Vinton Elementary
2021-2022
Parent/Student Handbook

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This agenda belongs to:

NAME ____________________________________________

Mission Statement: All students will achieve success through learning.
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### 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: 8/5
- 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 PBT: TBA
- LEAP Connect/LAA: TBA

### Calendar Code
- Students' First Day/Last Day
- Half day—students only
- School Holiday
- System-wide In-service
- Teacher In-service home
- System/School In-Service Day
- Nine Weeks Period Ends
- Time Change
Welcome to Vinton Elementary School

The policies and procedures outlined in this handbook are compiled to help students and parents make adjustments to the school and to promote active engagement in our school community. Vinton Elementary has been serving the Vinton community since 1902, and we welcome the next generation to our campus. Please note that the administration reserves the right to amend any provision set forth in this handbook when it is deemed to be in the best interest of the educational process. Furthermore, the administration reserves the right to prescribe consequences for violations of guidelines not specifically stated here and to alter any assigned consequences.

Registration Information

Students must meet the immunization and residency requirements for entering school.

Pre-K – Four years of age on or before September 30 of current school year.

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

First grade – Six years of age on or before September 30 of current school year.

Other Grades – based on chronological age and/or records from transfer school

Items necessary for registration:

a. Birth certificate  
b. Social security card  
c. Immunization records  
d. 2 Utility bills in the name of the legal guardian

Fees

Students at VES are charged a one-time assessment fee of $15.00 PREK-5 to cover basic student needs in the classroom and Art/Music supplies. During the year, should your child’s class elect to go on a field trip, fees specific to the field trip will be assessed.

Parent/Visitor Information

Office hours: 7:30 AM to 3:30 PM. All visitors must sign in at front office.

School Schedule

7:15 Students begin arriving

7:40 Morning bell rings, instruction begins

7:30 Cafeteria doors close - please arrive before 7:30 if eating breakfast

10:30 – 12:30 Lunches Served

Students may NOT check out after 2:30 p.m. and no changes to a child’s route home can be made after 2:00. This is district policy

3:05 Car & Bus Dismissal  3:20 Walker Dismissal

*Students may not be dropped off or arrive at school prior to 7:15 am.

** Students arriving after 7:40 must be checked-in by an adult. For the safety of our children, ALL visitors MUST register in the office upon arrival and wear a visitor’s badge.
ATTENDANCE
Absences – All students are expected to attend class every day that school is in session. District policy requires students to be present a minimum of 167 school days to be eligible for promotion. Students missing more than 10 unexcused absences shall be retained. Parents or guardians must provide a dated and signed note for any absences to the child's teacher. The note must state the reason for the absence and the date of the absence. Please attain a doctor’s excuse when possible. Personal illness and death in the family are considered excused absences. Any exception must receive the principal's approval.

ARRIVAL/DISMISSAL -
To assure adult supervision, students must not arrive earlier than 7:15 a.m. The duty teacher will permit entry beginning at 7:15. Students should arrive at school between 7:15 and 7:40 AM. The bell rings at 7:40. School begins at that time. Students may NOT check out after 2:30 p.m. Car riders and first bell bus are dismissed at 3:05. Walkers are dismissed after the car riders at approximately 3:20. Parents are not allowed in the building to wait for their children and are not allowed to walk students off of the porch until the car line has ended. If your child becomes sick while at school, you will be notified. Determining the nature of the illness is a judgment call. School personnel will do their best to assess the problem and take the suitable course of action.

STUDENT CHECK-IN/CHECK-OUT -
Parents must accompany their child to the office to sign in if arriving after 7:40. Office personnel will call for the child if checking out before dismissal time. Students may NOT check out after 2:30 p.m. Parents must call the office by 2:00 PM if they are making a change in how the student normally gets home from school. Re-routing students should be for emergencies only.

ATTENDANCE & TARDY POLICY
Attendance and arriving to school on time are essential to a child’s academic success. Please read the information below carefully.

School begins at 7:40. Students arriving at school after 7:40 AM are tardy and must be checked in at the front office by an adult. Each tardy will be recorded on the attendance record as “Late to school”.

1st “Late to School” – documented and a verbal reminder
2nd “Late to School” – documented and given a written reminder of the tardy process
3rd “Late to School” – documented and student will be assigned instructional time recovery during a non-academic activity. Parent will be required to sign and return instructional recovery time notification.
4th “Late to School” – documented and student will be assigned a instructional recovery time outside of core instructional minutes. Parent will be responsible for transportation if assignment is made for after school.

5th “Late to School” – documented and reported to TASC (truancy) and assigned after instructional time recovery.

STUDENTS LATE TO SCHOOL MUST HAVE AN ADULT SIGNS THEM IN BEFORE BEING PERMITTED TO CLASS.

Parents, we appreciate your efforts to get your children to school on time so that they are ready to learn when the 7:40 bell rings. With the increased emphasis on school accountability it is imperative that your child come to school on time.

LEGAL CUSTODY
Where the legal custody of a student has been judicially assigned to one parent or legal guardian, a certified copy of the judgment should be presented and kept on file in the school office. In the absence of a legal document, the child will be released to either parent.
**STUDENT TRANSFER**
Parents should notify the teacher and the office in advance if transferring to another school. The following guidelines must be met before a student’s records can be released:

1. Textbooks must be returned.
2. Library books must be returned or paid for.
3. Lunch money must be paid in full.
4. Assessment fees must be paid in full.
5. Any fundraiser money/items must be turned in.

**ACADEMIC INFORMATION**

**CURRICULUM**
The elementary curriculum consists of language arts, mathematics, social studies, science, fine arts, and physical education.

**GRADING**
Calcasieu Parish Public Schools Grading Scale

100% - 93% = A (Excellent)
92% - 85% = B (Above Average)
84% - 75% = C (Average)
74% - 67% = D (Below average)
66% and below = F (Failing)

**HOMEWORK** – Home learning is an integral part of the learning process to support, enrich, and reinforce subject matter taught at school. Each classroom has developed a homework policy. It is the student’s responsibility to complete assignments and turn them in on time. Parents can assist by close communication with the teacher and making sure that homework assignments are completed.

**REPORT CARDS**– Report cards are issued three school days after the end of each nine weeks grades first through five. Kindergarten students will receive report cards beginning with the completion of the 2nd nine weeks. When nine weeks grades are averaged, the overall grade is determined as follows:

A 3.5 – 4.0
B 2.5 – 3.4
C 1.5 – 2.4
D 1.0 – 1.4
U 0.0 – 0.9

**STUDENT PROGRESS** – Kindergarten work is sent home on an almost daily basis. First through fifth grade papers are sent home every Wednesday. Mid-nine weeks averages are sent home at the beginning of the third and sixth week of every nine weeks. These progress reports are to inform you of the academic progress of your child in each subject area. Parents also have access online to all student progress for each class.

**PARENT/TEACHER CONFERENCES** – Communication between school and home is important. Parents may request a conference at any time. Please contact the teacher or school counselor to schedule conferences.

**PROMOTION** – Promotion from one grade to the next is based on CPSB policy based on standards cited in Bulletin 741. VES follows CPSB progression plan. Students must attend a minimum of 167 days during the school year. No more than 10 absences per school year.
**TESTING** - District and state tests are extremely important. Please do not schedule appointments for your child during testing weeks. These dates are shared with parents as soon as they are released.

**ACCELERATED READER** - All Vinton Elementary students participate in a school-wide program that allows children to read at their appropriate developmental level. The Accelerated Reader program permits teachers to monitor student progress while at the same time motivating children to read. Zones of proximal development are determined and students set individual as well as class goals and the reading begins. Working with students to meet their AR goal is just one way that our school promotes literacy and builds a foundation for lifelong learning. Parents can truly extend their child’s learning by providing thirty minutes of reading at home every night. A list of available quizzes can be found on the school’s web site. Grades 2-5 receive one grade each 9 weeks for their Accelerated Reader progress.

**DISCIPLINE**

The purpose of discipline is to guide students in making sound, responsible decisions regarding their physical safety, emotional safety and education as well as the safety and educational opportunities of those around them. Students are expected to behave in an orderly, respectful manner at all times when entering or leaving the school grounds. Students may not leave school once they have arrived for the day without permission from the office.

* Toys, games, trading cards, radios, stereos, pagers, and cell phones are not allowed during the instructional day at school or on the bus.
* In addition the Calcasieu Parish School System has a very strict zero-tolerance policy regarding weapons, alcohol, drugs, fighting, and sexual harassment and students have access to an RTI Behavior Plan as necessary.

The policies of Vinton Elementary regarding student discipline are compliant with the policies established by the Calcasieu Parish School Board in the Code of Conduct and I.D.E.A. Each teacher will communicate classroom rules and expectations along with any classroom issues to their students and parents. Discipline issues will be handled in accordance with the CPSB Code of Conduct.

**PBIS**

Vinton Elementary participates in a school-wide Positive Behavior Intervention Support program. Expectations for school-wide behavior is set and taught to all students. PBIS folders go home to parents to communicate your child’s success at meeting those expectations. Parent are asked to initial the behavior chart daily. PBIS Student Recognition is frequent throughout the year through awards and celebrations to reward students for meeting those expectations.

**VINTON ELEMENTARY SCHOOL EXPECTATIONS (C.U.B.S.)**

- **Come to School READY** each day by 7:40 am prepared to succeed through learning
- **Understand and Follow Rules**
- **Be RESPONSIBLE** for his/her own behavior and learning
- **Show RESPECT** toward others, oneself, and the school

**BULLYING**

The School Board recognizes that peer bullying is a form of harassment and can contribute to an unacceptable educational environment. The School Board, therefore, will not tolerate bullying on the part of any student toward another student. Bullying is defined as a pattern of behavior that is directly or indirectly focused towards another student to alter or control the student’s behavior in a detrimental manner through actions, which are emotional, verbal, written, sexual, racist, or physical. Bullying 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.
HEALTH SERVICES

It is the responsibility of the principal and teachers to protect the health of students while in school. Any student with a condition that is contagious cannot remain at school. The following considerations will be made for a child’s return to school:

COMMUNICABLE DISEASES -
- 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.

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

SKIN DISEASES –
- Scabies, ringworm, impetigo – must have a note from physician stating that the child may return to school.
- Lice – must show proof of treatment and the hair must be free of “nits”.

MEDICATION AT SCHOOL – Medication may not be administered at school without written instructions from a physician and written permission from a parent on the forms provided by the Calcasieu Parish School System. If it becomes necessary for your child to receive medicine at school:
1. Parents may come to school to administer the medication.
2. With proper forms signed by a physician and properly labeled medication, a 20 day supply of medication may be kept at school to be administered by trained school personnel. Medicine must be brought to school and signed for by a parent.

Medication on a field trip – Trained school personnel or parents may administer medication on field trips. Parents may indicate their permission to withhold medication while on a field trip. Serious medical conditions (i.e. asthma) will require doctor’s orders for the trip.

School nurse – There is a school nurse assigned to Vinton Elementary for consultation when special situations arise. The duties of the nurse include evaluating student health records, setting up hearing & vision screening, which is conducted annually for grades K, 1, 3, and 5. When problems are detected, parents will be notified.

NUTRITION
VES participates in the Community Eligibility Provision, a U.S. Department of Agriculture program, which subsidizes the cost of breakfast and lunch. All students may eat in the cafeteria free of charge.

BREAKFAST – A hot, nutritious breakfast is available to all students each day from 7:15 to 7:30 AM in the cafeteria.

LUNCH – Students are encouraged to participate in the school lunch program, which provides delicious well balanced meals designed to promote good nutrition. Students may bring their lunch from home. Canned or bottled soft drinks are not allowed. Fast food (McDonald’s, Popeye’s, etc.) may not be brought into the cafeteria.

FUNDRAISER SUPPORT – Fundraisers are a necessary means of providing funds to our school for the purposes of maintaining copying machines, teacher supplies, furniture/equipment, technology, and many other needs. Participation in fundraisers is always optional.

STUDENT RECORDS – We do not issue copies of birth certificates and social security cards from a student’s file. Please contact the SS Administration and local health unit for assistance.

PARTNERS IN EDUCATION – The goal of the Partners in Education program is to improve the quality of education through the direct involvement of business with school.
Technology
These students are growing up in an ever-changing technology rich society. We strive to maintain the most current technology available and use it as part of every day's instruction. Each classroom is equipped with internet connected computers to enable teachers and students to access the latest information on curriculum content. Students learn integrated technology as part of their curriculum. Additionally, students can access accelerated reader quizzes from their classrooms as well as a number of on-line and off-line tutorials and curriculum enhancements. Calcasieu Parish Technology department utilizes the most up to date filters and content security to assure students’ safety during internet research. In order for your child to use an internet connected computer, you and your child MUST sign the "Acceptable Use Policy" agreement located in the Student Code of Conduct which will be sent home separately. In all grades, each student has use of a device for each class.

Transportation Information
Please make your child aware of any plans to change his/her transportation home before school starts. Send a note with the child to give to the teacher with any change in the way your child will be getting home, or who will be picking him/her up from school. Parents must call the office by 2:00 PM if they are making a change in how the student normally gets home from school. Re-routing students should be for emergencies only.

- **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 the loss of the privilege of riding the bus. Students may not ride home with a friend to attend birthday parties, slumber parties, scout meetings, etc. All of our buses serve the maximum number of students, and riding for such occasions overloads the bus. To ensure the safety of our students once a student has been assigned to a bus route, he/she will stay on it for the remainder of the school year. Reroutes will only be permitted on an emergency basis. In the event of an emergency reroute please contact the school office. Once an administrator approves it, parents must send a note to the driver.

- **CAR RIDERS** – Students in grades 1-5 who are transported to and from school by car are to be dropped off and picked up in the front drive. Teachers are on duty at this location. *During dismissal, if your child is not available for immediate loading, you will be asked to pull forward and park to avoid delaying others.*
  **Pre-K and Kindergarten** – Students in regular Pre-K and Kindergarten will be dropped off and picked up on the east side drive of the Kindergarten wing.
  **DDP Students** – Students that are in DDP must be walked to and from class by an adult.

- **WALKERS** – Students who walk or bike home are dismissed at approximately 3:20 after the car rider line has finished moving. Please make plans with your child about transportation during inclement weather. While safety instruction is part of our curriculum, please review the needed safety information your child may need to get them home in a safe and timely fashion. Bike Riders – are to park their bicycle on the racks provided. Parents are encouraged to provide locks. The school is not responsible if unlocked bikes are stolen.

**STUDENT-TO-STUDENT SEXUAL HARASSMENT**
The School Board recognizes that peer sexual harassment is a form of prohibited discrimination and can contribute to an unacceptable educational environment. The Board, therefore, will not tolerate sexual harassment on the part of any student toward another student. Harassment is defined as a gender-based conduct directed because of a student's sex, and as any unwelcome sexual advance, request for sexual favor, and other verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to alter the conditions of the student's educational environment so as to create a hostile or abusive educational environment. Incidents of sexual harassment 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 derogatory or offensive posters, pictures, cards, cartoons, graffiti, 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.
Uniforms

Uniforms are mandatory in all Calcasieu Parish elementary schools. The uniform policy is as follows:

• Uniform shirts will be white, hunter green, red 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, red or navy blue turtlenecks with no emblem, logo decoration, or decorative trim are acceptable.
• Uniform shirts will be white, hunter green, red 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, red or navy blue turtlenecks with no emblem, logo decoration, or decorative trim are acceptable.
• 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 opt 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 or leggings, no spandex, no baggy pants, no carpenter or cargo styles, 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.
• 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 designed to have belt loops. Belts must be visible and worn around the waist. Belts are optional for pre-k and kindergarten.
• 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 ankle and be visible.
• Appropriate shoes must be worn and not include clogs, thongs, or shoes without a back. Sandals are not allowed in elementary grades.
• 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.
• In keeping with the Vinton colors of red, white and blue; Vinton Elementary students will be allowed to add solid red uniform tops to their selection of approved school attire.

Other Dress Code Regulations:

• Prohibited items include bandannas, hair rollers, extremes in hair styles, psychedelic hair colors, lines, letters, or designs shaved in the head.
• Sunglasses, nose rings, visible body piercing, and excessive or inappropriate jewelry are prohibited. Boys are not allowed to wear earrings.
• Prohibited items include makeup, painted faces 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 safety or health hazard. Principals may declare spirit or club days and allow students to wear school spirit shirts, or dress up day (i.e. when school pictures are scheduled) or allow students to wear other uniforms such as Boy Scouts, Girl Scouts, cheerleaders, band chorus, etc. other questions about uniforms should be referred first to school authorities, then to the central office staff.

Parents or guardians may request an exemption from the School Uniform Policy by submitting a written request to the principal. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.
Awards & Incentives

Each 9 weeks, students earn Bingo cards (up to 6) based on performance. Cards are earned for: Perfect Attendance, Honor Roll, Banner Roll, meeting their AR goal, Os in Conduct, and exemplary conduct (no marks). Earned cards are issued at a special Celebration Bingo evening with qualifying students and their moms and they play for prizes. Students also earn Cubby Cash throughout the weeks for reasons designated by their classroom teacher and spend their earnings through our Cubby Cash To Go Menu once each 9 weeks.

End of the year cumulative awards are earned in the following categories:
Perfect Attendance
Honor Roll
Banner Roll
Top Accelerated Reader (1 per homeroom)
Outstanding Conduct
Principal’s Award- Given to students who have exemplary behavior and earn zero infraction marks on their PBIS behavior charting all year.