



Forest Lane Academy FAMILY HANDBOOK 2025-2026

This campus handbook contains information to help students and parents understand school specific expectations for our students at Forest Lane Academy. Students and parents also need to be familiar with the Student and Parent Guidebook and Student Code of Conduct, which are separate documents provided by RISD, and used to make decisions at the campus level. These documents contain detailed information important to all families, such as attendance, truancy, policies, school expectations, and bullying.

Both handbooks are available on the [Student Services Policies Page](#). Please take time to read and discuss this information with your child/children. Thank you, and I look forward to a great year!

Sincerely,
Demarcus Goree-Watkins, Principal

ARRIVAL INFORMATION	Students will be able to enter the building at 7:30 a.m. <u>Children dropped off before 7:30 a.m. are unsupervised. It is HIGHLY suggested that students do not arrive on campus BEFORE the doors open at 7:30 a.m.</u> Students who arrive between 7:30 a.m. - 7:40 a.m. Students dropped off from 7:30-7:50 should go to the cafeteria.
DISMISSAL INFORMATION	Dismissal time is 3:10 p.m. Students must be picked up on time. Parents are expected to follow the dismissal traffic expectations. We need you to help us ensure the safety of all children.
EMERGENCY INFORMATION	<u>It is important that the emergency contact information in Focus is up to date and correct.</u> The contact information in Focus is used when determining who should have access to your student in the event the parent cannot be reached. Change of information will require the adult to come to the front office to fill out a "Change of Information" form.
WALKER/BIKE EXPECTATIONS	Children and adults on bikes or scooters must WALK with their equipment on school grounds at all times. It is strongly advised that all bikes be locked at the bike racks. Please bring all helmets inside to store in the lockers. The school is not responsible for stolen bikes or property during the school day. When walking with a sports ball, please hold the ball in your hand or in the bag and not bounce it to interfere with walking or motor traffic.
ARRIVAL AND DISMISSAL DRIVER EXPECTATIONS	Please practice patience as you follow the traffic rules. Our children need our attention for their safety. Please ensure that you are watching as students and staff cross and adhering to the staff member(s) who are directing traffic.
EARLY PICKUP	A picture ID is required to pick a child up from school. Only adults listed on the child's

	<p>emergency form may take the child from campus. Students will not be released from the office after 2:55, due to the end of the day dismissal routines and procedures. If you need to pick up children early for an appointment, please do so before 2:55. The student will not be released from the classroom until after the parent has arrived and presented the necessary identification.</p>
TARDY POLICY	<p>Students are expected to be seated in the classroom at 7:50 a.m. Students arriving between 7:50 a.m.-8:05 a.m. will be documented as tardy. Multiple tardies and late arrivals amount to an absence in the system.</p>
LUNCH	<p>Breakfast and Lunch prices, menus, and other information are available online. All students at FLA are eligible to receive a free breakfast and lunch. Parents can add money to student's accounts for snacks and additional items on School Cafe.</p> <p>In order to ensure our procedures and safety are at the forefront of lunch processes, we do not allow adults to eat lunch with their child.</p> <p>If you are dropping off lunch for your student, please drop off by 10:30 AM so we can deliver it to the children in time for lunch.</p> <p>Parents can join students to eat lunch on FRIDAYS.</p>
CITIZENSHIP & CONDUCT	<p>Our aim is for each student to reach the goal of self-discipline and self-responsibility. Students are taught what is expected of them in the classroom, on school grounds, on the bus, and in common areas of the building. Students know the consequences for inappropriate behavior and the rewards for appropriate behavior.</p> <p>We strive to prevent bullying; however, should an incident occur, we identify and intervene immediately upon learning of the situation. We follow the RISD guidelines for bullying as identified in the Richardson ISD Code of Conduct. Please reach out to a campus administrator if there is a concern about bullying.</p>
GRADES	<p>Grades reflect the alignment of curriculum, instruction, and assessment. Grades will be an average of projects, classroom and homework assignments.</p> <p>Grades are posted weekly and updated in FOCUS.</p> <p>Create FOCUS Account HERE.</p>
COMMUNICATION	<p>A parent who wants to schedule a conference with a staff member should contact them for an appointment. Generally, a teacher will be able to meet with parents or return calls during his/her conference period or after school within 48 hours. It is advised to always contact the teacher about a situation/question before asking another staff member or administrator. In most cases, the teacher has more knowledge of a situation or event and can help a parent in a timely manner. Teachers are expected to supervise their learning environments and cannot visit with parents for any length of time during the day, except during their conference period, before (prior to 7:30 a.m.) or after (after 3:20 p.m.) school hours. Teachers will likely not answer their desk phones during school hours while working with students.</p>
LOCKERS	<p>It is a grade-level decision as to whether lockers are used. If used, then students will only have access to the lockers upon arrival and at dismissal. Jackets, lunches, and snacks will be kept in the classroom.</p>

SAFETY & SECURITY	<p>Due to heightened safety and security measures across all schools please be aware that we will be utilizing increased safety measures when buzzing visitors into the building, as well as using our Raptor system to print badges. During large school-wide events, this may take longer than in the past for all to be checked in to our system.</p>
STUDENT ILLNESS & MEDICATION AT SCHOOL	<p>Parents of any student who must take prescription or nonprescription medicine during the school day must complete a <u>Parent Physician Request for Administration of Medication</u> form, which is available in the clinic. All medicine must be kept in the school clinic.</p> <p>A child who is ill or whose temperature is 100 degrees or above in the last 24 hours should not attend school. When the nurse calls, please come pick up your child or send someone listed on the emergency card immediately. Students must be fever-free without medication for 24 hours before returning to school.</p> <p>Under no circumstances should a child travel with medication. This should be dropped off by the caregiver and not sent with the student in a backpack.</p>
STUDENT CELL PHONES	<p>RISD Student Cell Phone Guidelines: To promote the best possible learning and social environment in Richardson ISD, students will not use their cellphones or smart watches during the school day, unless provided permission from an authorized district employee during the instructional day.</p> <p>Teachers are expected to pick-up these items at the beginning of the school day and return at the end of day. Staff will collect cell phones and smart watches being used by students during the school day and will require an adult to pick up the phone. Fines are possible if this becomes a repeat offense.</p>

STUDENT DRESS

Clothes must be worn in a way that private areas are fully covered. Undergarments, except straps and waistbands, should not be visible. All items listed in the "must wear" and "may wear" categories below must meet this basic principle. [RISD Guidelines](#)

Students must wear (while following the basic principle above);

- An opaque top with a sleeve or strap must cover the stomach, back, and chest area.
- An opaque bottom, such as pants, jeans, or the equivalent of a skirt, sweatpants, joggers, leggings, dress, or shorts
- Closed-toe shoes

Students may wear, as long as these items do not violate the basic principle above:

- Fitted pants, including leggings, yoga pants, and skinny jeans
- Ripped jeans as long as underwear and private body parts are not exposed
- Athletic shorts and an athletic skirt
- Religious headwear

Students cannot wear:

- Images, language, or symbols that depict tobacco products, drugs, drug paraphernalia, alcohol, violence, hate speech, profanity, pornography, gang symbols, or other illegal activities
- Images or language that creates a hostile or intimidating environment based on a protected class or group
- Accessories that could be considered dangerous or could be used as a weapon

Forest Lane Academy Dress Code

The RISD dress code aims to create a learning environment that is both safe and respectful for all students. Please see below for guidance on Forest Lane Academy's dress code and frequently asked questions related to dress code.

What to Wear



Pants, Skirts, and Dresses. No underwear or private parts exposed.



Shirts with sleeves and cover mid-section when hands raised



Closed toe shoes



Uniforms can be worn if the parent chooses

What Not to Wear



Shorts, Skirts, or Dresses Not Shorter than [Finger Tip Length](#)



Pajama Pants, tights, biker shorts, Skating Shoes, or Slippers



Clothing with Inappropriate Messages



No hoodies on Head (sweaters are appropriate)



No crop tops or spaghetti straps



No Slides

BADGES

All students are issued a badge. These badges are used for food services, library, transportation, etc. Students who ride the bus will travel to and from school with the badge.

If the student loses the badge, then the student will be asked to pay a \$3.00 placement fee.

STUDENT BIRTHDAYS	Parents may provide a birthday treat for their student(s). Please send with the student or drop off by 1:00 PM. Parents may join the celebration after signing in through the front office. If planning on attending, please connect with the teacher on what time the celebration will occur. Celebrations are limited to 10-15 minutes.
PERSONAL ITEMS	<p>Students may not bring personal items to school without the teacher's permission. This includes electronics, sporting equipment, toys, and games. It also includes items that may distract the learning environment, such as trendy toys, playing cards, etc...Teachers may take the item causing a disruption.</p> <p>Please know that students are only allowed to drink water (not flavored) in the classrooms.</p>
VISITING THE SCHOOL	<p>Parents and/or visitors who enter FLA must proceed directly to the front office, present a valid picture ID, sign in, and receive a visitor badge. All RISD schools use a system that scans visitor information and cross-references a database to ensure the safety of our students. No one will be allowed in hallways at any time without a visitor badge. Only those individuals designated on the Emergency Card will be allowed access to your children, provided they can display proper identification. For student and staff security, teachers have been instructed to report the presence of any visitor not wearing a visitor badge provided by the school.</p> <p>Pets can be unpredictable. Please be careful with them on school grounds, and they must always be on a leash. Pets are <u>not</u> allowed inside the building for any reason.</p>
VOLUNTEER AT SCHOOL	Volunteers must complete and pass an online background check every year. There are <u>NO</u> Exceptions. Please apply early to be guaranteed approval in time for an event you would like to attend. You must go to https://risd.voly.org to complete the process.