# 2024-2025
# *Student and Parent Handbook*



*Home of the Roadrunners*

***Orange City Elementary School***
***555 East University Avenue***
***Orange City, Florida 32763***

**Website:** [http://myvolusiaschools.org/school/orangecity](http://myvolusiaschools.org/school/orangecity)

**Facebook:** [https://www.facebook.com/OCSRoadrunners/](https://www.facebook.com/OCSRoadrunners/)

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**Orange City Elementary School**

555 E. University Avenue ~ Orange City, FL 32763
Phone Number: (386) 575-4215
Fax Number: (386)-968-0030

**Virginia Freeman** *Principal*
**Chelsea Cinkosky** *Assistant Principal*

Dear Roadrunner Family:

Welcome to another exciting year of learning here at Orange City Elementary. Each year we share our Student Handbook with you and encourage you to read all the information with your son or daughter. Each year we modify and change the handbook to better assist with our policies and procedures. Our theme for the year is "Level Up" and we will use this theme to encourage our students to make gains in their academic achievement.

The policies and procedures included in this handbook are here to assist with the daily routines of our school and help maintain the safety and security, as well as maintain order on our campus. If you should ever have any questions about the policies and procedures in this handbook or any other concerns, please contact us immediately.

**As with every year, we are dedicated to academic achievement and want each student to succeed. Reading is the most critical skill your student learns. Reading is a skill which requires daily practice. Please make time to read with your child, or have your child read to you every day. The time you spend will pay huge dividends as your child continues his/her educational journey.**

We are very excited for the 2024-2025 school year and look forward to working with you and your child. With your help, our students will most certainly reach their fullest potential.

Sincerely,

*Virginia Freeman*
Principal

# *Procedures and Policies at Orange City School*

## *Administration*

Our administrators want to be with our students and meet our parents; they are out on campus and in the classrooms as much as possible. For school-wide concerns, schedule appointments through the school secretary at 575-4215, ext. 41010, for the principal or assistant principal. An administrator is always available to see parents in **emergency** situations.

## *Attendance*

1. Parents need to call and inform the attendance office, 575-4215, ext. 41023, if their child is absent. This will be our verification that your child will be out of school that day.

2. The district-based policy for perfect attendance for awards is as follows:

   - **Students are required to be present every school day for the entire day, <u>with no early check-outs or tardies.</u>**

3. In accordance with the Florida Compulsory School Attendance Law, please be aware of the following:
   - When a student has five (5) unexcused absences, not including out-of-school suspensions, a letter will be mailed to the parent regarding the school attendance law.
   - Illness or other legitimate causes may be excused with parent notification of reason for the absence(s) and the school principal's approval for up to fifteen (15) days within the school year.

   *Note: After 15 days of absence, excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness.
   - Five tardies equals one absence, which will count against a student's attendance record.

4. Parents are responsible for their child(ren)'s safe arrival either at school or onto the assigned bus. When a student is absent from school due to illness or other reasons, the parent is responsible for notifying the school, preferably the morning of the absence. An automatic calling system will send a message for students who have an unexcused absence or tardy.

5. Vacations taken during the school year are not excused. For emergency situations requiring the family to be out of town, the parents must meet with an

administrator before or after the situation, depending on the cause. Each case will be handled on an individual basis. Students are expected to be present in class every day unless they are ill.

6. Students arriving after 7:50 a.m. must go immediately to the reception desk for a late slip. If your student comes through our parent pick-up gate from 7:45 a.m. to 7:50 a.m., they will be given a late slip at the gate and sent to class. **After 7:50 a.m., PARENTS MUST ACCOMPANY all late-arriving students to the reception desk in the main building for safety reasons, as school personnel are unaware of late arrivals until students enter the main office or classroom.**

7. If a student needs to leave school during the school day, the parent or designated adult must come to the reception desk to check the student out. **Please be prepared to show identification at the time of check-out.** Parents of students being sent home from the clinic should report to the reception desk and follow the same procedures. ***NOTE*** **Only adults designated by the parent on the student's emergency card will be allowed to check out the student**. Please keep the emergency card updated with any changes in telephone numbers, addresses, and/or authorized adults to care for your child in the event the parent/guardian cannot be contacted.

8. **To avoid unnecessary interruption to our students' school day, NO CHECKOUTS WILL BE PERMITTED AFTER 2:00 P.M. ON A REGULAR DAY, OR AFTER 1:00 P.M. ON AN EARLY RELEASE WEDNESDAY without administrative approval.**

**Also, please make sure your child knows how they will go home at the end of the day. For the safety of all students, if you need to change the way your child goes home, you will need to send in a written note to your child's teacher.**

***Birthdays and Celebrations***

1. As a part of Volusia County Schools' wellness policy, we are making an effort to reduce the amount of unhealthy foods our students consume. Celebrations may occur in the cafeteria or at recess at teacher discretion. Parents are permitted to have lunch with students in designated outdoor areas but are not allowed into classrooms or the cafeteria when students are present. **All food items must be store bought and individually packaged**. Homemade

foods are not permitted.

2. Deliveries of flowers and/or balloon arrangements are highly discouraged, as these items tend to distract the students. If arrangements are delivered to school, they will be held at the reception desk until the end of the school day. Please note: balloons are not allowed on school buses.

***Bus Students***

1. Only those children who qualify for busing are allowed to ride the buses to and from school. There are no exceptions. Students who live more than two miles from the school are the only students eligible to ride a bus.

2. Students are expected to follow bus rules. Please remind your child to enter and exit in an orderly manner, remain seated, and talk only to his or her seat partner and to respectfully follow adult instructions for the safety of all. If a student misbehaves on the bus, consequences usually begin with the bus driver contacting the parent with behavior concerns. If the misbehavior continues, a bus referral will be written which may lead to suspension of bus privileges. Students suspended from the bus are expected to attend school. Please help your child memorize their alpha code to enter/exit the bus.

3. Acceptable behavior at the bus stops is expected. Misbehavior at the bus stops may result in a referral.

***Cafeteria***

1. Mr. Mark Field is our School Way Cafe manager. Inquiries may be directed to him at 386-575-4215, ext. 41199.

2. Students with any food allergies need to submit paperwork from their doctor

3. Complimentary Breakfast and lunch are available for all Volusia County School Students

   *additional items may be available for purchase*

4. Students are expected to follow "**CPR**" (***C***ooperation...***P***ride...***R***espect) in the cafeteria. Breakfast and lunch are times for students to visit and enjoy their meals. We do not expect silence. However, all students are expected to keep their voices at a reasonable level and to follow all cafeteria rules, which include the following:

- Remain seated.
- Raise your hand if you need help.
- Use the restroom at the assigned times and before coming to the cafeteria.
- Show "CPR." Be kind and respectful to others.
-

Students are expected to:

- Eat their own food. Food is not to share, play with, stir together, blow with straws, etc.
- Keep their area clean, picking up their own trash from the floor and table and throwing it away.
- Talk to students on either side and across from them. Conversations should not be held across the room or at the table behind.
- Keep their voice at a talking level. Screaming is unacceptable.
- Walk at all times. Pushing and running are dangerous and unacceptable.
- Keep hands, feet and objects to themselves.
- Stay seated unless given permission to do otherwise by a supervising adult.

Older students are expected to be models for the younger students. Disobedience and/or defiance of rules by any student may lead to the child sitting by himself/herself to eat, a warning note home or an office referral. Consistent disobedience or defiance of these rules will lead to office referrals. Parents will be contacted if an office referral occurs.

***Elementary School Cellular Telephone Procedure***

Volusia County Schools recognizes the right of all students to possess a cell phone, electronic pager or other wireless communication or electronic device while on a school campus or while riding district student transportation. However, in order to prevent the disruption of school and instructional activities, Volusia County Schools restricts the use and/or exposure of cell phones, electronic pagers or other wireless communication or electronic devices by students as follows.

- Students at elementary schools may possess a cell phone, electronic pager or other wireless communication or electronic device while on a school campus or while riding district student transportation, but, at all times, are required to keep the cell phone, electronic pager or other wireless communication or electronic device out of view (e.g., in the backpack, purse, pocket, etc.) and are not permitted to use the cell phone, electronic pager or other wireless communication or electronic device in any manner (e.g., no spoken or text communication, photographing, recording, transmission of photographs and/or recordings, etc.) without the express permission of an administrator,

teacher, or bus operator. All cell phones, electronic pagers or other wireless communication or electronic devices are to be turned off.

- If a parent has a need to communicate with his or her child during the school day, the parent should contact the main office at the school. The school will then see to it that the message from the parent is communicated to the student. Parents should not try to contact a child on the child's cell phone, electronic pager or other wireless or electronic device while that child is at school.

- The Code of Student Conduct applies whenever a student is on a school campus, riding district student transportation, or participating in/attending a school event. Any use of a cell phone, electronic pager or other wireless communication or electronic device that involves conduct prohibited by the Code of Student Conduct (including but not limited to: cheating; possession or distribution of pornographic material; the use of profane, obscene or vulgar language; cyber stalking; bullying; extortion; threats; harassment; and/or drug distribution) shall constitute a violation of the Code of Student Conduct the same as if the conduct had occurred person to person.

- During any testing, students will be required, for the purpose of test security, to hand their cell phone, electronic pager or other wireless communication or electronic device over to the teacher or other school representative in the room. The devices will be returned after completion of the test. All parents are strongly encouraged to have their children leave their cell phone, electronic pager or other wireless communications device at home on the days when these tests occur.

- Should a student use a cell phone, electronic pager or other wireless communication or electronic device in violation of this procedure, or fail to keep the cell phone, electronic pager or other wireless communication or electronic device hidden, and turned off, the student will be subject to disciplinary action including, but not limited to, disciplinary referral, confiscation of the device, a parent conference, in-school or out of school suspension or expulsion, and/or a loss of privileges (e.g., participation in extracurricular activities).

- If the school confiscates a student's cell phone, electronic pager or other wireless communications device, the student will generally be given the opportunity to pick up the phone at the end of the school day. If the school finds it necessary to confiscate a student's cell phone, electronic pager or other wireless communication or electronic device on more than one occasion, the school may require the student's parent to pick the phone up.

- The use of a wireless communication device in a criminal act will result in criminal penalties.

  Parents and students are hereby informed that cell phones, electronic pagers or other wireless communication or electronic devices are brought onto a school campus at the risk of the parent and the student. **The school has no responsibility for the safe-keeping of cell phones, electronic pagers or other wireless communication or electronic devices, and will not be responsible if a cell phone, electronic pager or other wireless communication or electronic device is stolen or lost, including when the cell phone, electronic pager or other wireless communication or electronic device has been confiscated due to the student's failure to abide by the terms of this procedure. This also includes dropping the phone, pager, or wireless communication or electronic device or breaking at school by other means.**

***Checks***

Please make all checks payable to Orange City Elementary School, unless otherwise requested.

***Clinic***

- The hours of our health technician are 7:30 a.m. until 2:30 p.m. The health technician can be reached by calling our school clinic at 575-4215, ext. 41198.

- Students who feel ill are sent to the clinic, at the teacher's judgement. The health technician will call the parent, guardian, or other contact listed on the emergency card any time your child comes to the clinic. Please make sure the school has up to date contact numbers so you can be reached regarding your child.
- **Please make sure that your child's emergency cards are completed. Please inform us immediately of any change in phone numbers or address. In the event of an emergency, we must have telephone numbers to reach the parents.**

- **If a parent/guardian cannot be contacted in a reasonable amount of time, it will be the decision of administration and the health technician to call emergency services if needed.**

- If your child has a disease, condition or other medical concern, make sure it is on the emergency card and that the health technician, the classroom teacher, and administration are thoroughly aware. An emergency care plan should be filled out by the child's doctor and kept on file at the school's clinic.

- Parents/guardians must hand deliver (and receive) all medications to and from the person in the clinic. **NO CHILD IS TO HAVE *ANY* FORM OF MEDICATION OR DRUGS IN HIS OR HER POSSESSION AT ANY TIME (prescription or non-prescription).** No matter how innocent this possession may seem, it will be treated seriously as a violation of the code of student conduct. Please never put your child in this position. This includes over-the-counter medications such as cough drops. The clinic can administer medication ONLY with the appropriate forms from the doctor. The forms may be obtained from the health technician. The parent or guardian may come to school and administer medication.

***Clubs/Organizations***

Participation in clubs and organizations is a privilege and is contingent upon the child following our motto of **C**ooperation…**P**ride…**R**espect. Clubs and organizations for the 2024-2025 year will be announced in the fall. Student applications and behavioral contracts will be sent home before club membership is decided. Club entry criteria will vary based on the club and the sponsor.

***Communications from School to Home and Home to School***

We want to keep an open line of communication. For information, please use these sources:

- School newsletter from the Family Center every month, now primarily online with paper copies available on request.
- School website: http://myvolusiaschools.org/school/OrangeCity
- School marquee
- General information extension of the school's telephone 575-4215, press #9
- E-mail addresses for faculty and staff can be accessed at http://myvolusiaschools.org. Under the Parents tab, scroll down to Information For Parents, then click on Phone/E-mail Directories.
- Student folders
- **Automatic phone message system** – Volusia Connect is a telephone communication system used by our school district to provide information to you regarding school attendance, announcements and important events. **For this reason, it is very important that we have up-to-date phone numbers on file for you.** Please let our registrar know of address or phone number changes as soon as possible at extension 41022.
- Facebook: https://www.facebook.com/OCSRoadrunners

***Computers***

Computers are used to enhance instruction at all grade levels. Each classroom is equipped with student technology. Our kindergarten through second grade classrooms have iPads available for each student. Grades three through five utilize laptop computers assigned to each student. Students are responsible for taking care of their device.

***Conferences***

Parent/Teacher conferences are held before or after school, or sometimes during the teacher's planning period. Please contact your child's teacher if you would like to schedule a conference. Teacher's email addresses are located on Orange City Elementary's website. Please email your child's teacher if you have concerns or would like to schedule a conference.

***Discipline***

Our District Code of Student Conduct handbook is now located online. Please go to www.myvolusiaschools.org , click on Schools, then Beginning of School Year Forms, then click on Code of Student Conduct and Discipline Elementary. Please make sure to read the handbook and complete and return the consent form located in the packet you received. Please also read and sign the copy of our school's compact with your child. Our expectations and consequences are explained in these handouts. We recommend that you keep them close at hand. Compliance with rules is required to maintain a safe and orderly environment in which all students can learn. We appreciate your support in insisting that your child follows all the rules. School is a learning place and only those items and behaviors that promote a positive learning environment are acceptable.

***Dismissal***

1. Students are dismissed at the 2:30 p.m. bell and may not leave before that unless proper check-out procedures have been followed. Students will be dismissed at 1:30 p.m. on early release Wednesdays (see school calendar). All students are expected to go directly home unless there is a scheduled club meeting.

2. We have limited parking. **Do not stop on the roadway to pick up or drop off your child. Please do not drop your child off on University, Orange, or Leavitt Avenues as this creates an unsafe environment for your child, especially when they are walking between cars. Again, the welfare of our students is our top priority. Please use the designated parent**

**pick-up/drop off area to keep your child safe. Always put your vehicle in park before letting your child enter or exit your vehicle.**

3. A set of parent pick-up cards will be sent home with each student. Parents/guardians picking their child up at parent pick-up are expected to have the card with them to pick up their child. This applies to parents and guardians who walk up to the gate as well. The parent or guardian is expected to issue the pick-up card only to those names that are on the child's emergency card. Thank you for your support with the safety of all our students.

4. In heavy rain, all students will be dismissed when it is safe to do so. We ask for your patience as students sometimes must wait in alternate spaces and it may take a few minutes to get them to the loop and ready to load. You will see many teachers and other volunteers helping us escort children to your cars. Again, thank you for your patience.

***Dress Code for Students***

Volusia County Dress Code Policy is available online at Dress Code - Volusia County Schools (vcsedu.org) Please note that students should wear appropriate footwear to school on PE days. Crocs and sandals are not permitted in PE for safety and we do not have time allotted to permit students to change clothing or shoes prior to their arrival at PE. This takes away from instructional time.

***Family Center***

Orange City Elementary School has a Family Center located in the main building. Families can access information and check out materials to assist their children. We encourage you to contact the Family Center at 575-4215, ext. 41027.

***Field Studies/Trips***

All parents or their adult designee(s) wishing to accompany a child on a field trip MUST have a district volunteer application completed and approved through the Raptor System. The approval process can take time to complete, so complete your volunteer applications as soon as possible. See the staff volunteer coordinator, or call ext. 41000, if you need more information. Applications must also be renewed periodically. Please sign up to be a chaperone as soon as you get the information. Chaperone space is limited. If you are planning to chaperone, you are expected to accompany the students on the field trip transportation. This transportation can be by foot, district school bus or charter bus depending on the type of field trip. Showing up at the designated location without being an approved and assigned chaperone will not be permitted. Only approved chaperones can be with the group during the field trip.

**Please be advised that siblings may NOT attend field trips.**

***Guests***
All parents, volunteers and visitors are our guests. We welcome you to our campus. To provide the utmost safety for our students, you must sign in and sign out through the Raptor System located at the reception desk and wear a visitor ID sticker. Some of us may know you, and others may not. Please be prepared to have your picture ID scanned into the Raptor System when signing in for the first time. A**ll visitors must have their ID scanned the first time they visit campus. Please be prepared to show your ID each time you visit campus.** Staff members are asked to escort any adult on campus without a visitor's pass to the reception desk to secure a visitor ID sticker. You may only visit the designated area on your ID sticker.

If you are frequently on campus, please see our staff volunteer coordinator and sign up as a volunteer. Volunteers are still required to first sign in at reception before going to their **assigned volunteer location.**
Parents wishing to visit their child's classroom may do so by **pre-arranging** the visit with their child's teacher, as unexpected visits may interfere with the instructional flow of the classroom. For security reasons, parents and students may not enter classrooms after school hours unless a teacher is present. Also, students enrolled in other Volusia County Schools may not be on our campus during the school day. **Please be advised that no animals are allowed on campus with the exception of medically necessary service animals.**

***Homework***
Orange City Elementary promotes R+R….Nightly reading for at least 20 minutes and Math fluency practice with Reflex is always an assignment. Teachers are encouraged to send home weekly practice on skills previously taught.

***Instructional Materials***
Students are responsible for the proper care of all instructional materials issued to them or checked out during the school year including textbooks, trade books and media center books. Fines will be assessed for lost or damaged books and any damaged technology.

***Open House***
Open House dates for the 2024-2025 school year will be announced. Teachers schedule presentations for Open House visitations**.** Although you may have met your child's teacher at our August Meet Your Teacher Day, we encourage your attendance at Open House. This is the time you will learn about our curriculum and grade-level expectations and activities. Student work will also be displayed. Further information about the time for your child's Open House will be sent home.

***Our Morning Holding Areas***

- Grades K-1
  7:20-7:45 a.m. -- Kindergarten and First Grade students should go immediately to the media center. Students will remain there until the bell rings. Kindergarten and first-grade students are picked up in their areas by the classroom teacher and given the opportunity to eat breakfast in the cafeteria after the bell.

- Grades 2-5
  7:20-7:45 a.m. -- All students in grades two through five should go immediately to their assigned hallway holding area or to the cafeteria for breakfast upon arrival. Once a location is decided, the student is to remain in that area until the 7:45 bell rings.

- Parent Drop Off/Pick Up loop : 7:20-7:45a.m.
  Dismissal *:* 2:30 p.m. or 1:30 p.m. on Early Release days

Student supervision only occurs by school staff for 30 minutes prior to the beginning of the school day until 30 minutes after the school day ends. There will be NO SUPERVISION by school staff outside of these windows. Parents are to make arrangements to ensure students are picked up on time. We work with multiple daycare and after school vendors, if you need more information. Our main office closes at 3:00 pm each afternoon.

***Parent Portal***

On Parent Portal you can monitor your child's grades, attendance, discipline referrals, report card history, FAST scores and much more. To access Parent Portal all you need is:

- A Parent Portal authorization code. Please call our registrar at 386-575-4215, extension 41022.
- An e-mail address and access to the Internet. (If you don't have Internet at home, please feel free to come to our Family Center. There is a computer designated for parents.)
- Log onto www.myvolusiaschools.org and select the "Parents" tab. Then select "Parent Portal," and then "create a new account" or sign in if you already have an account.

***Pictures***

Individual picture date will be announced soon. Orders will be pre-paid. If you are unhappy with pictures you ordered, the picture may be retaken, or the purchase price refunded. Class

and spring pictures will be taken in the spring. A flyer will be sent home prior to picture day.

***PTA***

The PTA (Parent Teacher Association) is made up of volunteer parents and staff members. Our PTA sponsors events and fundraisers to provide opportunities for our students. Please join us in strengthening our parent/school relationships by joining and participating in PTA.

***Safety and Security***

***Drills***

All schools in Volusia County follow safe and secure campus standards. Each school has unique procedures to ensure student and staff safety. We require that all visitors sign in at our Raptor System Kiosk before entering any classroom and also sign out before leaving campus.

In order to prepare for possibly hazardous events, each school has implemented procedures that monitor all visitors and describe the protocols to use in the event of a variety of possibly dangerous occurrences. Our school has a manual detailing these safety procedures. Periodically throughout the school year, we hold district-and state-required drills for various possible occurrences in order to maintain a safe learning environment and to achieve our safety certification. During these drills, you may have to wait to check out your child or go on campus. We appreciate your patience and cooperation as we complete these important drills. Unannounced visitors not only interrupt the instructional flow but could pose a danger.

**School Address:**

Orange City Elementary School
555 East University Avenue
Orange City, Florida 32763

***School Website:*** http://myvolusiaschools.org/school/OrangeCity
***Facebook Page:*** https://www.facebook.com/OCSRoadrunners/
***Volusia County Schools Website:*** http://myvolusiaschools.org

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

The School Advisory Council (SAC) is vital in researching, planning and implementing goals and objectives for our strategic plan to improve student performance. Copies of our current strategic plan are available online. If you are interested in becoming a member of SAC, please contact the front office.

***Problem Solving Team* (PST)**

The Multi-Tiered System of Supports (MTSS) team meets to discuss student progress and recommend interventions to help students be more successful. If these interventions are not successful, the students are referred to a follow-up team that may recommend modifications or testing. You will be invited to all PST meetings held to discuss your child's progress. Your attendance and assistance is required.

***Telephone***

The school phone number is 386-575-4215

Attendance and other messages may be left during non-office hours.

The school fax number is 386-968-0030.

***Volunteers***

We have an active volunteer program. Our volunteer coordinator needs volunteers and coordinators for specific areas. All volunteers must complete a volunteer application and be cleared to work with children. Please consider being a volunteer! Please contact our volunteer coordinator at extension 41027.

Our staff business partner coordinator works with local businesses to develop educational partnerships with our school. These partnerships assist in providing additional resources and/or funding for school programs, activities or events. Please contact our business partner coordinator at extension 41027.

# *Appendix A*

SB Approved 02/13/24

# 2024-2025 Volusia County Schools
# School Calendar

**Make-up days for inclement weather include November 25 and November 26.**

August 5 (Monday)..... Preplanning Begins – Teachers Report
August 6 (Tuesday)..... Professional Development Day
August 12 (Monday)..... First Day of School for Students
September 2 (Monday)..... Labor Day Holiday
October 14 (Monday) ..... Teacher Duty Day/Student Holiday
November 11 (Monday)..... Veterans Day Holiday
November 25 (Monday)..... Thanksgiving Holiday Begins
****November 25 and 26 will be used as makeup days for inclement weather if needed****
December 2 (Monday)..... Classes Resume
December 23 (Monday)..... Winter Holiday Begins
January 6 (Monday) ..... Teacher Duty Day/Student Holiday
January 7 Tuesday)..... Classes Resume
January 20 (Monday) ..... Martin Luther King's Birthday Holiday
February 17 (Monday)..... President's Day Holiday
March 14 (Friday)..... Teacher Duty Day/Student Holiday
March 17 (Monday)..... Spring Holiday Begins
March 24 (Monday)..... Classes Resume
May 26 (Monday) ..... Memorial Day Holiday
May 28 (Wednesday)..... Last Day of School for Students
May 30 (Friday)..... Last Day of School for Teachers

## Early Release Days

All students will be released approximately one hour early on the 35 days listed below.
*(34 Wednesdays and one Friday, December 20, 2024)*

| | | | | |
|---|---|---|---|---|
| August 14, 2024<br>August 21, 2024<br>August 28, 2024 | September 4, 2024<br>September 11, 2024<br>September 18, 2024<br>September 25, 2024 | October 2, 2024<br>October 16, 2024<br>October 23, 2024<br>October 30, 2024 | November 6, 2024<br>November 13, 2024<br>November 20, 2024 | December 4, 2024<br>December 11, 2024<br>December 20, 2024<br>(Friday) |
| January 8, 2025<br>January 15, 2025<br>January 22, 2025<br>January 29, 2025 | February 12, 2025<br>February 19, 2025<br>February 26, 2025 | March 5, 2025<br>March 12, 2025<br>March 26, 2025 | April 2, 2025<br>April 9, 2025<br>April 16, 2025<br>April 23, 2025<br>April 30, 2025 | May 7, 2025<br>May 14, 2025<br>May 21, 2025<br>May 28, 2025 |

## Grading Period/Report Card Dates

| Period | Days | Grade Period Begins | Midterm Period Ends | Grade Period Ends | Grades on Parent Portal Report Card Distribution | |
|---|---|---|---|---|---|---|
| 1 | 44 | 08/12/2024 | 09/11/2024 | 10/11/2024 | 10/16/2024 | |
| 2 | 43 | 10/15/2024 | 11/13/2024 | 12/20/2024 | 01/09/25 | |
| 3 | 46 | 01/07/2025 | 02/12/2025 | 03/13/2025 | 03/25/2025 | |
| 4 | 47 | 03/24/2025 | 04/23/2025 | 05/28/2025 | 06/02/2025<br>Elementary | Middle/High<br>DATE TO BE ANNOUNCED |

Appendix B

# VCS Student Dress Code Policy 217

## General Dress Code Policy Requirements

- Appropriate sizes - Garments must be of a length and fit that are suitable to the build and stature of the student.
- Upper garments – Upper garments must be long enough to clearly overlap the beltline or stay tucked in during the course of normal movement during the day.
- Lower garments – Lower garments with visible belt loops shall be worn with a belt that is properly fastened. Exceptions will be allowed for students in grades K – 5 and in individual cases based upon the discretion of the principal or designee. The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist. Undergarments and the buttocks must remain entirely covered even while seated. Jumpers, skirts and shorts must be at least mid-thigh or below in length.
- Head - No hats, caps, visors, hoods, bandanas, sunglasses or other head gear may be worn on a school campus except with administrative permission (i.e. medical necessity, religious, school related events)
- Shoes/Footwear - All students shall wear shoes/footwear. Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all physical education classes.
- Outerwear – Coats, jackets, sweaters and other appropriate outer garments when necessary due to weather conditions. When outer garments with hood are worn, the hoods must be removed from the head while in school buildings. The outer garments must be of the appropriate size and shall not be overly baggy or violate any provisions of the dress code.

## Unacceptable Attire

A student may not wear clothing (including bandanas), jewelry (including body piercing jewelry), buttons, haircuts, tattoos, or other attire or marking which are offensive, suggestive, disruptive or indecent, such as:

1. Clothing associated with gangs.
2. Clothing encouraging or promoting the use of tobacco, drugs, alcohol or violence.
3. Clothing associated with the discrimination on the basis of age, color, handicap, national origin, marital status, race, religion or sex.
4. Clothing exposing the torso or upper thighs, such as see-through garments, mini-skirts or mini-dresses, halters, backless shirts or dresses, tube tops or tank tops without over-blouses or shirts, spaghetti strap garments without over-blouses, bare midriff outfits, or shirts or blouses tied at the midriff.
5. Clothing not properly fastened or with tears.

6. Clothing or outer garments traditionally designed as undergarments, such as boxer shorts, underwear, tights, hosiery and sleepwear.

7. Clothing or footwear that is construed by the principal, or designee, as hazardous or dangerous to the health or safety of the student or others or which might reasonably lead the principal or designee to forecast substantial disruption of, or material interference with school activities.

PLEASE SIGN, DETACH AND RETURN THE ACKNOWLEDGEMENT OF RECEIPT OF THE 2024-2025 STUDENT AND PARENT HANDBOOK FOUND ON THE LAST PAGE OF THE HANDBOOK TO YOUR CHILD'S TEACHER.

THANK YOU FOR YOUR SUPPORT!

**Please note:** Policies and procedures are subject to change at any time during the school year. At the time of printing, the information contained in this handbook was updated and correct.