

# Parent-Student Handbook

2019-2020



Vineyards Elementary School

6225 Arbor Blvd. West

Naples, FL 34119

(239) 377-8700 - (239) 377-8701 Fax



## **VINEYARDS ELEMENTARY**

### **MISSION**

To create a positive, exemplary educational environment, consisting of educators, students, parents, and community members. This environment offers the expertise and the nurturing needed to prepare students to succeed today and in the future.

### **We believe that:**

1. Student learning is the chief priority for the school, and thus should be the primary focus of the decisions impacting the work of the school.
2. All students can learn; therefore, students should be provided with a variety of instructional approaches/activities to support their learning.
3. A physically and emotionally safe environment promotes student learning.
4. Schools need to function as a learning organization committed to promoting cooperation and opportunities for continuous improvement for all those involved in the success of the school.
5. Students, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

### Vineyards Elementary Contact Information

	<b>Staff Member</b>	<b>Contact</b>
Main Office		377-8700
Curriculum	Mrs. Georgetta Elgin, Principal	377-8704
	Mr. Brent Klein Assistant Principal	377-8702
Office Manager	Mrs. Mary Tremblay	377-8703
School Counselor	Ms. Cynthia Yzaguirre Ms. Rachael Symer	377-8706
Attendance Student Records	Mrs. Stacy Westforth	377-8705
ESE Program	Mrs. Robin Kring, ESE Program Specialist	377-8711
Reading Coach	Mrs. Debbie Wales	377-7573
Media Specialist	Mrs. Julie Kelly	377-8710
Cafeteria/Nutrition Services	Mrs. Brenda Smith Food Services Manager	377-8712
Youth Relations Deputy	Corporal Luis Cuevas	377-2359
Discipline Testing	Mr. Brent Klein Assistant Principal	377- 8702

This handbook is made available to our Vineyards Elementary School family to provide information regarding the policies and procedures that have been established in an effort to create a safe learning environment for our students. Please take the time to read this handbook with your children to ensure they understand all school policies and procedures. Your time and consideration in doing this is greatly appreciated.

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## PARENT AND COMMUNITY INVOLVEMENT

### Visitor Policy

- Vineyards Elementary School encourages and welcomes visitors to our school. As safety is a priority, **we kindly remind ALL visitors, including parents and volunteers, to report to the office first.** All visitors are required to bring a picture ID (Driver's License) with them **each** time they visit our campus. To gain entrance into the office, ring the doorbell. Office staff will ask you for your name, your child's name and your child's teacher's name. Then you will be asked to show picture ID. You will be asked if you have an appointment. Appointments should be scheduled with any school staff member ahead of time to ensure they are available to speak with you. Once approved, the door will unlock. Please do not allow other individuals to enter behind you. Once inside you will again present your photo ID to our Concierge System, and you will be given an individual one-day photo ID visitor pass. You **MUST** wear your visitor's pass in a prominent place throughout your visit. Each time you visit the campus a photo ID visitor pass will be given to you. All visitors must also check out using our Concierge System. Please return your visitor label each time you leave the school and sign out.
- VES has a closed campus during student arrival. Parents with a scheduled appointment will be admitted through the front office.
- We require all parents and community members to observe the smoke free campus expectation while at Vineyards Elementary School as all Collier County Public School facilities are now "Smoke and Tobacco Free Environments."

### Volunteers

Vineyards appreciates volunteers and all that they do for our students and teachers. In order to volunteer, one must complete the online volunteer application on the district website: [www.collierschools.com](http://www.collierschools.com). 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 by tutoring children. ***Parents who wish to volunteer in the classroom or chaperone on any field trip must complete the online application and attend a volunteer orientation at VES.*** 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.

## PROOF OF RESIDENCY

The place of residence for the child is deemed to be that place, with address specific, where the parent(s) or guardian eats and sleeps on a continuous basis. A student and his/her parents cannot occupy a residence at more than one address. If you change your residence during the school year and live out of your current school zone, you may elect to transport your Child to school for the remainders of the current school year. Your child may not access transportation if you move out of zone. Parents must fill out a Change of Address form at the school office and provide new proofs of residency.

## ATTENDANCE

### **Compulsory School Attendance**

An important factor of a child's success in school is regular attendance. Chapter 232.09, Florida Law, states:

“Each parent/guardian of a child within the compulsory attendance age is responsible for the child's attendance as required under the provision of Florida School Law.”

Parents must notify the school of any child's absence by a phone call (377-8700) or by sending in a note to the front office, to report the absence that day. Any absence that is not reported will be followed up with a phone call from the school. All parents of students with unexcused absences or a pattern of nonattendance will receive notification from school administration, per board policy 5200. If the pattern of nonattendance continues, a conference will be scheduled with parent, child, Principal and/or Assistant Principal, Counselor, and District Attendance Officer in order to help parents comply with the Florida Statutes. Daily Attendance is critical for the success of your child. Our goal at Vineyards Elementary is to work with parents to reduce truancy before it becomes a chronic problem. Please contact us with any attendance concerns.

### **Tardiness**

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 the doctor or dentist. The only exceptions are children arriving on late buses, those on safety patrol duty, and news crew participants. All situations of habitual tardiness will be investigated. **IT IS THE PARENT'S RESPONSIBILITY TO BRING THE TARDY STUDENT TO THE FRONT OFFICE FOR CHECK-IN.** *Habitual tardiness has a negative impact on student achievement and development and may result in a meeting with VES administration and/or other corrective measures.*

Please help your child develop responsible habits. Develop a morning routine that will get your child to school on time. If we can be of any assistance, please feel free to contact us to discuss the matter. Thank you for your cooperation.

### **MAKE-UP WORK**

If a student is absent from school due to illness, emergency, etc., 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, the parent may contact the school to collect information about assignments missed. Teachers must be given 24 hours to prepare assignment packets.

### **WITHDRAWAL**

In case of the withdrawal of a child from school, please notify the office at least two days in advance by note or telephone. Textbooks and library books must be returned, and the transfer forms completed prior to the child's last day at VES.

## **PTO**

Parent Teacher Organization (PTO) bring parents, teacher, administrators, and other staff together to work as partners in the best interest of the students. All parent and school staff are encouraged to become members and to be actively involved in the PTO sponsored activities, which are intended to make this school year a rewarding experience for you and your children.

## **SAC**

The School Advisory Council (SAC) has representation from the instructional staff, the non-instructional staff, parents, community and the principal. The Council's main responsibility is to assist in the preparation and evaluation of the School Improvement Plan to improve student performance. The plan is designed to meet the state education goals and student performance standards. The Council serves as a liaison among all stakeholders at Vineyards.

## **DAILY SCHEDULE**

7:30	Office opens
7:35	Teachers arrive
7:45	Students may begin to arrive and proceed to holding area
7:50	Breakfast program begins/Student Arrival
8:15	First bell rings, students admitted to class
8:25	<i>Tardy Bell rings</i>
10:50 - 1:05	Lunch
2:50	Dismissal
3:05	End of teacher day
3:30	Office closes

## **INSTRUCTIONAL MATERIALS NOTIFICATION FOR PARENTS**

Parents may review their children's instructional materials at the school site. Parents may also schedule an appointment to review currently adopted instructional materials at the Dr. Martin Luther King Jr. Administrative Center. Please contact Julia Lorenzo, Instructional Materials Manager at [LorenzJu@collierschools.com](mailto:LorenzJu@collierschools.com) or 377-0103.

## **ARRIVAL AND DISMISSAL**

- Students should not arrive on campus prior to 7:45 AM.
- Student supervision is available from 7:45 AM until 3:00 PM (unless student is in Sports Club)
- All car riders should be dropped off in the car line. Please only pick up students from this area in cars. Students will not be dismissed to parents who are not in cars.
- Student drop off in the visitor parking lot is not permitted due to student safety.
- Pre-Kindergarten students will be the only students walked to class by their parents each morning. PK parents will be required to enter the campus through the front office wearing their pre-approved badge.
- Students should be off school grounds immediately following dismissal unless participating in an organized after school activity.
- Classroom instruction at Vineyards Elementary School concludes each day at 2:50 PM. Releasing students early creates a distraction for the class and should be avoided. If you have a medical appointment and need to have your student released, please arrive no later than 2:15 PM. Parents arriving after this time, risk being asked to wait until dismissal is complete. Dismissal ends at 3:00 PM. The office staff will request photo identification. **PARENTS ARE NOT PERMITTED TO GO DIRECTLY TO THE CLASSROOMS TO PICK UP THEIR CHILDREN.** This policy is for security purposes.
- Please inform the teacher or office by sending a note if you or someone else is planning to pick up your child early. Anyone picking up the student needs to be listed on the emergency card.
- Any change in dismissal transportation shall be submitted by the parents with a note or telephone call to the office prior to **2:00 PM**. Students may **NOT** go home with a friend on a bus or by car unless school personnel have been notified by the parent/guardian.
- Any student not picked up by 3:15 will be taken to Sports Club and the parent will be charged \$12.00 for the day.
- Custody concerns can only be addressed if a legal document (court ordered) has been submitted to the guidance office.

## **DISMISSAL PROCEDURES**

If there is severe weather at dismissal time, children who normally ride bicycles or walk will not leave the school unless the parents pick them up or the storm subsides. For safety purposes, the car line and buses dismissal procedures will be adjusted. Please follow the direction of the staff and be patient with the severe weather process.

## **BUS RIDERS**

- Any student missing his/her assigned bus shall report immediately to the adult supervising the area. The student will then be brought to the office and the parents will be called immediately for transportation arrangements.
- A recurrent problem that has caused disappointment for children is to learn that they cannot go home with a friend on the bus to play, for a birthday party, etc. Please explain this to your child. The buses are for the purpose of transporting children to and from school. They do not function as a public carrier.
- Students who refuse to follow bus safety rules will receive a “Bus Referral” which is given to an administrator. Student consequences for receiving a Bus Referral vary depending on the severity, ranging from a warning to loss of bus privileges. A parent/guardian will be contacted by an administrator each time a student receives a bus referral.

## **BICYCLE RIDERS AND WALKERS**

Students who walk or ride bicycles should come directly to school using designated bicycle paths and follow all traffic safety rules. It is required by state law that all children, under the age of 16, must wear helmets when riding bicycles. For security, bicycle riders must use locks for their bicycles while parked at school. Children are required to walk their bicycles while on school grounds. The privilege of riding a bicycle to school may be rescinded if safety rules are not followed.

- Only students who walk/ride a bicycle from school to their home should dismiss in the walker dismissal areas. Parents who are walking with their students to their home may meet walkers at the gate. All others are asked to follow proper dismissal procedures.

## **CAR RIDERS- FOR THE SAFETY OF ALL CHILDREN**

- Parents who drive their children to school are reminded that the safety of all children is dependent upon all drivers being safe, cautious, and courteous. Please observe seat belt and safe driving rules around the school. The speed limit on all school roads is 5 mph. Refrain from cell phone use during drop off and pick up. Please follow the directions of the school staff to follow proper traffic patterns for the safety of children and adults.
- Children who ride home by car are dismissed only to the car line. A double line of cars will be used to facilitate the dismissal process. Children may not approach their car until all traffic has stopped in front of the loading area. Please watch the staff members on duty for instructions. Please note that any car parked in the No Parking areas can receive a citation.
- **STUDENTS IN THE CAR LINE HOLDING AREA WILL BE DISMISSED ONLY TO THOSE WHO ARE IN THEIR CAR, IN THE CAR LINE, FOLLOWING CORRECT CAR LINE PROCEDURES.**
- Signs with student names will be provided for each vehicle during the first week of school. Signs are to be hung on the rearview mirror. If the sign is not displayed, the student must be picked up in the office where identification must be presented. The students will only be released if the person is on the authorized pick-up list (emergency card). If you do not receive a car sign, one can be picked up in the front office.
- Please make sure the appropriate dismissal location is clearly marked on your child's emergency card and please update this with the teacher and the office if it changes during the school year.

## **CAFETERIA PROGRAM**

Menus for breakfast and lunch are posted in advance on the Collier County School's website.

- **Breakfast** - Is served daily from 7:45 AM to 8:15 AM. Students are not admitted in the cafeteria after 8:15 AM unless they arrive on a late bus. Students who need to eat breakfast must go to the cafeteria first upon their arrival at school. Student choosing to eat breakfast at school will not be charged.
- **Lunch** - Hot lunch will be served daily on a schedule that allows students to be in the cafeteria for a maximum of 20 minutes. Please note the following meal prices for the 2019-2020 school year: student lunch will be \$2.00 (adult \$3.00) and milk is \$.50. Families with certain income levels may qualify for free or reduced meals. If throughout the school year there is a change in the family income level; an application can be filled out at that time. The best way to apply for free/reduced meals is on-line. If you are unable to apply on-line, please contact the front office. Other a la carte items will be available for cash-only purchases.

It is recommended that meals be paid for in advance on Monday mornings. Weekly or monthly checks should be made out to “School Food Services”. Lunch checks should be placed in an envelope marked with your child’s name, student number, teacher, date, and amount. If you have multiple children, please specify the amount for each account. You may also prepay and manage your child’s school lunch account at [www.myschoolbucks.com](http://www.myschoolbucks.com).

- **BAG LUNCH** - If students elect to bring lunches from home, they should try to include all necessary items (spoons, napkins, etc.). Milk and water may be purchased in the cafeteria. Glass containers are not allowed. “Snap top” cans are often difficult for youngsters 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.
- Food from outside vendors must be eaten in the outside picnic area.

**Please note:** Parents are welcome to enjoy lunch with their child. Please sign in, via in the front office prior to joining your child for lunch. For security reasons, parents may only eat with their child outside in the picnic area. Parents are not permitted on the recess areas.

### **HEALTH INFORMATION**

Health services are an important part of a student’s total school program. School health staff 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 and promote the health of all students, parents are asked to follow the guidelines below.

- Children who have a temperature of 100 degrees or higher should be monitored at home for other signs or symptoms of illness.
- A protocol is followed for episodes of diarrhea and vomiting per our CCPS Health Department policy. Follow up with your physician is recommended.
- Health conditions, such as pink eye, are highly contagious and must be properly treated before your child may return to school.

### **MEDICATION**

- Whenever possible, medications should be given at home. However, if it is necessary for your child to receive a 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 Authorization. This form is located on the District web-site or is available from the 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 parents will be disposed.

## **HEAD LICE**

Instances of head lice and nits (eggs) are not uncommon in the 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.

## **EMERGENCY CARDS**

We will send home an emergency card requesting that you provide information important to your child. This card will remain on file should it be necessary to contact you. It is imperative that you inform the office of any changes in address, phone numbers, or emergency contact throughout the school year. Should an accident or illness occur, we must have accurate information in order to contact you promptly. EMS (Emergency Medical Services) will be contacted for serious emergencies. Custody concerns must be clearly indicated and legal documentation provided. At the top of the emergency card, there are 3 choices for dismissal. Please clearly mark how your child will get home.

## **CONFERENCES**

We encourage communication between the school and the home. If you have any questions, concerns, or wish to discuss your child's progress, please call the office (377-8700) to set up an appointment. Parents should not attempt unscheduled conferences, as teachers/administrators have responsibilities for children and other duties assigned which will not permit them the opportunity to meet at any given time. The teachers' work hours are from 7:35am- 3:05pm. You may also arrange a conference by sending a note to the teacher. Indicate a time and date that would be convenient and the teacher will confirm or suggest another time. The teachers/administrators will respond to email, phone calls and conference requests within 48 hours.

## **WORK AT HOME**

It is the policy of the School Board that homework is an integral part of a successful educational experience. Not only does homework reinforce learning through the practice, application, integration, and/or extension of knowledge and skills, but it also serves to develop the study skills and sense of responsibility that will enable students to become independent learners.

- Vineyards Elementary maintains a consistent homework policy where a variety of opportunities exist for children to independently, or with parental assistance, complete homework. Regular homework assignments will begin in Kindergarten and will continue to increase in length and complexity through the fifth grade. These assignments are intended to reinforce academic skills that were taught during the day, to provide an additional drill in areas that are weak, and to develop a sense of responsibility in the child.
- Homework assignments will be reasonable, purposeful, and meaningful for the student. Because of varying teacher expectations and an awareness that each child works at a different pace, there is no predetermined amount of time to be spent on homework at each

grade level. However, if a child frequently spends more time on homework than the parent deems reasonable, a conference with the teacher is recommended to determine if part of the homework is unfinished class work and/or if study skills and work habits need to be improved.

**NOTIFICATION OF ACADEMIC PROGRESS** - Florida Statute (232.245) requires each district to report annually to families their children's progress toward achieving district expectations for reading, writing, and mathematics as well as your child's performance on statewide assessments. To meet this state requirement, our district will send parents the results of standardized and state tests soon after they are received in the district office. In addition, one or more of the following will be used to evaluate your child's progress toward achieving district expectations. FSA (Florida Standards Assessment—3rd, 4th, 5th), iReady (Grades K—5th), District, school and/or state assessments, classroom work, teacher observation, grades, portfolios, etc.

### **TEXTBOOKS (including Library Books and Guided Reading Books)**

The State of Florida furnishes textbooks to students. 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. If a Media Center book is lost or damaged, parents will be notified of the cost to replace the missing or damaged book. Guided Reading books that are lost will be subject to a \$5.00 replacement fee. Online versions of textbooks are also available. Please see your teacher regarding log-in information.

### **GENERAL SCHOOL PROCEDURES**

- **Things to leave at home:** (unless special permission is received by teacher prior to a special event): toys, cards, dolls, games, radios, skates, skateboards, hardballs, bats, sharp objects, and items of value (such as jewelry, heirlooms, and money). Any of the above items that are brought to school without permission, will be taken by the teacher and must be picked up by parents in the front office.
- During lunch time, a parent may only take *their* child outside to the picnic area. Additional classmates are not permitted.
- No gum chewing allowed on campus.
- Pets/Animals may not be brought to school or on the school campus.
- Balloons are not permitted on campus.
- Selling items to others students on campus is prohibited.
- **LOST & FOUND** - Please label your child's lunch box, water bottles, jackets, sweaters, and sweatshirts with their name. The items marked with a child's name will be returned to the child and items that are not marked will be placed in the lost & found located on the stage in the cafeteria for a period of 30 days. After 30 days, unclaimed items will be donated to charity.

### **BIRTHDAYS PARTIES/CELEBRATIONS**

- *Homemade food items are not to be brought at any time.*
  - CCPS does not allow homemade foods to be brought to school. Many students have food allergies and cannot be allowed to inadvertently eat something to which he/she may have an allergic reaction. Commercially prepared items are labeled so that ingredients are known.
- Unfortunately, birthday parties may not be celebrated at school. There are many reasons for this: hurt feelings, loss of educational time, and disruptions to the classroom. Please plan your child's birthday party as an after school event.
- Parent may bring in a Bfit snack in recognition of a birthday to be distributed in the cafeteria.
  - One snack item per child.
  - No homemade items permitted.

- The Bfit snack should only be shared with your child’s class.
- No pictures are permitted to be taken.
- Gum and candy is not allowed (Board Policy 8510-Wellness)
  - To avoid disruption of the school environment, we ask parents to refrain from having flowers or balloons delivered to their child at school. These items cannot be transported by bus nor delivered to the classroom during school hours.
  - Each classroom teacher acknowledges a child’s birthday in various ways.
  - Distributing party invitations at school causes several problems including classroom disruptions, children’s hurt feelings, and weakening in the cohesiveness of a classroom team. Please refrain from this practice.

**DISCIPLINE PHILOSOPHY**

Students are expected to adhere to the CCPS Code of Student Conduct.

**What is Positive Behavior Intervention Support?**

PBIS is a collaborative, evidence-based approach to developing effective interventions for problem behavior. The program emphasizes the use of proactive, educative, and reinforcement strategies to achieve meaningful and durable behavior outcomes. The goal of Positive Behavior Support is to build effective environments in which positive behavior is more effective than problem behavior.

School-Wide Expectations:	Classroom Expectations:	Playground Expectations:
<p style="text-align: center;">Students pledge to be...  <b>Respectful</b>  <b>Responsible</b>  <b>Peaceful, and a</b>  <b>Problem Solver</b></p> <p style="text-align: center;"><b>Come to school the VIPER way.</b>  <b>On time, all day, EVERY day!</b></p>	<ul style="list-style-type: none"> <li>• Come to class on time</li> <li>• Complete all tasks</li> <li>• Share ideas with others</li> <li>• Listen and respect others’ ideas</li> <li>• Raise your hand to speak</li> <li>• Allow the teacher to teach</li> <li>• Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use polite language</li> <li>• Use kind hands</li> <li>• Use equipment properly</li> <li>• Think safety first</li> <li>• Walk quietly in designated areas</li> <li>• Use cooperation and friendship</li> <li>• Use patience and care when waiting your turn</li> <li>• Walk quickly and quietly to line up</li> </ul>

**PBIS Student Recognition**

- Homeroom classes earn \_\_\_\_\_ points towards a class reward chosen by the students.
- Each week, a student in each classroom is chosen as the “*Star Student*,” He/She will receive a sticker and choose a prize and be celebrated by his/her classroom peers.
- Vineyards also teaches monthly character traits as part of our Positive Behavior Intervention Support program. One teacher from each grade level will choose their “*Excellence Award*” winner. All of our Excellence Award winners will participate in a group picture, receive prizes, and their names will be shown on the morning news.

## How Can Parents Help with PBIS?

- Be a good role model
- Talk to your child about his/her day.
- Keep communication between you and your child's teacher active throughout the school year.
- Focus on the ***POSITIVE!***

## BRING YOUR OWN DEVICE

The BYOD (Now called the SODA-Student Owned Device Agreement) initiative is designed to enhance learning and instruction, and is used in conjunction with the technology that is already available for our students at Vineyards Elementary School. It is not necessary for every student to bring a device to school as these devices are utilized to enhance the learning of our students. Students will access the internet through the CCPS wireless network on a registered device. This network will provide filtered internet access as well as access to some other district systems and resources. Any and all access may be monitored for the purposes of network security and student safety.

### Student Responsibilities:

- Read, agree, and adhere to the CCPS Responsible User Agreement.
- Access the internet through the CCPS network only. (Access of the internet through data plans such as 3G/4G networks is prohibited.)
- Use of the CCPS network is for instructional and school related purposes only. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a school administrator or teacher.
- CCPS is not responsible for any data or app charges that a student may incur from a service provider
- All student owned devices are to be powered off upon arrival to school and stored in their backpacks until the teacher has given direction for academic use.
- The use of electronic device while at school or on buses to record sound or visual images without consent of the person being recorded or photographed is strictly prohibited.
- Devices may only be used in certain approved areas of the school. Students may not use devices in the cafeteria, on the playground or in the arrival and dismissal holding areas.
- Follow teacher directions for use of the device.

### Caution:

- If reasonable belief exists that the student has violated the terms of the Responsible User Agreement, or other district policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by CCPS.
- If teachers feel that students are not using Technology appropriately and/or they are using it in forbidden areas or at inappropriate times the teacher may take the device and give it to Administration to hold until the end of the day. Parents will be notified by Administration in these cases and a discipline referral may be completed.

**Parent Responsibilities:**

- Carefully read and review the Responsible User Agreement that is located online within the CCPS Parent Portal **Student Owned Device Agreement** section with their child and indicate their agreement.
- Be sure their child’s device is in proper working order and is fully charged daily.
- Monitor their child’s usage of their mobile devices.

**CLASSROOM PLACEMENT**

Vineyards 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 names or gender, may do so in a letter of one page or less. Specific teacher requests are not accepted.

**DRESS CODE**

<b>Vineyards Elementary School Uniform</b>	
<b>Bottoms</b> <i>*dress code length (bottom hem must be at or below your child’s fingers)</i>	<ul style="list-style-type: none"><li>• Navy or Khaki Dockers-style pants or capris</li><li>• Navy or Khaki Shorts, Jumpers, or Skorts (*dress code length) <b><i>Cold Weather allowances:</i></b> Black, Navy or Khaki/tan SOLID color leggings/tights may be worn under the above mentioned approved bottom options</li><li>• Jeans and skirts are NOT permitted</li></ul>
<b>Tops</b>	<ul style="list-style-type: none"><li>• Collared Polo-style shirts (any solid color)</li><li>• Any emblem visible will be <u>no larger</u> than a quarter Embroidered shirts with school name are optional</li><li>• <b><i>Cold Weather allowances:</i></b> any SOLID color long sleeve shirt may be worn UNDER the above mentioned approved top options.</li></ul>
<b>Friday Spirit Day/Early Release Day</b>	<ul style="list-style-type: none"><li>• Any Vineyards spirit wear is allowed</li></ul>
<b>Jackets and Sweaters</b>	<ul style="list-style-type: none"><li>• School appropriate and modestly sized jackets, sweatshirts and sweaters may be worn to school on cold weather days.</li></ul>
<b>Shoes</b>	<ul style="list-style-type: none"><li>• Ankle height sneakers/gym shoes with socks.</li><li>• NO knee length shoes, shoes with heels or boots, or open toed shoes.</li></ul>

**If the Vineyards Elementary Dress Code Policy is not followed:**

- First offense - verbal warning
- Second offense - warning with dress code policy reminder for parents and students to sign and return (the specific dress code violation will be highlighted on the policy sent home for signatures)
- Third Offense -result in an infraction and a consequence/loss of privilege

\*If inappropriate clothing is worn to school, parents/guardians may be notified by telephone and more appropriate clothing will have to be brought to school before the student will be allowed back in class.

**HELPFUL DRESS CODE GUIDELINES**

- Hair shall be clean and neatly groomed. Therefore, colored hair, color streaks, 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.
- Clothing shall be free of inflammatory, suggestive, or other inappropriate writing, advertisement or artwork.
- Shorts and slacks must be worn at the waistline. The shortest length of shorts and skirts should be fingertip length when arms are extended downward.
- Body adornment such as piercings other than the ears and tattoos shall not be visible.
- Costumes, sleepwear and/or clothing/adornment that creates a distraction is not permitted except on designated days