



**Student Handbook  
2021– 2022**

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**Vision**

**The vision of R. W. Vincent Elementary School is to be a learning community that will help each student excel academically to the best of his/her abilities, which include acquiring the knowledge, skills, habits, and traits that are needed to prepare him/her for a healthy and useful life.**

# Mission Statement

## Academic excellence is our ultimate goal for all students.

### PBIS Expectations

Be Safe  
Be Respectful  
Be Ready

#### 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](http://www.cpsb.org), OUR DISTRICT, Annual Parent Notifications for a complete list of rights and additional details.

#### Visitors to the School

The School Board welcomes and encourages parents and other school patrons to visit the school at appropriate times; in fact, special programs and visiting days may be planned throughout each school year to provide for such visits.

School visitors should report to the office on arrival. The busy school schedule does not permit us to interrupt or disturb classes. If your child has forgotten something at home, please drop it off in the office, and we will see that he or she receives it.

Visits should be pre-arranged. Principals are authorized to take necessary steps in dealing with unauthorized visitors.

Principals shall be responsible for establishing procedures that will protect instructional time and ensure the safety and welfare of students, teachers, and staff members. **Each school shall designate one main entrance/exit.** Any other entrance/exit shall be at the discretion of the principal who is authorized to take the necessary steps to secure those entrances/exits.

Visitor is defined as anyone other than school system personnel on official business in question. All visitors shall report to the front office immediately upon coming onto school grounds for their visit and will be required to sign a "visitor's log" upon arrival/departure and wear an assigned pass.

#### Front Office

When information or help is needed, the secretary will advise you as to whom you should see or where you should go. When reporting to the principal, you should first see the secretary.

The front office is open each day from 7:15 a.m. until 3:30 p.m. all school business should be transacted during these hours.

Students are not permitted to use the office telephone except in cases of emergency, and only after obtaining permission

from the classroom teacher. Nor will students be called to the telephone except in the cases of emergency. First aid is administered in the front office if needed.

#### Building Hours

The school building is open from 7:15 a.m. until 3:30 p.m. each school day.

Students will not be allowed in the building before 7:15 a.m. and are expected to leave the building promptly when the day ends unless parents are otherwise notified.

#### Arrival and Departure

We are always concerned with the safety of our students by constantly striving to improve our procedures. **Students should not arrive at school before 7:15.** Please drop off and pick up your children **only** in the designated areas. Children are never to unload or load in the parking lot or on Beglis Parkway. This is dangerous. **Children will not be permitted to checkout after 2:30.**

#### All Bus Riders

**All bus riders will be dropped off and picked up at the front entrance.**

**Only buses** will be allowed at this entrance. Students will enter the building in the morning through the front doors and either report to the cafeteria for breakfast or their assigned classrooms. Students will exit the building through the front doors in the afternoon and load their bus when it arrives.

#### All Car Riders

**All car riders will be dropped off and picked up at the side entrance.** **Only cars** will be allowed at this entrance. Students will enter the building in the morning through the side entrance and either

report to the cafeteria for breakfast or their assigned classrooms. Students will report to the gym in the afternoon and be seated until their car arrives. The parking lot across the street is not intended for drop-off or pick-up of students. All car riders must be dropped off or picked up at the side entrance. Do not block the driveways. We must keep the driveways flowing. You may be asked to drive through if your child is not prepared to be picked up. Car riders must be picked up through the car line by 3:15 p.m.

### **Walkers and Bikers**

Students walking and biking are to enter and exit the school through the front entrance. All bikes are to be walked on and off campus. These students will enter the building in the morning and report to the cafeteria for breakfast or their assigned classrooms. All walkers or bike riders that cross the street are to do so under the direction of the crossing guards. **Walkers must leave the school campus on foot not in a vehicle.** In the event of severe weather, children will not be permitted to walk or ride bikes home.

Students needing to pay for lunches should do so before 7:40 a.m. (Mrs. Vincent – cafeteria). Classes begin at 7:40 a.m. **An adult must sign in all students arriving after 7:45 a.m.**

### **Changes of Plans**

It's the parent's responsibility to clarify how their children will be getting home and to keep those plans consistent. We understand periodic emergencies arise and we will make every effort to get messages to the students as long as the following are adhered to:

1. Request for changes in bus routines must be written by the parent and approved by the principal. Children will **not** be permitted to ride a bus they are not assigned to by transportation.
2. Parents of students call prior to 2:30 p.m.

### **Breakfast/Lunch Program**

Breakfast is available to students beginning at 7:15 a.m. at the cost of \$.50 (subject to change). Breakfast will not be served after 7:40 a.m.

A hot lunch is available to students at the cost of \$1.35 (subject to change). Parents are urged to have their children participate in these programs.

Those who cannot afford to pay for their lunches may qualify for **free or reduced** price lunches. Applications may be obtained in the front office.

Students bringing their own lunches to school must eat in the cafeteria. Fast food may not be brought into the cafeteria. Canned drinks are not allowed in the cafeteria. No food, utensils, or straws are to be taken from the cafeteria.

### **Checking In – Checking Out**

Children coming to school after 7:45 a.m. **must be signed in by a parent.** Students must attend school for 51% of the day to be considered present for the entire day. Habitual checking out prior to the end of the school day, excessive absences, and excessive tardiness can lead to an appearance in Family Truancy Court as allowed by the CPSB Policy and state law.

Students leaving the school during the day may only be signed out by a parent, guardian or someone listed on their Office Emergency Card. An excuse is also necessary for all students signing out of school.

### **Attendance**

Attendance regulations set by the Louisiana State Board of Elementary and Secondary Education, and adopted by the Calcasieu Parish School Board, state that any student in grades K-8 must be in attendance a minimum of **170** days in order to be eligible to receive credit for courses taken during that year. Exceptions can be made only in the event of extended illnesses verified by a physician, or other extenuating circumstances approved by the parish supervisor of Child Welfare and Attendance in cooperation with the principal.

### **Excused Absences**

An excused absence allows a student to make up missed school work. It does not allow a student to attend school for less than 170 days. The following situations are considered excused absences:

1. Children who are personally ill and whose attendance at school would endanger their own health or their classmates.
2. Children in whose families there is serious illness, which would reasonably necessitate the absence from school, if in the principal's judgment, or if a physician substantiates the illness in writing.
3. Children in whose immediate family a death has occurred.
4. Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.
5. Medical, dental, optometry, or other appointments.

### **Parent-Teacher Conferences**

Conference appointments can be made either through writing the teacher a note or by contacting the school counselor. Teachers are available for conferences by appointment. Conferences or interruptions during class time are prohibited. Parents are encouraged to arrange conferences with teachers to discuss the progress of their children. Such conferences are invaluable aids to a better understanding among teachers, pupils, and parents. Faculty and staff will make every effort to respond within 24 business hours to any parent/guardian-initiated communication received during the school day.

### **Classroom Parties**

Classroom parties will be limited to 2 per school year. There will be a Christmas Party and an Easter Party. Individual birthday parties are not permitted.

### **Textbooks**

Textbooks are purchased by the state and are the property of the school. Students are expected not to write, mark, or in any way mutilate their books. If the student does not take proper care of his/her books, or if they are lost or damaged, the student will be required to pay for the book or for damages.

### **School Ground Regulations**

All students are to obey duty teachers. Any student who does not will be subject to school discipline policies. Violations of school ground regulations should be reported to the duty teacher. Please emphasize the importance of sharing and respecting the rights of others. Please emphasize the importance of "Excuse me", "I'm sorry", "Thank you", and "Pardon me". Such manners can do much to prevent quarreling. Serious offenses on the playground will be reported to the principal.

### **Regulations:**

1. Students are not allowed to play tackle football or other games that involve tackling, wrestling, throwing, or pulling each other down.
2. Students are not allowed to play baseball or softball at any time unless under the supervision of their classroom teacher or the physical education teacher.

3. Students should play safely at all times on the playground equipment.
4. Students are to throw no objects at other students at any time. This includes rocks, sticks, acorns, dirt, etc.
5. Students should stay away from mud puddles.
6. Students must not come to the office without checking with the duty teachers or classroom teacher.
7. Students are not to bring balls, toys, cards, etc. to school. These items always cause much distraction at school. We are not responsible for those items.
8. Students are to stay in the area designated for their grade.
9. No student is to be in an unsupervised area.
10. Students are not to perform unsafe acts on playground equipment. The equipment will be used only in the manner that it was intended for.

**These rules apply to all areas of the school.**

**Homework**

Homework should reflect reasonable, meaningful objectives of the instructional program. Assignments for homework should be based on classroom instructional activities, clearly understood by students, and serve as a practice for past learning and a motivation for further learning. Parents and students should be given an overview of the school homework policy and individual classroom expectations. *If your child is ill and you want make-up work, please contact the office by 10:00 a.m. The work will usually be ready by 2:30 p.m.*

**Grading Scale**

The letter grades of A, B, C, D, F will be used at each grade level.

A – excellent	100 – 93
B – above average	92 – 85
C – average	84 – 75
D – below average	74 – 67
U – unsatisfactory	66 – 0

Nine week grades will be an average of daily/weekly tests or assignments and the overall grade will be determined by the following scale:

A	4.00 – 3.50
B	3.49 – 2.50
C	2.49 – 1.50
D	1.49 – 1.00
U	Below 1.00

Handwriting, health, physical education, fine arts, and conduct will be graded according to the following scale:

O -	Outstanding
S -	Satisfactory
N -	Not Satisfactory

Remediation in the resource room will be indicated by a slash with the appropriate grade. Any grade followed by “/\*” indicates that the child is in an altered program and could be retained after a conference of the School Building Level Committee consisting of the principal, classroom teacher, support teacher, and counselor. Students receiving 504 modifications in any subject will also receive a grade followed by /\* in that subject.

**Banner Roll**

Banner Roll students are those making grades no lower than an “A” in all subjects not graded by O, S, or N.

**Honor Roll**

Honor Roll students are those making grades no lower than a “B” in all subjects not graded by O, S, or N.

**Academic Warning Letters**

When a student does not meet minimum standards or is having difficulty meeting the minimum standards during the first half of the school year, the parents will be notified by way of a form letter. One copy will be sent to the local school superintendent, one copy will remain in the principal’s office.

**Report Cards**

Report cards are sent home at the end of each 9 week period. The report card is an indication of a student’s progress. Students will also bring home 3 week progress reports.

**Promotion Policy**

Students in grades K – 5 will be considered for promotion when the following conditions exist:

1. Passing session grades in:
  - Kindergarten: Successful classroom progress
  - Grade 1: language and mathematics
  - Grade 2-3: language and mathematics
  - Grade 4-5: language and mathematics, and either social studies or science
3. Attendance for a minimum of 160 days during the school session and being enrolled at the end of the school session.

**\*\*Promotion policy subject to change.**

**Retention: Grades K-5**

Retention is considered when student performance toward meeting local promotional criteria is unsuccessful. Students will not be retained solely upon the recommendation of a private practitioner or private agency. The recommendation will be considered only. Retention decisions shall be the responsibility of the school building level committee and other appropriate staff personnel. Student attendance requirements shall apply in all cases. Presently, students in K – 3 may not be retained more than one year. This is subject to change.

**Emergency Drills**

Fire drills will be held regularly at unannounced times throughout the year. Normal exit routes will be followed for each drill. Once outside, classes will remain together as a class for roll call and re-entry into the building when the bell rings.

Other drills will be held at various times during the year. Students will be instructed on the proper action to take and will be expected to participate in a very serious manner.

**School Wide Discipline Plan**

Every student who is attending R. W. Vincent Elementary should be aware of what is meant by responsible behavior. Each teacher will send home a discipline plan. These plans have been approved by the principal. We ask that you discuss with your child the importance of and need for good behavior and a good attitude while at school. We will not tolerate fighting, disrespect toward others, obscene language, or destruction of school property. Please note corporal punishment will not be administered.

### **French**

Academically able students in the 4<sup>th</sup> and 5<sup>th</sup> grade may qualify to take French. The program is mandated by CPSB and is taught daily by foreign language teacher.

### **SPARK**

SPARK (Seeking Purposeful Analytical Realistic Knowledge) is the local name for the program for academically gifted students in Calcasieu Parish. The identification of gifted students begins with a referral by a teacher, friend or parent of the student with the approval of the local school committee (SBLC). A screening test is given and if the student scores high enough on this or on their standardized test, then a pupil appraisal team gives a full evaluation. Once a student is classified as academically gifted, an individual education program (IEP) conference is held and the student is placed in the program. Evaluations by local psychologists are accepted for review by pupil appraisal.

### **Special Education**

Students who qualify according to state criteria receive assistance through special education.

### **Speech**

Speech classes are available for children who have been diagnosed with a speech, language, voice, or fluency problem.

### **Physical Education**

P. E. classes are well-structured and provided by our full-time coach. Good sportsmanship, skill development, and teamwork are emphasized. Students are graded on their skills, participation, and effort.

### **Art**

Art education is provided at R. W. Vincent to grades K - 2nd. We have a highly qualified art teacher.

### **Library**

Students visit the library on a weekly basis for lessons and checking out books. We have a full-time certified librarian.

### **D.A.R.E. (Drug Abuse Resistance Education)**

All 5<sup>th</sup> graders participate in D.A.R.E. An officer from the Sheriff's Department spends one hour a week for 12 weeks on anti-drug education. The program ends with a graduation ceremony.

### **4-H Club**

Students may participate in 4-H. There are monthly meetings after school.

### **Field Trips**

Field trips are an extension of learning that has taken place in the classroom. To ensure the safety of students, the field trip policy is as follows:

1. A permission form to attend the field trip must be signed before the student will be able to go on the trip.
2. All students in the class must travel on the bus with the teacher to and from the field trip, unless arrangements have been made with the principal.
3. Only students in the class are permitted on the field trip. (Siblings are not allowed on the school field trips.)
4. Parents are welcome as chaperones.
5. Students with multiple office discipline referrals may be required to be accompanied by a chaperone depending on the severity of the behavior.

### **Counselor**

R.W. Vincent is fortunate to have the services of a full-time elementary school counselor. The counselor is available to all students and parents for visiting and consultation. Students may visit the counselor as a result of a teacher/principal request. The counselor's office is open from 8:00 until 3:30 and is located in the front office.

### **Registration**

Office hours are from 7:30 until 3:30 each school day. It is very important that we have accurate information concerning your child. At the beginning of the school year, each teacher will send home and emergency information card. Please fill it out completely and accurately. Notify your child's teacher immediately regarding any changes.

Students must meet age, immunization, and residency requirements for entering school.

PreK – 4 years old on or before 9/30

Kindergarten – 5 years old on or before 9/30

First Grade – 6 years old on or before 9/30

All children, upon entering CPSB for the first time, are required to present a certified or original copy of their official birth certificate. All students must furnish proof of up-to-date immunizations.

When legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented to the school. It will be maintained on file in the school office. In the absence of a legal document, the child will be released to either parent.

When a student transfers to another school, the parent/guardian should notify the school office in advance to allow completion of the proper paperwork.

### **General School Policies**

All visitors, including parents and volunteers, in the school must check in the front office and receive a badge to wear while in the school.

Any student who writes profanity or mars another student's yearbook in any way will have to pay for the yearbook.

Activity fees help defray the cost of classroom requirements for your child. PreK - 5<sup>th</sup> grade class fees are \$15.00. These fees should be paid within the first week of school. Please contact the school office if this puts a financial burden on your family. Arrangements can be made to help you meet this obligation.

### **Medication**

Role of the parent/guardian in the administration of medication at school:

A. Parent/Guardian wishing medication administered to their child shall provide the following:

1. A letter of request and authorization that contains the following:
  - a. name of student
  - b. clear instructions
  - c. RX number
  - d. Current date
  - e. Name, dosage, frequency, and route
  - f. Physician
  - g. Signature of parent
  - h. Emergency numbers
  - i. Statement granting or withholding release of information

- B. No more than a 20 day supply.
- C. The initial dose shall be administered by the parent with time for observation.
- D. The parent/guardian shall work with personnel to administer medication.
- E. Parent/Guardian can administer medication to a student at school and must fill out and sign the medication log.
- F. Medication cannot be administered at school without a Parent Authorization form on file in the office and identification.

### Dress and Grooming

Some of the requirements listed are specific to R. W. Vincent Elementary. They are in addition to the parish policy.

No mode of attire will be considered proper for school wear that distracts or disrupts classroom and school decorum.

An acceptable, normal, and well-groomed haircut with **natural** hair colors will be required. No unnatural colors, lines, letters, or designs shaved in the head. Mohawks will not be allowed. Male students are not allowed to wear earrings at school.

Students may not wear bandannas, hair rollers, or make-up. Extremes in styles or jewelry will not be allowed. Students must wear shoes that have closed heel and toe. This is for safety purposes.

All students are required to adhere to the parish policies regarding mandatory school uniforms.

Any substantial complaint concerning the dress code shall be dealt with by the school administration.

Students are allowed to wear the current Spirit Day shirt, any day of the week, at R. W. Vincent Elementary. Previous years' Spirit shirts may only be worn on Friday. Club shirts may be worn on club meeting days and Friday.

Students **may not** wear torn, ripped or skin tight jeans on Jean Days. Loss of Jean Pass and a call home for replacement clothes will occur if inappropriate jeans are worn.

### 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 or navy blue polo/golf style shirts (short or long sleeves with a collar) or shirts that button down the front with a collar. No emblem, logo, decoration, or decorative trim is allowed.

- White, hunter green or navy blue, turtlenecks with no emblem, logo, decoration, or decorative trim are acceptable. Turtlenecks can be worn separately or under uniform shirt.
- T-shirts (solid white, hunter green or navy blue) will be allowed under the uniform shirt.
- Spirit shirt/club shirt may be worn on day/s determined by the school administrator.
- Administrators may option to have students wear the official school logo on the school's designated shirt.
- Shirts must be tucked in at all times.
- 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.
- Pants, shorts, and skorts must measure (front and back) no shorter than three inches above the knee. Skirts and jumpers must measure no shorter than three inches above the knee.
- Belts should be black, brown, navy blue, hunter green, or khaki with no emblem, logo, or decoration and must be worn with slacks and shorts *that are designed 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 hunter green, navy blue, khaki or white with no emblem, logo or decoration and must cover the ankle and be visible.
- Appropriate shoes must be worn. Shoes must be closed toe, no flip flops, no crocs, no sandals, no heels, no jellies.
- Acceptable outerwear 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 and white. No emblem, logo, or decoration is allowed on classroom outerwear. The uniform shirt must be worn under outerwear.
- Heavy coats and jackets worn to and from school and/or outdoors are not restricted, but recommended to colors of navy blue, white, khaki and hunter green.

- No headwear shall be worn on campus with the exception of knit caps in extremely cold weather.

**Other Dress Code Regulation:**

- Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head. Mohawks will not be allowed.
- 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 or distract or interfere with the instructional programs.
- Clothing, jewelry, and general appearance are to be such as not to constitute a health or safety hazard.

Principals may declare spirit or club days and allow students to wear school spirit shirts or dress up days. Other questions about uniforms should be referred first to the school authorities, then to the central office staff.

**Discipline Guidelines for Uniforms**

All Pre-K – 12 schools in Calcasieu Parish will strive to achieve full compliance of the Dress Code Policy and should resort to discipline measures only when positive measures fail. The intent of this policy is not to prevent any student who is not in uniform from attending school. This policy is not intended to suspend or expel a student from class or from school or lower an academic grade as a result of not complying with the School Uniform Policy.

The following is a progressive disciplinary plan for students who are considered noncompliant with the Dress Code Policy and who have not been granted an exemption.

1 <sup>st</sup> Offense	Written warning
2 <sup>nd</sup> Offense	Phone call to parent/guardian
3 <sup>rd</sup> Offense	Administrator or designee, parent, and student conference

Students shall not be considered in violation of the Dress Code Policy in the following instances:

- During the first five (5) days after transferring from an out of the parish school

- When a student has been authorized by the school principal to wear something other than the approved school uniforms
- When a parent has secured an exemption from the School Uniform Policy
- While an appeal of an exemption from the School Uniform Policy is pending.

Parent(s) or guardian(s) may request an exemption from the School Uniform Policy by submitting a written request to the school principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.

- A written request shall be submitted in writing using the Exemption Form
- The Review Committee shall meet with the parent/guardian to discuss the School Uniform Policy and request exemption.
- The parent/guardian shall be notified in writing of the outcome of the conference.
- If the Review Committee does not grant the exemption, the parent/guardian may appeal the decision to the appropriate director.
- Most common uniform errors: cargo pants, improper footwear, no belts, untucked shirts, and jackets worn all day that is not within the guidelines.

**Communicable Diseases**

The following is based on CPSB policy and procedures. Principals and teachers shall cooperate with the school nurse to protect the health of students while in school by excluding the ill and by preventing the return to school of those not yet recovered from an illness or communicable disease.

**Skin Diseases**

**Scabies (itch), Ringworm of the Scalp, Impetigo**

Children with these skin diseases must be referred to a physician and must obtain a **note** from a physician indicating that it is all right for the child to return to school. Proof of treatment must be shown upon child’s return to school.

**Ringworm of the Body**

Parent must show proof of treatment with medication for ringworm and lesion must be covered. If no improvement within two weeks, medical attention is required. Ringworm of the scalp requires medical treatment.

**Lice**

The student is referred to the principal’s office. The student is confidentially checked for head lice. This is done by a person

designated by the principal. If head lice are found, the parent is to be notified and the student will be excluded from his class immediately. A letter of explanation is to be sent home with the child. If eggs (nits) are found in the hair, the parent is notified and the student should be excluded from school effective at the end of the school day. A letter of explanation is to be sent home with the child. The student shall be excluded from school until he/she 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. If lice and/or nits are present on the recheck, the child must be removed from the campus immediately. Parent will not be allowed to remove lice or nits on the school property. Parent must show proof of treatment (empty medicine bottle) before the student is to be allowed back on campus.

### Measles, Chicken Pox, Mumps

Children with these diseases are to be excluded from school and may return when:

1. Measles – 5 days after rash has disappeared
2. Chicken Pox – 7 days after the appearance of the vesicle
3. Mumps – when the swelling has subsided

### Immunizations

All students upon their initial enrollment must furnish a health record from their physician or the health department providing evidence of their immunizations for the following diseases: diphtheria, tetanus, whooping cough, polio, hepatitis B, and measles. The health card or certificate of immunization must be signed by a physician or stamped by the health unit in order for it to be acceptable. The school should be kept informed of all updates to the child's immunization record.

### Care of Illness

The following guidelines will be followed concerning illness:

1. Any child having fever and/or vomiting should not remain in school.
2. A child with diarrhea will not be permitted to remain at school.
3. Students with severe colds, sore throats, and coughs should not stay at school.
4. Sniffles, reddened eyes, headache, and abdominal pain are signs of acute communicable diseases. Children with such conditions should be separated from others immediately and parent will be contacted. Pink eye requires medical attention.
5. No child will be sent home alone or is allowed to stay at home alone.

6. When a child becomes seriously ill at school, or is seriously injured, a parent will be notified either by telephone or otherwise. If it proves impossible to get in touch with the parents, we will place the child under the treatment of a physician. If treatment is deemed urgent, and a physician is not immediately available, the student will be taken to the emergency room of the local hospital. Responsibility of payment services rendered lies with the parent.

### Medication

Absolutely no medicine are given or used at school without written instructions from a physician, parent or guardian. Forms are available in the office. Aspirin, Tylenol, etc, are medicines. The only one who can change the dosage is the doctor. The medicine bottle must be correct and must match physician's orders exactly. This includes the following: **dosage, name, date, pharmacy, and the drug name.** If medication is not properly labeled, it will not be given. You may administer the medicine yourself. **An adult should check all medicine into the office.** New medicine orders, as well as medication refills, must be taken care of prior to 10:30 a.m. If unusual circumstances necessitate a different time, please call the school secretary and make an appointment. Please keep in mind that medication is administered to students daily between the hours of 10:30 and 12:30. **Do not send medicine to school with your child.**

### Prayer in Schools

CPSB shall permit each school to observe a brief time in silent prayer or meditation.

### Cell Phone Policy

No student, unless authorized by the school principal or his/her designee, shall use or operate any electronic telecommunication device, including any facsimile system, radio paging system, mobile telephone system, intercom, or electromechanical paging device in any school building or on the grounds or in any school bus used to transport public school students. A violation of these provisions may be grounds for disciplinary action. Use of cell phones by an elementary student shall result in:

- Confiscation of the cell phone and parent called.
- Option to use ISI for repeat offenders.

All confiscated phones shall be returned to a parent or guardian when a request has been made and a release form provided by the school has been signed. Parents must sign the release form in person.

## Federal Programs

All Federal Programs information is included in the Calcasieu Parish School System Code of Conduct. Families are directed to read all information pertaining to Federal Programs and sign all necessary forms.

### Reporting Days

Students' First Day..... 8/13  
 Students' Last Day..... 5/25

### Holidays/In-services

Students Do Not Report  
 on the Following Days

School System Offices Closed..... 7/5  
 System-wide In-service ..... 8/9  
 Paras report to work ..... 8/10  
 School/System In-Service ..... 8/10  
 Labor Day ..... 9/6  
 Fall Break..... 10/11-10/12  
 Teacher In-service ..... 10/18  
 Veterans Day ..... 11/11  
 Thanksgiving ..... 11/22-11/26  
 Christmas..... 12/20-12/31  
 Teacher In-service ..... 1/3  
 MLK Day ..... 1/17  
 Mardi Gras ..... 2/28-3/2  
 Teacher In-service ..... 3/14  
 Easter Break..... 4/15-4/22  
 Half Day Students Only..... 5/25  
 Teacher In-service ..... 5/26-5/27

### Nine Week Periods

1st ..... 10/19  
 2nd ..... 1/11  
 3rd ..... 3/18  
 4th ..... 5/25

### State Testing\*\*

LEAP ELA/Math/Sci. (3-8) ..... TBA  
 EOC Fall CBT..... TBA  
 EOC Spring CBT ..... TBA  
 ACT SST ..... TBA



2021-

### July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### January 2022

S	M	T	W	T	F	S

## PBIS (positive behavioral interventions and supports) behavior policy

Your child's behavior will be recorded daily using the calendar located in his/her planner. A behavior number/letter system will be used. This behavior number/letter list can be found below.

### Daily:

Every child will begin each day with no marks.

Children will receive a verbal warning before any marks are recorded.

1<sup>st</sup> Offense - Loss of Privilege (1<sup>st</sup> mark recorded on Discipline Ladder)

2<sup>nd</sup> Offense - Loss of Privilege (2<sup>nd</sup> mark recorded on Discipline Ladder)

3<sup>rd</sup> Offense - Loss of Privilege (3<sup>rd</sup> mark recorded on Discipline Ladder)

4<sup>th</sup> Offense - Parent Contact (4<sup>th</sup> mark recorded on Discipline Ladder)

Office Verbal Warning-Pit Stop

### SEVERE OFFENSES WILL BE IMMEDIATELY SENT TO THE OFFICE.

#### Per nine weeks:

A parent contact will be made on any child accumulating 4 or 8 recorded marks on the Discipline Ladder. On the 8<sup>th</sup> recorded mark, the student will visit the office. If a student accumulates 12 marks the parent will be required to meet with the teacher at school. Any student accumulating 16 marks will be written up on an Office Discipline Referral (ODR) and sent to the office.

### \*Students are given POSITIVE rewards for exhibiting great behavior\*

-All students receiving 5 or less marks and per nine weeks and no ODR will be rewarded with a PBIS Celebration at the end of the nine weeks.

-All students having 0 marks each week will put their initials on a bingo card for a chance to win a free dress pass.

-All students having 0 marks for 3 weeks will be awarded a Golden Eagle Buck.

-All students have the opportunity to earn Eagle Bucks for exhibiting exceptional behavior throughout the day. These bucks are used to buy items/activities at the end of each nine weeks.

OFFENSES:		LOCATIONS:	
A - Talking	E - Disrespect	1 - Classroom	5 - Music
B - Unnecessary noise/movement	F - Damaging property	2 - Hallway	6 - Lunchroom
C - Touching others	G - Inappropriate behavior/language	3 - Recess	7 - PE
D - Failure to follow directions	H - Expressions of anger	4 - Restroom	8 - Library



R.W. Vincent Elementary School  
 Rules and Behavioral Expectations for Common Areas

Common Area	Be Safe	Be Respectful	Be Ready
<b>ALL COMMON AREA BEHAVIORAL EXPECTATIONS ARE TO BE INCLUDED WITH SETTING SPECIFIC BEHAVIORAL EXPECTATIONS</b>			
Cafeteria	<ul style="list-style-type: none"> <li>☺ Keep hands, feet, and objects to self while in line</li> <li>☺ Sit with feet on floor, bottom on seat, and facing table</li> </ul>	<ul style="list-style-type: none"> <li>☺ Enter silently</li> <li>☺ Period of silence (no talking)</li> <li>☺ Use inside voices</li> <li>☺ Clean up your area when finished eating</li> <li>☺ Leave silently (line rules)</li> </ul>	<ul style="list-style-type: none"> <li>☺ Listen for instructions</li> <li>☺ Wash hands (1, 2, 3...Save a Tree)</li> <li>☺ Get all utensils, milk &amp; condiments when first going through line</li> </ul>
Playground/Recess	<ul style="list-style-type: none"> <li>☺ Walk to and from the playground</li> <li>☺ Stay within boundaries</li> <li>☺ Keep hands and feet to self</li> <li>☺ Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>☺ Include everyone</li> <li>☺ Take turns</li> <li>☺ Be aware of others and their feelings</li> </ul>	<ul style="list-style-type: none"> <li>☺ Use restroom/water before entering playground</li> <li>☺ Freeze at the whistle</li> <li>☺ Line up quietly</li> </ul>
Passing areas: Halls, Breezeways, Sidewalks	<ul style="list-style-type: none"> <li>☺ Walk in a straight line</li> <li>☺ Fold arms</li> </ul>	<ul style="list-style-type: none"> <li>☺ Walk silently</li> </ul>	<ul style="list-style-type: none"> <li>☺ Look <u>forward</u>(be aware of the person in front of you)</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>☺ Keep feet on the floor</li> <li>☺ Wash hands -one squirt of soap -1, 2, 3...Save a Tree</li> </ul>	<ul style="list-style-type: none"> <li>☺ Remain quiet while in restroom (including recess)</li> <li>☺ Knock on stall door before entering</li> <li>☺ One person in stall at a time</li> </ul>	<ul style="list-style-type: none"> <li>☺ Only toilet tissue in toilet</li> <li>☺ Flush toilets and urinals</li> <li>☺ Return to classroom promptly</li> </ul>
Arrival & Dismissal Areas	<ul style="list-style-type: none"> <li>☺ Use sidewalks and crosswalks</li> <li>☺ Follow hallway rules</li> <li>☺ Be aware of traffic</li> </ul>	<ul style="list-style-type: none"> <li>☺ Use quiet voices</li> <li>☺ Sit in assigned area</li> <li>☺ Listen to duty teacher for instructions</li> </ul>	<ul style="list-style-type: none"> <li>☺ Arrive on time &amp; leave on time</li> <li>☺ Get teacher permission to go to office</li> <li>☺ Car riders: Sit quietly and watch for your car</li> </ul>
Special Events & Assemblies	<ul style="list-style-type: none"> <li>☺ Wait for arrival and dismissal signals (give me 5)</li> <li>☺ Keep hands, feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>☺ Use audience manners</li> <li>☺ Sit on your bottom with legs crossed</li> </ul>	<ul style="list-style-type: none"> <li>☺ Enter quietly</li> <li>☺ Listen attentively</li> </ul>
Bus	<ul style="list-style-type: none"> <li>☺ Remain seated while on the bus</li> <li>☺ <u>Keep all of your body and any objects inside the bus at all times</u></li> <li>☺ Use a quiet voice while on the bus</li> </ul>	<ul style="list-style-type: none"> <li>☺ Keep your hands to yourself when exiting the bus</li> <li>☺ Be friendly to other bus riders and bus driver</li> </ul>	<ul style="list-style-type: none"> <li>☺ Be at the bus stop 10 minutes before your <u>pick up</u> time</li> <li>☺ Have all supplies ready to board the bus</li> <li>☺ Be prepared to unload</li> </ul>
Classrooms	Each classroom will define their expectations for being safe, being respectful, and being ready.		

AR Tracking Sheet - \_\_\_\_ 9 weeks

Goal: I will earn \_\_\_\_ points with 85% comprehension or better. My book level begins at \_\_\_\_.

	Title	Level	%	Points Earned
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2				
3				
4				
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AR Tracking Sheet - \_\_\_ 9 weeks

Goal: I will earn \_\_\_ points with 85% comprehension or better. My book level begins at \_\_\_.

	Title	Level	%	Points Earned
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AR Tracking Sheet - \_\_\_\_ 9 weeks

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# School to Home Communication

Date	Teacher Comments	Parent Comments

# School to Home Communication

Date	Teacher Comments	Parent Comments



