



**VERDA ELEMENTARY SCHOOL
A TITLE I SCHOOL
STUDENT HANDBOOK 2017-2018**

**2580 HWY 122
MONTGOMERY, LA 71454
TELEPHONE: (318) 646-3146**

**PRINCIPAL: PAXTON TEDDLIE
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HSE: JANET KUHLMANN
SECRETARY: PAM SMITH**

MISSION AND VISION

EVERYONE MATTERS

EVERYONE LEARNS

EVERY DAY

SCHOOL EXPECTATIONS

BEE RESPONSIBLE

BEE RESPECTFUL

BEE SAFE

SCHOOL HOURS

School hours are from 7:55 a.m. until 3:00 p.m. each day. **SCHOOL GATES/DOORS WILL NOT OPEN UNTIL 7:30 EACH DAY.** Students should not be dropped off earlier than 7:30 a.m. These procedures are designed for the safety of the children.

ABSENCES

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 8 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 court hearing.

TARDINESS

Any student arriving on campus after 8:00 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 affects 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

The school schedules specific days for parent/teacher conferences. Please check the calendar for this year's dates. Parents are urged to call teachers during their planning time if additional conferences are needed.

PE Schedule /Planning Times

8:30 – 9:15 Kindergarten

9:15 – 10:00 1st Grade

10:00 – 10:45 2nd Grade

11:00 – 11:45 4th Grade

12:15 – 1:00 5th Grade

1:05 – 1:50 3rd Grade

2:10 – 2:55 6th Grade

SCHEDULE

7:30	Teachers on Campus/Buses Unload/Parent Drop off
8:00	Tardy Bell
11:15 – 11:45	1 st – 3 rd Lunch
11:45 – 12:15	4 th – 6 th Lunch
12:05 – 12:30	Pre-K – Kindergarten Lunch
1:50 – 2:00	1 st – 3 rd Canteen
2:00 – 2:10	4 th – 6 th Canteen
3:00	PK – 2 nd Load Buses
3:04	3 rd - 6 th Load Buses
3:10	Buses Roll

PLANNERS

Student planners are provided for students in grades 1- 6. Students are expected to get parent signature on a daily basis. This keeps parents informed of homework, special events, etc.

NEWSLETTERS

All teachers send home a weekly newsletter. This will provide test information, upcoming events, vocabulary and other information.

PARENT PICKUP

Car riders will be allowed to go to the upper parking lot @ 2:55 (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.**

VISITORS

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

CHECKING OUT

Excessive student checkouts can become a truancy issue. Please refrain from checking out early if at all possible.



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Parent/Guardian:

My signature below indicates that I have received and reviewed all policies, rules, and general information contained in the 2015-2016 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 request.
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 Signature

Date

Student Signature

Date