



# Vacherie

ELEMENTARY SCHOOL  
*Soaring for Success*

## 2024-2025

# Parent-Student Handbook

13440 Hwy 644  
Vacherie, LA 70090  
Office (225)258-5250/ FAX (225)258-5257  
Tammy G. Templet, Principal  
Stephanie Delaune, Assistant Principal

# Contents

<b>Message from the Principal</b>	<b>4</b>
<b>Faculty and Staff</b>	<b>5</b>
<b>Philosophy</b>	<b>6</b>
<b>School Expectations</b>	<b>7</b>
<b>School Information</b>	<b>8</b>
Arrival and Dismissal	8
Parent Drop Off	8
Late Arrival/Tardy	8
Check-Out Procedure	8
Student Attendance	8
School-Wide Behavior Expectations	9
Classroom Rules	9
Hall Rules	9
Playground Rules	9
Cafeteria Rules	9
Student PBIS Rewards	9
Consequences	10
<b>Other Policies and Procedures</b>	<b>11</b>
Announcements	11
Bullying Policy (St. James Parish Policy Manual)	11
Bus Riders	11
Conferences	11
Cafeteria Food Services	12
Food Allergies	12
Emergency Drills	12
Emergency Information	12
Field Trips	13
Grading Policy	13
Honor Roll	13
Homework Assistance	14
iPads	14
Medications	14
Recess	14
Student Records	15
Telephone	15
Transfers	15
Uniform Policy	<b>15</b>
<b>Louisiana Parents Bill of Rights</b>	<b>16</b>

## **Message from the Principal**

Welcome to a new year at Vacherie Elementary. Our faculty and staff are excited about the new school year and about partnering with you to help your children grow to become lifelong learners as we fulfill the vision and mission of Vacherie Elementary School.

As always, educational success cannot be accomplished without our parents and guardians. We are looking forward to creating an effective partnership. We invite you to visit, call, and be an active participant in your child's education. 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.

Thanks to a sponsorship with Zeno-Grain, we will be continuing with our Manners of the Heart curriculum this year. Manners of the Heart is a character education program which is designed to strengthen morals, improve social and emotional learning skills and increase respectfulness.

In this handbook, you will find some very important information regarding the policies and procedures established for the safety of the children and the smooth operation of the school. 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 this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (225)258-4800.

Thank you for entrusting your children in our hands.

Sincerely,



Tammy G. Templet  
Principal

## **Mission Statement**

Vacherie Elementary School will provide a quality academic and social education for the whole child while inspiring, empowering, and nurturing all to become successful individuals.

## **Vision**

The students, families, community members, and staff of Vacherie Elementary School value education as a top priority. As stakeholders, we share a responsibility to create safe, equitable, and nurturing environments that focus on rigorous standards to meet the individual needs of students. Students aspire to achieve their potential by mastering academic, social, and emotional goals. Our staff fosters a love of learning which prepares students to be self-motivated, to think critically, and to be responsible citizens who inspire others to do their best.

## **Motto**

Soaring with Success

## **Colors**

Red and White

## **Mascot**

Rocket

## **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 Expectations**

1. Be Safe
2. Have Manners
3. Show Respect

# School Information

## Arrival and Dismissal

### Parent Drop Off

Students may begin arriving at 7:25 AM. A hot breakfast will be served from 7:25AM-7:45AM. The Parent Drop off doors will close at 7:45 in order for staff members to get to class. Students arriving after 7:45 should be dropped off at the front office. Students arriving after 7:50 will be marked tardy.

### Late Arrival/Tardy

Any student arriving at school after 7:50 AM 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.

Students signed out prior to dismissal at 3:05 are also considered tardy. The office will enter tardies (morning and afternoon) in JCampus. Repeated unexcused tardies will result in the following:

- After 3<sup>rd</sup> & 5<sup>th</sup> unexcused tardy – Parent Contact
- After 6<sup>th</sup> unexcused tardy –Parent Conference/Referral to Truancy Officer

### Check-Out Procedure

Students who need to leave the school grounds before regular dismissal must be “signed out” in the secretary’s office. Parents are requested to send a note notifying the teacher of an early checkout. There will be **NO sign-outs after 2:30 p.m. A valid ID is required to sign a child out of school. Change of afternoon transportation should be done via School Status or email to the teacher. Phone calls to change transportation will not be allowed-this is for the safety of the students at VES.**

### 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. **An adult must be visible to the bus driver when your child is dropped off or your child will be returned to school. Someone must come to get your child from school immediately if your child is returned to school. “Parent Pick Up”** students will report to the main hallway in the Pre-K wing. **Parents must pick up their children by 3:10.**

## Student Attendance

Students must attend school for 167 days each school year. Students with more than ten (10) unexcused absences will not be eligible for promotion. The district’s automated system will notify parents by phone when a child is not at school.

When a student is absent, an absentee form (SJ2) or a doctor’s medical excuse must be brought to school the day that the student returns. Failure to bring in an absentee form or medical excuse will result in an unexcused absence. Parents are allowed to use two absentee forms (SJ2) each school year.

After four (4) unexcused absences, a referral will be made to the Child Welfare and Attendance Liaison.

**NOTE: Please refer to the St. James Parish Student Policy Manual regarding state and parish attendance laws.**

# **School-Wide Behavior Expectations**

In order to maintain a classroom that allows all children to learn, Vacherie Elementary School has a school-wide behavior expectation plan. This plan involves rules, rewards and consequences for offenses that will be used in all classrooms. Please read and discuss the following with your child:

## **Classroom Rules**

1. Follow directions quickly.
2. Raise your hand for permission to speak.
3. Raise your hand for permission to leave your seat.
4. Make smart choices.
5. Keep your learning community happy.

## **Hall Rules**

1. Zero voice levels in the hallways.
2. Arms folded at all times.
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.

Students are encouraged to be self-disciplined. To become a responsible citizen, each student should learn: (1) to assume responsibility for his or her own behavior, and (2) to accept and deal with the consequences of his or her own behavior.

Vacherie Elementary School will use a Positive Behavioral Interventions and Support System (PBIS), Conscious Discipline, and Restorative Practices as we teach students to become responsible citizens.

## **Student PBIS Rewards**

Students can earn Rocket bucks from any staff member and use the bucks to purchase items. In addition, students will receive monthly and quarterly incentives for exhibiting model student behavior.

## Consequences

When a student chooses not to follow school rules, consequences will be given. The card flips will be visible in the classroom on a pocket chart utilizing a colored card system. Students will begin each day on a dark green card (starting over). Cards are flipped from one color to another for each offense. Cards are not to be flipped more than one color at a time nor should they be flipped automatically to a certain color. (For example, a student's card cannot be flipped from green straight to red.) Major Offenses outlined in the St James Parish Student Policy Manual (Category A, B, and C Offenses) will result in a discipline referral and the removal from the weekly PBIS Reward.

Below are consequences that correspond with each infraction. Teachers will record the offense on the student's chart at the end of the day. Offenses are sent home daily/weekly in graded paper folders.

1. First Offense – Classroom Intervention
2. Second Offense – Classroom Intervention
3. Third Offense – Intervention and Parent Contact
4. Fourth Offense - Intervention and Conference
5. Fifth Offense - Office Referral

\*\*Students will receive an Office Discipline Referral (pink slip) for Level 1, 2, 3 or 4 infractions. These offenses are listed in the St. James Parish District Policy Manual.

## Other Policies and Procedures

### Announcements

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

### Bullying Policy (St. James Parish Policy 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 in 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.**

### Bus Riders

The Supervisor of Transportation plans all bus routes and stops. Parents who wish to make requests for changes in routes or stops must complete the "Bus Request" form. The request will be sent to the supervisor. Once the request is approved, the parent will be notified. Please contact First Student at 869-6630 for any questions/concerns regarding transportation. See the St. James Parish Schools Student Policy Manual for detailed policy and discipline information.



## Regulations for Bus Riders

1. Arrive at the pick-up spot 10 minutes before the bus arrives.
2. Avoid horseplay at your bus stop.
3. Wait for the bus to come to a complete stop.
4. Use the handrail and watch your step when getting on the bus.

## Conduct on the Bus

1. Follow the directions of the driver or bus assistant.
2. Walk to assigned seat. Do not stand or move around while the bus is moving.
3. Keep feet, bags, etc. out of the aisle.
4. Yelling or profane language is not permitted.
5. Use a voice level 1 or voice level 2 so the driver can focus on safe driving.
6. Exit only at your approved bus stop.
7. Keep hands and head inside the bus. Do not throw anything out of the windows.

## Conferences

Parental involvement in the educational process is both necessary and important. We encourage parents to actively participate in their child's educational progress. We encourage parents not to wait for a teacher to call a conference if there is a concern.

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

The cafeteria provides the students with well-balanced meals. Students are encouraged to take advantage of the meals served daily. Encouraging your child to eat in the cafeteria fosters good eating habits for a lifetime. If you have any questions or concerns about lunch/breakfast, please call the cafeteria manager at 225-258-5254 before 1:30 p.m.

### Food Allergies

If your child has any type of food/milk allergies, a doctor's excuse is to be turned in to the office. 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 to determine 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 submitted annual. An 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.

### Box Lunches

A student may bring his/her lunch to school. Parents are asked to ensure that lunches are nutritious and children are able to open lunch items without assistance. Food items in lunch boxes may not be shared with other students. This is mandated by the state health department. We regret that we do not have the facilities to warm or chill foods brought in lunch boxes. **Canned or bottled soft drinks** and **candy** are not allowed in the cafeteria. Parents choosing to send box lunches are asked to send the lunch with the child in the morning. No energy drinks allowed on campus.

## **Emergency Drills**

Tornado, fire, lock down, and other school safety drills are conducted periodically throughout the school year. We have our Emergency Preparedness and Crisis Management Plan in place and need to practice these procedures for the protection and safety of our students, faculty, and staff. An evacuation drill to some of our off-site evacuation areas, which includes Our Lady of Peace Catholic Church (13281 Hwy 644), the South Vacherie Fire Station (19455 Hwy 643), and the Good children's Hall (19515 Hwy 643) may also be conducted during the school year.

## **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 (Custody papers if applicable)
2. Current residency address
3. Home and work phone numbers
4. Emergency phone number of a friend or relative
5. Physician's name and phone number
6. Medical alert information

Inform the office and your child's teacher if you have a change in address or telephone number.

## **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 may be invited by teachers to chaperone. Parents invited to chaperone must abide by the rules of the teacher. Chaperones should consider the health and safety of the child first. Parents must provide their own transportation.

Students must ride the school bus from school to the field trip venue and from the field trip venue back to school. Students cannot ride in a parent's vehicle to or from the field trip.

## **Grading Policy**

Report card grades are averaged every nine weeks. Daily, weekly, and unit evaluations shall determine the nine-week's grade.

Students in PK and K will receive S, N, and U ratings based upon mastered skills.

Students in grade 1 shall receive S, N or U grades in science, social studies, music, art, and handwriting. Letter grades based upon a points system will be given in ELA and math.

Students in grades 2-3 shall receive S, N or U grades in music, art, and handwriting. Letter grades based upon a points system will be given in ELA, math, science, social studies, and PE.

Percentages awarded/letter grades are as follows:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

0 - 59 = F

Final grades shall be an average of the 4 nine-weeks grades and computed according to St. James Parish School System's Method for Averaging the Final Grade.

Graded papers are sent home in a folder once a week for you to review and sign. Parents are also able to view their child's grades via jCampus. Additionally, you will receive your child's weekly behavior chart. Please contact your child's teacher regarding weekly assessments.

## **Honor Roll**

St. James Parish Public School System awards students in grades 1-3 based on the following academic progress:

### **Superintendent's Honor Roll**

1. All **A's** in all subjects
2. All **S's** in all grade-level applicable subjects

### **Principal's Honor Roll**

1. **A's** and **B's** in all subjects that require letter grades, and
2. All **S's** in all grade-level applicable subjects

### **School's Honor Roll**

1. A minimum of a 3.0 average, and
2. **A's** and **B's**
3. **C** in any one subject
4. All **S's** in all grade-level applicable subjects

## **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/>

## **iPads**

All Pre-K-12th grade students of St James Parish Schools will be required to pay a **\$50** technology fee per student with the exception of households with 4 or more students. For households with 4 or more students, families will pay a technology fee maximum of **\$150** for the 2024-2025 school year **if a waiver is applied for and approved**. Household information will be verified using jCampus to determine approval. You will be notified by email if you have been approved. **Before applying for the waiver**, payments must be made for the three oldest students of the household. Payments for the three students must be made at each child's homebase school. Documentation of payment must be retained as this information will be needed when applying for your waiver.

**ECONOMIC HARDSHIP WAIVERS** for one hundred percent (100%) of a fee otherwise due shall be waived upon the written application by the student's parent or guardian to the principal and upon the parent providing a copy of the parent's or guardian's most recent state or federal income tax return which evidences that the student's household falls below the federal poverty level as promulgated by the US Department of Health and Human Services. Fifty percent (50%) of the fee shall be waived upon documentation that the household falls below the level of twice the poverty level. Otherwise, fees shall be collected as provided in this policy. A waiver application shall identify the fee for which waiver is sought and must include the required documentation. A waiver application shall not be accepted if filed more than one calendar week following the day the fee was due to be paid. Such an application may be in any written form, including email. The principal shall notify the parent or guardian either in writing, or verbally, by phone or in person, upon the determination being made, and shall document the date of such notice. Such notice shall include notice of the right and process for appeal. The Superintendent, or his/her designee, shall notify each principal in the school system of the federal poverty guidelines applicable to that school year, prior to the first day of school each school year. A copy of the current federal poverty guidelines shall be published yearly in conjunction with the Schedule of Fees.

Students are not allowed to download illegal or inappropriate material for use on their device. Anyone who violates the District Technology Use Policy will be subject to disciplinary actions and/or subject to having their device revoked.

St. James Parish School System reserves the right to charge a student for defacing any device including the case.

## **Medications**

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.***

## **Recess**

Students will have an outdoor recess when weather permits. If the grounds are wet, or if the weather is raining or too cold, recess will be in the gym or classroom.

## **Student Records**

Student records are defined to be all official records, files, and data directly related to children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system. Such items include, but are not necessarily limited to, identifying data, academic work completed, grades, standardized test scores, attendance data, scores on standardized intelligence, aptitude psychological tests and health data.

Information classified as directory information may be disclosed from a student's record without the written consent of the parent or eligible student. Directory information has been designated by the Board to include the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph. A parent or eligible student may refuse to allow the Board to designate any or all of the types of information about the student as directory information thus prohibiting its release to the public. After proper notice, a parent or eligible student shall have two weeks in which to notify the School Board as to which types of information about the student shall not be designated as directory information.

## **Telephone**

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

## **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 (technology fees, books, etc.) must be paid before withdrawal from school.

## **Uniform Policy**

Please refer to the SJPSB Student Policy Manual for information regarding proper dress code. Vacherie Elementary School's colors are red and white. Students may wear a red or white polo style shirt or our school spirit shirt. Spirit shirts, sweatshirts, and jackets may be purchased through MnM Services at <https://www.mnmservices.net/vacherie-elementary>. Uniform pants should be khaki and shorts should not be more than 3" above the knee.

Shoes must be completely enclosed. Shoes are to be laced and tied. Please consider purchasing Velcro shoes if your child is unable to tie his/her shoes.

Note: Jackets are not to be worn tied around the waist. Keys attached to a chain must not be worn around the neck or hanging out of pockets. Shirts are to be tucked in so belts are clearly visible.

**PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING SUCH AS COATS AND SWEATERS WITH PERMANENT MARKERS FOR IDENTIFICATION.**

## **Louisiana Parents Bill of Rights**

Parents, your involvement in your child's education is a significant factor in increasing his or her achievement. As we are partners in this work together, you deserve to know your rights. The Louisiana Parents' Bill of Rights outlines your following rights:

- (1) To examine the textbooks, curriculum, and supplemental material used in their child's classroom.
- (2) To inspect their child's school records, including all of the following:
  - (a) Academic records.
  - (b) Medical or health records.
  - (c) Records of any mental health counseling.
  - (d) Records of any vocational counseling.
- (3) To be notified when medical services are being offered to their child, except where emergency medical treatment is required. In cases where emergency medical treatment is required, the parent shall be notified as soon as practicable after the treatment is rendered.
- (4) To be notified if a criminal action is deemed to have been committed against their child or by their child.
- (5) To be notified if law enforcement personnel question their child, except in cases where the parent has been accused of abusing or neglecting the child.
- (6) To be notified if their child is taken or removed from the school campus without parental permission.
- (7) That the school shall not discriminate against their child based upon the sincerely held religious beliefs of the child's family.
- (8) To receive written notice and the option to opt their child out of any surveys that include questions about any of the following:
  - (a) The student's sexual experiences or attractions.
  - (b) The student's family beliefs, morality, religion, or political affiliations.
  - (c) Any mental health or psychological problems of the student or a family member.
- (9) To receive written notice and have the option to opt their child out of instruction on topics associated with sexual activity.

### Act 547 of 2018 Revised Parent's Bill of Rights:

- (1) Receive a child's education records within 10 business days of submitting a request.
- (2) Access the final school calendar for the academic year at least 30 days prior to the first day of school.
- (3) View a complete listing of school fees and the purpose of each.
- (4) View any school uniform requirements on the school website.
- (5) Be promptly informed if their child is at-risk of not being promoted to the next grade level.

Vacherie Elementary  
Student Policy Manual Statement of Compliance  
2024-2025

As a student, I agree to attend school regularly, be at school on time, work diligently toward completion of homework assignments, and follow school policies and procedures.

\_\_\_\_\_

Student

\_\_\_\_\_

Grade

\_\_\_\_\_

Date

As a parent/guardian, I have read and understood the contents of Vacherie Elementary's Student Policy Manual, School-Wide Discipline Plan, Student/Teacher/Parent Compact, School Improvement Activities/Strategies, and Parental Involvement Policy. I have reviewed this document and understand that I have the opportunity to pose questions, comments, or concerns at any time. I also agree to adhere to the rules set forth in this document. The document can be found on our school's website: [www.stjamesves.sharpschool.net](http://www.stjamesves.sharpschool.net)

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date