

# VINEWOOD ELEMENTARY SCHOOL

Student/Parent Handbook

2023-2024



1600 W. Tokay Street

Lodi, CA 95242

Phone: (209) 331-7445

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Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room#: \_\_\_\_\_

**Vinewood Mustangs have**

**HEART!**

**We are:**

**Safe**

**Respectful**

**and**

**Responsible**



# Vinewood Mustangs have HEART

	We are <b>SAFE</b>	We are <b>RESPECTFUL</b>	We are <b>RESPONSIBLE</b>
<b>Office</b>	<ul style="list-style-type: none"> <li>*Walk to &amp; from office</li> <li>*Have a pass</li> <li>*Wait quietly</li> <li>*Listen to directions</li> <li>*Know your phone number</li> </ul>	<ul style="list-style-type: none"> <li>*Wait quietly</li> <li>*Wait patiently</li> <li>*Say please &amp; thank you</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to the office</li> <li>*Have a pass</li> <li>*Wait quietly</li> <li>*Give correct information</li> <li>*Return promptly to class</li> </ul>
<b>Courtyard &amp; School Grounds</b>	<ul style="list-style-type: none"> <li>*Walk from place to place</li> <li>*Push your scooter &amp; bike</li> <li>*Carry your skateboard</li> <li>*Walk around the birthday cake</li> <li>*Keep hands &amp; feet to yourself</li> <li>*Listen to announcements</li> </ul>	<ul style="list-style-type: none"> <li>*Walk quietly from place to place</li> <li>*Give others personal space</li> <li>*Follow staff directions</li> <li>*Remove hats &amp; hoods for flag salute</li> </ul>	<ul style="list-style-type: none"> <li>*Go directly to your destination</li> <li>*Keep hands &amp; feet to yourself</li> <li>*Follow directions</li> <li>*Turn in lost items</li> <li>*Keep campus clean</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>*Stay on blacktop, grass or bark</li> <li>*Use equipment properly</li> <li>*Keep hands &amp; feet to yourself</li> <li>*Sit on bench to eat snack</li> <li>*Walk around benches</li> <li>*Follow game rules</li> <li>*Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>*Be kind &amp; polite to all</li> <li>*Share equipment</li> <li>*Take turns</li> <li>*Include others in play</li> <li>*Be a good sport</li> <li>*Keep walkways behind benches clear</li> </ul>	<ul style="list-style-type: none"> <li>*Stop playing when the bell rings</li> <li>*Pick up personal belongings</li> <li>*Walk to class line quickly &amp; quietly</li> <li>*Return equipment</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>*Walk in &amp; out</li> <li>*Give others privacy</li> <li>*Wash your hands</li> <li>*Keep water in the sink</li> </ul>	<ul style="list-style-type: none"> <li>*Keep outside doors closed</li> <li>*Give others privacy</li> <li>*Flush toilet</li> <li>*Clean up after yourself</li> <li>*Value property</li> </ul>	<ul style="list-style-type: none"> <li>*Use during recess or have a pass</li> <li>*Stay quiet</li> <li>*Flush toilet</li> <li>*Wash hands</li> <li>*Throw paper towels in the trash</li> <li>*Return promptly to class</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>*Walk to and from cafeteria</li> <li>*Stay in line</li> <li>*Keep your hands &amp; feet to yourself</li> <li>*Face the table</li> <li>*Stay seated</li> <li>*Before school, breakfast eaters only</li> </ul>	<ul style="list-style-type: none"> <li>*Use table manners</li> <li>*Use indoor/quiet voices</li> <li>*Eat your own food</li> <li>*Listen to staff</li> <li>*Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Stay correctly seated</li> <li>*Eat your food</li> <li>*Eat what you take</li> <li>*Clean up after yourself</li> <li>*Stack your tray</li> <li>*Wait quietly to be dismissed</li> </ul>
<b>Assemblies or Events</b>	<ul style="list-style-type: none"> <li>*Walk to &amp; from</li> <li>*Keep hands &amp; feet to yourself</li> <li>*Stay seated</li> <li>*Be aware of your surroundings</li> </ul>	<ul style="list-style-type: none"> <li>*Sit quietly</li> <li>*Pay attention &amp; listen</li> <li>*Stay in your own space</li> <li>*Clap appropriately</li> </ul>	<ul style="list-style-type: none"> <li>*Enter &amp; exit quietly</li> <li>*Be engaged &amp; listening</li> <li>*Be a positive audience member</li> </ul>

# UNIFORM POLICY

**Appropriate clothing and shoes must be worn at all times. We are dressing for success!**

**UNIFORMS** are part of Vinewood's success. We encourage all students to wear uniforms, which promote a positive school environment as well as self-esteem for all.

**Uniform** clothing is required Monday, Tuesday, Wednesday, and Thursday for all students.

- **Tops:** Solid colored polo shirts, turtleneck shirts, sweaters, and sweatshirts are permitted. Any logo or insignia must be approximately 1" or smaller. Shirts that fall below the hipbones must be tucked in.
- **Bottoms:** Pants, shorts, skirts, or jumpers may be any solid color.
- **Shoes and Socks:** Athletic shoes with toes and rubber-soled tread are required daily. For safety reasons, platform soles (1" or higher) are not allowed. Shoes should be worn as manufacturer intended, with shoelaces tied tightly. Socks or tights should be a solid color.
- **Earrings** should not be hoops or dangles for safety reasons.

All students are expected to be in uniform daily, except for Student Council spirit days (Common Planning Days).

**WEDNESDAYS** – Students may wear a college shirt/sweatshirt with a uniform bottom.

**FRIDAYS** – Show your Mustang pride by wearing your Vinewood Mustang shirt or sweatshirt with a uniform bottom.

**Exemption: Uniform exemptions may be requested by parents and must be approved by school administrators. This form is for one school year only and must be renewed annually. A conference with the principal or vice principal is part of the School Board procedure for application.**

## DRESS CODE

- No excessively baggy pants or excessively large shirts will be permitted. Belts must be worn if pants do not fit properly at the waist.
- Shorts and skirts must be at least fingertip length.
- Any tears, holes, or frayed spots in jeans/pants must be below fingertip length.
- Athletic and swim wear are not permitted.
- No article of clothing that displays an inappropriate message, or put down to another person, or promotes the use of alcohol, or an illegal substance will be allowed.
- Students are to **always wear socks and closed-toed athletic shoes.**
- No tank, off-the-shoulder, or midriff revealing tops are to be worn, and shirts must have sleeves.
- Baseball caps, with brim worn as intended by the manufacturer, are permitted outdoors only.
- Students should wear clothes that are appropriate for weather conditions.
- Hair must be a human color.
- All clothing should completely cover appropriate body parts.
- Due to the safety, NO fake fingernails.
- No makeup will be worn on campus.

❖ **A failure to follow our school's dress code could require a call home and a change of clothes to be brought to school.**

## **VINEWOOD ELEMENTARY SCHOOL VISION**

Vinewood strives to create a safe and supportive, student centered environment for life-long learners, through rigorous and relevant academic focus. In partnership with parents and our community, we empower students to be socially responsible and productive citizens.



### **SCHOOL OFFICE HOURS:**

Monday- Friday 7:45 a.m. – 3:30 p.m.

### **ARRIVAL/ DEPARTURE:**

Students are allowed on campus at 7:45 a.m., unless they are attending a supervised enrichment program before school. All students and parents are to wait by the front entrance or the west side gate. Dismissal is at 2:25 p.m. Parents/guardians picking up may wait outside the front or west side gate until the bell rings to meet your child(ren). Students are expected to leave campus immediately after dismissal, except for appointments with teachers or participation in an afterschool activity.

### **INSTRUCTIONAL TIME**

After the bell rings at 8:15 a.m., parents are required to sign-in the office before volunteering in the classroom. If they have material, food, or other personal items for their students, parents are to leave it in the office and the teacher will be contacted by the office staff.

### **EMERGENCY INFORMATION:**

At the beginning of each school year, parents and guardians must update information on Aeries Parent Portal (online). Your contact information will be used to contact parents/guardians in case of illness, accident or other emergency. It provides the school with vital information for the safety and protection of each student. Also, it provides valuable information about health concerns your child may have. Please complete in full. The parent/guardian must provide their home phone number, parents' work phone number and at least one name of a friend or relative who can take responsibility for signing the student out of school in case of an emergency. Only individuals whose names appear on the emergency contact list may check a student out from school. Don't forget to notify the office when there is a change in phone numbers or address. To change an address, proof of new residence is required.



### **MEDICATIONS:**

We are happy to care for your child if medication is needed at school. However, all medication taken at school **MUST** be prescribed by a licensed health care provider (Physician). A **"Consent for Medication Administration"** form **MUST** be signed by the Physician **AND** a parent/guardian. This includes **ALL** medications including over-the-counter medication. Medication that is found at school without proper documentation will be confiscated. **"Consent for Medication Administration"** forms can be picked up at the Front Office. The signed form is good for one (1) school year.

### **IMMUNIZATION REQUIREMENTS**

LUSD maintains a "No Shots/No School" policy. **Students not up-to-date with all immunizations as required by California Immunization Law AB-381 will not be enrolled or allowed to attend school.**

### **INJURIES AND ACCIDENTS**

Injuries and accidents should be reported immediately to the staff member on duty. All accidents will be recorded on an accident report form and a copy will be forwarded to the District Office. If a pupil is seriously injured, school personnel will attempt to telephone parents/guardians or family member listed on the student's emergency card. For a minor injury, first-aid will be given.

## **ATTENDANCE:**

State law requires every child between the ages of six and eighteen years of age to attend school when it is in session. Research has shown that a student's success in school is directly related to attendance. Please schedule students' medical, dental, or other appointments before or after school whenever possible.

**Tardies-** A Tardy is defined as not being seated in the classroom and ready to work at the designated time. Students arriving after the bell rings at 8:15 a.m., must report to the office for a tardy slip. A pupil tardy in excess of thirty minutes or more, for more than three days per year without valid permission, is truant and shall be reported to the Attendance Advisor.

## **Officially Excused Absences-**

- ***Illness***
- ***Medical/Dental/Eye Appointments***
- ***Funeral for immediate family member***
- ***Directed quarantine by health officer***

Class work/homework may be made up for excused absences. **A parent must verify an absence by phoning the school office each day of the absence (phone 331-7445).** All absences must be cleared within 10 days of the date of absence. After the 14<sup>th</sup> absence, a doctor's note is required for each absence thereafter. If calling is a problem, the student must bring an absence note signed by the parent to the office when returning to school.

## **VISITORS & VOLUNTEERS:**

**You must be fingerprinted at our district office and have a clearance of your fingerprints before volunteering. Please report to the classroom once you've signed in.**

Only students, staff, and individuals with authorization from office staff will be on campus. Only vital adult visitors/volunteers are welcome to visit the school, but they must report to the office first to sign in.

## **PARENT CLUB:**

Vinewood is a school that is parent driven and supports the teachers and staff. We are fortunate to have such a strong and caring group of parents. Meetings are every second Tuesday of every month at 6:00 p.m. You are welcome to be part of the winning team. It is highly encouraged to attend Parent Club events to support your child. GO MUSTANGS!

## **STUDENT CELEBRATIONS:**

Our goal is to keep classroom disruptions to a minimum. If you have a student who is celebrating a birthday/etc. and you would like to bring treats to class, please arrange it with your child's teacher in advance. Please remember classrooms are not permitted to serve food prepared in private homes. PLEASE DO NOT BRING BALLOONS/FLOWERS/GIFTS.

## **Nutrition Services: School Meals**

Universal free meals will be offered at no cost to any student enrolled in the Lodi Unified School District, when they are in attendance. The California Universal Meals Program will provide students access to breakfast and lunch during each school day free of charge regardless of their income or eligibility. No application is needed for meals, but we do request that you complete a Household Family Survey or Parent Data confirmation in Aeries to help qualify your school for supplemental program funding. Lodi Unified participates in the National School Lunch and Breakfast Programs, as well as the Child and Adult Care Food Program for after school meals. For

additional information about our programs, menus, special diet forms, P-EBT eligibility, nutrition education and fundraisers please visit <https://foodservice.lodiusd.net>.

### **CAFETERIA RULES:**

Cafeteria procedures are as follow:

1. Safe walking feet.
2. **We share almost everything, but never food.**
3. Clean your space.
4. Use kind words.
5. Voice Levels.

### **HOMEWORK:**

**Students should expect homework at least four nights a week.** The purpose of homework is to review skills learned in class, prepare for tests, while developing study habits. Parents may request homework when a child is absent from school due an **excused** absence.

### **TEXTBOOKS/LIBRARY BOOKS:**

Textbooks are issued free of charge to all students. Students will be required to pay for all lost books or books that are damaged and not returned in good condition; however, if a lost book that has been paid for is found and returned in good condition, the money will be refunded.

### **CHROMEBOOKS:**

The 1:1 (One to One) Home to School Connection initiative supports student access to digital resources both at school and home via a device checkout program. kindergarten – 6<sup>th</sup> grade at all school sites will be checking out Chromebooks to students, just as textbooks are check out or issued to students. Chromebooks must be kept in good working condition for students to receive their full benefit. As with any student use of school equipment, parents will be financially responsible for any willful, malicious, or accidental damage to the device. The District offers a Chromebook Care Plan to offset charges for any necessary repairs. However, it does not cover the chargers that are damaged or lost. Plan details can be found at <https://www.lodiusd.net/parents/chromebook-care-plan>.

### **STUDENT SUPPORT TEAM (SST):**

If you or your child's teacher is concerned about his/her progress in school, a Student Support Team (SST) meeting may be in order. This is a meeting to discuss the child's strengths and weaknesses and to share concerns. These concerns could be in the area of academics, health, truancy, or anything else that may stand in the way of the child reaching their full potential. During this meeting, suggestions to help the child are made and implemented. Please get in touch with your child's teacher if you feel your child needs an SST.

### **PROMOTION/RETENTION POLICY:**

Students may be retained based on their performance of district assessments given in the spring. Throughout the year, students will be frequently assessed as they progress towards meeting grade level standards. All students are given profiles of 1, 2, 3 or 4. Only those with a 1 or 2 are at risk of being retained. If you have questions, please call the office or ask an administrator or teacher about this policy.

### **BICYCLES/SCOOTERS/SKATEBOARDS:**

Bicycles should be city licensed and each bike should be locked in the bike rack located by the west parking lot. All scooters and skateboards are to be placed in our Vinewood rack located by the front entrance of the school. To ensure safety, students must walk their equipment on campus and wear a helmet while riding to

and from school. Riding of equipment is NOT PERMITTED on campus at any time. Vinewood is not responsible for any lost or stolen property.



**CELL PHONES and SMART WATCHES:** Cell phones and smart watches are permitted on campus. However, student use of cell phones and smart watches are limited. **Cell phones are not to be used on campus and must be turned off before coming on to campus and placed in their backpack at all times. Smart watches can be kept on but calls and text messages are not to be made without permission. If a staff member witnesses a cell phone or a smart watch being used at an inappropriate time, it will be confiscated and will have to be picked up in the office by a parent/guardian.**



#### **USE OF THE OFFICE TELEPHONE:**

Students may only use the office phone with the permission of a staff member if absolutely necessary. Arrangements should be made before leaving home for pickup during rainy weather or to stay late for after-school activities. To preserve the integrity of the learning environment, class instruction will **not** be interrupted for routine matters. The office cannot deliver phone messages to students except for a family emergency. This not only disrupts instruction, but the learning environment for all. Please communicate necessary information to your child **before** he/she leaves for school.

#### **PARKING LOT SAFETY REMINDERS:**

To maintain student, parent, and staff safety, please adhere to the following reminders:

- Please drive slowly and pay attention to students exiting and entering their cars.
- The area immediately in front of the school is for emergency vehicles and buses only. Personal vehicles are not permitted, even for student drop off. Please do not park your car in the student Drop Off/Pick Up area. Unattended vehicles are subject to towing and/or ticketing.
- Obey the crossing guards. No jaywalking! Cross at crosswalks only.

#### **FIRE, EARTHQUAKE, ACTIVE SHOOTER AND LOCKDOWN DRILLS:**

Fire drills are conducted each month. During fire drills, students and staff vacate buildings when the alarm sounds. Students and staff practice exiting buildings swiftly, calmly, and quietly. Building doors will be unlocked for emergency personnel access. Teachers instruct students in safe departure procedures, routes, assembly areas, and protocols for alerting emergency personnel. Students and staff will remain at their safe location until the all-clear announcement has been given.

**Lockdown/Active Shooter Drills** are practiced on a regular basis. Staff will lock their doors, turn off lights and secure their rooms. Students are expected to remain silent, out of sight and away from windows and doors. All cell phones will be silenced. Should an actual active shooter event occur, all students, staff and administration will remain on lockdown status until notified by emergency personnel that the danger no longer exists.

**Earthquake Drills** are conducted every other month. The stop, drop, and cover method is utilized to ensure the safety of our students in the event of an earthquake.



#### **LOST AND FOUND:**

Students should mark clothing, books, equipment, etc. with some kind of identification. Each student is responsible for his/her personal property. **Lost and found items will be kept on clothes a rack and inside a bin by the cafeteria.** All unclaimed items will be cleaned out quarterly and donated to charity.