

# Veterans Memorial Elementary School

## Student-Parent Handbook



2024-2025

Veterans Memorial Elementary School

15960 Veterans Memorial Blvd.

Naples, FL 34110

Phone: (239) 377-8800

Fax: (239) 377-8801

Office Hours: 7:30AM-3:30 PM

School website: <https://www.collierschools.com/VME>

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# Vision and Mission

**Vision:** Developing tomorrow's leaders today!

**Mission:** To create a learning community committed to high quality teaching and learning to support the success of every student, teacher, and staff member in reaching high standards of performance.



This handbook is provided to give each Veterans Memorial Elementary School family information regarding the policies and procedures that have been established in an effort to create a safe, fun learning environment for our students. Please take a few minutes to read this handbook with your children to ensure they understand all school policies and procedures.



*Proud to Be a Leader in Me*

**LIGHTHOUSE  
SCHOOL**

ACHIEVED 2019

| Veterans Memorial Elementary School Contact Information       |  |                            |
|---|--|----------------------------|
|   | Staff Member   | Contact                    |
| General Information, Call in Absences, Transportation Changes | Main Office  | 377-8800<br>Fax # 377-8801 |
| Administration  | Ms. Jessica Vieira, Principal                                  | 377-8804                   |
|   | Mrs. Brittany Roberts, Assistant Principal                     | 377-8802                   |
| Office Manager  | Mrs. Lisa Thune  | 377-8803                   |
| School Counselors   | Ms. Erin Delgado<br>Ms. Claire Gagliardi                       | 377-8806<br>377-8818       |
| Attendance/Student Records                                    | Mrs. Bonnie Beebe, Data Entry                                  | 377-8805                   |
| ESE Program   | Ms. Jocelyn Badiu  | 377-8811                   |
| Reading Coach   | Mrs. Heidi Hudson  | 377-8838                   |
| Cafeteria/Nutrition Services                                  | M, Food Services Manager                                       | 377-8812                   |
| Youth Relations Deputy  | Corporal Eric Grundeman  | 377-7182                   |
| Discipline & Testing  | Mrs. Brittany Roberts, Assistant Principal                     | 377-8802                   |
| Leaders' League/ SACC   | Mrs. Melody Singh, Site Supervisor                             | 377-0833                   |
| Volunteer Coordinator   | Mrs. Xiomara Reyes   | 377-7166                   |
| School Nurse  | Mrs. Angela Maranto, RN<br>Patricia Jerome, Health Clinic Aide | 377-8809                   |

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VME Web Page - <https://www.collierschools.com/VME>

| Veterans Memorial Elementary School Hours |   |
|---|---|
| 7:30 AM - 3:30 PM                         | Office Hours  |
| 7:45 - 8:25 AM                            | Student Arrival   |
| 8:25 AM                                   | Tardy Bell Rings  |
| 10:30 AM - 1:05 PM                        | Student Lunch<br>Check with your child's teacher for the specific lunch time. |
| 2:50 PM                                   | Student Dismissal<br>(11:50 AM - Early Release Days)                          |
| 6:30 - 7:45 AM<br>2:50 - 6:30 PM          | Leaders' League/SACC  |

## Arrival & Dismissal Procedures

### Arrival Details

The campus is open to students at 7:45 A.M. Adult supervision is **not** available prior to this time. Students may arrive between 7:45 AM - 8:20 AM. The tardy bell rings at 8:25 A.M.

Upon arrival students should:

- Go to the cafeteria to eat breakfast
  - o Breakfast is served from 7:45 AM – 8:10 AM
- After eating breakfast (as needed) students can
  - o Participate in morning activities (ex: academic labs, technology labs, Kids on the Go!)
    - Students must have a pass to participate in morning activities.
  - o Proceed to morning holding area located in the PE pavilions.

### Arrival Procedures

| Bus Riders   | Car Riders/Bikers/Walkers  |
|--|--|
| Bus riders should proceed through the pavilion to the cafeteria for breakfast, their designated area, or to one of the morning activities. | In the morning, the white gate on the north side of the front office will be the ONLY gate open to gain access on campus. Only students will be permitted through the gate. If parents have additional business at the school, they should come to the front office. We continue to encourage parents to drop off their student in the car line. |

### Dismissal Details

Students will be dismissed at 2:50 PM and led by teachers to their respective destinations: bus loop, car rider line, or Leaders League (cafeteria).

### Dismissal Procedures

| Bus Riders   | Bikers/Walkers   | Car Riders  |
|--|--|---|
| Students are to report to the bus pavilion and sit in their assigned area until their bus arrives, and a supervising staff member dismisses them. All bus riders will have a color-coded bus band and a bus ID (this will be scanned as students enter and exit the bus). Students MUST have an ID badge to ride the bus. If it is lost or damaged, please contact the front office and we will provide a replacement. | Meet in their assigned area near the front office and wait for a staff member to arrive and escort them to the bike racks and then to the corner at the school's entrance. | All students must be picked up in the car line. To help minimize the wait in the car line during dismissal, we request that the driver leave the name tag/car sign in plain sight until AFTER the child is loaded. This will assist the staff members who are loading students with locating the child if they do not hear their name called. |

### Inclement Weather Dismissal Procedures

When weather could be dangerous (ex: thunder and lightning):

- Walkers/Bike riders will need to be picked up.
- Car riders will be held in the media center and car line dismissal will be a shortened one lane dismissal.
- Bus riders will be dismissed as usual.

### Early Dismissal Procedures

Students are dismissed at 11:50AM and led by teachers to their respective destinations.

### **Transportation Changes**

All transportation changes **must be called in to the main office** (239-377-8800) **by 2:00 PM**. No changes in transportation will be made based on the student's word. Please do not e-mail the change to the classroom teacher in lieu of calling the front office. If a teacher is absent and unable to send the message to the office, we will not know about the change. All transportation changes need to be communicated to the main office to ensure accuracy. If your child is being picked up by anyone who does not have a current school year car tag, please be sure to contact the front office about this change (this includes going home from school with a friend).

**Please help us maintain a safe, orderly and efficient arrival and dismissal by adhering to the below:**

- If you are dropping off your child in the morning in the car line, please use car line and avoid parking in the parking lot and walking your child up
  - Each time we stop the car line for students crossing it delays car line drop off
- Please remain in your vehicle while in car line
- Pull all the way forward in car line
- If your child is in a car/booster seat and does not know how to buckle, please pull forward to the "holding area" or park in a parking spot to assist your child (staff cannot buckle and unbuckle students)
- All transportation changes must be called in to the front office (377-8800) by 2:00 PM, daily
- No student office pick-up after 2:30 PM will be permitted

### **Student Attendance**

School Hours are 8:20 AM – 2:50 PM

*Students may arrive on campus beginning at 7:45 AM*

*The tardy bell rings at 8:25 AM – (student need to be in class by this time not just getting dropped off)*

Early Release Dismissal Time is 11:50 AM

### **Student Attendance**

Parents/Guardians are responsible for their child's attendance. Arriving at school every day, on time, and remaining all day is important for academic success. Regular attendance is essential to a child's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a child and is regarded as a very serious problem. Please be advised that excessive or unexplained absences will result in an inquiry by the Department of Pupil Services.

Chapter 232.10, Florida Law, states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's school attendance as required under the provision of the Florida School Law. The absence of a child from the school shall be prima facie evident of a violation of the School Law".

[CCPS Student Relations – Attendance](#)

### **Absences**

If your child will be absent from school, we ask that parents call our school office (239-377-8800) before 8:45 AM to notify us that your child will not be in school. Parents should give the child's name, teacher's name, and reason for the absence.

### **Attendance Communication from School**

If a child is absent with no parent/guardian notification, the school will activate an automatic phone call informing the parent of the absence from school. Parents will be contacted via telephone after 3

consecutive days absent with no call from a parent/guardian and 5 absences per semester. A letter will be sent home after both 7 days and 10 days documenting absences. Parents/Guardians are required to notify the school when their child is absent and inform the school of the reason for the absence within twenty-four (24) hours by telephone or written note/email to qualify for an excused or validated absence. Below are the types of absences:

- Excused Absence – Student is absent, and a doctor’s note is provided
- Validated Absence – Student is absent, and parent/guardian contacts the front office to inform the school (this call should take place each day a child is out of school)
- Unexcused Absence – Student is absent, and the school is not notified of the absence

### **Tardies**

Any child who arrives at school after 8:25 AM is considered tardy and **must come to the office with the adult bringing the student to school**, for a pass to enter class. This also applies to children coming in late from an appointment (doctor or dentist). It is the parents’ responsibility to take the tardy student to the front office for check-in. The only exceptions are children arriving late on buses, those on safety patrol duty, and news crew participants. Student tardiness is a concern that must be addressed in order to provide the best education for all our students. Timely arrival at school is expected of all children. Students should be in the classroom by 8:20 AM. Late arrival disrupts the class and causes loss of instructional time.

Habitual absences and/or tardiness have a negative impact on student achievement and development. Any situations of habitual absences and/or tardiness will be investigated requiring a parent conference to address attendance concerns. Please help your child develop responsible habits. We highly recommend that you develop a morning routine that will get your child to school on time.

### **Make-Up Work**

If a student is absent from school, it is the student’s responsibility to make up for the work missed during this time period. If a student misses more than two days for sickness, a parent may contact the school to collect information about assignments missed. Teachers must be given 24 hours to prepare make-up work and materials. At least one (1) day shall be allowed for each day of missed work. A student or teacher may agree on an alternate schedule of make-up work when the length of time for make-up work needs to be modified.

### **Cafeteria Program/Patriots Café**

Menus for breakfast and lunch are published in advance on the Collier County Public School’s website. It is recommended that meals be paid for in advance using CCPS My School Bucks online payment system. To view menus and use My School Bucks click here [CCPS Nutrition Services](#).

**Breakfast** – Breakfast is served daily from 7:45 AM to 8:10 AM. Students are not admitted into the cafeteria after 8:10 AM unless they arrive on a late bus. Students who need to eat breakfast must go directly to the cafeteria upon their arrival at school.

**Lunch** – School lunch will be served daily. **Student lunches cost \$2.50.** Visit the CCPS Nutrition Service page for the school lunch menu, My School Bucks (a way to manage funds in your child(rens) lunch account, and information about school lunch fees.

- **Cafeteria Snacks** are available to purchase from the cafeteria for grades 2-5.
  - There is a limit of 2 snacks per day
  - Students may only purchase snacks for themselves
  - Families may pay for snacks with cash, checks, or utilizing the online pay option. We encourage you to use My School Cash for lunch and snack purchases.
    - If paying by check, please make checks payable to “School Food Services” and place the check in an envelope marked with your child’s name, student number, teacher, date, and amount.
- **Bag Lunch (lunch from home)** - If students elect to bring lunches from home, they should try



to include all necessary items (drink, spoons, napkins, etc.). Milk may be purchased in the cafeteria. Glass containers are not allowed. Please use plastic containers for drinks and food as these are easiest for students to open on their own. Please assist us in helping our students make healthy choices and do not include soda in their lunch boxes.

Please speak with your child about not sharing food with others at school as we have many allergies.

### **Classroom Celebrations**

Teachers may plan four yearly classroom celebrations during the school year. Parents/Guardians wishing to provide party food/drink are asked to coordinate with the classroom teacher. Refreshments provided to classrooms must be store bought. Classrooms that contain students with documented allergies may have additional restrictions regarding the types of foods that are permitted. The health and safety of all students is our top priority.

**Birthday celebrations** are special for all students, and each classroom teacher acknowledges a student's birthday in various ways. In all cases, children are recognized at school on their special day. If you wish to send in an item for your child's birthday, you may send in a B-fit food item for the class or non-food item that will be shared/passed out at the end of the school day. Please refer to our [VME Snacks for Sharing](#) for healthy birthday snack ideas that can be shared with the class. Some non-food items include: a colorful pencil, eraser top, stickers, bookmarks, or a small novelty item.

- Distributing party invitations at school will only be permitted if there is an invitation for all students in the classroom.

### **CCPS Parent Portal**

Please make sure your contact information is up to date! By visiting the CCPS Portal, parents can update their contact information, choose their communication preferences, choose to receive text messages from their school and the District, and verify important information. Student report cards and assessment scores are also located in the Parent Portal.

### **Classroom Placement**

Veterans Memorial Elementary administration and staff will carefully consider all aspects of academic data, social development, and students' unique needs as placement criteria. For students in grades 3-5 who score Level 4 or 5 in English Language Arts (ELA) on the FAST assessment (PM 3) and/or meet gifted eligibility, will be scheduled into advanced ELA for the upcoming school year. Students who score Level 4 or 5 on the FAST assessment (PM 3) and/or meet gifted eligibility in grades 3-7 in mathematics, will be scheduled into advanced mathematics for the upcoming school year.

Each Spring families will be notified of the parent input process and have a timeframe to submit their input for the upcoming school year. Those who desire to share additional information about their K-2 child and specific teacher characteristics you feel are a best fit, may do so. We do not take specific teacher requests.

### **Communication from School**

**Classroom Communication** - Homeroom teachers will communicate with families at least every other week to share classroom happenings.

**Wednesday Folders** - Each Wednesday, communication folders will be sent home with students. These folders will contain important Collier County Public School and VME school information. This is a great opportunity for families to discuss upcoming school and district events. Please check and clean out this folder weekly.

**VME Messenger** - Each Sunday at noon, an email bulletin will be sent to all families from administration. This communication includes district and school information.

**Parent-Teacher Conferences** - We encourage communication between home and school. If parents have

any questions, concerns, or wish to discuss their child's progress, please contact your child's teacher. All conferences must be scheduled. Teachers, administrators, and staff are responsible for children and other assigned duties which do not permit them to meet at unscheduled times. For your convenience, be sure to schedule meetings in advance to ensure the availability of your child's teacher. Teachers' work hours are from 7:40 AM to 3:10 PM. Student arrival and dismissal times require our teachers' full attention. They are unable to adequately meet with you at these times.

### **Dress Code**

At Veterans Memorial Elementary School, we encourage students to "dress for success". Our goal is to provide a safe, fun, and successful learning experience for all students. If appropriateness of attire is questioned, the child will be referred to the clinic for a possible change of attire. The support of parents in following the established CCPS Dress Code Policy is greatly appreciated. VME follows the CCPS Dress Code, located within the [CCPS Student Code of Conduct](#).

**VME Dress Code Enhancement** - It is imperative for students to wear appropriate foot attire to ensure safety. Students go outside for recess daily and have PE twice a week. Please ensure your child has rubber soled, closed shoes and has a back to ensure protection of the foot at all times.

**Sneakers/tennis shoes are highly recommended daily.**

### **Spirit Days:**

- On the first Friday of each month, students are encouraged to show their school spirit by Poppin' with Kindness. This means wearing a shirt with kind words or a kind motto.
- All other Fridays in a month - Students and staff are encouraged to wear VME spirit gear or school colors.

**Student ID Badges** (student badges are a part of the CCPS Student Code of Conduct dress code rule). Students will wear ID badges while on campus from the time they enter their classroom in the morning until dismissal. Student IDs will be printed and provided by the school, placed in a plastic protective sleeve, and on a breakaway lanyard.

- If lost, the first replacement ID, sleeve, and lanyard will be replaced free of charge. If lost a second time (or more) the replacement cost will be as follows:
  - \$3 for the badge and sleeve
  - \$2 for a breakaway lanyard

**Good Things to Leave at Home (not allowed at school)** - Toys, games, technology items, balls, cards and sharp objects, these are not allowed at school. Items of value such as jewelry, heirlooms, and money should also remain at home. Loss or theft of personal items at school or on the bus is not the responsibility of the school or district.

### **Growing Connection**

The Growing Connection (TGC) is a grassroots project developed by the [Food and Agriculture Organization of the United Nations](#) (FAO) supported by a progressive coalition of private and public sector partners. The Growing Connection links people and cultures in a revolutionary campaign that introduces low-cost water efficient and sustainable food growing innovations hand in hand with access to technology and information via existing and emerging technologies. It provides a sound educational foundation, and offers hundreds of families, both in America and abroad, a concrete opportunity to earn income and climb out of desperation. Perhaps most important, The Growing Connection engages people - a network of committed individuals - in an elegant solution to one of man's fundamental challenges.

**How does it work?** School gardening programs and community gardens around the world grow



vegetables in an EarthBox system that becomes a common growing platform for all participants. Students grow food, conduct horticultural experiments, and share their lessons and experiences with each other using IT connectivity. Through modern IT installations, The Growing Connection participates in several countries and are directly linked. And importantly, they are also connected to sources of vital information and advice on growing food. Those once considered the most isolated can now grow, learn, and choose their own opportunities and destinies.

### **Health Information**

Parents are requested to notify the school of any child's absence by calling the school on the day of the absence at 377-8800 before 9:00 AM. This helps us to ensure we know you have kept your child home from school and the child is safe.

**When to stay at home** - Children who have a temperature of 100 degrees or higher should be monitored at home for other signs or symptoms of illness until they are fever free for 72 hours. A child's ability to perform in school is diminished if he or she does not feel well. If your child has repeated episodes of diarrhea or vomiting, a rash or general weakness, please consult with your health care provider and keep your child at home until the illness passes or your doctor recommends the child return to school.

If you are contacted by the school to notify you that your child is sick and needs to be picked up, arrangements for taking your child home should be made promptly. Health services are an important part of a student's total school program. School health staff will promote academic success by helping to ensure that students are healthy and ready to learn. School nurses and school health assistants help students manage chronic health conditions, identify and follow-up on suspected health problems, manage illnesses and injuries, monitor immunization and physical examination documentation, and serve as a resource for health and wellness information. To help protect the health of all students, parents are asked to follow the guidelines provided by the School Nurse.

If a serious illness or injury occurs, the parent will be notified immediately. School administration and Nurse may call Emergency Medical Services and/or take the student to an emergency care facility. Medical treatment will require parental permission. It is imperative that the school has your accurate contact information so that a parent/guidance can be contacted in the event of an emergency.

### **Medication**

Whenever possible, medications should be given at home. However, if it is necessary for your child to receive medication at school, the parent must bring the medication to school in the original container, and complete and sign a Medication Authorization Form. If a prescription medication is required at school, the prescribing doctor must also complete and sign the Medication Authorization Form. This form can be obtained from our school nurse or by clicking [here](#). Medications are kept in the school clinic. Students may not carry medications at school except in very specific situations which require the written approval of the physician, parent, and school nurse. Parents are also required to pick up unused medication. At the end of the year, any unused medication that has not been picked up by a parent will be disposed of.

### **Head Lice**

Instances of head lice and nits (eggs) are not uncommon in elementary school. Parents are called to take home a child who has infestations. These children cannot return to the classroom until the parents have successfully treated the problem. Verification of treatment must be provided to the office, and your child's hair and scalp will be examined for nits before he/she may reenter the classroom. Re-infestation may occur if only one viable nit remains on the hair shaft.

### **Immunization & Health Certificate**

Florida law requires all students enrolled in school to have on file evidence of a physical examination

conducted within the twelve-(12) month period immediately preceding enrollment and an immunization certificate. Immunization requirements are located [here](#). An updated immunization certificate should be provided prior to the start of school each year.

For additional Health Services information please visit [CCPS Health Services](#) and for forms [CCPS Medical & Health Forms](#).

### **Use of Sunscreen in Elementary Schools**

Students should apply sunscreen, if desired, before and after school. If a parent wishes his/her child to apply sunscreen during the school day or during school-sponsored events, the parent must provide the sunscreen which must be:

- approved by the U.S. Food and Drug Administration for over-the counter use to limit ultraviolet light-induced skin damage.
- in a lotion, cream or wipe preparation - use of aerosol or spray preparations are not permitted.
- labeled with the student's name, ID number, grade and teacher.

Additionally:

- It is the parent's responsibility to instruct the child in the proper use and application of sunscreen.
- The classroom teacher may maintain individually labeled sunscreens in a basket or other receptacle.
- Individual plans will be developed for students that are unable to apply sunscreen independently, safely and properly.

### **Emergency Cards**

Emergency cards are to be filled out in the CCPS Portal each year. Information will be shared when the online emergency card is available along with the deadline. It is imperative that all families fill out an emergency card for their child(ren) so we can reach them if needed. Contact information can be updated throughout the school year through the parent portal.

### **Homework**

Homework demands will vary according to grade level. For specific information, please contact your child's teacher directly. You should also contact the teacher if your child seems to spend an inordinate amount of time on homework. In order to assure that grades clearly reflect the student's performance and mastery of standards, homework is not to be a factor in any of the academic area grades in grades K-5.

### **Leader in Me**

#### ***Developing Tomorrow's Leaders Today... Our Vision at VME***

We believe that every student at VME should be provided with the opportunity to shine in a "Leadership Role" within their classroom and throughout the school environment. Our school's vision of "***Developing Tomorrow's Leaders Today***" is the heart of our school's mission of ensuring high levels of performance for all students. It is our job as the developers of leaders to find what each child at VME is passionate about and to help them showcase that passion in the form of leadership. This commitment is not just for those students that perform well academically, complete their homework or behave in school, it is intended for every student in our school. We believe that children do not *earn* the right to a leadership role, but rather they are *entitled* to it simply because they are a student in our school.

[Leader in Me at VME](#)

### **Leaders' League/School Age Childcare**

Leaders' League is Veterans Memorial Elementary School's before and after school childcare program. Leaders' League is located on our campus. We offer services before school from 6:30 AM- 7:45 AM and after school from 2:50 PM - 6:30 PM. Students spend the afternoon with our experienced counselors as well as our VME teachers. Additional Leaders' League information is located on VME's webpage

[Leaders' League link](#) or please contact out VME Site Supervisor Melody Singh at 239-377-0833 or [Singhm@collierschools.com](mailto:Singhm@collierschools.com).

### **Lost & Found**

Please label your child's lunch box, jackets, sweaters, sweatshirts, and all personal items with his/her name. Each year we have many items with no names placed in the lost and found area in the cafeteria. At the end of each grading period, all unclaimed items will be donated to a local charitable organization.

### **Media Center**

**Media Center Mission** – Exciting students to be life-long learners by: ensuring that students and their families, as well as the staff and community feel welcome; encouraging a love of recreational reading; and inspiring effective use of information by providing equal access to valuable multimedia resources.

**Book Selection** – Books and materials are purchased based on professional staff requests, curriculum needs, student interest, and recommended book selection resources. Students may make recommendations at the circulation desk.

**Challenged Materials** – When an individual or group of school patrons has reason to object to the inclusion of specific materials in the media collection, the CCPS guidelines for challenged materials will be followed, School Board Policy 2522.

**Circulation** – Students may check out books for a one-week period. They are welcome to bring books in and renew them if they need more time. Kindergarteners may check out one book. First graders may check out two books. Second graders may check out three books. Third through fifth graders may check out four books. Overdue books need to be returned before new ones are checked out. Teacher materials may be checked out for an unlimited time period with the understanding that they may be asked to return the materials/books so that another teacher may use them.

**Copyright Policies** – CCPS has established guidelines for copyright compliance. Copyright violations are very serious, and we will make all efforts to adhere to District Policy School Board Policy 2531.

#### **Media Center Hours:**

Student Hours 7:45 AM – 2:40 PM

**News Show** – The news show (WVME) will be on every morning at approximately 8:25 AM. Students involved in the news show need to report to the newsroom by 8:00 AM. If a staff member has an announcement or would like to be on the news show, an email request needs to be sent to the Media Specialist 24 hours in advance.

**Collaborative Instruction** – Media sign-up sheets for the month will be made available electronically. At the beginning of the school year, all classes must have an instructional session before they start to check out materials.

**Makerspace Lab** – The Lab is open at various times throughout the school day. Please see the Media Specialist for specifics. Before students leave, they are expected to take apart whatever they build and return the materials to the containers, so they are ready for the next student.

**Student Leaders** – Students may apply for News Crew (4<sup>th</sup> and 5<sup>th</sup> graders) and/or Media Leaders. News Crew Leaders and Media Leaders need to be able to be in the Media Center by 8:00 AM during their assigned rotation. Generally, we are off air by 8:30 AM and News Crew Leaders should be in their classrooms by 8:35 at the latest. If at any point their Leadership roles cause a problem with their classwork, please notify the Media Specialist immediately.

### **Parent & Community Involvement**

Veterans Memorial appreciates volunteers and all that they do for our students, teachers, and school community. In order to volunteer on campus or chaperone a field trip, one must first complete the online volunteer application on the district website. Those who have volunteered in the past are still required to fill out the application if they wish to volunteer each school year. Once the online application has been completed, please contact our Volunteer Contact, Mrs. Xiomara Reyes, at 239-377-7166 or

## CCPS Volunteer Program

### **Parent Teacher Organization (PTO)**

Veterans Memorial Elementary School's PTO is a volunteer, nonprofit 501 (C)(3) organization. The purpose of VME PTO is to enhance and support the educational process at VME by developing a close connection between school and home. We encourage parent involvement through volunteer and financial support that benefits the most students each school year. Membership is free and open to all faculty and families. We extend an invitation for all to be active in our PTO, as your involvement will make the year a rewarding and meaningful experience for you and your children. Our PTO sponsored events are something you won't want to miss! Monthly PTO meeting dates and times will be announced and are available on the VME website. To receive our emails, please contact us at [VMEPTO@gmail.com](mailto:VMEPTO@gmail.com). You can also stay connected via our Facebook page at Veterans Memorial Elementary School PTO.

### **Pledge of Allegiance**

In accordance with law, students shall recite the Pledge of Allegiance at the beginning of each school day. However, a student has the right not to participate in reciting the Pledge and must be excused from it upon written request from his or her parent(s). This shall include not requiring the student to stand and place the right hand over his or her heart. Students who have not been excused are expected to show full respect to the flag by standing at attention with the right hand over the heart and recite the Pledge.

### **Moment of Silence**

Each day a moment of silence will be set aside for students. This will occur at VME each day after the WVME News.

### **Program/Assembly Attendance**

Throughout the school year students may perform in a grade-level musical presentation or other extra activities. Selected classes may be invited to attend each of the dress rehearsals or performances during school hours. Siblings of performing students are not to be released from class to attend a program to which the entire class has not been invited. The only exception to this policy is when the parent chooses to sign the student out of school and accompany him/her to the performance. Please plan to arrive early to allow adequate time to check-in.

*Public Attendance at School Events AP9160 "Performances include copyrighted materials which have been properly licensed specifically for this event. However, audio and/or video recording for re-broadcast or distribution in any way without the express written consent and proper license from the author may constitute violation of Federal copyright law and is prohibited. Any recording of copyrighted performance materials shall be done at the recorder's legal risk. Thank you for your cooperation."*

If parents/family members plan to attend a school event they must have a physical photo ID (no pictures of ID can be accepted).

### **Progress Reports**

Progress reports will be available electronically (in the Parent Portal) as well as printed for quarters 1, 2, and 3. Please review your child's progress report carefully noting all printed codes, notes, and explanations. Please contact your child's teacher with any questions or concerns.

### **School-Wide Positive Behavior System**

VME follows [CCPS Student Code of Student Conduct](#). We encourage you to review this so that you are aware of the expectations of all CCPS students as well as possible consequences if expectations are not followed. Our philosophy is to praise students for following expectations but in the event that expectations are not followed, progressive discipline per the CCPS Student Code of Conduct is followed.

A school-wide behavior program is in place so all students may blossom, grow, and lead. School and classroom rules and expectations are taught, modeled, and coached by the entire faculty. All students

and staff members are expected to follow and meet the school-wide expectations. In addition, all classrooms develop and maintain a high-quality teaching and learning environment that ensures positive, safe, and successful learning experiences. Students will be taught expectations and will be given opportunities to practice these expectations daily in a variety of settings. All staff members positively promote expectations to ensure consistency and a structure for success.

All staff are encouraged to use the group (stars) and individual (Leaders Loot Cards) reinforcement program to promote positive behavior and demonstration of character traits/7 Habits.

**School-wide Call and Response System:**

We Are...V-M-E – call and respond will be utilized school-wide to gain students attention.

Adults says “We are...”

Students respond by saying and clapping “V-M-E”

The expectation is that students will then stop, look, and listen.

Star Patriot Pledge will be a part of the morning announcements!

**BE A STAR PATRIOT (Pledge)**  
*Recited on the WVME News daily*  
Today I will do my best to be a STAR PATRIOT. I will be **kind**.  
I will be **respectful**. I will be **responsible**.  
I will be **safe**.  
I will **be the best I can be**.  
**I know it is up to me!**

**School-wide Rewards Systems:**

- Leaders Loot Cards – This is an individual reward system in which a student can receive a mark (hole punch, sticker, color in the section...) on his/her Leaders Loot Card when following expectations. Leaders Loot cards can be redeemed for rewards provided in the classroom.
- STAR Chart – This a class reward system in which the class can earn a star for following the expectations while out and about on campus (from Related Arts, recess/lunch, while walking as a class on campus...). Once the class completes their STAR Chart, the class is recognized on the WVME News and earns the reward they have decided on as a class.

Rewards for both above could be an experience or tangible items/treats.

**Classroom behavior systems will be shared by classroom teachers on or before Curriculum Night.**

**Safety Patrol**

Responsible fourth and fifth grade students are eligible to apply to serve on the School Safety Patrol. Fifth grade will lead the patrol positions and include fourth grade leaders after the 2nd quarter. All students are expected to follow the directions of the patrol members while moving through areas on or near the campus. Morning Patrols should try to arrive at school at 7:45 AM and afternoon carline patrol will be on duty until 3:10 PM.

**School Advisory Council (SAC)**

VMEs School Advisory Council is a school-based group intended to represent the school, the community and the students. The group shares responsibility for guiding the school toward continuous improvement. The School Advisory Council is responsible for final decision making at the school relating



to the implementation of the provisions of the annual School Improvement Plan (SIP). VME’s School Advisory Council is formed according to state and county guidelines in the Accountability Legislation of 1991. The members of the SAC work with parents, community members, students, and staff to implement our School Improvement Plan (SIP). Meetings are typically held the second Tuesday of each month from 5:30-6:30 PM. Please visit our webpage for additional information [VME SAC](#). Specific dates for meetings this year are listed here as well as By-Laws and previous year information.

**School Counselor**

Veterans Memorial Elementary is staffed with professional school counselor(s). The focus is to support academic achievement. Our counselor is available to work with all students through classroom guidance units. In addition, individual counseling and small group activities are available. Any questions or concerns regarding your child’s individual program should be directed to the counselors.

**Student Recognition**

Students are recognized in a variety of ways for their accomplishments. In addition to classroom recognition, there are school-wide recognitions.

**School-wide Quarterly Student Recognition**

**Leader of the Month** – One leader from each class and from each related arts teacher (by grade) will be recognized as the leader of the month. Teachers work with their class to select a student who has led by example all month. The Leaders of the Month are recognized on the WVME News and select a reward (in past years they received certificates, Leader of the Month T-shirts, VME Water Bottles).

**Wildly Important Goal Celebration** – for students who have met their set quarterly goals for reading/math will participate in classroom and school-wide celebration. Most often, for school-wide celebrations, students enjoy a special treat or snack in the courtyard with school staff.

**Academics, Citizenship, and Attendance Awards** - During quarters 1, 2, and 3, students are eligible to be recognized for their accomplishments defined in terms of growth and development in the areas of academic, social/emotional, and behavior (District criteria below). Students receiving a recognition award will be celebrated as a part of the VME morning news and will receive ribbons with their quarterly progress reports.

|                             |   |
|-----------------------------|---|
| <b>Academic Excellence</b>  | <b>All O's or A's, in all subject areas</b>                 |
| <b>Academic Achievement</b> | <b>All O's and S's or A's and B's, in all subject areas</b> |
| <b>Citizenship</b>          | <b>O's and S's in ALL Learner Qualities</b>                 |
| <b>Attendance</b>           | <b>No Absences</b>  |

**5th Grade Red Carpet Event**  
*(End of Year Moving Up Ceremony)*

|   |   |
|---|---|
| President’s Award of Educational Excellence   | A certificate with a gold seal signed by the President of the United States and a lapel pin signifying academic excellence will be presented to the students who have earned outstanding academic achievement. In order to qualify for the Gold Award, students must achieve scores of levels 4 or 5 on the Florida Standards Assessment (FSA) reading AND math on last year’s state assessments as well as all A’s on their progress report. |
| President’s Award for Educational Achievement | A certificate with a silver seal signed by the President of the United States is given to each recipient that has shown great educational commitment. They must have received a score of 4 or 5 on the Florida Standards Assessment   |



|                         |   |
|-------------------------|---|
|                         | (FSA) reading AND math on last year's state assessment, as well as grades that reflect achievement of the Florida Standards, specifically all A's and B's on their progress report. |
| <b>Leadership Award</b> | 5 <sup>th</sup> Grade teachers select students who have exhibited outstanding leadership through the use of the 7 Habits throughout the school year.                                |

## Technology

CCPS Social Media Resources - <https://www.collierschools.com/Page/10216>

**Laptops** - Students are expected to respect their laptop, power cord, and case everywhere they take it. As part of respecting the laptops there should be no stickers, labels, post its or tape (scotch or duct) placed on the laptops at any time. The school will use colored masking tape for ID labels, but this is the only material that should be on the laptop. Also, for safety reasons, a student's ID number should not be written anywhere on the laptop.

- Student log in information should not be shared as students are responsible for what they are utilizing their device for.
- The expectation is that the student is responsible for the laptop at all times, even at home. We understand that accidents do happen, if a laptop is damaged, the student (or parent) must report it as soon as possible to the teacher.

### Cell Phones & Smart Watches

- While on campus students should have cell phones always powered off and in their backpacks.
- Smart watches may be used to tell time but may not be utilized to communicate in any way or search the web while on campus.

## Textbooks

Students will be charged for lost books or books damaged through negligence. This pertains to all items that have been issued or checked out to them for class or through the Media Center.

## Helpful Resources

### VME

- [Volunteers, Lunch with Your Child, and Check -in Procedures](#)
- [VME Wellness & Shared Snacks at School](#)
- [PTO](#)
- [SAC](#)

### CCPS

- [CCPS Parent Resources main page](#)
- [CCPS Student Code of Conduct](#)
- [CCPS Student Discipline](#)
- [CCPS District Policy for CCPS Issued Laptops](#)
- [Where's The Bus App](#)
- [CCPS Social Media Resources](#)
- [Social Media Guide and Contract Resource](#)

# 2022-2023 School Financial Report

## EDUCATIONAL FUNDING ACCOUNTABILITY ACT

Section 1010.215, F.S.

COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0521 VME

2022-2023 SCHOOL FINANCIAL REPORT

VETERANS MEMORIAL ELEMENTARY  
SCHOOL

| REVENUES                                     | Footnotes [1] | SCHOOL*             | %             | DISTRICT              | %             | STATE                    | %             |
|--|---------------|---------------------|---------------|-----------------------|---------------|--------------------------|---------------|
| Federal                                      |               | \$ 1,711,811        | 18.39         | \$ 126,841,808        | 18.37         | \$ 7,124,187,157         | 21.28         |
| State/Local (excludes Lottery)               |               | 7,597,107           | 81.61         | 563,021,744           | 81.51         | 26,323,191,909           | 78.64         |
| Educational Enhancement (Lottery) Trust Fund |               | -                   | 0.00          | -                     | -             | -                        | -             |
| Private                                      |               | -                   | 0.00          | 841,823               | 0.12          | 25,487,248               | 0.08          |
| <b>Total</b>                                 |               | <b>\$ 9,308,918</b> | <b>100.00</b> | <b>\$ 690,705,375</b> | <b>100.00</b> | <b>\$ 33,472,866,314</b> | <b>100.00</b> |

\* School revenues based on costs.

[1] Total school revenues should agree with the total school costs in the subsequent section.

| K-12 OPERATING COSTS **                     | Per Full-Time Equivalent Student |                  |                                    | TOTAL COSTS         |
|---|----------------------------------|------------------|------------------------------------|---------------------|
|   | SCHOOL                           | DISTRICT ***     | STATE ***                          |                     |
| Teachers/Teachers Aides (Salaries/Benefits) | \$ 7,264                         | \$ 6,883         | \$ 5,740                           | \$ 5,382,807        |
| Substitute Teachers (Salaries/Benefits)     | Footnote [2]                     |                  | Not Available from State Data Base |                     |
| Other Instructional Personnel ****          | 1,218                            | 1,552            | 1,421                              | 902,565             |
| Contracted Instructional Services           | 190                              | 311              | 372                                | 140,482             |
| School Administration                       | 644                              | 958              | 714                                | 477,434             |
| Materials/Supplies/Operating Capital Outlay | 933                              | 837              | 479                                | 691,396             |
| Food Service                                | 695                              | 728              | 662                                | 514,868             |
| Operation and Maintenance of Plant          | 1,209                            | 1,386            | 1,288                              | 895,587             |
| Other School-Level Support Services         | 410                              | 547              | 329                                | 303,779             |
| <b>TOTAL SCHOOL COSTS **</b>                | <b>\$ 12,563</b>                 | <b>\$ 13,202</b> | <b>\$ 11,005</b>                   | <b>\$ 9,308,918</b> |

\*\* Capital expenditures for new schools are not included.

\*\*\* Amounts reported for District and State reflect costs for all levels of students, not costs by school type.

\*\*\*\* Includes some non-personnel costs, such as teacher training materials.

District Costs: The amounts above represent only school-level costs. No district-level costs have been included.

District costs, such as transportation and administration for CCPS totaled: \$56,998,722 or \$1,325 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$134,339

| K-12 ADDITIONAL DETAILED INFORMATION                                  | Per Full-Time Equivalent Student |          |          | TOTAL COSTS     |
|---|----------------------------------|----------|----------|-----------------|
|   | SCHOOL                           | DISTRICT | STATE    |                 |
| Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]             |                                  |          |          |                 |
| Basic Programs  | \$ 6,441                         | \$ 5,761 | \$ 4,755 | \$ 3,514,590    |
| ESOL  | 8,424                            | 7,599    | 5,740    | 423,562         |
| Exceptional Programs  | 9,956                            | 10,044   | 9,033    | 1,444,655       |
| Career Education Programs   | -                                | 4,020    | 4,665    | -               |
| Adult Programs Footnote [4]   | -                                | -        | -        | -               |
| <b>Materials, Supplies, Operating Capital Outlay:</b><br>Footnote [5] |                                  |          |          |                 |
| Textbooks   |                                  |          |          | \$ 165,675      |
| Computer Hardware & Software  |                                  |          |          | 349,439         |
| Other Instructional Materials   |                                  |          |          | 81,262          |
| Other Materials and Supplies  |                                  |          |          | 95,020          |
| <b>Library Media Materials</b>  |                                  |          |          | <b>\$ 3,585</b> |

[3] The total of "Teachers/Teachers Aides" by program should agree to "Teachers/Teachers Aides" reported in the previous section.

[4] Not FEFP-Funded

[5] The total of "Materials, Supplies, Operating Capital Outlay" should agree to "Materials, Supplies, Operating Capital Outlay" reported in the previous section.