

# **Student Handbook**

## **2020-2021**

**Jessica Adams, Principal**

**Joshua Shelton, Assistant Principal**

**“The ability to READ, WRITE, and ANALYZE; the CONFIDENCE to stand up and demand JUSTICE and EQUALITY; the qualifications and connections to get your foot in that door and take your seat at that table - all of that starts with EDUCATION.”**

**-Michelle Obama-**

VENA STUART ELEMENTARY SCHOOL

Vena Stuart Elementary School  
780 Hart Street  
Gallatin, TN 37066  
615-452-1486  
615-451-5281 fax  
**Hours 7:30-2:30**

<http://vse.sumnerschools.org>

Sumner-bus.com (For transportation information)  
Transportation Dept. 615-452-1520

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**WELCOME TO: Vena Stuart Elementary**

Vena Stuart Elementary is a school where children can grow from Kindergarten until they are ready for middle school. Our objective is to teach concentrated academic skills while helping students develop responsible behavior and effective decision-making skills.

As a parent, you are a valued member of the team required to make your child's school experience a success. Parents are invited to help as school volunteers, accompany classes on field trips, serve as room parents, help with events at Vena Stuart, or participate in the Parent Advisory Committee or School Planning Team. Please let us know how you would like to help.

Your help at home providing a quiet place to do homework, listening to your child read, reading to them, providing the stable home life your child needs, and ensuring regular school attendance go a long way toward ensuring success at school.

We look forward to a close relationship with you and your child. Please familiarize yourself with this handbook, as it is intended to help you get to know the school and how it works. Call your child's teacher or a member of the administrative team if you have any questions regarding school procedures or your child's progress. If we can help you in any way, please let us know.

Sincerely,

Jessica Adams, Ed.S., Principal  
Joshua Shelton, Assistant Principal  
Vena Stuart Elementary

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**REGISTRATION**

Children enrolling in Kindergarten must be five (5) years of age by August 15th. All Tennessee children must complete Kindergarten prior to entering 1<sup>st</sup> grade.

An official State of Tennessee Immunization form signed by a health care provider (doctor or Health Dept.) must be given to the school prior to attending. **Children who do not have the official state form will not be permitted to attend school.** Those children moving to Tennessee from another state must present the TN form before attending. There will be a two-week grace period granted, and then children will not be allowed to attend school until all official documents are received by the school. Forms may be obtained from your doctor or the Health Department.

A physical examination is required of all children attending public school for the first time. The physical examination section of the official State of Tennessee Immunization form must be signed by a health care provider (doctor or Health Dept.) and given to the school prior to attending.

The Sumner County Board of Education requires a certified copy of the birth certificate at the time of registration in a public school. This copy should have a state identification number at the top. A school copy will be made for the child's record.

All students who attend VSE must be zoned for VSE. Proof of residence may be requested at any time.

**Teacher requests cannot be guaranteed.** There are many circumstances (behavioral and academic) involved in creating class rosters for our school. Additionally, every teacher here will do their part to help maximize your child's learning and positively influence their education.

**CHANGES TO STUDENT INFORMATION**

The information you provide on your child's registration document as well as in Skyward is the primary source of information used by the school to contact you in the event of emergency. Please notify the school immediately if there is a change in your address, telephone number, custody or person to contact in an emergency. This information is very important in the event your child becomes ill, injured, or school is dismissed early. For the safety of our students, if you have custodial papers, they must be filed in the office.

**VISITORS**

We value parent involvement and welcome you at VSE. Parents and visitors are invited to visit the school to have lunch with your child or attend special school/classroom activities. Please do not stop by the classrooms unexpected as instructional time is vital and should not be interrupted.

In order to maintain a safe and secure learning environment for your child, we expect all visitors to abide by the guidelines listed below. Please understand that these policies are in place to protect the environment in which we educate your child as well as many others.

1. All visitors will report to the school office when entering and receive authorization and a

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visitor's badge for your visit elsewhere in the building. All visitors must display a name badge for the duration of their visit.

2. A valid photo ID is required every time you visit the building.
3. Carrying a weapon on school property is a felony and will be addressed aggressively by this administration.
4. Smoking on school property (even while in your vehicle) is strictly prohibited.
5. Appropriate school conduct is expected of all visitors. Anyone acting otherwise will be asked to leave the building.
6. The use of profanity on school property will not be tolerated by any visitors.
7. All visitors must abide by the school dress code. If your attire is inappropriate, you will not be admitted to the building.

### SCHOOL HOURS

7:30 A.M. – 2:30 P.M. (K-5<sup>th</sup>)

### BEFORE SCHOOL

1. No child should arrive at school before 6:45 A.M.
2. Doors open and student supervision begins at 6:45 A.M.
3. Car riders are to be dropped off in single file line at the front of the school. In order to maintain safe and expedient dismissal, all students should exit their vehicle once the car has stopped beside the sidewalk. The entire length of the sidewalk is the drop-off zone. VSE employees are present on the sidewalk to supervise and ensure the safety of your child.
4. Students eating breakfast should report to the cafeteria immediately upon arrival. Breakfast will be served daily until 7:20.
5. All other students will report to the gym.
6. Students will be released from the gym at 7:20.
7. Students should not arrive at the classroom before the teacher.

### AFTER SCHOOL

1. K-5 students will be dismissed at 2:30 P.M.
2. All students must be picked up by 3:00 unless participating in an after-school activity or enrolled in afterschool childcare.
3. Please remain in your vehicle. Do not get out of your car and walk up to the car rider group. Please stay in line and we will escort students to your vehicle. **All vehicles picking up K-5 students should have your child's nameplate displayed on your dashboard.**
4. Students will not be released unless adults are listed on the Registration form and in Skyward and anyone picking up students must have proper identification.

### VENA STUART SUPERSTARS

Vena Stuart operates an after school childcare program called Vena Stuart Superstars. You may contact our director for information regarding hours of operation and cost of care at 615-451-6566. Our childcare program is officially licensed by the State of Tennessee.

### REPORT CARDS/PROGRESS REPORTS

Standards-Based Report Cards are issued at the end of each nine-week grading period. This report indicates all academic grades and other pertinent information. Please sign your child's

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report card and send it back to school the next day.

All teachers will send home 4 ½ week progress reports. Some may send home daily reports. Your child’s teacher will provide that information at the beginning of the school year.

You may also check your student’s progress through **Skyward**.

**PARENT CONFERENCES**

The Sumner County calendar includes one day, September 21<sup>st</sup>, set aside specifically for Parent Teacher conferences. If you would like to set up an additional conference, teachers would be happy to do so. Be sure to send a note, e-mail, or call the school office to arrange an appointment. Teachers may schedule appointments before or after school or during their planning time as available. Please know that Mr. Shelton or I would also be happy to meet with you to discuss your concerns. Calling the school office or sending us an email to request a meeting will help prevent wait time you may experience.

**STUDENT ATTENDANCE K-12**

For complete information refer to Sumner County Board of Education JB K-12

**For absences of a full or part day to be considered excused**, a written note from the parent, guardian or doctor must be provided. For illness or hospitalization that exceeds ten (10) consecutive days homebound instruction should be applied for by the parent/guardian after the first five (5) days. **Unexcused absences** are absences which are not verified, or which do not meet valid reasons for absence. All out of school suspensions are unexcused. To ensure regular student attendance and compliance with Tennessee state law, Sumner County Schools maintains an aggressive attendance policy. Upon the third unexcused absence, we will request that you attend a meeting to discuss ways in which we can help your child’s attendance improve. Upon the sixth unexcused absence, a referral will be made to the SCS Attendance Department for truancy per SCS policy and Tennessee state law.

Please try to make all doctor and dentist appointments after school hours. Students who have an excessive amount of tardies/early dismissals, though counted present for the day, will not receive credit for Perfect Attendance and may be subject to referral to SCS Attendance Department for truancy.

Every parent/guardian or other person residing within the State of Tennessee and having control or charge of any child or children between the age of six (6) and seventeen (17) years, both inclusive, shall cause such child or children to attend public or non-public school, and in event of failure to do so shall be subject to penalties.

Because Sumner County Schools have a fall break, Christmas break, and spring break, family trips, mission trips, and vacations that occur during school will be unexcused. Please join us in protecting the education of your child by ensuring they attend school every day, are on time, and stay in school for the full day.

**TARDINESS AND MAKE UP WORK**

Promptness is very important. Students are **expected** to arrive on time and remain for the full day.

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Students will leave the gym at 7:20 A.M exiting to their classrooms. Direct instruction for your child begins every morning at 7:30A.M and it is imperative that all students are present and settled in to begin their day. Students arriving after 7:30 must get a tardy slip in the office.

**Because it is very disruptive when students come into class late, we ask that families adjust their schedule so your child can be in the classroom no later than 7:30.**

If the student has been absent for 3 or more consecutive days, a parent may call the school to request the student's make up work. When requesting student work, please call the school before 10:00. If you call to request, please make sure you come pick it up and make sure your child completes the assignment.

### **EARLY DISMISSAL**

If a student needs to leave school early due to illness or for a doctor's appointment, a parent or other designated adult must come to the office to sign the child out. Students who have an excessive amount of tardies/early dismissals, though counted present for the day, will not receive credit for Perfect Attendance and may be subject to referral to SCS Attendance Department for truancy. Students will not be called out of class until a parent or other designated adult is here to pick them up. You may NOT call ahead to have them waiting. **Any person taking your child from school must be listed on your child's registration card. They will be asked to show proof of identification.**

### **INCLEMENT WEATHER DISMISSAL**

There will be an Inclement Weather letter on file in your child's classroom so that in the event of early dismissal due to weather your child's teacher will know what to do. Remember – keeping dismissal the same as a normal day will help ensure that your child gets home without confusion. Information concerning school closings will be reported on all local news media and announced through SchoolCast from the SCBOE. School administration learns of school closings through these news agencies just as you do. In the event Sumner County Schools close for inclement weather the school office cannot and will not call parents to inform them of such decisions.

### **GENERAL RULES**

The following school rules are in effect for the safety of students, personnel, and visitors. Our goal is for students to receive the maximum benefits from each school day. These rules apply to all students:

1. All hallways are "quiet" zones and students will use "hallway" hands.
2. Every student in school will follow the instructions of all teachers and assistants at all times and in all places.
3. All adult school staff members will be addressed as Dr., Mr., Mrs., Ms., or Miss.
4. Students should not bring any items that are dangerous or appear dangerous. (This includes knives or any other weapon.)
5. VSE will maintain a hands-off policy. There will be no fighting of any nature at school.
6. Students may not trade, sell, or purchase items from other students at school. **(The school will not be held responsible for belongings if this rule is broken.)**
7. No student will leave school without proper office check out.
8. Running in halls, classrooms, or cafeteria will not be permitted.
9. There will be no loitering or playing in the restrooms, parking lots, or school grounds. All

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students must be out of the building by 3:00 unless under the direct supervision of a teacher.

10. Students should not bring any type of TOYS to school. If these items are brought to school, they will be kept until the last day when a parent may come to collect them.
11. Students may possess personal communication and/or electronic devices, such as, but not limited to, cell phones, tablets, portable music players, and smart wearables/watches, while on school property. However, the personal communication device must be powered off and must be kept in a backpack, purse or similar personal carry-all and may not be used during school hours.
12. Backpacks, lockers, and other storage areas, containers, and packages brought into the school by students or visitors are subject to search for drugs, drug paraphernalia, weapons, or for any property that does not belong to the student.
13. Students will not be called to the phone unless it is an emergency. Students **may not** use the office telephone without permission. Calling home for forgotten homework or to ask permission for a friend to come over is not an emergency.
14. School property is for the benefit of students, both present and future. Proper care of school property simply means a better education for you and others. **Both students and parents are legally responsible for the abuse of school property.** Parents will be asked to pay for damage to school property.
15. Student shall not use or possess electronic cigarettes or tobacco products, illegal drugs, or prescription medications in any form while on school property, attending or participating in a school-sponsored event, while on school buses to and from school, or on school buses to and from school-sponsored events.
16. Students will be expected and required to use appropriate language. Any student using profanity or inappropriate language will be disciplined accordingly. Profanity will not be tolerated at VSE.

### **BUS RULES**

All pupils are under the authority of the bus driver. According to the regulations of the Sumner County Board of Education, students **MUST** obey the driver and the rules! Failure to do so can result in a student not being permitted to ride a school bus. All students who ride school buses should ride the same bus every day. Students will not be permitted to change buses unless the parents change their residence. Proper school behavior extends to the bus as well. **Riding a bus is a privilege.**

Disciplinary Action, which may include **SUSPENSION FROM THE BUS**, may be taken toward students who break rules:

1. Disorderly conduct
2. Use of improper language or disrespect to the driver
3. Out of seat when bus is in motion
4. Refusal to obey driver's directions
5. Head or arms extending from the bus
6. Tampering with bus parts
7. Unnecessary noise
8. Scuffling or fighting
9. Other causes as they may arise

Students who are written up on a bus will receive a verbal warning; any additional write ups



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will result in after school detention and/or bus suspension determined by the school administrative team.

Students who are suspended from riding the bus a total of 3 times can be permanently suspended from bus transportation.

**Transportation's Phone Number: (615) 452-1520**

**GYM AND PLAYGROUND RULES**

1. Elementary students must wear tennis shoes on Physical Education class day.
2. If you have an illness/injury and cannot participate in P. E. class, please send a note signed by a parent or doctor.
3. All playground equipment should be used as intended and should not be purposely misused.

**LUNCHROOM BEHAVIOR**

1. Proper behavior and manners are to be exercised at all times in the cafeteria.
2. Students must follow the directions of the lunchroom duty monitors.
3. Students may not bring sodas in lunches from home.
4. Only family members may eat in the cafeteria with students. Students are not allowed to bring friends to the side tables to eat lunch with their family.
5. Food from restaurants (McDonald's, Subway, Sonic, etc...) is not permitted in the cafeteria. If you wish to eat with your child (and we do encourage this), please purchase a school lunch or bring a sack lunch from home.

**ADDITIONAL RULES DISCLAIMER**

The items outlined in this handbook represent most of the important rules and regulations that help govern Vena Stuart Elementary School. These rules and regulations will be reviewed and revised on a periodic basis. Other problems or matters not covered in this handbook will be handled in a manner the administration and faculty deem appropriate or necessary. New School Board policies may override rules and regulations stated in this handbook.  
Vena Stuart Student Dress Code

**DRESS CODE**

Dress will be reasonable and in good taste for school environment. The principal or teacher will determine the definition of the above. All students must follow the following standards of dress, but this does not necessarily constitute all standards of dress that students must abide by while attending school. In addition, parents and visitors must be within the guidelines of this dress code in order to gain access to the building.

1. Clothing worn by girls or boys must fit properly. Clothing should not be too short, too tight, too large or baggy/sagging. Students with sagging pants will be provided a change of clothes that fits or provided with a belt. If there is no belt available, students' belt loops can be tied together to prevent sagging.
2. Leggings may not be worn without appropriate length top/dress (finger-tip length)
3. Jeans with holes above the knee are not appropriate for school.
2. Girls may not wear bare midriff, strapless dresses or tops, or spaghetti strap dresses/blouses of any type. This includes halter tops.
3. Shorts or skirts must be LONGER than fingertips when hands are at sides.

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5. Clothing with advertisements for tobacco, alcoholic products, suggestive slogans, racial connotations, violence, or gang related items are not permissible.
6. Slides, flip-flops, backless, or cleated shoes are not permissible for boys or girls. Sandals with back straps are permitted. Students may not wear high heeled shoes or platform shoes. Students may not wear shoes with wheels in them.
7. Hats/caps are not allowed to be worn to school except on special Hat Days granted by principal.
8. Excessive jewelry, extreme hair color or tattoos are distracting to the teaching and learning process and are not allowed at school.
9. Students wearing clothing that offends others may be provided with alternate attire from the office or will be asked to turn their shirt inside out for the remainder of the day.
10. Students in grades K – 4 are not permitted to bring pocketbooks or purses to school. Fifth grade students may bring a pocketbook if it does not interfere with behavior.

**ADMINISTRATIVE CONSEQUENCES:**

Willful and persistent violations of school rules will be dealt with immediately through the use of various disciplinary consequences. These consequences are issued following classroom interventions and administrative warnings. Students receiving administrative consequences are made aware of their inappropriate behavior. The following table identifies some examples of consequences and the purpose of each action.

<b>Administrative Consequence</b>	<b>Purpose</b>
Detention	Provide student additional time outside of the learning day to work off misconduct.
Isolation	Provide students with an alternative learning environment through isolation. Students must complete assignments and demonstrate appropriate conduct to earn the right to return to the classroom.
Out-of-School Suspension	The most serious offenses will be handled through OSS.
Appearance before the Disciplinary Board	Students with willful and persistent misbehavior or zero tolerance actions may be referred to the Disciplinary Board for placement at the RT Fisher Alternative School.

**BOTTOM LINE OFFENSE:**

A bottom line offense will be issued to any student for violations of rules related to inappropriate language, physical contact to students (fighting), direct disrespect to various authority figures, damage to property, or any other conduct determined to threaten the safety of the learning environment.

**POSITIVE REINFORCEMENT:**

The key to a successful disciplinary system is to highlight the respectful, responsible, and appropriate conduct of students. Positive reinforcement is individualized according to grade level. Positive office visits and phone calls home

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as well as extra privileges can be earned by students exhibiting exemplary behavior and/or academics.

**TENNESSEE CODE ANNOTATED 49-1309**

Any principal or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school or truancy;
2. Immoral or disreputable conduct or vulgar or profane language;
3. Violence or threatened violence against any person or any personnel attending or assigned to any public school;
4. Willful or malicious damage to real or personal property of any person attending or assigned to said school;
5. Inciting, advising, or counseling of others to engage in any of the acts, herein before enumerated;
6. Marking, defacing, or destroying school property;
7. Possession of a pistol, gun, or firearm on school property;
8. Possession of a knife, etc., on school property.
9. Assaulting a principal or teacher with vulgar, obscene, or threatening language;
10. Unlawful use, possession, or distribution of barbitol or illegal drugs;
11. Any other conduct prejudicial to good order or discipline in any public school.

**ADA Coordinator                      Title VI & Title IX Coordinators                      Section 504 Coordinator**

Ms. Norma Dam	Ms. Katie Brown (if student to student)	Ms. Selena Elmore
	Mrs. Naomi Aitchison (if adults are involved)	

**CAFETERIA PAYMENT POLICY**

Students may only charge lunches for two consecutive days. This is a county policy. Please send money in promptly. Payments to the cafeteria can be made by sending cash or checks on Monday of each week to the cafeteria manager. Please put money in an envelope with student’s name, amount enclosed, and purpose of the money on Monday of each week to give to the cafeteria manager. Make checks payable to VSE Cafeteria. Prepayments can be made using a credit card online through [WWW.MEALPAYPLUS.COM](http://WWW.MEALPAYPLUS.COM). If paying lunch fees with a credit card at [www.mealpayplus.com](http://www.mealpayplus.com) a small fee of 4.75% of the lunch payment will be charged. To create an account, you must use your student’s 7-digit student ID number. The student ID number can be found on a student’s report card or class schedule. The school encourages students to pay for their meals by the week or by the month. To check your cafeteria account balance or if you have any questions about the cafeteria please contact the cafeteria manager.

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### **SNACK**

If a teacher chooses to have a snack time during the day, we ask that parents send a healthy snack. Do not send candy for snack. It is also at the discretion of teachers to allow drinks/water bottles in classrooms.

### **TEXTBOOKS**

Textbooks are issued by the school for the time needed. Any textbook or library book abused, damaged, or lost, must be paid for by the student to whom it was issued.

### **LIBRARY**

The Vena Stuart Elementary School Library supports lifelong learning by promoting reading and literature appreciation, teaching information literacy skills, providing access to a wide variety of intellectual resources and fostering critical thinking and independent learning. The library's goal is to provide a comfortable, friendly atmosphere in which students can conduct research, study, and read for both academic learning and personal enrichment.

### **CRISIS PLAN**

Vena Stuart Elementary School maintains a crisis plan on file in the office and in every classroom in the case of an emergency. Students and employees practice this plan regularly. In the event of an emergency, the safety and security of your child is our first priority.

### **HEALTH**

If a student is injured outside or in the classroom, emergency first aid will be administered. We are not allowed to remove splinters or treat infections, sore throats, and stomachaches. We cannot remove ticks. Superficial wounds will be washed with soap and water and covered with Band-Aids when necessary.

### **MEDICATION**

According to board policy, ALL prescription and non-prescription medication will be kept in the office for dispensing purposes. All medications must be turned into the school nurse in the original packaging, with the correct medication form filled out by the parent; prescription medicine must be accompanied by doctors' orders. The school does not provide any medications for student use.

Non-prescription medication will not be given to a child unless the parent fills out the form for non-prescription medications and provides the medicine in the original container.

Prescription medication that must be taken at school can only be given after the parent fills out and signs the prescription form and physician's signature is obtained. The container must have a pharmacy label. If a child is to receive a morning dose of medication, you must give that dose before school. Please do not call to ask us to give your child his/her morning medicine. The school will not administer antibiotics that are to be given 3 times a day. These are to be given before school, after school, and at bedtime.

### **LICE**

Since the issue of head lice surfaces occasionally, we ask that parents routinely check your child's head, especially if you see the child scratching frequently. If the school nurse or staff member have verified the presence of visible, live lice or numerous (5 or more) nits less than 1 cm from the scalp, a parent will be contacted to pick up the child. The child may return to school

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with proof of treatment with pediculicide product (head lice shampoo) AND determination by school nurse or staff member that there has been improvement since the parent/guardian was notified and there are no visible, live lice.

### **MONEY**

K-5 students should not carry money to school except to buy meals, pay required fees, or buy supplies. **Money should be sent to school in an envelope with the child's name, teacher's name, and purpose of the money written on the envelope.** Money should be given to the teacher or turned in to the school office as soon as possible. Please send in correct change if paying in cash, the school office is not equipped to make change. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR MONEY LOST OR STOLEN ON SCHOOL PROPERTY.**

### **LOST AND FOUND**

All lost and found items are to be turned in or claimed through the VSE cafeteria. For the prompt return of misplaced items, we ask that you put your child's name on textbooks, folders, books, bags, jackets, lunch boxes, and any correspondence. Periodically all unclaimed lost and found items are given to charity.

### **PARTIES**

School parties for K-5 students will be determined at the beginning of the school year. The classroom teachers will provide parents with this information. Students who invite classmates to home parties may not pass out invitations at school unless ALL classmates are invited. Invitations that do not include all class members must be mailed.

### **BIRTHDAYS AND SPECIAL OCCASIONS**

Class parties will be held for Christmas, Valentine's Day and at the end of the school year. We do allow students to receive flowers and balloons on birthdays and special occasions. If you choose to send these items to your child, he or she will need to be a car rider on that day. They may not take balloons and flowers on the school bus. However, we ask that you not send flowers or balloons on Valentine's Day. Please have Valentine's Day deliveries sent to the student's home.

### **FIELD TRIPS**

When field trips are taken, parents may be asked to attend to help chaperone students. Students ride the bus to the field trip destination, and they must ride the bus back to the school.

Poor student behavior may prohibit a student from participating in a field trip. Poor, disruptive, or destructive behavior (to be determined by the teacher) during a trip may result in parents being called to come get the student from the trip. Inappropriate behavior on a trip may also result in consequences of not attending the next trip. Field trip costs for transportation and pre-paid events are not refundable.

All adult chaperones must provide their own transportation and may pay their own admittance. Siblings will be unable to attend Vena Stuart field trips. These school trips are designed for a specific grade level and should be used as an opportunity for parents to bond

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with their child's class.

### **LEAVING THE BUILDING**

At no time should a student be outside the building without permission. A student should only be in the parking lot if he/she has been dismissed from school. Students will not be allowed to retrieve books, supplies, etc. from their vehicles during school hours, unless they have written permission from a teacher or the office.

### **WAYS PARENTS CAN HELP**

1. Show interest in your child's learning at school and at home. **TALK TO YOUR CHILD.** Ask his or her opinion. Watch the news together. Talk about things of interest at the dinner table.
2. Ensure regular attendance and prompt arrival each day.
3. Talk with your child's teacher regularly – even if no problems are apparent.
4. Ask the teacher for specific suggestions regarding what you can do at home for your child.
5. Read to your child regularly. Research indicates that this is the single best predictor of school success.
6. Provide a quiet, orderly place for homework, away from the TV. Better yet, turn off the TV for a quiet time for everyone each evening.
7. Go places as a family where your child can be an active learner.
8. Praise your child's success.
9. Set a reasonable bedtime and **STICK TO IT!**
10. Be a learner yourself. Parents who love to learn are the best examples to pass on the love of learning to a child.
11. See that your child is in good health. Have eyes and ears checked by a professional.
12. Always be positive about your child's school experience, even if you didn't like school. Attitude is 50% of success. Best effort is the other 50%.



## Help Your Child Succeed in School: Build the Habit of Good Attendance Early

School success goes hand in hand with good attendance!

### DID YOU KNOW?

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

### WHAT YOU CAN DO

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Find out what day school starts and make sure your child has the required shots.
- Introduce your child to her teachers and classmates before school starts to help her transition.
- Don't let your child stay home unless she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

### When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

For more on school readiness, visit [attendanceworks.org](http://attendanceworks.org) and [reachoutandread.org](http://reachoutandread.org)

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OFFICE COPY

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(please sign and return this page)

The purpose of the student handbook is to inform students and parents/guardians of the rules and procedures of being a student at Vena Stuart Elementary. Please read the following handbook very carefully. Students are expected to abide by the accepted rules contained herein.

As the parent or guardian of this student, I have read the handbook and explained the polices/rules to my child. I understand that if my child violates any of the rules, school disciplinary action will be taken either by the teacher or by the principal.

STUDENT NAME (please print)\_\_\_\_\_

PARENT/GUARDIAN NAME (please print)\_\_\_\_\_

PARENT/GUARDIAN  
SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_