Dr. C.T. Vivian
Primary

Student and Parent Handbook
2021-2022

*Our school’s discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting www.peoriapublicschools.org/discipline.
The mission of Dr. C.T. Vivian Primary School, a community that honors and embraces diversity, is to ensure an excellent academic foundation through a nurturing, supportive, and safe environment for each child to achieve their highest character development and partnership with our families and community.

**OBJECTIVES**

1. Each student will meet or exceed district and state standards.
2. We will energize and integrate all aspects of our diverse community.
3. Each student will demonstrate appropriate and responsible behavior in accordance with our school-wide management plan.
4. We will provide a positive and safe environment for the school community to feel welcomed and valued.
OFFICE HOURS: The school office is open from 8:30 a.m. – 4:00 p.m.

SCHOOL DAY & BREAKFAST HOURS:

- The students’ regular school hours are 9:10 a.m. to 3:40 p.m.
- Breakfast is served from 9:10 – 9:25 a.m. in their classrooms.
- Students may enter the building at 9:00 a.m. Students need to go straight to their classroom upon entering the building and get their breakfast.
- Students will be considered tardy if they arrive after 9:15 a.m.

EARLY ARRIVAL:

- PLEASE DO NOT DROP OFF OR LEAVE YOUR CHILD AT SCHOOL BEFORE 9:00 a.m. This is a safety concern for our staff, parents, and children. There are NO ADULTS on duty for supervision BEFORE 9:00. We do not want our children unattended or unsafe while they are waiting for school to open.

  - If you do arrive at school before 9:00, you must stay with your child until a staff member is posted on duty outside to supervise.

  - If these hours are not convenient for your work schedule, we have the YMCA Latchkey program here that could accommodate your earlier work schedule. We do not have any supervisors here at school to watch your child if left unattended.

EARLY DISMISSAL:

We understand that some appointments cannot be made outside of school hours, though we highly encourage all of our parents to try and make them outside of school hours so your student does not miss class. In the case that your child needs to be dismissed from school early, there are new procedures in place district wide that we have to follow. This is for the safety of our students, staff, and you as their parent/guardian.
• Anyone picking up your child **MUST** show a **PHOTO I.D.** Students will not be sent to the office until ID is verified.

• That person **MUST** be listed on the Emergency Contact Information filled out by parents at the beginning of the school year. If you need to add someone mid-year that is fine, we can do that for you. Please come into the school to update that new information. Must have I.D.

• If the person trying to pick up your child **IS NOT** listed on your Emergency Information. **WE WILL NOT ALLOW THEM TO TAKE THE STUDENT FROM OUR BUILDING.** This is for the safety and well-being of our students.

• In the event a person **IS NOT** listed on the Emergency Contact Card and is trying to pick-up your student from school, they will not be able to pick up your child.

**STUDENT DISCIPLINE**

• Dr. C. T. Vivian follows the district’s discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting www.peoriapublicschools.org/discipline or requesting the document in print by visiting the school office.

• For the safety of all, students are expected to stay in class. Leaving class without permission will/may result in disciplinary action.

**ATTENDANCE**

1. **All students are required **BY LAW** to attend school **EVERYDAY** on school days.

2. If students arrive **after 9:15 a.m.**, they are considered **tardy** and they must go directly to the school office for a tardy pass in order to enter their classroom. **If students are tardy we cannot guarantee they will receive breakfast.**

3. Parents or guardians should assume responsibility for their child’s good attendance and take note of the following acceptable reasons for absences/tardies:
   a. Personal illness
   b. Important Personal Family Reasons
   c. Professional Appointments

4. All attempts should be made to schedule appointments outside of school hours OR close to the start/end of the day so students do not miss any instruction. All other absences and tardies are considered **UNEXCUSED** and noted on students’ records.
5. A parent must sign in a student for an AM Tardy to be excused.

6. Parents are to report their child’s absence EACH DAY that they are absent by calling our office at 672-6531. There is voicemail available for you to leave a message if we are not in the office or unable to answer the phone. Please leave us a message about your child’s absence so we may put it in the computer system, which will send you a phone message recording to tell you of their absence if it’s not already in the system.

7. If parents DO NOT call, a recorded message will be made to the child’s home. When the child returns to school after being absent, a phone call or written excuse is expected with an explanation of the absence and should be presented to the teacher. Without a phone call or note, it will be considered an UNEXCUSED absence and counted against the child. Notes/calls to change an absence to excused can only be accepted for 48 hours after the absence.

8. When a parent requests that a student leave school early OR if a student arrives late, the parent must send a note stating the reason. Students cannot be called to the office until a parent arrives and shows ID.

9. We WILL NOT excuse a child from their classroom after 3:20 p.m. Teachers are very busy preparing students for dismissal at that time. It would be difficult for the teacher and the other students if these preparations were disrupted for one child’s early exit. Note that regular dismissal is just minutes later at 3:40 p.m. for car riders and bus riders. If a student needs to leave early for an appointment, the adult picking up the student will need to show a photo I.D. to our office staff and be named on the student’s Emergency Contact Information to pick them up. This has been referenced above in our School Hours. **We have to ask this of everyone, including parents we may know by face as per District Policy.**

10. **MORE INFORMATION** concerning the District Attendance Plan is posted in the Peoria District 150 Calendar/Handbook. PLEASE READ the district’s calendar/handbook as well since it also contains very important and useful information.

11. **PLEASE NOTE:** Our daily lunch orders are called into Richwoods High School at 10:00 a.m. Students arriving late may not be served the lunch they pre-ordered, but instead they may be given an alternative lunch. This is not meant as a punishment, but is a procedure to help ensure accurate lunch counts for all students. We will not send or make an order for a student’s lunch until they actually arrive at school.
GRADING AND PROMOTION
Board Policy 6.280 AP

I. Purpose of Grading:

The purpose of grading is to communicate to a variety of audiences an accurate evaluation of what students demonstrate they know and are able to perform toward meeting Illinois State Learning Standards and District expectations as well as to provide a basis for both students and teachers to reflect upon teaching and learning.

II. Grades on the report card (Grades 1st through 12th) shall be equivalent to the following percentages:

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

Grades should be figured on a percentage basis to promote consistency.

Kindergarten will utilize a skill-based report card with grade designations as determined by the District.

All missing assignments shall be marked as a zero in the Skyward Gradebook (Unexcused/Excused). A student, who is present but did not submit an assignment, shall be provided the opportunity to make up the assignment. The earned grade on the missing assignment will lose one letter grade per day until that assignment turns into an “F”. Assignment is considered late if not handed in when due in class.

* A teacher will have the discretion to allow a student that forgets to bring an assignment to class the opportunity to receive full credit for the assignment if this is not a normal occurrence.

III. Homework assignments will account for no more than 5% of the total grade.
PROCEDURES FOR CAR PICK-UPS

1. IF YOU NEED TO TAKE YOUR CHILD OUT OF SCHOOL FOR AN APPOINTMENT, PLEASE DO THE FOLLOWING:
   • Send a note to your child’s teacher stating the day and time of appointment.
   • Come to the office to sign-out your child when you arrive to pick them up early (before 3:20 p.m.). **YOU MUST HAVE A PHOTO I.D. AND BE LISTED ON THE CHILD’S EMERGENCY CONTACT INFORMATION TO SIGN-OUT ANY STUDENT.**
   • Your child will remain in the classroom until he/she is called to the office by our staff **after** you have arrived. We do **not** call students down early in case you have an emergency and cannot make it to pick them up at the time you designated. This way no students miss valuable learning opportunities.

2. IF YOU ARE PICKING UP YOUR CHILD AT DISMISSAL, YOU HAVE TO COME TO THE OUTSIDE LINE-UP AND PICK UP YOUR CHILD AND PRESENT ID:
   • Parent Parking for Pick-up will be in the back parking lot - next to the playground.
   • Parents need to have ID with them in order to pick up their child from the teacher in the outside line-up. We will only release a child to the people listed on the **EMERGENCY CONTACT LIST** while we make every attempt to know the parents this is for your child’s safety and in case of a substitute teacher who might not know the parents/person on emergency contact.
   • Once your child has been released to you, you may exit with your child, please be careful of other cars in the parking lot.
   • **Only parent’s bringing/picking up their children with disabilities are allowed to park directly in front of the “Round” area in front of the school.**
   • DISMISSAL IS AT 3:40 - We will try to be prompt on sending your children outside and ask that you do the same for us in picking them up.

3. IF YOUR CHILD IS NOT GOING HOME THE USUAL WAY:
   • Parents **MUST** write a **NOTE** to the teacher stating how their child should be dismissed.
   • **OR** the parent **MUST CALL** the office **BEFORE 2:30 p.m.** to indicate how their child will be going home. Please give exact days and times that this will occur. All attempts should be made to communicate with the teacher first as calling the office disrupts the student learning in the building.
   • We **CANNOT AND WILL NOT** accept a child verbally telling us about any alternative pick-up or dismissal plans. This can be unreliable, misunderstood, and therefore **UNSAFE** for your child.
   • Students will not be pulled off a bus once dismissal procedures have started.
4. SAFETY REMINDERS: Parents/students please remember to…

- Stay on the sidewalks (not the grass).
- Use the crosswalks when crossing the street, these are for parent and student safety.
- Look for moving vehicles and walk to your car (do not run).
- Don’t walk between any cars or buses.
- Wait for an adult to help them cross the street when a crossing guard is present (a MUST at the front door of the school, where a guard is present in the morning and afternoon).
- Wait for their parent to park at the curb when being dropped off. This is a MAJOR SAFETY CONCERN and we need parents to be just as diligent at parking at the curbs for safe drop off. We DO NOT want anyone to get hurt.

5. PARENTS OF STUDENTS WHO ARE PHYSICALLY DISABLED: You may park directly in front of the round area to drop off and pick-up your child at school. The wheelchair accessible buses will be parking in the round area this year.

6. THANK YOU PARENTS! It is greatly appreciated when you help us with these dismissal procedures. When we all follow these procedures, it helps ease confusion, helps make dismissal more efficient, and helps keep your child and others safe.

Late pick-ups:

Any student not picked up by 3:50 will be signed into the office. Students not picked up by 4:00 p.m. will be released to a Peoria Public School Resource Officer or Peoria Police Department. Chronic abuse of late pick-ups will be referred to DCFS.

YMCA LATCHKEY BEFORE & AFTERNOON PROGRAM

1. Our school has collaborated with the Peoria YMCA to provide a Latchkey Program for our CTV students. This program provides supervision for your child if needed before and/or after school. Latchkey hours start at 6:30 a.m. and end at 6:00 p.m.

2. Latchkey Fees are negotiated with the YMCA. Their phone number is: 692-7631.
BUS TRANSPORTATION

1. Students living over one and a half miles from school or in an area that is hazardous to cross qualify to ride a bus to school. If you live within 1½ miles of school AND a TJ bus passes by your house, you can pay for bus service. However, space is limited, so if the bus becomes overly crowded, then paying for bus service within 1½ miles will no longer be an option. Also, if payment is not made by the assigned dates, bus privileges will be terminated.

2. Please call the Transportation Department at 693-4418 for inquiries and questions about buses and pay routes.

3. Parents are not allowed to retrieve a child from the bus dismissal line.

EMERGENCY CONTACT INFORMATION

1. IMPORTANT! It is VERY IMPORTANT that our office have ALL updated information, phone numbers, addresses, and contacts stated on your child's Emergency Information. This is to help ensure that we have a way to contact you in the event that your child becomes sick or injured at school.

2. PLEASE complete Emergency Information as soon as your child arrives for the beginning of the school year. PLEASE remember to update it throughout the school year when there is ANY change in your contact information. This can be done online or in person at the school with ID. Name changes, address changes and emergency contacts must be done in person at the school, ID and proper documentations will be required at the time. Phone numbers, email and employment info can be changed on Family Access.

3. Each child is REQUIRED to have AT LEAST one working phone number in order to make contact during the school day.

4. Your cooperation and responsibility is necessary and appreciated with this issue. Remember, we are a team for your child and this is an extremely important part of that team effort!
VISITING SCHOOL

1. **ALL VISITORS AND PARENTS MUST CHECK-IN AT THE OFFICE IMMEDIATELY UPON ARRIVAL AT OUR SCHOOL.** This is for the safety of all students and staff. Thank you!

2. Parents are welcome to have conferences with their child’s teacher. However, we ask that you **call the teacher** (before or after school) **OR write a note in advance** to set up an appointment that is convenient for you and the teacher. If a parent visits, the teacher will be called to see if it is ok.

3. Teachers **CANNOT** stop teaching their students **OR** disregard their school duties or meetings in order to talk to a parent. It is a **respectful courtesy and responsibility** to call **in advance** and **cooperatively** plan an appointment that meets the needs of your schedule and the teacher’s schedule.

4. **Remember:** If you are at school to pick-up your child early, you **MUST** also check-in at the office **with a photo I.D.**
   - **AFTER** we check to ensure that you are on the child’s **Emergency Contact Information**, only then will we be able to release the child to you.
   - **WE WILL NOT RELEASE ANY CHILD TO ANY ADULT WHO DOES NOT PRODUCE A PHOTO I.D. FOR US OR WHO IS NOT LISTED ON THE CHILD’S EMERGENCY CONTACT INFORMATION.** This is for your child’s safety. We will then call your child to the office for dismissal.
   - You must **show ID** and be on the **emergency contact** info to speak to a child in the office.
   - **NO STUDENTS WILL BE CALLED OUT OF THEIR CLASSROOMS AFTER 3:20 P.M.** Teachers are very busy with students in the classrooms and regular dismissal time is just minutes away.
EMERGENCY PROCEDURES

1. If an emergency arises that affects Dr. C.T. Vivian Primary School or District 150, the superintendent will declare an emergency and close the schools that are affected. The school closings will be announced on the local television and radio stations, and it is your responsibility to tune in and be aware of any such announcements. This may add school days to the end of our school year, or on designated days off of school for attendance purposes. This plan is located on the Peoria District 150 calendar found on the district website.

2. If severe weather occurs while the children are at school, the children will be taken to a safe place within the school building.

3. If it is necessary to evacuate our school, the students and staff will be moved to an alternate location close to Dr. C.T. Vivian. Parents are asked for COMPLETE COOPERATION with school officials and guidelines during these emergency situations. This complete cooperation will help all of us ensure the safety of ALL students.

4. In any emergency, we will take all precautions to keep your child safe. PLEASE follow the directions of district or city personal when/if an emergency arises.

5. Our school students and staff will practice periodic fire, severe weather, evacuation, and lockdown drills throughout the school year. This will help everyone understand what to do if these emergency situations arise.
MEDICATIONS

1. If a child needs to take medication at school, a “School Medication Authorization Form” MUST be completed by the doctor AND parent. Forms are located in the office. Complete both sides. A form must be filled out for each medication taken and if different dosage amounts are taken throughout the day. This includes any Over the Counter and prescribed medication.

2. Once this form is completed, all medications must be in their original bottles AND labeled from the pharmacy with the child’s name, medication name, and the dosage on it.

3. The above procedures also pertain to asthma inhalers and epi pens. Inhalers have a separate form to be filled out. We have to have the form filled out for it to be kept in the office. With a physician’s note a child may carry their inhaler during the school day. A letter of liability must also be written in order to have the child keep the inhaler in their possession during the school day. This is the only way they will be allowed to carry their inhaler with them, otherwise it HAS TO remain in the office.

4. If there is a need to dispense medication at school on a very short term basis, PLEASE call or drop by the office to discuss options with the school nurse about procedures for giving out the medication.

5. For those who are on daily medication, mark your calendar and make sure the prescription is refilled in a timely manner. There is a reason your child is on that prescription and it is negligent to deny them or fail to give them their medication.

6. Students who come to the office not feeling well will have their temperature taken. If they have a temperature OVER 100.4°F we will call home for you to come and pick them up. This is considered a fever and they will need to be sent home. A student may return to school after having a fever when they have been Fever Free for 24 Hours Without Medication. PLEASE do not send your student back if they still have a fever or are feeling unwell. This is a health risk to ALL students and staff in the building. We don’t want students who feel yucky at school where they can’t concentrate and would rather they spend the extra day in bed so they feel fantastic and ready to learn when they come back.

7. You MUST have a doctor’s note if your student has been gone for 3 consecutive days or more.
**UNIFORM POLICY & DRESS CODES**

* The following attire is mandatory for all students starting on the first day of school.

**SHIRTS** –
- Long or short sleeves plain polo shirt with collar and buttons, oxford style, or turtle-neck style knit shirt in white, navy blue, light blue, or red
- White shirts only may be worn under the polo shirt
- **Students must wear their I.D. Badge on the front of their shirt at all times. If they accidentally take it home, please bring it back to school the next day. Replacements will cost $1.00.**

**Not Permitted:** Shirts with writing, stripes, logos, emblems, embellishments, embroidery, beading, eyelets, etc., sleeveless shirts and tank tops, oversized shirts, tight fitting shirts, and undershirts (“beaters” as the students call them) are not to be worn as a shirt. There is to be **NO** rubber banding t-shirts that are too large for a student to make them tighter fitting.

**SWEATERS and SWEATSHIRTS**
- Solid navy blue, red, white/cream (not tight or over-large) **WITHOUT** a hood

**Not Permitted:** jogging style jackets, anything with a hood, or over-sized sweaters

**PANTS – plain, dress, or cargo only**
- Navy blue, khaki, or black pants
- Belt buckles are to be small in size and belt straps are to be plain with no studs and/or emblems.
- Pants should be uniform length (both pant legs the same length) and not rolled up or rubber banded up.

**Not Permitted:** ripped or torn clothing, colored jeans, denim jeans, sagging pants, sweatpants, jeans, corduroy pants, faded light color or jean-like material, nylon warm-up pants, low-rise pants, slit bottoms, studs on pants, or leggings (but these can be worn under a uniform skirt or jumper).

**SHORTS – plain, dress or cargo only**
- Navy blue, khaki, or black
- Shorts are to be no more than 2 inches above the knee.

**Not Permitted:** short shorts, daisy dukes, cut-off, athletic, logo, or stripped shorts
Plain skirts, skorts, and jumpers in navy, khaki, or black
- These should be no more than 2 inches above the knee
- A collared shirt or turtleneck (navy blue, white, or red) must be worn under a jumper
- Shorts may be worn under skirts or jumpers as needed (but shouldn’t be seen)

**SOCKS, SHOES, AND ACCESSORIES**
- Solid school colored socks or tights without logos can be worn
- Tennis shoes or dress shoes may be worn. Athletic shoes or tennis shoes must be worn in P.E.
- **Name tags are to be worn at all times and returned to school if found at home**
- Make up, perfume, and perfume-y smelling lotions should not be brought to school due to allergy and hygiene concerns

**Not Permitted:** dangling earrings, flip flops, sandals, open toed-shoes, hats, sweatbands, decorated “eared” headbands, athletic bandanas, do-rags, chains, bling, Mardi Gras beads, large watches, Silly Bands, rubber bands, large rings, bracelets, make-up, perfume, perfume-y lotions, etc.

**If a student comes to school without a uniform or not in accordance with the dress code policy:** School staff will first contact the family and ask for a change of clothes. If no one is available or cannot be reached, students will be asked to change into a uniform provided by the school (this is a loan, please clean and return borrowed uniform). If chronic uniform problems occur, disciplinary action will be taken.

**APPROPRIATE ATTIRE FOR NON-UNIFORM DAYS**

Even on uniform free days students are expected to follow dress code policies within reason. This is to ensure their safety and to maintain a positive learning environment. The following items are **NOT PERMITTED** to be worn on uniform free days: midriff baring tops, tops that do not cover a student’s shoulders, open toed shoes, “beater” undershirts worn as a shirt, short shorts, short skirts, spaghetti strap shirts, etc. Basically anything under the **NOT PERMITTED** sections of the uniform policy are **NOT PERMITTED** in school at any time.

Parents will be notified by an all school call or a note sent home if there are no uniform days. If you have not received these, the student needs to be in uniform.
P.E. DRESS CODE AND PROCEDURES

1. **Tennis or athletic shoes are REQUIRED for students when they attend gym class!** Your teacher will inform you of the days your child will be going to PE, and students must wear tennis shoes on those days!

2. If you have an extra pair of tennis shoes, it is a good idea for students to keep them at school for PE.

3. No large jewelry, eared or decorated headbands.

4. **ALL STUDENTS are REQUIRED BY LAW to participate in PE.** If your child is unable to participate in PE, we will only excuse them if they have a **signed doctor’s note** that indicates the reason and length of a gym absence.

Cell Phones/Electronics Policy

All cell and electronics are to be out of sight and turned off before entering school grounds. During the school day, cell phone, Smart Watches and electronics are to be off, not in use at any time and left in the student’s locker or backpack. During the school day, communication between parents/guardians and students must occur via the office phone. **Neither Dr. C.T. Vivian Primary School nor Peoria Public Schools are responsible for the care or safety of any confiscated items.**
FEES FOR INSTRUCTIONAL MATERIALS

1. Each student is required to pay an annual textbook rental fee (see below). This fee is used to purchase textbooks and instructional materials.

2. All parents have the opportunity to pay textbook fees on-line through Family Access. Directions can be found on the district web page peoriapublicschools.org

3. If your child is approved to have the textbook fee waived, you will be notified. An “Income Form” has been sent home for parents to complete in order for this decision to be made. Since there is no free/reduced lunch form because all of our students get free breakfast and free lunch, the families must complete the “Income Form” to have textbook fees waive.

4. If your child has lost or damaged a book, you will be charged according to the cost of that book.

5. The students are assigned books by a new bar-coding system. This means that even if your student receives lowered or free textbook fees, if they lose or damage their books they will be responsible for that textbook and will have to pay for a new one to be used the following school year.

Erin’s Law

Peoria Public School’s has partnered with The Center for Prevention of Abuse to educate both students and staff on Erin’s Law – Abuse prevention and education program. If you suspect abuse or need information please feel free to contact the school or program partner

For more information, with the Center For Prevention of Abuse please call 309-691-0551 or visit their website at: www.centerforpreventionofabuse.org
**Family Access**

Peoria Public Schools has a program called Family Access in place that allows us to provide parents/guardians access to students’ information. This is done via the Internet. This access is secured by a unique username and password.

Family Access allows you to change basic student demographic information, view grades, view attendance, pay fees and more.

Address changes, name changes, and adding an emergency contact must still be done in person with the proper identification and documentation.

All students must register online through Family Access each year.

All students have a family access account. If you are in need of your log in information or password, you can call the school office to obtain this information.

**To Pay Student Fees**

The Online Fee Payment function within Family Access is activated. Parents/guardians can made fee payments through Family Access.

1. To make a payment, log in to Family Access and click on “Fee Management.”
2. Click on the “Make Online Payment” button
BREAKFAST AND LUNCH PROGRAMS

1. Breakfast and lunch is available to all Dr. C.T. Vivian students every day. ALL of our students are part of a federal program that they receive Free Breakfast and Free lunch all year! Therefore, no money for meals will be collected. However, if your child brings a sack lunch, they must pay 50 cents for their milk. **Milk is NOT free unless the child takes an entire lunch.** You may pay online or send in money with your child daily to pay for the milk. An extra milk costs $0.50.

2. All students will eat breakfast in their classrooms. Your child does not have to eat breakfast. It is optional. However, NO outside breakfast is allowed.

3. The students will be given **two options** every day for lunch, and they will order their meals in advance. If your child was absent the day before and did not get to pre-order, the cafeteria will give them the entrée of which they have the most food. Your child’s teacher will send home more specific information on this.

4. Children MAY bring a lunch to school; However, **PLEASE DO NOT send candy or soda/pop in your child’s lunch.** Milk can be purchased in the cafeteria, or students may bring fruit juices or bottled water. We also have water for the students who do not drink milk. They need only ask the adult in the cafeteria for the water.

5. No extra food will be permitted in the lunchroom when students order a school lunch.

6. If parents have checked in the office to eat lunch with their student, they will be seated at a designated parent/student table in the cafeteria.
1. The staff at Dr. C.T. Vivian Primary School believes that homework is a valuable tool for extending learning beyond the classroom.

2. **Homework Has Been Proven to Help Students Learn Better By:**
   - Reinforcing what the teacher has taught during class time
   - Encouraging self-discipline and responsibility
   - Helping to develop good study habits
   - Allowing parents to be directly involved in their child’s learning

3. Homework assignments can vary from incomplete class work, assignments to strengthen the student’s skills, enrichment activities such as special projects, and/or independent reading. **More information will be sent home from your child’s teacher concerning their daily homework assignments.**

4. When your child is ill and absent from school for more than 2-3 days, please call the office, and we will be glad to arrange for teachers to prepare the assignments that they have missed. Parents or siblings may then pick these up from the school office. **PLEASE allow us time to gather the assignments from the classroom teacher.** He/she cannot stop teaching to do this, so it would be appreciated if this request was made in advance and allowed for sufficient time to prepare the assignments.

5. **EVERY CHILD SHOULD READ FOR 20-30 MINUTES EVERY NIGHT!** This is in addition to regular assigned written homework. Good reading skills are the greatest indicator of success in school, so reading every night will strengthen those reading skills. This will help to assure a positive educational experience for your child.

6. At home, **the family’s responsibility** is to schedule and provide the time and location to read and do homework. This should be at a time and location that is quiet and non-distracting for the child so they can successfully understand and complete his/her reading and homework.

7. **HOME-SCHOOL FOLDERS & ASSIGNMENT PLANNERS:** At the beginning of the school year, we will be providing a FREE red home-school folder for every K-4 student and a FREE assignment planner for 3rd and 4th grade students. Your child is expected to take the folder and/or planner to and from school EVERYDAY. The folders are labeled, checked every day, and used responsibly. The folders provide accessibility for notes, papers, and homework to be taken between home and school, and the planners provide a record of assignments. Both of these items provide a secure, consistent means of communication between parents at home and teachers at school…this is **VERY IMPORTANT** to help develop and maintain your child’s success in school. We appreciate the students’ and parents’ cooperation and their combined responsibility in using this helpful system of folders and planners. To pick up homework, you must call prior to 11AM. Homework will be available to pick-up from 2-4 PM.

   **Replacement folders will cost $2.00. Replacement planners will cost $5.00.**
Pledge

I will do my best to respect myself, respect others, and respect our school.
# Jet Flight Plan for Success

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<td>KHFOOTY</td>
<td>Eyes on your own business</td>
<td>KHFOOTY</td>
<td>KHFOOTY</td>
<td>Polite language</td>
<td>Voices off</td>
<td>KHFOOTY</td>
</tr>
<tr>
<td></td>
<td>Polite Language</td>
<td>KHFOOTY</td>
<td>Wait 3 giant steps away</td>
<td>Polite language</td>
<td>Eat only your food</td>
<td>Good manners</td>
<td></td>
<td>Voices Off</td>
</tr>
<tr>
<td><strong>Respect Our School</strong></td>
<td>Use materials properly</td>
<td>Hands off walls</td>
<td>1 Paper Towel</td>
<td>Follow directions</td>
<td>One trip through the service line</td>
<td>Use materials and equipment properly and safely</td>
<td>Be on time</td>
<td>Follow Directions</td>
</tr>
<tr>
<td></td>
<td>Clean up</td>
<td>Keep clean</td>
<td>Keep water in sink</td>
<td>Keep bus clean</td>
<td>Raise hand</td>
<td>Clean up</td>
<td>Be litter free</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Throw towels in garbage</td>
<td>KHFOOTY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*KHFOOTY – Keep Hands Feet and Other Objects to Yourself
Multi-Tiered System of Support

1. At Dr. C.T. Vivian, we have a system called: **Multi-Tiered System of Student Support (MTSS)** that is a data based decision-making process that is designed to help schools focus on high quality academic, behavioral, and attendance interventions that are matched to students needs and monitored on a frequent basis. Emphasis is based on teaching and supporting the academic and positive behavioral skills of ALL students and on preventing problems from occurring. The information gained from the MTSS process is used by school personnel and parents to adapt instruction and to make decisions regarding students’ educational programs.

2. The greatest benefit of MTSS is that it eliminates a “wait to fail” situation because students get help promptly within the general educational setting. As soon as assessment data indicates a problem area within a school/grade level or for a student/group of students, interventions are put into place to address these concerns. While the interventions are taking place, school staff monitors student progress to ensure student growth. Parents are very much involved in this process and communication will be a priority when a student is involved in this support system.

PTO: PARENT-TEACHER ORGANIZATION

1. **Our PTO consists of ALL the families at Dr. C.T. Vivian Primary.** Presently, we have a Parent Community Team consisting of teachers and administrative staff which plans family events with the PTO that will encourage academic and family growth for your child. **We encourage all parents to be involved with both teams and highly encourage you to stop by a meeting. We value your input greatly!**

2. We **always** need support from our school’s families to be room parents for school events during the school year. Please make sure to volunteer in the school and with the PTO to support the school events.

3. The PTO also sponsors our Spring & Fall Fundraisers, Family Movie Nights, restaurant fundraisers and more.

4. More information will be sent home throughout the school year about these events. Please check your child’s book bag daily for more information!
SCHOOL PICTURES

1. We will be offering the opportunity for you to get your child’s school picture taken with LifeTouch. They offer very reasonable packages for our families to choose from.

2. Every child will be getting their picture taken on their Fall Picture Day. The students do NOT need to wear their uniform on THEIR picture day.

Celebrations

If you choose to send treats to school to celebrate a holiday or recognize a special occasion, all treats MUST be STORE BOUGHT and packaged. Please also be sure to check with your student’s teacher prior to bringing treats. The teacher can let you know of any student allergies, the quantity needed and the best time to bring treats.

**The policies and procedures outlined in this Student Handbook are subject to change for the 2021-2022 school year. If any changes are made, they will be posted on the school’s and district’s websites.
AFTER READING THIS HANDBOOK & REVIEWING IT WITH YOUR CHILD:

1. Both the parent and child are to **SIGN** in two places below.

2. Then carefully tear off the entire BACK PAGE ONLY and return it to school.

3. **PLEASE** keep this Dr. C.T. Vivian Handbook at home in an accessible place so you can refer to it if you have any questions about Dr. C.T. Vivian’s procedures and policies.

4. **THANK YOU** very much for reading through this handbook and for helping your child understand this important school information!

Dear Parents & Students:

> Please sign your names on the lines below to **confirm** and **verify** that you have completely and carefully read through this entire handbook and discussed it together.

> After signing this form, carefully detach **only** this back page and give it to your teacher at school. Please keep the rest of the handbook at home for reference.

“Yes, I have carefully read all of the information in the handbook, and I have reviewed the information with my child so that we both know what is expected at Dr. C.T. Vivian.”

Parent’s Signature: ___________________________ Date _________

“Yes, I am familiar with all the information in the handbook, my parent(s) reviewed the information with me so that I know what is expected at Dr. C.T. Vivian.”

Student’s Signature: ___________________________ Date _________