Dear Vass-Lakeview Family,

We are delighted to start another year at VLE with you and your child! This year promises to be an exciting adventure as we continue our tradition of excellence at VLE. Please know that I am here to serve you and your students.

I can't thank you enough for taking the time to read this document of policies and procedures for our school. It is important that we are all on the same page and that the rules and procedures that govern our school are clearly laid out for all the stakeholders. If I can ever be of assistance, please feel free to let me know.

Sincerely,
Lisa Scott, Ed.D.
Principal of VLE

2019-2020 Vass-Lakeview Staff

**Kindergarten Team**
Karina Cameron, Teacher
Angela Hankins, Inst. Asst.
Georgia Proctor, Teacher
Margot Brewer, Inst. Asst.
Kasi Martin, Teacher
Lisa Danner, Inst. Asst.
Lisa Stanley, Teacher
Cathy Jones, Inst. Asst.

**First Grade Team**
Rachael Curry, Teacher
Dana McPherson, Teacher.
Tanecia Frye, Inst. Asst.
Laura Walden, Teacher
Del Metcalf, Teacher
Diane Seagroves, Inst. Asst.

**Second Grade Team**
Angie McDevitt, Teacher
Carrie Barnette, Teacher
Michaela Deno, Teacher
Nancy O'Quinn, Teacher

**Third Grade Team**
Cindy Davis, Teacher
Julie Shook, Teacher
Laine Tabone, Teacher
Lizzie Yancey, Teacher

**Fourth Grade Team**
Amy Bonds, ELA/Social Studies
Kerry Connor-Briggs, Teacher
Kim Mackey, Math/Science

**Fifth Grade Team**
Stacey Deaton, ELA
Ashley Lynn, Math
Kris Patton, Social Studies/Science
Marie Ransom, EC Asst.

**Preschool Team**
Stephanie Bremer, Teacher
Macala Hardy, Inst. Asst.
Kathy Fowler, Inst. Asst.

Michele Adams, Teacher
Renee Bell, Inst. Asst.
Exceptional Children Team
Kim Coe, EC Teacher
Lynnsey Canady, EC Teacher
Liz Jefferson, EC Teacher
Lea Hooker, Speech
Karen Ogden, Speech
Ray Blatz, Occupational Therapy
Tennille Payne, Teacher
Michele Akin, Teacher
Marquita Swinnie, Inst. Asst.
Jacqueline Brahm, Inst. Asst.

Specialists
Alison Arno, Music
Dana Evans, PE
Tina Johnson, Media
Barbara Kinnerly-Cubbage, Art
Vivian Lages, ESL
Melisa Barber, Reading Interventionist
Diane Baker, Instructional Coach
Ashley Dull, Counselor
TBD, Social Worker
Holly Jenkins, Nurse
Sheila Blue, AIG
Courtney Broadbent, Psychologist
Ashley Priem, DIF

Custodians
Allen Buie
Dennis Coleman
Maria Garcia
Larry Honeycutt
Mack Kennedy
Wanda Ritter
Donna Smith
Patty Collier

Office
Connie Bachman, Data Manager
Pam Whitney, Bookkeeper
Michelle Bennett, Assistant Principal
Lisa Scott, Principal
Tyree Crawford
Christy Cheatham
Gwendolyn McCrimmon
Stephanie Hampton
Diane Seagroves
Don Easley
Sammy Kerns

Bus Drivers
TBD

SRO
TBD

Military Family Liason
TBD

Child Nutrition

TBD

TBD

Kara Briggs
Liz Digggs
Rosanna Goodrich
Christie McDevit
Crystal Whitaker, Director
**Attendance**

We believe that regular attendance is essential to the learning processes of all children. However, we understand there are times when students must be absent from school. Please keep the following in mind in regards to attendance:

- Following an absence, a written excuse note signed by a parent/guardian must be submitted to the school within the first 2 days of the absence.
- North Carolina Law defines the following absences as lawful: illness or injury, quarantine, medical/dental apt. death in immediate family, court or administrative proceedings, religious observances, and educational opportunities.
- In regards to make-up work, your child's teacher will determine procedures, so please contact teachers directly.
- Days for educational opportunities must be approved by the principal prior to the student's absence.
- Military families may also take excused days off after a family member returns from a deployment. These too must have prior approval by the principal.

**Excessive Absences**

In accordance, with Moore County Schools Policy 6000 Attendance, the parent, guardian, or custodian shall be notified after the child has accumulated three unexcused absences in a school year. After not more than six unexcused absences, the principal shall notify the parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified. Once the parents are notified, the school social worker shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.

After ten accumulated unexcused absences in a school year, the principal shall review any report or investigation and confer with the student and his/her parent, guardian, or custodian to determine if a good faith effort has been made to comply with the law. If a good faith effort has not been made, a notification is made to the district attorney and director of social services of the county where the child resides.

**Tardy Policy**

We encourage all parents/guardians to ensure children arrive at school in a timely manner. Students need to be in the classroom before the tardy bell rings. Morning bells ring at 7:15 and 7:30. Students must be in their classrooms, ready to begin instruction by the 7:30 bell.

- **Bus Riders:** In the event the MCS bus is late, students riding this bus will NOT be counted as tardy.
• **Car Riders:** Both parent AND student must come into the office when tardy. Once signed in, students will receive a tardy pass and proceed to class. Parents may not walk their children to class at this time.

**Change of address and phone number**
It is imperative that we have accurate records of our Vass-Lakeview families. We must have the most up to date information on your child's student record in case of emergency.

- **Phone Numbers:** At any time during the school year should any phone numbers change, please provide the office & teacher with this change immediately.
- **Change of Address:** Please provide the office with proof of domicile

**Emergency Contact Information**
Student safety is our top concern. An emergency contact card will need to be submitted ASAP. Parents/guardians are asked to determine an emergency contact for their children. The emergency contact will only be called when parents/guardians cannot be reached.

**Change of Emergency Contact**
In the event you need to change the emergency contact, please notify the school office ASAP. For the safety of your child, it is imperative that VLE has the most current and correct name, address, & phone number of your designated emergency contact.

**School Fees**
Each student has a $10 instructional fee. This is paid at the beginning of the school year to the student’s teacher. These fees assist with teaching supplies during the year.

**Vass-Lakeview Cafeteria**
Our goal is to provide students with a nutritious breakfast and lunch opportunity while at school. Students are **expected to keep lunch accounts current and up to date.** Payment for meals can be done daily, weekly, monthly, or by the semester. Student accounts can be kept current with cash, check, or online payments. When sending a check, write your child's name & lunch number on the check. Free and reduced-priced meals are available for families who qualify. **Families must complete the lunch form each school year to qualify for assistance.**

**Student Café Accounts:**
- Breakfast cost $1.25/day
- Lunch cost $2.50/day
- Café Menus are available on the Moore County website.
• Student accounts need to be kept current with money pre-paid to the account.

Vass-Lakeview Cafeteria Lunch Visitors
We welcome parents to join your children in the cafeteria for lunch. Each visitor must sign in at the office in order to receive a VISITOR’S PASS. It is good practice to verify with teachers and office staff that classes are running on their normal lunch schedule.

Parent Provided Snacks
Due to the risk of food borne illnesses and the potential for allergic reactions, Vass-Lakeview Elementary does not allow homemade foods to be served in a school setting. For students’ birthdays and other occasions, parents are asked to communicate plans with your child’s teacher, and if food is provided by parents for these occasions, only store bought items with nutritional labels attached should be brought in.
Teachers will determine snack time and procedures for their classroom. Please send in a healthy snack that is not messy, fruits, veggies, crackers, etc. are great choices. Students may also have a water bottle with water in the classroom throughout the day. Water helps us to keep the classroom environment clean from juice spills that interrupt learning. NOTE: Juice beverages are allowed at lunch.

Behavior Expectations
PBIS: Vass-Lakeview Elementary is proud to call ourselves a Positive Behavior Intervention & Supports school. Throughout our campus you’ll see a matrix that explains all of our expectations for student behavior. Ask any staff member if you have questions about PBIS. See brochure included.

Bullying Policy
Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: emotional, physical, and relational. Bullying may include, but is not limited to verbal taunts, name-calling, implied or stated threats, and exclusion from peer groups. Bullying can occur in person, or through social networking, texting, blogging, and the internet.
Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school. Moore County Schools also has a bullying/safety hotline. Feel free to call at 910.947.5061 or online at http://www.ncmcs.org/Page/6314
**Dress Code Policy**

Students are expected to wear appropriate clothing for the educational setting. This ensures the safety of all students and prevents distractions from the learning environment. Appropriate clothing is defined by these guidelines:

1. Decency
2. Neatness
3. Cleanliness
4. Safety
5. Suitability for school

Examples of inappropriate or unsafe clothing include:

1. Hats, bandanas, or other head coverings
2. Short shorts & skirts
3. Shirts and pants must cover undergarments.
4. Tank tops with spaghetti straps, see through shirts, bare midriff shirts are unacceptable
5. Clothing with advertisements that are inappropriate including:
   - vulgar/suggestive art, illegal substances, cigarettes, alcoholic beverages, etc.
6. Sunglasses or jewelry that distracts

**Car Riders**

Please adhere to the following guidelines when dropping off and picking up your children. All car rider families will be issued a NAME CARD. Your CAR RIDER NAME will need to be clearly displayed in the driver’s side windshield. Car rider flow map provided.

- **Drop Off: all grades**
  1. Students may arrive at school no earlier than 7:05. We ask for your partnership with student safety and wait for a staff member to help your child out of the car in the drop off line.
  2. Stay in line and follow the directions provided by the drop off staff.
  3. Do not leave cars unattended. If you need to come in, please park your car in the adjacent lot and walk in.

- **Pick Up Procedures:**
  1. Stop your vehicle at the designated spot to have your car rider name read.
  2. A VLE staff member will direct you to a Cone Station (1-5).
  3. Staff members will load children into car.
  4. Fasten all seatbelts.
Gate Times

The James Street gate will be locked from 7:45AM until 2:00 PM Monday through Friday.
This gate closing is to insure safety for our 5th graders and preschoolers who are stationed in other buildings on campus. Check the sign as you come in to see times.
The Holly Street gate will be open from 7:45 AM until 2:00 PM Monday through Friday.
All visitors should use this gate during the school day and park in the visitor parking spaces.

Transportation Changes
Please send a note with your child concerning any change from the normal dismissal transportation and tell him/her to give the note to their teacher. Without written notification students will go home in the manner indicated by parents at Open House.

In the event of an emergency, parents may call the office prior to 2:00. Please note, we cannot ensure changes after 2:00 PM. Students must ride their assigned bus, they will not be allowed to ride on a bus they have not been assigned to ride.

Communication Methods
Good communication between all stakeholders at Vass-Lakeview is foundational to a strong partnership. Your children will take an active role in the communication process by delivering their Communicator Folder and/or Agenda to you on a regular basis.

- In the folders you’ll need to be on the lookout for notes from teachers, PTA, and local community organizations. You can expect news, bulletins, student work, etc. to come home in the Communicator folder. Check your child’s backpack daily and look for this folder.

Connect ED Phone Messages
Prerecorded messages can be sent to your designated phone number. The messages are usually reminders of happenings at school and calendar events. However, this system may be used to notify parents of a more urgent matter, such as school closings, bus delays, etc. It is very important to make sure the front office has the most current phone number and email address for both parents, so that we may contact you when necessary.

Conferences
We believe that the educational success of your child is a joint venture between the school and home. Parent Teacher conferences will be held in order to provide an opportunity to open lines of communication.

1. Parent/Teacher conferences will be held on November 6th.
2. Discussion will revolve around student progress and goals.
3. Conferences can be requested by parents, teachers, or administration as the need arises and will be held at a mutually agreeable time.

**Emergency School Closings Communication**
If a decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. MCS will post school closings on their website and as well as the VLE website. Parents will receive a Connect ED phone call.

**Please do not call the school for early closing information. This will tie up our phone lines.**
HELPFUL HINT: NO ANNOUNCEMENT MEANS SCHOOL WILL OPERATE ON A REGULAR SCHEDULE.

**Health & Wellness: Administration of Medication in school**
If your child must have medication of any type given during school hours, including over-the-counter drugs, a form completed and signed by a doctor must accompany the medication. Also, an employee must be authorized to administer any drugs or medication. Student must meet all of the following conditions:
1. A physician has prescribed the drug or medication for use by the student.
2. A physician has certified that administration of the drug or medication to the student during the school day is necessary to sustain the student’s attendance at school.
3. The student’s parent or legal custodian has filled out the necessary paperwork that includes the doctor’s signature (over-the-counter medications require doctor’s signatures too).
4. The employee administers the drug or medication pursuant to the written instructions provided by the student’s doctor.
5. Students may self-medicate:
   • Prescription drugs with a physician authorization and apparent consent including inhalers and Epi-pens.

**Health & Wellness: Nurse’s Corner**
The school nurse is located in the front office area and is available on a daily basis throughout the week. The nurse is available to administer medication, monitor students with chronic health problems, communicate with parents, and provide support for parents and students in regards to health and wellness. When available the nurse will also check and monitor students who become ill or injured while at school.
1. For cuts/scrapes- soap, water, and clean bandages will be used. First aid spray and other ointments CANNOT be used.
2. School Emergencies: When your child is sick or injured at school, we will contact you. If your child is taken to the doctor/hospital as a result of an incident at school, please notify us immediately.
Health and Wellness: Lice Policy
Lice and Nits Policy - A copy of our policy will be sent home and our school nurse will answer any questions if necessary.

MCS Board Policy 6911 CONTROL OF LICE AND NITS: It shall be the policy of the Moore County Board of Education that students who have deduculosis capitis (head lice and nits) must be kept out of school until they are effectively treated. The principal may request medical advice or require appropriate medical documentation to determine whether a student has been effectively treated.

Health and Wellness: Ticks
According to Health Department’s recommendations, teachers are allowed to remove ticks at school. Parents are notified by telephone if a child has a tick that is attached. If parents cannot be reached by phone, the tick will be removed and a note will be sent home that day.

Homework
Why do we need a homework policy?

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Homework is a worthwhile use of time outside regular school hours to practice, maintain, complete, make up, or enrich classroom activities.

Guidelines:

Research shows that 10 minutes of homework for every year a student is in school is the Maximum acceptable:

- Grade K: 10 minutes
- Grade 1: 10 minutes
- Grade 2: 20 minutes
- Grade 3: 20 minutes
- Grade 4: 25 minutes
- Grade 5: 45 minutes

These guidelines are a maximum time allowed. A teacher may assign less/no homework.

With approval of administration, teachers may exceed the maximum minutes for homework (projects)

Homework will be considered as part of the total learning process and will be monitored by the teacher.
Parent Responsibilities:

- Read and discuss homework with your child
- Provide an appropriate time and environment for learning
- Promptly communicate any questions or concerns regarding homework to your child’s teacher
- Develop a routine that ensures:
  - All assignments and materials are brought home
  - All assignments and materials are returned to school on time
  - The student has an organized means of keeping and carrying homework

Student Responsibilities:

- Make sure you understand the assignment before leaving school
- Take home all necessary materials to complete assignments
- Arrange with your parents for a place to work
- Do homework with minimal parent help
- Complete homework on time

Lost and Found
Clothing and personal items that are brought to school should be labeled with the child’s name. Found articles are turned into the School Lost and Found bins or hung on the rack. Unlabeled or unclaimed property is donated to a local charity at least twice a month.

Mascot/Colors
Vass-Lakeview’s mascot is the eagle. Our colors are navy blue, white and yellow.

Non-discrimination policy
It is the policy of Moore County Schools and Vass-Lakeview Elementary School not to discriminate against any qualified disabled person solely by reason of his/her disability, in admission, or access to, or treatment in, any program, or activity sponsored by the school. Inquiries regarding compliance to the policy should be directed to the principal.

Pets at School
Because of the number of students with allergies or asthma and the possibility of disease transmission, pets at school are discouraged. In the event that a teacher would like a student to bring a pet to school for a curriculum-related event, the following must occur:

1. Pet visitation must be pre-approved by the Principal
2. Parent must provide the school with documentation of recent pet vaccinations (rabies), if applicable
3. Parent must provide transportation to and from school. No pets can be taken on a bus.

**Report Cards**
Report cards will be issued after the end of each 9-week grading period. The purpose of report cards is to keep parents up-to-date on their child’s academic performance and work habits, and to enlist parents’ support and help as they work together with the school staff to improve educational opportunities for students. Please review the report card with your child and return the signed copy.

**Interim Report Dates:** September 20, December 4, February 21, April 29

**Report Card Dates:** November 1, January 24, April 1, June 5

**RETENTION/PROMOTION**
Retention and promotion recommendations are made by teachers after reviewing both the student’s classroom work and the student’s scores on the End-of-Grade tests for children in Grades 3-5 or the End of Year Assessments in Grades K-2.

North Carolina law says that the principal makes the final decision in promotion and retention decisions.

**SCHOOL HOURS**
- School Hours: 7:30 AM to 2:30PM
- Office Hours: 7:05 AM to 4:00 PM
- After School @ VLE: 2:30-5:30 PM

**VOLUNTEERS**
We accomplish so much at Vass-Lakeview Elementary through the dedication of our volunteers. If you are interested in helping at the school in any capacity, please contact your child’s teacher or an administrator about the various opportunities.

Moore County Schools has implemented a volunteer policy that will ensure the safety of all of our students. Volunteers are asked to complete a background check. Please see your child’s teacher or Mrs. Kristen Armstrong in the office for this form.
VLE TITLE I STATUS
As required by The No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our school to include, but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child’s teacher and/or assistant
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- The school’s written parent involvement policy
- Moore County Schools System Report Card

As required by The No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our school to include, but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child’s teacher and/or assistant
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- The school’s written parent involvement policy
- Moore County Schools System Report Card
- School Report Card

Title I Annual Meeting – All Title I schools are required to “convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part.”