take a few days to begin.

Early Dismissal

If a parent comes to school to pick up his/her child during the school day, the parent must come by the school office first to sign the student out of school. Office personnel will call your child to the office for dismissal. Early dismissals should be kept to a minimum. **We request that parents arrive before 2:50 P.M. to check out a child early.** We also request that the teacher be notified in writing when a child is to be picked up early and who will be picking up the child. School personnel will require identification for anyone picking up a child. Please have picture ID ready. Any child **leaving prior to 11:50 A.M.** will be marked absent for the day.

INCLEMENT WEATHER

In the event of snow or severe weather, school may close or be delayed. The school superintendent decides when schools require closing. All closings or delays will be announced on Facebook, Class Dojo, School Messenger and the KCS website. If school is delayed 2 hours, the building will open for students at 9:50 A.M. (10:20 tardy bell). If school is delayed 3 hours. The building will open for students at 10:50 A.M. (11:20 tardy bell).

2020-2021 Forest Park Elementary School Student & Parent Handbook

Please do not call the school for this information, since our phones need to remain open for us to receive weather related information.

You will be sent a form to fill out and return to school with early dismissal information. Please touch base with your student's teacher if their dismissal procedures are different than on a regular day. Buses may have to leave with little notice, it will not be possible for children to make telephone calls prior to leaving school. Remember to listen for announcements regarding KANNAPOLIS CITY SCHOOLS not Cabarrus or Rowan County Schools!

MAKING UP MISSED WORK

If your child is absent more than two days, make-up work may be picked up from the front office **at the end of the day**. Please notify the office by 9:00 A.M.. in order for teachers to have work ready for pickup. When a student returns, teachers will have make-up work ready. It is not always possible to prepare work ahead of time.

This is considered a courtesy to parents when a teacher is able to get items ready ahead of time. Asking the teacher to prepare work for your child ahead of time is not always practical since the teacher would be in the middle of instructional time.

RELEASING CHILDREN TO CUSTODIAL PARENTS

A child must be released by the school to either parent unless legal papers have been presented to the principal showing custody. This applies even if a child is living with only one parent. If you have custody of your child and do not wish for him/her to be taken from school by his/her other parent, you must present your legal paper to the principal. **PLEASE REVIEW YOUR LEGAL PAPERS ON FILE IN THE OFFICE AT THE BEGINNING OF EACH SCHOOL TERM TO BE SURE THEY REFLECT THE MOST RECENT COURT DECISION.**

Please note that Forest Park Elementary is a neutral party with regard to child custody. Our primary goal is student safety and we must comply with all state, district, and court regulations

KEEPING INFORMATION CURRENT

It is important to keep the school office informed of contact information.

Please notify the school immediately if there is a change in status during the school year:

- Address, Phone number (home, work & mobile)
- Employment

- Adults outside of parent(s) or legal guardian(s) with permission to pick up your child from school.
- Other information that could be helpful to the school and your child.

CAFETERIA

Breakfast: We are pleased to offer a free breakfast and lunch program for our students. Breakfast is served from 7:50-8:20.

Lunch: Balanced lunches, which provide 1/3 of the daily food requirements for children, are served in the cafeteria at no cost. A copy of the month's menu is available online. Money should be sent with your student only if they are buying a snack. Lunch is from 11:00-1:35

Covid Notes: Students will eat lunch in the classrooms. Parents will not be permitted to eat lunch with their students during this time.

LUNCH GUIDELINES

Kannapolis City Schools is committed to promoting student health, reducing childhood obesity, providing a variety of nutritional foods, and promoting lifelong healthy eating habits. Parents are encouraged to include healthy choices in lunches brought from home and should not include soda, energy drinks, fast food items, or candy. When visiting the school to eat a meal with your child, you are encouraged to purchase a school-prepared lunch and set a healthy example for your child. Please do not bring fast food, or other restaurant packaged foods to the cafeteria. Please consider re-wrapping restaurant food in Ziploc baggies or plain foil and placing in plain brown or white bags before entering the school, then eating in the cafeteria will be acceptable.

Please help us keep our school safe by following the *Safe School Rules* when you visit for lunch.

- **Report to the main office** first.
- **Complete a name tag and wear it.** Preschoolers do not need an identification tag.
- **Always wait in the cafeteria for your student.** Going into the classroom or waiting in the hallway is not a safe and can interrupt the instructional day.

FOOD POLICY FOR STUDENT PARTIES OR TREATS

If you wish to bring snacks for your student's class, please notify and coordinate with the teacher. Please do not bring balloons on campus. All snacks will be dropped off at the front

2020-2021 Forest Park Elementary School Student & Parent Handbook

office and will be delivered to the classroom by a staff member. Snacks may not be distributed in the cafeteria.

All foods provided for students are to be pre-wrapped or packaged. These foods may come from a supermarket, bakery or caterer. **Homemade items are not allowed** for student consumption. This precautionary guideline assures the school staff that foods are sanitary. It provides school personnel with a “contents label” to protect students with specific food allergies. This policy applies to students only.

Covid Notes: Outside snacks and treats are not permitted at this time.

STUDENT BIRTHDAYS

No invitations to birthday parties are allowed at school. These are not items that can be distributed on the school campus or bus.

Many parents like to send a treat for each child in the class on their child’s birthday.

Sending a small treat, which can be incorporated in the students’ lunch period does this best.

For example:

- a pre-wrapped oatmeal cookie for each child.
- a box of bakery cookies or pastries (enough for each child to have one)
- a pre-wrapped Rice Krispy Treat

Be sure to speak with your child’s teacher before making any birthday treat arrangements so that conflicts or misunderstandings can be avoided. **No flowers or balloons should be sent to your child during school;** these items cannot be sent to your child’s class or home on the school bus.

Covid Notes: Outside snacks and treats are not permitted at this time.

INTERRUPTIONS

Classroom interruptions are discouraged. We strongly believe that they interfere with the learning process of all students. Please try to schedule doctor appointments, trips, calls to teacher and conferences before or after the school day so your child will not miss valuable educational instruction. Any call to the teacher during the instructional day, will be sent to voicemail so there is no interruption to instruction.

APPOINTMENTS WITH STAFF

Please call to set an appointment with all Administrative Staff, Counselors, and Teachers. Scheduling ahead of time allows us to fully address you or your child’s needs.

All parents will be asked to come for a conference at the end of the first grading period to discuss the report card and student progress.

Teachers check their voicemail before school and after student dismissal in the afternoons. If you call during instructional hours (8:15-3:40), you will be sent directly to the teacher’s voicemail. Teachers will call back as soon as they are available.

Covid Notes: Teachers will make every attempt to host virtual conferences when possible. If it is necessary to have an in person conference, CHA recommendations for facial coverings and social distancing will be followed.

VOLUNTEERING

We encourage parents and guardians to be involved in their child’s schools. NC General Statute 99-28.3 allows for parents or guardians to take four hours of unpaid leave from their jobs every year in order to volunteer in their child’s school.

For the safety of our students, all volunteers are required to have a background check completed. The background check forms are available at the school’s front office. Volunteers are required to sign in at the front office and wear a badge while in the building.

FIELD TRIPS

Parents will be notified of any field trip their child will be attending this school year by October 31st. They will be provided with an additional 4 week notice prior to the trip. All field trips are NON-REFUNDABLE.

Since field trips are educational, all students in a class should go on the field trip unless there are unusual circumstances.

Students are not allowed to be transported by private vehicle to and from field trips. They must ride the activity bus to and from the field trip.

2020-2021 Forest Park Elementary School Student & Parent Handbook

Parents are encouraged to chaperone on the field trips. Please talk with your child's teacher to volunteer as a chaperone for your child's field trip if you are interested. All volunteers must pass a background check prior to the date of the trip. No siblings are allowed on the trip should you choose to attend or chaperone.

Covid Notes: Field trips are suspended at his time.

TELEPHONES

Students will be allowed to make phone calls for sickness only. **Children will not be allowed to call home for homework, library books, etc.**

Teachers will only be called to the phone for emergencies. Our school has a voice mail system. The system will pick up before and after school hours and in some instances during busy times while school is in session. Please leave your name and number with a brief message; messages will be checked daily, before lunch and at the end of the school day.

EXPECTATIONS OF STUDENTS

Students are expected to abide by all student rules and policies of both the school, the Kannapolis City Board of Education., and NC State Statutes.

The following are discipline and conduct rules for elementary students:

- Rule 1: Students shall treat all adults with respect. (6401.1)
- Rule 2: Students shall not disrupt school or any school activity. (6401.2) (G.S. 14-132; -288.2)
- Rule 3: Students shall follow all bus rules. School bus service is a privilege, not a right. (6401.3) (G.S. 14.132.1) (G.S. 14-132.2)
- Rule 4: Students shall not trespass. (6401.4) (G.S. 14-132,-134)
- Rule 5: Students shall not assault or cause injury to another person. (6401.5) (G.S. 14-33; 115C-391)
- Rule 6: Students shall not threaten others. (6401.6)
- Rule 7: Students shall not possess, handle, transmit, or use weapons or dangerous instruments. (6401.7) 365-Day Suspension for Firearms or Explosives (G.S.115C-391(d1) (G.S.14-269.2(b) (G.S.14-284.1) (G.S.14-269.2(g) (G.S.14-269.2(h)
- Rule 8: Students shall not steal nor damage property. (6401.8) (G.S. 14-313)

- Rule 9: Students shall not possess or use tobacco products or possess incendiary devices. (6401.9) (G.S. 14-313)
- Rule 10: Students shall not violate the drug and substance abuse policy. (6401.10) (G.S. 18B-301)
- Rule 11: Students shall display integrity at all times. (6401.11)
- Rule 12: Students shall not engage in hazing activities.
- Rule 13: Students shall not engage in sexual harassment. (6401.12) (G.S. 14-35,-36)
- Rule 14: Students shall not be tardy, cut class, be truant, or leave the classroom or school without authorization. (6401.14)
- Rule 15: Students shall not bully. (6401.15) (G.S. 115C-47,-39)
- Rule 16: Students shall not commit bomb hoaxes or commit other acts of terror. (6401.16) (G.S. 115C-391)
- Rule 17: Students shall comply with appropriate internet use guidelines. (6401.17)
- Rule 18: Prohibition of Gangs and Gang Activity is enforced. (6401.18)
- Rule 19: Non-Educational Electronic Devices are not to be used during a regular school day. (6401.19) (G.S. 14-132; -288.2)
- Rule 20: Harassment by the Use of Electronic Devices or Computers is prohibited. (6401.20) (G.S. 115C-47-391)

CONSEQUENCES

Most infractions of the Code of Student Conduct shall be addressed through classroom teacher interventions. Repeated infractions or serious misbehavior involving weapons, drugs, and assault shall result in administrative disciplinary action, such as suspension from school and reports to law enforcement.

Classroom interventions used to correct misbehavior may include, but are not limited to, the following:

- Short term isolation from peers; "time out"
- Restriction of privileges (silent lunch, restricted play period, etc.)
- Notes to parents
- Phone calls to parents
- Home visits or visits to parent's place of employment
- After school detention, after notification of parent
- Payment for careless and willful damage to property
- Behavior contract with student

If a student commits a major disciplinary infraction, they will be assigned one of the following:

- Time in the Think Tank
- After school detention
- In School Suspension
- Out of School Suspension

2020-2021 Forest Park Elementary School Student & Parent Handbook

BUS EXPECTATIONS

Kannapolis City Schools expects students to demonstrate appropriate behavior on the school bus. Students are expected to follow bus rules and follow discipline guidelines. It is a privilege to ride the bus in the state of North Carolina. Students who misbehave on the bus and receive referrals are subject to suspension and expulsion from the bus. Administration will determine the appropriate consequence for students receiving a bus referral.

A Act Responsibly	Stay in walking zone Eyes forward	Get in and out. Flush Toilets.	Be prepared. Stay on task. Follow directions.
R Respect others	Level 0	Respect others' privacy. Wait your turn.	Wait your turn. Be an active listener. Take care of personal/classroom property.

SCHOOL WIDE RULES

Forest Park has implemented school wide rules and expectations. Please see the following rules and expectations for all areas of our school.

School Wide Voice Levels:

- Level 0- No talking, no sounds
- Level 1- Whisper
- Level 2- Normal speaking voice
- Level 3- Outside voice

	Hallways	Restrooms	Classroom
B Be Safe	Walk carefully Hands to side.	Keep the floor dry and clean. Wash hands.	Keep hands, feet and objects to self. Walk carefully. Use materials properly.
E Encourage Positive Attitudes	Be aware of your personal space.	Take care of school property. Conserve paper towels, tissue and soap.	Be a friend. Try new things.

	Cafeteria	Playground
B Be Safe	Always walk. Keep hands and feet to self.	Use, return and share equipment. Stay in view of the teacher.
E Encourage Positive Attitudes	Chew with your mouth closed. Wipe face.	Use polite words. Invite others to play.

2020-2021 Forest Park Elementary School Student & Parent Handbook

A Act Responsibly	Throw away trash. Clean up space.	Enter and exit the building quietly. Follow all playground rules.
R Respect others	Wait in line at 0 level. Use level 1 voice at tables.	Keep hands, feet and objects to self.

UNIFORM DRESS CODE

Please review this policy with your child. Parents will be called to bring appropriate clothing for their child.

Students in Kannapolis City Schools must follow a uniform dress code policy. If you would like a copy of the updated dress code please contact the office. You may also find this policy online at www.kannapolis.k12.nc.us.

Shirts/Tops:

- Collared short-sleeved or long-sleeved shirts
- Shirts with a KCS or KCS school logo (including KCS school spirit wear)
- Collared dresses or tunics are permitted and should be mid-thigh or longer in length
- Shirts and blouses shorter than mid thigh if untucked.
- Undergarments may not be worn as outer garments.
- Cover shoulder, back and midriff completely
- Undergarments are not to be visible

Bottom Wear

- Shorts, pants, capris, skirts (does not include athletic/exercise pants or jeans) . Solid navy, black, khaki or gray . Worn at waist level
- Shorts, skirts and dresses must be mid thigh or longer
- Tights, leggings or other form fitting attire may be worn under approved bottom wear
- Undergarments are not to be visible

OUTERWEAR - JACKETS, COATS, SWEATERS, PULLOVERS, SWEATSHIRTS, HOODIES, and VESTS

- Hoods must be removed from the head while inside the school building or on the school bus.
- If outerwear is removed, approved top must be worn

Shoes

- Must be worn at all time
- Must remain properly fastened or tied
- Bedroom slippers, flip flops and athletic slides are not appropriate footwear

Headwear

- Headwear, with the exception of scarves and headbands, is not permitted in school buildings or buses
- Headwear exceptions may be made for religious or healthcare reasons, with school level administrative approval
- Hats, caps, toboggans, do-rags, full head wraps, and hoods are not permitted headwear
- Bandanas are not permitted in any fashion or worn in any manner

Any article of clothing, accessory, or shoes that cause a distraction to the educational environment will not be permitted. Your child may be told not to wear the item to school.

KCS BOARD OF EDUCATION WEAPONS AND DANGEROUS OBJECTS POLICY

It is the policy of the Kannapolis City Board of Education ("Board") that no employee or student shall possess or carry (whether openly or concealed) any gun, rifle, pistol, dynamite, cartridge, bomb, grenade, mine, power explosive as defined in NC Gen. Stat. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any school building or bus, on any school campus, grounds, recreation area, athletic field, or other property owned, used or operated by the Board of Education.

PLAYGROUND SAFETY

During the school day only students and staff are allowed on the playground. **Students are not allowed to bring recess equipment to school from home. All equipment (basketball, soccer ball, etc.) will be provided by the school.** The playground areas are unsupervised after school hours. Do not allow children to return to the playground areas without adult supervision. Please report any existing playground safety concerns to the office. Thank you for your cooperation in taking proper precautions to prevent injuries from occurring.

SOLICITATIONS

Students are not allowed to sell items or collect money for any organization. All fundraisers, PTA events, etc. are through the parents, not the students.

POLICY REGARDING BULLYING

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: physical, emotional, and relational. Bullying may include, but is not limited to, verbal taunts, name calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking sites, texting, blogging, and the internet. Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Kannapolis City Schools has policies prohibiting bullying, harassment and discrimination.

ADMINISTRATION OF MEDICATION

DURING SCHOOL HOURS

If your child must have medication of any type during school hours, including over-the-counter drugs, you have the following choices:

- You may come to school and give the medication to your child at the appropriate time(s).
- You may obtain a copy of a medication form from the school nurse. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day it is to be administered. This form must be completed by the physician for **both prescription and over-the-counter drugs.**
- You may discuss with your child's doctor an alternative schedule for administering medication (e.g., outside of school hours.)
- If your child is subject to unusual health hazards such as an allergy to bee stings, and/or requires special medical intervention (e.g., asthma, diabetes, etc.), please notify the principal.
- **The school does not assume responsibility for students who administer medication to themselves (self-medicate).**
- At the conclusion of a student's treatment, the unused medication must be removed from the school by the parent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor, and the medication has been received in an appropriately labeled container. Medication must be brought in by a parent and given to the school nurse. Office staff will not accept medications. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

If you have any questions about this policy or other issues related to the administration of medication in the schools, please contact the school nurse.

HEALTH SERVICES FOR CHILDREN:

ALCOHOL AND DRUGS IN ELEMENTARY SCHOOLS

If a student in grades K-5 is in possession of alcohol or drugs, the following guidelines will be followed:

- Each case or occurrence will be dealt with individually.
- Students who are in possession of alcohol or drugs not prescribed by a doctor or are under the influence of the same will be removed from class and may be suspended from school. In either case, a parent conference will be required before the student returns to class.
- The principal will get all of the facts concerning the case and confer with the assistant superintendent, and an appropriate plan of action shall be set in motion.

2020-2021 Forest Park Elementary School Student & Parent Handbook

- It will be a joint decision of the principal and assistant superintendent before calling in any outside agencies.
- The plan of action will be written and signed by the principal and assistant superintendent.
- Law enforcement will be called in, as appropriate.

LICE AND NITS POLICY

If a child is found to have lice, parents will be asked to take the child home for treatment and return the child to school "lice free." The maximum number of excused days for lice treatment will be two. A shampoo or rinse specific for the treatment of lice must be used. If lice are found while the child is home, parents should notify the school. This will help the school in locating a possible source of the problem. Names will be held in confidence. With ANY occurrence of lice, the school nurse must determine the student is lice free before the student can return to class. The classroom teacher will notify parents with a letter if there are three or more cases of lice in one classroom (Names of students with lice will be kept confidential).

EXTRA MONEY AND VALUABLES AT SCHOOL

It is requested that children NOT make a practice of bringing money and valuables to school. For younger students, parents are requested to put lunch money, fees, etc., in an envelope with the child's name, teacher's name, the amount of money enclosed, and the purpose for the money written on the outside. No toys are allowed at school at any time.

PROGRAMS FOR STUDENTS WITH SPECIAL NEEDS

Exceptional Children: We have special programs with specialized teachers to meet the needs of exceptional children. The following special programs will be offered to those students who qualify:

- Academically/Intellectually Gifted
- Learning Disabled
- Mentally Handicapped
- Speech and Hearing Impaired
- Physically Handicapped
- Behaviorally/Emotionally Disabled
- Other Health Impaired
- Autistic

- Visually Impaired

REPORT CARDS & GRADING

Kannapolis City Schools utilizes a standards-based grading system for all students in grades K-5. This approach allows teachers to communicate a students' level of proficiency on each academic standard using the following scale:

- L = Limited Progress
- P = Progressing
- M = Meets
- E = Exceeds

Teachers will also report students' Character & Career Readiness Skills.

The Character & Career Readiness Skills are:

- Empathy
- Curiosity
- Sociability
- Resilience
- Self-awareness
- Integrity
- Resourcefulness
- Creativity

Additional information regarding standards-based report cards can be found online at www.kannapolis.k12.nc.us

Progress reports will be sent home midway through the quarter. Report Cards will be sent home at the end of the quarter.

HOMEWORK POLICY

Homework refers to an assignment to be completed during a period of supervised study in class, outside of class, or at home.

Well-chosen, clearly communicated homework is an integral part of the instructional process. Challenging homework assignments help students learn. Homework that reinforces, enriches, and enhances instruction encourages families to become more involved with education. It also causes students to work independently and to become more responsible for their own achievements. Homework assignments should review, reinforce, or extend classroom learning by providing practice and application of knowledge gained; teach students responsibility and organizational skills; promote wise and orderly use of time; and provide opportunities for enrichment activities.

2020-2021 Forest Park Elementary School Student & Parent Handbook

PARENT-TEACHER CONFERENCES

The parent-teacher conference is a very important method of ensuring good communication between the home and school. The conference allows parents to discuss the progress and expectations of their child, while the teacher can learn more effective ways to work with the child.

Parent-teacher conferences will be arranged by your child's teacher at the end of the first nine weeks of school. It is extremely important that you take advantage of this opportunity to discuss your child's progress. Your child's teacher will advise you when the conference will be held.

If you wish to have a conference with your child's teacher at any time during the school year, please contact the teacher by note, email or telephone. Conferences can be arranged before school, during teacher planning time, or after school.

Instructional Fees & Supplies

Kannapolis City Schools' policy requires a \$10.00 instructional fee from all elementary students. This covers instructional supplies, art supplies, and Cabarrus Arts field trips. These fees, totaling \$10.00 are payable at the beginning of the school year or when the student registers.

Parents should check with their child's teacher for the particular materials students should have before buying school supplies. You may pick up a supply list in the office for any grade level and it is also located on the district website.

INTERNET USE

Internet access is available to students and staff in Kannapolis City Schools. The Board provides this service in the belief that the Internet offers vast, diverse, and unique educational resources and in the hopes of promoting educational excellence through resource sharing, innovation, and communication. The Internet is a vast collection of interconnected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure. Through the Internet, students and staff have access to:

- Electronic mail communication with people all over the world;
- Public domain software and shareware;

- Discussion groups on a plethora of topics

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the school setting. The Children's Internet Protection Act (CIPA) requires schools and libraries to have an Internet safety policy in place. The Internet Use Agreement is a component of the KCS Internet Safety Policy. The Kannapolis City Schools will make every effort to restrict student access to inappropriate material on the Internet through the use of active monitoring of student activity, the use of filtering devices, software, and directing students toward sites that support current curriculum objectives. The Kannapolis City Schools cannot guarantee that students will not encounter text, pictures, or references that are objectionable, however. If such an incident occurs, students should immediately report the website's URL (address) to the supervising staff member so that the URL can be added to the list of blocked Internet sites maintained on our Internet filtering device.

CIPA also mandates that minor students shall be instructed about correct online behavior. These behaviors include but are not limited to:

- Having an awareness of cyber bullying;
- Knowing how to respond correctly to a cyber-bullying incident;
- Interacting appropriately with other individuals on social networking sites;
- Responding appropriately in chat rooms; and
- Communicating responsibly during other direct electronic communication such as email.

All users must adhere to strict guidelines for proper online conduct. In general, these guidelines require efficient, ethical, and legal utilization of the network resources to support the curriculum. If a user violates any of these provisions, the student's Internet access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken. If in using the school's Internet a student uses any service for which a cost is involved, the student will be responsible for any cost incurred.

All students will be provided a user ID and password to gain access to the Internet unless the student's parent(s) or guardian(s) send written notification to the Superintendent's office that they do not want their child to use the Internet for educational purposes. Absent such written notification, parent(s) or guardian(s) shall be deemed to have granted permission for their child to use the Internet.

Kannapolis City School users will take full responsibility for their use of the Internet. Each will acknowledge that they have read and understand the applicable Board policies, that they will comply with these policies, and that they understand the consequences for violation of these policies.

2020-2021 Forest Park Elementary School Student & Parent Handbook

It is important that you and your student read and discuss the Student Acceptable Use Policy. We ask your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network. We respect your family's right to decide whether or not to apply for school Internet access.

CELL PHONES

It is recommended that students not bring phones or cellular watches to school. In the event you send your student to school with a phone or cellular watch, it should remain in their backpack for the duration of the day and while on the bus. In the event a student fails to adhere to this expectation, the phone/watch will be taken and a parent will be notified to retrieve the phone from the front office. In the event of a family or personal emergency where you need to speak with your student, please call the front office at 704-932-8121.

PARENT TEACHER ORGANIZATION

The FP PTO is extremely active and supportive. Parents are encouraged to join the association in August and to participate in the association's activities as much as possible. This association contributes time to support the children and raises funds for instructional equipment and supplies. Please help make a positive impact – JOIN PTO.

Handbook Acknowledgement Form

Please sign and return this form to your child's teacher. Please KEEP the student handbook at home for your reference.

Student Name: _____

Parent/Guardian Name: _____

Teacher's Name: _____

By signing this form, I acknowledge that I have received a copy of Forest Park Elementary School's Student & Parent Handbook. I acknowledge that I have read the handbook and reviewed the handbook with my child and/or children.

Parent/Guardian Signature: _____

Date _____

Student's Signature: _____

Date _____