

Vincent Farm Elementary Family Handbook



2023-2024

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443-809-2983
vincentfarms.bcps.org

Welcome to Vincent Farm Elementary School!

A Message from the Administrative Team

This parent/guardian handbook has been developed by the Vincent Farm Elementary Team to provide you with helpful information about our school's expectations, procedures, and routines. Preparing for a new school year, including a new teacher, new classmates, and new curriculum, can be stressful for parents/guardians. It is our hope that through clear, consistent communication we can offer some relief from the back to school stress!

We are excited to begin our 1st year together as the administrative team at Vincent Farm, and we look forward to continuing on this journey in partnership with your family. We value and honor the collaborative nature of the relationship between school and home. By working together, we will be able to provide your child with the best educational experience possible.

When you have a question about a school expectation or procedure, this handbook provides a great first source of information. Take time to carefully review the handbook and keep it in a safe location for future reference. Please do not hesitate to call us at any time. We welcome all questions and concerns. It's also nice to hear the good things you might have to say! We look forward to working with you!

*The Vincent Farm Elementary Administrative Team
Mrs. Basignani, Mr. Saunders, and Mr. Sands*

ARRIVAL & DISMISSAL PROCEDURES

Vincent Farm Elementary School Hours

9:10 – 9:25 a.m. Arrival
9:25 a.m. Instruction begins
4:10 p.m.- 4:25 p.m. Dismissal
8:30 a.m. - 4:30 p.m. School Office hours

Arrival

The doors to the school open at 9:10 a.m. and arrival takes place until 9:25 a.m. for all students. All car/van riders, special transportation bus riders, and walkers enter the building through the front doors. Students that ride the bus are dropped off in the bus loop on the side of the building. Students that are car riders are dropped off in the drop off/pick up area and follow the sidewalk to the front entrance of the building. Walkers should use the crosswalks and then follow the sidewalk to the front of the building. Adult supervision both outside and within the building is provided during the arrival period. Adult supervision is not provided prior to 9:10 a.m.

Late Arrivals

It is very important that all students arrive to school on time. Students are expected to be in their seats and ready to begin the instructional day at 9:25 a.m. Students arriving after 9:25 a.m. should follow these guidelines:

1. An adult family member must accompany the student into the lobby.
2. In the lobby, use the "late arrival" desk to complete a late slip.
3. The student will provide the secretary (Ms. Vicki) with the late slip.
4. The student will then report to their classroom and give the slip to their classroom teacher.
5. A staff member will walk the student(s) to class if needed.

Dismissal

Students are dismissed at 4:10 p.m., beginning with walkers, car/van riders, and special transportation buses. These students will exit through the front doors. Adult supervision is provided during the dismissal period both outside and within the building. Dismissal concludes at 4:25 p.m. Students not picked up by this time will return to the main office and a phone call home will be made.

Changes to Regular Dismissal Plans

If you wish for your child to leave school with someone other than the parent/guardian, you are required to write a note/email stating the name(s) of the person(s) who will be coming for your child. The note should be given to your child's teacher, who will send it to the office. Your child should be aware of the change in routine prior to coming to school. Photo identification is needed for anyone other than the parents/guardians when picking up a student. In addition, if your child's dismissal is different than the usual routine plan, please send a note stating the change. It is important that your child is familiar with his/her daily dismissal routine and that the routine is as consistent as possible. Please note that students may only ride the bus if they are assigned as a bus rider to that bus. These procedures ensure the safety of our students, decrease the number of classroom interruptions, and avoid any confusion. In the case of an emergency, please contact the office at 443-809-2983.

Early Child Pick-up

If it is necessary for you to pick up your child prior to the end of the school day:

1. A note should be sent to each classroom teacher which includes the date and time of pickup. Students will not be called to the office for dismissal after 3:00 p.m. Phone calls to request an early pickup must occur prior to 3:00 p.m., and should not be sent in an email message. The main office must be contacted.
2. When you arrive, the office will need to see photo identification before calling your child to the office for dismissal. Students will not be waiting in the office for your arrival, but will be called once you arrive.
3. Please sign the dismissal log in the office.

Due to the busy preparations for our school's afternoon dismissal, we ask that you do not request your child for early dismissal after 3:00 p.m. After 3:00 p.m., all students will be dismissed at the regular dismissal time.

Bus Transportation

Bus transportation is available to students based on their enrollment address. We encourage all eligible students to utilize bus transportation. In doing so, we minimize the number of cars arriving and dismissing from the school. Parents meeting students at the bus stop should arrive at least 5 minutes prior to the scheduled drop-off time. Students must ride their assigned bus and use their designated bus stop location. Students are expected to ride their assigned buses to and from school and be picked up and discharged at the same stop each day. Students are not permitted to ride other buses. In this case, please call the office at 443-809-2983. An administrator must approve this request.

Emergency Early Dismissal and School Closures

If there is a countywide closing of schools, parents are notified through the local media, Baltimore County Public School website, and through the BCPS information line (443-809-5555).

The following message will be given to television and radio stations:

"All Baltimore County Public Schools closed." – (Vincent Farm Elementary is closed).

"Baltimore County Hereford Zone Only Schools closed." (Vincent Farm Elementary is open).

From time to time there are emergency events, such as a broken water main, when Vincent Farm Elementary is the only school to close. In such an event, Vincent Farm Elementary is required by Baltimore County Board policy to have direct verbal contact with each parent before children can be released from school. We will attempt to make this contact by phone. In order for a child to be sent home on the bus, we must have verbal or email confirmation from his/her parent. Otherwise, children will remain at school for parents to pick them up. Please do not call the school for information about emergency closings. It is important that our phone lines remain open for incoming phone calls from our central office during these times.

Delayed Openings and Early Dismissals

All buses will run during delayed openings and early dismissals. Parents/guardians should arrive at the bus stop the appropriate number of hours prior to the normal pickup/drop-off time. Every effort will be made to serve breakfast and lunches to all students, thus some adjustments to lunch shift schedules will be necessary. If schools close early due to inclement weather or circumstances beyond the school's control, the BCPS will collaborate with school administration to determine meal availability.

One Hour Delay	Students may enter the building at 10:10 a.m. Instruction will begin at 10:25 a.m.
Two Hour Delay	Students may enter the building at 11:10 a.m. Instruction will begin at 11:25 a.m.
One Hour Early Dismissal	Dismissal will begin at 3:10 p.m.
Two Hour Early Dismissal	Dismissal will begin at 2:10 p.m.
Three Hour Early Dismissal	Dismissal will begin at 1:10 p.m.

VISITING OUR SCHOOL

Your Visit

We ask that all visitors follow the Vincent Farm Code of Conduct (below) when visiting our classrooms and participating in school functions. Parents should not go to the classroom to drop things off for their children as it interrupts the instructional program for all students. Please come to the main office and needed items will be delivered to your child at an appropriate time that does not interfere with the instructional program.

Vincent Farm Elementary Visitors are

- **Respectful** of the work that our teachers and students are doing. They do not interrupt the teachers instructing or the student learning that is occurring in the classrooms. They use appropriate language at all times and are respectful to other adults that they encounter.
- **Responsible** for silencing or placing their cell phone on vibrate to avoid distractions to learning.
- **Safe** by reporting to the main office upon arrival at the school and obtain a visitor's badge. BCPS requires all visitors to sign in at the school.
- **Prepared** with their photo identification. Those wishing to observe classes or meet with staff members should arrange the visit in advance to ensure that the time is appropriate and does not interfere with instructional time and planned activities. Other family members wanting to visit with your child should be discussed and arranged with the principal and/or assistant principal prior to the family member coming to school.

Audience Behavior

Students and parents are expected to demonstrate appropriate behavior during all school assemblies and evening performances. Proper audience behavior includes sitting quietly and responding appropriately to the performance. **ALL CELL PHONES SHOULD BE TURNED OFF OR SET TO SILENT OR VIBRATE.** During evening performances, siblings must remain with parents at all times. Parents should accompany children who need to use the bathroom or who go out in the hallways. Should a child become disruptive, parents are asked to take the child from the performance immediately. Following these guidelines will ensure the safety of all children and the enjoyment of the performance for all those attending.

HEALTH SUITE INFORMATION

Direct phone line to our school nurse, Nurse Kelly: 443-809-7411. Nurse Kelly's email: kreese@bcps.org

Please keep all home, work, and emergency phone numbers at school up-to-date. When children become suddenly ill or injured at school, it is essential that we have current phone numbers in both the office and the health suite. All students should have an extra change of clothes to be kept in their locker/cubby.

Immunization Policy

All students attending a public school in Maryland are required by law to have their immunizations up-to-date.

Authorization for Medication Administration

If your physician deems it necessary for your child to receive a medication during the school day, the approval and specific directions must be provided to the school by the physician. Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container. All medications (even over-the-counter medications) require a written physician's order. An Authorization of Medication Administration form is required for administration of prescribed medications, including medicated creams, eye drops, lozenges, inhalers, etc. during school hours. Students are not to have medications in their possession or in their locker at any time. This is in violation of the BCPS Student Handbook.

Consent for the Administration of Approved Discretionary Medications

These medications include Tylenol, Benadryl, Tums, and cough drops. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts and avoid early dismissals when possible. Parent/guardian consent must be obtained before any medication can be given to your child, and must be renewed each year.

The following guidelines are available to help parents make decisions as to whether a child should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. Also, frequent hand washing is a primary way to prevent the spread of these germs.

When NOT to Send Your Child to School

- Vomiting more than once in the previous 24 hours.
- Uncontrolled diarrhea.
- Fever above 100.4 degrees - need to be fever free for 24 hours before returning to school.
- Pinkeye with white or yellow discharge - need to be on medication for 24 hours.
- Strep infections until 24 hours after treatment - notify the school if your child does have strep.
- Uncontrolled coughing - if your child has an asthma attack during the night or before school and is still experiencing wheezing or coughing. If s/he is asymptomatic and has medication in school, call the school nurse and she will monitor the student during the day.
- Extreme fatigue with no appetite accompanied by behavior change.

Frequently Asked Health Questions

What if my child has a cold or sore throat?

Take your child's temperature - if no fever, send the child to school. (The Centers for Disease Control recommend a throat culture for any sore throat lasting three days or more). If your child suffers from seasonal allergies, we suggest that they begin

Should I send my child if we wake up late?

Yes, being late is better than being absent.

Some ways to ensure a good start to a school day:

Be sure your child has a regular bedtime (before 9:00 on school nights and earlier for younger students).

Have your child decide what to wear the night before and lay the clothes out.

Breakfast is a must - whether eating at home or accessing our Grab and Go Breakfast. Many children come to school without breakfast and are fatigued by mid-morning.

SCHOOL SAFETY

RAPTOR

To promote safety and security district-wide, BCPS has implemented the RAPTOR security system at all schools and offices by following Policy and Rule 3170 of the Policy Manual of the Board of Education of Baltimore County. This identification system provides a higher level of school safety and security through immediate background checks and creation of on-the-spot, personalized identification badges. Information collected by the Raptor system is stored on a secure server and will not be shared outside of the school system.

When visiting Vincent Farm, or any other BCPS school, you must have photo identification available. Refusal to provide photo i.d. will result in denial of access to the school.

School Records

At the beginning of each school year, parents will be asked to complete an emergency form and verify their contact information. It is extremely important that the office be informed when/if any of this information changes. The information on these cards is used to contact parents when a child becomes ill/ injured or in the event of a school emergency. Therefore, the importance of up-to-date information is imperative. Custody papers and other related legal documents are required to be on file at school as part of the student's records. Parents may request to review their child's record with administration and/or request copies of items in their child's file. A fee may be assessed for copying requests.

Locker Searches

The principal may conduct a search of the school's physical plant, including student lockers. Students have the responsibility to cooperate with school officials who conduct reasonable searches and seizures under federal and state laws and regulations, as well as BCPS Policy and Rule.

Money

Please make sure that all money sent to school is in a sealed envelope with your child's full name, teacher's name, and purpose of the money clearly written on the outside of the envelope. This process should be followed for breakfast/lunch money, field trip money, yearbook money, etc. Please remind your child to give the sealed envelope to their teacher upon arrival.

Volunteer Guidelines

The Vincent Farm Elementary instructional program is enhanced because of the outstanding volunteer program delivered by our parents and community members. We are always seeking qualified volunteers to help in our classrooms. We urge you to consider volunteering in your child's classroom, cafeteria, library, or other classrooms throughout the year. Volunteers are utilized in both instructional and non-instructional ways. All potential volunteers are required to complete the volunteer application and training process. We encourage you to complete this as soon as possible. Visitors must be volunteer trained to interact with students in any way, including field trip chaperones, picnic helpers, etc. State law requires that all volunteers be trained annually in Suspected Child Abuse and Neglect policies and procedures. This must be repeated at the onset of each school year. All volunteers must be entered into the Raptor system and wear a volunteer badge. Additional information, as well as the online training and application, can be found at <http://www.bcps.org>>Parents. To ensure a safe and quiet learning environment, infants and younger siblings are not permitted in the classrooms while parents are volunteering. Please make arrangements for child care prior to volunteering.

Dress Code

Appropriate dress is necessary in order to provide a comfortable learning environment for Vincent Farm students, teachers, and staff. Additional information can be found in the BCPS Student Handbook. To ensure safety, flip-flops and open-toed shoes are discouraged. Tennis shoes must be worn during physical education class and recess. For safety reasons, students who wear flip-flops or sandals will not be allowed to participate in PE or use the playground equipment. Students may keep tennis shoes in their locker to change into during these times; however, students must be able to change in and out of their shoes quickly and independently.

Universal Emergency Response Procedures

The emergency response procedures are listed below. Each evacuation procedure is practiced throughout the school year. The procedures come from the Critical Response and School Emergency Safety Management Guide for BCPS. <https://www.bcps.org/safety/>

Evacuation: used when conditions outside are safer than inside

Lockout: used to secure access to the building, usually during a community emergency event

Lockdown: used to protect building occupants from potential dangers in the building or outside

Shelter in Place: used for external gas or chemical release

Severe Weather Safe Area: used in severe weather emergencies

Drop, Cover, and Hold: used in earthquake or when the building or immediate surroundings are in imminent danger

ALICE Protocol: used in a situation with an active assailant or the imminent threat of an active assailant.

CAFETERIA

Universal Breakfast and Lunch

BCPS is providing breakfast and lunch at no-cost to students each day. Breakfast is delivered to classrooms for students to enjoy upon arrival. Lunch is served in the cafeteria, and BCPS provides a menu to students each month. The lunch menu offers a choice of three entrees, served with milk, fruit or juice, and vegetable.

We are not able to accept food deliveries for students including Door Dash, Grub Hub, etc. Delivery of fast food meals by families is also discouraged.

If your child has a specific food allergy, please make the school nurse and classroom teacher aware. During the lunch shifts, a table is available for students with such allergies. Baltimore County Public Schools prohibits staff warming food for students during the lunch shifts. Please do not send meals that must be warmed for students. Carry-out fast food should not be delivered to the building.

ATTENDANCE

Attendance

Regular attendance at school directly impacts academic success. Your child's attendance rate is reported on the report card each quarter. The Maryland State Department of Education's standard for satisfactory attendance is 94%. Student attendance rates are monitored monthly by the school's Attendance Committee. Students falling below the accepted attendance rate at the end of each quarter will receive a letter for parent review. A referral may also be made to the Pupil Personnel Worker and/or Student Support Team. We are happy to assist our families in a variety of ways in order to improve student attendance. Our staff attendance committee monitors student attendance and works to recognize students with good and/or improved attendance on a quarterly basis.

Following an absence, students are required to present a note to their homeroom teacher on the day they return to school. The note must be signed by the parent/guardian, and include the name of the student, the date(s), and the reason for their absence. Upon receipt of the note, the school will verify the absence as excused or unexcused in accordance with BCPS Board Policy. The following is a list of excused (lawful) absences.

Lawful Absences

Illness of the child

Death in family

Court summons

Religious holiday

Suspension

*All other absences, including vacations, are considered unlawful.

Make-Up Work

Students absent for lawful reasons may request make-up work. Students are provided the same number of days to complete and submit make-up work as they were absent. If your child is absent for an unlawful reason, they are not entitled to receive make-up work.

Absences Due to Vacation

MSDE and BCPS policy considers absences due to vacations as "unlawful" absences. We realize that vacations are an important part of family life, however, missed assignments may not be able to be made up. We will work with parents and students to make-up work eligible for completion when students return from their vacations. The work that children miss while on vacation will be collected and given to them upon their return to school. Students will have the same number of days they were absent (e.g. 5 days absent, 5 days to complete the work) to make up the work. This work will not be graded. It will however, assist in the continuity of your child's instructional program. Additionally, tests and quizzes will be given upon your child's return to school.

STUDENT CONDUCT

Vincent Farm Elementary Code of Conduct

Staff, students, and parents are expected to follow the Vincent Farm Code of Conduct. The Code of Conduct outlines values that promote a positive learning environment. Students caught demonstrating positive conduct may receive a Golden Hawk, a positive office referral, or teacher-determined feedback.

BCPS Student Handbook

All students will receive a copy of the BCPS Student Handbook during the first few weeks of school. The administrators will meet with each grade level to discuss the content of the handbook with all students. The handbook is then to be taken home by the child and shared with a parent/guardian. Once you have reviewed this manual with your child, there is a page for you to sign and have your child return to his/her teacher. This will then be collected by the administration and kept on file throughout the year. Students are expected to follow the rules and regulations as outlined in the BCPS Student Handbook in school as well as while riding the bus to and from school as well as on field trips. The BCPS Student Handbook can also be found online through the BCPS website www.bcps.org>Students>Student Handbook.

If you have a concern about your child's behavior or the behavior of another student, please contact your child's teacher and/or the administration. Keep in mind that we will work to address your concern while maintaining student confidentiality. A Bullying, Harassment, or Intimidation Reporting form is available in the school office as well as on the BCPS website. While this form is available to our parents, before completing the form, we ask that you bring your concerns directly to your child's teacher and/or the administration to afford us the opportunity to intervene and support.

Personal Items

To prevent loss or damage, students should only bring toys and personal recreation items to school when they are needed for an assignment or when requested by teachers. Vincent Farm Elementary/BCPS will not be responsible if any items brought to school (such as Pokemon or other trading cards, iPads, etc.) are damaged, lost, stolen, or traded. Students should not bring these items to school.

TECHNOLOGY

Student Devices

All students in grades PK-5 will have full access to a laptop device. The devices will be used to enhance learning, differentiate learning, and provide timely feedback to students. The devices will be used by students at school only, and will not go home in the evenings. Devices will be used for academics only, and mistreatment or inappropriate use of the device will result in loss of privileges. Students will be required to replace lost charging cords and damaged/lost devices.

Cell Phones

Students are not permitted to use cell phones during the school day and/or on school buses unless permitted by the supervising adult. Cell phones must be turned off and kept in book bags inside lockers. If a student is found using a cell phone without teacher permission, parent contact will be made and the cell phone will stay in the main office until the end of the school day. Cell phones are the student's responsibility and the school is not responsible for lost or stolen items.

SCHOOL COMMUNICATION

2023-2024 School Year Calendar

BCPS maintains a countywide calendar that outlines the academic year events. The BCPS calendar can be accessed at on the BCPS website (upper right-hand corner).

Calendars and Messages

BCPS uses School Messenger to reach parents and guardians by phone and/or email. Vincent Farm Elementary and BCPS send messages about upcoming events, reminders, and current issues. Please make sure that your phone number and email address are current in our system.

School Newsletter

The school newsletter, Hawk Happenings, will be emailed to families each Friday. The Hawk Happenings is a great source for up-to-date communication about our school community's celebrations, events, and important reminders. The newsletters are linked on the school's website at <http://vincentfarms.bcps.org>. A paper copy can be provided upon request.

Conferences and Communication

Vincent Farm Elementary School welcomes and values communication and collaboration between families and our staff. The best way to communicate with the teaching staff is by sending an email message. Email addresses for school staff can be found on the school's website, www.vincentfarmsbcps.org. Please keep in mind that teachers spend the majority of their day involved with instructional activities, and will not be able to reply immediately. Because of this, we encourage you to contact the main office with changes in dismissal or other emergency information. We encourage staff to respond to parents within 24 hours. If you do not receive a response within that time frame, please reach out again.

When sending a note to your child's teacher or to a member of the office staff, please include the date, your child's first and last name, as well as the teacher's name. This will expedite the processing of information included in the note and will ensure that the message is handled in an efficient manner. When notes are sent to school with the students, we ask them to give it to their teacher upon arrival.

A parent or teacher may request a conference during the year to discuss student progress, behavior, or other area of concern. BCPS also has designated conference days throughout the year to allow parents to schedule conferences with teachers. Please refer to the BCPS 2023-2024 School Year Calendar for specific dates.

Parent Feedback

Parent input is always welcomed and appreciated. The administrators encourage parents to share their ideas, concerns, and feedback throughout the year. Parents have an opportunity to provide more formal feedback to school staff through the BCPS Stakeholder Survey each winter. The survey is available online, and the access link will be shared with all families once released. In addition, the administration meets with small focus groups of parents to discuss instruction, communication, and safety. This is an opportunity to provide important feedback to the administration. It is also a time for the administration to share information in these areas with parents.

Parent University

The BCPS Parent University was created to support parents as teachers who guide the learning of their children and as learners who want to acquire skills to better assist their children. The Parent University offers in-person workshops throughout the community as well as online resources and videos to meet the unique needs of all families. Topic areas include academics, health and wellness, and personal growth and development. Parent University can be accessed on the BCPS website>Parents.

GRADING AND REPORTING

Reporting Student Progress

Report cards and interim reports are issued to all students in grades 1-5 quarterly (see below). Report cards will be available in student FOCUS accounts on the dates listed below. Report cards will not be mailed home. Pre-K and Kindergarten progress reports are issued twice a year. Progress reports will be reviewed during conferences.

MARKING PERIOD	MARKING PERIOD ENDS	REPORT CARD DISTRIBUTION
1 st	November 3, 2023	November 14, 2023
2 nd	January 19, 2024	January 29, 2024
3 rd	April 5, 2024	April 16, 2024
4 th	June 12, 2023	June 14, 2024

ADDITIONAL INFORMATION

Birthdays and Class Celebrations

Often times, parents/guardians want to send in a treat to celebrate their child's birthday. In support of BCPS Policy and Rule to promote a healthy lifestyle, students are not permitted to bring in treats to share with other students. If you would like to honor your child's birthday, we suggest non-food items such as pencils, stickers, erasers, or glue sticks.

Throughout the year, teachers may plan class celebrations. When these celebrations occur, food items will be selected to ensure the safety of all students. The Health Department requires that foods be commercially prepared to avoid foodborne illness. This also allows nutritional information to be available for students with dietary restrictions or allergies.

Lunch with Your Child

While we wish we could, we are unable to accommodate guests joining students for lunch in the cafeteria.

Before and After School Care

Vincent Farm Elementary maintains a partnership with Caliday Before and After School Care. To register or request information, please contact Caliday at 410.377.0227 or online at www.caliday.org.

Field Trips

Throughout the school year, field trips are scheduled to extend the students' learning experiences. Notices will be sent home describing each field trip. It is imperative that the required permission slip be signed and returned by parents, at least 3 days in advance of the field trip. Written permission from the parents is required for a child to participate in any field trip. This also gives teachers time to follow up on students who have not returned permission slips in order to eliminate confusion at the last minute. If your child is absent on a field trip day, we are unable to reimburse the field trip fee. The field trip fee is based on a predetermined number of students and the money is paid on the day of the trip.

Often there is a need for a number of parent volunteers to accompany the children on a trip. All parent volunteers must be at least 21 years of age. If you are selected to assist during a field trip, please make every effort to attend since everyone is counting on you. If you are chaperoning a field trip, each adult must complete a *BCPS Volunteer Application* and training as well as the *Field Trip Chaperone Agreement*. If this is not completed and returned in advance of the trip (at least 10 days prior to the trip), chaperones will not be able to attend. If you are unable to attend the field trip as a chaperone, we are unable to reimburse the fee. Preschool-aged students and siblings are not permitted to attend field trips. Students attending school sponsored field trips must ride the bus to and from the field trip destination. Keep in mind that the Superintendent reserves the right to cancel a field trip if circumstances suggest that travel is unsafe or for any reason determined within the Superintendent's sole discretion. Neither the Board of Education, Superintendent, or BCPS shall be financially responsible for losses due to changes or cancellation of a field trip.

Villas (Learning Cottages)

Vincent Farm Elementary houses several villas (learning cottages) located behind the school. Each villa is equipped with the amenities of a regular classroom including a telephone, walkie-talkie, computer access, etc. Procedures have been established and are in place for students and staff working in the villas. This includes traveling back and forth to the school building, restroom breaks, as well as arrival/dismissal, and emergency procedures.

Lockers

Students may wish to keep a sweater or sweatshirt in their locker for physical education class or recess on cool days. Food items should not be kept in lockers overnight. Students should be mindful of what they store in their locker. Personal student locks may not be put on lockers, and BCPS is not responsible for lost or damaged items.

Cell Phone Use

As we begin the 22-23 school year, students, staff, and families are reminded of the importance of instructional time. Board of Education Policy and Superintendent's Rule 5552 indicate that all personal devices are to be off and away during the school day. This includes bus rides to and from school. These expectations are reviewed with students during our handbook talks.

Lost and Found

A lost and found collection is maintained near the cafeteria. This gives students an opportunity to check for missing items on a daily basis on their way to and from lunch. Lost items not claimed by the end of each quarter will be donated to a charitable organization. PLEASE label all of your child's apparel, school supplies, lunch box, and backpack for easy identification and return.

School Clubs

Vincent Farm students have the opportunity to join a variety of before and after-school clubs. Students participating in before-school clubs should arrive at the scheduled time, and students who participate in after-school activities must be picked up at the scheduled time. If a student is picked up late, they may be removed from participating. Information on joining the clubs will be shared in September.

School Counseling/SEL

Vincent Farm Elementary School has 3 full-time school counselors. In addition to our counselors, we have a full-time Social-Emotional Learning Teacher. The counseling team uses an educational approach to problem solving and is a vital resource in our school. They interact with the students at Vincent Farm by providing classroom guidance, assemblies, counseling groups, and individual referrals. The team consults with members of the staff and is available for parent conferences in order to discuss individual concerns about your child.

School Pictures

School pictures are taken twice a year, once in the fall and once in the spring. The purchase of school pictures is optional. Pictures that are not purchased must be returned to school.

Student Contact Information

In order to maintain open lines of communication, it is vital to have the most up-to-date information listed on the Student Contact Information form. Whenever contact information changes, parents must notify Vincent Farm Elementary in writing. Your emergency information is recorded into an electronic database to assist staff with contacting you for routing procedures as well as for emergency situations.

PTA INFORMATION

Parent Teacher Association (PTA)

Our school has an active and supportive PTA. The VFES PTA develops a united effort between educators and the general public to secure for all children the highest advantages in physical, mental, and social education. You can become involved by joining as a member, participating in various PTA events, and/or by attending PTA meetings.

PTA Executive Board Members

Treasurer: Chris Hinkle
Secretary: Ashley Gubernat
Vice President: Lindsay McCartney
President: Melissa Ledford

How does the PTA support our school?

The PTA supports a variety of events, activities, and services for our students and staff. Examples include:

- Field Trips
- Cultural Arts Assemblies
- School Supplies (student planners)
- Family Social Events
- Educational Resources

PTA Membership

In order to support the many activities that enrich our school program, the PTA relies on an active membership from our school community. When you join the PTA, your membership payment of \$10 per person builds the foundation for all of the work that the PTA does for our Vincent Farm students. For more information or to join, contact the Vincent Farm Elementary PTA at vfespta08@gmail.com and follow us on Facebook at Vincent Farm Elementary School PTA.

PTA Volunteer Opportunities

Volunteers are always welcome in the Vincent Farm Elementary PTA. Assistance with membership, fundraisers, spirit nights, and more is appreciated.