

# R. J. Vial Elementary School Handbook for Students and Families

## GENERAL SCHOOL INFORMATION

### SCHOOL COLORS

Black and Gold

### SCHOOL MOTTO

Dream It – Believe It – Achieve It

### SCHOOL MASCOT

Jaguar

### MAILING ADDRESS

R. J. Vial Elementary School  
510 Louisiana Street  
Paradis, LA 70080

### TELEPHONE NUMBERS

Main Office	758-2771
Fax	758-2773
Nurse	758-2771
Counselor	758-2771
Cafeteria	758-2776
Before/After Care	758-1329

### SCHOOL HOURS

8:30 AM – 3:50 PM

### OFFICE HOURS

8:00 AM – 4:30 PM

## ST. CHARLES PARISH PUBLIC SCHOOLS' CREDO

*Our Core Business: Teaching & Learning*

*Our Focus: Continuous Improvement*

*Our Commitment: Learning for Life*

### PRINCIPAL'S MESSAGE

Welcome to the 2024-2025 school year! My name is Christina Mullins, and I am honored to be the principal of R. J. Vial Elementary School. I am excited about the opportunities that the new school year promises to hold. Preparing our students for the future requires us to teach our students to set goals and develop a plan to achieve them. I am often reminded of the quote: "Planning is bringing the future into the present so that you can do something about it now." Students are highly encouraged to write short and long-term goals/assignments in this planner to foster the organization of tasks and home/school communications. For these reasons, our school fundraisers have allowed us to purchase a planner for each student. Please ask to see your child's planner daily since it will contain the day's homework assignments and notices of upcoming events.

This document also serves as the ***R. J. Vial Elementary School Handbook for Students and Families***. Along with the St. Charles Parish Public Schools (SCPPS) ***Student Code of Conduct: District Handbook***, our monthly newsletters, Family Information Guides (FIG), the school's website, weekly ConnectEd messages, and other periodic communications, this handbook is another resource of information. It is imperative that faculty/staff, families, and administrators communicate regularly concerning the work and progress of students to ensure educational success. We all want the best for our students, and families play an integral role in achieving this goal. Be involved in your child's learning by showing interest in daily work, providing encouragement, giving a hug when needed, and attending school functions! Visit our school, communicate with staff, be active in PTO, and/or volunteer your talents throughout the year. Your involvement will show your children that you value their education.

I look forward to working in partnership with each of you throughout this school year!

### VISION:

All stakeholders at R. J. Vial Elementary School work collaboratively to equip *each* student with the knowledge, motivation, and skills to become academically, emotionally, and socially ready for the future.

### MISSION:

The mission of R. J. Vial Elementary School is to provide high-quality educational opportunities for all students.

### **At R.J. Vial Elementary School, we believe:**

1. Education is our top priority.
2. Communication and collaboration between school, home, and community increase student achievement and engagement.
3. Students and staff members engage in rigorous and relevant learning opportunities.

4. Effective collaboration among teachers provides high-quality instruction that allows students and teachers to achieve at greater levels.

### **ARRIVAL PROCEDURES**

Our school day starts at 8:30 AM. Students must arrive at school between 8:30 AM and 8:40 AM. Car riders must be dropped off by the side entrance near the cafeteria. Arrival after 8:40 AM is considered tardy. All bus riders, walkers, bike riders, and tardy students are required to enter from the main entrance near the office. Students arriving after 8:40 AM must be signed in by an adult. RJV does not provide supervision for students before 8:40 AM unless they are registered in the Before and After School Child Care Program. Therefore, please have your child arrive to school on time to ensure their safety. Walkers/bike riders may lose the privilege of walking to school if they arrive early without supervision and/or do not follow safety rules/procedures when arriving to or leaving from school. No student will be allowed in the building before or after school without special permission. Any student remaining in the building for any purpose must be under the supervision of a faculty member.

### **ASSESSMENT**

Precise policies, procedures, and practices are created by the School Board and the Superintendent's staff in regards to what, when, and how to test students' acquisition of knowledge and skills. The highest levels of testing validity and reliability demand that every student's right to demonstrate their actual knowledge and skill be secured.

A graded paper folder will be sent home with formative assignments in advance of any summative assessments to allow students time to adequately review and prepare from these materials. Please communicate with your child's teachers regarding summative assessments to address any specific questions you may have regarding your child's performance.

### **ATTENDANCE POLICY**

Regular school attendance, commitment to studies, and participation in school activities are essential to the learning process and are the responsibility of each student. Excessive absences can result in the student not being promoted to the next grade. A minimum attendance of 167 days is required of all students. Parents/Guardians will be notified upon the third absence/tardy/check-out. Students' absences cannot exceed 10 days for the school year. The Supervisor of Child Welfare and Attendance will also be notified of which students are in attendance less than 167 days. Excessive absences, checkouts, and tardies may constitute truancy and may result in referral to the Office of Child Welfare and Attendance. A waiver of state law regarding school attendance may be made by the Supervisor of Child Welfare and Attendance, if extenuating circumstances and documented proof exists. Parents/Guardians have the right to appeal such cases to the Supervisor of Child Welfare and Attendance. If the appeal is denied, the student will not be eligible for promotion. For additional information on attendance regulations, refer to the SCPPS ***Student Code of Conduct: District Handbook*** section entitled: **Attendance Requirements**.

Students are responsible for completing all work missed due to their absences. **A doctor's note or written excuse from the parent/guardian must be presented to the teacher/school office within 3 days of the student's return to school in order for the absence to be excused and for makeup work to be submitted for full credit.** If no written excuse is presented, the absence will be considered unexcused. Parent/Guardian excuses may only be accepted up to 2 times per quarter. **After the 10th absence, only medical excuses can be accepted.** Children absent from school for school/district excused functions will not be considered absent. Students who are suspended from school are marked absent with an unexcused absence and will be required to make up work to receive full credit upon their return to school. Finally, the Travel for Educational Purposes packet must be completed prior to its use, approved by the principal in advance of the trip, and cannot exceed 5 days within a school year.

Timely arrival at school goes along with regular attendance in promoting high levels of learning; therefore, all tardiness will be recorded. **Tardiness is defined as late arrivals and early checkouts.** Parents/Guardians bringing tardy students to school must accompany the student to the main office to sign-in the student. The school office specialist will give the student an admit note, which is to be presented to their assigned teacher. **If a parent/guardian needs to check out a child early, please do so prior to 3:00 PM on regular days and by 12:00 PM on early dismissal days.**

Perfect attendance means to be in attendance for the entire school day, every day. Students entering the school after 8:40 AM, leaving school for an appointment and returning later in the day, leaving before the dismissal announcements or bell, or being absent for any reason are not eligible for perfect attendance.

**ANY REVISIONS TO THE 2024-2025 ATTENDANCE POLICY WILL BE SHARED WITH PARENTS.**

### **Bus ID's**

Each student will receive a lanyard and ID card. The lanyard is to be tied to the child's backpack at the top. Students must use their bus ID to get on the bus in the morning and the afternoon. The same ID will be used for students to get free breakfast in the morning at school.

Replacement lanyards and IDs will be provided for a fee. A \$3.00 fee will be assessed for a student's 2nd replacement lanyard and ID and each time thereafter. The cost is \$1.00 for a replacement lanyard and \$2.00 for the replacement ID.

**1<sup>st</sup> Replacement-No Charge**

**2<sup>nd</sup> Replacement and each time thereafter-\$3.00**

A temporary ID card will be used to scan students onto the bus at dismissal should a student lose their ID card.

**Homeroom teachers will report missing IDs to the front office.** Replacement IDs will be handled in the front office. We will provide a replacement ID within 24-48 business hours and parent/guardian contact has been made.

### **CELL PHONES**

Students at R.J. Vial elementary should not bring cell phones or smartwatches on campus. If any student has a cell phone or smartwatch in his/her possession and it is powered on, the consequences will be followed as stated in the St. Charles Parish Public Schools Student Code of Conduct: District Handbook. School hours include the time the student boards the school bus in the morning at the bus stop until the time the student exits the bus in the afternoon at the bus stop. In addition, it is strongly encouraged that even when powered off the cell phone not be visible as to avoid disruptions to the learning process. If a student chooses to bring a cell phone or smartwatch on campus, the school will not be liable for loss or stolen property.

### **CHILD NUTRITION AND FOOD SERVICES**

The St. Charles Parish Public School System offers nutritious breakfast and lunch meals each school day. In addition, a variety of food items are offered as "extra sales." Students may pay for extra items daily or the cashier may deduct the sale from the student's prepaid account. Please contact the cafeteria manager at your child's school if you **do not** wish for your child to purchase extra sale items.

**Breakfast and Lunch will be served to all students free of charge for the 2024-2025 school year!**

#### Pre-Payment Procedures

**The procedure for paying for meals is to PRE-PAY by the day, week, month, or year.** To save time, monthly payments are preferred. A check, cash, or money order should be sent in a sealed envelope with the student's first and last name (no nicknames please) and the amount enclosed written on the outside of the envelope. Payment envelopes can also be obtained from the cafeteria manager. **Money must be in the account before receiving a meal.** NO CHARGES will be accepted. This policy is for everyone: students, staff, and visitors. To ensure that all checks for meal payments clear prior to the end of school, **no checks will be accepted after May 3, 2025.** There will be a \$15.00 charge for all NSF checks. At the end of the school year, parents may receive a refund of unused money from the student's account by requesting it, in writing, from the cafeteria manager prior to the last day of school; or the funds may remain in the student's account for use in the following school year.

#### On-Line Meal Payment System

An online school meal payment system is available allowing parents to make payments to students' school meal accounts and check account balances via the internet or telephone. All parents who want to utilize the payment system are required to create an account at **www.MySchoolBucks.com**.

This service allows parents to deposit funds directly into their children's school meal account via on-line transactions. In addition, parents can view student account balance and purchase history, as well as set up E-mail reminders and low balance notifications.

A small transaction fee will be charged for payments made with a credit card, debit card, checking account, or savings account. There is NO charge for viewing account balances. Anyone having questions or problems can get technical support via the website or by emailing **parentsupport@myschoolbucks.com** or by calling 1-855-832-5226.

### Delinquent Meal Payment and Alternative Meal Procedures

#### Billing Procedures:

Negative balance letters and/or telephone calls will be sent weekly for students with negative balances of \$1.50 or more. Blackboard Connect Ed messages will be sent weekly to parents for students with negative balances exceeding \$5.00.

#### Procedures for Providing Alternative Meals:

When an account is negative \$10.00 or more, the manager will contact the parent/guardian of the student by phone to inform them that the student's account is overdrawn and that money must be placed in the student's account immediately or a substitute breakfast and/or lunch will be offered to the student on the next school day.

If payment has not been received within two days of the call or by a time agreed upon by the manager and the parent/guardian, the case will be referred to the principal. At such time, the student may be served an alternative meal until payment is received. Upon the third instance during a single school year of an elementary or middle school student being denied a regular meal during school hours, the manager must notify the Director of Child Nutrition who shall then contact the Office of Community Services within the Department of Social Services to report the failure of the parent or guardian to pay for meals which has resulted in repeated denials of meals during school hours.

### Free and Reduced Price Meal Application Procedures

#### **Breakfast and Lunch will be served to all students free of charge for the 2024-2025 school year!**

**St. Charles Parish Public Schools will continue to participate in the National School Lunch and School Breakfast Programs provision called the Community Eligibility Provision (CEP) for School Year 2024-2025.**

**All students enrolled in St. Charles Parish Public Schools are eligible to receive one healthy breakfast and one healthy lunch at school each day at no charge to your household for the 2024-2025 school year.**

**No further action is required of you. Your children will be able to participate in these meal programs without having to pay a fee or submit a meal application.**

#### Removal of Food from the School's Cafeteria

Food and beverages purchased or provided from the school cafeteria must be consumed on the school's premises, with the exception of school-sponsored meetings and field trips.

#### Food and Beverages Brought Into the School's Cafeteria

Carbonated beverages are not allowed in the school's cafeteria during student meal times by students, staff, or visitors. Only milk, water, 100% juice products, and other beverages consisting of 50% real fruit juice may be allowed in meal service areas during student meal times for all grade levels.

#### Prohibited Foods and Beverages

Doughnuts, Danish pastries, and other fried or fat laden breads **are not to be provided** to students starting 30 minutes prior to the start of the school day through 30 minutes after the end of the school day for all grade levels.

In elementary schools, parents are encouraged to limit the frequency of cakes, cookies, cupcakes, candy and other high sugar, high fat foods and to increase the number of whole grains and fresh fruits provided in bag lunches and other meals or snacks.

#### District Wellness Policy

The district's wellness plan, **Eat Smart**, promotes healthy lifestyle choices that include daily physical activity and healthy eating to meet the Dietary Guidelines for Americans. To obtain procedures for meeting goals set forth in the plan, go to the Wellness Corner on the St. Charles Parish Public Schools Child Nutrition webpage.

If you have questions or need assistance, contact the St. Charles Parish Child Nutrition Department at (985) 785-3179 or write to Child Nutrition Director, St. Charles Parish Public Schools, 13855 River Road, Luling, LA 70070.

**Non-discrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or

funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider. (Per USDA memo October 14,2015)

### **CLASS PARTIES AND CELEBRATIONS**

Class parties and celebrations should never interfere with instructional time. Parents/guardians must make arrangements with the teacher prior to bringing/sending refreshments to school. All celebrations will take place during the last few minutes of the school day. To ensure instruction is not impeded, please have cakes pre-cut for individual servings.

### **CURRENCY**

Students have the right to have in their possession adequate funds to meet their monetary needs during the course of the school day. However, we request that you place these funds in a sealed envelope labeled with the student's name, homeroom teacher's name, and the total amount included. All fees for field trips and school related events must be submitted in the morning to the homeroom teacher. If students retain personal currency, they are responsible for it.

### **CUSTODY**

When the normal civil privileges, responsibilities, and rights of a parent/guardian have been legally altered and the custody/domicile of a student has been judicially assigned to one parent/legal guardian/foster parent, a certified copy of the court judgment **must** be submitted to school administration. A copy of the same document shall be kept on file with the student's records. It is a parental responsibility to provide the school with the most current court judgment. Therefore, please ensure that we have the most recent copy as we will only act upon the latest documents on file. In the absence of a legal document, a child will be released to either biological parent/legal guardian according to the child's birth certificate.

An educational agency or institution shall give full rights to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

In the case of divorce or separation, a school district must provide access to both biological parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a court order, signed by a judge that prohibits access to educational records or removes that parent's right to have knowledge about his or her child's education.

### **DAMAGE TO SCHOOL PROPERTY**

Instructional materials (i.e. Eureka Math 2 workbooks, ELA Guidebook novels/resource books, Chromebooks, Chromebook chargers,etc.) and library books are loaned to students for educational use. Care must be taken in using these materials. Students will be required to pay for damaged or lost instructional materials and/or library books. The same care and responsibilities must be exercised with all school property and equipment.

### **DISCIPLINE PHILOSOPHY**

The philosophy regarding discipline that we live by at RJV is aligned and consistent with the SCPPS **Student Code of Conduct: District Handbook**. Our school's discipline plan has been created to support our students as they learn to display positive behaviors. At the heart of this plan is our school's guiding principles: Respect Ourselves, Respect Others, and Respect the Environment.

Quarterly Jaguar Fest celebrations will be held to recognize students for making good choices. Students who earn a lunch detention, before/after school detention, or office/bus referral during the quarter will not be eligible to attend. Students who earn **3** or more of any of the following infractions during a quarter will not be eligible to attend: not reporting to the designated enrichment class, not reporting to the designated after-school location, or earning a dress code violation. Students must also demonstrate sportsmanship at all times during recess to remain eligible.

## **DISMISSAL PROCEDURES**

End of the day announcements begin at 3:40 PM in order to prepare for the dismissal of students beginning at 3:45 PM, and on early dismissal days announcements begin at 12:35 PM to prepare for the dismissal of students beginning at 12:45 PM dismissal. Bus riders will be dismissed by grade level or in the order of bus arrivals at the end of the day.

Walkers and bike riders are released last. Please know that written permission from a parent/guardian and confirmation by the principal is required at the beginning of each school year for every student who either walks or rides a bike daily. If tardiness or safety becomes a concern for a walker or bike rider, this privilege may be revoked. Also, on rainy dismissal days, students will be expected to go home in the manner designated on the walker/bike rider permission form. Walkers/bike riders may lose the privilege of walking to school if they arrive early without supervision and/or do not follow safety rules/procedures when arriving to or leaving from school.

Car riders are dismissed to the cafeteria during the first call for students. Parents/Guardians may park along the side of the cafeteria between 3:40 – 3:50 PM on regular school days and between 12:35 - 12:45 PM on early dismissal days to sign out students. A faculty/staff member will meet you at your vehicle to sign your child out. Parents/Guardians must have their ID ready and sign out their child on the clipboard.

**Any adult checking out a student must be listed on the “Student Contact, and Emergency Sign-Out Information” form and must present valid identification to a staff member for safety purposes each and every time.**

If your child participates in “Extra-Curricular Activities after-school , please note the dismissal procedures in that section of the handbook.

## **DRESS CODE**

The St. Charles Parish Public Schools Dress Code Policy must be followed and will be enforced. This Dress Code Policy can be found in the SCPPS **Student Code of Conduct: District Handbook** and on the District’s website. Any violation of dress code must be corrected and the student will be required to sit in a designated location in the cafeteria that day during their lunch period. Repeated violations of dress code may result in loss of eligibility to attend the quarterly Jaguar Fest. The Dress Code Policy includes:

- Shirts: Navy blue collared shirt, white collared shirt, or RJV School Spirit Shirt
- Shorts/Pants/Skirts: Navy blue or khaki
- **JEANS, DENIM MATERIAL OF ANY COLOR, WIND PANTS, SWEAT PANTS, CARGO PANTS/SHORTS, AND OVERALLS ARE PROHIBITED.**
- Clothes should be worn as designed. Small logos are acceptable.
- No oversized or torn/frayed clothing can be worn.
- Shorts and skirts should be no shorter than two inches above the top of knee cap.
- Undershirts, tank tops, and halter-tops are **prohibited** as outer garments. These items can be worn under school shirts if they are **navy blue** or **white** and should be tucked into bottoms.
- **Navy** or **white** leggings/tights may **only** be worn under school-appropriate skirts or shorts. Leggings/tights are not to be worn as school pants, **even on dress down days.**
- Apparel with bare midriffs, see-through, bare back tops, and sleeveless apparel are **prohibited.**
- Footwear must have soles and restraints for entire foot. **Crocs are not allowed.**
- Profane, obscene, sexually suggestive language, alcohol, tobacco, assorted drug slogans, and advertising is **prohibited** on apparel.
- **HOODIES ARE PROHIBITED.** Outerwear must open the length of the front by snapping, buttoning, or zipping. In addition, no hooded sweatshirts may be worn on any school campus during the school day.
- Pullovers and sweatshirts that do not open the length of the front must be **navy blue** or **white.** Those that open the entire length of the front may be of any non-distracting color.
- Caps, hats, bandanas, etc. are **prohibited except on designated days.** Ski Caps may only be worn on cold weather days but must be removed when arriving on campus.

• The principal or designee shall make the final decision as to what clothing is distracting, unsafe, and/or not allowed.

### **EMERGENCY CONTACTS**

In an effort to prioritize our Core Business, "Teaching and Learning," messages will have to be left for teachers whenever they are called during the instructional day. We understand that you may occasionally have to leave a message for your child; however, this practice should be avoided other than for emergencies. Students may not initiate any phone calls from school without specific permission from a staff member, a school office specialist, or an administrator.

We need parents/guardians to update ConnectED and emergency contact information in Powerschool for use in case of emergencies. We also request for you to complete the RJV "Student Contact and Emergency Sign-Out Information" form. Please put the names of persons, including yourself, whom you would allow to pick up your child in case of emergency, disciplinary action, and/or illness. The persons listed on this form are the only persons allowed to: check your child out from school, administer medication, and/or have lunch with him/her. If your contact information (physical address, mailing address, email address, phone number, etc.) changes, please come to the office to update information with a School Office Specialist. Changes must be made in person by a parent/guardian whose signature is on the RJV "Student Contact and Emergency Sign-Out Information" form.

### **EXTRA-CURRICULAR ACTIVITIES**

At the upper elementary school level, there are extra-curricular activities that are feasible and developmentally appropriate. Relative to the availability of our faculty and staff, extra-curricular activities at RJV include but are not limited to: Art Club, Band, Choir, 4-H Club/Cloverbuds, Jaguar Buddies, Robotics Club, and theatre productions. These opportunities are designed to reinforce and extend learning opportunities beyond the regular class and/or the normal school day. Participation in all extra-curricular activities requires parental/guardian support and permission. While Art Club and 3<sup>rd</sup> Grade Jaguar Buddies will meet during the school day, please be advised that all after school activities dismiss at **5:00 PM**.

Please be advised that bus transportation is not available. Since extra-curricular activities meet at assigned times after school, attendance is required. 2 or more instances of excessive tardiness when picking up your child may result in loss of participation in the after school activity or required enrollment in the St. Charles Parish Public Schools After Care program. In the event that your child cannot attend the scheduled meeting/rehearsal, a signed parent/guardian note must be submitted on the morning of the activity and must also include the student's first and last name, the date, and transportation information which includes the physical address and bus number. Excessive absences may result in a loss of participation in the extra-curricular activities and performances.

### **FIELD TRIPS**

A well-selected, planned, and implemented field trip is a powerful teaching and learning tool. Field trips are considered primary learning opportunities and, as such, are designed for full student participation. The loss of the privilege of attending a field trip is only for the most significant reasons. Permission slips and fee payments must be received by the specified deadline. Unfortunately, due to limited space for chaperones not everyone who volunteers will always be selected. Parents/Guardians requesting to chaperone will be notified by the teacher if they have or have not been selected.

### **GRADING & CURRICULUM POLICIES**

Parent Portal is a website that parents/guardians can access that reports the daily scores and academic performance of your child in all academic areas. In order to receive the access information regarding this website, legal guardians are to present proper identification to a School Office Specialist.

A progress report will be sent home mid-quarter. Parents/guardians are to sign and return the progress report to the teacher. The official grading scale will be A, B, C, D, and F. The percentage ranges for each letter grade are as follows:

A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = 0-59

A grade of D or F indicates that the student is at risk of failing the grade.

Report cards will be issued four times during the school year on designated days. Report cards for the fourth reporting period will be mailed home. Parents/guardians are urged to review the report cards with their children. If there are any

questions or concerns about your child's report card, please contact the school to set up a conference with the teacher.

Recognition for exceptional academic achievement will be made quarterly and for the entire year. These recognitions include the Honor Roll, the Principal's List, BUG Club, and Perfect Attendance. The guidelines for recognition are as follows:

**Principal's List:** All "A's" in all promotional/core subjects

**Honor Roll:** An "A" and/or "B" in all promotional/core subjects

**BUG (Bringing Up Grades) Club:** The award recognizes students who brought up at least one major subject without going down in any other. A grade of "F" is not allowed in any subject to be eligible for the BUG Club award. Students earning BUG Club recognition may also be recognized for the Principal's List or Honor Roll, if applicable.

**Perfect Attendance:** Students who have not been absent, arrived late, or checked out early

## **GRIEVANCE POLICY AND PROCEDURES**

The Title I Program welcomes constructive criticism of the program whenever it is motivated by a sincere desire to improve the quality of the program. All complaints should be submitted in writing. If writing is a problem, appropriate assistance can be given at any level. The proper channeling of complaints involving instruction, discipline, or programs is listed below.

1. The Title I, classroom teacher, and counselor can help with questions and concerns about children's needs.
2. The school administrators can provide information about programs, curriculum, rules and staff at the scholar's school.
3. The District Title I Director and/or coordinator directs the local Title I program.
4. The Assistant Superintendent of Curriculum, Instruction, and Assessment can answer questions about curriculum matters including testing.
5. The Director of Elementary Schools can answer questions about district-wide programs.

## **HEALTH ISSUES AND MEDICATIONS**

The presence of any infectious disease or health condition that can negatively affect teaching and learning (such as: skin fungi, sores, or head lice) will be reason for exclusion from school. It is the policy of the school to ask anyone who has any of the above to remain home until the condition is cleared up or until a doctor's permission to attend school is obtained. This is necessary because of the contagious nature of these conditions. Upon return, the student must also be cleared by the school nurse before attending class.

Cleanliness and personal hygiene are conducive to good health, and good health is essential to learning. Stress upon your child the importance of clean hair, bodies, and clothes. Clothes need not be new or of the latest styles, but they should be clean and neat. Proper hand cleaning is most effective in preventing the spread of illnesses. Please remind your children to do so.

Should a student become ill at school, the office will notify the parents/guardians. Arrangements will have to be made by the parents/guardians to pick up the student and officially sign the student out for the day. No student who feels ill may leave without reporting to the office and following the above procedure. Only those individuals listed on the "Student Contact and Emergency Sign-Out Information" form are allowed to check out the student. Children who are acutely ill or running a fever should be kept at home.

As a service to RJV students, the JBM/RJV Wellness Center is available to treat acute illnesses. Students must be registered for this service before they can be referred for treatment. **If the Wellness Center determines that a student needs to go home, the student must first be signed out in the school office and the checkout slip that is provided must be shown to the Wellness Center in order to leave campus with the child. Parents/Guardians are responsible to call the Wellness Center to make an appointments for their child to be seen during the school day. The Wellness center number is (985)306-0414.**

Special situations do exist for a health program that will involve long-term medication. If such a situation should arise, you must contact the school nurse for proper steps to be taken. **No medication can be given until the school nurse has received ALL required approvals.** The initial dose of medication shall be administered by the student's parent/guardian outside the school's jurisdiction with sufficient time (a minimum of 24 hours) for observation for adverse reactions. A copy of the district policy will be given upon request. Specific guidelines for the administration of authorized medications on field trips will be followed. These guidelines will be given to all parents/guardians whose children are authorized to receive school-administered medication at the start of the year. **Please review the SCPPS Student Code of Conduct: 2024-2025 District Handbook for further guidelines and updates.**



## **HOMEWORK**

Homework is any assignment given by the teacher which the student is responsible for completing on his/her own time. These assignments may be graded for accuracy. Homework provides students with opportunities to deepen their understanding and skills relative to the content that has been taught. The purpose for homework is to practice content/skills with which students are familiar.

To ensure students are successful with homework assignments, all stakeholders must be involved.

### **Responsibility of the School**

The average recommended daily time allotment for homework is as follows:

Grade 3:	30 – 40 minutes
Grade 4:	40 – 50 minutes
Grade 5:	50 – 60 minutes

The average daily time above is based on the expectation that the students will focus on the homework and work steadily for the number of minutes indicated. Based on individual needs, homework time may be divided into smaller segments.

### **Responsibility of Teachers**

1. Comply with the district's expectations for homework.
2. Differentiate homework based on the learning needs of students.
3. Communicate (through various means) to students and parents/guardians all homework assignments and timelines for long-range assignments.
4. Clearly communicate the purpose of homework assignments to students.
5. Assign homework that requires minimal assistance. (While families may facilitate homework completion, they should not need to provide too much help for students.)
6. Provide timely and specific oral or written feedback on homework completed.

### **Responsibility of Students**

1. Familiarize themselves with the homework expectations of the school.
2. Bring all materials home which are necessary for completion of the assignment.
3. Practice good study habits.
4. Complete their own work and not expect others to do the work for them.
5. Keep up with daily and long-range assignments and submit them to the teacher when they are due.

### **Responsibility of Families**

1. Familiarize themselves with the homework expectations of the school.
2. Provide materials and a comfortable, quiet, and well-lit place in which the student may complete homework.
3. Establish a consistent schedule for the student to complete homework.
4. Encourage, motivate, and prompt the student.
5. Check with the student daily as to the nature and extent of homework assignments.
6. Confer with the classroom teacher if the student does not consistently bring home assignments or has difficulty in completing homework.

## **JURISDICTIONAL STATEMENT**

Consequences apply for offenses that occur on campus, at any SCPPS site, and/or at any off-campus school-sponsored activities/events.

## **LOST & FOUND**

Periodically, we accumulate a bundle of unclaimed items of clothing and add them to our "Lost & Found" section in the cafeteria. Most of this clothing is in excellent condition and is quite costly. Please see that coats, jackets,

sweatshirts, etc. are labeled with your child's first and last name. This will allow us to return these items back to its rightful owners. Unclaimed clothing will be sent to St. Charles Parish Social Concerns twice a year.

### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION AND/OR PHYSICAL ACTIVITY**

Generally, a student well enough to be in school is required to participate in all classes, including those which require physical activity. When a situation arises wherein a student cannot engage in physical activity, or physical activity would be harmful for a student, the following procedure is to be followed:

**The parent/guardian must contact the school to notify the administration that the student is unable to participate in physical education activities.**

In addition, the student is to bring an excuse signed by a parent or guardian to the homeroom teacher. The excuse should note the length of time the student is to be excused from PE or physical activity. The teacher gives the excuse to the school office specialist, school nurse or administrator who notifies other appropriate staff. The teacher may assign alternate assignments that do not require physical activity for the student.

**A physician's note is required for students to be excused for more than five days of Physical Education Class or any other class in which physical activity is required. The physician's note must include the date that the student can return to normal activity and must describe the permissible participation levels.**

### **MEDICAL EXCUSES FOR TEMPORARY LIMITED MOBILITY IN AND AROUND SCHOOL AND CLASSROOMS**

When a situation arises wherein a student has temporary, limited mobility in and around the school and/or classrooms, the following procedure is to be followed:

The student is to bring an excuse signed by a parent or guardian to the homeroom teacher. **It is preferable that the parent or guardian make an appointment with the school nurse or administration to report the physical limitations and discuss a possible accommodation plan.**

The school nurse or administrator will notify other appropriate staff (including the school office specialist) regarding the limitations and accommodations.

**A physician's note is required when student mobility is restricted for more than five days. The physician's note must include the date that the student can return to normal activity and must describe the permissible participation levels.**

### **ONLINE SCHOOL PAYMENT**

Student fees may be paid online with a Visa or MasterCard, for a small processing fee, using the Online School Payment System. The Online School Payment System can be accessed 24 hours a day at <http://osp.osmsinc.com/StCharlesParish>. There is a quick link to this website on the R. J. Vial homepage under the "For Families" tab (Fee Payments). In order to use the Online School Payment System, parents/guardians must set up an account and add their student's name and Student ID # to the account. The nine digit Student ID# can be found on Parent Portal next to each student's name on the Grades and Attendance page. The number is in parenthesis.

### **PARENT AND FAMILY ENGAGEMENT**

Studies over the past three decades have shown that children whose parents/families are involved in school activities have higher achievement scores. By taking an active role in Title I and your child's school, you show children that they and the school are a team working together to help each child succeed.

#### **What is parent and family engagement?**

Parent and family engagement is a parent's/family's active participation in the educational life of their child. Getting your child to school every day is parent engagement. Helping out in your child's class is parent engagement. Attending meetings, workshops, and activities sponsored through Title I and the school is parent engagement. Serving on committees is parent engagement. Family engagement is an empowering partnership among families, educators, practitioners, and the community with shared responsibility for the personal success of children and youth.

#### **Why do parents and families need to be involved?**

- Parents and families need to understand ways to support their scholar's in academic content and social emotional learning.
- Parents and families need to understand, that just as scholars have changed, teaching techniques and methods have

also changed to meet the demands of today's scholars. By observing in your scholar's class, you can see firsthand how children are being taught and ways to support the school's effort.

- When children realize that their parents and families consider school activities important enough to visit, observe, and participate, they recognize learning is important.
- A scholar's self-confidence is based on how well he/she learns what he/she is supposed to learn. Research findings point to positive academic achievements as self-esteem builders.
- The Title I program and the school need parents and families to be involved. Team work will help all children perform to their highest potential.

### **How do I get involved?**

The easiest way to get involved is to talk to your scholar's teacher or visit the Family Center at your scholar's school. **As your scholar's first teacher**, you can assist the teacher in meeting many of your scholar's needs. Establishing a friendly open and honest relationship with your scholar's teacher is the first step. The Family Center is your place to ask questions, get involved, clarify problems and get to know the school. Become a school volunteer! Parents are always welcome and encouraged to participate.

### **St. Charles Parish Schools Parent and Family Engagement Policy**

The St. Charles Parish School Board recognizes that parent and family engagement is essential as we partner to educate our district's scholars and prepare them for life-long learning. This responsibility is shared by the family, school, district and community who must work together as knowledgeable and collaborative partners. It is the intention of the district to cultivate and support active family involvement that supports student learning.

- I. For schools receiving Title I Part A funding, the St. Charles Parish School Board:
  - A. Involves parents and family members in jointly developing the local educational agency's (LEA) Title I, Part A plan, and the development of school support and improvement plans.
  - B. Provides the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family engagement activities that improve student academic achievement and school performance. This may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
  - C. Coordinates and integrates parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.
  - D. Conducts, with the meaningful engagement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:
    1. Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)
    2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
    3. Strategies to support successful school and family interactions
  - E. Uses the findings of such evaluation to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.
  - F. Involves parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the LEA to adequately represent the needs of the population. This advisory board will help develop, revise, and review the parent and family engagement policy.

### **Parents' Right to Know**

As mandated by federal law, you have the right to request information about the qualifications of anyone who instructs your child. If you request this information in writing, the school district will provide you with information about the teacher's certification. If your child is provided services by paraprofessionals, then the school district will provide you with information about their qualifications.

You can also find out about a teacher's certification on the Internet. Just visit the Louisiana Department of Education's web site at [www.teachlouisiana.net](http://www.teachlouisiana.net) and click on the Teacher Certification Center. To enquire about a teacher's certification, select Public Access, then enter the teacher's name to view the areas of certification.

If you have questions you can contact the school or call the Title I office at 985-785-3163.

### **Derechos de los Padres de Familia**

Por mandato de la ley federal, usted tiene el derecho de pedir informacion acerca del grado educativo de cualquier persona que de instruccion a su hijo. Si usted pide estos datos por escrito, el distrito escolar le dara dicha informacion sobre la certificacion de cualquier maestro. Si su hijo recibe servicios de un asistente escolar, el distrito escolar tambien le puede dar informacion sobre el nivel academico de dicha persona.

Tambien se puede averiguar el nivel educativo de un maestro por medio de la Internet. Visite el Website del Departamento de Educacion de Louisiana, [www.teachlouisiana.net](http://www.teachlouisiana.net). Apriete donde dice Teacher Certification Center. Para averiguar el nivel educativo de un maestro, apriete donde dice Public Access, escriba el nombre del maestro y podra averiguar las areas en la cuales este certificado a enseñar.

Si tiene alguna pregunta llame al la escuela de su hijo o a la oficina Title I, numero 985-785-3163.



**BUILDING LITERACY SKILLS AT HOME**



Literacy based activities should be encouraged at home for all ages. Between the ages of 7-9, children's reading fluency is improving, and they are becoming increasingly capable of reading books independently. This is an exciting time for early readers who are eager to practice their new reading skills, and supporting their growing reading independence is a way that families can nurture a love of reading and learning. These literacy activities are great for upper elementary students.

### READING

- BUILD A HOME LIBRARY.**  
Include books about topics your child is interested in, popular book series, and also books that may be unfamiliar to your child to expand interests.
- PRACTICE STORIES FROM SCHOOL.**  
If your child comes home with a decodable story (one they have learned in class and has words that can be sounded out), encourage them to practice reading it independently. Re-reading familiar stories is a great way to build reading fluency.
- SUPPORT GROWING SKILLS.**  
Listen to them read books that you have in your home, and provide support when they are struggling to decode (sound out) a word. If they don't know the sounds, it's ok to tell them the word!
- ENCOURAGE CHOICES.**  
Allowing your child to choose books they want to read can help foster a love for reading.
- MIX IN MOVIES.**  
Suggest books from movies your child likes. They may enjoy getting the additional details that the book provides.

### WRITING & DRAWING

- KEEP IN TOUCH.**  
Suggest that your child send notes to family members or relatives via snail-mail or email.
- JOURNAL.**  
Provide your child with a decorative notebook and pen, and encourage them to share a few sentences about their day.
- PRACTICE HANDWRITING.**  
Children need regular practice writing with a pen and paper to improve their handwriting, including cursive.
- ENHANCE TYPING SKILLS.**  
Use free typing classes and websites to support your child with this important life skill.



### SPEAKING & LISTENING

- LISTEN TO AUDIO BOOKS.**  
Listening to a novel that appeals to the whole family is a great way to engage in family book discussions.
- TALK ABOUT IT.**  
Ask them their opinions of a book they are reading and help them make real-world connections to what they are reading.

### CREATING

- PLAY GAMES.**  
Games like Scrabble, Boggle, and many other board games require reading skills.
- BRING STORIES TO LIFE.**  
Encourage your child to use technology to create digital stories or animations.



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### **PARENT/GUARDIAN-TEACHER-STUDENT CONFERENCES**

Scheduled parent/guardian-teacher-student conferences will be held twice during the school year. At the time of these conferences, students will be released from school early so teachers, students, and parents/guardians may meet. Early dismissal on these days will be at 12:45 PM. Conferences can also be scheduled before school, after school, or during teacher planning time. Due to various scheduled meetings, parents/guardians are to schedule an appointment with their child's teacher. Conferences can only be guaranteed if scheduled in advance.

### **PARENT VOLUNTEERS/ROOM PARENTS**

R.J. Vial is looking for parents/guardians who are willing to volunteer their time, resources, and expertise. Room parents will be selected at random and will work with teachers to organize and facilitate classroom parties/events, communicate with other classroom volunteers, etc. Classroom volunteers will assist with classroom parties/events, make copies, laminate, prepare materials for lessons/ projects, etc.

### **RESOLUTION OF CONFLICTS**

Conflicts can best be addressed through effective and timely communication between the parties most involved. Please communicate with your child's teacher first regarding situations in which they are directly involved. If a

resolution is not reached, please call the school office and ask for a school administrator. Please allow 48 hours for calls to be returned. Please know that the principal delegates to the assistant principal to act on her behalf on many occasions.

### **SEARCH POLICY**

The property of the district, as well as, personal property may be searched according to the guidelines expressed in the SCPPS *Student Code of Conduct: District Handbook* section entitled: **Searches - Students and School Property.**

Students are not allowed to bring personal property to school that will not assist in the teaching/learning process. Expensive jewelry, iPads, sports equipment, toys, trading cards, cell phones, fidget devices, gaming devices, etc. can be easily lost or stolen. These items can also be a great distraction and should be kept at home.

### **SEVERE WEATHER PROCEDURES**

See letter from the Superintendent on the last page of the District Handbook for Students and Families.

### **Student Supply Fee**

A student supply fee in the amount of \$8 will be assessed for each student. This supply fee will be collected by your child's homeroom teacher at the beginning of the school year and will be used to assist with the cost of classroom supplies and curricular material. Families who are experiencing economic hardships and are financially unable to pay the student fee may submit a written request for an economic hardship waiver to the school principal. The principal or counselor will contact the parent/guardian once the request is received.

### **Technology Fee**

A district-owned Chromebook and power adapter are being loaned to students to be used as an important learning tool for educational purposes only. It is the student's responsibility to care for the equipment and ensure it is cared for in a safe environment. This device is the property of St. Charles Parish Public Schools. This device must be returned upon the student's exit from St. Charles Parish Public Schools.

- A \$20 annual technology fee is being assessed to all students with a \$40 family maximum.
- Negligent treatment of the device will result in disciplinary action and/or additional fees for repair.
- If the device is not returned, the family is responsible for the full cost of the device (\$250).
- If the power adapter is not returned, the family is responsible for the cost to replace the adapter (\$25).
- It is understood that the intentional failure to return the Chromebook to the school may constitute theft of district property. Any theft of district property, including the reported sale or transfer of the device will be reported to the district attorney for prosecution.

### **TRANSPORTATION CHANGES & PROCEDURES**

If changes have to be made regarding how a child goes home, documentation that includes the student's first and last name, date, physical address, and bus number must be submitted by **3:00 PM on regular dismissal days and 12:00 PM on early dismissal days** in writing via a note, fax, or email specifying the change. **BUS CHANGES ARE NOT ALLOWED.** Email changes must be submitted to [rjvbus@stcharles.k12.la.us](mailto:rjvbus@stcharles.k12.la.us). A template for transportation changes can be found on the school's website under the "For Families" tab and then select "Documents and Forms." **Please call the school to ensure that your fax or email was received by a School Office Specialist.** Any student without a note will be expected to follow their scheduled routine for that afternoon. For child safety and security, telephone calls requesting bus changes cannot be accepted. **However, phone calls regarding sending a child to After Care or requesting that a student be a car rider will be accepted prior to 3:00 PM because an approved signature is required for the student to be released.**

Please be sure to review the following Bus Regulations:

- At the bus stop, avoid horseplay and stay off of the road.
- Keep the bus clean of trash.
- Never mark or otherwise deface the bus.
- Avoid unnecessary conversation with the bus driver.
- Use respectful language and appropriate volume on the bus.
- Keep arms, feet, and head inside the bus windows at all times.
- Remain seated while the bus is in motion.
- Never leave the bus or your assigned seat without the driver's consent.
- Never allow anything to block the center aisle of the bus.
- Report to the driver any misconduct or damage to the bus immediately.

Students will be suspended from riding the bus if they fail to follow good safety practices and rules. Parents/guardians will be notified of any violations of bus safety rules and regulations. Riding the bus is a privilege extended to students by the School Board. The transportation supervisor and the driver establish routes and bus stops. If you have any questions or concerns about a stop or route, call the Transportation Supervisor at (985) 785-7205. Call the school if you have any concerns regarding student conduct on the bus.

### **TUTORING**

Pending district allocations of funds, tutoring may be offered during the school day and/or after school. For those students selected to participate, attendance is mandatory. In the event that your child cannot attend a scheduled after school session, a signed parent/guardian note is required that must also include the student's first and last name, the date, and transportation information for that day which includes the physical address and bus number. If a note is not provided, the student will remain after school for the tutoring session. Excessive absences may result in loss of participation in the tutoring program. Please be advised that after-school tutoring sessions dismiss at 5:00 PM. Please refer to the extra-curricular section of the handbook for dismissal procedures.

### **VISITOR PROCEDURES**

Authorized visitors and volunteers are welcome at RJV. Any guest visiting our school must report to the office to present valid identification and receive a visitor's badge. This badge must be worn on the left chest the entire time the guest is on campus and must be returned to a school office specialist upon leaving. This procedure ensures the safety and security of your children and the smooth operation of our school. To minimize distractions and interruptions to the learning environment, appointments must be made for one-on-one parent-teacher conferences and classroom observations. If anyone chooses to eat lunch with a student, they must be on the RJV "Student Contact and Emergency Sign-Out Information" form; or a parent/guardian must provide a written note or email/fax the office the permission.

**\*Information regarding visitors on campus is subject to change and any updates will be shared with families.**

### **VOLUNTEERS**

The interest, motivation, cooperation, and success of learners increase whenever volunteers are present. Since volunteers are a useful resource, we have established Fridays as our designated RJV Volunteer Day. Volunteers on campus will be based on our current visitor protocols which are subject to change. We will inform all families of any changes. Teachers are able to devote greater amounts of their time and energy to curriculum issues when volunteers step up to assist with bulletin boards, making copies, and other hands-on tasks. Please consider volunteering in the way that best suits your time and talent. You may contact the school office for more information on how you can become involved.

### **WATER BOTTLES AND WATER FOUNTAINS**

Each grade-level wing has a water fountain and water bottle filling station as does our playground.

If your child brings a water bottle, we ask that it be a **clear plastic water bottle**, which is only to be **filled with water**. **Carbonated drinks, Gatorade, Kool Aid, and loaded teas are not allowed.** Teachers provide opportunities for students to refill their water bottles and use the water fountain when needed throughout the school day.