

Vincent Settlement Elementary School



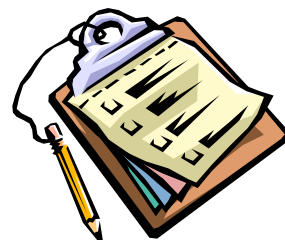
Student Handbook 2019-2020

VSE – A Legacy of Excellence

Vincent Settlement Elementary
1072 Vincent Settlement Road
Sulphur, LA 70665

Phone: 337-217-4580
Fax: 337-217-4581

Calcasieu Parish School Calendar



Students Report to School: Tuesday, August 13, 2019

HOLIDAYS and TEACHER IN-SERVICE DATES:

Teacher In-service	August 6 - 13, 2019
VSE MEET & GREET	August 9, 2019
Labor Day	September 2, 2019
Teacher In-service	October 14, 2019
Veterans' Day	November 11, 2019
Thanksgiving	November 25-29, 2018
Christmas	December 23, 201 – January 8, 2020
Teacher In-service	January 6, 2020 Students return Tuesday, January 7, 2020
MLK Day	January 20, 2020
Mardi Gras February	24 –26, 2020
Teacher In-service	March 16, 2020
Easter	April 10 - April 17, 2020
End of Session	May 21, 2020(1/2 day)
Teacher In-service	May 22, 2020

NINE-WEEK PERIODS END

First Nine-Week Period	October 11, 2019
	Report Cards Issued Tuesday, October 15
Second Nine-Week Period	December 20 2020
	Report Cards Issued Wednesday, January 8, 2020
Third Nine-Week Period	March 11, 2020
	Report Cards Issued Friday, March 13, 2020
Fourth Nine-Week Period	May 21, 2020
	Report Cards will be mailed

Meet Your Administrators

A Message from your Assistant Principal

Dear Parents and Students,

Welcome to Vincent Settlement Elementary. As a faculty and staff, we are committed to providing an engaging learning environment that will meet the needs of each of our students. We seek to help each child develop a self-concept that is both realistic and healthy.

I am proud to be a part of a child-centered, community supported school that provides its students with a rigorous curriculum which will prepare them to be productive and successful in tomorrow's work force.

Please do not hesitate to call if I can be of assistance to you in any way.

Julie Moeller
julie.moeller@cpsb.org

A Message from the Principal

Dear Parents and Students,

On behalf of Vincent Settlement Elementary faculty and staff, I welcome you to the 2019-2020 school year. We are delighted that you are part of our school family, and we are committed to helping you be successful. You are a part of the legacy of excellence at Vincent Settlement and as a part of our family you are destined for a future of distinction.

Our faculty and staff are committed to providing every child with a quality education based on academic excellence. Close working relationships among teachers, guardians, administration, and children are essential in providing the best possible instructional program. We encourage your continued support and cooperation in helping to make this year a positive learning experience for your child.

VSE students have exceeded state standards in all curricular areas. We have set and maintained high expectations, and as a result, we have earned a reputation of academic excellence. This academic focus, with an emphasis on the development of the student's emotional intelligence, will continue. Vincent Settlement's success is an example of what happens when school, families, and the community work together toward the goal of continuous school improvement.

This handbook provides important and useful information about our school's policies and procedures. We hope that it will offer a greater understanding of our daily routine and will explain the purpose of certain rules and regulations. We encourage you to read the handbook in its entirety and discuss the policies and procedures as a family.

I am very excited and humbled to be able to serve you as principal of Vincent Settlement. I look forward to working with every one of you to provide a safe, challenging, and successful educational experience for our students.

Carla Williams

carla.williams@cpsb.org

217-4580 ext. 3122

Our Mission Statement

The Vincent Settlement Family will work together as a team to become successful lifelong learners.

We believe that

- ✓ all students can learn, achieve, and experience success.
- ✓ the development of the whole child is essential, and each child has unique interests, needs, and abilities.
- ✓ a positive educational environment with students, teachers, parents and the community build relationships of mutual respect and enhances student self-esteem.
- ✓ students who are actively engaged in the learning process use critical and problem-solving strategies to respond to the challenge of learning.
- ✓ competence with technology is integral to the enhancement of individual learning styles and improvement of student achievement.
- ✓ the school community should embrace cultural diversity, allowing students to develop patience, respect, and responsibility.
- ✓ learning is a fulfilling and enjoyable lifetime experience that is greatly enhanced by engaging students in a wide variety of learning opportunities.
- ✓ every student should be provided with a safe and secure learning environment.

Student Arrival/Dismissal Times

Students should arrive at school between 7:15 and 7:40 AM. No student should arrive before 7:15. If your child is going to eat breakfast at school, he/she must enter the cafeteria by 7:30. Instructional time begins at 7:45. Students arriving after 7:45 are considered tardy and must be signed in at the office by a guardian. Instruction ends at 3:00. Car rider dismissal will begin at 3:05. **All car riders must be picked up in the car rider drive through, unless administrative approval is given. All students should be picked up by 3:20.**

Attendance

The CPSB and Vincent Settlement Staff believe that regular attendance in the school, accompanied by the responsibility to study and participate in school activities, is essential to the learning process. Once a pupil arrives at school, he/she is expected to remain and attend class throughout the day.

Student Check In/Out Procedures

Parents or other responsible adults must go to the office to sign a child in or out. The adults must be on the *Emergency Card* and must be ready to present picture identification if they are checking the student out. We ask for your patience as we strive to keep your child safe. **Only those persons on the emergency card will be allowed to check out that student unless other arrangements have been made with the office.**

Absences

The Louisiana Board of Elementary and Secondary Education requires elementary and secondary students to be present a minimum of 167 days during the school year in order to receive credit for that school year. Personal illness and death in the family are considered excused absences. **When a student returns to school, he/she must bring a dated note from the parent or a doctor's excuse stating the reason for the absence.** This note must be turned in to the child's teacher. CPSB Child Welfare and Attendance will issue 3, 5, and 10-day warning letters for habitual absences and conduct investigations on attendance concerns.

Medical Excuses Policy

If for any reason your child should be excused from recess, going outside, or physical education due to an injury or illness, please send an excuse to school with your child. A parent/guardian note is allowed for up to three (3) consecutive days. After the third day, a doctor's note is required. You may have the doctor's note faxed to school at 217-4581.



Health Services

Communicable Diseases - A student with any condition that is contagious cannot remain at school. The following considerations will be made for a child's return to school:

Measles - seven days after the appearance of the rash

Chicken pox - seven days after the appearance of the vesicle or when vesicles are healed

Mumps - when the swelling has subsided

Skin Diseases - Scabies, ringworms, impetigo, or unidentified rashes require a note from a physician stating that the child may return to school.

Lice Policy - School personnel periodically check for head lice. The parent will be notified if head lice are found and the student will be excluded from his class immediately, according to guidelines established by the CPSB. The student shall be excluded from school until he has been treated with a medication that kills lice and eggs and until all nits have been removed from the hair. School personnel shall be responsible for checking the student to be sure he/she is free of nits before the child may return to the classroom. Parent must show proof of treatment (empty medication bottle) before the student is to be allowed back on campus. For cases of lice, guardians are required to show proof of treatment and the hair must be free of "nits."

Vision and Hearing Screening

The nurses in the parish screen children in grade **Pre-K, K, 1st, 3rd, and 5th** each school year. A parent will be notified of any concerns in these areas upon completion of such screening.

Medications Given at School

No medication will be dispensed by school personnel without the proper form (available in the school office). This form must be signed by a doctor and a guardian. All medication must be properly labeled with the child's name, physician's name, and pharmacy name, name of medication, dosage, and exact time for administering. Aspirin and other over-the counter drugs are considered medication and will be handled in the same manner.

Illness/Accidents at School

If a child becomes ill at school, the guardian will be notified. A fever, vomiting, loose stools, or other such symptoms demand that students be removed from school. Again, this is another reason for current emergency information.

Immunizations



All children attending school must have evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases. Booster shots are required and must be completed or in progress.

Emergency Information



Emergency Procedures

Regularly held fire drills and evacuation practices ensure a definite plan of action in case of an emergency. The safety of the children is always of the utmost concern.

In the event of school dismissal due to an emergency, the local media will be informed, and guardians will be contacted. **Please remember that when a school lockdown/shelter in place has been declared, no child may be checked out until an "all clear" has been approved through CPSB Risk Management Department and/or law enforcement.** It is important to have up-to-date and accurate emergency contact numbers for each child on file in the office.

Student/Parent Responsibilities

To best maintain order in school and establish an environment conducive to learning, it is the student's responsibility to respect the rights and privileges of other students, teachers and staff. It is the responsibility of the student to arrive at school with the appropriate materials and assignments. It is also the student's responsibility to obey all school rules and to behave in an acceptable manner.

Homework is designed to support the learning process and reinforce subject matter taught at school. It is the student's responsibility to complete all homework and turn it in as assigned. When a student is absent from school, please call the office by 8:30 A.M. to request homework for that day or for several days. Homework shall be picked up by 2:00 P.M. for the day requested. Guardians may also request that assignments be sent home with a sibling or friend.

Student textbooks are provided for each child by the CPSB. These texts are expensive and must be paid for if lost or damaged. Students are assessed a replacement fee at a pro-rated amount depending on the age and use of the textbook.

Checking Your Child's School Bag/Folder

It is important that you check your child's book bag or folder each day. Teachers will send home graded papers on Wednesdays. If possible, please respond the next day to a teacher's request for information, signatures, conferences, supplies, etc. Requests for field trip permission, money, etc. should be sent back immediately. School planners are provided for students in grades 2-5, and teachers communicate through these planners. Students will write important events and homework assignments in these planners

Money Envelopes

When sending money or checks to school for various purposes, please place the money in an envelope with the child's name, homeroom teacher's name, amount enclosed, and the specific use intended.

Conveying Messages to Students

School staff values and protects your child's instructional time. Immediate messages will be given to students only in case of an emergency. All others will be given at the end of the day. This will help keep classroom disruptions to a minimum. **All changes of transportation messages need to be called in to the office before 2:00 to ensure that the message reaches your child.**

Conveying Messages to Teachers

Teachers may be contacted most efficiently via their CPSB email account. If you are unable to email a teacher, you may contact the front office at 217-4580. Please keep in mind that teachers are in class, so messages will be given at the end of the day. Immediate messages will be given to teachers only in cases of emergency. Teachers will not be called to the telephone. If you need a teacher to receive a message by a specific time, please provide the office with that information when you leave the message.

Lost and Found Articles

Parents are urged to put the student's name on all personal belongings brought to school. Electronic games, iPods, toys, trading cards of any type are not permitted at school. VSE is not responsible for these items if they are lost or stolen. A Lost & Found box is in the school gym. Found items are placed in this box. Students/parents may look for lost items by going through items in this box. When the volume of items in our Lost & Found box becomes hard to manage, items will be delivered to Care Help.



Community and Parental Support

Vincent Settlement PTO

Our Parent Teacher Organization is active and open to all parents, grandparents, and supporters of VSE. A form is sent home within the first few weeks of school allowing parents to designate the events with which they are

willing to assist. Remember -- statistics indicate that children do much better in school when their parents are involved in school activities.

You may contact our school principal to get started serving our school and students. carla.williams@cpsb.org

Partners in Education

Vincent Settlement Elementary is fortunate to be part of the *Partner in Education* program that was developed by the Chamber Southwest and the Calcasieu Parish School Board. Area businesses have partnered with local schools to enhance the quality of education within the parish. Tellurian, Westlake Group, Brookshire Brothers, Iberia Bank, Rain CII, Cameron Communications, Chris Gaudet-State Farm, Cheniere, and Targa Resources can always be counted on to provide support to our school in the form of financial assistance and valuable manpower.



Registration

Office Hours – 7:30 A.M. until 3:15 P.M. each school day

Visitor Information

All visitors, volunteers, and substitutes must register in the office upon arrival at school and receive a badge. Visitor parking is available in the front of the school.

Items Necessary for Registration

- ✓ Parent/Guardian ID
- ✓ Address verification – Two current utility bills showing legal guardian’s name and address (one must be an electricity bill)
- ✓ Birth Certificate – a certified copy or an original as described under Age Verification
- ✓ Immunization Record
- ✓ Records from transfer school (if applicable)
- ✓ Legal custody papers (if applicable)



Age Verification

All children entering the Calcasieu Parish School System for the first time shall be required to present a **certified or original copy of their official birth record** to the principal. Children born in Louisiana will be given a fifteen (15) day grace period to secure a copy of their birth record. Children born out of state will be given a thirty (30) day grace period to secure a copy of their birth record.

Age Requirements

Pre - Kindergarten – four years of age on or before September 30th of current school year.

Kindergarten – five years of age on or before September 30th of current school year.

First Grade – six years of age on or before September 30th of the current school year.

Other grades – based on chronological age and records from previous school/s.

Student Information

It is extremely important that the school has accurate information on file for each student. At the beginning of the year each teacher will send home an emergency information card. **PLEASE COMPLETE ALL INFORMATION REQUESTED!** This will include the child’s full name, address, parent work numbers and emergency contacts.

Should any of this information change during the school year, it is the responsibility of the parent/guardian to notify the office so that changes can be made on the child's card. It is imperative that the school can contact a parent or another adult who will take responsibility for a child in an emergency.

Legal Custody

Where the legal custody of a student has been judicially assigned to one parent, to a legal guardian, or foster parents, a certified copy of the judgment must be submitted to the school office. A copy of the judgment will be kept on file.

Transfer Students

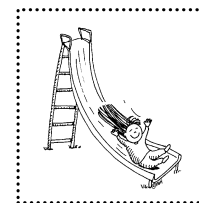
When a student transfers to another school within the school year, a guardian is required to notify the school office in advance so that the necessary paperwork will be ready for the transfer. The official withdrawal transcript will be released when all school fees are cleared.

Extended Daycare Program

Vincent Settlement Elementary is one of the participants in the Extended Day Care Program established to provide a safe and secure after school day care facility for students. The children are kept at school and monitored by a paid staff under the guidance of the school administration and guidelines established by the CPSB.

During the school term, after-school care is provided until 6:00 P.M. Early morning care is provided from 6:30 until 7:15 a.m.

<u>Fees</u>	<u>1st Child</u>	<u>Additional</u>
Full time monthly (a.m. & p.m.) \$	170.00	\$85.00
P.M. drop in	\$10.00	\$5.00
A.M. drop in	\$4.00	\$2.00



A one-time fee of \$40.00, for registration and insurance must be paid before the child enters the program. See the Extended Day Registration Packet for additional information and specialized pricing. Payments are due **prior to care.** **Failure to pay in a timely manner is a reason for dismissal.**

Transportation

Bus Students

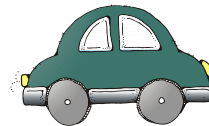
Transportation is provided for students who reside farther than one mile from school. Students are under school supervision while on the bus and misbehavior may result in loss of privilege of riding the bus. Parents will be notified of misconduct on the bus.

A student requesting to ride a bus with another student for one time must have a note giving the including both children's names, the date and time, as well as the bus number and driver. Permission will be granted providing this does not cause overcrowding as determined by the bus driver. Parents should contact the bus driver of the alternate bus driver **BEFORE** sending a note to school about the bus switch. Once the bus driver clears the switch, a note must be signed by an administrator and returned to the child requesting the bus ride. Only with this note in hand will the child be permitted to get on the bus. The note should be given to the bus driver when the child gets on the bus. It is important to complete this process 1 day prior to the date of the switch. Bus drivers have the authority to not permit students on their bus that are not a part of their assigned manifest.

In the event of a lengthy stay at a friend's home due to an emergency and the need to ride a bus with that friend, the parent/guardian should contact the bus driver for the assigned route to discuss the details and garner permission. After a decision has been made to make the switch, the parents may inform the administrator and the homeroom teacher.

Car Students

All students transported to and from school by car need to be dropped off and picked up **only at the car ramp** on the south side of the building. Please be sure to follow the signs. **Do not drop off or pick up students at the bus ramp or in the front of the school.** Gates are locked after 8:00 a.m. and unlocked after 2:00 p.m.



Bicycle Riders and Walkers

Students who walk or ride bicycles to school should not arrive prior to 7:15 A.M. A bike rack is provided on the south side of the campus. Parents are encouraged to provide bike locks. All students who walk or ride bikes to school are expected to go straight home upon dismissal.



****** IMPORTANT ******

Your child should be informed on how he/she should get home. Establish a consistent routine. Children often forget. Please e-mail the teacher or send a note when there is a change in their regular routine. In emergencies, please call the office. We will notify your child of the change. It is very important, however, that you call before 2:00 P.M. to ensure that your child receives your message. We cannot guarantee that messages called in after 2:00 P.M. will reach your child.

School Uniforms

Students attending Pre-K - 12 schools in Calcasieu Parish shall be required to wear official school uniforms. Uniforms shall be the same for all schools, as follows:

- Uniform shirts will be white, hunter green, red, or navy blue/golf style shirts (short or long-sleeves with a collar) or shirts that button or snap down the front with a collar. **NO EMBLEM, LOGO, DECORATION OR DECORATIVE TRIM IS ALLOWED.**
- White, hunter green, red, or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trims are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green, red, or navy blue) will be allowed under the uniform shirt.
- Spirit shirts or current club shirts may be worn on any school day. Sulphur Tors shirts may be worn on Fridays throughout the year.
- Shirts must always be tucked in.
- Khaki (shades may vary) or navy blue pants, skirts, shorts, skorts, or jumpers must be uniform style and color (no blue jeans, no corduroy or wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no bell-bottoms, no carpenter or cargo styles, no hip-huggers, no side-knee pockets). Emblems, logos, or decorations are not allowed. Capri pants are acceptable.



- Shorts and skorts must measure (front and back) **no shorter than three inches above the knee and no longer than mid-knee**. Skirts and jumpers must measure no shorter than three inches above the knee.
- Belts must be worn with slacks and shorts that are designated to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre- k, kindergarten, and first grade students.
- Socks (or stockings for girls) are required and should be a solid color of hunter green, navy blue, khaki, black, red, or white with no decoration and must be visible.
- **Appropriate shoes must be worn and do not include flip flops. Sandals are not allowed in elementary grades. Crocs and other forms of backless shoes are not acceptable.**
- Acceptable outer wear for classroom is limited to include sweater, sweater vest, sweatshirt, and light jacket. During class time, jackets are to remain open – not zipped or buttoned. **Colors for classroom outerwear include khaki, navy blue, hunter green, black, red, and white.** No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear. VSE sweatshirts will be available for purchase before the cool weather.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to be colors of navy blue, white khaki or hunter green.
- No headwear shall be worn on campus except for knit caps during outdoor activities in extremely cold weather.



Other Dress Code Regulations

- **P.E. Proper Dress Attire:**
Students must wear comfortable athletic shoes that provide foot and ankle support. If your child is wearing boat/deck shoes, boots, or any other type of non-athletic shoes, please pack a pair of athletic shoes for your child to change into for P.E. Wearing proper footwear helps ensure students’ safety and successful P.E. experience. If a student does not wear or bring athletic shoes, s/he will need to refrain from all physical activities.
- Prohibited items include bandanas, hair rollers, extremes in hair styles, psychedelic or unnatural hair colors, lines, letters, or designs shaved in the head.
- Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited.
- Prohibited items include excessive and inappropriate makeup, painted faces, inappropriate tattoos, and stick-on tattoos.
- Clothing worn is not to be suggestive or indecent.
- Clothing, jewelry, and general appearance are not to be of the type that would cause a disturbance, distraction or interfere with the instructional programs.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.

Academic Information

Grading

The following grading scale is in effect for all Calcasieu Parish elementary schools for mathematics, language, science, and social studies:

A	93 – 100%	Excellent
B	85 – 92%	Above Average
C	75 – 84%	Average
D	67 – 74%	Below Average
U	Below 66%	Failing

Nine weeks grades are an average of daily/weekly tests of assignments and the following scale will determine the overall grade:

Handwriting, physical education, fine arts, French, social living, and conduct will be graded according to the following scale:
O – Outstanding



A	3.5 – 4.0	S – Satisfactory
B	2.5 – 3.4	N – Not Satisfactory
C	1.5 – 2.4	
D	1.0 – 1.4	
U	0.0 – 0.9	

Grade Reporting

All schools in Calcasieu Parish adhere to a 9-week grading period. Report cards for all students in grades kindergarten through five will be sent home on approximately the 3rd day following the end of the nine weeks period. Progress reports are sent home by teachers in grades 1 through 5 at three-week intervals and a report card will follow at the end of the 9-week period. Parents will receive information on how to access online information regarding student progress.

Evaluation

Students are evaluated both formally and informally in order to provide diagnostic information, to assess individual student performance, to assess instructional program effectiveness, and to provide information for curriculum planning and decision making. Such evaluations may include informal tests, inventories, projects, products, daily class work, classroom observations, student work portfolios, and activities designed and administered by the teachers to diagnose and to assess student performance.

Promotion Policy

All elementary students in Louisiana must be in attendance 167 days of the school year in order to be considered for promotion to the next grade. Kindergarten students moving to first grade must have completed a full day public or private kindergarten for a full year and must have a successful classroom performance as indicated on the student progress report and report card.

Passing session grades in:

Kindergarten: must be present the required number of days (167) and the Progress Report should reflect mastery grade level performance.

Grades 1-3: Language and Mathematics

Grade 4: three of the following four subjects: Math, Language, Social Studies, Science and demonstrating proficiency on state standardized tests.

Grade 5: three of the following four subjects: Math, Language, Social Studies, and Science

Special Education Students

Those students who have qualified for assistance through the special education program will receive a report card that will indicate those grades obtained from an altered or modified program. Special needs students who have an Individualized Education Plan (IEP) will receive services through one or more formats:

- **Resource: Inclusion**
- **Resource: Pull out minutes**
- **Self-Contained setting**
- **Itinerant services for the Hearing Impaired**
- **Speech and Language Therapy**
- **Adaptive Physical Education Services**

Modified Program

Those students who have qualified for 504 and have an Action Plan in place will receive services through their regular classroom instruction. Our 504 Team will meet annually to review each student's personal education plan.

Response to Intervention (RTI)

Students who struggle to achieve in the content areas of Reading and Math may be placed in small group settings for the purpose of receiving research-based interventions designed to focus on academic areas of weakness. Participation in RTI groups will be flexible, depending on the student's ability to show adequate progress.

Field Trips

Field trips must be an extension of the curriculum for that grade level. A teacher must request permission from the school administrator and the appropriate director before planning such a trip. **Parents are welcome to attend, if space permits. Many grade levels request that younger siblings refrain from attending.**

Other guidelines include the following:

- A permission form must be completed and signed by the parent/guardian before going on the trip.
- All students in the class must travel on the bus with the teacher to and from the field trip.
- Only students in the class are permitted on the trip.
- Once the cost of the trip has been figured, notices sent home, and fees collected, money may not be able to be returned should the student/parent not attend.

Extensions to the Curriculum

Vincent Settlement provides the following programs and/or opportunities in which student needs of varying levels can be met:

- ✓ SPARK ...identified students in grades K-5
- ✓ REACH...identified 1st grade students
- ✓ Talented Visual Arts...identified students in grades K-5
- ✓ 4-H...for students in grades 4 & 5
- ✓ KINDNESS CLUB.... Students identified as making a noticeable effort to grow kindness and respect in our school.
- ✓ French as a Second Language...for identified academically able 4th and 5th graders
- ✓ Student Council...open to students in grades 3, 4, & 5 who are selected through an application process
- ✓ KVSE (student led closed circuit newscast teams) ...for selected students in grade 5
- ✓ All students receive the benefit of weekly Enrichment lessons in **Physical Education, Art, and Library.**



All Vincent Settlement students will participate in either one 20-minute recess or two 10 minute recesses daily. A morning recess takes place before lunch and a second recess takes place after lunch. Our students are encouraged to participate in a variety of activities that will meet their physical needs, as well as give them a “brain break”.

Cafeteria

If a guardian wants to eat a school lunch with his/her child, they are to call the cafeteria manager, Mrs. Belinda Heape @ 217-4580, Ext. 3127. If she indicates that our menu for the day allows for extra portions to be served, the adult will be welcome. Adult lunches are \$4.

Breakfast

A nutritious breakfast is available for all students each day from 7:15 to 7:30 A.M. in the cafeteria. Those students desiring to eat in the morning should go directly to the cafeteria upon arrival at school. The cost for breakfast is 50 cents per day and is paid for on a daily basis.

Lunch

Students are encouraged to participate in the school lunch program that is designed to provide a hot nutritious lunch for all students. The cost of the lunch is \$1.35 and includes a choice of milk. **No charging allowed. All lunches must be prepaid.** Lunch money is collected daily in the cafeteria from 7:15 to 7:40 A.M. Lunch fees can also be paid online at www.myschoolbucks.com. Students may bring their own lunch to school, but it must be eaten in the cafeteria. Canned or bottled soft drinks are not allowed. **FAST FOODS MAY NOT BE BROUGHT INTO THE CAFETERIA.** Parents are invited to eat lunch with their child when space and numbers permit. Please call our cafeteria manager prior to 9:00 A.M. on the day you plan to eat. The cost of lunch for teachers and visitors is posted in the cafeteria.

Free and Reduced Lunch Program

Families are asked to apply for Free/Reduced status regardless of their financial situation. This helps the school with important funding. Applications may be filled out at Meet & Greet via the paper form or online application. *All names of children and income information on free and reduced lunches are strictly confidential.* Parents may apply online to qualify for the Free/Reduced Lunch Program at <https://ApplyforLunch.com/>. Applications may be completed at any point during the school year but cannot pay any charges retroactively. **Families are responsible for the full amount of each day’s meal until the first day following acceptance by the program.**

Vincent Settlement Elementary School Discipline Plan

Component 1: Student’s Rights and Responsibilities

1. I have the right to be a unique individual and the responsibility to respect the uniqueness of others. Not everyone thinks, acts, feels, dresses, looks or learns the same way.
2. I have the right to be treated with compassion and fairness, and the responsibility to treat others the way I would like to be treated.
3. I have the right to express my thoughts and feelings in an appropriate tone and manner. I have the responsibility to give others the opportunity to do the same.
4. I have the right to feel safe, and the responsibility to help create a hazard free environment. I must know and follow school rules.
5. I have the right to learn and study, and the responsibility to respect the rights of others to learn and study. No one has the right to interfere with the education of others.

Component 2: Expectations for Student Behavior

Playground/Recess Expected Behaviors

Act Safely and Responsibly

- Walk to and from the playground
- Use equipment properly
- Keep hands/feet to self
- Stay within boundaries

Be Respectful

- Include everyone
- Take turns
- Be aware of others and their feelings

Come Ready to Learn

- Freeze at the sound of the whistle

Line up quietly

Cafeteria Expected Behaviors

Act Safely and Responsibly

- Keep hands, feet, and objects to self while in line
- Sit with feet on the floor, bottom on seat, facing forward
- **Be Respectful**
- Enter quietly
- Use 3" voices at the table
- Individuals do not talk while eating
- Clean up own areas (table and floor)
- Leave quietly

Come Ready to Learn

- Wash hands (1, 2, 3...Save a Tree)
- Listen for instructions

Get all utensils, milk, and condiments when first going through line.

Restroom Expected Behaviors

Act Safely and Responsibly

- Keep feet on the floor
- Wash hands: *one squirt of soap
- *1,2,3 Save a Tree
- *Paper towel in trash can

Be Respectful

- Remain quiet while in restroom
- One person in stall at a time
- Keep restrooms graffiti free and clean

Come Ready to Learn

- Put toilet tissue in toilet
- Flush toilets and urinals
- Return to classroom promptly

Hallway Expected Behaviors

Act Safely and Responsibly

- Keep hands, feet, and objects to yourself
- Walk in single file on right side of hall

Be Respectful

- Walk quietly

Come Ready to Learn

Look forward (be aware of the person in front of you)

Arrival and Dismissal Behaviors**Act Safely and Responsibly**

- Use sidewalks and crosswalks
- Follow hallway rules

Be Respectful

- Use 3" voices
- Sit in assigned area
- Listen to duty teacher for instructions

Come Ready to Learn

- Arrive on time and leave on time
- Get duty teacher permission to go to office or restroom
- Sit quietly and listen for your bus number or name

Bus Behaviors**Act Safely and Responsibly**

- Remain seated while on the bus
- Keep all of your body and any objects inside the bus at all times
- Use a 3" voice on the bus

Be Respectful

- Keep your hands to yourself while exiting the bus
- Be friendly to other bus riders and the bus driver

Come Ready to Learn

- Be at the bus stop 10 minutes before your pick up time
- Have all supplies ready to board the bus
- Be prepared to unload

Special Events and Assemblies Behaviors

Act Safely and Responsibly

- Follow “Give Me Five” procedures
- Keep hands, feet and objects to self

Be Respectful

- Use audience manners
- Sit on your bottom with legs crossed

Come Ready to Learn

- Enter quietly
- Listen attentively

Component 3: Consequences for Inappropriate Behavior

Daily Discipline procedure:

Violation Consequence

1 st	Warning
2 nd	Note to parents (sign & return)
3 rd	Parent contacted by phone
4 th	Discipline action by school administration
Severe Discipline	action by school administration

Component 4: Positive Reinforcement for Appropriate Behavior

Classroom teachers have individual plans to reward appropriate behavior.

Component 5: Conduct Grade

A conduct grade will be assigned at the end of each nine weeks. Each grade level will devise an appropriate scale for determining the grade.

**Major infractions include, but not limited to, the following: fighting, inappropriate language, profane gestures, vandalism, or other serious acts of disrespect to students, teachers, or staff. Consequences for such behavior may include in school suspension or out of school suspension.

District and State Policies

Cell Phone Policy

No student, unless authorized by the school principal or his/her designee, shall possess, use or operate any electronic telecommunication device, including any facsimile system, radio paging service, mobile telephone service, intercom, or electro-mechanical paging system in any elementary, middle or secondary school building, or on the grounds thereof or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action, including but not limited to, suspension from school. Possessing or using a cell phone and/or any telecommunication device is strictly prohibited on any campus in the Calcasieu Parish School System by students. Students are not allowed to possess or use cell phones or any other telecommunication device during the school day or while being transported by a school bus.

Prayer Policy

The Calcasieu Parish School Board shall permit school authorities of each school to allow an opportunity, at the start of each school day, for those students and teachers desiring to do so to observe a brief time in silent prayer or meditation. Public schools shall be prohibited from adopting or using any official or standard prayer. Voluntary, student-initiated, student-led prayer in accordance with the religious views of the student offering the prayer may be permitted, however. No student attending the school shall be required to participate in any religious activity at school. No law, rule or policy shall deny to any student attending a public elementary or secondary school the right to participate in voluntary, student-initiated, student-led prayer during school or on school property, before or after school or during free time. No law, rule or policy shall prevent any student who attends a public elementary or secondary school and who is responsible for or presiding over a meeting of a school organization or assembly from calling upon a student volunteer to offer an inspirational quotation or statement, offer a voluntary prayer, or lead in silent meditation, at the sole option of the student volunteer. A student organization shall not be denied recognition or any privilege or benefit solely because it is religious in nature, has a religious affiliation, or has no religious affiliation.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) Visit www.cpsb.org, OUR DISTRICT, Policies, Annual Parent Notifications for a complete list of rights and additional details. Also, refer to CPSB Student Code of Conduct (p. 2 and p. 9).

Title IX Student-to-Student Sexual Harassment

The Calcasieu Parish School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can often contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student to another student. Harassment is defined, as “gender based” conduct directed because of a student’s sex. Any severe, persistent or pervasive conduct related to this type of harassment that limits a student’s ability to participate in or benefit from the education program or to alter the conditions of the students’ educational environment is hereby prohibited. Such incidents may include verbal or written assaults involving phrases with direct or implied sexual meaning; physical harassment such as unnecessary or offensive touching, or visual harassment such as drawings, looks, or gestures. Harassment does not depend solely upon the perpetrator’s intention, but also upon how the targeted person perceives the behavior and is affected by the behavior. All reports of such behavior shall be received and properly and adequately investigated. Appropriate disciplinary action shall be taken when violations of this policy have been determined. The Board shall prohibit retaliation against any employee or student for a complaint made or for participating in an investigation of alleged harassment. Nothing contained in this policy and/or procedure shall restrict or diminish the authority of the Superintendent to suspend or expel students in accordance with the policies of the CPSB, state and federal law and applicable regulations.

Jeanice Biondini, Title IX Coordinator (337-217-4150 EXT. 1502)

A copy of Title IX Student-to-Student Sexual Harassment Policy is sent home at the beginning of each school year.

Vincent Settlement Elementary Title I Parental Involvement Policy

Mission Statement

The Vincent Settlement Family will work together as a team to become lifelong learners.

Vincent Settlement Elementary recognizes that parental involvement is a key factor in the success of our students’ education. We believe that when teachers, parents, and students commit to and strive toward the common goal of quality education that together we will produce not only quality students but quality citizens.

Vincent Settlement Elementary School will provide a variety of opportunities to encourage strong parental involvement. The following activities are designed to encourage the involvement of parents of all students attending Vincent Settlement Elementary grades Pre-K through fifth.

- | | | | |
|-------|--|--------------------------------------|-------|
| ••••• | • Meet and Greet | • Workroom Volunteers | ••••• |
| ••••• | • PTO Open House | • Fundraising Volunteers | ••••• |
| ••••• | • Family Nights | • Parents Working with Students | ••••• |
| ••••• | • Classroom Visitations | • Vincent Settlement Newsletter | ••••• |
| ••••• | • Vincent Settlement Website | • Vincent Settlement Facebook | ••••• |
| ••••• | • Drive Thru Breakfast | • School Marquee | ••••• |
| ••••• | • 9 wks. Celebrations and Trading Post | • School Messenger and Reminders 101 | ••••• |

Teachers, parents and administration will continue to work cooperatively together to plan these and other activities to ensure the success of our Parental Involvement Program. All activities will be held in compliance with the Calcasieu Parish School Board Parent Involvement component and with those of the Louisiana Department of Education.

**Title IV Safe and Drug Free School &
Communities
NOTICE TO PARENTS AND STUDENTS OF CALCASIEU
PARISH**

The Calcasieu Parish School Board and the Louisiana State Department of Education have directed that each student and his parents/guardians be told that, without exception, a student **shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law.** Any student of the Calcasieu Parish School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

Act 909—1990 Louisiana Legislative Action

1. Mandates that any student, sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four calendar months.
2. Mandates that any student who is under sixteen (16) years of age and in grades 6-12 and who are found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is kindergarten through grade five and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 - A. The parent or tutor of the pupil may within five days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - B. The parent or tutor of the pupil may, within ten days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the State except upon the approval of the school board system to which he seeks admittance.