

Forrest Road Elementary School

"Achieving Excellence Together"



Student Handbook

2021-2022

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Student's Name _____ Teacher _____

There is a possible \$3.00 charge for lost agenda books

**Muscogee County School District
Mission Statement**

The Muscogee County School District is committed to providing educational experiences that will enable each student to become a lifelong learner, enter the work force with necessary skills and achieve academic and

Muscogee County School District



**Muscogee County School District
Vision**

We envision a School District in which:

- Each student is given multiple opportunities to excel in his/her academic, social, emotional and physical development in a safe, nurturing environment.
- Well-prepared, responsible and caring employees are committed to excellence in education.
- Parents, community members, staff and students are

Belief

- All students learn when provided high-quality instruction that is engaging and challenging.
- All students must have a physically and emotionally safe learning environment.
- All district employees work collaboratively to improve student achievement.
- All organizational and instructional decisions are data driven.
- All district personnel are committed to continuous professional learning.

Motto

Just as the lighthouse guides the ships at sea through safe channels, the Muscogee County School District must carefully guide the students through the channels of learning enlightenment.

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Message from the Administration

Dear Parents and Students,

It is with great pleasure and open arms that we welcome you to the Forrest Road Elementary School family. We embrace the idea that it takes a village to raise a child and that **ALL** students can learn.

With the support of the community, family, and a very engaged faculty, we look to continue our tradition of academic excellence. Our staff is committed to providing a safe, positive, and creative learning environment that promotes higher order thinking and a willingness to think “outside the box”. We look forward to your participation in school functions and your aid in guiding our students(s) to a wonderful educational experience.

This handbook is designed to keep you informed of school policies and other pertinent information. As always, we are here to assist you in whatever you need to ensure the success of our child (ren).

In closing, with your assistance we look forward to a great year at Forrest Road Elementary.

We INSPIRE young minds to CHANGE the world.

Go WILDCATS

Daily Schedule



Time

7:15 A.M. – 7:45 A.M.

7:45 A.M.

8:00 A.M.

2:30 P.M.

Activity

Breakfast Program

Students Enter the Classrooms

School Begins

Dismissal (Pre-K through 5th Grade)

7:15 A.M. – 3:15 P.M.

Office Hours

9:00 A.M. – 1:00 P.M.

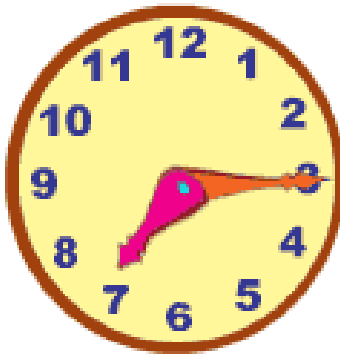
Monday – Thursday Clinic Hours

9:00 A.M. – 12:00 P.M.

Friday Clinic Hours

******Only Muscogee County School District employees will be allowed inside the building during the last 30 minutes of the school day.**

Early Arrivals



No student should arrive to school before 7:15 A.M. Only those students eating breakfast should arrive at 7:15 A.M. There will be no supervision for students prior to 7:15 A.M.

Students who are enrolled in the Forrest Road After-School Enrichment Program will adhere to their hours of operation.

Tardiness



Per school district policy

Tardy to School - Any student arriving at school following the ringing bell, chime or other audible signal established by the principal and intended to indicate the start of the school day. Any student who is in on school property but is not in his or her assigned classroom or other authorized area following the bell, chime or other audible signal will be considered tardy to school.

Tardy to Class – A student is tardy to class when he arrives to class following the ringing bell, chime, or other audible signal indicating the beginning of instructional time.

Unexcused Tardies – Students accumulating three (3) days of unexcused tardies will receive a phone call from the teacher or office staff/automatic calling system to the parent.

Continued Tardies – Student accumulating five (5) tardies will be referred to the principal or the principal's designee for being tardy and a required mandatory parent conference and counselor referral. Consequences may include detention or other actions in accordance with local school system policy.

Ten or More Days Tardy – Referral to the School Social Worker and to support agencies outside the school system, as the principal deems appropriate. Among these agencies is the Department of Family and Children Services (DFCS), law enforcement, Juvenile Court, Family Connection, or other external agencies.

The parent or guardian must report to the front office to check in his or her child when arriving to school after the tardy bell (8:00 AM). This is to ensure the student arrives safely, as school personnel does not know the student has been “dropped off” and expected in the office. Please park in the designated parking spots if it is necessary as not to impede the normal traffic flow or emergency vehicles.

Attendance / Absences



Regular attendance at school is essential for learning. Absences from school must only be for the most serious of reasons, including but not limited to personal illness, death in the family, or legal appointments.

When a student is absent, a written excuse is to be brought to school explaining the reason for the absence. This excuse is to be brought to school within three school days of each absence, as required by Muscogee County School District Policy. It is the responsibility of the parent or legal guardian of a child or children to ensure that the school receives each written excuse.

Children may be temporarily excused from school (1) when they are personally ill and their attendance in school would endanger their health or the health of others; (2) when in the immediate family there is a serious illness or death which would reasonably necessitate absence from school; (3) on special and recognized religious holidays observed by their faith; (4) when mandated by order of governmental agencies (e.g., pre-induction physical examination for military service or court order); (5) principal's approval of attendance at school related experiences.

Even if an absence is excused, it is an absence no less.

Academic Expectations



All instruction offered at Forrest Road Elementary School follows the Muscogee County School District's curriculum and the Georgia Standards of Excellence (GSE). A literature based reading program, phonetic instruction, cooperative group projects, activity centers, conceptual math (Envision Textbook) using manipulative items and calculators, an immersion into the writing

process (Writers Workshop), and conflict/values resolution are included in instruction. Forrest Road Elementary School offers an array of computer-based programs designed to enhance the learning experiences and the foundational skills of our students and they are: Lexia, Achieve 3000, IXL, Prodigy, StemScopes, Study Island, and StarFall.

Students: Each student will be expected to assume responsibility for learning by exerting the effort required to achieve to his/her highest potential. All Forrest Road students will be expected to complete and return homework as specified by the teacher. Consequences for failing to do so will be determined by each classroom teacher. Students are responsible for making up homework when they are absent from school, unless excused by the teacher. Students have three days to return work missed when an absence is excused.

Parents: Parents are expected to support the school and their child's learning by:

- ✓ Displaying a positive attitude toward school and learning
- ✓ Insisting that their student make his/her best effort to learn
- ✓ Providing a time and a place to study at home
- ✓ Checking to insure that all homework is completed and returned to school daily
- ✓ Maintaining frequent contact with the teacher to monitor their child's progress by attending parent/teacher conferences
- ✓ Attending school functions and PTO

Homework: Homework is an important part of academic growth in school. Students will be given homework on a regular basis. The amount of time your child should take to complete homework is based on their grade level. This means that the amount of after-school homework (in minutes) is equivalent to your child's grade level times 10. For example, a fifth grade student would be assigned 50 minutes of homework per evening (5th grade × 10 minutes = 50).

Moreover, we expect timely, successful completion of this work as it is a part of each student's learning process. Assignments may be overnight or long term. It is important that students complete the work independently with guidance from their parents. This will allow teachers to obtain an accurate assessment of understanding. Parents with questions regarding homework should contact the appropriate teacher.

Reading every day is essential for students to gain new knowledge and experiences from books. **Each student is expected to read at least 20 minutes per day. Reading logs** should be completed and turned in **weekly** to their homeroom teacher. . Reading may be any material the student selects. It may be silent reading, reading to a parent, relative or friend.

Student Testing: Individual teachers assess student progress through quizzes, tests, and alternative ways of assessment. In addition, the district and state assessments are administered to provide us with our students' academic strengths and weaknesses. The following district- wide and statewide assessments are given to our students.

- **Kindergarten:** Georgia Kindergarten Inventory of Developing Skills (GKIDS)
- **1st – 5th:** Benchmark District Assessments

- **1st- 3rd:** SLO Assessment
- **3rd- 5th:** Georgia Milestones

Student Awards: Student awards will be distributed each nine week period in various academic and behavioral categories.

Wildcat Walk: Event held each 9 weeks to celebrate those students with perfect attendance, honor roll, and/or principal's list.

Visitors



All visitors, including parents, MUST report to the office before seeing a teacher or a student. We can ensure the safety of the students only by having knowledge of who is in the building. The Muscogee County has adopted the Raptor Security System, designed to increase the safety in the schools. All visitors must have a valid Georgia Driver's License in order to be cleared through the Raptor Security System.

School aged children from other schools in Muscogee County or out of town schools are not allowed in the building during the school day. Students are not allowed to bring friends or relatives to school (even if they are from out of town) except for special events with special permission. This must be coordinated and approved by the administration prior to the event.

Please remember that all yellow curbed areas are reserved for emergency vehicles only. Visitors parking in these areas are subject to ticketing.

Birthday Celebrations



Bringing Cupcakes: Birthday Parties must be conducted in the cafeteria or in the courtyard. The parent must schedule the party with their child's homeroom teacher.

Birthday Invitations: Birthday invitations must be distributed before or after school. Students are not allowed to distribute birthday invitations in the classroom.

Classroom Observations



For **classroom observations** by parents of students currently enrolled in the school, the parent must:

- First set-up a mutually upon agreed time with the teacher
- Sign in with the Raptor Security System and received a name tag with the designated location that you are entering. The name tag must be worn and visible at all times.
- Refrain from engaging the attention of the teacher or students through conversation or other means. This is **not** the time for a conference.
- Classroom visits are **limited to 30 minutes per day/per teacher**.
- Parents are not permitted to take pictures or videotape in the classroom.
- Administration maintains the right to adjust or revoke visitation times if a problem presents itself or any matter he/she feels may negatively impact the school day.

For the safety of all students, no persons are not allowed in the building without the approval of an administrator. Students not enrolled at Forrest Road Elementary are not permitted to visit during the school day.

Conferences



Conferences are encouraged and may be requested by the parent or teacher. You may call the school (706-565-3062) to arrange a conference or send a note to your child's teacher. If you wish to have a conference with the principal, please call ahead to arrange a time.

If you walk your child to class, that is not the time for a conference. The teacher wants to give you his/her full attention and cannot do so as the students are entering the classroom and preparing to start the day.

Counseling and Guidance



The counseling and guidance program is designed to help students understand themselves as individuals who have personal worth, potential, and unique abilities, but who also share social responsibilities. It is developmental in nature and attempts to provide a continuous sequence of activities to foster growth in the areas of personal development including interpersonal skills, decision making skills, citizenship skills, study skills, self-management, self-concept, self-respect, and communication skills, through our Peer Helper program, and individual, group, and classroom guidance sessions

Our Counselor is available to the students, parents, and teachers. Students may request an appointment in the counseling office and will be notified through their homeroom teacher as to the time and date. Parents may arrange for a conference or consultation by calling the school for an appointment. The counselor is available for conferences concerning problems at home or school. The counselor is also available to review tests scores and student placement. Counseling is a voluntary and confidential service.

Georgia Hope

Forrest Road has also partnered with Georgia Hope in an effort to help students or families that may need more in-depth counseling. Contact Mrs. Stevens for any questions concerning Georgia Hope.

Free Friday

Students at FRE can earn “Free Friday” every Friday starting the week of August 23rd. Students who score all positive marks on their “Free Friday Rubric” will earn Friday evening off from 12:30 until the end of school. We will plan some events throughout the year but those students will always get a choice between watching a movie, being outside, or playing on the computer.

Free Friday Rubric

Week of: _____ Student Name: _____ Grade _____

Area	Criteria	Met				Not Met			
Achieve 3000	2 articles completed this week at 75% or higher on the first attempt with the Thought Question completed for both articles.								
Lexia	Completion of required weekly minutes								
IXL	Progress in # _____ Skills (teacher fills out weekly skills) 140 minutes weekly								
Science (Stemscopes)	Completed all assignments								
Social Studies (Studies Weekly)	Completed all assignments								
		M	T	W	Th	M	T	W	Th
Connections/All classes	Daily assignments completed								
	Homework completed								
Behavior	Participate in class/assignment								
	Prepared for class (materials and self)								
	Not disruptive or acting in a way that will affect others in the class								
	In dress code								

Attendance	Attends class each day on time (ANY absence or tardy will count against)							
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Each student will get 1 form for the week. Students in grades 3rd-5th will carry their forms with them and have their connections teachers sign off on it each day and their other teachers sign off on it Thursday. The forms will be turned in to the last teacher the student has on Thursday. If the student loses their form it will not be replaced and the student will have to try again the following week.

Students in grades 1st and 2nd will be given 2 weeks to learn the process. During the first 2 weeks the teacher will teach them what the form is, how they can receive their marks, where to keep their form, who to give their form to, and when to turn in their form. The homeroom teacher will keep the forms during this 2 week period and will help guide the students through the process. After the first 2 cycles, the responsibility of keeping up with and turning in the forms will be transitioned to the student. If the student loses the form they will not be given another and will have to try again the following week.

There are several Fridays that we will be out of school this year. "Free Dress" privileges will be affected by negative marks on these weeks.

PreK and K will have their own rubric and format.

Gifted Education



Gifted education is provided for all students, K-12, who have the potential for exceptional academic achievement. To be eligible for gifted education services, a student must meet specific criteria established by the State Board of Education. Please see your child's teacher if you think your child may qualify for this program. Gifted students receive services on Wednesdays at FRE.

Homebound Services



In cases of prolonged absences (10 or more consecutive days) due to illness or injury, the parent or guardian should seek assistance from the counselor for homebound instruction. The school will provide the parent with a Hospital/Homebound Referral Form to be completed and

signed by a physician indicating that the student is unable to attend school. The form is returned to the school and then submitted to Student Services or the parent/guardian may bring the completed form to the Muscogee County Public Education Center.

Leaving School During the School Day



Parents must come to the office and sign a release for their child. **Students will only be released to people authorized on the registration form with a valid picture ID.** Any changes must be in writing. Be sure to bring your picture ID when you come into the office. The student will then be called to the office. **Students will not be called to wait in the office for parents to come pick them up.**

According to Muscogee County School District Policy, “Students may not be checked out of school the last 30 minutes of the day.” This means, from 2:00-2:30 on regular school days and from 12:00-12:30 on early release days, students will not be allowed to check out. If your child has a doctor or dental appointment, please bring his/her appointment card to the office when you come for check out.

Re-Entering School During the School Day

Upon your return to school, the parent or legal guardian must report to the main office to sign in their child. Once the student is signed in, they will be given a pass to return to class.

Dismissal



Dismissal time for all students Pre-K through 5th Grade is at 2:30 P.M. At the end of the school day, all students who are walkers should leave the school premises and walk home promptly. All students should be picked up from school no later than 3:00 PM. As a courtesy we will attempt

to contact the emergency contacts listed on the student's registration form. If we are unable to reach anyone by 3:30 then the student(s) will be sent to the after-school program and a drop-in fee of \$10 will be charged for each student.



We strongly advise against having your child dismissed as a “walker” to avoid the car pick up line. Having them to meet you in an area, especially when there is no supervision for your child in that location, is very dangerous. Please keep in mind that emergencies can arise and cause you to not be there to meet your child on time. This could cause your child to walk home alone which could lead to a safety issue.

Parent pick up and drop off is only at the Forrest Road entrance of the school. Students who are car riders will be dismissed by number. Numbers must be displayed on the passenger side of the front window. **You must remain in your vehicle during regular drop off and dismissal times.** If you must leave your vehicle, please park in the designated parking spaces. There will be teachers and safety patrols on duty to assist your child. Numbers **will not be** called after 2:55 PM. Parents must come into the office and present their ID to pick up their child/children.

If a parent or adult does not have the car rider tag, he or she must sign the student out in the office with a valid ID (the adult must be listed on the registration form). Even if you are known by the faculty as the parent or guardian, you WILL have to follow the same procedure. The office staff will locate your child for you. Parents will be allowed in the building at 2:45 if they need to check out their child (ren).

Please keep in mind that the person who picks your child (ren) up from school **MUST** have the number posted in the passenger side front window of his/her vehicle. Also, for the safety of our students, we ask that each family member keep their dismissal number confidential, as anyone who has this number, has permission to pick up your child (ren) from school during dismissal. If a situation should arise and you need your dismissal number changed for safety reasons, please come into the office.

Changes in the Usual Method of Transportation



If a student will be using transportation that is an exception to the usual way he/she normally travels home, **the student must bring a written, signed statement from the parent/guardian stating the change.** Students who **do not** have written permission will be required to leave school in the usual way when the school day is over.

If you pick your child up early and he/she normally rides a daycare bus, please notify the daycare center.

Students who are consistently picked up late will be sent to the after-school program. If this becomes an issue we will follow MCSD policy and notify the proper authorities instead. Students should not be left unsupervised on school grounds.

Bus Conduct



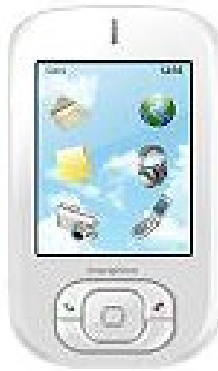
We are fortunate to have the Muscogee County School District Transportation provide services to transport students to and from eligible locations as well as to the Boys and Girls Club located on Morris Road in the afternoon. Under the laws of our State, the Muscogee County School District has the authority to make reasonable regulations governing bus conduct. All parents and students should read and adhere to the bus policy outlined in the Muscogee County Student Handbook. Forrest Road Elementary will follow and implement the same bus rules and consequences as stated in the MCSD Student Handbook.

Telephone Calls



Students may use the telephone in the office **only** when there is an emergency. Students will not be allowed to call their parents at the end of a regular school day to arrange for a ride home.

Use of Electronic Devices



Elementary students are not permitted to have a cellular phone.

If student violated the electronic device policy that is established at the school, the following protocol will be enforced:

First Offense: Electronic device will be turned in to the administration.

- Parent will pick up device after three school days.
- Parent may pick up phone at the close of the school day (3:00pm-3:30 pm) or give an adult written permission to pick it up. If you allow an adult to pick up the cell phone with a note, the school will ask the adult for proper ID (license or military ID).

Second Offense: Student assigned administrative detention.

- Parent may pick up the device after five school days at the end of the day (See First Offense).

Third Offense: Student assigned time-out in the office.

- Parent may be pick up phone after ten school days

- Mandatory parent conference is held.

Four Offense: Student will be suspended for one day for each offense due to defiance. Parent may pick up the phone at the end of the day (See First Offense).

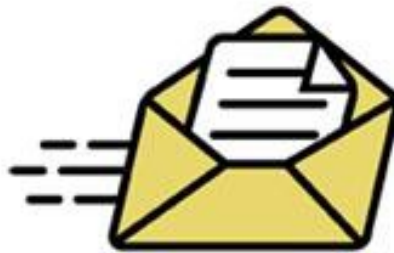
If the parent is adamant that he or she cannot allow the device to be held for the number of days listed in the proposed protocol, then the parent/guardian can choose for his or her daughter or son to accept a one-day out of school suspension in lieu of the phone being held.

Withdrawals



If a child is moving to another school, the parent/guardian is required to notify the school **at least one day in advance** so that the withdrawal information can be completed. Please be sure to return all library books, all school textbooks, and any books that have been loaned to the student by the teacher. Before a student's withdrawal is completed, any charges in the cafeteria, lost textbook or library book fines will have to be paid.

Address Change



Please notify the school if you move or if your telephone number changes. You are required to let the school know of any changes by bringing in the two appropriate forms of proof of address. (1. A lease or mortgage agreement or property tax receipt and 2. a current utility bill). It is important that the school always has current information in case of an emergency. It does not necessarily mean that your child will have to transfer to another school. This serves as a safety precaution!

Medications for Students



Students who require daily medications for the entire school year must have a Medication Form completed, signed and on file in the nurse's office before any medications can be administered. School personnel will not administer any medications without parental consent.

If your child requires medication, bring the medication to school in the original container with the child's name, amount of dose, and time on the container. Medication is kept in the school clinic. Be sure to keep up with your child's medicine, so he/she does not run out.

If a student has asthma and must keep his/her inhaler at all times, you will need to provide a statement from the attending physician.

Parents must complete a medication administration permission form annually or at the time the prescription is issued in order for the student to take prescription or over-the-counter medication while at school. All controlled substances will be counted upon receipt and monitored. Students may carry and self-administer certain emergency medications and insulin/diabetes supplies, if specific criteria are met and appropriate documentation is completed and on file with the school. All medication should be brought to school in its original container and delivered to the designated staff member. For more information, please see MCSD Board-Policy JGCD.

Health and Safety



Any student who has a communicable disease that poses a substantial threat to the health or safety of the school community may be removed from the school by the principal on the approval of the superintendent until such student no longer poses such a threat. The Muscogee County School District works with the local health department and the student's health care provider

and follows their guidance and recommendation regarding exclusion and re-entry for communicable diseases that are considered a threat to the safety of the school and community.

Communicable Illness



If a student has a fever of over 100.4 degrees, that student should not come to school or to a school function unless/until he or she has been fever free for 24 hours without the use of fever reducing medications. Students with a fever of over 100.4 or other symptoms of a contagious disease may be asked to go home.

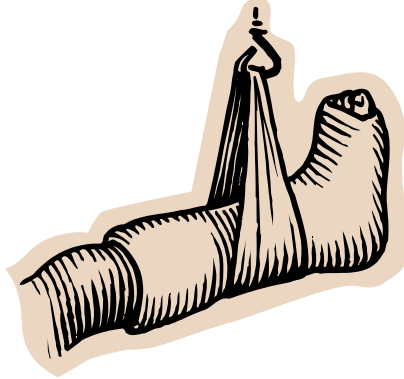
Pediculosis (Head Lice)

As of April 2001, Muscogee County School District adopted a NO NIT head lice policy. When head lice are discovered, the administration or his/her designee will immediately notify the parent/guardian and make arrangements for the student to be picked up and treatment initiated. The parent will be given written and verbal instructions on how to treat the condition. Upon return, the parent/guardian must accompany the student to school and remain with the student for readmission into school. The principal or designee will inspect the student's head for the presence of nits or active lice. The child will not be readmitted if either one is present. If the lice infestation occurs again, or becomes problematic, the administration may request treatment documentation from the student's health care provider or the local health department. This condition requires immediate treatment and should not require more than 2 days maximum absence from school.

Tinea Corporis (Ring Worm) and Conjunctivitis (Pink Eye)

When it is discovered that a student exhibits symptoms consistent with ringworm or conjunctivitis (pink eye), the administration or his/her designee, should immediately notify the parent/guardian and request the child be picked up and treatment initiated. Both conditions must be verified by the doctor and treated before the child may return to school. The child will be given an exclusion from and the physician must sign it upon examination. This form needs to be returned to the school upon returning to school.

Student Accident Insurance



Student accident insurance is made available at the beginning of the school year for a minimal fee. Please see the front office if you are interested in this service for your child. Muscogee County School District does not carry health insurance on students.

Cafeteria



School Nutrition Program (SNP)

Mission Statement of the Muscogee County School Nutrition Program is to provide a nutrition program that will maintain and improve the health of school children and the educational community and encourage the development of sound nutritional habits that will foster academic success.

USDA has regulations that the School Nutrition Program (SNP) has to meet to be in compliance with their guidelines. Caloric and nutrient requirements are based on age and grade. Also, MCSD Board Approved Wellness Program(EEE and EE-R) encourages and promotes healthy guidelines to be followed including, but not limited to, decreased consumption of fried foods, foods containing > 35 % sugar by weight, and a maintenance of FDA standards for portion sizes. School lunches also offer a variety of foods, whole grains, fat free and low fat milk choices. Muscogee County School District shall abide by nutrient standards of the School Nutrition Program for all foods sold and served on campus during the school day. The sale of foods or beverages to students on school premises other than through SNP is prohibited from 12:01 A.M. until 30 minutes after the end of the school day. Food shall not be used as a reward or punishment and

shall prohibit the use of candy and other food rewards for academic performance or good behavior. Fundraising efforts shall be supportive of healthy eating, encouraging the sale of non-food items or nutrient dense foods. USDA regulations ban the sale of foods of minimal nutritional value.

School Nutrition Program provides a healthy lunch choice for students every day. Students may bring their own lunches from home. Restaurant containers are not allowed in the cafeteria. Parents are encouraged to have lunch with their children. School lunch may be purchased to eat in the cafeteria with the students.

Students need to bring and use their meal card to the cafeteria for breakfast and lunch unless the school uses palm scanners for identification.

Free and Reduced Meal Priced Meal Applications

A new application has to be completed and approved every school year before your child can qualify for free or reduced meals. We must receive an original because these applications are scanned. We cannot accept a faxed or copied application. ONLY ONE application needs to be completed for your entire household. If someone receives SNAP (Supplemental Nutrition Assistance Program) OR TANF, you must include the current CASE number on the application (NOT the EBT or food stamp card number) and indicate whether the program is SNAP or TANF. We receive thousands of applications every year. Completed applications are processed within 10 days. A letter will be sent home from school with your child stating if you have been approved or denied. Applications **CANNOT** be approved if they are not completely filled out so please **COMPLETE ALL REQUIRED FIELDS** on the application. ***Until your application is approved, please provide your child(ren) with money to purchase meals.*** If you have an approved MCSD 2014-2015 application on file, then benefits will be extended for the first 30 days of the 2015-2016 school year. After that, your child's status will change to PAID and they will be charged for meals until a new application is approved. If your application has been denied or is incomplete, please call our office if you have any questions: 706-748-2389. Applications can be submitted at any time throughout the year, especially if your income goes down, you lose your job, your family qualifies for SNAP or TANF benefits, or there is a change in your family size. ***For quicker processing of meal benefit applications, the Family Meal Application is available online at <https://www.applyforlunch.com/>. If you prefer, you may complete a paper application at your child's school or at the School Nutrition Office located at the Muscogee County Public Education Center, 2960 Macon Road.***

Paying for School Lunch

Forrest Road Elementary School Cafeteria offers ala carte food items that the students can purchase in addition to their lunch. These items can be pre-paid on-line or purchased with cash only.

School Meal Prices

Meal	Price
Breakfast	.95
Breakfast (Reduced)	.30
Adult Breakfast (Non Employees)	1.50
Lunch	3.75
Lunch (Reduced)	.40
Adult Lunch (Non Employees)	4.50

Food Purchases

Only students purchasing a reimbursable meal may also purchase extra foods from the menu. Students bringing a lunch from home may purchase milk, juice, water, or ice cream.

Forrest Road Elementary (FRE) is a 100 percent free meal school. Students will be provided with breakfast, and lunch at no charge. Students wanting extras will not be allowed to charge for those items.

Menus

Monthly menus can be found on the MCSD website. Menus may change on a very short notice due to market conditions, deliveries, or special school activities.

Special Dietary Needs

School Nutrition will accommodate food allergies and special dietary needs when documentation from a doctor is provided. MCSD SNP will make modifications and substitutions to the regular school meals for a student **with a disability that restricts their diet**. Special Dietary Needs Prescription Form **must be** completed and signed by a physician for a student with a disability before the school cafeteria can provide any modifications or substitutions.

The completed form must be provided to the school cafeteria Manager, the clinic worker, and the special needs dietitian. A form and instructions can be found on the School Nutrition page of the MCSD web site, or at the school clinic or cafeteria. Nutrition analysis chart for menu items is available on the website.

Please be aware that there are factors that may affect a product's actual nutritional value and/or ingredient composition at any given time: Manufacturers' formulations may change without notice. USDA donated products may become available at any time during the year and may replace a purchased item. Product brands may change during the year as new bids are approved. Schools may be using inventory from a previous bid or manufacturer. Our recipes may change during the school year. A la carte snack items vary from school to school so check with the Nutrition Manager at your student's school for specific information.

Summer Lunch

SNP provides breakfast and lunch at various schools throughout the district during the summer. Please check the web site or call 706-748-2386 for locations. All children up to 18 years of age receive a free meal. Adults may purchase a lunch.

“USDA is an equal opportunity provider and employer.”

Fast foods and/or soft drinks are not allowed in the cafeteria. Students who bring chips or bagged snacks in their lunch box must only have the personal size. No large bags of snacks (chips, cookies, etc.) are allowed.

Student Dress Code



School Uniforms

Students at Forrest Road Elementary are expected to wear uniforms throughout the week. The uniform dress code consists of polo or tee shirts in the spring and summer. During the fall and winter, student can wear warmer tops as long as they are dress code colors. Shorts are permitted; however, they must be knee length. **Uniforms can be purchased at several of the local stores in the surrounding areas. A list of stores can be provided for parents to utilize when purchasing their students uniforms.** The colors for the uniforms at Forrest Road Elementary School are as follows: light blue, navy, and yellow shirts and navy and khaki pants, shorts, and skirts for girls. School spirit attire can be worn any day. Students will be allowed to wear jeans and regular attire on Fridays as long as it follows the county policy.

Guidelines for Dress Code

It is not the intent of Muscogee County School District to dictate the quality or style of clothing worn, but rather an effort to encourage good habits and acceptable group behavior. Student dress and personal appearance should reflect dignity and pride in oneself and in the school. Therefore, a student shall not dress, groom or wear emblems, insignias, badges or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise cause disruption or interference with the operation of the school.

It is prohibited for any student to wear clothing items which advertise alcoholic beverages, sex, tobacco, obscene, crude or suggestive messages or use of profanity. Designs or insignias that are part of a haircut, satanic symbols, gang-related badges, insignias and colors, logos or symbols

with denigrate social or ethnic groups are also prohibited. "Fake alcohol or drug advertisement" is also disallowed.

Clothing should never be too tight and/or revealing.

Please keep in mind:

- ✓ When students wear "low rider" pants/jeans/skirts and sit down, the pants become even lower exposing part of the body that should not be seen.
- ✓ When skirts and/or dresses are too short or too tight, they go up when the girl sits down.
- ✓ For safety reasons, students should not wear flip-flops especially when they have activities that require them to run.
- ✓ No excessive oversized clothing is allowed.

Shirts

- ✓ All shirts must be tucked in
- ✓ No undergarments are to be worn as outer garments
- ✓ No midriffs should be exposed
- ✓ No see-through shirts/blouses
- ✓ No tank tops, spaghetti straps, tube tops
- ✓ Nothing that advocates drugs, sex, alcohol violence, gangs, hate, or profanity
- ✓ No shirts that cover the midriff but move when the student sits

Shoes

- ✓ No shower shoes, flip flops, or bedroom shoes
- ✓ No shoes with wheels
- ✓ **Shoe heels must be flat**

Pants

- ✓ Pants are to be worn on or above the waist, no sagging
- ✓ Leggings must be worn with a long shirt that is no more than three inches above the knee
- ✓ No see-through pants
- ✓ If pants can be worn properly on or above the waist, no belt is required
- ✓ No pants are to be worn bound at the ankle
- ✓ **Pants with holes above the knee are not to be worn (even if leggings are worn under the pants)**

Dresses and Skirts

- ✓ Dresses and skirts may be worn with the length no higher than three inches above the top of the knee cap. If in doubt, stand up straight and stretch your fingers out. If you touch skin, the item is too short.

Shorts

- ✓ Shorts may be worn that are not shorter than three inches above the knee.
- ✓ Athletic shorts may only be worn for physical education classes.

Coats

- ✓ Hooded garments may be worn to school as long as the hoods are not worn indoors.

- ✓ Please be sure your child's coat has their name in it so if it is misplaced it can hopefully be returned.

Headgear

- ✓ No head coverings, i.e. bandanas, do rags, sweat bands, hats, or caps are to be worn inside the building. Hats from hooded garments must be removed inside of the building as well. Exceptions are if for medical purposes.

Jewelry

- ✓ No jewelry with reference to gangs, drugs, hate, violence, or sex is allowed.
- ✓ Items such as chains on a belt, wallet, etc. and items with spikes are not permitted.
- ✓ Jewelry, when worn, should not distract the learning environment.
- ✓ The school is not responsible for stolen or damaged items.

No excessive oversized clothing is allowed

The administration reserves the right to determine proper dress and take necessary action at any time.

Wildcat PBIS Discipline System

Philosophy

A positive school climate involves the use of natural, logical, and realistic consequences. We use a simple plan using reasonable rules as well as identifying and being accepting of feelings. Forrest Road Elementary School encourages high expectations of student conduct.

Discipline Goals

1. To ensure student achievement by providing a positive, safe, clean and well-disciplined learning environment.
2. To involve parents in achieving the goal of a positive, safe, clean and well-disciplined environment.

Positive Behavior and Supports

Positive Behavior and Supports (PBIS) is a system of motivation and reinforcement to positive behavior and responsible choices. The PBIS system will also reflect conduct grades for students on the report card and serve as documentation of student behavior for both parent and student. This plan of action will be age appropriate and will be consistently enforced so that students will understand that they are responsible for their own choices regarding school behavior.

Philosophy

It is our belief that students should take an active role in their own learning and behavior. We believe that students will accept responsibility for their learning and behavior if the school provides a clear, structured, and consistent set of expectations.

Discipline Program

Forrest Road's school discipline program is a progressive plan for discipline that includes, but is not limited to, office time out, time out at home, mandatory parent visit, administrative detention, out-of-school suspension and referral to the student discipline tribunal. All discipline interventions will consider the age of the child as well as the particular circumstances of the situation. Parents will be informed of their child's behavior.

Teachers will record conduct and students will record assignments and notes from the teacher, according to the grade level of the student. Every student will receive a free handbook/planner. If the handbook/planner is lost there will be a fee of \$3.00 to get a new one.

Conduct Guide

<p>Students begin each day with 20 points. Points will be deducted according to the level of the student's offense. Students will bring home this agenda each day. <u>Parents are expected to sign and return the folder each day.</u></p>	
<p>Level A = 2 Points</p> <ol style="list-style-type: none"> 1. Talking without permission 2. Not listening/paying attention/following directions 3. Out of seat without permission 4. Off task (sleeping, drawing, passing notes) 5. Candy/gum 6. Some dress code violations 	<p>Level B = 3 Points</p> <ol style="list-style-type: none"> 7. Hallway misbehavior 8. Cafeteria misbehavior 9. Excessive talking 10. Minor disruptions (making noises/horseplay) 11. Behavior not responding to level A
<p>Level C = 5 Points</p> <ol style="list-style-type: none"> 12. Restroom misbehavior 13. Cheating/not telling the truth 14. Being disrespectful to adults 15. Causing frequent disruptions 16. Being disrespectful to students 17. Dress code violations that warrants a change of clothes 18. Behavior not responding to Level B 	<p>Level D = 6 Points</p> <ol style="list-style-type: none"> 19. Not keeping hands, feet, objects to self 20. Poor attitude/defiance 21. Arguing/word exchange/using profanity 22. Forgery 23. Obscene Gestures 24. Failure to serve detention/not in assigned area 25. Passing licks
<p>Level E = 8 Points</p> <ol style="list-style-type: none"> 26. Stealing 27. Extreme disrespect to adults 28. Behavior not responding to levels A-D 29. Possession of weapon(s) 30. Possession of tobacco or drugs 31. Fighting 32. Bullying/making threats 33. Inappropriate touching 34. Continuous dress code violations 35. Vandalism 36. Gang activity 37. Off campus/field trip misbehavior 38. Sexual harassment 	

Harassment/Bullying



The school and county administration take harassment and bullying very seriously. Reports of harassment and bullying will be addressed sternly, quickly and confidentially in order to protect students. Since harassment usually happens when adults are not present, it is important for students to inform their teachers or other school personnel when something happens.

Harassment ranges from excessive teasing to physical assault. Sexual harassment is unwelcome conduct, sexual or non-sexual, directed toward a person because of his or her gender. School personnel are dedicated to doing everything possible to stop this type of behavior.

Bullying is any willful attempt to threaten to inflict injury on another person, when accompanied by apparent present ability to do so. Also bullying is any intentional display of force such as would give the victim reason to feel expectant of immediate bodily harm.

It is especially important for students to report harassment, bullying, and other types of misbehavior. We need your help to make Forrest Road a safe, orderly and friendly school for all students. If you see something wrong, tell your teacher or the principal.

Offenses related to bullying or threatening will be sent to the counselor. The counselor will investigate the report and then refer the case to an administrator. The following consequences will be imposed by an administrator.

Bullying Consequences

- **First Incident:** Student will be suspended for up to 3 days. Parent must attend a conference upon the student's return and sign a contract.
- **Second Incident:** Student will be suspended for up to 5 days. Parent must attend a conference upon student's return to revise the initial contract.
- **Third Incident:** Student will be referred to a tribunal hearing and suspended for up to 10 days.

Miscellaneous “Housekeeping Items”



Toys, games, animals, or other items that can cause disruption are never allowed at school unless the teacher has given specific permission to bring them.

- Toys and other items should not dangle from book bags.
- Book bags on wheels are **NEVER** allowed in the school.
- Heelys or any shoes with wheels are **NEVER** allowed inside the school.
- Hand held pencil sharpeners are **NOT** allowed in the school.
- Items brought to school without permission may be taken from the student to be returned to the parent/guardian. It is the student's responsibility to notify their parents that an item has been taken up by the teacher or other school personnel.
- The lost and found box is located in the cafeteria. Please tell your child to look for any lost items there. **Items such as coats, sweaters, jackets, hats, notebooks, backpacks and lunch boxes should have the child's name in or on them for identification.**
- Students should never bring more money than they need for the day.
- Our school and school grounds are drug and alcohol free environments.

Volunteer Program



Parents, relatives, and community members are welcome to volunteer in the school. The school designee conducts a short orientation for all first time volunteers.

Student Organizations



There are several clubs and organizations available at Forrest Road Elementary to enhance our academic program. Students are selected to participate in these organizations based on criteria specified by the sponsor. Currently, we have school safety patrols, student council members, peer helpers, Jr. Lego League, Reading Bowl, etc. We are hoping to offer a Dance club and Robotics this coming year.



The PTA is an important part of our school because it brings both teachers and parents together to help our children achieve their highest potential. We need volunteers! If you want to volunteer your time and talents, call the school to speak with our PTA officers.

The PTA membership drive begins in July and extends into the school year. You are encouraged to join, participate, and support our school. Help your child's class have 100% membership. Dues are \$7.00 per person for the year. Membership is open to parents, guardians, grandparents, aunts, uncles, brothers and sisters, cousins and friends of the family and/or the school.

PTA OFFICERS AND PARENTING COMMITTEE

PTA OFFICERS

To be announced

PARENTING COMMITTEE

To be announced