



**VERDA ELEMENTARY SCHOOL
A TITLE I SCHOOL
PARENT/STUDENT HANDBOOK**

2580 HWY 122

MONTGOMERY, LA 71454

TELEPHONE: (318) 646-3146

EMAIL: vesparents@gpsb.org

WEBSITE: verdaelementary.com

**PRINCIPAL: MICHAEL DUBOIS
ASSISTANT PRINCIPAL: STACY FELTON
HSE: JANET KUHLMANN
SECRETARY: PAM SMITH**

SCHOOL MISSION/VISION

We the faculty and staff at Verda Elementary believe that each student is a distinct individual that is equipped with possibilities for learning limited only by our ability to challenge them. That is why we, the faculty and staff, have made a commitment to better equip ourselves to meet the needs of our students in a changing world while preparing them to succeed in the next chapter of their education and ultimately become college and career ready.

MOTTO

EVERYONE MATTERS

EVERYONE LEARNS

EVERY DAY

SCHOOL EXPECTATIONS

BEE RESPONSIBLE

BEE RESPECTFUL

BEE SAFE

SCHOOL HOURS

School hours are from 7:50 a.m. until 3:35 p.m. each day. **SCHOOL GATES/DOORS WILL NOT OPEN UNTIL 7:25 EACH DAY.** Students should not be dropped off earlier than 7:25 a.m. These procedures are designed for the safety of the children. The window for students to eat breakfast in the VES Cafeteria will be from 7:25-7:45. Students that are dropped off after 7:45 will be directed to their classroom. It is important that we start class at 7:50 each morning.

ABSENCES/TRUANCY

School attendance is essential for student learning. State law now mandates that students must be in attendance 94% of the year. **This means that a student that misses more than 9 days unexcused in a school year may be retained in that grade.** Excuses must be turned in within 5 days of the student returning to school. Excessive absences may result in a truancy referral.

TARDINESS

Any student arriving on campus after 7:50 a.m. will be counted as tardy. Students must be in the classroom at this time. Parents must sign students in if they arrive after this time. Excessive tardiness will result in detention and possible referral to truancy court. Parents may refer to the parish handbook for clarification of tardy policy. **Tardies and early check-out affect perfect attendance.**

EMERGENCY SITUATIONS

EVACUATION OF SCHOOL - In the event Verda Elementary School must be evacuated to an alternate site, students will be brought to Verda Baptist Church. Only persons on the student's pickup list will be allowed to check out a student from this location.

Verda Baptist Church Ph # 646-3292

Secondary Evacuation Site will be the Verda Ballpark.

SEVERE WEATHER - In the case of severe weather, students will be housed in the building hallways for their safety. Students will remain in the building until the severe weather warning has been cleared.

LOCKDOWN - In the event that Verda Elementary School must be placed in lockdown due to a threat, all students will remain in their room with the doors locked. Students will remain in the classroom for the duration of the lockdown and will not be released until the proper authorities have cleared the lockdown.

PARENT /TEACHER CONFERENCES

Verda Elementary schedules specific days for parent/teacher conferences. Please check the calendar on the verdaelementary.com website for this year's dates. Parents are encouraged to call teachers during their planning time if additional conferences are needed.

KIDS MATTER 2 WEBSITE

KidsMatter2.org is a **SAFE** and **CONFIDENTIAL** website for students of all ages in **GRANT PARISH** to utilize.

Parents are encouraged to access the website for information and resources. Any issue of concern can be reported.

However, **PLEASE** report any potentially dangerous situations that may harm someone **IMMEDIATELY**.

SCHEDULE

7:25	Teachers on Campus/Buses Unload/Parent Drop off
7:25– 7:45	Breakfast/Bathroom/Attendance
7:50	Tardy Bell
11:00 – 11:40	4 th – Lunch/Recess
11:15 – 11:55	5 th – Lunch/Recess
11:20 – 12:00	1 st – Lunch/Recess
11:35 – 12:15	2 nd – Lunch/Recess
11:40– 12:20	3 rd – Lunch/Recess
11:55– 12:25	Kindergarten – Lunch
12:20– 12:50	Pre K – Lunch
2:20 – 2:30	Canteen
3:40	Load Car Riders & Early Bus 217
3:45	Load Buses 233-282-251-258

PLANNERS/NEWSLETTERS/FOLDERS

Student planners/newsletters/folders are provided for students in grades 1- 5. Students are expected to get a parent signature on a daily basis. This keeps parents informed of homework, special events, etc. Teachers will provide test information, upcoming events, vocabulary and other information. Many use the form of a weekly newsletter. If you are not receiving this information, please contact the teacher.

PARENT PICKUP

Car riders will be allowed to go to the upper parking lot @ 3:40 (1st bell). Duty teachers will escort students to their parent's car at this time. **Please do not go to the classroom without checking in with the office.**

BUS NOTES

Students riding the bus to a location other than their daily designated drop off must have a written note to do so. Phone calls are not an acceptable method of changing locations/buses. This is a safety concern and must be adhered to. Email notes to pam.smith@gpsb.org if needed.

VISITORS

All visitors must check-in at the office. All visitors must wear a Visitor's badge. This is a safety concern. Please do not go to the classrooms without proper notification.

CHECKING OUT

Excessive student checkouts can become a truancy issue. Please refrain from checking out early if at all possible. ***We ask that you refrain from checking students out between 3:20 pm and 3:35 pm in the office,*** because increased traffic in the office during this time creates congestion around the bus loading dock.

SCHOOL FEES

Supply Fee - \$15/student, Due by Oct. 1st each year

Students pay this fee to each homeroom. This fee provides for classroom subscriptions that students use daily. Additionally, some fees provide for graduation materials.

Beta Fees - \$10/5th Grade

Students pay this fee to the Beta sponsor prior to induction into Beta. Beta fees pay for the dues to the National Junior Beta Club.

4-H Fees - \$10

Students pay this fee to the 4-H sponsor prior to induction into 4-H. This fee is paid to the National Junior 4-H Club.

Unpaid fees may result in the student not being able to participate in a particular club. Parents will be sent a letter stating that a fee is late. Students will not be allowed to bring home classroom subscriptions until the supply fee is collected.

Parents/Guardians may request an economic hardship waiver for supply fees. A form may be picked up from the school or printed off of the website: www.gpsb.org. After receiving the request, the principal will determine the approval of the hardship. If denied, the parent/guardian may appeal to the Superintendent of Grant Parish Schools by written letter.

All requests for economic hardship waivers of student fees and any and all supporting documentation used in considering the validity of and request for waiver shall be ***confidential***.

NOTICE OF THE TITLE IX COORDINATOR

The District's Title IX Coordinator is Mrs. Shana Delrie. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator using any one, or multiple, of the following points of contact :

Shana Delrie

512 Main Street

P.O. Box 208

Colfax, LA 71417

Phone: (318) 627-3274

Email: sdelrie@gpsb.org



**VERDA ELEMENTARY SCHOOL
A TITLE I SCHOOL
STUDENT HANDBOOK**

Parent/Guardian:

My signature below indicates that I have received and reviewed all policies, rules, and general information contained in the Verda Elementary School Handbook, and I commit to do at least all of the following:

1. Encourage my child to follow all school rules and reasonable requests.
2. Ensure my child attends school regularly.
3. Ensure my child is properly dressed.
4. Attend all conferences required by parent/teacher/principal.

Parent/Guardian(s) Signature

Date

Student(s) Signature

Date