



VASS-LAKEVIEW ELEMENTARY

**Family Handbook
2013-2014**

**Bridget Johnson – Principal
Robert Breyer – Assistant Principal**



Dear Vass-Lakeview Family,

We are delighted to start another year at VLE with you and your child! This year promises to be an exciting adventure as we continue to implement the Common Core State Standards and a new reading adoption called, "Journey's". Please know that I am here to serve you and your students.

I can't thank you enough for taking the time to read this document of policies and procedures for our school. It is important that we are all on the same page and that the rules and procedures that govern our school are clearly laid out for all the stakeholders. If I can ever be of assistance, please feel free to let me know.

Sincerely,
Mrs. Bridget Johnson
Principal of VLE

Attendance

We believe that regular attendance is essential to the learning processes of all children. However, we understand there are times when students must be absent from school. Please keep the following in mind in regards to attendance:

- Following an absence, a written excuse note signed by a parent/guardian must be submitted to the school within the first 3 days of the absence.
- North Carolina Law defines the following absences as lawful: illness or injury, quarantine, medical/dental apt. death in immediate family, court or administrative proceedings, religious observances, & educational opportunities
- In regards to make-up work, your child's teacher will determine procedures. Please contact teachers directly.

Tardy Policy

We encourage all parents/guardians to ensure children arrive at school in a timely manner. Students need to be in the classroom before the tardy bell rings. Morning bells ring at 7:15 and 7:30. Students must be in their classrooms, ready to begin instruction by the 7:30 bell.

- **Bus Riders:** In the event the MCS bus is late, students riding this bus will NOT be counted as tardy.
- **Car Riders:** Both parent AND student must come into the office & sign in. Once signed in, students will receive a tardy pass and proceed to class. Parents may not walk their children to class at this time.



Change of address and phone number

It is imperative that we have accurate records of our Vass-Lakeview families. We must have the most up to date information on your child's student record in case of emergency.

- **Phone Numbers:** At any time during the school year should any phone numbers change, please provide the office & teacher with this change immediately.
- **Change of Address:** Please provide the office with at least 2 sources below for proof of domicile:
Source A choices: house deed, current property tax statement, current lease agreement, closing/settlement statement
Source B choices: NC Driver's License **OR** Matricula Consular w/ current address **AND** Motor vehicle registration w/ current address **OR** current bank statement, utility bill (gas, water, or electric), **OR** Medicaid card w/ name & address.

Emergency Contact Information

Student safety is one of our top concerns. An emergency contact form will need to be submitted ASAP. Parents/guardians are asked to determine an emergency contact for their children. The emergency contact will only be called when parents/guardians cannot be reached.

Change of Emergency Contact

In the event you need to change the emergency contact, please notify the school office ASAP. For the safety of your child, it is imperative that VLE has the most current and correct name, address, & phone number of your designated emergency contact.

Vass-Lakeview Cafeteria

Our goal is to provide students with a nutritious breakfast and lunch opportunity while at school. Students are expected to keep lunch accounts current and up to date. Payment for meals can be done daily, weekly, monthly, or by the semester. Student accounts can be kept current with cash, check, or online payments. When sending a check, write your child's name & lunch number on the check. Free and reduced-priced meals are available for families who qualify.

Student Café Accounts:

- Breakfast cost \$ 1.00/day
- Lunch cost \$2.00/day
- Café Menus are available on the Moore County website.



- Student accounts need to be kept current with money pre-paid to the account.

Vass-Lakeview Cafeteria Lunch Visitors

We welcome parents to join your children in the cafeteria for lunch. Each visitor must sign in the office in order to receive a VISITOR'S PASS. It is good practice to verify with teachers and office staff that classes are running on their normal lunch schedule.

Our cafeteria manager is Ms. Alberta Le. You may email Ms. Le with questions or concerns at ale@ncmcs.org

Behavior Expectations

PBIS: Vass-Lakeview Elementary is proud to call ourselves a Positive Behavior Intervention & Supports school. Throughout our campus you'll see a matrix that explains all of our expectations for student behavior. Ask any staff member if you have questions about PBIS.

Bullying Policy

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: emotional, physical, and relational. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking, texting, blogging, and the internet.

Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school.

Dress Code Policy

Students are expected to wear appropriate clothing for the educational setting. This ensures the safety of all students and prevents distractions from the learning environment. Appropriate clothing is defined by these guidelines:

1. Decency
2. Neatness
3. Cleanliness
4. Safety
5. Suitability for school

Examples of inappropriate or unsafe clothing include:

1. Hats, bandanas, or other head coverings
2. Short shorts & skirts



3. Shirts and pants must cover undergarments. Tank tops, see through shirts, bare midriff shirts are unacceptable
4. Clothing with advertisements that are inappropriate including: vulgar/suggestive art, illegal substances, cigarettes, alcoholic beverages, etc.
5. Sunglasses or jewelry that distracts

Car Riders

Please adhere to the following guidelines when dropping off and picking up your children. At back to school night all car rider families will be issued a card with your student's name on it. This car rider card will need to be clearly displayed in the driver's side windshield.

- **Drop Off: all grades**
 1. Students may arrive at school no earlier than 7:05. We ask for your partnership with student safety and wait for a staff member to help your child out of the car in the drop off line.
 2. Stay in line and follow the directions provided by the drop off staff.
 3. Do not leave cars unattended. If you need to come in, please park your car in the adjacent lot and walk in.
- **Pick Up Procedures:**
 1. Stop your vehicle at the designated spot to have your student's name read.
 2. A VLE staff member will direct you to a Cone Station (1-6).
 3. Staff members will load children into car.
 4. Fasten all seatbelts.

Gates -

The gates of VLE will be locked from 7:45AM until 2 PM Monday through Friday.

During these times, you must enter the campus through the Holly Street entrance. This gate closing is to insure safety for our 5th graders and preschoolers who are stationed in other buildings on campus.

Transportation Changes

Please send a note with your child to their teacher concerning any change from the normal dismissal transportation. **Without written notification students will go home in the manner indicated by parents at Open House.**



In the event of an emergency, parents may call the office prior to 2:00. Students must ride their assigned bus, they will not be allowed to ride on a bus they have not been assigned to ride.

Communication Methods

Good communication between all stakeholders at Vass-Lakeview is foundational to a strong partnership. Your children will take an active role in the communication process by delivering their Communicator Folder to you on a regular basis.

- In the folders you'll need to be on the lookout for notes from teachers, PTA, and local community organizations. You can expect news, bulletins, student work, etc. to come home in the Communicator folder. Check your child's backpack daily and look for this folder.

Connect ED Phone Messages

Prerecorded messages can be sent to your designated phone number. The messages are usually reminders of happenings at school and calendar events. However, this system may be used to notify parents of a more urgent matter, such as school closings, bus delays, etc. It is very important to make sure the school has the most current phone number and email address for both parents, so that we may contact you when necessary.

Conferences

We believe that the educational success of your child is a joint venture between the school and home. Parent Teacher conferences will be held in order to provide an opportunity to open lines of communication.

1. Parent/Teacher conferences will be held in the beginning of October.
2. Discussion will revolve around student progress and goals.
3. Conferences can be requested by parents, teachers, or administration as the need arises and will be held at a mutually agreeable time.

Emergency School Closings Communication

If a decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. MCS will post school closings on their website and as well as the VLE website. Parents will receive a Connect ED phone call. **Please do not call the school for early closing information. This will tie up our phone lines.**

HELPFUL HINT: NO ANNOUNCEMENT MEANS SCHOOL WILL OPERATE ON A REGULAR SCHEDULE.

Health & Wellness: Administration of Medication in school



If your child must have medication of any type given during school hours, including over-the-counter drugs; an employee is authorized to administer any drugs or medication to a student when all of the following conditions are met:

1. A physician has prescribed the drug or medication for use by the student.
2. A physician has certified that administration of the drug or medication to the student during the school day is necessary to sustain the student's attendance at school.
3. The student's parent or legal custodian has made a written request that the employee administer the drug or medication for use by the student.
4. The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian
5. Students may self medicate:
 - Prescription drugs with a physician authorization and apparent consent including inhalers, Epi-pens, oral RX, etc.

Health & Wellness: Nurse's Corner

The school nurse is located in the front office area and is available on a limited basis throughout the week. The nurse is available to administer medication, monitor students with chronic health problems, communicate with parents, and provide support for parents and students in regards to health and wellness. When available the nurse will also check and monitor students who become ill or injured while at school.

1. For cuts/scrapes- soap, water, and clean bandages will be used. First aid spray and other ointments CANNOT be used.
2. School Emergencies: When your child is sick or injured at school, we will contact you. If your child is taken to the doctor/hospital as a result of an incident at school, please notify us immediately. IT IS IMPERATIVE THAT YOU MAINTAIN CURRENT PHONE NUMBERS. PLEASE CONTACT THE OFFICE IF YOUR PHONE NUMBER/S CHANGE.

Health and Wellness: Lice Policy

Lice and Nits Policy- A copy of our policy will be sent home and our school nurse will answer any questions if necessary.

Health and Wellness: Ticks

According to Health Department's recommendations, teachers are allowed to remove ticks at school. Parents are notified by telephone if a child has a tick that is attached. If parents cannot be reached by phone, the tick will be removed and a note will be sent home that day.



Homework

Why do we need a homework policy?

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework is a worthwhile use of time outside regular school hours to practice, maintain, complete, make up, or enrich classroom activities.

Guidelines:

Research shows that 10 minutes of homework for every year a student is in school is the *Maximum* acceptable:

- Grade K: 10 minutes
- Grade 1: 10 minutes
- Grade 2: 20 minutes
- Grade 3: 20 minutes
- Grade 4: 25 minutes
- Grade 5: 45 minutes

These guidelines are a maximum time allowed. A teacher may assign less/no homework.

With approval of administration, teachers may exceed the maximum minutes for homework (projects)

Homework will be considered as part of the total learning process and will be monitored by the teacher.

Parent Responsibilities:

- Read and discuss homework with your child
- Provide an appropriate time and environment for learning
- Promptly communicate any questions or concerns regarding homework to your child's teacher
- Develop a routine that ensures:
 - All assignments and materials are brought home
 - All Assignments and materials are returned to school on time
 - The student has an organized means of keeping and carrying homework

Student Responsibilities:

- Make sure you understand the assignment before leaving school
- Take home all necessary materials to complete assignments



- Arrange with your parents for a place to work
- Do homework with minimal parent help
- Complete homework on time

Lost and Found

Clothing and personal items that are brought to school should be labeled with the child's name. Found articles are turned into the School Lost and Found bins or hung on the rack. Unlabeled or unclaimed property is donated to a local charity at least twice a month.

Mascot/Colors

Vass-Lakeview's mascot is the eagle. Our colors are navy blue, white and yellow.

Non-discrimination policy

It is the policy of Moore County Schools and Vass-Lakeview Elementary School not to discriminate against any qualified disabled person solely by reason of his/her disability, in admission, or access to, or treatment in, any program, or activity sponsored by the school. Inquiries regarding compliance to the policy should be directed to the principal.

Pets at School

Because of the number of students with allergies or asthma and the possibility of disease transmission, pets at school are discouraged. In the event that a teacher would like a student to bring a pet to school for a curriculum-related event, the following must occur:

1. Pet visitation must be pre-approved by the Principal
2. Parent must provide the school with documentation of recent pet vaccinations (rabies), if applicable
3. Parent must provide transportation to and from school. No pets can be taken on a bus.

Report Cards

Report cards will be issued after the end of each 6-week grading period. The purpose of report cards is to keep parents up-to-date on their child's academic performance and work habits, and to enlist parents' support and help as they work together with the school staff to improve educational opportunities for students. Please review the report card with your child and return the signed copy.

RETENTION/PROMOTION

Retention and promotion recommendations are made by teachers after reviewing both the student's classroom work and the student's scores on the End-of-Grade tests for children in Grades 3-5 or the End of Year Assessments in Grades K-2.

North Carolina law says that the principal makes the final decision in promotion and retention decisions.

SCHOOL HOURS



School Hours: **7:30 AM to 2:30PM**
Office Hours: **7:05 AM to 4:00 PM**
After School @ VLE: **2:30-6:00 PM**

Volunteers

We accomplish so much at Vass-Lakeview Elementary through the dedication of our volunteers. If you are interested in helping at the school in any capacity, please contact your child's teacher or an administrator about the various opportunities.

This year, Moore County schools has implemented a volunteer policy that will ensure the safety of all of our students. Volunteers are asked to complete a background check. Please see your child's teacher or Mrs. Millie Gomillion in the office for this form.