

**VALLEY ELEMENTARY SCHOOL
STUDENT HANDBOOK &
PARENT INFORMATION**



2011 – 2012

1821-A STATE ROUTE 728

LUCASVILLE, OH 45648

740 259-2611

Mr. Todd Shoemaker, Principal

Mrs. Glenna Hannah, Secretary

Mrs. Jill Mullins, Guidance

From the Principal's Desk...

Dear Parents and Students,

Welcome to Valley Elementary School! I am pleased to have you at our school. I hope your first day of school is the beginning of an exciting educational experience. Students and parents, along with the Valley Elementary staff are now partners dedicated to ensuring the success of every student enrolled in our school. Parents, you are encouraged to take an active part your child's education by becoming involved with our school.

The purpose of this parent/student handbook is to provide parents and students with a source of information concerning rules, safety, discipline, incentive programs and expectations. This handbook will be helpful in answering questions as they arise during the course of the school year.

The Valley Elementary PTO is a great way to become an active parent at our school. We would love to have your participation. PTO meetings are always held at the elementary school.

Anytime you have concerns or questions, please call the elementary school office, 259-2611. Our staff will assist you in finding answers to your questions.

Here is to an excellent year filled with high expectations and exciting learning experiences for every Valley Elementary student.

Sincerely,

Todd Shoemaker
Valley Elementary School Principal

*The **vision** of Valley Elementary School is...a school where all students can learn in a safe, caring, structured, and positive environment with high expectations for all learners to reach their greatest potential as active participants in the teaching/learning process.*

*The **mission** of Valley Elementary School is to work with parents and community to better identify and meet the needs of our students, by providing various developmentally appropriate instructional strategies and integrating technology throughout the curricula.*

Valley Elementary School Staff 2011-2012

Mrs. Kathy Arnett – Preschool Room #115
Mrs. Darlene Ruby – ED Room #102
Mrs. Kari Venturino-Smith – MD Room #119
VES Preschool Units:
Mrs. Stephanie Davis Room #118

Mrs. Carolyn Duncan, Aide
Mrs. Lisa Shephard, Aide
Mrs. Annette Hoggard, Aide

Mrs. Vicki Richard, Aide

Primary Kindergarten:

Mrs. Jill Blackburn Room #116
Mrs. Jean Mauk Room #117
Kindergarten Team:
Mrs. Barbara Bailey Room #112
Mrs. Lisa J. Howard Room #111
Mrs. Kristy Payne Room #113
Mrs. Cathy Martin Room #114

1st Grade Team:

Mrs. Julie Fauber Room #124
Mrs. Lisa D. Howard Room #104
Mrs. Wendy Spencer Room #123
Mrs. Cherri Spriggs Room #103

2nd Grade Team

Mrs. Beth Queen Room #130
Mrs. Barb Conaway Room #128
Mrs. Linda Myers Room #129
Miss Susie Doss Room #149

3rd Grade Team:

Mr. James Evans Room #147
Mrs. Jill Gahm Room #139
Mr. Jeremy Clark Room #140

4th Grade Team:

Mrs. Cindy Stone Room #135
Mrs. Laura Nourse Room #136
Mrs. Tracy Riehl Room #134
Mrs. Susan Wright Room #137

Intervention Specialists:

Mrs. Melissa Hettinger Room #138
Mrs. Stacey Riber Room #127

Office Staff:

Mr. Todd Shoemaker Principal
Mrs. Glenna Hannah Secretary
Mrs. Debbie Baughman Nurse

Mrs. Jill Mullins, Room #150
Guidance

Activity Teachers:

Mrs. Heather Pierce, Music Room #153
Mr. Dean Schuler, P.E. (Gym) Room #159

Student Aides:

Mrs. Robyn Yates

Speech:

Mrs. Amy Frazie Room #121

Custodians:

Mr. Charlie McDaniel
Mr. Ray Days
Mr. Brent Knauff

Cooks:

Mrs. Patricia Mollette
Mrs. Shirley Madden

Director of Curriculum & Instruction:

Mrs. Lori Jenkins

Cashier: Ginny Smith

School Psychologist: Mr. Ken Smith

The School Day

The school day officially begins at 9:00 a.m. and concludes at 3:15 p.m. Students being transported by parents should not arrive at the building before 8:30 a.m. (unless in Latch Key) and must leave the building by 3:20 p.m. Students being transported by parents should be dropped off and picked up in the cafeteria. ***Students arriving after 9:00 a.m. will be counted tardy.***

Closing/Delay of School

Occasionally it becomes necessary to close or delay school because of inclement weather or emergency conditions. The local radio stations will report information regarding the cancellation or delay of school. The information will also be posted on the Internet at the school website, (WWW.valley.k12.oh.us), which also has a link to the WSAZ services. The school will also use the automated dialing service to notify parents with the home/cell phone number we have on record.

Latch Key

Latch Key services will be provided for elementary students who arrive between 7:15 a.m. and 8:30 a. m. Breakfast for Latch Key children will be served during this time. You may make arrangements to enroll your child in the Latch Key program by contacting the elementary school office. This service is being provided to accommodate working parents.

Attendance/Tardiness

The school year consists of 180 days. Research shows that children who are in school most of the time do better on standardized state tests. Studies also show that kids who are absent frequently score lower on mandated state tests.

Because of the busy student schedule, tardiness is discouraged. A student is considered tardy if he or she arrives at school after 9:00 a.m. Arriving at school on time is part of learning responsibility. If student tardiness is continual, disciplinary action may be taken to correct the problem. Being continually late for school delays a child's learning as well. A student who is 10 minutes late every day will miss 30 hours of instruction during the school year.

Illness and other legitimate reasons that may necessitate a child's missing school include:

- Personal illness
- Illness in the family
- Death in the family
- Quarantine for contagious disease
- Religious reasons
- Absence of a parent or guardian from the home
- Recognized reasons established by the principal

A written excuse by a parent or guardian stating the reason for the absence must be presented in the office when the student first returns to school, including half-day absences. School personnel will determine if the absence is excused or unexcused.

Unexcused absences are reported daily to the county truancy officer. After four unexcused absences, the truancy officer will make a home visit. After eight unexcused absences, the truancy officer will make a home visit and the parent/guardian will receive a warning notice from the court. After twelve unexcused absences, the truancy officer will contact the school principal to determine if charges will be filed with the court.

Each student who is absent must immediately, upon returning to school, make arrangements with his/her teacher to make up work missed during the absence. Students who are absent from school for unexcused reasons will make up the work missed during the time out.

The school does not excuse absences due to family vacations during school time without prior notification and approval by the principal. The responsibility for such absence resides with the custodial parent or legal guardian. If the school is notified in advance of such a trip, reasonable efforts will be made to prepare a general list of assignments for the student to complete while he/she is absent.

Students leaving prior to 2:00 p.m. will be counted ½ day absent.

In an effort to ensure child safety, parents are requested to call the school by 9:00 a.m. if their student will be absent. Upon the child's return to school, he/she must present a written excuse from the parent or doctor stating the reason for the absence.

The following general rules of procedure offer appropriate safeguards in the interest of the health and safety of children during the time the school is responsible for them.

1. Children are released from school only to their parents or to persons authorized by their parents.
2. Children are released to police officers only after proper clearance by the building principal.
3. In the case of divorce, separation, restraining orders or other similar circumstances, requests to prohibit one parent or guardian access to a child will be honored according to the court/legal mandate.
4. Children are released for religious observance days upon request from their parents. A note must be signed by the parent and presented to the teacher/principal prior to the days requested.
5. In our attempt to create a safe environment for our students and teachers, we require that all visitors check with the principal/office staff upon entering the building. No unauthorized visitors will be given access to classrooms.
6. In case of an emergency, a child will be sent home with the parent or with another authorized adult, if a parent is unavailable. No exceptions will be made without authorization of the custodial parent(s).
7. Requests for release time from school for dental and medical appointments will be honored.

8. Parents are asked not to request that a child be excused from school earlier than the usual dismissal time except in emergency circumstances. If there is an emergency, please contact the office.

Student Dress Code

School dress should be positive and should enhance the child's self image. Any form of dress or grooming that attracts undue negative attention or causes a classroom disruption is discouraged.

Students are expected to come to school clean. We must emphasize the importance of student cleanliness in regard to public sanitary conditions and the general welfare of all as dictated by health and safety requirements.

Students must be dressed appropriately for prevailing weather conditions. They need to be prepared to play outside on days when weather permits. Children should be protected against harsh weather and should come to school dressed in jackets, hats, gloves and rain gear as dictated by the prevailing weather conditions.

Tank tops, spaghetti-strapped shirts, crop tops, and compression shorts are unacceptable school clothing. Shirts that advertise alcoholic beverages or tobacco products are also inappropriate. Words or pictures on clothing that are of sexual or lewd nature or messages and pictures that disrupt the educational program are not permitted. Other inappropriate items include:

- Strong perfume/cologne
- Make up/Unusual hair color
- Shoes with wheels that may damage floors
- Flip flops/high heels/shoes that could result in sprained ankles

In the case that a child is inappropriately dressed, the principal reserves the right to call the parent and ask that they bring acceptable attire to school so the child may change clothes, or the school may provide something from the "spare clothes" on hand.

Lost and Found

Lost and found items will be located on a table in the hallway. Students and parents should check there if they have lost or misplaced something. Clothes not claimed by the end of the school year will be donated to a local non-profit service organization.

Administering Student Medication

All medications should be given by the parent at home, if at all possible. The school may administer medications through the nurse's office if necessary. If a student is given a prescription by a physician that requires the child to take medication during school hours and the school then needs to dispense this medication, the following procedure must be implemented:

1. The parent must sign a request for school personnel to administer medication to his/her child.

2. The school nurse or a trained appointed representative will supervise the storage and dispensing of the medication. Medications must be brought to school by the parent or guardian and need to be appropriately labeled by the pharmacy or physician with date, student name, dosage, and time intervals.
3. The school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration, or possible side effects.
4. New Administering Prescription Drugs Physician's Statement forms must be submitted for each school year and as necessary for any change in the medication order.

Transportation

The purposes of providing transportation for school children are safety and convenience. Students will get on and off the bus in the same place each day. Children are expected to follow all rules of good conduct while riding to and from school. Riding the bus is a privilege. ***Failure to obey safety/conduct rules while on the bus will result in a suspension of transportation privileges for the offending student(s).***

All students on the bus must obey the driver's safety and conduct rules. Disciplinary action will be taken if students break the following bus rules:

- Disorderly conduct
- Use of improper language
- Out of assigned seat when the bus is moving
- Refusal to obey directions
- Eating or drinking on the bus
- Head or arms out of windows
- Tampering with or defacing the bus
- Unnecessary noise
- Fighting or scuffling
- Throwing any objects
- No glass objects or animals are permitted on buses

When a child needs to ride a different bus (not his/her usually assigned bus) "home" from school, the student must present the office a note signed by the parent. The note must be approved and signed by the principal. The note must have the full name of the child, parent, teacher's name and name and address of the residence to which they will be going. This note, or phone call must be provided to the school office by 2:15 p.m. A child will not be released to anyone but his/her parent or guardian without appropriate written notification.

Student Drop-off and Pick-ups

Morning drop-off time is between 8:30 a.m. and 8:55 a.m. Parents delivering their children to school must enter and exit past the football stadium entrance into the parking lot west of the elementary school. Students will then use the cafeteria entrance at the west end of the school building.

The south parking lot, in front of the building, and both its entrance and exit are reserved for staff and school bus traffic only. *Remember, students who arrive after 9:00 a.m. will be counted tardy.*

If a "drop-off" student plans to eat school breakfast, he or she must arrive between 8:30 and 8:45 a.m. After 8:45, only those children riding a late bus will be permitted to eat breakfast.

To better ensure the safety of our students at pick-up we ask that you observe the following rules:

- 1) Parents must park in the large parking lot (by the tennis courts) and walk to the building to get their child/children.
- 2) No one is to enter the building. This is to help eliminate some of the noise and confusion that happens at dismissal. If for some reason you do need to enter the building, walk around front and sign-in at the office.
- 3) Please have your child/children walk with you back to the car.
- 4) Pick-up Students will be dismissed at **3:10**, please be timely. Students not picked up by 3:30 will be placed in Latchkey and a fee will be charged.

We hope that with your cooperation, this new procedure helps our dismissal at the end of the day.

Electronic Games, Toys, Etc.

Radios, electronic games, tape recorders, walkie-talkies, and other types of toys and devices are not allowed out at school because of the potential interruption to the learning/classroom environment. These items are also easily broken, traded, lost or stolen. Please do not permit your child/children to bring these kinds of toys and equipment to school.

Cell Phones, Personal Electronic Devices

Cell phones and personal electronic devices should not be brought to school without the prior approval of the classroom teacher for a particular class project. When students are not using their device, they should be turned off and put away in a safe place, such as their locker and/or book bag. Students should not leave their personal devices at school over night. Valley Local Schools will not be held responsible for any physical damage, loss, or theft of any personally owned device. Students may not, at any time during the day, text or phone other students, film staff or students, take pictures, or play games on their personal electronic devices.

Lunch

Our school food service provides a nutritious, well-balanced lunch for our students. The menu offers a variety of choices throughout the week. Students are expected to use inside voices and demonstrate good manners in the school building, especially in the cafeteria. Loud talking and horseplay are not allowed in the lunchroom or hallways. ***Outside restaurant food is not to be brought into the cafeteria. Please do not send soda/pop with your child.***

Cafeteria Rules

1. Sit properly with knees under the table.
2. Keep hands and feet to yourself.
3. Ask before leaving the cafeteria.
4. Talk quietly, using a 6 inch voice.
5. Carefully throw away trash.
6. Clean your place at the table and underneath the table.
7. When dismissed by table, walk out the door and go directly to the gymnasium and sit quietly.
8. No running, pushing or throwing.

AS A VES STUDENT IN THE CAFETERIA, I WILL REMEMBER TO:

- Be Polite
- Use Good Manners
- Use My 6 Inch Voice
- Respect the lights-out "Quiet Signal"
- Stay In My Own Space
- Leave My Space Clean

Playground Rules

- The playground should be kept clean. Put all trash in the appropriate receptacles. Children are not to spit on the playground.
- No fighting of any kind will be tolerated. Wrestling and rough play will not be allowed because of the possibility of serious injury. Children will not be permitted to play tackle football!
- Rocks, gravel, or other small, dangerous objects that could be thrown will be left on the ground, not in students' hands.
- Swings are made to sit on. No one will be allowed to stand up and swing. Children will not be allowed to jump off the swing while it is in motion. Only one person is allowed on a swing at a time. No sidewise swinging.
- Children must go down the sliding board in a seated position.
- Hanging from basketball rims is not allowed.
- When the children are asked to line up to re-enter the building after recess, they will do so in an orderly and timely fashion.
- Students must ask for permission to re-enter the building during recess.

- Bullying and name-calling are not acceptable behavior anywhere at school, including the playground.
- Inappropriate language and obscene gestures are not tolerated anywhere at school, inside or outside.
- Children must stay on the blacktop if the ground is wet and muddy. They will not be permitted to go to the creek unattended by an adult.

Restroom Rules

- Always use proper manners in the restroom.
- Be sure the toilets and urinals are flushed.
- Help keep the floor, mirrors, and walls neat and clean.
- Don't waste water or paper products.
- Put paper towels in the trash cans.
- Be careful to not scratch or mark on the walls.
- Standing on the toilets and hanging from the bathroom partitions can be dangerous as well as destructive. Students who choose to break this rule will risk serious disciplinary action.

Emergency Medical Treatment

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every student must have an Emergency Medical Form filled out by the parent and sent to school as required by school law. If your child becomes ill or injured, school personnel will get in touch with the contact person indicated on the Emergency Form as soon as possible. Children who are ill need to be picked up as soon as possible.

Updating Family, Custody, and Medical History

Parents should notify the school immediately when changes occur in a student's address, phone number, or any other pertinent information included on the Emergency Medical Form. If the family status changes due to divorce or legal separation, or if the child lives with someone other than his or her natural mother or father, proof of custody or guardianship must be provided to the school office.

Contacting School/Teachers

If parents need to get a message to their child or speak with their child's teacher, they should call the elementary building office (740-259-2611) and leave a message with the building secretary. Telephone calls to classrooms will be forwarded only in emergency situations. Contact with teaching staff will be limited to their planning period from 7:50– 8:30 daily.

Classroom Visitation

The elementary school is always open to parents who would like to visit. The teachers and children are proud of the learning activities and are eager to have parents observe in the classrooms. The principal requests that parents schedule visits in advance of the day you wish to actually visit. All visitors to Valley Elementary must report to the principal's office upon arrival in the building. A visitor's pass will then be issued.

Report Cards and Conferences

Report cards are issued each nine weeks for pre-kindergarten through grade four. Parents are requested to review the data on their child's card, sign and return it to the school. Parent-teacher conferences are scheduled twice yearly. However, if parents have questions or concerns throughout the year regarding their child's progress, the teacher should be notified and a meeting scheduled.

Primary Kindergarten

Although Scioto County superintendents have agreed upon a September 30th cut-off date for kindergarten enrollment, August 1st is the cut-off date adopted by the Ohio Legislature. We are observing the need for additional tutoring intervention for younger students and have an increase in the retention of students in first grade due to the rigorous Ohio Content Standards. Students with birthdays after August 1st will attend Primary Kindergarten. This program allows children time needed in order to enter Kindergarten "ready to learn"; not "at risk" with the need to repeat Kindergarten or 1st Grade.

Children will have time to:

- Grow
- Enjoy
- Close the Gap

What is Primary Kindergarten?

- Reduced class-sizes
- Follows the kindergarten schedule
- Instruction is developmental and age appropriate
- Exploration through structured play

Qualifying for Primary Kindergarten

- Early Screening Inventory
 - Visual Memory and Discrimination
 - Verbal Expression and Reasoning
 - Language Skills
 - Fine Motor Skills
 - Gross Motor Skills
- Pre-Literacy/Number Concepts Screening

- Younger Birthday
- Teacher/Parent Recommendation

Field Trips

Occasionally teachers will plan field trips to extend learning on a given topic. When these excursions are planned, parents will receive information regarding the planned trip, any accompanying costs, the mode of transportation, and a permission form to be signed and returned to the classroom teacher. Responsibility for the welfare of the child remains with the teacher just as it does in the classroom. All school rules remain in effect during all field trips. The signed parental permission slip ensures that parents are aware of the trip and that they are allowing their child to participate. Those students who are not permitted to participate will remain at school in alternative learning activities.

Change of Address or Phone Number

Address changes and home or work phone number changes should be reported to the school secretary and classroom teacher as soon as possible. Changes to be made on the medical form should also be reported to the school immediately.

Homework

Homework provides an opportunity for students to extend their intellectual, emotional, social and moral growth. In addition, it also provides practice to reinforce school instruction and expand the application of knowledge and skills through independent work. The following homework times have been developed to serve as a guide to daily maximums.

- Grade 1: 20 minutes
- Grade 2: 30 minutes
- Grade 3: 40 minutes
- Grade 4: 50 minutes

Custody Information

For the child's protection, a copy of court ordered custody agreements must be kept on file with the guidance department. It is important that the school be informed of any changes that may occur in custody agreements.

Grades, Scale, and Honor Rolls – Grades 3 & 4

Plus or minus may be used on grade cards, but is not calculated for final average for honor roll. The grading scale is as follows:

4.0 – 3.5	A
3.4 – 2.5	B
2.4 – 1.5	C
1.4 -.5	D

Honor roll status is calculated by averaging the **final grades** on the report card.

“All A” Honor Roll means a final grade average on the report card of 4.0. To attain this, a student must achieve an “A” in every subject as the final grade on the report card.

The ***“A/B Average” Honor Roll*** means that a student achieves between a 3.5 and 3.99 grade point average for the final grades. It is possible to attain this grade point average with final grades of both “A”s and “B”s on the report card.

The ***“B Average” Honor Roll*** indicates that a student has a final grade point average of 3.0-3.49

There is no Honor Roll for students in preK – Gr. 2 as they use a standards based report card.

Retention and Promotion Policy

The principal, guidance counselor, teacher and parent(s) may determine the promotion of a student. Promotion procedures demand continuous analysis and study of the student’s cumulative case history records.

Any student who is truant during the current school year for more than 10% of the required attendance days (18 days) and fails two or more of the required curriculum subject areas in the current grade will be retained, unless the student’s principal and classroom teacher(s) agree that he/she is academically prepared to be promoted to the next grade level.

Perfect Attendance

The end of year **Perfect Attendance Award** is given to those students who were **never absent and never tardy**. Each student with perfect attendance will also receive a certificate/medal.

Textbooks and School Property

The Valley Local School District furnishes textbooks to all students. The care of these is the responsibility of each student. If textbooks are damaged or lost, the student is required to pay for the replacement.

Show pride in our schools by taking good care of the building and everything in it. We have a nice facility. Let’s keep it beautiful so that it will be a

good place to come and learn. Any parent of a student who damages school property, windows, books, or equipment will be held responsible for repairs or replacements.

Student Insurance

Student insurance will be available to all students at the beginning of each school year. Information will be sent home at that time for parents to consider.

Suspension

The district superintendent or school principal may suspend a student from school for a period of no more than 15 days. Suspensions may extend beyond the current school year. Should a student's parents choose to appeal the suspension, they must do so in writing to the Superintendent within 10 days of the notice of suspension.

Immunizations/Records

It is mandatory that every child attending Valley Elementary have adequate certification of immunization on file in the school office. Please keep your child's immunization record up-to-date. If you have questions, please call the school nurse, Debbie Baughman, (740) 259-2611.

Student Conduct (Zero Tolerance)

Students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of Valley Elementary are required to conform to school regulations and accept directions from authorized school personnel. The Valley Board of Education has "zero tolerance" for violent, disruptive, or inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events is subject to approved disciplinary action.

This section of the handbook gives written rules and regulations that students are subject to while at school or while participating in any school related activity or event. The information includes the types of conduct that may result in suspension or expulsion from school or other types of disciplinary action. These rules apply to any form of student misconduct directed at a Valley School District official or employee or to property of a district official or employee, regardless of where the misconduct occurs. A student may be expelled for up to one year if he or she commits an act that inflicts serious physical harm to persons or property if that offense is committed at school, on school property, or at a school activity, event, or program.

It must be understood by each student and his or her parents that any teacher or school official has not only the right, but also the duty to insist on good behavior from the students at Valley Elementary. It is important in an

effective school system that students show respect for the faculty and administration, other students and themselves.

The principal has been granted the authority to inspect students' school lockers, desks or articles that students may carry or wear and to question students at his discretion. The principal and other authorized certified personnel may use the following disciplinary measures to correct student behavior:

1. Student conference
2. Parent conference
3. Limit activities
4. Written assignment
5. Removal of non-permitted items
6. Appropriate restitution
7. Removal from class
8. Detention
9. In-school suspension
10. Out-of-school suspension
11. Suspension of transportation privileges
12. Court referral
13. Referral to law enforcement agencies
14. Saturday school
15. Expulsion from school

Disciplinary action may result from the following prohibited conduct:

- Interfering with normal school activities, curricular or extracurricular
- Causing or attempting to cause damage to the property of another
- Disregarding requests, directions or directives (insubordination)
- Causing intentional physical injury or behaving in such a way as to bring about harm to another person while attending curricular or extracurricular activities
- Using profane or vulgar language or gestures
- Possessing dangerous weapons, controlled substances, alcoholic beverages, tobacco, matches, lighters, drug paraphernalia or pornographic materials
- Knowingly possessing, making, selling, offering to sell, or delivering counterfeit controlled substances (House Bill 535)
- Possessing or using tobacco products on school buses, in school buildings, or on school grounds at any time
- Drawing, possessing pictures or magazine pages and/or accessing internet sites dealing with lewd, suggestive or pornographic materials/items
- Being truant from school, absent without due cause
- Stealing from the school, faculty, or other students
- Leaving school grounds during the school day without permission from the principal
- Leaving a school building during a school activity without permission of the adult in charge
- Showing affection for another student in public
- Engaging in any type of gambling
- Being out of his/her assigned class without permission
- Being in the hallways without permission during class time
- Activating fire alarms or fire fighting equipment except in an actual emergency
- Coming to school under the influence of any controlled substance
- Bringing or possessing radios, tape players, or any other electronic amusement devices during the school day, except with permission from the principal
- Conspiring to, or engaging in, hazing; or committing an act that tends to injure, frighten, degrade, or disgrace a fellow student
- Violating the student dress code

- Engaging in any form of cheating in curricular or extracurricular activities
- Being unprepared for class
- Spitting, biting, littering, pushing, shoving, kicking, scratching, slapping and wrestling
- Using verbal abuse toward teachers, administration or other students
- Exhibiting disruptive behaviors during the school day

Student Records/Directory Information//Photos/Videos

The District designates the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that directory information is not released for a profit-making plan or activity. Such information includes: student's name, address, phone numbers, e-mail address, date/place of birth, grade level, extracurricular participation, achievement awards or honors, weight and height if a member of an athletic team, major field of study, dates of attendance, date of graduation, photographs and videos (for use in district newsletters, press releases, yearbooks, websites and other school created publications.) Parents have two weeks in which to advise the District in writing (a letter to the Superintendent's office) of any or all of the items which they refuse to permit the District to designate as directory information about that student.

Cheating

Cheating is wrong and considered a violation of student code of conduct. Cheating on any classroom/district/state/national test or assessment will be met with appropriate consequences. In accordance with state of Ohio and local school district policies, in the event of an allegation of violation of test security or cheating involving a student on a state test, the district coordinator shall meet with the school coordinator, building principal, the individual(s) making the allegation and the individual(s) accused of the violation to gather information. After reviewing the information, and further investigation if necessary, the building principal and district coordinator shall decide the validity of the alleged violation and penalties imposed if the violation is confirmed. (Penalties may include invalidating the student's test score, requiring the student to take a section of the test over the next time it is officially administered and/or disciplinary measures consistent with the school's discipline policies.) Within 10 day s of determining that a test security violation has occurred, the district coordinator, building principal or local Superintendent shall notify the State Board of Education in writing of the finding and the action taken.

District Website

Please check the district/building website often to view the most up-to-date information, calendar, pictures, etc. @ WWW.valley.k12.oh.us



Valley Elementary

I am the parent/guardian of the following student, and hereby acknowledge that I have read the attached handbook and have reviewed it with my child.

Student's Name:

Parent/Guardian's Signature:

Please complete this form and have your child return this to his or her classroom teacher by SEPTEMBER 2, 2011.