

# JAMES A. HEROD ELEMENTARY



## DISCIPLINE PLAN AND SCHOOL PROCEDURES

120 Odea Street  
Abbeville, La. 70510  
337-893-4258-- phone  
337-893-4275 -- fax  
Office Hours 7:20am – 3:30pm  
Student Hours 7:30am – 3:15pm

Lysonia Robertson  
Principal

Emily Broussard  
Assistant Principal

It is the professional belief of the staff and administration at Herod Elementary that discipline policies and school rules will assist in providing a safer, healthier and happier atmosphere for every child to learn. A school discipline policy can help prevent and control student behavior problems by informing students of the types of behavior that are expected or forbidden.

Before any teaching or learning can occur, classroom discipline must be established. To be effective, discipline must be consistent. If students are to cooperate with a discipline code, they must believe they will be treated fairly. An effective disciplinary program does not exist only in the classroom; it spreads to all areas of the school program including recess, cafeteria, assemblies, speech class, library period, music, band, hallways, P. E., resource room and restrooms. Therefore, every teacher is authorized to hold students to a strict accountability for any disorderly conduct in and around the school campus.

It is vital for students and parents to understand that what may be considered minor behavior at home can create a major issue at school.

## *Principal's Message*

*August 2021*

Students, Staff and Parents:

Welcome to the 2021-2022 school year! Our commitment at James A. Herod Elementary School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers, and inspired learners prepared to thrive in our ever-changing global society.

The Covid-19 pandemic has affected us all greatly. We completed last year in spite of all the Covid mitigation restrictions. This year we will continue to focus on helping our students receive the academic supports necessary to master priority skills despite the extended school closure we faced.

We ask that each of our students, parents, and teachers commit to doing whatever it takes to make James A. Herod a school of excellence and high academic achievement. It is everyone working together that will make our school an exceptional learning community. There is an old proverb that says, "It takes a village to raise a child". Parents, we are a part of your village. It is our goal to help you raise happy, healthy, productive citizens.

With a team approach, we will ensure your child's academic and personal success! I wish you all a wonderful and productive school year. Please do not hesitate to contact me to address any concerns. I am truly honored to serve as your principal.

Your partner in education,

Lysonia Robertson,  
Principal

# General School Policies

1. Students must respect all school property. Students will be responsible for paying for any losses or damages to school property.
2. Students **must walk** when going from one area to another. For the safety of all students, absolutely no running is allowed in the building.
3. Students are **not allowed to bring** toys from home, such as balls (all kinds), bats, radios, water guns, etc. Electronic devices (cell phones, smart watches, tablets, ipods, etc.) are **not allowed** on the bus or at school. The item(s) will be confiscated and the parent/guardian will be called to pick them up.
4. **Rolling backpacks or sneaker skates are not permitted.**
5. **Gum and sunflower seeds are not permitted** on school grounds or on the bus.
6. Restrooms and drinking facilities should be used during recess time. **If students need extra restroom privileges due to health reasons, a doctor's note must be turned in.**
7. Students cannot leave the campus during the school day unless picked up by a parent or someone authorized by a parent or legal guardian. All students who leave the campus **must be checked out in the front office.** Parents wishing to pick up students must **report to the office prior to visiting any location on the school campus.** All students must be checked out by **2:50pm** to ensure that dismissal runs smoothly.
8. Students are not to remove their shoes during recess or physical education.
9. Students should not bring valuable personal items to school. We are not responsible if these items are lost, traded or stolen.
10. Students are expected to be outdoors for recess on clear days. Students who need to remain indoors for health reasons must provide a parent/doctor's note to the teacher.
11. Students **are not permitted to bring visitors** to school unless special permission has been granted by the principal.
12. **Birthday parties are not permitted.**

## Arrival/Pick-Up Procedures

Students arrive at school no earlier than 7:30am. Duty teachers report at this time. Students must arrive at school between 7:30 and 7:50 am to eat breakfast.

### **Morning: (Drop off on the side of the cafeteria)**

When dropping off your child in the morning, cars need to remain in a single file line. Do not exit your vehicle. For the safety of our students, make sure that your child does not get out of the vehicle until instructed to do so. This is to ensure the safety of all students and persons in the parking lot. **Do not drop off students in the semi-circle driveway in front of school.** The circular driveway is for buses only. When dropping off children in the morning, all cars should go to the back of the line and form a single line. Parents cannot park to drop off students. All parents must remain in line.

### **Afternoon: (Pick up on the side of the cafeteria/covered area)**

When picking up your child in front of the cafeteria/covered area, **cars need to remain in a single file line.** Parents must pick up children along the side of the cafeteria/covered area in the afternoon. **No child should be picked up anywhere else.** Parent pick up ends at 3:20, so please be prompt. Habitual tardiness in picking up your child will result in the child being placed on the bus.

**Note:** Buses will pick up students in front of the multipurpose building in the afternoon only.

**NOTE:** If there is a change in the normal way that your child goes home please send a note in writing. The note must be verified and approved by the administrator. No phone calls will be accepted as permission to take an alternate method of transportation home. If we do not receive a note, the student will be sent home in the usual manner.

## Parish Attendance Policy

Elementary students must be present a minimum of one hundred sixty-six days per year to be eligible to receive credit for courses taken. An elementary student can miss **no more than twelve (12) days per year** and still be eligible to receive credit for courses taken. Exceptions will only be made in the event of a prolonged or chronic illness verified by a physician or other extenuating circumstances approved by the Child Welfare and Attendance Officer in consultation with the principal. Please refer to the Vermilion Parish Student/Parent Handbook.

## Arriving to School Late

The school day begins at 8:05 am. Students are expected to be prompt. Should a student arrive after 8:05 am, he/she must be signed in at the office by an adult. Habitual tardiness will be reported to TASC and the Child Welfare and Attendance Officer.

## Leaving School Early

Students leaving school prior to dismissal **must be signed out in the office by parents or authorized adults**. You must check your child out by **2:50pm**. Habitual checking out early will be reported to the Child Welfare and Attendance Officer.

## Requests for Homework

We encourage parents to request homework on the days their children are absent from school. Parents should call by 9:00am to give the teacher an adequate amount of time to prepare the assignments without interrupting valuable instructional time. Homework will be ready for pickup in the office daily at 2:30pm. If a parent is unable to pick up the assignments we encourage parents to allow the assignments to be sent home with a relative or a neighbor at the end of the school day.

## Make-Up Work

A student will be allowed to make-up work when absent. Students must bring an excuse immediately upon returning to school. Repeated tardiness or unexplained and/or unwarranted absences shall be reported to the Child Welfare and Attendance Officer.

## Medication

No student is permitted to take medication while at school unless a Medical Administration form has been completed by the parent and physician. This form must be signed by the school nurse prior to taking medication at school. Students are not allowed to bring or take over-the-counter medicine at school. Please refer to the Vermilion Parish Student/Parent Handbook for further advice regarding medication.

**If your child has a food allergy and needs an alternate meal, please meet with the cafeteria manager to complete the proper paperwork.**

## **Emergency Information**

The school must have a way to contact the parents or nearest relative of each child in case of an emergency. Please make sure that your child's teacher and the office have the correct information. If your contact information should change for any reason, please inform the school immediately. Parents going out of town should provide alternate contact information to the teacher in the event of an emergency.

## **Illnesses and Accidents at School**

Any student who is too sick to be in the classroom will be sent home. A student who throws up, has diarrhea or fever at school must be picked up and may not return to school for 24 hours. If a student is injured at school, he/she is to report to the teacher on duty, his teacher, or the secretary. If necessary, first aid is administered. Parents are contacted, informed of the accident and given the opportunity to check the injury or pick up the child. In a dire emergency, if parents or persons designated by parents cannot be contacted, every attempt will be made to secure medical services for your child.

## **Parent Teacher Conferences**

If a conference with your child's teacher is warranted, please make an appointment to meet with the teacher during non-instructional time. Teachers are available for conferences before school daily, during their planning time, and after school. All conferences should be scheduled ahead of time. Instructional time will not be interrupted to meet with the teacher.

## **Visitors**

All visitors must report to the office upon arriving at James A. Herod Elementary School. All visits to the classroom must have the approval of the principal. Visits must be purposeful and planned so as not to disturb instruction. All conferences should be scheduled by the teacher and parent during a time when instruction will not be interrupted. Visitors must park in the teacher's parking lot or one of the designated visitor spots in the front of school. Please do not block the parking spots in the front of school.

## **Student Insurance**

Low-rate group insurance is available to all students. The School Board does not assume liability for students who do not carry insurance, nor does it assume liability beyond the policy coverage for accidents involving students carrying the insurance.

## **Lost and Found**

Lost and found articles are placed in the office. A student must check with the secretary to claim any lost items.

## **Moving Out of the School Zone**

A family moving out of James A. Herod Elementary School's zone during the year must notify the office prior to departing. On the last day of attendance, the student or parent must return all books, pay all outstanding debts, and pick up a withdrawal form to take with them to the new school.

## **Firearm-Free Zone**

The 1992 Legislature passed Act 197 that defines a Firearm - Free Zone as an area inclusive of any school campus and within 1,000 feet of any such school campus, and within a school bus. The law provides that students or non-students carrying a firearm in a Firearm - Free Zone is unlawful, and is the intentional possession of any firearm on one's person, on a school campus, or within 1,000 feet of any school campus or on a school bus.

## **Smoke-Free Zone**

Due to the **Louisiana Smoke Free Air Act** smoking is prohibited in any school. This law imposes an absolute ban on smoking anywhere on school property.

## **Fire Drills / Tornado Drills / Lockdown Drills**

In order to prepare students to react in a safe and orderly manner in an emergency, scheduled and unscheduled drills are held regularly throughout the school year in accordance with the law.

## **Testing**

Louisiana has established a school accountability system designed to ensure a quality education for all students in the state of Louisiana. Each spring the LEAP test is administered to students in grades 3-5. Students also take benchmark tests periodically throughout the year to see how they are progressing. These tests are very important in helping us identify student academic needs and plan instruction to meet those needs.

# Grading Policy

Signed papers will go home to parents every Wednesday. They must be returned on Thursday signed by the parent. Please pay attention to your child's signed papers because they will help you to know how your child is doing in school. Progress reports will be sent home mid-nine weeks and report cards will be sent at the end of each nine weeks. Parents also have access to the Student Progress Center to monitor student grades.

Grading Scale	
A	93-100
B	85-92
C	75-84
D	67-74
F	0-66

**NOTE:** The policy affects only regular classes where grades of A, B, C, D, and F are assigned.

In grades 1-6 in subject areas where A, B, C, D, or F is not given, an **S** (satisfactory 100-75), **N** (needs improvement 74-67), or **U** (unsatisfactory 66-0) will be given.

## CRITERIA FOR NINE WEEK AWARDS

**Principal's List** - All A's in subjects that are graded (including Band)

**Honor Roll**- All A's and B's in subjects that are graded (including Band)

**Perfect Attendance**- Student has to be at school every minute of every day. No leaving early or coming in late

## END OF THE YEAR AWARDS

**Gold Medal** - 4.0 Grade Point Average (through the end of the 3<sup>rd</sup> nine-weeks)

**Silver Medal**- 3.5-3.99 Grade Point Average (through the end of the 3<sup>rd</sup> nine-weeks)

**Bronze Medal** - 3.0-3.49 Grade Point Average (through the end of the 3<sup>rd</sup> nine-weeks)

**Perfect Attendance**- Student has to be at school every minute of every day. No leaving early or coming in late

# Discipline Plan

Every teacher is authorized to hold students to strict accountability for any disorderly conduct in school, on the playground, or on the bus. Students are expected to exercise courtesy toward teachers, school personnel, and fellow students at all times. Procedures and expectations are established for the safe, orderly and respectful conduct of all students.

Parents and teachers please emphasize school expectations and students' responsibility in adhering to all school rules, policies, and procedures.

## Classroom Expectations

### Come prepared:

- Bring materials to school everyday
- Complete homework assignments

### Aim High:

- Try your best
- Set academic goals

### Take Responsibility:

- Complete all assignments
- Show positive behavior

### Show Respect:

- Keep hands, feet, and objects to self
- Speak nicely to peers and adults

## Specific Area Expectations

<p><b><i>On the Bus:</i></b> <u>Come prepared:</u></p> <ul style="list-style-type: none"> <li>· Be on time</li> </ul> <p><u>Aim High:</u></p> <ul style="list-style-type: none"> <li>· Follow all bus expectations</li> </ul> <p><u>Take Responsibility:</u></p> <ul style="list-style-type: none"> <li>· Stay seated and quiet</li> <li>· Hands and objects to self and inside bus</li> </ul> <p><u>Show Respect:</u></p> <ul style="list-style-type: none"> <li>· Use polite language</li> <li>· Respect self, others, and property</li> </ul>	<p><b><i>In the Cafeteria:</i></b> <u>Come prepared:</u></p> <ul style="list-style-type: none"> <li>· Wash your hands appropriately</li> </ul> <p><u>Aim High:</u></p> <ul style="list-style-type: none"> <li>· Follow all cafeteria expectations</li> </ul> <p><u>Take Responsibility:</u></p> <ul style="list-style-type: none"> <li>· Hold tray with two hands</li> <li>· Keep all food to self without sharing</li> </ul> <p><u>Show Respect:</u></p> <ul style="list-style-type: none"> <li>· Stay quiet in line</li> </ul>	<p><b><i>In the Multipurpose Area:</i></b> <u>Come prepared:</u></p> <ul style="list-style-type: none"> <li>· Book sacks in front and closed</li> <li>· Read a book</li> </ul> <p><u>Aim High:</u></p> <ul style="list-style-type: none"> <li>· Follow all multipurpose expectations</li> </ul> <p><u>Take Responsibility:</u></p> <ul style="list-style-type: none"> <li>· Sit facing forward</li> <li>· Nothing out except a book</li> </ul> <p><u>Show Respect:</u></p> <ul style="list-style-type: none"> <li>· Hands, feet, and objects to self</li> <li>· Stay quiet</li> </ul>
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<p><b><u>In the Hallway:</u></b>  <u>Come prepared:</u>  · Book sacks in front</p> <p><u>Aim High:</u>  · Follow all hallway expectations</p> <p><u>Take Responsibility:</u>  · Walk facing forward  · Walk on the tape</p> <p><u>Show Respect:</u>  · Hands, feet, and objects to self  · Stay quiet</p>	<p><b><u>On the Playground:</u></b>  <u>Come prepared:</u>  · Use the restroom  · Get water</p> <p><u>Aim High:</u>  · Follow all playground expectations</p> <p><u>Show Respect:</u>  · Keep hands, feet, and objects to self  · Use polite language</p> <p><u>Take Responsibility:</u>  · Use equipment safely  · Walk to and from the play area</p>	<p><b><u>In the Restroom:</u></b>  <u>Come prepared:</u>  · Wait your turn  · Flush and wash</p> <p><u>Aim High:</u>  · Follow all restroom expectations</p> <p><u>Take responsibility:</u>  · Use the restroom properly  · Report vandalism immediately</p> <p><u>Show Respect:</u>  · Respect privacy of others</p>
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**Minor** offenses include but are not limited to the following and will result in teacher intervention, a phone call home and/or consequences:

<ul style="list-style-type: none"> <li>● excessive talking</li> <li>● disrupting class</li> <li>● sleeping</li> </ul>	<ul style="list-style-type: none"> <li>● not completing assignments</li> <li>● off task behavior</li> <li>● willful disobedience</li> </ul>
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**Major** offenses include but are not limited to the following and will result in an immediate office visit, disciplinary consequences and a phone call to parents:

<ul style="list-style-type: none"> <li>● fighting</li> <li>● habitual minor offenses</li> <li>● stealing</li> <li>● possession or use of drugs, alcohol or tobacco</li> <li>● unauthorized use of technology</li> </ul>	<ul style="list-style-type: none"> <li>● bodily injury to another child</li> <li>● possession of a weapon</li> <li>● battery on an individual</li> <li>● leaving campus without permission</li> <li>● destroying or defacing property</li> </ul>
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Teachers will send home a classroom management plan that will include classroom policies, procedures, expectations, rules and consequences. It will be signed by both the parent and student indicating agreement to adhere to the rules. Once students have exhausted the consequences in the classroom, the school wide discipline plan will be implemented in the form of a major office referral.

Once a major referral is written, the student will be addressed about the behavior and will be given an opportunity to explain their behavior. Possible consequences include but are not limited to detention, in-school suspension (ISS), or out of school suspension (OSS). A student who has more than 4 out of school suspensions may be recommended for expulsion. Expulsion may also be recommended immediately for **MAJOR** offenses such as multiple fights or possession of drugs or weapons.

- A copy of the behavioral form will be sent to parents and kept on file with the homeroom teacher and the administrator. Disciplinary actions will be taken according to Vermilion Parish School Board policy.

## **Rewards**

In order to encourage and reward students who follow our school rules, rewards will be included in our school wide discipline plan. Giveaways, free dress days, and extra recess time, are just a few examples of the rewards we offer periodically throughout the school year.

PBIS parties will be held at the end of every nine weeks and at the end of the year. Students who have absolutely **NO** major office referrals may be invited to these parties.

## **Field Trips**

\*\* Field trips include: class trips, band day, spring concerts, physical fitness meets, etc.

\*\*Good conduct and safety is required on all field trips. Therefore, if a student has been suspended out of school, he/she cannot attend the field trip unless a parent/guardian (no other relative) goes with them. If a student has been suspended out of school two or more times, he/she cannot attend the field trip. If a student is not permitted to attend a field trip, he/she will sit in another teacher's room or in ISS until his/her class returns. The homeroom teacher will leave academic work to complete while the class is away.

\*\*Students with debts will not be able to attend field trips.

## **Final Note**

Education is a shared responsibility. In order to help create an atmosphere which encourages learning and fosters safety, it is necessary that parents support the standards of conduct established by the school. Our ultimate goal is to create an environment conducive to learning and academic success.



**JAMES A. HEROD ELEMENTARY SCHOOL**

120 ODEA STREET  
ABBEVILLE, LA. 70510

Phone (337) 893-4258

Fax (337) 893-4275



Lysonia Robertson  
Principal

Emily Broussard  
Assistant Principal

**Title I and Family Engagement  
School-Level Parental Engagement Policy**

**School year:** 2021-2022

**School:** James A. Herod Elementary

**Principal:** Lysonia Robertson

**Family Engagement Contact Person:**

**Date of Approval-** May 2021

**Date of Evaluation-** May 2022

**Mission Statement**

PAWS: Positive Attitudes + Academic Achievement + Wise Choices = Success

**Belief Statement**

The faculty, staff and administration of James A. Herod Elementary School believe in educating the whole child socially, emotionally, and academically. We are committed to improving student performance and striving for academic excellence and personal growth. We strive to provide a positive learning environment where students are successful because they feel safe and supported. Our main goal is improving the education of every child that walks through those doors.

# Parental Engagement Plan

- 1. When will our school hold annual meetings? The meetings are to be at convenient times and for the purpose of keeping parents informed about their right to be involved in school planning as well as their child's education process.**
  - A. Meet & Greet, Open House and Parent conferences held at the start of school session.
  - B. Testing meeting held prior to statewide standardized testing week
  - C. Conferences held when requested
  - D. School Building Level Committee Meetings will be held periodically throughout the school year.
  
- 2. How will we involve a diverse representative sampling of parents in an organized, ongoing way in the planning, review and improvement of Title I programs and all other programs beneficial to student support?**
  - A. Survey and Questionnaires
  - B. Meetings- School Improvement Team, Parental Involvement Committee, Parental Advisory Committee, PBIS committee, Lighthouse Team
  - C. Survey and Questionnaires
  
- 3. How will we offer meetings and training to help parents work with their children to improve their children's school achievement?**
  - A. Mini math and reading lessons demonstrated for parents
  - B. Workshops which include: Amazing Race, Testing Night
  - C. James A. Herod's School Newsletter
  - D. James A. Herod Elementary School website (<http://www.vrml.k12.la.us/herod/>)
  - E. Vermilion Parish School Board website (<http://www.vpsb.net/>)
  - F. Student Progress Center Website (<https://vpsd9.vpsb.net:8443/progress/>)
  
- 4. How will we provide parents with our school performance profiles and assessment results including interpretation of results?**
  - A. Letter with results sent home, written in "parent-friendly" language
  - B. LEAP individual Student Reports
  - C. Website information
  - D. State Report Card indicating school performances scores
  
- 5. How will we provide parents with a description of the curriculum and the forms of assessment used to measure student progress?**
  - A. Parish generated information sent home
  - B. Information from the State Department of Education
  - C. Parent meetings and workshops
  - D. James A. Herod Elementary School Website (<http://www.vrml.k12.la.us/herod/>)

- 6. How will we develop a home-school compact that involves the student, teacher, and parent?  
A plan to evaluate and revise must be included.**
- A. Parish generated compact sent home through the school handbook
  - B. Evaluations through questionnaires and personal interviews
- 7. When and how will we hold parent conferences? NCLB mandates this in the elementary grades.**
- A. Parent Conference day in the first quarter
  - B. As requested by the parents or teachers before, during or after school
  - C. Emails and/or phone conferences
- 8. How can we provide assistance to parents in interpreting and understanding the State Core Standards and benchmarks, the Louisiana Accountability System and state and local assessments?**
- A. Workshops and meetings
  - B. Brochures in “parent-friendly language”
  - C. Vermilion Parish School website (<http://www.vpsb.net/>)
  - D. State Department of Education website ( [http:// www.doe.state.la.us/IDE/index.html](http://www.doe.state.la.us/IDE/index.html))
- 9. How will we frequently report to parents about their child’s progress?**
- A. Weekly signed papers
  - B. Mid-nine weeks progress reports
  - C. Student Progress Center Website (<https://vpsd9.vpsb.net:8443/progress/>)
  - D. Report Cards
- 10. How will we provide opportunities for parents to volunteer on an on-going basis in the school?**
- A. Survey sent home enabling parents to sign-up for various activities
  - B. Announcement/notices sent home when help is needed
  - C. Open door policy allowing volunteers throughout the year
- 11. Describe how resources and services are shared and coordinated among families, schools, and the community to ensure student learning and growth.**
- A. Career information opportunities
  - B. Adopt-a-school programs
  - C. DARE
  - D. Guest Speakers
  - E. Field Trips
- 12. How can we ensure, to the extent possible, that information related to school and parent programs are sent to the home of students in an understandable language and format?**
- A. As needed, materials will be sent home in the family native language
  - B. Translations offered upon request
  - C. ELL survey to identify families

**13. Describe how parents are involved in the decision regarding how funds are allotted for parental involvement activities.**

- A. When funds are available, parents of the committee are surveyed formally and informally to provide parental input.
- B. Input from members of the PBIS committee which includes parental participation.

**14. How do we ensure our school climate is inviting and welcoming to ALL families?**

- A. Positive and welcoming signs at the entrance of the school
- B. Warm and friendly greetings when entering the school
- C. Family information bulletin board near the front office of the school
- D. Everyone welcome to join and participate in a volunteer capacity
- E. Clean, attractive and clutter free entrance and waiting area

**15. How do we identify and address barriers to family engagement?**

- A. Surveys
- B. Evaluations after each activity
- C. Opportunities to visit socially
- D. Provide childcare during meetings and workshops

**16. Describe how parents play an active role in school decisions, governance, and advocacy.**

- A. Different cultural recognition activities throughout the year
- B. Meet and Greet at the start of school year
- C. Family bulletin board
- D. School Pride items such as t-shirts, sweatshirts, etc.
- E. Newsletter or newspaper spotlight

This parental engagement policy may be translated at the request of any non-English speaking parent.

**The following persons participated in the development of the James A. Herod Elementary School Parent Engagement Policy for 2019-2020:**

**School Personnel:**

Lysonia Robertson – Principal  
Emily Broussard – Assistant Principal  
- Counselor

**Parents:**

Alicia Phillips  
India Romero



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 Principal

Emily Broussard  
 Assistant Principal

Dear Parents/Guardians/Grandparents:

Volunteers are needed to assist in different areas of Herod Elementary School. If you are available and would like to volunteer, please check the area of your preference, sign, and return this form to your child's teacher. Someone from school will contact you when the need for your assistance arises.

<input type="checkbox"/>	Copy, laminate, and cut out materials for teachers	<input type="checkbox"/>	Volunteer substitute for a teacher
<input type="checkbox"/>	Work in the library	<input type="checkbox"/>	Vision and Hearing Screening
<input type="checkbox"/>	Chaperone School sponsored activity (field trips, etc.)	<input type="checkbox"/>	School Incentives/Parties
<input type="checkbox"/>	Fundraisers	<input type="checkbox"/>	Teacher Appreciation Week
<input type="checkbox"/>	Book Fair	<input type="checkbox"/>	Other

Your Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Grade: \_\_\_\_\_ Child's Homeroom Teacher: \_\_\_\_\_

Days of the week I can help: \_\_\_\_\_M \_\_\_\_\_T \_\_\_\_\_W \_\_\_\_\_Th \_\_\_\_\_F

Time of day I can help: \_\_\_\_\_AM \_\_\_\_\_PM \_\_\_\_\_ All day



## Supply Lists

### 3<sup>rd</sup> Grade

- 5 plastic folders with prongs and pockets - 1 red, 1 blue, 1 yellow, 1 black, 1 green
- 2 packs of wide-ruled loose-leaf paper
- 3 marbled composition notebooks
- 4 skinny, black dry-erase markers (for student use)
- 1 box of crayons (24 count)
- 1 box of colored pencils
- 1 pack of markers
- 4 yellow highlighters
- 72 Yellow pencils (2 pencils per week = 72 pencils) (**NO MECHANICAL PENCILS**)
- 4 packs of bar erasers
- 1 pair of scissors
- 6 glue sticks
- 1 canvas pencil pouch with binder holes
- 2 Headphones or ear buds \*for use in each class
- 3 boxes of Kleenex
- 1 container of hand sanitizer

Wish List--- These items are not required, but would be greatly appreciated: Disinfectant wipes, extra hand sanitizer, paper towels, extra Kleenex, Ziploc bags (quart and gallon size), copy paper, cardstock paper, and sticky notes.

\*\* Students who bring items from the Wish List will be granted a Free Dress Pass.

### 4<sup>th</sup> Grade

- 1- 1 inch 3-ring binder (Clear cover, no larger please)
- 6 plastic and pronged pocket folders ( 2 red, 2 blue, 2 orange)
- 1 package dividers
- 5 packs loose leaf paper
- 1 pack of Sticky notes
- 1 pack of sheet protectors (25 count)
- 1 pack of 5x7 ruled index cards
- 1 pack of half-sized poster board sheets
- 3 marbled composition notebooks
- 1 package black dry erase markers
- 1 box of crayons
- 1 package colored pencils
- 1 package highlighters
- 5 packages #2 pencils (**NO MECHANICAL PENCILS**)
- 3 packs jumbo erasers
- 1 pair of scissors
- 1 bottle of glue
- 1 canvas pencil pouch with binder holes
- Headphones or ear buds for personal use -must last entire year or be replaced when broken
- 3 boxes of Kleenex
- 1 container of hand sanitizer

Wish List--- These items are not required, but would be greatly appreciated: Disinfectant wipes, extra hand sanitizer, paper towels, extra Kleenex, Ziploc bags (quart and gallon size), copy paper, cardstock paper, and sticky notes.



\*\* Students who bring item granted a Free Dress Pass.

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## Supply Lists cont.

### 5<sup>th</sup> Grade

- 4 Plastic Folders with prongs  
1 Red, 1 Blue, 1 Yellow, 1 Orange
- 2 packs of Loose Leaf Paper- wide ruled
- 1 packages of Sheet Protectors (25 count)
- 3 Marble Composition Notebooks
- 1 pack of 5x7 ruled index cards
- 5 packs of 24 count pencils (NO MECHANICAL PENCILS)
- 1 package of dry erase markers
- 1 package of washable markers OR colored pencils
- 1 package 4 multi-color highlighters
- 1 package of pink bar erasers
- 1 package of 4 glue sticks
- 1 pair of scissors
- 1 canvas pencil pouch with zipper
- Headphones or Earbuds for personal use -must last entire year or be replaced when broken (No Bluetooth)
- 3 boxes of Kleenex
- 1 container of hand sanitizer

Wish List--- These items are not required, but would be greatly appreciated: Disinfectant wipes, extra hand sanitizer, wet wipes, paper towels, extra Kleenex, Ziploc bags (quart and gallon size), color copy paper, cardstock paper, and sticky notes.

### Uniforms

**Students must comply with all VPSB uniform policies. Please refer to the student/parent handbook.**

Pants/shorts/shirts colors are: Khaki or Navy. Shirts may be polo style or button down. Colors are Navy, White, Red or Black.

**All jackets and sweatshirts worn in class must meet uniform requirements.**

They must be navy, white, red, gray, or black. Herod sweatshirts are allowed. Exceptions made at principal's discretion.

Belts must be worn at all times and they must be black, brown, khaki or navy.

For **Blue Jeans Days** shall consist of denim material only. **Distressed, ripped and excessively decorated jeans will not be allowed.**

For **Free Dress Days** students may wear any school appropriate outfit. **Muscle shirts, tank tops, leggings/tights/jeggings are not school appropriate.** Shoes must adhere to uniform policy.

\*\* Students who bring items from the Wish List will be granted a Free Dress Pass.