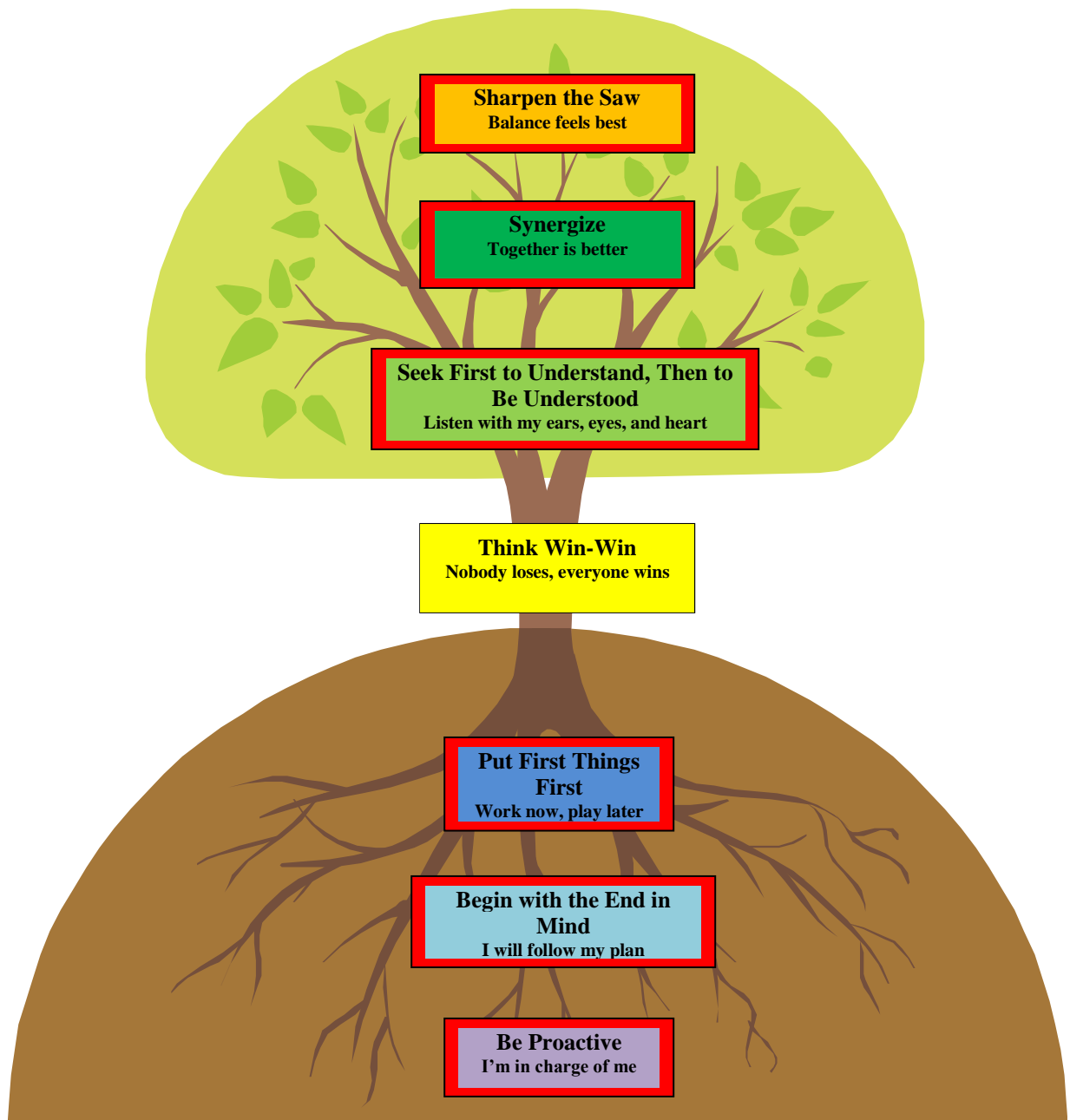


# VINCENT ELEMENTARY SCHOOL

Value Every Student

Parent/Student Handbook  
2017-2018



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Dear Parents and Students,

Welcome to Vincent Elementary School for the 2017-2018 school year! I am excited to be a part of the Vincent faculty and staff this year. We are looking forward to a great year. It takes the students, parents, teachers, and community to make a school successful.

We have a talented and experienced faculty and staff, vigorously working to challenge and encourage your children to perform to his/her potential in a safe and positive school environment. Our school is student centered and your child's success, both academically and personally, is our primary focus. Students will experience hands-on learning, real-world problem solving, and participate in field trips outside the classroom that enhance their education.

Parents, we want to encourage to you to be a part of our Parent-Teacher Organization (PTO) and take advantage of the numerous opportunities to volunteer. We will send monthly newsletters telling of upcoming events and activities where you and your child can participate together. Your involvement with your child's education shows them that you value school and are committed to their success.

Our handbook is a means of communication that explains many policies and procedures for our school. We ask that you carefully review the handbook and refer to it during the year when you have questions. Our handbook and current faculty listing are posted online. Please also refer to the *Shelby County Code of Conduct and Attendance* for additional policies and procedures. If you have any questions, please call 205-682-7320.

I look forward to meeting and working with each of you this year. Thank you for entrusting your children to us!

Sincerely,  
Tonya Borden-Hudson  
tborden-hudson@shelbyed.org

# Value Every Student

## Mission:

To empower every Vincent Elementary School student with leadership skills resulting in leaders who are prepared to lead, love, learn, and leave a legacy.

## Beliefs:

We value leadership demonstrated by:

- Making proactive choices
- Beginning with the end in mind, setting goals, and putting first things first with collaboration for results
- Understanding diversity among our students and staff and working toward a win-win culture as well as seeking to understand others' needs and opinions
- Synergizing partnerships with community stakeholders
- Sharpening the saw with continuous improvement with skills and training

## School Pledge:

Today I will be a leader by using the 7 Habits.

Habit 1 - Be Proactive

I'm in charge of me.

Habit 2 - Begin with the End in Mind

I will set my goals.

Habit 3 - Put First Things First

Work now, play later

Habit 4 - Think Win-Win

Nobody loses, everyone wins

Habit 5 - Seek First to Understand, Then to Be Understood

Listen with my ears, eyes, and heart

Habit 6 - Synergize

Together is better

Habit 7 - Sharpen the Saw

Balance feels best

## Chain of Command

If you have a concern or problem, please follow the steps below in the order provided:

1. Refer to the code of conduct or parent handbook guidelines
2. Contact your child's classroom teacher
3. Contact the administration
4. Contact the Shelby County Board of Education

## School Visitors

1. To ensure a safe school environment, all visitors must enter through the front entrance by the office. **Each visitor must sign in and wear proper identification while in the building.**
2. Please allow children to walk into the building to their classrooms without parental assistance from the first day of school.
3. Please refrain from unannounced classroom visits. If you need to talk to your child's teacher, schedule a conference in advance. Everyone must sign in at the office and be given permission before going to a classroom.
4. There is a no smoking policy in effect for our entire school campus which includes while in your car (on the campus) and on field trips.

## School Hours

**School begins at 7:45 a.m. each day and ends at 2:45 p.m.** No students should arrive on campus *before* 7:15 a.m. Students are to report to their designated area if arrival is before 7:30 a.m. The students will be dismissed to their classrooms at 7:30 a.m. Students should be in their classrooms by 7:40 a.m. to allow for class preparation time. The tardy bell rings at 7:45 a.m.

For morning car arrival (7:15-7:40), turn into the parking lot through the main entrance and follow it around to the right. Drive to the end of the pavement before looping back to the left. Your child will exit the car in front of the building and walk on the sidewalk to the main entrance. For afternoon car rider dismissal, there will be two rows of cars. Faculty/staff will be at the front of the building to direct the flow of traffic and ensure safe exiting of vehicles.

Cars are only allowed in the front parking lot. The area outside of the gym is for buses only. For safety reasons, we ask that you only use the front lot when buses are present.

<b>7:15 – 7:30 a.m.</b>	<b>All students report to designated areas as they arrive</b>
<b>7:15 – 7:40 a.m.</b>	<b>Breakfast served</b>
<b>7:30 – 7:45 a.m.</b>	<b>Report to homerooms</b>
<b>7:45 a.m.</b>	<b>Tardy bell rings</b>

- After 7:45 a.m. parents must accompany their child(ren) to the office for tardy check-in. All exterior doors are locked to the public except the main front door.
- Checkouts should occur before 2:30 p.m. to keep from interfering with car/bus dismissal.
- At 2:45 p.m. the car riders are dismissed to the library until their name/number is called.
- At 2:50 p.m. first load bus riders are dismissed.
- At 3:08 p.m. second load bus riders are dismissed.

**\*Supervision is not provided for students before 7:15 a.m.\***



## **Bus Transportation**

### **First Load Buses:**

11-01  
11-02  
13-02  
09-72  
09-19  
13-31  
08-21  
09-33

### **Second Load Buses:**

09-67  
13-19  
09-73  
13-34  
13-17  
13-08  
09-45

## **Bus Safety**

The safety of each and every student is of the utmost importance for us at Vincent Elementary School. Please help us by discussing bus safety with your child and encouraging him/her to obey the rules and regulations in our bus conduct policy.

Students who ride the bus to and from school and on field trips are expected to behave in a safe and courteous manner and to obey each of the rules enforced by the bus driver and Shelby County. **To ride the bus is a privilege, not a right.** The privilege is maintained by behaving appropriately while on the bus.

Shelby County transportation rules, guidelines, and the discipline process are listed in the *Shelby County Schools Code of Conduct and Attendance*. Please go over these guidelines with your child and emphasize the importance of following these rules in order to maintain a safe and orderly bus.

## **Car Rider Information**

In order to make car rider dismissal more efficient, all drivers must have the original car rider number visible to VES faculty/staff. If the driver does not have the student's original car rider number, he/she must park and come to the main office to retrieve the student.

Any person picking up the student in the car rider line must be listed on the student's checkout list or have a written note from the parent/guardian stating exactly who will be picking him/her up.

**Morning Riders:** If there is not a faculty/staff member present at the drop off area, your child is tardy and must be checked in by an adult in the front office. Students are expected to be in their classrooms by the time the tardy bell rings at 7:45 a.m.

**Afternoon Riders:** Students who are not picked up from the car rider line by 3:15 p.m. must be checked out at the office by a person listed on the checkout list.

For your child's safety, all students who are car riders will receive a new car rider number each year. The previous year's car rider number will no longer be valid.

## Transportation Changes

Students will not be allowed to vary from their normal established routine without **written permission** from their parent/guardian. Therefore, written permission instructing the teacher of the change is necessary in the following situations:

1. Getting off the bus at any stop other than the regular one
2. Riding a bus other than the regular bus
3. Riding in a car when the regular method of leaving school is the bus
4. Riding a bus when the regular method of leaving school is by car
5. Riding in a car different than the regular one

Students will need to ride their regular bus each day. However, if there is an extraordinary circumstance in which students will need to ride a different bus, the administration must **receive** and **approve** a written request 24 hours in advance.

**Please do not call the office to request a change in transportation, and do not fax transportation changes. These requests will not be honored. To ensure the transportation change is made, written notices should be received in the office by 12:00 p.m.**

## Lunchroom

- Students are encouraged to eat breakfast and lunch in the school lunchroom. Visitors are welcome and will need to sign in at the school office. Please do not bring any outside food into the lunchroom.

<i>Breakfast</i>		<i>Lunch</i>	
Students	\$1.50	Paid	\$2.25
Reduced	\$0.30	Reduced	\$0.40
Free	No charge	Free	No charge
Visitors	\$3.25	Adult Visitors	\$4.25
Employees	\$2.25	Student Visitors	\$3.25
		Employees	\$3.25

A new application for free/reduced meals is required each school year. Please take the time to complete the application as soon as possible. **If your child is approved for free or reduced lunches after the start of school, you are still responsible for the balance accrued up to the approval date.**

### **Important CNP Information**

Shelby County Schools realize that students may forget or lose lunch/breakfast money. To make it easy for parents to view charges, fund accounts, and get notified of low balances, we have partnered with [www.myschoolbucks.com](http://www.myschoolbucks.com). There is no charge for parents to create, monitor, or receive emails regarding low student meal balances. Parents may also utilize the myschoolbucks mobile app on their mobile devices to monitor accounts. Parents will still be notified in writing of negative student balances and will be afforded a reasonable opportunity to clear the bad debt.

It is unlawful for the Child Nutrition Program to absorb unpaid, charged meals. Parents are responsible for providing funds for student accounts. If parents need financial assistance paying for school meals, a meal benefit application for free/reduced price meals must be completed. The meal application only takes a few minutes to complete and can be found online at [www.myschoolapps.com](http://www.myschoolapps.com) or [www.shelbyed.org/cnp/mealbenefits](http://www.shelbyed.org/cnp/mealbenefits), at the local school, or at the Central Office. Applications for meal benefits can be completed at any time during the school year. If a parent refuses to complete a meal benefit application or provide funds for student meals after a reasonable amount of time, an alternative meal may be provided at the principal's discretion after parent notification. **Please review the policy regarding negative lunch balances which is posted on the VES website.**

## Nexcheck

Your Check is Welcome. The Shelby County School System recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Shelby County School System has contracted with Nexcheck, LLC, for collection of returned checks.

Checks should be written on a commercially printed check with your name, address, and contact telephone number. When a person writes a check to a school or the School System, he or she agrees that, if the check is returned for any reason, it may be represented electronically on the same account, and that the Service Fee for returned checks established by law may be debited from the same account.

If the check and fee are not collected electronically, Nexcheck will contact the check writer by mail and/or by telephone to make payment arrangements. All payments need to be made directly to Nexcheck, P.O. Box 19688, Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at [www.nexcheck.com](http://www.nexcheck.com) or over the phone (800-639-2435) using a credit card, debit card or electronic check.

## Change of Information

It is imperative that the school be notified immediately of a change of address, home and/or work telephone numbers, or emergency contact information during the academic school year.

## Medication Policy

All medications, whether prescription or Over-the-Counter, must be turned into the school office by the student's parent/guardian or other responsible adult.

**Medications cannot be transported on the bus.**

No student will be permitted to carry or possess any type of medications, whether prescription or Over-the Counter, on his/her person at any time.

The parent/guardian must sign a School Medication Physician/Prescriber/Parent Authorization Form (Form A) before any medication, prescription or Over-the-Counter, can be administered at school.

If the prescription medication order is changed during the school year, a new authorization form (Form A) is required. Both physician/prescriber and parent/guardian must sign the form.

For Over-the-Counter medications, an unexpired, unopened, age appropriate, original container is required and all manufacturers' labeling must be clearly legible. The student's name must be written on the container.

The school will not supply any prescription or OTC medications to staff or students.

All unused medications not picked up by parents/guardians by the last day of each school year will be discarded according to medication procedure guidelines.

These procedures were adopted with your child's safety in mind. If you have any questions concerning these medication procedures, please contact your school nurse.

Note: The "School Medication Prescriber/Parent Authorization" form is located in the code of conduct book. Additional forms are available from the school office or online from the Shelby County School's website at [www.shelbyed.k12.al.us](http://www.shelbyed.k12.al.us).



## How Sick is “Too Sick” to Attend School?

Children get sick and as parents we would like our children not to miss more school than necessary. So how sick is too sick for school? There are times when you should keep your child away from school. If your child is sick, you should know that keeping him or her home improves the time required for getting well. You also reduce the possibility of spreading illnesses. Here are five types of illnesses that are reasons for keeping a child home:

- **Fever** – Temperature of 100.0° or above, child should remain home until fever-free for 24 hours.
- **Vomiting** – Your child should not attend school if he or she has vomited in the last 12 hours.
- **Diarrhea** – Your child should remain home if he or she has diarrhea or has had it in the last 12 hours.
- **Undiagnosed Rash** – Your child should not attend school until the rash has been diagnosed and treated. It could be measles, chicken pox, or some other contagious disease.
- **Pink Eye** (conjunctivitis) – This is very contagious. Your child should be treated before returning to school.

## Head Lice

Symptoms are irritation and itching of the scalp. Presence of light gray insects and nits (eggs) in the hair means that the student will be excluded from school until effective treatment can be used. The student will be checked by the School Nurse before being allowed to return to class. Shelby County Board Policy adheres to a “No Nit Policy.” Students should be checked by parents on a regular basis. The first occurrence is an excused absence.

## Conduct

The Shelby County School’s *Student Code of Conduct and Attendance* states the behavior expected of each student. Teachers develop classroom rules that follow the code of conduct. The school requests that each parent read the code of conduct and discuss the expectations of this handbook with his/her child. If any section is not fully understood, the school urges the parent to contact the teacher or office for further explanation. Most regulations or procedures for Vincent Elementary that help maintain an effective school program are found in this handbook. Good communication between parents and their child’s teachers and bus drivers is very important.

Students are under the jurisdiction of the Shelby County Board of Education and Vincent Elementary rules any time they are on campus, on the bus, or attending an off campus event as a school member.

## Bullying

Bullying is defined by the U.S. Department of Health and Human Services as “aggressive behavior that is intentional and that involves an imbalance of power or strength,” noting that “typically, it is repeated over time.”

Our faculty and staff make every effort to prevent bullying in our school. Our counselor leads us as we continue to learn more about the effects of bullying on our students. At the beginning of each school year, our counselor will hold sessions with each classroom explaining what bullying is and the reasons why we will not tolerate this behavior at our school. Should problems with bullying arise, a series of graduated consequences for any violation of this policy will be those outlined in the student code of conduct.

## Dress Code

Pants, shorts, and skirts must be worn at the waist and fit properly. Pants worn too low, too long, too large, too short, too tight, or too loose are not permitted. Skirts, shorts, and dresses must be mid-thigh or longer in the front and back.

No tank tops, halters, backless dresses, midriff shirts, spaghetti straps, pants with cuts/slits, or cut-off shirts will be allowed.

Jackets and coats are to be worn in good taste. Generally, these are inappropriate to be worn in the classroom.

No hats, caps, head coverings, hair curlers, picks, or sunglasses will be worn in school.

Students are prohibited from wearing any sign, symbol, logo, or garment, which has become synonymous with any gang, cult, Satanism, or unauthorized club or organizational activity. Also, hair paint is prohibited.

Students are required to wear appropriate shoes at all times. Students must wear tennis shoes to P.E. each day. Shoes with wheels and flip flops are not appropriate for the school environment.

Additional information regarding the dress code can be found in the *Shelby County Schools Code of Conduct and Attendance*.

## Attendance

Please refer to the Shelby County Code of Conduct and attendance for detailed attendance policies. Take note that parents must send a written note within three days of the absence for it to be excused. All parent notes will not automatically be excused. The registrar and administrators will review the reason for the absence. Failure of the parent or guardian to send a note, however, will ordinarily result in the absence being marked unexcused.

When a student is absent, the parent will receive a phone call from the school office to make the parent aware of the absence. After two unexcused absences, the student and parent will receive a letter from the school. Upon three unexcused absences, the local school will schedule a pre-referral parent meeting to review the student's attendance record. Absences beyond 12 must be documented with a doctor's note, court excuse, or permission of the principal.

## Check In/Checkout Procedures

All students arriving at school after 7:45 a.m. must be checked in at the office by the person transporting the student. Please refer to the *Shelby County School's Code of Conduct and Attendance* concerning excessive tardies.

- Students checking out of school must be signed out in the office by a parent or a responsible adult designated on the child's checkout list. A reason for the checkout must be indicated or the checkout is considered "unexcused." Please limit checkouts to necessities only.
- For the safety of your child, please be prepared to show identification.
- When checking a student in or out, parents are not permitted to go to the classroom without permission from the office.
- Check outs should occur before 2:30 to keep from interfering with car/bus rider dismissal. Checkouts that occur to avoid the dismissal process will be deemed unexcused.

Any student checking in before 11:30 a.m. is considered present for the day. A check in after 11:30 a.m. is considered a full day's absence. A check out before 11:30 a.m. will be a full day's absence.

**If a student is going home with another student from school, the homeroom teacher must have a note from both parents.** No phone calls from school will be made to make such arrangements.

## Attendance Awards

**Perfect Attendance Award**- is awarded to students who have been present every complete day of the school year with no tardies, checkouts, or early dismissals.

**Exemplary Attendance Certificate**- is given to students who attend school each day of the school year. Excessive tardies, checkouts, and/or early dismissals resulting in a detention may prevent a student from earning this award. Vincent Elementary School will give each student who has been present each school day with five or fewer **excused** check-ins/checkouts an Exemplary Attendance Certificate.

## Cell Phone Use

The Shelby County Board of Education respects parents' wishes for their children to bring a cell phone to school. Please refer to the code of conduct regarding Bring Your Own Device (BYOD) and cell phone use. Our school expects students to keep cell phones turned off and in their book bags unless the student has the teacher's permission to use the device for educational purposes in the classroom. The school is not responsible for lost or damaged cell phones.

## Physical Education

Daily physical education instruction is required by Alabama law and participation is mandatory except for health reasons. In the event your child is not able to participate in PE, a dated, written note from a doctor or parent explaining the nature of the illness or injury should be presented to the physical education teacher stating specifically the length of time until normal participation can be resumed. Everyday school dress is acceptable for participation.

**\*\*\*Tennis shoes are required during the physical education class, and shorts MUST be worn under dresses/skirts.\*\*\***

## Inclement Weather

Please do not call the front office to ask if school is closing due to inclement weather because it may hinder school employees from responding to important phone calls in a timely manner. When inclement weather occurs before regular school opening, central office administrators will decide if the school will open or remain closed. The decision will be sent to area radio and television stations, and a message will be sent to all parents who have signed-up for automated messages via the Listserv and/or Blackboard Connect systems. If inclement weather or other emergencies occur after the start of the school day, central office administrators will decide if schools will remain open for the remainder of the school day. If schools close early, area radio and television stations will air the decision. The school district will send out a Blackboard Connect message regarding the closing of school. In most cases, After-School Care services will not be available during these emergency situations, and you will need to make other arrangements for your child. School personnel will take every possible precaution with each student's safety. All checkouts are to be handled through the main office.

**\*\*Please sign-up for the VES Listserv to receive important information about our school. The link is located on the VES website.\*\***

## School Safety/Emergency Procedures

Fire, tornado, intruder, and bus evacuation drills are conducted throughout the year for the students' safety. A complete crisis plan has been developed by school administrators and is in compliance with county and state guidelines.

### After School Care

If you are interested in the After School Care program, please contact:

- Community Education at 682-5958
- Vicky Murphy, VES Director, at 682-7329

Enrollment information is located online at <http://www.shelbyed.k12.al.us/community/ascp.html>

### Field Trips

Field trips are scheduled to enrich units of study. A student must have **written permission** from a parent or legal guardian to participate in this planned activity. A permission slip is sent home along with the information concerning the trip. Adults that can go on these field trips will be limited and is usually filled as your request is sent to the homeroom teacher. Parents may not ride the bus and are responsible for their own transportation. Monies collected for field trips are calculated on the number of students and parents who plan to attend. Therefore, monies collected for field trips are non-refundable. Also, due to safety reasons, no checkouts are allowed during field trips. Always send the exact amount for field trips, lunch money, Kona Ice, etc. or any other event because we do not keep change in the office. Please refer to the chaperone guidelines on page 14 for additional field trip information.

**\*\*Students not enrolled at Vincent Elementary School may not attend field trips!\*\***

### Snacks

Each teacher has an allotted time for snack each day. Please send a healthy snack from home on a daily basis. In accordance with the Alabama State Board of Education and Shelby County Schools, any snack brought from home to be shared with other students must meet nutritional guidelines (i.e. vegetables with low-fat dip, fresh or dried fruit, party mix, low-fat pudding, jello cups, baked chips with salsa, baked chips with dip, pretzels, low-fat popcorn, 100% fruit juice, water and flavored water). Certain food items will not be allowed in the classroom (i.e. cake of any kind, carbonated beverages, candy, jelly beans, candy corn, candy coated popcorn, iced cookies, etc.). If you are unsure if an item is allowed, please contact your child's teacher or the school administration. This guideline covers all snacks including birthday snacks.

### School Parties

School policy allows for two parties each year:

1. Christmas
2. End-of-year

No homemade items are permitted. Each individual classroom teacher will send home notes regarding the party arrangements and other classroom information pertaining to parties.

## **Conferences**

If a parent/teacher conference is needed during the school day, please call and make an appointment to see the teacher. Each teacher can meet during his/her planning time each day. Teachers are expected to hold two conferences per student each year. One can be over the phone if necessary.

Teachers are expected to return telephone calls to parents within 24 hours.

## **Birthdays**

Teachers celebrate birthdays in their classrooms in a variety of ways. Please contact your child's teacher for additional information. Outside food for birthdays will not be allowed in the lunchroom.

## **Yearbook**

We publish a student yearbook to be printed and delivered in the spring. Ordering information will be sent home with students.

## **Lost and Found**

After 30 days our lost and found box is emptied and sent to a charitable organization. To insure that a student's lost items are promptly returned, *label* all supplies, personal articles, coats, sweaters, lunch boxes, etc. Ask your child to check the lost and found immediately if any item is lost. Lost and found is located in the gym.

## **Student Leadership Team**

Student representatives from 5<sup>th</sup> grade are selected by their teacher based on work habits and behavior to serve on the leadership team. These students serve as school ambassadors and play a leadership role in all assemblies.

## **Flag Duty**

Displaying the flags, Moment of Reflection, pledge, and character education contributions are duties reserved for the 5<sup>th</sup> graders. We proudly display the American and Alabama flags.

## **Stinger News**

Each morning our broadcast team is responsible for reporting the latest news at Vincent Elementary. This includes the day's weather, lunch menu, leading the Pledge of Allegiance, and the school pledge. Three broadcast teams are selected based on student interest, academic achievement, and excellent conduct.

## **PTO**

Please Join With Us!! Make this the best year ever! Dues are \$10 for a family.

## **Parent Volunteers**

We love to have parents involved in our school community, and we believe that you are the key to making a difference. You may contact your child's teacher or the front office staff if you are interested in volunteering at the school.

# Chaperone Guidelines for Field Trips

## Chaperones:

1. Are chosen by the teacher and only those persons may accompany a class on trips
2. May bring no other children/guests on the trip:  
Children will ride to and from the field trip on the school bus.
3. Must provide their own transportation
4. Are responsible for their own admission, fees, and lunch unless otherwise notified
5. Must dress appropriately for the occasion
6. Act in accordance with the Board of Education's Code of Conduct:  
No smoking or drinking of alcoholic beverages at any time before, during, or in route to field trips
7. Report to the school at the appointed time:  
You may be asked to assist with pre-trip chores such as loading coolers for lunches or snacks. On some occasions chaperones may be asked to meet in the cafeteria or to stay in their parked car.
8. Must always follow the teacher's instructions
9. Are responsible for assigned children:  
Treat all children with fairness and respect. Set a good example with the language and tone of voice used. Profanity is prohibited.
10. Must stay within the same geographical location as the teacher
11. May not purchase gifts, food, or souvenirs for students in the assigned group
12. Direct discipline problems immediately to the teacher:  
Discipline is not the chaperone's responsibility.
13. Should allow school transportation vehicles to precede them unless otherwise directed:  
Do not travel between the buses.
14. Will not take pictures of VES students and post them to social media websites.

My signature below indicates that I have reviewed all of the above information and acknowledge that I will adhere to the guidelines.

---

Chaperone's signature

---

Date

# Acknowledgement Form For 2017-2018

## Vincent Elementary School Parent/Student Handbook

I have read the 2017-2018 Vincent Elementary Parent/Student Handbook. I realize that I am responsible for knowing and understanding the content and procedures included in this handbook.

Student Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

Parent Name (printed) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

**After reading this booklet, please sign and send this form in to your child's teacher. If you have any questions regarding the content of this booklet, please do not hesitate to call for clarification. Have a wonderful school year!**