

WELCOME EAGLES!

Forest Vista Elementary is staffed with a team of professionals dedicated to providing the highest quality education for all students. This is a great place to send your kid to school for their elementary education.

Our commitment is to foster all students to become: Exemplary leaders, Accepting of diversity, Goal oriented learners, Lifelong learners, Empathetic towards others, and Self-disciplined.

EAGLE FOLDER (Thursday Take Home Folder)

This folder has been prepared to assist you throughout the year concerning the procedures, policies and rules for the successful daily operation of Forest Vista. Each “Thursday Take Home Folder” this folder will be used to carry information home. Each Friday, the student should bring the folder back to school. Any time you have questions or concerns we encourage you to call your child’s teacher or request a conference.

ARRIVAL AND DISMISSAL

Students should plan to arrive at school between 7:30 a.m. and 7:45 a.m. The school day begins promptly at 8:00 a.m. If your child is not in his/her seat, ready to work, he/she will be counted tardy. Students arriving between 7:30 a.m. and 7:45 a.m. will wait in the cafeteria (grades K-2) or gym (grades 3-5) where they may visit quietly are under the supervision of school staff. We ask that students and parents do not congregate out front waiting for the 7:45 a.m. bell, but rather come in the school and go to the cafeteria or gym. **Students should not arrive earlier than 7:30 a.m.** (school property doors do not open before 7:30).

Students should plan to leave the school building and grounds promptly at dismissal time unless detained for a school reason. Parents will be notified in advance if a student is to be detained at school. An Extended School Day program is available for students. Information for the E.S.D. program may be obtained by calling the LISD Community Education Department, (972) 219-0086. Students may not remain after school to play on the playground.

Parents need to drop off and pick up students at the cafeteria or front circle drive entrances. Vehicles should not be left unattended in either drive as they block traffic and create a hazard for our children. If you must leave your vehicle, please park in a school parking lot space on the east side of the school. The back drive is to be used for school bus loading and unloading and the front parking lot is reserved for staff parking.

All students leaving school early must be checked out through the office. Only people authorized by the parent/guardian will be allowed to pick up students early. **THE OFFICE MAY ASK FOR IDENTIFICATION IF WE DON’T RECOGNIZE THE PARENT/ADULT PICKING THE CHILD UP (so please don’t get upset if they ask you to show your I.D., since this is in place for the safety of the kids).**

Arrangements concerning pick up after school, etc. should be discussed with your child at home. A note should be sent to the teacher to notify and remind them of any changes in pick up plans. **Please do not call the office to remind your child to “ride the bus, look for the baby-sitter, or walk home today, etc.”** Due to the workings of the school and office, it is difficult to get these messages accurate and to the student /

teacher before the end of the day or when need. Please make all these arrangements prior to coming to school each day.

ATTENDANCE POLICY

State Law requires that a student be in attendance for at least 90% of the days during a school year to receive credit for a class. The school will track student absences and late arrivals (tardies) to determine if patterns are occurring that appear harmful to the education of the student, and these records will be reported to the principal, the district, and the state. If patterns do begin to occur, the school will contact the parents by letters, phone calls, and parent conferences for the purpose of eliminating patterns or absences and/or tardies. The principal and a committee will determine if absences were unavoidable and whether the student can be passed on to the next grade. **Please call the school to report your child's absence or that they are arriving late. Students are counted absent for the entire day, by state attendance guidelines, if they arrive after 9:30 a.m. without a doctor's excuse. Elementary attendance does not deal in ½ days.**

Students returning to school after an absence MUST return with a note stating date and reason for absence from the parent. The written notice must be sent in within three days of the absence to be excused. *Education Code 25.087: Excused Absence – A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher or principal...* Examples of excused absences are family emergencies, illness, and death in the family. Examples of unexcused absences are family vacations, did not want to come to school, vehicle problems. Under LISD school board policy EIAB, it states that the grade for make up work after an unexcused absent shall be a zero.

State and District Policy Required Notice to Parents: Warning Notice: If the student is absent from school on ten or more days or parts of days [tardies and/or checked out early] within a six-month period in the same school year or on three or more days or parts of days [tardies and/or checked out early] within a four-week period, the student's parents is subject to prosecution under Education Code 25.093, and the student is subject to prosecution under Education Code 25.094 or to referral to a juvenile court in a county with a population less than 100,000.

If your child is going to be absent due to illness for at least three days, please call the office and they will arrange for school work to be in the office for pick up or sent home with another student. The office will only collect homework for excused absences of three days or more. **For absences less than three consecutive days, make up work will be given to the student when the return after their absences.** Please contact the teacher for absences of less than three days. The school reserves the right to ask for a Doctor's note for any absences that are three days or more.

BUS GUIDELINES

Riding the school bus is a privilege. Improper conduct on the bus will result in disciplinary action being taken. Students can receive a warning for minor offenses but serious and persistent behavior could lead to being denied bus-riding privileges completely. Only regularly scheduled bus students are to ride the school bus. Bus students are to report to the bus area immediately after school. Students will be expected to follow the LISD bus regulations of bus conduct on regular routes or on field trips. Any student that must ride the bus home with a regular bus student must have a note from their parents. **This note must be signed by the principal/assistant principal before the student can get on the bus.**

CAFETERIA

Students may bring their lunch or purchase a tray from the cafeteria. A lunch menu will be sent home regularly. Parents are encouraged to purchase a lunch to avoid sending money daily. Please purchase your lunch before lunch begins on any school day. If you send in a check, please be sure your child's name and homeroom teacher's name is on the check. Information will be sent home from ARAMARK concerning new cafeteria information and prices. Parents may access their child's meal payment balance online and add money to the child's account using a Visa or MasterCard. If you have a question about your child's meal account, please feel free to call our cafeteria manager or the LISD Child Nutrition office at (469)713-5207.

Parents are welcome to eat in the cafeteria with their children. Parents can only bring in food for their own children. Please don't bring in treats/cupcakes/pizza for others during lunch. If you are going to purchase a lunch, please send in a note or call the school so the teacher can request a visitor's lunch. Since we have such a large number of lunch visitors each week, we ask that you sign in as a Lunch Visitor in the office. Each grade level has specific rules for parent seating, so please abide by these rules that are given out by your child's teacher at the beginning of the year meeting.

Funds are not available to loan students any money in the office. Students will be able to call parents for lunch money. If parents cannot be contacted, a substitute lunch will be provided.

A free and/or reduced lunch and breakfast program is available to those that qualify. An application for this program will be sent home with ALL students.

Lunch bins, by grade level, have been provided for parents to place forgotten lunches. The bins are located at the front of the school for your convenience and you may come in and drop off the lunch in the appropriate grade level bin.

CLASSROOM PARTIES

Classroom parties are scheduled by the teacher and the PTA room mother for the class. Please don't send in birthday or party invitations to be distributed at school. Flowers, balloons, and other items of celebration should not be delivered to the classroom for students. Always check with the teacher concerning food and treats sent to school. School policy only allows for pre-approved food items to be sent in for parties.

CONFERENCES AND TEACHER CONFERENCE PERIODS

Conferences between parents and teachers can be scheduled throughout the year. If you wish to schedule a conference with the teacher please call and arrange a time. Teachers have many items to take care of during their conference period and aren't always available, without notice, to conference with a parent. Please send in a note, or make a request for conferences with your child's teacher in advance.

CRIMINAL BACKGROUND CHECK

For the safety of the students and to be in accordance with LISD policy ALL VOLUNTEERS/CHAPERONES must fill out a criminal background check. This can be done on-line at <http://www.lisd.net/employment/volapp.html>. This process of verifying a person's background check does take time, usually up to **SIX WEEKS**. Application

must be processed before an individual may volunteer for any school-related activities, so please plan ahead for approval far in advance for any scheduled volunteer events.

DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it under-lies the entire educational structure, and it is the training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and consideration for others.

All students are expected to behave at school in such a manner as to reflect credit upon their school and home. The school is not a place for a student to see how much they can do without being corrected, but rather, is a place which social behavior of a nature that is acceptable to all of the students, as well as adults is developed.

Student's behaviors are observed everywhere at school: in the classrooms, on the school grounds, in the halls, restrooms, cafeteria, gym, library, and on the way to and from school. It is expected that our students enjoy school, the amount of freedom and privileges allowed to each student, will depend upon each student doing his or her best and maintaining a proper order in all school activities. No student will be permitted to behave in such a manner as to prevent others from learning or enjoying school activities.

ELEMENTARY GUIDANCE COUNSELING

Our Guidance Counseling program is an integral part of the total educational program. The basic goal is to enhance the student's educational development. The counselor as a member of the instructional team is a vital resource to students, parents, teachers and administrators in helping to build the skills needed to meet the dynamic forces of our society.

FIELD TRIPS

Each grade level plans field trips to enhance the curriculum, or provide an opportunity to attend a program that students might not otherwise be exposed to. LISD policy requires all students to ride the bus to and from field trips sponsored by the district unless special arrangements are absolutely necessary and approved by the principal. Parents are needed as chaperones to provide supervision, allowing for group learning, safety, and required by events. Each grade level will have a different number of parents needed. Sometimes the event itself has limited seating or space. The younger children will need more adults than the older students. The school doesn't take extra adults along just to attend the event. Only designated chaperones/parents should attend the field trip. **Siblings are not permitted to attend field trips.** Field trips are special school events. Behavior expectations while on field trips are the same as the expectations while in the school building. Students that have shown discipline problems prior to field trips may be excluded from the field trip.

HEALTH SAFETY

Students will be given temporary care in the event of illness or injury during school hours. If your child has a medical problem, please make sure that the school is informed. It is important that correct telephone numbers (home, work, mobile, pager, and emergency) are on file in the office and health room. If any of the contact information changes, especially phone numbers, parents are to submit that information to the nurse, office staff, and teacher.

If your child cannot participate in PE, or is unable to go outside during recess, a note must be sent to the homeroom teacher stating restrictions and the number of days for the restriction. A medical excuse may be required from a doctor if repeated requests are made. If a child is restricted from physical activity for more than three days in a row, a doctor's excuse is necessary.

All immunizations should be complete at the time of enrollment. Students will be screened for vision, growth, blood pressure, scoliosis and dental problems at scheduled intervals. You will be informed of concerns or problems that may affect learning and/or health.

No prescription drugs will be given to students unless written authorization is on file in the health room. Medicine must be in the original prescription bottle and will be stored in and dispensed from the health room. *Due to safety concerns, elementary students will no longer be able to carry any medications to or from school. Medications must be transported by a parent, guardian or other adult.*

Parents must come to the office to pick up their child and sign him/her out. Please make every attempt to schedule medical appointments before or after school hours.

Pesticide applications are scheduled periodically. Notice is posted in advance and a 12-hour window is maintained after application before students are allowed on the premises.

GRADING AND REPORTING

Computerized report cards will be issued at the end of each six-week grading period. A progress report will be issued at the midpoint of each grading period **if** the student is not meeting expectations at that time. Parent/teacher conferences to discuss student progress are encouraged. Teachers will return phone calls at the earliest convenience possible to keep communication open with parents and will usually occur at the end of the school day or during their daily conference/planning time.

Report card grades reflect student achievement, and are not reduced for disciplinary reasons except in cases of late assignments or academic dishonesty. Students will have one day for each excused day of absence to complete work assigned during absence. In the case of unexcused absences, school work for the day(s) missed will be given a zero. Tutoring is available for those students who are failing a particular subject or who need review of a concept, extra help or support. Tutorials may be held before school, within the school day or after school. Each teacher will tutor the students from his/her own class.

Students may be promoted from one grade level to the next only on the basis of academic achievement. A student shall attain an overall average of 70 or above for the year, which is derived by averaging the final numerical average for language arts, math, social studies, and science. In addition, a student shall attain a yearly average of 70 in at least three of the four subjects.

HOMEWORK

Homework is an educational experience, which occurs outside the school hours and is directed by the school. Homework is certainly beneficial when the assignments are based on individual needs, interests, and abilities of students.

Parents will be notified of each grade level's individual homework policies. Homework assignments shall not be employed as disciplinary measures.

Homework should be a review or extension of what students have learned. Please help your student by providing a quiet place to study or read daily

SAFETY

We ask parents to join teachers in pointing out the dangers of accepting rides with strangers. Parents of students who walk to school should point out any dangerous intersections and give special attention to the safest route for the student to travel to and from school.

Students who ride bicycles to school should park them in the designated area upon arrival at school and leave them parked until dismissal. All bicycles should be locked from the frame to the bike rack with a heavy chain and lock.

SCHOOL CLOSING AND EMERGENCY DRILLS

The decision to close school because of inclement weather will be announced on major radio and television stations, as well as the LISD's district web-page.

Fire drills, disaster drills, and school lock-down drills are regularly scheduled. Any visitor to the building is expected to follow safety instructions given by school personnel. Students will not be removed from the building during these or emergency situations by any person other than those authorized by school personnel.

SCHOOL DRESS AND LOST CLOTHING

Neat and clean clothing which is suitable for school activities is preferred. Play clothes, short shorts, bare midriff halter tops, and large tank tops should not be worn to school. No T-shirts that have lettering that infers vulgarity, profanity, liquor, or beer advertisements may be worn to school or inside the building.

Unusual or unnatural hair coloring will not be allowed. Hairstyles that are distracting and create a nuisance in the classroom will not be tolerated. Hats and bandannas are not to be worn to school or inside the building.

A large quantity of clothing items end up in the "Lost and Found" each year. Efforts are made to remind students to look for lost clothing throughout the year. At the beginning of each month ALL items in the "Lost and Found" will be donated to a charity organization on a monthly basis. This is necessary to keep the area clear of clutter and unwashed clothes.

STUDENT RULES AND GENERAL GUIDELINES

The following guidelines are not intended to list all behaviors but to offer some general guidelines for behaviors to be avoided:

1. Running in the building, rooms, cafeteria and around the building before, during, and after school.
2. Playing and or rough horseplay in the restrooms.
3. Throwing rocks, sticks, etc. outside during recess. Throwing books, pens, pencils and other objects inside the building.
4. Wearing cleated shoes or skate shoes to school. Students must wear shoes safe enough to move throughout the day quickly and safely.
5. Don't bring valuable toys and electronic devices without teacher permission.
6. Fighting at school will not be tolerated.
7. Knives, cap guns, squirt guns, weapons –toy or real- are prohibited.
8. Pets should not be brought to school. **Please do not walk your dog to school when dropping off or picking up. We have students that are at unease around dogs and for your dogs safety, cars and other dogs have created some problems in the past.**

Only with teacher permission should any animal be brought to school and then by a parent to and from school, under supervision.

9. Trading of popular cards, stuffed animals, games, and other possessions should not take place at school.
10. No controlled substances shall be in the possession of or brought on to the school grounds. Students that need to bring any medications must bring them directly to the school nurse.
11. Students are not allowed to wear hats, bandannas or head bands to school or in the building.
12. Rollerblades need to be put on away from the building and students should not rollerblade in front of the building before or after school.
13. Students' hair must be cleaned, groomed, and by the nature of the style, not tend to create a distraction.
14. Students are not to be chewing gum in the building or during recess. Sticky candy suckers must be kept in the cafeteria at all times.
15. Students are to avoid teasing or name-calling. Students should notify teachers if they are having a problem with other students.
16. Students are not to use any inappropriate language, slang words or profanity.

TARDY POLICY

All students arriving after 8:00 a.m. will be counted tardy and should report to the office before going to their classroom. Late Arrivals / Tardies will be marked as unexcused, unless for medical reasons with an approved doctor's note. Students coming in late from doctor's appointments must bring a note from the doctor to be granted credit for attendance. Please make arrangements for your child to arrive at school no earlier than 7:30 a.m. due to staff not being assigned to safely monitor students, thanks. Front doors and Cafeteria doors will unlock at 7:30 a.m. for entry to school.

TELEPHONES AND CELL PHONES

The use of the telephone by students for out-going calls is restricted to emergencies. Students will not be called from class for telephone calls except in the case of emergencies. Children should be told in advance of arrangements to be made on rainy days, etc. It is important that the school telephone lines be kept open as much as possible. Children will not be allowed to call home for forgotten homework, projects, or books.

Students are prohibited from using cell phones during the school day. Cell phones and other telecommunication devices shall not be in use, visible, or audible on school property during the school day. The school day is defined by starting at 7:30 a.m. and ending at 3:15 p.m. Cell phones will be confiscated and turned into the office if seen during the above times. (See school board policy FNCE local).

TEXTBOOKS

Textbooks, furnished by the State of Texas, will be issued to all students. Each student will be required to pay for lost or damaged books/materials issued to that student. Please help see that your child's books are covered at all times as a protection from damage

VISITORS TO THE BUILDING

All visitors/parents in the building must sign in at the front office before visiting anywhere in the building. Visitors will need to sign out before leaving the building, and you may be asked to show a valid picture I.D. Please wear your visitor's sticker in and outside the building. PTA volunteers need to sign in at the front office, and they will wear their PTA badges.

Visits to individual classrooms, during instructional time, are permitted only with approval of the principal and teacher. Visits during instructional time are not permitted, if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment as determined by the teacher and principal.

Forest Vista Elementary School
900 Forest Vista Dr.
Flower Mound, TX 75028

School Phone: (469) 713-5194

School Fax: (972) 350-9047

www.lisd.net/schools/forestvista/index.htm

LUNCH SCHEDULE

Kindergarten	10:30 – 11:00
First grade	11:00 – 11:30
Second grade	11:30 – 12:00
Third grade	12:00 – 12:30
Fourth grade	12:30 – 1:00
Fifth grade	1:00 – 1:30

CONFERENCE TIMES / FINE ARTS SCHEDULE

8:05 – 8:50	Fine Arts conference
8:50 – 9:35	Third grade conference
9:45 – 10:30	Fourth grade conference
10:40 – 11:25	Fifth grade conference
12:05 – 12:50	Kindergarten conference
1:00 – 1:45	First grade conference
1:55 – 2:40	Second grade conference