

PYMATUNING VALLEY MIDDLE SCHOOL

2019-2020 STUDENT/PARENT HANDBOOK



**WELCOME TO PYMATUNING VALLEY
MIDDLE SCHOOL**

**PYMATUNING VALLEY MIDDLE SCHOOL
2019-2020 STUDENT/PARENT HANDBOOK**

This handbook is a guide to just a few of the more important practices followed at our school. When developing rules, regulations, and procedures, students are our first concern. Not all situations, rules, and expectations can be covered in the handbook format. If there are questions, the student should ask for direction or advice from a staff member. We believe that these policies are formed in the best interest of our students. We invite you, the parents and students, to join with the staff in promoting an educational environment and program that will be beneficial to all our students. We look forward to working with you.

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SCHOOL DAY

The school day takes place from 7:30 am - 2:20 pm.

Students who eat breakfast through the school cafeteria program may enter the building at 7:10 and will remain in the cafeteria until the 7:30 bell. Students who ride the bus and do not eat breakfast will be directed to the gym and will sit in their appropriate grade level section until the 7:30 bell rings. **Students who do not ride the bus should not arrive earlier than 7:20 (unless eating breakfast in the cafeteria). As the safety of our children is of utmost importance, it is essential to adhere to this time schedule. No students shall arrive earlier than 7:10 as they would be unable to enter the building and would be unsupervised.**

STUDENT DROP OFF/PARENT PARKING

For the safety of our students, ALL before school drop-offs and after school pickups will take place in the back of the building.

Parents and visitors are asked to park in front of the school in the designated parking lot. All parents and visitors must sign in at the front desk upon arrival. If a parent or visitor must travel throughout the school, he or she must wear a visitor's badge, which is issued at the front desk.



VISITATION

Please note that all visitors entering the school building throughout the course of the school day must, by Ohio Revised Code 3313.20 and 2917.211, register in the office where they will be given a visitor's pass. This regulation exists for the protection and safety of each and every child attending school. Parents wishing to meet with a classroom teacher before, during, or after school are asked to contact the teacher first via email or phone to schedule an appointment. This meeting will take place in a designated conference room in the office. Once the appointment is made, the visitor must come directly to the office to sign in to receive a visitor's pass.

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EMERGENCY PROCEDURE FORM

An emergency procedure form is to be completed each year for every student. This form provides the information needed to care for your child in the case of illness or injury.

Please notify the office of changes of address, phone number (including cell numbers), or other emergency procedure changes as they occur. Please note, only those identified on the emergency form may pick up your child. This notification is critical for the safety of your child.

ATTENDANCE

Ohio law requires students to be in attendance each day that school is in session. Therefore, it is the intention of the Pymatuning Valley Local Schools to hold students accountable for their attendance. The Board of Education also believes that good attendance is a vital part of academic success in the high school setting. To this end, it has established a policy whereby any student or parent of a student who is **Habitually Truant** or **Excessively Absent** may:

- Be cited to Juvenile Court;
- Be referred to Children's Services;

Habitually Truant is defined as:

- 30 or more consecutive school hours absent without legitimate excuse;
- 42 or more school hours absent without legitimate excuse in any calendar month;
- 72 or more school hours absent without legitimate excuse in a school year;

Excessively Absent is defined as:

- 38 or more hours in absent with or without legitimate excuse in any calendar month;
- 65 or more hours in absent with or without legitimate excuse in any school year;

The following excused absences would contribute to a student's **Excessively Absent** total. In order to be excused, a note signed by a parent or doctor must be sent to the attendance officer or a phone call from home must be made to the school.

1. Student Illness
2. Illness in the immediate family
3. Death in the immediate family (administrative decision for outside the immediate family)
4. Emergency at home (validity determined by the principal/designee)
5. Seasonal farm work which must be performed for the family
6. Medical appointment
7. Driver's license exam
8. Extended vacation
9. Religious reasons
10. Any other reason for not attending must be approved by the principal or superintendent

Prior to any parent/student being cited to Juvenile Court or referred to Children's Services, a mandatory attendance intervention meeting must be held at the school with the parent(s)/guardian(s). The district will make three attempts to contact the parent to attend the meeting. If the parent does not attend, intervention will proceed without parental involvement. If the student fails to comply with the intervention plan, the student/parent may be cited to Juvenile Court or referred to Children's Services.

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ABSENCES/TARDINESS

Please notify the school as early as possible the morning your child is not in attendance. When a student returns to school following an absence, a written explanation for the absence must be provided including the dates of the absence along with a parent or healthcare provider signature.

Students arriving late must come to the office to sign in and receive a pass to class. Excessive tardiness to school will result in disciplinary action. Students are counted tardy to school if they are not in their classroom by 7:35 AM.

4-7 tardy offenses – Detention

8-9 tardy offenses – Saturday School

10+ tardy offenses – Office referral, possible court citation.

TARDY TO CLASS

Students who are tardy to class will be assigned:

4-7 tardy offenses in one quarter – Detention

8-9 tardy offenses in one quarter – Office Referral

10+ tardy offenses in one quarter – Saturday School

ATHLETE ABSENCES

Unless ill and absent from school, each athlete must communicate with his/her coach when they will miss a practice or event. If an athlete is not in school by 10:30 on a practice or game day, the athlete will not be able to participate in practice or in the game. Exceptions will be made for an official doctors visit with signed doctor's excuse or prior-approved excused absence.

STUDENT ILLNESS AT SCHOOL/SCHOOL SANCTIONED ACTIVITIES

If a student becomes ill at school, the child will be attended to in the school clinic. The office will contact the parent, or the designated alternate, if a child needs further care. If a child appears to be ill at a school sanctioned activity, the school designated supervisor will contact the parent/guardian and/or the proper medical authorities.

MEDICATION (Prescription AND Over-the-counter)

Medications can only be given at school with the completion of the appropriate medication paperwork available in the office, which requires both parent AND physician signature. Once the appropriate forms have been filled out, the medicine must be transported to/from the school by a parent/guardian only (NOT the student), and will be kept in the office in a safe place. The medication will be administered to the student in the safety of the office. It should be noted that cough drops, aspirin, Tylenol, cough syrup, antacids, and ointments for poison ivy, etc., are all considered medicine by the Physician's Desk Reference Book and will be treated as such.

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VACCINATIONS

The Ohio Department of Health requires all students entering the 7th grade must have a **booster dose of Tetanus/Diphtheria/Pertussis (Tdap) and Meningococcal**. A copy of the vaccination must be submitted to the office for placement in the student's file. If a student does not provide a copy of the updated immunizations within the first 10 days of school, that student will not be allowed to attend school until proper immunizations have been documented.

SCHOOL DELAY/CANCELLATION/EARLY RELEASE

The superintendent has the option of delaying the start of the school day by two hours if there is inclement weather. That two-hour delay, however, may become a cancellation if the weather does not improve. This means that parents may need to make special arrangements for their children until the bus comes or the building opens at 9:20 a.m. Dismissal time will remain the same. It is imperative that children have contingency plans in case it is deemed necessary to send students home early.

School delays/cancellations will be announced on: WREO FM-97.1, WFUN AM-970, WKBN AM-570, WVCC FM-100.3, WZOO FM-102.5, and TV Channel 5. Households with students will also receive an automated call from a school official announcing the delay or cancellation.

PERSONAL PROPERTY

Please mark your children's clothing in case it becomes lost. Hundreds of articles of clothing are donated yearly to charitable organizations because students refuse to claim them.

Students are not to bring to school any unnecessary money or articles from home, such as any type of trading cards and toys of any type. We strongly discourage bringing any electronic devices: i.e. iPod's, MP3 players, CD players, and cellphones to school. If brought to school, these items must be turned off and remain in the student's locker during school hours otherwise these items may be confiscated and kept in the office until a parent can claim them. **Electronic devices are common items damaged and stolen during the school year. The school is not responsible for the theft, loss or damage of these items.**

LOST AND FOUND

Articles found in the building, on the grounds, or on the bus are brought to the lost and found cupboard in the office where the students should claim them. All unclaimed items will be donated to charitable organizations periodically throughout the year.

TELEPHONES/CELL PHONES

Only office and classroom telephones (not student cell phones) are to be used in case of sickness and emergencies (e.g. cancellation of an extracurricular activity). When calling home for any reason, permission must be granted by a staff member.

Absolutely no cell phone use (or similar item) is permitted during school hours. This includes text messaging as well as any other feature found on a cell phone. Cell phones are to be turned off and remain in the student's locker at all times. The school is not responsible for lost, stolen or damaged cell phones.

If a cell phone is used during the school day, it will be confiscated by the teacher or staff member (unless usage has been allowed by the teacher for educational purposes only). The cell phone will be returned at the end of the day. It is the students responsibility to retrieve their cell phone; the teachers will not seek out the student. If cell phone confiscation becomes habitual, the principal will confiscate the cell phone and it will only be returned when a parent comes to the office to pick it up. Further consequences may arise.

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LOCKERS

Each student is assigned his/her own locker. Students should limit their locker usage to the beginning of the school day, middle, and end of the school day. **There is no sharing of lockers. Each locker has a unique combination. Students are not to share this combination with fellow students as their privacy may be compromised.** Lockers are the property of the school district and are subject to random searches per ORC 3313.20.

BREAKFAST/LUNCH

During the first week of school, we will send a notice regarding breakfast, lunch and milk costs, free/reduced meals applications and a current month menu. Free/reduced applications will be processed as soon as possible and notification of eligibility will be sent home. If you qualified for free or reduced meals last year, you will qualify for the first two weeks of the new school year. Prepayments are welcomed and will be placed in your child's individual account for use for breakfast, lunch or milk (please note, prepayments are not to be used for snacks). Please make prepayments in the morning in the cafeteria before going to class. Checks are preferred whenever possible. Please keep track of when you send money and how much so you will know when your child needs more money. Charges are for emergencies only and are limited to five. All charges should be paid as soon as possible and ***MUST*** be paid by the end of the year. Anytime this privilege is abused your child will no longer be permitted to charge. The **cutoff date** for **charges** in the cafeteria will be **May 1**. After that date no charging is permitted in the cafeteria.

The cafeteria will have water and juice available for purchase during lunch for students who wish to have a healthy alternative to milk. All drinks purchased must be consumed in the lunchroom. Please note, soda pop is not available for purchase and students are not permitted to bring soda pop from home as part of their lunch.

LUNCHROOM PROCEDURE

Upon entering the cafeteria students will enter the assigned line, walk to the serving area, receive the tray or extra milk, and exit by the center doorway.

Students are expected to:

1. Stand in line and wait their turn.
2. Keep the table areas clean.
3. Return trays and refuse.
4. Use good table and eating manners.
5. Aid in cleaning tables as needed.
6. No gum or pop allowed anywhere in the building unless provided by a teacher.

The people in charge give specific rules for each lunch period.

Students are to refrain from talking when the lights are out during cafeteria dismissal.

Stealing items from the cafeteria will result in a Saturday School, ISS or OSS pending the administrative decision.

BETWEEN CLASS CHANGES

Hall Traffic: Teachers will supervise the movement of students through the hallway. Traffic should move quickly and quietly without pushing, running, or any other type of horseplay. There are no open food/drink containers allowed in the hallway. Food items will be confiscated and thrown in the garbage can.

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STUDENT CONDUCT

Socially acceptable behavior is expected of the student at all times. The ultimate goal is to develop a self-disciplined adult. Until that time, others must impose discipline.

Students are responsible to every staff member of Pymatuning Valley Middle School. A staff member, in a manner appropriate to the misconduct, will correct deviations from acceptable behavior. If this does not correct the situation, the teacher will bring the matter to the attention of the principal.

ALEC

The Alternative Learning Education Center (ALEC) will be used throughout the day to provide students an opportunity to complete assigned work due to classroom disruptions and an inability to properly function in the typical classroom.

Students in ALEC may not do any of the following:

- a. Communicate with others students assigned to ALEC in any form
- b. Leave their assigned seat without permission from the supervisor
- c. Leave the room without permission from the supervisor
- d. Sleep

Repeated ALEC Referrals will result in the following:

- 5 ALEC Referrals within one quarter – Saturday School
- 8 ALEC Referrals within one quarter – Saturday School
- 12 ALEC Referrals within one quarter – 3 Day Out-of-School Suspension

STUDENT CONDUCT CODE

Violation by a student of any one or more of the following rules, on school grounds, or at school activities and events on or off school grounds may result in disciplinary action, including suspension, emergency removal from class at school, expulsion, and/or court citation. The administration reserves the right to use its discretion in enforcing rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign predetermined consequences, the administration will use discretion as it sees fit.

- 1. DISRUPTION IN SCHOOL:** A student will not, by the use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities
- 2. DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY:** A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the BOARD). This would include deletion of computer files as well as knowingly introducing a computer virus to any school program or misuse of the computer and the internet. Students will be asked to pay damages for willful destruction or defacement of school or private property.
- 3. FIGHTING, ASSAULT AND/OR THREAT:** A student will not physically attack or threaten to attack any person.

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4. **DANGEROUS WEAPONS, INSTRUMENTS AND OBJECTS:** A student will not possess, handle, transmit or conceal any object, which might be considered a dangerous weapon or instrument capable of harming another person.
5. **NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS:** A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance that is classified as a look-alike drug or that causes physical or mental change.
6. **TOBACCO USE:** Students shall not be in possession of tobacco, including tobacco vapor, at school or any school function. Students will not be permitted to smoke, chew or vape in school buildings on school grounds or at any school-related activity.
7. **PROFANITY AND/OR OBSCENITY:** A student will not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.
8. **INSUBORDINATION:** A student will comply with the directions of authorized school personnel during any period of time the student is properly under the authority of the school.
9. **INAPPROPRIATE DRESS:** A student will not dress or appear in a fashion that:
 - A. Interferes with the student's health or welfare or that of others or
 - B. Causes disruption or directly interferes with the educational process.
10. **EXTORTION:** A student will not obtain or attempt to obtain another person's property, whether by implied or expressed threat.
11. **FORGERY:** A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms, or correspondence directed to the school. This also includes computer hacking or other unauthorized entry into computers or information databases.
12. **TRESPASSING OR LOITERING:** A student will not be present in a school building or on school grounds at unauthorized times when the presence may cause disruption of an activity, function or the educational process.
13. **FALSE IDENTIFICATION:** A student will not use or attempt to use false identification to mislead school personnel.
14. **BREAKING AND ENTERING:** A student will not break and enter, or attempt to break and enter, school or private property on school grounds.
15. **THEFT:** No student while on school property or in attendance at any school-sponsored activity shall steal or attempt to steal either private property or school property.
16. **MISSED DETENTION OR MISSED SATURDAY SCHOOL:** All students who are assigned detention or Saturday School must report on time and follow all rules and regulations. If a detention is missed, the student will serve the detention following day. If a Saturday School is missed, that student may be suspended for 3 days upon returning to school.
17. **PUBLIC DISPLAYS OF AFFECTION:** A public display of affection is distasteful to most people and generally unacceptable. Students using poor judgment in this matter will be subject to disciplinary actions.

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18. HARASSMENT, SEXUAL HARASSMENT, RACIAL SLURS, INTIMIDATION, BULLYING:

Any intentional written, verbal, nonverbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. All instances will be documented.

19. Improper Use of Personal or District Technology:

Any improper use of technology, either personal or district owned is a violation of the acceptable use policy and agreement.

STUDENT SUSPENSION PROCEDURE

In all instances of student behavioral problems, school personnel are encouraged to work in a positive manner in bringing about desirable behavior by the student. Recognizing that in some instances the student's behavior exceeds tolerable limits, action by school officials must be taken for the general good of the school operation.

Students not in compliance with the adopted Board Policy of the Students' Conduct Code may be suspended by the principal or superintendent for not more than ten (10) school days.

Prior to suspension, the principal or superintendent shall give the pupil written notice of the intention to suspend him/her and the reason for the intended suspension, and provide the pupil an opportunity of appeal at an informal hearing before the principal, assistant principal, superintendent and challenge the reasons for the intended suspension or otherwise to explain his actions.

On decisions to suspend, the superintendent or principal shall within twenty-four (24) hours after the time of the pupil's suspension, notify in writing the parent, guardian, or custodian of the pupil, and the Clerk of the Board of Education of such suspension. The notice shall include the reasons for the suspensions and shall also include notification of the right of the pupil or his parent, guardian, or custodian to appeal such action to the Board of Education or its designee, to be represented in all such appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against such suspension, and to request that such hearing be held in executive session.

A pupil or his parent, guardian, or custodian may appeal his/her suspension by a superintendent or principal to the Board of Education or its designee. Such pupil or parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against the suspension. At the request of the pupil, or his parent, guardian or custodian, or attorney, the Board or its designee may hold the hearing in executive session but shall act upon such suspension only at a public meeting. The Board may, by a majority vote of its full membership or by the action of the designee, affirm the order of suspension or may reinstate such pupil, or otherwise reverse, vacate, or modify the order of suspension.

The Board of Education or its designee shall make a verbatim record of the hearings held. The decision of the Board or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

In the rare occurrence that school is cancelled on a day that a student is suspended, the student's return date remains unaffected, and the day counts as being suspended.

STUDENTS' RIGHTS PHILOSOPHY

The Board of Education of the Pymatuning Valley Local School District believes that it is the Board's responsibility to encourage the student body of all its schools to take full advantage of the educational programs, the school facilities and talents of the school personnel, to develop the individual's full mental and physical abilities.

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It is essential that in accomplishing this goal, every student is protected by the First Amendment to the United States Constitution within certain limitations; the right of free speech, symbolic speech, freedom of assembly, right of privacy and person appearance. The development of a STUDENT CONDUCT CODE provides the necessary restraints so as to not frustrate the good intentions of the majority of the student body. NOTE: All students are required to have due process before penalties are imposed.

STUDENT EXPULSION PROCEDURE

Students not in compliance with the adopted Board policy of the Student Conduct Code may be expelled by the superintendent for a period of time as determined by the superintendent within the guidelines of the law. No pupil shall be expelled unless prior to his/her expulsion the superintendent:

1. Gives the pupil and his parent, guardian, or custodian written notice of the intention to expel the pupil and
2. Provides the pupil and his parent, guardian, custodian, or representative an opportunity to appear in person before the superintendent to challenge the reasons for the intended expulsion or otherwise to explain the pupil's actions.

The notice in (1) above shall include the reasons for the intended expulsion, notification of the opportunity of the pupil and his parent, guardian, custodian, or representative to appear before the superintendent to challenge the reasons for the intended expulsion or otherwise to explain the pupil's actions and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the pupil, his parent, guardian, custodian, or representative. If an extension is granted, the pupil and parent/guardian /custodian will be notified of the new time and place to appear.

The superintendent shall, within twenty-four hours after the decision to expel a student, notify in writing the parent, guardian, or custodian of the pupil, and the clerk of the Board of Education of such expulsion. The notice shall include the reason for the expulsion and shall also include notification of the right of the pupil or his parent (et al), to appeal such action to the Board of Education to be represented in all such appeal proceedings, to be granted a hearing before the Board in order to be heard against such expulsion, and to request that such hearing be held in executive session.

DRESS CODE

Maintaining a proper standard of clothing helps to keep an air of seriousness at school. We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. The administration reserves the right to intercede in cases where the health, mental health, welfare and safety of students and others are affected.

Any type of attire which attracts undue attention to the wearer is not acceptable. Some examples of dress unfit for school are pajamas, tight or short skirts or shorts (**must be fingertip length**), tank tops with a width less than three fingers wide, tops with bare shoulders or bare midriff, and saggy pants that allow underwear to show, or cause students to "step" on the hem because they are too long. Shorts and sandals should not be worn during the winter months. Words or phrases on clothing which have a double meaning or which refer to alcohol, smoking or drugs are not permitted. Pants (including Jeans) may have small holes or tears below fingertip length or above if shorts or leggings are worn underneath. Patched or sewn pants are permissible. If hooded sweatshirts are worn, hoods must remain off. Bookbags, hats and coats are to be stored in assigned lockers. No roller skates or roller shoes are allowed in the school. **Those not dressed properly will be required to get a change of clothing from either the nurse's office or home.**

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ASSEMBLIES/FIELD TRIPS/ATHLETIC EVENTS

These are times when our students are “on view.” The impression others have of us depends largely on how we conduct ourselves. Students are expected to display good conduct and adhere to school regulations at all times. Assemblies, field trips, and athletic events are a privilege not a right. Students may lose the opportunity throughout the year to participate in these types of activities based on their behavior and school performance.

GUIDANCE SERVICES

The guidance counselor is available to discuss with parents their concerns about each child’s academic and social growth. Conferences must be arranged by calling the office and scheduling an appointment directly with the guidance department.

CURRICULUM

Students in the elementary grades (5-6) study language arts, mathematics, science, and social studies. The homeroom teacher or another teacher on that grade level will teach these classes.

Seventh grade students have language arts, math (& math lab), social studies, science, computer, physical education, art, humanities, and keyboarding.

Students in eighth grade have classes in language arts, social studies, science (science 8 or physical science 9), math (math 8 or Algebra I), physical education, independent living and a S.T.E.M. related elective.

In addition, every eighth grade student must complete a job shadowing activity. We believe that this has been one of the most valuable academic experiences our 8th grade students have over the course of the year. This assignment is generated through our independent living/career exploration course. It is a semester course and the final grade will be an incomplete until the activity is done. If a student does not complete the activity, the final grade for the course will be an F.

INDIVIDUALS WITH DISABILITIES

The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to Pymatuning Valley’s programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the guidance office at 440-293-6981.

EXTRA CURRICULAR ACTIVITIES

At the Middle School, students may select a variety of activities/sports. Elementary students may participate in band, chorus, drama, and intramural athletics. Junior high students may join band and/or choir, become a library or office aide, be a cafeteria helper, and participate in basketball, volleyball, wrestling, football, track, and cross country if they are academically eligible.

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ATHLETIC ELIGIBILITY

To be eligible to participate in athletics in junior high, a student must have received passing grades in 75% of his/her classes during the preceding nine weeks grading period. **All 7th grade students entering 7th grade for the first time are eligible to participate in fall sports.**

TEXTBOOKS

During the first week of school, textbooks will be given to students, free of charge, for use during the school year. A student is responsible for the books issued. If books are damaged, lost, or stolen, the student will be required to pay for them. **All textbooks should be covered.**

HOMEWORK

Homework is an integral part of the learning process. Teachers assign homework to reinforce, supplement, and enrich skills taught in class. Points may be taken off for any assignment not completed on time.

MAKE-UP CLASS WORK

All students may make up work missed because of an excused absence. Full credit for make-up work will be given if the work is done in the designated time allowed. The time limit for make-up work shall be one day for each day of absence.

Student assignment sheets will not be provided for less than TWO DAYS of absence. Students are encouraged to call a friend for assignments. Parents are asked to call for assignments by 10:00 A.M.

LAKER LEARNING LOUNGE

All students are encouraged to use the learning lounge for both research and recreational reading. Materials may be checked out for two weeks and they may be renewed. No reference book, encyclopedia, or magazine may leave the Learning Center at any time. Any lost or damaged material must be replaced at the expense of the borrower.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

Computers are an integral learning tool. The appropriate use of computers, the internet, and the school's computer network is critical to the overall educational process. To that end, each student and parent must sign and return the computer network and internet acceptable use policy and agreement. Students knowingly violating the acceptable use policy will face disciplinary action ranging from the loss of computer privileges, to detention, Saturday School, ISS or OSS.

R.S.V.P. Program

Each spring, Catholic Charities presents their Responsible Social Values Program or "R.S.V.P." to our 6th, 7th and 8th grade students. This is a one-week program which is scheduled this year school in March. R.S.V.P. is a program that promotes healthy relationships focusing on sexual risk avoidance and other adolescent behaviors including alcohol and other drug use, dating violence, and the perils of human trafficking. This program has been presented to PVMS students for the past sixteen years by Catholic Charities (Catholic Charities does not promote religion in any way before, during, or after the presentations). We feel that this program addresses very important health issues for

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developing adolescents. Due to the sensitive nature of the issues addressed, we ask that you sign and return the permission slip for your child to attend these sessions which is enclosed with our first day information packet. Please contact the school with any questions.

PHYSICAL EDUCATION

All students are required to participate in physical education classes. Students should wear jogging pants or shorts, a tee shirt, socks and gym shoes.

A student may, when necessary, be excused from gym class when a parent requests it in writing. If, however, the child needs to be excused for a period of time, a note from a physician will be necessary.

STUDENT PLANNERS/HALL PASS

Every student will be issued a student planner to document all assignments. This planner will also be utilized as the students hall pass. This planner should be with you at all times except for lunch and recess. All students must have their signed planner in his/her possession anytime that the student is not in the classroom.

BUS REGULATION FOR PUPILS BY ORDER OF PYMATUNING VALLEY BOARD OF EDUCATION

1. Immediately upon entering the bus, pupils shall take their assigned places.
2. Pupils shall not be loud or use improper language at any time.
3. Windows and vents shall not be adjusted without the permission of the driver.
4. No pupil shall attempt to get on or off the bus until it comes to a full stop.
5. Pupils should be ready when the school bus approaches.
6. Pupils should not stand in the middle of the road while waiting for the school bus.
7. Pupils should not talk to the driver unnecessarily while on the route.
8. Pupils shall conduct themselves on the bus approximately as they would in the classroom, except that reasonable visiting and conversation are permissible.
9. The driver has the same authority over passengers on the school bus as the teacher has over students in the classroom.
10. Waste paper and rubbish should never be dropped on the floor of the bus.
11. Never throw anything within or out of the bus.

PUPIL AND PARENT BUS RESPONSIBILITIES

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride on assigned buses. Parents must request in writing to permit deviation from this rule. Request shall be made to the principal and/or transportation supervisor.
3. Pupils will ride their assigned bus both to and from home to school unless a written request asking permission to be let off the bus at some other stop is represented to the bus driver and signed by parents and countersigned by the building principal.
4. Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the transportation supervisor.
6. Parents will be responsible for any damage to a bus by their children.
7. Eating and littering are not permitted on buses.
8. Noise on a bus shall be kept to a minimum at all times to assure safety of operation.
9. Absolute quiet must be maintained at railroad crossings or other danger areas.
10. Nothing shall be thrown out of the bus, nor anything held so it extends out the window.

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11. All parts of the pupil's bodies shall be kept inside the bus at all times.
12. Pupils shall be waiting at the curb side of the road to board the bus for morning pick up.
13. Pupils shall sit three to a seat and no standing shall be allowed as long as seats are available. Seats are assigned by the driver to maintain order and for evacuation purposes.
14. Band instruments or special equipment which blocks the aisle of the bus are not permitted on a bus.
15. Knives, animals, dangerous articles, etc. are not permitted to be on the bus.
16. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student. When it becomes necessary to refuse transportation to a pupil due to misconduct the school administration (transportation supervisor) shall notify the parents of such refusal in writing with a full explanation for this action. The bus driver then shall not permit the pupil to board the bus at his or her home until the parent gives assurance future good conduct on the part of the pupil.

PTO-PARENT/TEACHER ORGANIZATION

The PTO is very helpful and supports the growth of the middle school. Our school profits in many ways because of the leadership and activities of this great organization. We encourage all parents to become active members of the PTO. To find out more information about PTO or meeting dates, please contact the office.

NEWSLETTER AND CALENDAR OF EVENTS

A newsletter and calendar of events is published at the end of each month to notify the parents of current activities and programs occurring at the Middle School during the month.

DISTRICT/SCHOOL WEBSITE

Please visit our district/school website and explore the links for additional resources and up to date information. www.pvschools.org. The middle school link is on the left hand portion of the page under the "schools" tab.

FIRE, TORNADO, AND LOCKDOWN DRILLS

We have at least one safety drill per month. The teacher gives specific instructions to each class regarding procedures and/or exit routes. These drills are crucial for the safety of all our students and staff. Students who do not following directions or disrupt during these drills will receive school consequences.

PARENT ACCESS SYSTEM

The Parent Access system allows parents the opportunity to track their children's progress throughout the school year. From attendance to grades, specific assignments and homework, the Parent Access system also allows communication with teachers and more. This system also lets you create your own username and password. Pymatuning Valley Local Schools is pleased to provide the links below to take advantage of the Parent Access system: <https://progressbook.neomin.org/ParentAccess/>

Please contact the school if you need a registration key at 440-293-6981.

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TITLE I

All Pymatuning Valley Local School buildings K-12 qualify for a Title I School-wide Program. Title I is a federally-funded program that offers assistance to students in the area of Reading and/or Math. Title I funding is based on the poverty level within the school. Our Title I programming utilizes highly qualified teachers and tutors to provide extra help in the areas of reading and math for students who score below the proficient levels on State mandated Achievement Tests, classroom assessments, observational surveys, and/or teacher referral.

How We Gather Input To Guide The Title I Program

The Title I program gathers input from teachers, students and parents through annual surveys. In addition, parents annually should receive a Title I compact and program introduction letter. The purpose of the school-parent compact is to build and foster the development of a school-parent partnership to help all children achieve the State's high standards. Responsibility for improved student achievement will be shared by parents, students, and teachers.

Parents Right to Know

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher. These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of the certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may direct your request for the information to Mrs. Billie Williams, Director of Pupil Services at 440-293-6488.

PROGRESS REPORTS

Report cards are a way of keeping parents informed about each child's progress. The Pymatuning Valley school year is divided into four-nine week grading periods.

The grading scale is:

- 93 – 100 A
- 85 - 92 B
- 74 - 84 C
- 65 - 73 D
- 0 - 64 F

Dates that interim reports and report cards go home for the 2019-2020 school year:

Interim 1	09/20/19
Report Card 1	10/25/19
Interim 2	11/22/19
Report Card 2	1/10/20
Interim 3	2/14/20
Report Card 3	3/20/20
Interim 4	4/24/20
Report Card 4	5/21/20

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**PVMS HANDBOOK
STUDENT AGREEMENT
2019-2020**

I have received the PVMS Student/Parent Handbook and understand that it is my responsibility to read and follow the rules that are explained within the handbook. It is also my responsibility to give the handbook to my parent or guardian.

If I fail to follow any of the rules/regulations in the Pymatuning Valley Student Handbook then I understand the penalties that will be enforced by the administration of the school district.

Please sign and return to your homeroom teacher by Friday, August 23, 2019.

Student Name (Print)

Homeroom Teacher/number

Student Name (Signature)

Parent/Guardian (Signature)

