

# Veterans Memorial Elementary School Student-Parent Handbook 2022-2023



SCHOOL WEBSITE: <https://www.cometschools.com/vme>

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Veterans Memorial Elementary School Contact Information

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

	Staff Member	Contact
General Information Attendance Line Transportation Changes	Main Office	377-8800 <i>Fax # 377-8801</i>
Administration	Ms. Jessica Vieira, Principal	377-8804
	Ms. Katie Hamor, Assistant Principal	377-8802
Office Manager	Mrs. Lisa Thune	377-8803
School Counselors	Ms. Erin Delgado Mrs. Jennifer Korzeniowski	377-8806
Attendance/Student Records	Bonnie Beebe, Data Entry	377-8805
ESE Program	Jocelyn Badiu, ESE Program Specialist	377-8811
Reading Coach	Heidi Hudson, Reading Coach	377-8838
Cafeteria/Nutrition Services	Teena Rossi, Food Services Manager	377-8812
Youth Relations Deputy	Cpl. Grundeman, Youth Relations Deputy	377-7182
Discipline & Testing	Ms. Katie Hamor, Assistant Principal	377-8802
Leaders' League/ SACC	Melody Singh, Site Supervisor	377-0833
Volunteer Coordinator	Xiomara Reyes	377-7166
School Nurse	Angela Maranto, School Nurse Michele Guettler, Health Clinic Aide	377-8809

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

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 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.

# Veterans Memorial Elementary School's Vision, Mission, and Beliefs

**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.

**Beliefs:**

- Children learn best and progress in environments that support their individual developmental needs.
- Building and maintaining quality relationships that enhance teaching and learning experiences for all.
- Team teaching and team learning opportunities enhance the quality of teaching and learning experiences.
- Inquiry based integrated teaching and learning experiences promote higher levels of learning and deeper understanding.
- Lifelong learning is essential to success in school and life.
- Education today requires new ways of thinking and working together to ensure success for all.



*Proud to Be a Leader in Me*  
**LIGHTHOUSE  
SCHOOL**  
ACHIEVED 2019

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- Indicates an additional resource that is available by clicking the link provided

## 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

Upon arrival students should:

- Go to the cafeteria to eat breakfast, breakfast is served from 7:45 AM – 8:10 AM
- 7:45 AM – 8:20 AM - Proceed to morning holding area located in the PE pavilions (after eating breakfast, as needed)

The tardy bell rings at 8:25 A.M.

### 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 car line. Visitors/Volunteers are not permitted on campus.

### Dismissal Details

- Students will be dismissed at 2:50 PM and led by teachers to their respective destinations: bus loop, car rider pick-up, or after school program (cafeteria).
- Parents are not permitted to sign out students after 2:30 P.M. as this disrupts a safe and orderly dismissal process.
- Transportation changes will be emailed to all staff and an announcement will be made when they are completed. All staff are required to check the transportation changes every day.

### 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.	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 did not hear their name called.

## Early Dismissal Procedures

Students are dismissed at 11:50AM and led by teachers to their respective destinations: bus loop, car rider pick-up, or after school program (cafeteria). Follow all regular dismissal procedures.

## Rainy Day Procedures

Follow regular procedures unless otherwise directed by administration.

## Transportation Changes

All transportation changes must be called in to the main office (239-377-8800) or be written by the parent or legal guardian and given to the front office. **No changes in transportation will be made based on the student's word.** All transportation changes should be received by **2:00 PM** on the day of the change to ensure there is time to communicate the change to the necessary staff. 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 car tag with your child's name on it, please be sure to contact the front office about this change (this includes going home from school with a friend).

## Attendance

### Student Attendance

Parents/Guardians are responsible for their child's attendance. Arriving to 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 Policy - <https://www.collierschools.com/studentrelations>

School Hours - 8:20 AM - 2:50 PM

- *Students may arrive on campus beginning at 7:45 AM*
- *The tardy bell rings at 8:25 AM*

Early Release Dismissal Time 11:50 AM

### 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 he/she will not be in school. Parents should give the child's name, teacher's name, and reason for the absence. 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/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 in order 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

### **Attendance Communication:**

If a student is absent with no parent notification, the school will activate an automatic phone call informing the parent of the absence from school. Parents will be contacted via telephone after 5 absences per semester. A letter will be sent home after both 7 and 10 days documenting absences.

### **Tardies:**

Student tardiness is a concern that must be addressed in order to provide the best education for all our students. Prompt 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. Any child who arrives at school after 8:25 AM is considered tardy and must come to the office for a pass to enter class. This also applies to children coming in late from an appointment (doctor or dentist). It is the parent's responsibility to bring the tardy student to the front office for check-in. The only exceptions are children arriving on late buses, those on safety patrol duty, and news crew participants.

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. 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 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 on Monday mornings.

### **FOOD AND NUTRITION**

**Breakfast** – Is served daily from 7:45 AM to 8:10 AM. Students are not admitted in the cafeteria after 8:10 AM unless they arrived on a late bus. Students who need to eat breakfast must go directly to the cafeteria upon their arrival at school. Students choosing to eat breakfast at school will not be charged.

**Lunch** – School lunch will be served daily. A snack will be available for purchase. Families may pay for snacks with cash, checks, or utilizing the online pay option. 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** - If students elect to bring lunches from home, they should try to include all necessary items (spoons, napkins, etc.). Milk may be purchased in the cafeteria. Glass containers are not allowed. "Snap top" cans are often difficult for young students to open and are dangerous. Therefore, please use plastic containers for drinks and/or food. Please help us to

help our students make healthy choices in their lunches and do not include soda or candy in their lunch boxes.

★ Nutrition Services - <https://www.collierschools.com/Page/241>

### **Cafeteria Charges**

The School District of Collier County Nutrition Services Department serves nutritious meals each school day. Eligible children may get meals free or at a reduced price. All meals served meet nutrition standards as specified by the United States Department of Agriculture. To apply for free or reduced lunch prices, click the following link: <https://www.collierschools.com/MealBenefit>

### **Classroom Celebrations**

Collier County Public School District's Wellness Policy 8510

<https://www.collierschools.com/Page/7772> guides our CCPS four yearly classroom celebrations.

Parents wishing to provide party food/drink are asked to coordinate with the classroom teacher and/or the classroom parent prior to the event. 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.

### **Birthdays**

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 the below link to the CCPS B-fit policy for healthy birthday snacks that can be shared. 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, or all girls, or all boys.

Appendix B - Snacks for Sharing

CCPS Bfit - <https://www.collierschools.com/Page/791>

Blue Zones - <https://www.collierschools.com/Page/7775>

### **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. Because we believe that parents are important partners in the education process and provide valuable input, those who desire to share additional information about their child, but not specific teacher name, may do so. Each Spring families will be notified of the parent input process and have a timeframe to submit their input for the upcoming school year.

### **Communication Folders/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.

### **Conferences**

We encourage communication between home and school. If you have any questions, concerns or



wish to discuss your child's progress, please email or call the voicemail of your child's teacher. 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 – CCPS Student Dress Code**

At Veterans Memorial Elementary School, we encourage students to “dress for success”. Our goal is to provide a safe and successful learning experience for all students. If appropriateness of attire is questioned, the child will be referred to the office. 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](#).

### **Student Badges**

Students will wear ID badges while on campus. If lost, the first one will be replaced free of charge.

### **Helpful Dress Code Guidelines:**

- Hair shall be clean and neatly groomed. Therefore, colored hair, color streaks, Mohawk cuts, or any type of grooming with the potential to disrupt the educational setting is not permitted.
- Hats, bandanas, or other head coverings shall not be worn in the school building except for approved areas identified by the Principal. Exceptions may be made by the Principal for head coverings worn for religious purposes.
- Intentionally altered clothing or unbuttoned and ill-fitted garments are not acceptable. Ill-fitted garments include, but are not limited to, garments that are too small so as to reflect immodesty or too large so as to appear to be falling off the body. Transparent, mesh, or see-through clothing may not be worn.
- Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement or artwork.
- Costumes, sleepwear and/or clothing/adornment that creates a distraction is not permitted except on designated days.
- Parent(s)/Guardian(s) should ensure that good personal hygiene is followed and that clothing and accessories are not distracting to the learning environment.
- Tops
  - Halter-tops, tube tops, short shorts, muscle shirts, midriff or backless shirts and blouses shall not be worn. Shoulder coverings must be at least two inches in width.
  - Tops must be three inches below the waistband or remain tucked in order that the midriff area is not exposed. No bare skin should be exposed at the waist or abdomen area.
  - Clothing with inappropriate language or advertisement is not appropriate classroom attire.
- Bottoms
  - Shorts and slacks must be worn at the waistline. The shortest length of shorts and skorts should be fingertip length when arms are extended downward.
  - Shorts and skirts must be of a length that the wearer's fingers do not touch skin below the fabric when standing straight.
- Footwear

- All students are required to wear closed rubber sole shoes at all times while on the school campus. It is suggested that students wear an athletic sneaker type shoe that laces or has Velcro fasteners. All shoes worn must be closed toe and have a back to ensure protection of the foot at all times. Students are not permitted to wear shoes with a heel. Students are not to wear flip flops or crocs to school unless specifically approved for a special event. No Heelys are allowed.

### **Sprit Days:**

- Jersey Day - On the first Friday of each month students are encouraged to wear a jersey or sports shirt.
- On all other Fridays, students are encouraged to wear VME spirit wear.

### **Good Things to Leave at Home**

Toys, games, radios, skateboards, rollerblades, balls, bats, cards and sharp objects are not allowed at school. Items of value such as jewelry, heirlooms and money should also remain at home. Permission from the administration is required before an animal may be brought on campus. 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 participants in a number of countries are directly linked. And importantly, they are also connected to sources of vital information and advice on growing food. Those once 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. Facilities for emergency care in school are very limited. Arrangements for taking your child home should be made promptly. Regarding communicable disease, only a physician or a nurse from the Collier County Health Department can certify that a child is free of a communicable disease. We can only call the parent and request that the child be kept home until an official clearance in writing has been obtained. We appreciate your cooperation in this matter.

If a serious illness or injury occurs, the parent will be notified immediately, and the Principal may call Emergency Medical Services or take the student to an emergency care facility. Medical treatment will require parental permission. In a case where the legal guardian cannot be reached, the Principal may

make any emergency medical decisions if the injury is life threatening.

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 below.

★ CCPS Health Resources - <https://www.collierschools.com/HealthServices>

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 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.

### **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, complete, and sign a Medication Authorization Form. If a prescription medication is required at school, the prescribing doctor must also complete and sign the Authorization. This form is located on the District website or can be obtained from our school nurse. 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. If your child has a health condition that requires medication or treatment, please contact the 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 those children who have 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. Head lice often spread by direct head-to-head contact outside of school, are most commonly found in young children. Head lice and nits (eggs) do not transmit disease and are not a significant health hazard. The Collier County Public Schools' procedure regarding management of head lice is based on recommendations from the American Academy of Pediatrics, the National Association of School Nurses and the Centers for Disease Control (CDC).

### **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. The updated immunization certificate should be provided prior to the start of school each year. The Collier County HRS Public Health Unit will give free immunizations to all children. Please check with our office staff to find the nearest location that can assist you in this area.

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

### **Emergency Cards**

Emergency cards are to be filled out in the CCPS Portal this year. The online emergency card will be available **August 2<sup>nd</sup>** and needs to be completed by **August 17<sup>th</sup>**. It is imperative that all families fill out an emergency card for their child(ren) so we can get a hold of them if needed. See below for a direct link to the CCPS Portal.

### **CCPS Portal**

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.

 [Click here to visit the CCPS Portal](#)

### **STUDENT REGISTRATION**

#### **Online Student Registration**

- CCPS encourages families to use the new student registration process which is completely online
- The online process allows parents to avoid large lines for student registration

Phone and email support is available in order to continue meeting social distancing guidelines.

### **Homework**

Homework demands will vary according to grade level. For specific information, please contact your child's teacher. 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. Please open the links below for additional information on "Leader in Me".

 [The Leader in Me](#)

### **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. Leaders' League information is located on VME's webpage under the parent's tab. Full time (4-5 days) is \$50.00, part time (2-3 days) is \$36.00 and before school is \$15.00. For additional information, please contact Site Supervisor Melody Singh. Phone at 239-377-0833 or [Singhm@collierschools.com](mailto:Singhm@collierschools.com).

### **Lost & Found**

Please label your child's lunch box, jackets, sweaters, and sweatshirts with their name. Many such articles are lost and unclaimed. There is an area in the cafeteria for lost and found items. At the end of each grading period, all unclaimed items will be donated to a 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. Children make recommendations through sheets 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 2520.

**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 through fifth graders may check out four books. Any 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 – 8:00 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 two days or 48 hours in advance.

**Collaborative Instruction** – Media sign-up sheets for the month will be on the bulletin board in the Reading Resource room. Choose the curriculum, location, day and time that best fits your schedule. To allow for adequate preparation time, please sign up at least 48 hours in advance of instruction. 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 during lunchtime recess for students to come at teacher discretion. Due to space limitations, please send only two children per day. 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. They are free to take artwork they create with them. Students are expected to know the time they need to be in the Café for lunch and to monitor their own time. If you wish to sign up for instruction in the Lab, there is space on the media sign-up sheet. There will be Makerspace after hours events throughout the school year. To accommodate various family schedules, some will be at 3:00 PM, while others are scheduled at 6:00 PM. Check the VME calendar to see specific dates and times.

**Student Leaders** – Students may sign up for News Crew and/or Media Leaders. News Crew needs to be able to be in the studio by 8:00 AM. Generally, we are off air by 8:30 AM and they should be in their classrooms by 8:35 at the latest. Media Leaders may come before school or during their lunch recess on whatever days work for them. If at any point, their Leadership roles cause a problem with their classwork, please notify the Media Specialist immediately. School work comes first.

### **Odyssey of the Mind**

Odyssey of the Mind is an international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Thousands of teams from throughout the U.S. and from about 25 other countries participate in the program.

★ CCPS Odyssey of the Mind/Academic Competition

<https://www.collierschools.com/Page/8658>

★ Odyssey of the Mind website - <http://odysseyofthemind.com/>

### **Parent & Community Involvement**

**Volunteers** - Veterans Memorial appreciates volunteers and all that they do for our students, teachers, and school community. In order to volunteer, one must first complete the online volunteer application on the district website below. Those who have volunteered in the past are still required to fill out the application if they wish to volunteer in the 22-23 school year. Once the online application has been completed, please contact our volunteer support contact, Xiomara Reyes, for next steps. 239-377-7166

Parents and community members are encouraged to share their many talents by helping students and teachers in a variety of ways. Volunteers can perform a wide variety of services such as helping in the classroom, the media center, or in the cafeteria. Parents who wish to volunteer in the classroom or chaperone on any field trip must complete the online application. Parents and community volunteers may be asked to work in a variety of classroom settings to better serve the needs of our students and teachers. You will be graciously rewarded with many smiles and much appreciation.

### **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 with us 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 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 if 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 with the Front Office. Extended wait times may occur due to our increased safety procedures.

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.*"

### **Progress Reports**

Progress reports will be available electronically 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.

## Positive Behavior Intervention Support (PBIS)

We are proud of the fine behavior of the children at Veterans Memorial Elementary. A school-wide behavior support program exists for all students to blossom and grow. Rules and expectations are taught, modeled, and coached by the entire faculty. These rules are consistently and ethically enforced. VME is a state recognized Model Positive Behavior Support (PBIS) School.

### Patriot Program

All classrooms will develop and maintain a high-quality teaching and learning environment that ensures positive, safe, and successful learning experiences. All students and staff members are expected to follow and support the school-wide expectations in order to achieve our goal. Students will be taught the school-wide expectations and will be given opportunities to practice these expectations daily in a variety of settings. All staff members are required to understand and promote expectations in order to ensure the consistency and structure for success. The expectations should be reviewed on a daily basis.

Star Patriot Expectations	<u>BE A STAR PATRIOT (Pledge)</u>
<p>Expectations are positively stated behaviors and form the basis for the development of all school and classroom guidelines. Staff members are expected to follow, model, teach, re-teach, and reinforce each of the expectations.</p> <ul style="list-style-type: none"> <li>• Be Kind</li> <li>• Be Respectful</li> <li>• Be Responsible</li> <li>• Be Safe</li> <li>• Be the Best I can be</li> </ul>	<p>Today I will do my best to be a STAR PATRIOT.</p> <p style="text-align: center;">I will be <b>kind</b>.</p> <p style="text-align: center;">I will be <b>respectful</b>.</p> <p style="text-align: center;">I will be <b>responsible</b>.</p> <p style="text-align: center;">I will be <b>safe</b>.</p> <p style="text-align: center;">I will <b>be the best I can be</b>.</p> <p style="text-align: center;"><b>I know it is up to me!</b></p>

- The Star Patriot Pledge will be a part of the morning announcements!
- Mission statement banner to be displayed in every classroom.
- 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 then stop, look, and listen.
- Staff are encouraged to use the group (stars) and individual (punch card) reinforcement program to promote positive behavior and demonstration of character traits/7 Habits.
- The PBIS committee has created a poster for Classroom PBIS. The posters have 25 stars and are to be used to reinforce the 7 Habits and provide an incentive for the class to work together to earn some type of reward. The goal is for students to earn enough compliments to fill all of the stars on their class chart.
- A punch card will be distributed to all students to wear on their lanyard. Students will earn "punches" per teacher/staff discretion. Incentives will be given per teacher choice and can be spent at the PTO Leaders Loot.

### [CCPS Student Code of Conduct](#)

#### Safety Patrol

Responsible fourth and fifth grade students are eligible to serve on the School Safety



Patrol. Fifth grade will lead the patrol positions and include fourth grade leaders after 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 to school at 7:45 AM and afternoon carline patrol will be on duty until 3:05 PM.

### **School Advisory Council (SAC)**

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). Staff members interested in becoming a SAC member are requested to contact the Principal for more information. Meetings are typically held the second Tuesday of each month at 5:30 PM. Please see the Outlook calendar for meeting dates, times, and specific locations.

<https://www.collierschools.com/domain/1908>

### **School Counselor**

Veterans Memorial Elementary is staffed with professional school counselors. 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.

### **Character Education**

The District School Board of Collier County, in partnership with the home and community, has a critical role to play in helping our youth develop into responsible citizens. Character education prepares our youth to address life’s moral and ethical problems. Students develop character through interaction with family, peers, teachers, and community members. A person of character is a good person, someone to look up to and admire, knows the difference between right and wrong and always tries to do what is right. It is our goal that all VME Patriots internalize these traits and make them part of their daily lives.

Month	Character Trait
August	Forgiveness
September	Citizenship & Patriotism
October	Respect, Tolerance, & Cooperation
November	Responsibility
December	Perseverance
January	Self-Control
February	Kindness & Charity
March	Honesty
April	Fairness & Justice
May	Integrity
June	Caring
July	Courage

★ CCPS Character Education - <https://www.collierschools.com/Page/727>

### **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 student recognition** – 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. Students receiving a recognition award will be celebrated as a part of the VME morning news and on school-wide score boards, and will receive certificates with their quarterly progress reports.

Quarterly student recognition awards and criteria are:

Academic Excellence	Academic Achievement	Citizenship	Attendance
In subject areas ELA, Math, Science, Social Studies	In subject areas ELA, Math, Science, Social Studies	In subject area Learner Qualities	No Absences
All A's and O's K-5 = ALL 3.0-4.0 (A's & O's)	K-2 = ALL 2.5-4.0 (O's & S's) In subject areas ELA, Math, Science, Social Studies 3-5 = ALL 2.5-4.0 (A's & B's)	K-5 ALL Learner Qualities (O's & S's)	

Reading Counts – Each student will set quarterly Reading Counts goals. If this individual goal is met, the child will be invited to attend the quarterly celebration.

### 5<sup>th</sup> Grade Moving Up Ceremony/End of Year Awards

President's Award of Educational Excellence	President's Award for Educational Achievement	5 <sup>th</sup> Grade Leadership Award
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 level 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.	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.	A certificate signed by the principal is given to each recipient that has shown great educational commitment. In order to qualify for the Principal's award, students must have grades that reflect achievement of the Florida Standards, specifically, straight A's or all A's and B's on their progress report

### Technology

## **Laptops**

Students are expected to respect their laptop, power cord, and case everywhere they take it. Some teachers in certain grades allow students to take them home. The expectation is that the student is responsible for the laptop at all times even at home. We understand that accidents do happen but there is a process and fines for damage that occurs. If a laptop is damaged, the student must report it as soon as possible to their teacher. From there it will be determined what fine should be assessed and if any disciplinary action is needed. 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.

## **Cell Phones**

School Board policy states that student possession of cellular phones and other electronic devices on school grounds and school buses is a privilege for communication with parents/guardians, law enforcement, or under the direction of the teacher as part of the BYOD initiative. In order to preserve the proper educational environment and prevent disturbances, cellular phones and electronic devices are to be turned off and concealed from view from the time the school day officially begins until dismissal.

## **Textbooks**

The State of Florida furnishes textbooks to students. At the beginning of the school year, letters documenting the textbooks that students are responsible for will be sent home. Students will be charged for lost books that have been issued to them and for books damaged through negligence. This rule also applies to books that have been checked out in the Media Center. Online versions of textbooks are also available. Please see your teacher regarding log-in information.

## Appendix & Resources

Wellness & Shared Snacks at School

Parent Organization Station

[Click here to view a short video with more information](#)

Social Emotional Learning Resource Guide

[Click here for additional social emotional learning resources](#)

2019-2020 School Financial Report

<b>Veterans Memorial Elementary School Hours</b>	
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 Check with your child's teacher for the specific lunch time.
2:50 PM	Student Dismissal (11:50 AM - Early Release Days)
6:30-7:45 AM 2:50-6:30 PM	Leaders' League/SACC



## Wellness & Shared Snacks at School

Per Federal and State requirements, Collier County Schools has created the B-Fit Nutrition Program. This is a Wellness Policy that is Board approved and reviewed annually. In the best interest of our students, Veterans Memorial Elementary School will be embracing this policy and working toward healthy school celebrations. Veterans Memorial Elementary School is also proud to be recognized as a Blue Zones School. For more information about B-fit and Blue Zones, please visit the below web pages.



<https://www.collierschools.com/bfit>



<https://southwestflorida.bluezonesproject.com/>

Classroom celebrations such as birthdays and other special occasions in the classroom are fun and provide a great way to teach students about wellness and healthy eating habits. Providing healthy classroom celebrations demonstrates a school commitment to promoting healthy eating habits. Healthy celebrations promote positive lifestyle choices to reduce student health risks and improve learning. Classroom teachers will each share their quarterly celebration dates and plans with families. **Please be sure that if you are planning to provide a snack for sharing in the classroom or at school, that you speak with your child's teacher directly prior to bringing this snack in.**

We acknowledge that birthday celebrations are special for students and each classroom teacher acknowledges a student's birthday in various ways. If you wish to send in a snack for sharing on your child's birthday, you may send in a B-fit food item for the class or non-food item that will be shared with classmates. Please refer to the below Healthy Snack Options list for healthy sharable snack ideas. **Items such as cakes, cupcakes, cookies, etc...will not be permitted.** Some non-food items to consider 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, or all girls, or all boys.

Our goal is to provide a learning environment to support and promote wellness, nutrition, and an active lifestyle. Thank you in advance for helping us to promote a climate of wellness!

## Healthy Snack Options

- Fruits
- Pirate Booty
- Skinny Pop
- Graham Crackers
- Pretzels
- Baked Cheez-its
- Goldfish
- Veggie Straws
- Apple Sauce pouches
- Frozen yogurt pops
- Granola Bars
- Raisins
- Cheese sticks
- Carrots
- Crackers (not butter crackers or saltines)
- Hummus



**EDUCATIONAL FUNDING ACCOUNTABILITY ACT**

Section 1010.215, F.S.

COLLIER COUNTY PUBLIC SCHOOLS

SCHOOL NUMBER 0521 VME

2020-2021 SCHOOL FINANCIAL REPORT

VETERANS MEMORIAL ELEMENTARY  
SCHOOL

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 672,601	8.40	\$ 68,039,923	12.91	\$ 4,821,886,313	16.69
State/Local (excludes Lottery)		7,332,022	91.60	457,346,391	86.80	24,038,732,681	83.20
Educational Enhancement (Lottery) Trust Fund		-	0.00	-	-	-	-
Private		-	0.00	1,504,530	0.29	32,093,696	0.11
<b>Total</b>		<b>\$ 8,004,623</b>	<b>100.00</b>	<b>\$ 526,890,844</b>	<b>100.00</b>	<b>\$ 28,892,712,691</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)	\$ 6,414	\$ 6,229	\$ 5,424	\$ 4,733,530
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	975	1,340	1,241	719,268
Contracted Instructional Services	189	320	253	139,208
School Administration	603	852	653	445,264
Materials/Supplies/Operating Capital Outlay	614	664	275	452,977
Food Service	505	548	506	372,433
Operation and Maintenance of Plant	1,164	1,214	1,096	859,197
Other School-Level Support Services	383	429	274	282,746
<b>TOTAL SCHOOL COSTS **</b>	<b>\$ 10,847</b>	<b>\$ 11,596</b>	<b>\$ 9,722</b>	<b>\$ 8,004,623</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: \$38,903,387 or \$918 per FTE

[2] Costs of substitute teachers included in "Other School-Level Support Services" are: \$78,953

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
<b>Teachers/Teachers Aides (Salaries/Benefits):</b> Footnote [3]				
Basic Programs	\$ 5,670	\$ 5,239	\$ 4,517	\$ 3,207,642
ESOL	8,424	7,067	5,698	277,324
Exceptional Programs	8,953	9,155	8,436	1,248,564
Career Education Programs	-	3,601	4,385	-
Adult Programs Footnote [4]	-	-	-	-
<b>Materials, Supplies, Operating Capital Outlay:</b> Footnote [5]				
Textbooks				\$ 28,892
Computer Hardware & Software				270,132
Other Instructional Materials				62,261
Other Materials and Supplies				91,692
<b>Library Media Materials:</b>				<b>\$ 559</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.