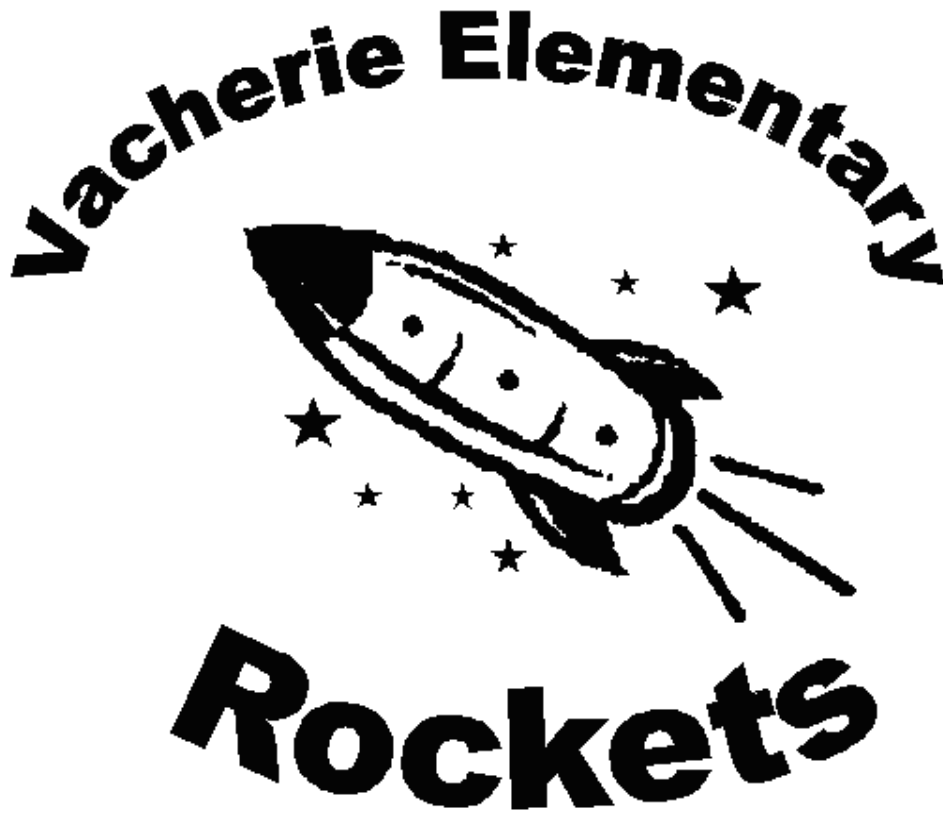




Home of the Rockets



Student – Parent Handbook

“Soaring for Success”

VACHERIE ELEMENTARY SCHOOL

13440 Hwy 644 / Vacherie, LA 70090
Office (225) 258-5250 / Fax (225) 258-5257
Julie Waguespack, Principal
Brenda Louque, Assistant Principal



VACHERIE ELEMENTARY SCHOOL

STUDENT HANDBOOK 2019-2020

**13440 Highway 644
Vacherie, LA 70090**

**(225) 258-5250
(225) 258-5257 (fax)**

**SCHOOL COLORS
Red & White**

**SCHOOL MASCOT
Rocket**

**SCHOOL MOTTO
“Soaring For Success”**



Dear Parents,

Welcome to a new school year at Vacherie Elementary.

The faculty and staff hope to become acquainted with you during the school year through conferences, open-houses, and other school activities. We invite you to discuss with us any concerns that you may have about your child and the school experiences provided by Vacherie Elementary. We need your talents, time and support. Research shows that children whose parents play an active role in their education are more apt to succeed in school.

This handbook has been prepared so that you will have important school information. The successful implementation of these guidelines requires that each person involved – faculty, staff, students, and parents – recognize and carry out the guidelines set forth. Please read it carefully, review it with your child, and **keep it** for reference throughout the year.

Sincerely,

Julie Waguespack
Principal



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FACULTY AND STAFF

2019- 2020

Julie Waguespack Principal	
Brenda Louque.....	Assistant Principal
Keena Trosclair District Instructional Specialist	
Lynesia Raymond.....	Library Media Specialist
Deborah Louis ...Secretary	
Bonnie Jean Bush.....	PK
Tammy Clement.....	PK
Lauren Hage.....	PK
Cammie Ponville.....	PK
Courtney Amedee	K
Shanae Dunnaway.....	K
Cassie Hebert	K
Megan Pearly.....	K
Sherie Chenier.....	First Grade
Eva Knight.....	First Grade
Tasha Sanders.....	First Grade
April Santiny.....	First Grade
Jymi Colwart Second Grade	
Shirley Granier	Second Grade
Danielle Leblanc ...Second Grade	
Sadie Schaubhut Second Grade	
Rebecca Adams Third Grade	
Hope Dupuy Third Grade	
Katie Vicknair Third Grade	
Jenny Rogers.....	Teacher Interventionist
Mary Chopin Physical Education	
Brandi Martinez.....	Music/Art
Penny Dowd.....	Special Education
Joelle Narcisse.....	Special Education
Kimberly Luce.....	Special Education
Sarah Picolo.....	Special Education
Stephanie Juarez	Social Worker
Heidi Trosclair.....	Pupil Appraisal
Faye Cortez.....	Pupil Appraisal
Victoria Becnel..... Speech	
Claire Heltz..... Speech	
Rebecca Fabre.....	Wilson Teacher



Vacherie Elementary School Student – Parent Handbook

Tremere Freeman.....	Para-Professional
Melissa Caznave.....	Pre-K Para-Professional
Noreen Keller.....	Pre-K Para-Professional
Paula Link.....	
Pre-K Para-Professional	
Sandtrell Valentine.....	Pre-K Para-Professional
Clairrita Raphael.....	
..Para-Professional	
Nakia Chopin.....	Para-Professional
Joycelyn Grows.....	Para-Professional
Shona Melancon.....	Para-Professional
Kori Morris.....	Para-Professional
Nikita Allen.....	Nurse
Donell Borne.....	Nurse
Janalle Mitchell.....	Nurse
Darlene Broden.....	Custodian
Mae Evelyn Matthews.....	Custodian
Maybeline Burdis.....	Cafeteria Manager
Joanne Bartholomew.....	Cook
Sandra Gibson.....	Cook



PHILOSOPHY

At Vacherie Elementary School, we believe in the total child, taking into consideration the social, emotional, physical, and intellectual growth necessary to meet a challenging world. Students are taught to appreciate values, to make the right choices, and to distinguish right from wrong. We consider the “whole child” because he/she is the basic premise for success.

Our school environment is centered on the needs of the individual student, realizing that each student has varying needs. We believe that a school can be as good as the sum total of the learning situation within its classroom. In order for all students to experience success, we believe that the curriculum should provide learning experiences to meet individual needs, incorporating different learning styles, and prepare them for their next educational endeavor.

Intellectual growth is promoted through the improvement of basic skills in reading, spelling, mathematics, social studies, science, and fine arts. Extra-curricular activities are provided for healthy social interaction and a means of improving and developing acceptable social and moral values.

We strive to meet the emotional, social, physical, and intellectual needs of the student. Experiences are planned to assist students in the development of a positive self-concept. We believe, because children are instructed as groups, academic demands should be fitted according to the students’ abilities and developmental levels in order to eliminate the creation of undesirable patterns of behavior. However, even more than ever, we realize that each individual within these groups has to be dealt with accordingly. Students will then exhibit those characteristics that will make them productive citizens for the future.

VACHERIE ELEMENTARY SCHOOL’S MISSION STATEMENT

All students at Vacherie Elementary School will achieve academic success.

Vacherie Elementary School’s Vision

VES students will be prepared to enter high school ready to launch into their future education.

Julie Waguespack, Principal

August 6, 2019
Date



OBJECTIVES

In accordance with our statement of philosophy regarding developing the total child (socially, emotionally, physically, and intellectually), the school's objectives are:

1. to sustain an environment conducive to learning.
2. to provide learning experiences to meet individual differences and abilities.
3. to utilize various teaching strategies to encompass all modes of learning.
4. to provide each child with knowledge and skills in all subject areas necessary for present and future use.
5. to instill in students the importance of respect for property: public, private, and personal.
6. to provide opportunities for students to learn and practice good health habits.
7. to teach concepts of acceptable social behavior through classroom activities.
8. to provide extra-curricular activities that will stimulate students' interest and participation.
9. to maintain open lines of communication with parents with regards to the school's program, philosophy, objectives, and pupil progression.
10. to teach the principles of good citizenship and respect for one's country.

SCHOOL SCHEDULE

2019 – 2020

7:25 – 7:55	Breakfast	30 Minutes
7:55 – 10:50	Class	175 Minutes
10:50 – 12:25	Class	95 Minutes
	Lunch (30 minutes)	30 Minutes
	Recess (Grade K 11:00-11:45)	15 Minutes
	(Grade 1 11:15-12:00)	
	(Grade 2 11:35-12:20)	
	(Grade 3 11:55-12:40)	
12:25 – 3:05	Class	160 Minutes
3:05	Dismissal	



ARRIVAL / TARDINESS / DEPARTURE

Arrival

Students are not to arrive at school until 7:25 .am.. and are not permitted on the school grounds until that time. Adult supervision is provided beginning at 7:25 a.m.

The designated area for “Parent Drop Off” is the door across from the parking lot. This door will be closed at 7:55 a.m. Any student arriving at school after this time will be considered tardy and must enter through the front entrance. An adult will be required to escort the student in the building and sign the child in with the school secretary.

Tardiness

Three tardies will be considered one day absent for Perfect Attendance determination according to the St. James Parish Policy Manual. ***After the 3rd tardy, your child’s name will be submitted to the Truancy Officer.***

Dismissal

All students are dismissed at 3:05 p.m. Upon dismissal, students are to report to the bus loading area in the gym to board the bus. “**Parent Pick Up**” students will report to the main hallway in the Pre-K wing.

Change of Departure

If a bus-riding student must leave school at the end of the day by means of parent pick-up, a written parental permission note must be presented to the ***office upon the student’s arrival at school. No student will be permitted to leave school without verification.***

Any request to ride a school bus other than the assigned bus must be made by the parent/guardian to Kelly Cook. It takes 24 – 48 hours for district approval of a bus change.

No students will be allowed to sign out of school after 2:30 p.m. unless there is an actual emergency.



Early Departure

Students who must leave campus prior to regular dismissal must be “signed out” in the school office by the parent, guardian, or designee. It will be the responsibility of the parent, guardian, or child to present a note concerning early dismissal to the school upon arrival at school in the morning. **No student will be permitted to leave school without written permission.** The note must contain the following:

1. The date and time of departure,
2. The name of the person who is picking up the student,
3. The signature of the parent or guardian, and
4. A telephone number for the purpose of verification.

For your child’s safety and well being, no student will be permitted to leave school without parental permission.

RECESSES

Recess Procedures

Students will exit the building quietly.

At the end of recess, a whistle will be blown. Students will immediately STOP – stop playing, put away candy sale items, and tuck in their shirts. Students will enter the building quietly.

Duty teachers will escort their classes into the building last.

When students are walking within the school building, they are expected to do so quietly with **NO** talking because instruction is taking place in classes at all times.

All students are required to keep their arms folded to avoid any physical contact with another student.

Students not following hall procedures will have their cards flipped upon entering the classroom.

PUPIL ATTENDANCE PROGRAM

See St. James Parish Manual

BUS RIDER POLICIES

See St. James Parish Manual

GENERAL SCHOOL RULES



1. Students must follow PBIS discipline school rules.
2. Running, yelling, and shoving in hallways are not allowed.
3. Students are not allowed in hallways or office without permission.
4. Teachers' restrooms and workroom are off-limits to students.
5. No student is allowed on campus until 7:25 AM.
6. Students may not loiter in the front of the school building.
7. Sunglasses may not be worn, except on specified designated days.
8. Sunflower seeds, pecans, gum, etc. are not allowed at school or on the bus.

CONFERENCES

Upon enrolling at Vacherie Elementary School, you entered into a partnership dedicated to helping to prepare your child for the future. Parental involvement in the educational process is both necessary and important.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. If a parent has a special concern, it is not necessary to wait for the teacher to call a conference. Parent conferences are encouraged throughout the school year.

Parents may make appointments for conferences with teachers or the principal by telephoning the school office at 225-258-5250. Teacher conferences must be scheduled during non-teaching periods/time. However, accommodations will be made for those parents who work or may have transportation problems. Conferences with the principal must also be scheduled through the school secretary. Parents must first stop at the office when coming to school for a teacher conference. The office will notify the teacher of the parent's arrival.

CAFETERIA FOOD SERVICES

See Student Policy Manual

UNIFORM POLICY

All students' shoes must be properly fastened. No student shall wear boots, shoes with heels, or Crocs®-type shoes to school except on specified designated days. (Boots without heels may be worn on dress down days.) Should your child elect to wear a wristband to school, be advised that each student is allowed to wear only one wristband, which is to be worn on the wrist. No child shall wear a rubber band or ponytail holder as a wristband/bracelet. Jewelry made from rubber bands is not allowed at school. If the child chooses to use the wristband in an inappropriate manner, the child will be asked to remove the wristband and the child's privilege to wear wristbands in the future will be revoked. The school uniform policy is further covered in the Parish's Student Policy Manual.

DISCIPLINE

The Vacherie Elementary School PBIS Discipline Plan was sent home during the first week of school. See Student Policy Manual for discipline of office referrals.



LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. Each year, we have a number of unclaimed coats, sweaters, etc. You can prevent loss of items by marking your child's clothing, etc. with permanent markers.

Students' personal belongings that are not needed at school (phones, electronics, toys, games, etc.) should be left at home. Students are discouraged from bringing or wearing expensive jewelry to school. Many times these precious items are lost and never found. The school cannot be responsible for these.

Please tell your child to check the "Lost and Found" for lost items. Those items not claimed at the end of the year will be recycled for other students in need.

FIELD TRIPS

Classroom teachers schedule field trips within our area to nearby points of interest throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the area.

Parents will receive notice of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. An amount of money will be requested from each student to pay for the admission fee, bus driver's fee, gas, and food.

Parents are invited by teachers to chaperone. A parent must first file three (3) reference forms from credible persons such as a minister, pastor, political figure, employer, or other persons of good character.

Parents invited to chaperone must abide by the rules of the teacher. Chaperones should consider the health and safety of the child first. Persons who do not obey the rules set by the teacher and who do not strive to follow safe practices will not be invited to chaperone again. Remember that chaperoning is not a social outing for parents.

EMERGENCY DRILLS

Fire and tornado drills are conducted once a month. Detailed escape plans are posted inside each classroom and on the office bulletin boards.

During fire drills each class has an escape route to an outside area, a safe distance from the building. Children are moved to these designated areas in a safe, quiet, and orderly manner. During tornado drills, each class goes to the designated area within the building. All children kneel with heads covered and faces toward the wall, or with their backs against the wall, knees up, head and face covered.

Drills are also conducted for a variety of other possible crises that could occur.

EMERGENCY INFORMATION

In case of an emergency, each student is required to have on file at the office the following information:



1. Parent or guardian names;
2. Complete and up-to-date address;
3. Home and work phone numbers;
4. Emergency phone number of a friend or relative;
5. Physician's name and phone number; and
6. Medical alert information

HOMEWORK ASSISTANCE

The State Library of Louisiana offers After-School Online Homework Assistance services for all students in Louisiana. You can access this service at the following website: <http://homeworkla.org/>

SUBSTITUTE TEACHERS

A substitute teacher will periodically teach every student. The most common reason for using substitutes is when regular teachers are ill, attending professional training, or a family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct will be dealt with immediately.

CHANGE OF ADDRESS

Inform your teacher if you change your address or telephone number, and the teacher will inform the office.

TRANSFERS

When a child transfers to another school or moves out of town/state, the parents should notify the office and teacher on the child's last day of attendance. Notification should be given at least two (2) days prior to withdrawal. All textbooks and library books must be returned. Any financial debt (lunch money, books, etc.) must be paid before withdrawal from school.

TELEPHONE

The office telephone is a business phone. It is not to be used by students except in emergencies.

Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school, etc.

ASSEMBLIES

Assemblies are planned periodically and are listed on the school calendar. In preparation for an assembly program, there is often a significant investment in time and in money. Special attention to etiquette and good citizenship is expected of all students.

CONDUCT OF STUDENTS DURING ASSEMBLIES



Students shall enter in an orderly manner and take a seat in their assigned section. Teachers will sit with their respective classes.

There will be no talking, socializing, booing, or causing of any disturbance during the assembly by any students.

Students who disturb the people present at the assembly will be removed.

Students are to remain in their places until being dismissed by the person in charge of the assembly and/or their teacher.

ANNOUNCEMENTS

The school sends out monthly calendars and announcements are posted on the school's website. Other announcements are also given to students in written form (letters). Please check your child's bag daily for such notices.

SCHOOL PICTURES

School pictures are taken in the fall and in the spring. Available packages and price ranges will be forwarded to you as soon as the office is notified of them.

MEDICATIONS

See St. James Parish Manual, Appendix 1, and Appendix 2

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year and must be returned in good condition at the end of the school year. Students with books that have been damaged through abuse, or lost through negligence, will be required to pay for the textbook.

Textbooks must remain covered throughout the school year.

SCHOOL INSURANCE

See St. James Parish Manual

PARISH CALENDAR

See St. James Parish Manual
School calendars are sent monthly.

STUDENT BEHAVIOR

CLASSROOM RULES



These routines will be in effect at all times in the classroom:

I will follow the teacher’s directions.

I will respect all adults, students, and property.

I will keep my hands, feet, and objects to myself.

I will remain seated during instructional time.

HALL RULES

1. Zero voice levels in the hallways.
2. Arms folded at all time.
3. Walk in the hallways.

PLAYGROUND RULES

1. Line up quickly and quietly.
2. Take turns and play fair.
3. Use equipment the correct way.

CAFETERIA RULES

1. Zero voice level when:
 - Entering cafeteria
 - Washing hands
 - Obtaining food
 - Exiting cafeteria
2. Keep your area clean.
3. Use inside voices when speaking.

School Board Policy Prohibition Against Bullying

(See St. James Parish Manual)

The St. James Parish School Board is committed to maintaining a safe, orderly, civil and positive learning environment so that no student feels threatened while in school or participating in school-related activities. Students and their parents/guardians shall be notified that the school, school bus, and all other school environments are to be safe and secure for all. Therefore, all statements or actions of a bullying, intimidating, threatening, harassing, hazing, or any other violent nature made on campus, at school-sponsored activities, on school buses, at school bus stops, and en route from home to the bus stop and from the bus stop to home shall not be tolerated. Even if made in a joking manner, these statements or actions threatening other students, school personnel, or school property shall be unacceptable. **The St.**



James Parish School District reserves the right to discipline students for actions taken off campus if they intend to have an action on a student.

SCHOOL NONDISCRIMINATION STATEMENT

Vacherie Elementary School does not discriminate on the basis of race, color, national origin, sex, age, handicapping condition, or veteran status.



APPENDIX 1

Requirements for Medication at School

Dear Parent/Guardian:

SJPSB follows State and Federal legislation's medication guidelines. Legislation states that, ***medication that can be given before or after school, shall not be given at school. School medication orders must be limited to medications, which can be administered during school hours.*** However, SJPSB understands that some medications may be necessary during the school day, for a child to be able to attend school or to allow a student to participate equally in the education setting. Louisiana State



Legislation has put into place some required conditions to insure the health, safety, and welfare of children who need medicine **during the school day.**

A few of these requirements are as follows (*SJPSB Medication Administration Policy and Procedures may be viewed, in its entirety, on the school board website*):

1. The parent/legal guardian must provide a completed and signed *Medication Order*, by **BOTH** the physician and parent, for **EACH** medication to be given at school. This form is also **required** for any over-the-counter medication to be given at school.
2. Only oral, pre-measured inhalant, topical ointment for diaper rash, and emergency medications shall be administered at school by a (TAP) Trained Authorized Personnel. Eye drops, antibiotics, and other short-term medications, including over-the-counter medications, shall not be given by school personnel, unless a *medication exception* has been granted by the school RN.
3. Medication **MUST** be delivered to the school office by a parent/legal guardian or a responsible adult. Students are **NOT** allowed to transport medication to school or have medication in their possession without the School RN approval. Teachers and principals have the right to take a medication from a student and contact the parent. Emergency medications such as asthma inhalers, epipens, and glucagon can be carried and self-administered by a student, **ONLY** if it has been approved by the physician, parent/legal guardian, and the School RN.
4. The parent/legal guardian must count and sign-in the amount of medication that is delivered to the school with a (TAP) trained authorized personnel, on the students medication log.
5. No more than a **(35) day supply** of medication shall be brought to school.
6. Medication **MUST** be in a container properly labeled from a pharmacy and **MUST** match the *Medication Order*.
7. The parent/legal guardian **MUST** provide the names and working telephone numbers of persons to be contacted in case of a medication emergency. Emergency phone numbers should be updated **immediately** if there is a change in contact information.
8. The parent/legal guardian shall provide a statement, stating that the initial dose of medication was administered outside of the school jurisdiction, allowing at least **(12) hours** of observation for adverse reactions, with the exception of emergency medications such as, an asthma inhaler, epipen, or glucagon.
9. Time Release/Extended Release (XR) capsules will **NOT** be opened or the contents emptied into food or liquid.
10. Medication tablets will **NOT** be halved or crushed at school, this **MUST** be done by a pharmacist or the parent/legal guardian.
11. Medication not retrieved by a parent/legal guardian or responsible adult, will be destroyed **(2) weeks** after the expiration date, if the order is discontinued, or at the end of the school year, following notification to the parent/legal guardian.
12. *All student information shall be kept confidential.* The parent/legal guardian shall be required to sign an authorization, for the exchange and release of confidential information, so that health information can be shared between the School RN, necessary school board employees and health care providers.
***A **NEW Medication Order** is required at the **beginning of EACH school year** (*cannot be dated prior to July 1st, of that school year*) and anytime **DURING the school year**, if there is a change in the medication (i.e. Name, Time, Dose, Route). A parent/legal guardian is **NOT** allowed to make changes in a medication, a new *Medication Order* **MUST** be given. ***

APPENDIX 2



SPECIAL DIET AND FOOD ALLERGY REQUEST

The school secretary, the cafeteria manager, or the nurse may be contacted to receive a **DIET PRESCRIPTION REQUEST FOR MEALS AT SCHOOL** form. When the form is returned and correctly completed by the physician, the diet request will be forwarded to the Child Nutrition Department for evaluation. A determination will be made as to whether or not substitutions will be made. Until such determination is made, parents may be required to send their child's meals to schools. Diet prescription request must be made each school year. A Individualized Health Plan will not be written for Special Diets and Food Allergies until a School RN receives a Diet prescription that has been received and approved by the Child Nutrition Department. If you have any questions, please contact the Child Nutrition Department at 225-258-4561.

Revised 4/2016