



# VINTON ELEMENTARY 2022-2023 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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**Student Privacy: Act 677**

In compliance with Louisiana Act 677, Calcasieu Parish School Board will provide information relative to active district contracts and data elements associated with each application. The documents listed are the current approved applications utilized by the district/schools with student information. The Calcasieu Parish School Board is authorized to share this information through Title 28; Bulletin 741; §2303 D-E and FERPA.

**WELCOME TO VINTON ELEMENTARY SCHOOL**

THE POLICIES AND PROCEDURES OUTLINED IN THIS HANDBOOK ARE COMPILED TO HELP STUDENTS AND PARENTS GAIN UNDERSTANDING OF THE SCHOOL’S EXPECTATIONS AND PROCEDURES 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    | d. 2 Utility bills in the name of the legal guardian |
| b. Social security card |  |
| c. Immunization records |  |

REGISTRATION IS AN ONLINE PROCESS-PLEASE VISIT OUR SCHOOL WEBSITE FOR INSTRUCTIONS OR VISIT

<https://jcampus.cpsb.org/register/>

**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 3:15 PM. All visitors must sign in at front office.

- All visitors are expected to be fully dressed while on campus. Please do not wear bathrobes, pajamas, nightgowns, boxers, nor indecent clothing to the elementary campus.
- All visitors are expected to be respectful and safe while visiting our campus. Aggressive/foul language, screaming, etc.... are not tolerated. This type of behavior will result in receipt of a warning notice and/or administrative withdrawal of permission for offender to enter or be on the premises of VES. This type of communication is also not tolerated on the telephone with staff nor administrators. After calm redirection, if language continues, the call will be disconnected.
- A threat of physical harm or harassment of a staff member or administrator will result in execution of the formal procedure to withdraw permission to enter or be on VES premises for the offending adult and/or report filed with law enforcement agency.
- No students will be released to a guardian who appears to be under the influence of a substance and assistance will be called upon.

## School Schedule

7:15 Students begin arriving

**7:30 Cafeteria doors close - please arrive before 7:30 if eating breakfast in our cafeteria**

7:40 Morning bell rings, instruction begins

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 -Each family will receive a special car pickup tag. Students will only be loaded into vehicles who have the tag. Additional tags may be purchased from the front office for \$5.

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 may 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 documented by a doctor's note or death in the family are considered excused absences. Any exception must receive the principal's approval.

## ARRIVAL/DISMISSAL -

To assure adult supervision, students may 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. Each family will receive a special car pickup tag. Students will only be loaded into vehicles who have the tag. Additional tags may be purchased from the front office for \$5. 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 the porch until the car line has ended.

## **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. These are district policies. 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".

After the 3<sup>rd</sup> "Late to School" a written reminder will be given.

The 5<sup>th</sup> "Late to School" will result in CWA notification.

Any subsequent "Late to School" will lead to a TASC (truancy) referral.

**STUDENTS LATE TO SCHOOL MUST HAVE AN ADULT SIGN 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. To ensure your student's success, it is imperative that your child comes 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, signed by a judge, 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. Assessment fees must be paid in full.
4. 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 2<sup>nd</sup> 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. Please contact your child’s teacher if you have concerns about student progress.

**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 and pass both ELA and Math.

**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 in grades 1-5 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 a few minutes of reading at home every night. A list of available quizzes can be found on the school’s web site.

## **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 during the school day as well as when entering or leaving the school grounds. Students may not leave school once they have arrived for the day unless checked out by a legal guardian or authorized person on emergency card.

\* Toys, games, trading cards, radios, stereos, pagers, footballs, 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. Class Dojo or a behavior chart (depending on the grade level) goes home to parents to communicate your child's success at meeting those expectations. 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. Cyberbullying done off campus, which causes a significant disruption on campus, will also be handled according to the CPSB Code of Conduct.

## **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.

**\*\*\*Refer to CPSB guidance for return to school policies regarding COVID-19 and/or quarantine\*\*\***

**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.

\*\*\*Students exhibiting signs of illness will be placed in the designated isolation room. Parents/guardians are expected to immediately come to the school if they are called regarding student illness. Official guidance for return to school requirements after illness/quarantine can be found at [www.cpsb.org](http://www.cpsb.org)\*\*\*

**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. Doors to breakfast close at 7:30.

**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. Fast food (McDonald’s Popeye’s, etc.) may not be brought into the cafeteria unless it is repackaged.

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

**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. TRANSFERRING STUDENT RECORDS ARE NOT RELEASED UNTIL ALL FUNDS OWED ARE PAID.

**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. 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. 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 grades 2-5, each student has use of a laptop for every class. In grades K-1, each student has an ipad for use at school. Devices may be checked for at home use with administrator approval, proper paperwork, and a monetary deposit.

## 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. This is CPSB District Policy. 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 only ride the bus assigned to them by the district.

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 and must be approved by the district. In the event of an emergency reroute please contact the school office.

- **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 - Car riding students in regular Pre-K and Kindergarten will be dropped off and picked up on the east side drive of the Kindergarten wing.

\*\*\* Each family will receive a special car pickup tag. Students will only be loaded into vehicles who have the tag. If a driver doesn't have the required tag, he/she will be asked to park and enter the office to verify they are authorized to pick up the student. Additional tags may be purchased from the front office for \$5.

- **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. Turtlenecks can be worn separately or under uniform shirt. Solid white t-shirts will be allowed under the 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 opt to have students wear the official school logo on the school's designated shirt(only current year VES apparel may be worn)
- 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 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.
- Jeans – school appropriate – no holes, rips, are distressed
- 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 -1<sup>st</sup> grade.
- 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.

- 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.

## Playground

No toys from home are allowed on the playground. Any student injured on the playground during recess will be reported to the office and the parent contacted.

## Awards & Incentives

**Each 9 weeks**, Students earn Cubby Cash throughout the week for reasons designated by their classroom teacher and spend their earnings at our Cubby Cash Store once each 9 weeks. Students who reach or exceed their AR goals, earn an outstanding in conduct, or have perfect attendance will partake in a celebration.

**End of the year cumulative awards are earned in the following categories, as well as additional teacher designated awards:**

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.

## DISTRICT & STATE POLICIES:

Visit [www.cpsb.org](http://www.cpsb.org), Parents/Students, Resources for a complete list of all current CPSB guidelines and policies.

The Family Educational Rights and Privacy Act (FERPA) can be found at [Here](#) and at the posted link.