

Parent-Student Handbook



Vineyards Elementary School

6225 Arbor Blvd. West

Naples, FL 34119

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



VINEYARDS ELEMENTARY

MISSION

Vineyards Elementary School is committed to providing exceptional learning opportunities to motivate and engage all students.

VISION

The staff and students will obtain the tools necessary to become successful thinkers, problem solvers, decision makers and lifelong learners.

Vineyards Elementary Contact Information

	Staff Member	Contact
Main Office		377-8700
Curriculum	Mrs. Georgetta Elgin Principal	377-8704
	Ms. Tracy Fisher Assistant Principal	377-8702
Office Manager	Mrs. Debbie Buonpane	377-8703
School Counselor	Ms. Cynthia Yzaguirre Ms. Jennifer K	377-8706 377-4818
Attendance Student Records	Mrs. Stacy Westforth	377-8705
ESE Program	Mrs. Robin Kring, ESE Program Specialist	377-8711
Reading Coach	Mrs. Melissa Ruff	377-7573
Media Specialist	Mrs. Danielle Petry	377-8710
Cafeteria/Nutrition Services	Mrs. Brenda Smith Food Services Manager	377-8712
Youth Relations Deputy	Corporal Lewis	
Discipline Testing	Ms. Tracy Fisher Assistant Principal	377- 8702

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

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

Visitors

- We kindly remind **ALL** parents and visitors to report to the office. Our office staff will assist you. All parents and 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. If you have a scheduled appointment, you will be asked to enter the front office. . Each time you visit the campus a visitor sticker will be given to you and should be worn while on campus. All parents and visitors must also check out using our Concierge System. Please return your visitor sticker each time you leave the school and sign out.
- We require all parents and visitors 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."

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 students 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.”



Family vacations should be planned outside of school days to protect the students' instructional time and academic growth. If a student is absent 10 consecutive days, they will be withdrawn. This will require the family to re-enroll at the District office. When the student re-enters the school, there is no guarantee that they will be assigned to the same classroom. Spots are not saved for withdrawn students.

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. Virtual instructional during absences will NOT be provided this school year.



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 parents 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.

INSTRUCTIONAL MATERIALS

Parents may review their children's instructional materials at the school and District websites. 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 LorenJu@collierschools.com or 239-377-0103.

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>
10:00 – 12:30	Lunch
2:50	Dismissal
3:05	End of teacher day
3:30	Front Office closes

ARRIVAL AND DISMISSAL- VES has a closed campus in the mornings due to school safety and security.

- **Parents MUST remain in their cars at all times for arrival.**
- 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 enrolled in Sports Club or they are given admin permission for a specific student leadership role)
- All car riders should be dropped off in the car line. Please only pick up students from this area in your car. 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.
- **PK-IBI parents will remain in their cars for arrival and dismissal. Please use the PK car sign provided by the teacher during arrival and dismissal**
- 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 OR CAR LINE TO PICK UP THEIR CHILDREN. Parents will wait for their child outside of the front office door.** This policy is for security purposes as well as health and wellness 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 changes to the dismissal transportation shall be submitted by the parents with a note or telephone call prior to **2:00 PM. Students may NOT go home with a friend on a bus due to lack of seating and due to health and wellness protocols.** Students may not go home with a friend 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 in the car line 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

- **Student badges will be attached to the backpacks. Students will scan their badge when getting on and off the bus for student safety.**
- 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 may NOT go home with a friend on a bus due to lack of seating. Please arrange for a different plan for your child to get to the friend's house that doesn't involved the school system.**
- Students who refuse to follow bus safety rules will receive a "Bus Referral" which is given to an administrator. For the first referral (depending on the severity of the referral), the student will receive a warning and appropriate consequence. Parent contact will occur upon the second referral, and **MAY RESULT IN SUSPENSION FROM THE BUS FOR 1-10 DAYS AT THE DISCRETION OF THE PRINCIPAL/ASSISTANT PRINCIPAL.**

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 ONLY will be FREE for ALL students this school year.** 
- **Students will be eating breakfast and lunch in the cafeteria.**
- **BAG LUNCH** - If students elect to bring lunches from home, they should try to include all necessary items (spoons, napkins, etc.). **Knives are not permitted on campus due to safety.** It is recommended that food is cut up at home. 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.
- **Due to severe allergies of many of students, sharing of food and birthday treats is not permitted.**

LUNCH WITH YOUR CHILD

Many of our families enjoy celebrating special days by eating with their child(ren). If you are planning to have lunch with your child(ren), please see the below VES check-in procedures. While on campus please be sure to wear your printed guest sticker where it is visible at all times. In planning ahead for having lunch with your child(ren) please review the below VES procedures:

- You may check in and wait in the front office prior to this time. Parents will be able to make their way to the cafeteria at their child's lunch time.
- Please exit through the main office immediately after your child's lunch time and turn in your visitor sticker

- Lunch times are listed below.

Grade 5 10:00-10:26, Grade 2 10:25-10:51, Grade 4 10:51-11:16,

Grade 3 11:15-11:41, Grade 1 11:37-12:03, Grade K 12:02-12:28

- Anyone joining a child for lunch must be on the student contact list for that child.
 - You can confirm who is on this list by visiting the parent portal.
- There is designated Parent Courtyard outside of the cafeteria. Lunch guests should plan to eat lunch with their child in this designated area.
- Friends of your child are not able to join AND sharing food with friends is not permitted due to no outside food in the café as well as food allergies
- Adults needing to utilize the restroom will need to do so in the front office

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. To help protect and promote the health of all students, parents are asked to follow the guidelines below.

- **Children who have a fever and/or other cold or flu symptoms will be monitored at home.** 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. 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

NEW
UPDATE

Emergency card will be completed electronically in the parent portal. It is critical that you provide information important to your child as there is a **NEW** section that requires you to opt-in to clinic care and counseling in order for our staff to address needs such as a band-aid or ice. Please complete this prior to the first day of school so we know your wishes for these school service items. 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.**

HOMEWORK POLICY

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), i-Ready (Grades K—5th), District, school and/or state assessments, classroom work, teacher observation, grades, portfolios, etc.

TEXTBOOKS

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. 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.
- 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

- Please plan birthday celebrations outside of the school day
- *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.
- The purpose of school is to educate therefore, **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.
- Each classroom teacher acknowledges a child's birthday in various ways.
- **Parents cannot send in birthday cupcakes/snacks or items to be distributed in the cafeteria due to severe allergies of many of students and other health and wellness concerns. Instead consider non-food items such as pencils, pen, etc.**
- 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.
- 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>Students pledge to be... Respectful Responsible Peaceful, and a Problem Solver</p> <p>Come to school the VIPER way. On time, all day, EVERY day!</p>	<ul style="list-style-type: none">• Come to class on time• Complete all tasks• Share ideas with others• Listen and respect others' ideas• Raise your hand to speak• Allow the teacher to teach• Keep hands, feet, and objects to yourself	<ul style="list-style-type: none">• Use polite language• Use kind hands• Use equipment properly• Think safety first• Walk quietly in designated areas• Use cooperation and friendship• Use patience and care when waiting your turn• Walk quickly and quietly to line up

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

Each student will be assigned a device to use for schoolwork. 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. Device features that record or allow outside persons to listen in, are not permitted and must be turned off while on campus and on the school bus.

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.
- 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 the learning environment most conducive to their child's learning style, but not specific teacher names, may do so in a letter of one page or less. **Specific teacher requests and placement requests with friends are not accepted.**

DRESS CODE

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

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 skorts 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

**EDUCATIONAL FUNDING ACCOUNTABILITY ACT Section 1010.215, F.S.
COLLIER COUNTY PUBLIC SCHOOLS**

2020-2021 SCHOOL FINANCIAL REPORTS

SCHOOL NUMBER 0371 VES

VINEYARDS ELEMENTARY SCHOOL

REVENUES	Footnotes [1]	SCHOOL*	%	DISTRICT	%	STATE	%
Federal		\$ 1,246,337	12.87	\$ 68,039,923	12.91	\$ 4,821,886,313	16.69
State/Local (excludes Lottery)		8,436,458	87.08	457,346,391	86.80	24,038,732,681	83.20
Educational Enhancement (Lottery) Trust Fund		4,568	0.05	-	-	-	-
Private		-	0.00	1,504,530	0.29	32,093,696	0.11
Total		\$ 9,687,363	100.00	\$ 526,890,844	100.00	\$ 28,892,712,691	100.00

* 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)	\$ 6,754	\$ 6,229	\$ 5,424	\$ 5,784,953
Substitute Teachers (Salaries/Benefits)	Footnote [2]		Not Available from State Data Base	
Other Instructional Personnel ****	1,074	1,340	1,241	919,637
Contracted Instructional Services	326	320	253	279,236
School Administration	552	852	653	472,532
Materials/Supplies/Operating Capital Outlay	662	664	275	567,005
Food Service	511	548	506	437,379
Operation and Maintenance of Plant	1,056	1,214	1,096	904,363
Other School-Level Support Services	376	429	274	322,258
TOTAL SCHOOL COSTS **	\$ 11,311	\$ 11,596	\$ 9,722	\$ 9,687,363

** 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: \$92,740

K-12 ADDITIONAL DETAILED INFORMATION	Per Full-Time Equivalent Student			TOTAL COSTS
	SCHOOL	DISTRICT	STATE	
Teachers/Teachers Aides (Salaries/Benefits): Footnote [3]				
Basic Programs	\$ 5,465	\$ 5,239	\$ 4,517	\$ 3,628,830
ESOL	6,202	7,067	5,698	324,072
Exceptional Programs	13,057	9,155	8,436	1,832,051
Career Education Programs	-	3,601	4,385	-
Adult Programs Footnote [4]	-	-	-	-
Materials, Supplies, Operating Capital Outlay: Footnote [5]				
Textbooks				\$ 32,407
Computer Hardware & Software				330,539
Other Instructional Materials				83,656
Other Materials and Supplies				120,403
Library Media Materials				\$ 4,235

[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.