

PRINCIPAL'S MESSAGE

Welcome to Forbes Elementary--the best school in the land! For those of you returning to Forbes, welcome back! To those of you who are new to our school, we are excited that you are joining us and I look forward to meeting you.

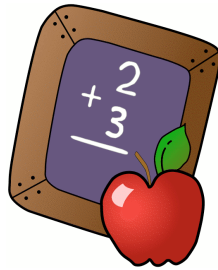
At Forbes Elementary we focus on student achievement. We believe that all students can learn at high levels and we will hold them to it. Our goal for the 2013-14 school year is for ALL students to demonstrate at least a full year's worth of improvement, no matter their current level.

We know that the key to student achievement is reading. Reading is the language of learning and a major key to future success—success in school, in the work place and in life. For this reason, reading is at the heart of what we do at Forbes.

This handbook is intended to provide information regarding the practices and procedures of Forbes Elementary, including our expectations for appropriate behavior among our students. We also have a website and Facebook page that are great resources for current information.

I encourage you to stay informed and involved and together I know we can make this year extraordinary!

Sam Rencher
Principal



PTA PRESIDENT'S MESSAGE

Welcome to the start of another great school year at Forbes Elementary. I am looking forward to being involved in the PTA. Although it has been a few years, I am not new to Forbes Elementary and the traditions we have here. Both my husband and I attended Forbes as young children. We have had five children walk these halls and this is the last year of our youngest daughter. I guess you could say we are true "FORBES PATRIOTS".

The PTA is looking forward to again providing enjoyable programs and activities for the students and families of Forbes. We will be supporting "old favorites" such as The Walk -a-thon, Red Ribbon Week, Book Fair, Patriot Reading and Book Club, Birthday Table, Teacher Appreciation Week, Reflections, Spelling Bee, Field Day. In order to make all these things happen we need your support and assistance. Volunteering and becoming involved at your child's school won't just benefit your child, his schoolmates and the community, it will also benefit you!

Watch for our Membership and Volunteer Tables that will be displayed at our "Back To School Night." Stop by, sign up and get involved.

"We're fishing for PTA Members"!

I look forward to working with you and your children. Our PTA hopes to make this a year to remember. Thanks for your help and support.

Jodi Frost

WHY SHOULD I JOIN THE PTA?

Utah PTA is a non-profit grassroots child advocacy association made up of parents, teachers, and students. Utah PTA is an affiliate of National PTA and is organized in Utah at local, council, and state levels. **Join** the largest child advocacy today, and become a member of **PTA TODAY!**

UTAH PTA MISSION STATEMENT

The Utah PTA will help every child realize his/her full potential and will:
ADVOCATE – Support and speak on behalf of children and youth.
INVOLVE – Encourage positive involvement in all facets of a child's life.
DEVELOP - Assist in developing skills to raise and protect children and youth.



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2013-2014 CALENDAR

| | |
|---|--|
| First Day of School..... | Tuesday, August 20, 2013 |
| First Day of Kindergarten..... | Tuesday, August 27, 2013 |
| Hearing Screening | Wednesday, August 28, 2013 |
| <u>Labor Day - No School</u> | Monday, September 2, 2013 |
| Walk-a-thon..... | Friday, September 13, 2013 |
| Vision Screening..... | Friday, September 27, 2013 |
| S.E.P.’s | Tues., & Thurs., October 1 & 3, 2013 |
| Walk to School Day | Thursday, October 3, 2013 |
| School Pictures | Tuesday, October 8, 2013 |
| <u>Fall Break - No School</u> | Thurs., Fri, Mon, October 10-11 & 14, 2013 |
| Red Ribbon Week | Mon. – Fri., October 21-25, 2013 |
| Halloween Parade | Thursday, October 31, 2013 |
| Election Day @ Forbes | Tuesday, November 5, 2013 |
| Picture Makeup Day..... | Friday, November 8, 2013 |
| First Trimester Ends..... | Friday, November 15, 2013 |
| <u>Thanksgiving Vacation</u> | Wed. - Fri., Nov. 27-29, 2013 |
| <u>Christmas Vacation</u> | Mon., Dec. 23- Fri. Jan. 3, 2014 |
| School Resumes | Monday, January 6, 2014 |
| <u>Martin Luther King Day - No School</u> | Monday, January 20, 2014 |
| S.E.P.’s | Tues. & Thurs., Feb. 4 & 6, 2014 |
| Kindergarten Registration | Monday, February 10, 2014 |
| <u>Presidents Day - No School</u> | Monday, February 17, 2014 |
| Second Trimester Ends | Friday, February 28, 2014 |
| <u>Snow Makeup Day – No School</u> | Monday, April 7, 2014 |
| <u>Spring Break - No School</u> | Tues. - Fri., April 8-11, 2014 |
| State Core Testing | April 14 – May 22, 2014 |
| Dance Festival | Friday, May 23, 2014 |
| <u>Memorial Day – No School</u> | Monday, May 26, 2014 |
| Awards Assembly..... | Wednesday, May 28, 2014 |
| Kindergarten Field Day..... | Thursday, May 29, 2014 |
| Last Day of School..... | Friday, May 30, 2014 |

Forbes Elementary Staff 2013-14

| | |
|-------------------------|------------------|
| Sam Rencher..... | Principal |
| Pennie Hansen | Secretary |
| Paul Konold | Custodian |
| LaDawn Kimble | Lunch Manager |
| Marilyn Smith..... | Media Specialist |
| Betty Sue Hinkson..... | School Nurse |
| | |
| Katelynn Moss..... | Kindergarten |
| Norene Collard | Kindergarten |
| Brooke Bascom | 1st Grade |
| Katie Crowton | 1st Grade |
| Jackie Perez | 1st Grade |
| Annette Krueger | 2nd Grade |
| Shiree Kitchen | 2nd Grade |
| Carol Navarrete | 2nd Grade |
| Patricia Barney | 3rd Grade |
| Penni Glazier | 3rd Grade |
| Jenny McEachern | 4th Grade |
| Kelsey Hansen | 4th Grade |
| David Maughan | 4th Grade |
| Evelyn Fowles | 5th Grade |
| Analee Wiser | 5th Grade |
| Pam Engles | 6th Grade |
| Catharine Michaels..... | 6th Grade |
| Terri Goff..... | 6th Grade |
| Jennye Harding..... | Art |
| Shauna Jenks | Upper grades PE |
| Alisa Nelson | PE/Music |
| | |
| Eliza Jex..... | Small group |
| Ashley Drzayich | Small group |
| Haylie Boman | Small group |
| Tawnya Harrison | Resource |
| Chris Melville | Psychologist |
| Jeanne Sorensen..... | Speech |
| Maria Thomas..... | Reading Recovery |

Forbes Model

Forbes Elementary uses the modified extended day schedule. Half of the students start school at 8:00 a.m. (Track I) and the teacher is able to instruct important literacy principles with a smaller class. At 9:15 a.m., the other half of the students begin school (Track II). At 2:15, Track I students go home while Track II students are taught important literacy principles. Track II students go home at 3:30.

Schedules

Mondays

| | |
|------------------------|--------------|
| Track I Students | 8:00 - 1:15 |
| Track II Students..... | 9:15 - 2:30 |
| AM Kindergarten..... | 9:15 - 12:00 |
| PM Kindergarten..... | 12:35 - 2:30 |

Teacher Collaboration Time 2:50 - 3:50

Tuesday, Wednesday, Thursday, Friday

| | |
|------------------------|--------------|
| Track I Students | 8:00 - 2:15 |
| Track II Students..... | 9:15 - 3:30 |
| AM Kindergarten..... | 9:15 - 12:00 |
| PM Kindergarten..... | 12:35 - 3:30 |



ACCIDENTS AND ILLNESS

Whenever a serious accident or illness occurs, the school will contact the parents or call for assistance at the emergency number listed on the health information sheet. It is extremely important that parents return the health information sheet to the school. Please keep the school office informed of any address or telephone number changes. In extreme emergencies, if the parents or the emergency number cannot be reached, the school will assume the responsibility to contact the paramedics. For health and safety reasons, sick children will not be sent home until parents come to school and check them out.

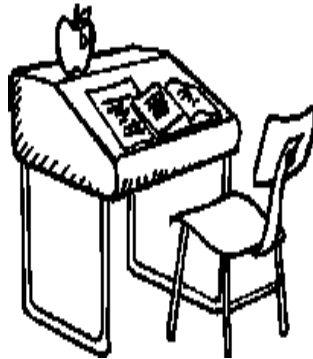
ADDRESSING CONCERNS AT SCHOOL

Occasionally questions or concerns may surface regarding your child's educational experience. We ask that parents follow the following procedures to answer or solve those concerns.

- 1. First make contact with your child's teacher in a timely manner. Listen to both sides of an issue before drawing conclusions.*
- 2. If after visiting with the teacher the problem cannot be resolved, please feel free to contact Mr. Rencher for help in resolving the problem.*

ATTENDANCE

Regular attendance is critical for the educational success of children. It is extremely important for your child to be at school every day, except in cases of illness. Please do not keep your child out of school to baby sit, shop, etc. Parents should notify the school by phone call or note the same day of the absence. Parentlink will call home every day your child is absent. A child with excessive absences will be referred to the District Social Worker for appropriate action.



ARRIVAL TIME

Students should arrive at school NO EARLIER THAN 10 MINUTES before school begins and should not stay after school dismisses without permission longer than 10 minutes.



BELL SCHEDULE

| | |
|-------------|---|
| 7:55 | Warning Bell |
| 8:00 | School Begins for Track I students |
| 9:10 | Warning Bell |
| 9:15 | School Begins for Track II students |
| 10:20-10:30 | Recess (1 st through 3 rd) |
| 10:30-10:40 | Recess (4 th through 6 th) |
| 2:15 | School Ends for Track I students |
| 3:30 | School Ends for Track II students |

BIKES, SCOOTERS, SKATEBOARDS, & ROLLER BLADES

Children may ride bicycles/scooters to school. Bikes & scooters must be placed in the racks located on the west side of the playground. The school cannot be responsible for bike security. We suggest that students lock their bikes and scooters to prevent theft. Scooters are considered the same as bicycles and must not be brought in the building. Bikes and scooters are NOT to be ridden on school grounds before, during, or after school. Roller shoes must be retracted at all times. Skateboards and Roller Blades are not allowed at school.

BOOK ORDERS

*When sending money to school for book orders, checks **MUST** be made out to the individual book companies. These checks will not be cashed by Forbes Elementary. Do not make checks out to individual teachers or to the school for book orders.*

CHECK OUT OF STUDENTS



For safety and legal concerns, parents **MUST** come into the school to pick up their children if they need to check them out during school hours. Students will be called to the office after parents or guardians have signed the check out log. **Please do not ask over the telephone to have your child sent home. Parents should not call to ask that their children meet them outside.** Please plan ahead to allow time to check your children out of school. Your cooperation with this SAFETY policy is appreciated. If a student returns the same day they must be checked back in.

C.H.I.P.

Children's Health Insurance Program offers medical insurance for uninsured children who do not fit into a Medicaid program. It will assist families who need medical, dental or preventive health care for their children. Call 1-888-222-2542 to find out more about this program.

CLASSROOM VISITS

Parents are welcome to visit the school. For the security and safety of our students we ask that when visiting or volunteering in the school, that you check in with the office to receive a visitor's pass. Occasionally out-of-town cousins or friends come to visit during the school year. **THESE GUESTS ARE NOT TO ACCOMPANY STUDENTS TO SCHOOL.** Child guests are often a distraction and are a burden to both the teacher and classmates.

CLOSED CAMPUS

For the safety and welfare of students, and in compliance with school board policies, we maintain a closed campus. Students should not leave the school grounds from the time school begins in the morning until it ends in the afternoon without permission.

DISCIPLINE

Forbes Elementary students are expected to respect everyone at school, to follow school rules, to value all property, to listen to others, and to do their best to cooperate and learn. They will not be allowed to hurt others with words or actions.

Each teacher will set the discipline tone in their classrooms by outlining school and class rules that will maintain the standards listed above. If problems in student behavior occur, students will be treated fairly but firmly in helping them understand why their behavior is a problem and how they can improve. Fighting, vulgar language, possession of drugs, vandalism, bullying, lying, and stealing are not acceptable behaviors of Forbes Elementary students. Such behaviors will be reported directly to parents and may be cause for suspension until proper remediation efforts are demonstrated. For more specific information on the school management plan, please see the school website or the office.

DONATIONS

State Board Policy Regarding Donations: Basic donations may be made to schools by parents as long as all students have the opportunity to participate in field trips, lyceums, educational materials related to the curriculum and craft-type materials that students will retain. No student will be excluded from activities if they are unable to make a donation. Other donations for materials for special gifts or projects may be requested by teachers. These special projects, such as Christmas or Mother's Day gifts, are optional activities. We will try to keep these requests to a minimum, but ask that you contribute if possible.



DRESS CODE

Children should arrive at school appropriately dressed for the weather of the day. All children are expected to go outside for recess and after eating lunch except when weather conditions are extreme.

Children not well enough to go outside should probably stay at home.

Alpine School District Dress Guidelines:

- a. *All children should dress modestly, and appropriate for the weather.*
- b. *No short-shorts or biker shorts. Knee shorts are O.K.*
- c. *“Grubby” clothing or clothing containing vulgarities, profanities, obscenities, or advertisements for alcohol, tobacco, or drugs are never acceptable. Clothing which is ragged, tattered or deliberately distracting in appearance must be avoided.*
- d. *Hats or other head gear should not be worn indoors.*
- e. *Tank tops or bare midriff shirts or blouses are unacceptable.*

Shorts and dresses should extend beyond fingertips when standing with arms extended. If a student is in violation of these standards we will have the student call home for a change of clothing.

DRUG POLICY

Alpine School District policy prohibits any use, distribution, and/or selling of drugs or imitation drugs on any school campus. Doing so may result in expulsion of any student involved and the appropriate law officials will be notified. State Law prohibits any smoking by students or patrons on school grounds.

EMERGENCIES

In the event of a disaster, such as a major earthquake where structural damage to the school and neighborhood homes may occur, students will be evacuated to a safe location. They will remain at this location or at the school, if it is safe, under the care of our faculty and staff until they are safely released to their family or people whose names are listed on their health information sheet.

HOMEWORK

We believe that the benefits of homework are extremely valuable. Communication between parents and teachers is essential in determining the appropriate amount of homework for your children. Homework requirements may vary from teacher to teacher and from student to student. Homework may be assigned on a daily basis to most upper grade students. We realize that children have other responsibilities, such as music lessons and scouting. If you have concerns about the amount of homework your child may have, please contact the teacher directly and in a timely manner.

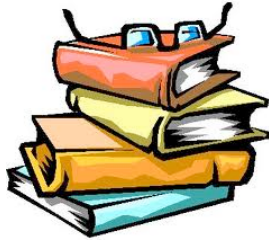
LOST AND FOUND

To simplify the return of lost items, we ask that all caps, jackets, mittens, boots, etc. be labeled with your child’s name. Lost items are placed in the lost and found box. Valuable or tiny articles are to be turned into the office. We encourage students to be responsible for their own personal items. Lost items not claimed will be donated to the needy.



FIELD TRIPS

Any parent that will be attending a fieldtrip as a chaperone needs to have a background check before attending the fieldtrip. This can be done in the office at least 2 days prior to the fieldtrip with Mrs. Hansen. It is a \$15.00 charge and proof of a driver’s license. This has to be done every 2 years while your student or students attend school at Forbes.



“The mission of Forbes Elementary is learning for all through excellence in teaching.”

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will be held twice during the school year to conduct S.E.P's (Student Education Plans). S.E.P's will be held on October 1st & 3rd, 2013 and February 4th & 6th, 2014. SEP days are common start days where all students come at 8:00 a.m. and leave at 2:00 p.m.



SAFETY

To help make student pickup and drop off much safer, please remember and follow the following safety guidelines:

1. **Student safety is more important than being on time.**
2. **Please be courteous.**
3. **Drive slowly in school zones at all times!**
4. **Do not double park on 200 North or on the one-way street east of the school.**
5. **Please impress upon your children the importance of not accepting rides from strangers.**



Please review with our children the importance of being safety minded as they walk to and from school. Remind them to walk on the sidewalks and to use the crosswalks.

SCHOOL COMMUNITY COUNCIL

The school community council will meet on a monthly basis or as needed. The meetings are open to all patrons and teachers. You do not have to be a member of the school community council to attend. All meetings will be advertised in the school newsletter, on the school webpage at forbes.alpineschools.org, or patrons can contact the office for more information.



SCHOOL LUNCH & BREAKFAST

Parents go to - <http://alpineschools.org/departments/nutrition-services-lunch> to prepay student meals with:

- Automatic payments from banking accounts
- Credit cards
- Checks

After registering online with mypaymentsplus, parents can view students account balances. Parents can also make payments by telephone--1-866-575-5352.

Alpine School District still offers the automatic withdrawal payments from a banking account (no service charge). Applications may be obtained through:

- Office—759 East Pacific Dr., American Fork (801) 610-8030
- District web site at www.alpineschools.org/departments/nutrition-services-lunch

You may apply online for a Free and Reduced meal benefit or download an English or Spanish copy at: <http://alpineschools.org/departments/nutrition-services-lunch>. Cash or check payments for meals may also be paid to the school. Please make checks payable to Alpine School District Nutrition Services or ASDNS.

School Meal prices for the 2013-2014 school year are as follows:

| | |
|----------------------|---------------------------|
| Elementary Lunch | \$1.75/ \$35.00 per month |
| Reduced Lunch | \$0.40/ \$8.00 per month |
| Adults | \$2.75/ \$55.00 per month |
| Breakfast Elementary | \$0.85/ \$17.00 per month |
| Reduced Breakfast | \$0.30/ \$6.00 per month |
| Extra milk: | \$0.30 |

School breakfast is served from 7:30-7:55 and 8:45-9:10. Students may use their regular lunch accounts to purchase breakfast.



When your child is out of money their hand will be stamped as a reminder. Students may charge up to two lunches. After that, they will be given a roll and milk.

MONDAY SCHOOL NOTES

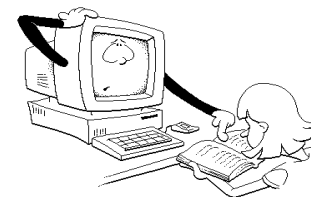
Notes and newsletters from the school will be emailed and/or sent home each Monday.

SCHOOL PICTURES

School pictures will be taken on Tuesday, October 8th. More information about cost will be sent home shortly before picture day. Picture retake day will be on Friday, November 8th.

SKYWARD

Parents can access their child's grades on Skyward. You can do this by going to -- <http://alpineschools.org/parents-students/skyward> – and clicking on the Skyward link. If you need a user ID and password, please contact the office or click forgot login button.



STUDENT INSURANCE

The Board of Education offers parents the opportunity to purchase school insurance if students are not covered by their parent's insurance plan. Information on this insurance will be sent home and is also available in the office.

STUDENT MEDICATION



The school will not dispense medication to students without an "Authorization of Student Medication" form signed by the parent and a physician stating that it is necessary for the medication to be given at school. In such cases, medication will be dispensed only from the office and not by individual classroom teachers.

Parents will be responsible to refill student medication boxes. Students are not allowed to bring prescription drugs to school for self-medication. If you need the school to dispense medication, please come to the office to make the necessary arrangements.

STUDENTS WITH SPECIAL HEALTH NEEDS



If your child has any special health needs, such as asthma or diabetes, please make an appointment to meet with our school nurse, Mrs. Hinkson, to write a student health plan. Each student health plan will be kept in the office and distributed to any teacher who will be responsible for that child during the school day.

TEACHER E-MAIL

Parents may contact teachers via school email if they have questions or concerns. Each teacher should have included their e-mail address in the disclosure documents distributed at the beginning of the year. You can also access e-mail through the Forbes website at forbes.alpineschools.org.

TELEPHONE CALLS & CELL PHONES

*School telephones are mainly available for school business. Students will be allowed to use the telephone only for illness or other emergency situations. Please communicate with your child about lunch money, books, homework, appointments, etc. before the student leaves for school. **Children will not be allowed to use the phone to ask permission to play at a friend's house.** Try to avoid contacting your child during the school day unless it is an emergency. We try to avoid interrupting class instruction as much as possible.*

Because of the disruptive nature of cell phones to classroom instruction, students are not allowed to have cell phones or other electronic devices switched on during school hours.



TOYS & PETS AT SCHOOL

Please do not allow children to bring toys of any kind to school (including radios, pocket knives, squirt guns, roller blades, skateboards, dolls, etc.). Such items found at school will be taken and returned only to the parent. They distract the children and do not enhance the educational process.

Please do not allow your children to bring their pets with them to school unless they are for Show & Tell. In that case, parents should come with them so that the pet may be taken home immediately thereafter.

TRACK REQUESTS

Track requests are accepted on a very limited basis. Requests must be made during a window that will be published Spring of 2013. Requests made for reasons other than educational will not be considered. Teacher requests will not be honored. Track assignment changes may be necessary to balance loads. The final decision for student placement rests with the school and will be made balancing the needs of all students.

TRANSFER OF STUDENTS

Should it become necessary to transfer your children to another school mid-year, we ask that you alert the school one week ahead of time so that all necessary forms can be completed and waiting for you. Utah State Law requires schools to have immunization records and a withdrawal slip from the previous school before they will admit your children. We will be happy to provide such a slip when you are ready to move.

VISION & HEARING SCREENING

The hearing screening will be held August 28th for students in K,1,3,5, LD and Autistic. The vision screening will be conducted September 27th for students in grades K,1,3,5, LD and Autistic. You will be notified shortly thereafter if we discover that your child may have a vision, speech or hearing problem that will need attention.

Forbes Elementary
281 N. 200 E.
American Fork, UT 84003
801-756-8531

You may reach a teacher's voice mail after hours by calling the school @ 756-8531 & dialing their extension.

| | |
|---------------------------------|-----------------------------------|
| Rencher (Principal).....756 | 2-Krueger..... 111 |
| Hansen (Secretary).....755 | 2-Kitchen 116 |
| (Secretary).....756 | 2-Navarette 118 |
| Smith (Media).....759 | |
| Kimble (Kitchen)760 | 3-Barney 117 |
| Hinkson (Nurse).....766 | 3-Glazier 144 |
| Konold (Custodian).....761 | |
| Drzayich (Small group).....175 | 4-Hansen..... 168 |
| Jex (Small group).....174 | 4-Maughan..... 169 |
| Boman (Small group).....173 | 4-McEachern 159 |
| Harrison (Resource).....112 | 5-Wiser 155 |
| Sorensen (Speech).....167 | 5-Fowles 178 |
| Thomas (Reading Rec.)145 | |
| Melville (Psychologist).....171 | 6-Engles..... 751 |
| | 6-Michaels 156 |
| K-Collard125 | 6-Goff 154 |
| K-Moss.....122 | |
| 1-Bascom129 | Harding (Art)..... 158 |
| 1-Crowton137 | Bunker (Computers) 103 |
| 1-Perez128 | Jenks (upper grades PE) 157 |
| | Nelson (PE/Music)..... 139 |



