

# Parent Handbook



## **Pymatuning Valley Primary School 2021-2022**

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## INTRODUCTION

This handbook is designed to familiarize you, the parents of Pymatuning Valley Primary students, with the policies and procedures at your child's school. *Please read through the handbook carefully as it changes from year to year to stay current with State and Federal law changes.*

Our goal at PV Primary is to provide the children of Pymatuning Valley with the best education possible through a positive and supportive environment. We strive to build home-school partnerships to work together toward your child's success. We know how important a collaborative relationship with parents is to student and school achievement. Look for many opportunities to be involved and engaged in the school and your child's education with family nights, parent meetings, PTO, and parent-teacher conferences. The key to all of this, of course, is honest and open communication. Our goal is to communicate with you in various forms that also allow for feedback and two-way conversations, such as our school newsletter, website, Class Dojo, and Facebook page as well as Google classrooms, student planners, email, and personal conversations. Class Dojo is used as part of our school-wide positive behavior system. At the Primary school, our goal is to reduce unwanted student behaviors by focusing on and recognizing positive behaviors. In addition, Class Dojo is a great communication app for the classroom. It connects teachers, parents, and students together by sharing class stories, photos and videos.

Please feel free to call the office if you have any concerns. You may also call or email your child's teachers to set up appointments. We look forward to working with you as part of our team.

Welcome to Pymatuning Valley Primary School, the school that sets the standard for all other elementary schools! I'm looking forward to another great year!

Mrs. Lori Slekar  
Principal

## VISION

*Pymatuning Valley Primary School is a place where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe and supportive environment.*

## MISSION

*As Lakers, we work together to achieve our best.*

## SCHOOL DAY

### 8:35 - Arrival

Students should not be dropped off at school before 8:35 a.m. Parents are to wait with their child if they arrive prior to 8:35 a.m. as there is no supervision prior to this time.

\*\* Please refer to the STUDENT PICK-UP AND DROP OFF section below for procedures.

For the safety of all of our children, please understand that parents must report to the office before entering the building and no adults will be permitted in the halls during arrival and dismissal.

### 9:00 – School Day Begins

Students arriving later than 9:00 a.m. must report to the Primary School office with a parent and will be considered tardy. If you plan on your child eating breakfast at school, please arrive no later than 8:40 a.m. as breakfast ends at 9:00 a.m.

Students are not to be dropped off at the curb after 9:00 a.m. as a parent/guardian must sign the student into school at the main office.

### 3:15 – Dismissal

Student dismissal BEGINS as 3:15 p.m. Students being picked-up will stage at the Sunshine Room. Students riding buses will report to the designated busing area(s).

\* The boarding of buses will begin between 3:15-3:20 p.m.

Students being picked up by their parents will be dismissed at 3:15 p.m. Please refer to the STUDENT PICK-UP AND DROP OFF section below for procedures.

### Early Dismissal

Please refrain from picking up your child prior to 3:15 if at all possible. The school day ends at 3:15 p.m. and instruction is taking place until 3:10 p.m. Early dismissal interrupts the teaching and learning that is happening in the classroom. If a student must leave school early, the secretary will get your child while you sign out.

## STUDENT PICK-UP AND DROP OFF

Bus and car rider pick up and drop off procedures have been established at the Primary School that will ensure the safety of your child and help make the transitions to and from school as smooth as possible. Staff members will be outside assisting with these new procedures for the first week of school. We thank you in advance as we put this system into place.

Enter the Pymatuning Valley campus driveway from Route 6 and proceed north alongside the soccer field. Make a left at the second aisle past the soccer field. Proceed west through the parking lot and pull straight along the curb at the north entrances to the Primary School (the Sunshine Room doors) Only use the curb lane to drop off student. To exit, continue driving west past the Middle School.

Drop Off – Entrance for students being dropped off to school in the morning will open at 8:35 a.m. After pulling your car along the curb, please remain in your car with your child until 8:35 a.m. This is for the safety of your child as there is no supervision at the school prior to that time. To exit, continue driving west past the Middle School.

Pick-Up – Dismissal for students being picked up after school will begin at 3:15 p.m. After pulling your car along the curb, please exit your vehicle and come to the Sunshine Room doors to pick up your child. To exit, continue driving west past the Middle School. Both lanes are used for dismissal.


### **Children Picked Up On a Regular Basis**

- Pick up is in the Sunshine Room
- Send in a note at the beginning of the year stating that your child (children) will be picked up on a daily basis.
- On that note, list who is permitted to pick up your child (**only those on the emergency contact list and on the note you send in will be permitted to pick up your child on a regular basis**).
- \*\* Please be aware that anyone listed will be permitted to pick up your child on any day.
- If you want to allow someone to pick up your child that was not originally listed, please send in a note dated and signed indicating who will be picking up your child and when.
- Lastly, the person who is picking up the child will be asked to show identification before leaving with the child. This process will become easier and quicker as the school year moves along.
- Children must be picked up by 3:30 p.m.

### **Children NOT picked Up On a Regular Basis**

- The parent or guardian will need to send in a note stating who is picking up your child (children). The child (children) will be given a pick-up pass and will wait in the designated pick up area at the end of the day. (Sunshine Room)
- The person who is picking up the child will be asked to show identification before leaving with the child. This process will become easier and quicker as the school year moves along.
- Children must be picked up by 3:30 p.m.

### **IMPORTANT NOTE TO ALL**

 If your child usually rides a bus but you are picking up your child from school, write a note informing us of this change or kindly call the office at 440-293-6206 **NO LATER THAN 2:30** so we can be sure your child is in the right place during dismissal.

- **In order to assure adequate time to make the requested change and to assure the safety of your child, the 2:30 deadline will be strictly enforced.**

## THE OFFICE

The Primary School office is open daily between 7:45 a.m. and 3:45 p.m. Feel free to contact us if you have any questions or problems at 440-293-6206. Cafeteria questions are best answered by the food service supervisor, Jeffrey Richards, at 440-293-6488. Questions concerning lunch charges should be directed to the cashier at 440-293-6206 between 9:30 a.m. and 10:30 a.m. Bus concerns (other than bus passes) are to be directed to Bill Dick at 440-293-5362 or 440-293-6488.

**NOTE: Any bus discipline matters or concerns need to be directed to Becky Sanders (440-293-5362) at the bus garage. Bus passes and alternate bussing plans must be handled through the Primary School office and not through the bus garage. The bus garage WILL NOT write a bus pass for your child or change a bus plan.**

## ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

When enrolling, parents must provide copies of the following:

- A. A birth certificate or proof of birth
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency - current utility bill (gas, electric, water, sewage), current lease agreement, current assistance verification, or current postal verification
- D. Proof of immunizations
- E. A Driver's License or State I.D. Card of the parent(s)/guardian(s)

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

## TUITION

According to recent Ohio legislation, a school district must charge tuition for students attending a school who are not living with legal parents, a widowed parent, a court appointed guardian or, in the case of a divorce, the parent with court appointed custody. Therefore, birth certificate or legal guardianship will be required.

## SCHEDULING AND CLASS ASSIGNMENT

Our teachers, along with Mrs. Slekar, work together to assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal, Mrs. Slekar.

## 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 School District to hold students and/or parents accountable for their attendance.

**Please call the school at 440-293-6206 as early as possible the morning your child is not in attendance. Phone calls not received by 10:00 am will result in automated call and/or a call by office personnel. Please do not use Class Dojo or text messages to communicate attendance.**

Parents are responsible for student attendance. Regular attendance is a necessary factor in school success. Work missed can never be made up in a completely satisfactory manner when the value of class activities is missed. Students who attend school regularly are more likely to achieve school success. A major factor in school failure is irregular attendance. Children who are chronically absent may fall “behind” their classmates academically which often results in a lowered self-concept and a negative attitude toward school.

When a student returns to school following an absence, a written excuse for the absence must be provided. The parent/guardian must write a brief note explaining the reason for the absence, state the date(s) of the absence, and personally sign the note. Please be sure your child’s first and last names are on the note.

## SCHOOL ATTENDANCE POLICY

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;
- Be referred to the Registrar of Motor Vehicles and have their driver’s license suspended or revoked (students only).

**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.

### **EMERGENCY PROCEDURE FORM**

An emergency procedure form **MUST** be filled out every August for every student. This form provides the information needed to care for your child in the case of illness or injury. *Please complete and return these forms within one week so we can best provide for your child in the event of an emergency.*

**Please notify the office of changes of address, phone number, or other emergency procedures which occur during the school year.**

### **SCHOOL EVACUATION STUDENT PICK UP INFORMATION**

The local safety forces and Pymatuning Valley Local School District Safety Committee has identified the location below should there be an emergency situation which requires that students be evacuated from the school buildings to an off campus site.

- Pymatuning Valley Primary School – Andover Christian Church
- Pymatuning Valley Middle School – Andover Christian Church
- Pymatuning Valley High School – Andover Christian Church

In the event of an evacuation situation to this site, *please do not come to the school.* Parents will



be notified by robo-call, posting to the school website, and by text message should they need to pick up their students.

Andover Christian Church  
200 Stillman Avenue

### **HEALTH GUIDELINES**

- If your child is absent due to illness, please call the school to report the absence.
- No child will be permitted to return to school (including riding the bus) after treatment for head lice until the school nurse has checked his/her head.
- If your child has experienced a fever of more than 100 degrees, nausea and / or vomiting, diarrhea or a severe cough, within the last 24 hours, please keep her/him home. While PVPS does adhere to a strict attendance policy, we do not want your child to come to school contagious.
- **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.
- All students requesting to be excused from physical education classes must bring a signed note from their doctor. If it is a one day excuse it must be given to the P.E. instructor. Any request for an excuse for more than one week must be accompanied by a written excuse from the doctor.
- If your child is ill and needs to stay in for recess – he or she must have a note from a parent. If this request is for an extended period of time, a note from a doctor must be provided.
- All students are required to have a signed medical form on file in the school office.
- If a student requires more than basic first aid - 911 may be called.
- **IMMUNIZATION:** According to Ohio law the following immunizations need to be on file before a student will be allowed to enter kindergarten:
  - 5 doses of DTP, DT, or DtaP vaccine unless fewer doses are medically

- recommended.
  - 4 doses of polio vaccine unless fewer doses are medically recommended.
  - 2 doses of measles/mumps/rubella (MMR) vaccine – 1<sup>st</sup> dose given after one year of age.
  - 3 doses of Hepatitis B vaccination for all children.
  - 2 doses of the Varicella (Chickenpox) vaccine
- HEAD LICE: If a student is found to have head lice or nits, he/she will be excluded from school until the condition is treated with an over the counter or prescription lice shampoo. Additional environmental control measures should be followed according to the guidelines of the Ohio Department of Health. Before returning to school, the student must be re-examined by the school nurse and determined to be nit / lice free.

### PERMISSION NOTES

Early Dismissal: All notes from home requesting the early dismissal of children will be handled through the school office.

Activities after school: If a student is not riding the bus because of an after school activity or meeting, he or she must bring in a note signed by the parent giving permission to remain at school.

Bus Changes: Bus changes are not encouraged at PVPS. If a child needs to get picked up or dropped off at a stop different than the one that is on file in the office/bus garage, the following applies:

- Pick up or drop off but on the **same bus** as on file – a note must be given from the parent/guardian directly to the bus driver
- Pick up or drop off on a **different bus** than on file – this is not permitted at the PVPS building. A one-time EMERGENCY PASS is available for each student and must be authorized by the Principal. **\*\* This policy is strictly adhered to for the safety of your child. \*\***

**NOTE: Bus passes and alternate bussing plans must be handled through the Primary School office and not through the bus garage. The bus garage will not write a bus pass for your child or change a bus plan.**

### 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 to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures.

Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the PVPS office for more information.

## **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 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 Mr. Benjamin Schade, Director of Pupil Services at 440-293-6488.

## **STUDENT FEES AND FINES**

Students will be provided necessary textbooks and materials for courses of instruction without cost. Charges may be imposed for loss, damage, or destruction of school apparatus, equipment, library materials, textbooks, and for damage to school buildings or property, including buses. Failure to pay fines or charges may result in the withholding of grades/report cards.

## STUDENT VALUABLES

Students are not to bring items of value to school. Items such as:

- jewelry
- electronic toys and equipment (including cell phones, MP3s, iPad, computers, and DSs)
- trading cards

These are tempting targets for theft. Toys can be brought to school for recess with teacher approval. However, if they become a distraction, the students will no longer be permitted to bring them. Pymatuning Valley Primary School will not be liable or responsible for any loss or damage to personal valuables.

## BREAKFAST AND LUNCH PROGRAM

The PV Primary School participates in the National School Breakfast and Lunch Program and additionally falls under the Community Eligibility Program, which will continue to supply both breakfast and lunch to students, FREE of charge. This program will continue at our school for the upcoming 2 to 3 years. Breakfast is served daily as soon as the students get off of the buses or dropped off at school, and is taken to class with them to start their day. Lunch is served daily in the cafeteria during each grade's designated time period. Individual cartons of milk (white or chocolate) are available for 50¢ each. Bottled water is also available for \$1.00 per bottle. Money must be on a student's meal account before purchasing either. Furthermore, students may also bring their own lunch to school to be eaten in the school cafeteria.

For security and exact counting, please put all money in an envelope or baggie labeled with the following:

- child's name
- child's teacher
- date
- purpose of the money

Cash and checks are accepted. Checks can be made out to "PV Food Service" and please write in the memo section what it is for (meal account, snacks, etc.). Payments can also be made on the My School Bucks website ([www.myschoolbucks.com](http://www.myschoolbucks.com)). Signing up is free of charge. All that will be needed is the student's ID number, which can be requested through the website or from Jeffrey Richards, Food Service Supervisor for the school district. He can be reached via email ([jeffrey.richards@pvschools.org](mailto:jeffrey.richards@pvschools.org)) or phone (440-293-6488).

Even though breakfast and lunch is FREE for our school, we ask that you fill out a PV meal application and submit it as soon as possible. The meal applications can be found online at the district website, along with instructions there to help complete it. If you do not have internet access at home, you can either visit the school and use one of the district laptops to complete it, or fill out a paper-version of it.

Finally, there is no other place students reveal their manners and reflect the training they have received at home more obviously than in the school lunchroom. We urge all students to use the lunchroom as a place for pleasant conversation, relaxation and leisurely eating. All students are to remain at their lunchroom table during their assigned lunch period until excused. Students are expected to leave the table area clean and orderly. Food and beverages are not permitted outside of the cafeteria during lunch periods.

### **LUNCH VISITATION**

Parents are welcome to eat lunch at school with their child. The cost of an adult lunch is \$3.65 (\$4.15 with milk) and cannot be charged to a student's meal account. We ask that you contact the main office one day in advance if you wish to eat lunch with your child.

### **SCHOOL INSURANCE**

An optional school insurance policy is offered to families who want it. Information will be sent home and is available at the school office and on our website. Coverage does not begin until the fee is received.

### **SCHOOL SUPPLY LISTS**

School supply lists are available on the website – [www.pvschools.org](http://www.pvschools.org) or at the PVPS office.

### **EMERGENCY CLOSING AND DELAYS**

The superintendent has the option of delaying the start of the school day by two hours if there is inclement weather. This means that parents may need to make special arrangements for their children until the bus or the building opens at 10:30. Dismissal time will remain the same. That two-hour delay, however, may become a cancellation if the weather does not improve. Also, it is imperative that children have contingency plans in case it is deemed necessary to send students home early.

Pymatuning Valley Local Schools uses an electronic notification system, to inform families about school closings and other pertinent school information.

**\*\* It is very important to keep the office informed with new phone numbers as they change. You will not receive important calls from this system if we do not have a valid phone number on file.\*\***

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following local radio and television stations: WREO FM-97.1, WFUN AM-970, WKBN AM-570, WVCC FM-100.3, WZOO FM-102.5, and TV Channels 3 and 5, 8, 19, and 43. The closure will also be communicated to families via the school's electronic messaging system.

## **VISITORS AND VOLUNTEERS**

The Pymatuning Valley Local School District encourages parent involvement throughout the school year. We welcome and appreciate all volunteers. For the safety of our students and staff, we ask that all volunteers report to the office and obtain visitor identification badges. Badges must be visibly worn at all times during the entire visit and must be returned after signing out in the office.

### Visitors

- All visitors must report to the office when they arrive.
- They must obtain an identification badge
- If it should be necessary to speak with a student or teacher directly, the office personnel will make the proper arrangements.
- Teacher or room visitations may be arranged either by directly contacting the teacher directly or by requesting an appointment through the principal's office.
- Visitors are only permitted in the area in which he/she has signed in to at the office.

### Parent Volunteers

- Parent volunteers are encouraged and welcomed within our school environment. Throughout the year, we will actively seek volunteers.
- All volunteers must report to the office, sign in and obtain a volunteer identification badge.
- It is important that all parent volunteers understand how the school operates for the safety of all our students.
- When volunteering in the classroom, we ask that our volunteers come alone and leave younger or older children at home.
- Volunteers are only permitted in the area in which he/she has signed in to at the office.

## **PHOTOGRAPHY**

If you are volunteering or participating in your child's classroom as a chaperone or volunteer on a field trip, you may take photos of your own child. Photography of another student(s) is not permitted under any circumstances.

## **SCHOOL PARTIES**

Classroom parties are exciting events for our students. We have parties celebrating the following occasions:

- Halloween
- Christmas
- Valentine's Day
- Birthday – You are welcome to drop off or send in a treat for your child's class

The classroom teachers are responsible to coordinating the homeroom parents and the party. Please let your child's teacher know by sending in a note if you are interested in being a

homeroom parent or would like to help out with parties.

Procedures for participation in school parties will be sent home prior to the event and classroom parties may be different based on the grade level.

### **FIELD TRIPS**

Each grade level typically takes one field trip every year. The number of chaperones permitted is often determined by the destination being visited and the number of students attending. When field trip time is approaching, we will seek out volunteers/chaperones. Those parents who are able to come to the event, on the bus, and leave their other children at home will be eligible for the trip.

**NOTE: Chaperones may be required to present a background check to be eligible to chaperone children.**

### **USE OF THE LIBRARY**

The library is available to students at certain times during the school day. Books may be checked out for a period of one week. There will be a fee for books that are damaged, not returned, or are lost. The fee for a lost or damaged library book is \$5.00.

### **LOST AND FOUND**

The lost and found area is in the Sunshine Room. Unclaimed items will be given to charity or kept at school in our spare clothing closet and used when children need clean clothes or coats.

**Please label all student belongings. (coat, boots, lunch bag, book bag, etc.)**

### **TELEPHONES / CELL PHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Cell phone use is prohibited during the school day and on buses. **STUDENTS SHOULD NOT BRING CELL PHONES TO SCHOOL.**

It is understood that some students carry a cell phone for emergency use. If this is the case, the phone must REMAIN in the student's book bag and turned off. If a student has a cell phone on him or her, it will be placed in the office to be picked up by a parent/guardian.

**\*\*The school is not responsible for lost, damaged, or stolen cell phones.\*\***

## GRADES

Pymatuning Valley Primary School's grading system is dependent on what grade your child is in. The grades on your child's report card will be displayed as follows:

Kindergarten – Grade 1: check mark or minus sign

Grade 2 – Grade 4: Percentages that correlate to a letter grade (A, B, C, D, F)

Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

Parent Access is available for students in grades 2-4. This is a great tool for you to be able to monitor your child's academic progress and school work. Information to log-on to the Parent Access system will be sent home with your child.

The school applies the following grading system:

93 to 100 = A	O = Outstanding
85 to 92 = B	S = Satisfactory
74 to 84 = C	I = Incomplete
65 to 73 = D	U = Unsatisfactory
0 to 64 = F	

Students in grades K-4 will receive report cards every nine weeks and an interim half way through each 9 weeks. The interim is not as extensive as the 9 week report card and is meant to let parents/guardians have a brief update on their child's progress and to alert the parent/guardian of any concerns.

## HOMEWORK

We believe that homework should be used to improve academic performance and encourage parental involvement. Homework may be assigned at the discretion of the individual teacher.

### Teacher Expectations:

- Teacher will explain the assignment to students
- Assignments will be checked by the teacher
- Parent will be contacted when a need arises

### Student Expectations:

- Be responsible for taking and returning all necessary materials to and from school
- To complete assignments and return on due date



- Complete assignments neatly and legibly
- Put forth best effort to follow directions and complete assignments

#### Parent Expectations:

- Establish a time and place to complete homework
- Will give assistance when necessary, and check for completeness and neatness
- Parents will not ask that students be excused from completing homework because of evening commitments

#### Homework Hints

In addition to daily reading, if no homework is assigned, the following activities are suggested:

- Study phonics/spelling/vocabulary
- Practice math facts
- Learning games
- Write letters or journal entries
- Review daily work with parents

***We encourage your child to read at least 10-15 minutes daily. This will have a huge impact on his/her reading skills.***

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may use the school's computer network and the Internet, the student and parent must sign an agreement that defines the conditions under which the student may use such equipment and services. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and/or possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed in the beginning of the school year or upon request.

## **STUDENT CODE OF CONDUCT**

Violation by a student of any one or more of the following rules, on school grounds or at school activities and events off school grounds may result in disciplinary action, including suspension, emergency removal from class at school, expulsion, and/or loss of field trips. 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 pre-determined consequences, the administration will use discretion as it sees fit. All offenses of a severe nature may result in immediate suspension from school regardless of whether or not the infraction is a 1st offense.

1. **DISRUPTION IN SCHOOL:** A student will not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause disruption or obstruction to the educational process.

2. INSUBORDINATION: A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school.
3. FIGHTING, ASSAULT, AND/OR THREAT: A student will not physically attack or threaten to attack any person.
4. TRUANCY AND TARDINESS: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from class or any other properly assigned activity. **\*\*Repeated tardiness is also considered a serious offense.**
5. 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.
6. 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.
7. DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY: A student will not cause or attempt to cause willful destruction or defacement of school or private property. 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.
8. 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.
9. 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.
10. INAPPROPRIATE DRESS: A student will not dress or appear in a fashion that: (1) interferes with the student's health or welfare or that of others or (2) causes disruption or directly interferes with the educational process.
11. HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, BULLYING: Any intentional written, verbal, 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.
12. EXTORTION: A student will not obtain or attempt to obtain another person's property, whether by implied or expressed threat.
13. 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.
14. TOBACCO USE: Students shall not be in possession of tobacco at school or any school function. Students will not be permitted to smoke/chew in school buildings, on school grounds, or at any school-related activity.

## **EXPECTED BEHAVIORS**

Successful student behavior is a result of a partnership between the school staff, the student

and the parents. Through our building's Positive Behavior Intervention and Support (PBIS) program, we will teach, monitor and provide feedback to our students regarding expected behaviors. We will encourage our students to be a PV Primary Laker:

- L Leader
- A Accountable
- K Kind
- E Engaged
- R Respectful

## **DISCIPLINE**

We believe that effective discipline is a cooperative effort between home and school. Parental involvement in school is vital. Efforts will be made to inform parents of problems and to make them part of the behavior plan.

Our expectations and rules help guide behavior in school, on the playground, and on the bus. Re-directions and appropriate consequences will be applied when needed.

Disciplinary actions may include:

- Meeting with the teacher and/or principal
- Loss of school privileges (ex. Field Trips)
- Parent contact
- Parent conference with the school staff
- Financial restitution
- Modified school program
- Removal from class
- Staying after school
- In-school suspension
- Out-of-school suspension

A number of factors must be considered in determining the degree of disciplinary action to be taken. These factors include the severity of the misbehavior, the age of the student, and the student's disciplinary history.

Students that receive a school suspension anytime during the school year risk losing the privilege of participating in field trips and learning opportunities outside of the classroom. The principal has the right to determine if your child will participate in field trips or opportunities outside the classroom.

Severe misbehavior may be dealt with at the discretion of the principal.

## **DRESS CODE**

We know that grooming effects the learning environment and the overall school climate.

Please help us by sending your children to school neat, clean, and dressed for whatever activities the teachers plan for them as well as the weather.

Clothing must be in good taste and should follow community and school standards. Please adhere to the following rules when dressing for school:

- Heels, clogs, sandals, flip flops, Crocs and shoes/ boots with high heels are prohibited. (NO OPENED-TOE SHOES as they pose a danger at recess.) Tennis shoes are preferred.
- White rubber or sponge rubber-soled shoes are necessary for physical education class. (*Inappropriate attire for physical education will negatively impact a student's grade.*)
- Shorts may be worn when weather permits.
- Shorts and skirts must be no shorter than the student's fingertips.
- Low rise jeans are not acceptable.
- Tank tops and camisole tops are not permitted. No sleeveless shirts. Shirts must cover the shoulders and midriff.
- Tee shirts with a message incorporating profanity or promoting drugs, alcohol, tobacco are unacceptable.
- Hats, sunglasses and other clothing may only be worn in the classroom when specifically permitted by teachers.
- Clothing that is damaging to school property (for example: studded clothing, shoes with cleats) is not permitted.
- Sneakers with wheels are not permitted.
- Small earrings are permitted; however, no earrings that dangle will be allowed.
- Necklaces should be worn in moderation to avoid choking hazards.

Students wearing inappropriate clothing will be directed to rectify the matter. Such actions may include:

- Covering up inappropriate article (turning T-shirt inside out, etc.)
- Changing into emergency clothing available at school
- Calling home for appropriate clothing

Students may be excluded from some or all school activities until appropriately dressed. Mrs. Slekar shall determine if any item, not covered by this dress code, is disruptive to the learning environment or creates a safety concern. It shall be dealt with on an individual basis.

Please mark your child's clothing in the event it becomes lost or misplaced. Many students have the same jackets, boots, etc. and this helps to identify ownership of clothing. **The most important items to mark are coats, book bags, lunch bags, and boots.**

## RECESS

Our students enjoy recess and will go outside when the weather is 25° or above with the wind chill. Please be sure your child is dressed for the weather with snow pants, a warm jacket, boots, scarves, hat, and gloves! Students who do not have the proper attire will be confined to an area where there is little snow, but will still be required to participate in outdoor recess.

## TRANSPORTATION / BUS GUIDELINES AND REGULATIONS

Student safety is a district priority. Adherence to the bus conduct rules will ensure a safe ride for all students.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Due to an increased number of students assigned to each bus, students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by Mrs. Slekar or the Superintendent.

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

### Prior to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone (**5 minutes prior to scheduled stop**)
- Stay off the road at all times while walking to and waiting for school transportation
- Line up single file off the roadway to enter the bus
- Wait until the school transportation is completely stopped before moving forward to enter
- Refrain from crossing a highway until the driver signals it is safe to cross
- Go immediately to a seat and be seated
- NO other person shall board a bus to speak to a bus driver or student

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. All bus routes are timed and in order to keep the route on time, drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

- Remain seated while the school transportation is in motion
- Keep head, hands, arms, and legs inside the school transportation at all times
- Not litter in the school vehicle or throw anything from the vehicle
- Keep books, packages, coats, and all other objects out of the aisle
- Be courteous to the driver and to other riders
- Not eat or play games, cards, etc.

- Not tamper with the school vehicle or any of its equipment

#### Exiting the school vehicle

Each student shall:

- Remain seated until the vehicle has stopped
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless he or she has proper authorization from school officials.

If a parent has any questions or concerns about the bus, please call the bus garage, 440-293-5362.

**Note: The bus garage will not approve bus passes. Concerns regarding bus passes should be directed to the Primary School.**

### **BUS REGULATIONS FOR PUPILS**

Undesirable behavior on school buses will be handled by the bus driver.

Repeated offenses will be brought to the attention of the bus supervisor or principal for disciplinary action. Severe or repeated cases of misbehavior can result in denial of bus riding privileges. Contact between the parent and driver can avoid serious problems from developing.

Each bus driver is charged with the responsibility to operate the bus in a safe and reasonable manner. With this responsibility goes the authority to determine what responsible behavior by students on the bus is. The following rules, based on state guidelines, govern student behavior on our buses:

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from where the bus stops.
3. Behavior at the bus stops must not threaten life, limb or property of any individual. No bullying.
4. Pupils should go directly to their assigned seat so the bus may resume motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly. No touching others.
7. Pupils must not use tobacco (cigarettes) including electronic cigarettes.
8. No eating or drinking except for medical reasons.
9. Pupils must not have alcohol or drugs on them, from, or into the bus.
10. Pupils must not throw or pass objects on, from, or into the bus.

11. Pupils may only carry on objects that can be held in their lap.
12. No live animals, insects, firearms, ammunition, weapons, explosives or other dangerous materials are prohibited on the school bus.
13. Any electronic devices that are not used in proper manner may be confiscated by the driver and turned into the building principal.

## **PYMATUNING VALLEY SCHOOL DISTRICT COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT**

The Pymatuning Valley School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access. Students must understand that one students misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy and Agreement") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy and Agreement as the students have been directed each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary action.

### **I. Personal Responsibility**

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but also are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.



## **II. Term of the Permitted Use**

A student who submits to the School, as directed, a properly signed Policy and Agreement and follows the Policy to which she or her has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy and Agreement each year during which they are students in the School District before they are given an access account.

## **III. Purpose and Use**

A. The Pymatuning Valley School District is providing access to its computer networks and the Internet for ONLY educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Netiquette. All users must abide by rules of network etiquette, which include:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language.
2. Be safe. In using the computer network and Internet do not reveal personal information such as your home address and telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet, if you are under 18, without parental permission, and regardless of age, in a secluded place or in a private setting.

Among uses that are considered unacceptable and constitute a violation of this Policy and Agreement are:

3. Uses that are offensive to others.

Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.

4. Uses that violate the law or encourage others to violate the law.

Don't transmit offensive or harassing messages: offer for sale or use any substance the possession or use of which is prohibited by the School District's Pupil Conduct Code; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

5. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojans, time bombs, or other harmful programming or vandalism.

6. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet.

For example, don't disclose or share your password with others; impersonate another user.

7. Uses that access controversial or offensive materials.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents or minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he/she should report such use to the person designated by the School.

8. Uses that are commercial transactions.

Students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

#### **IV. Privacy**

Network and Internet access is provided as a tool for you education. The Pymatuning Valley School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Pymatuning Valley School District and no user shall have any expectation of privacy regarding such materials.

#### **V. Failure to follow Policy and Breach of Agreement**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement, shall at a minimum, have his/her access to the computer network and Internet terminated, which the

Pymatuning Valley School District may refuse to reinstate for the remainder of the student's tenure in the Pymatuning Valley School District. A user breaches his/her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy and Agreement if he/she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Pymatuning Valley School District may take other disciplinary action.

## **VI. Warranties/ Indemnification**

The Pymatuning Valley School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. By signing this Policy and Agreement, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the Pymatuning Valley School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the Pymatuning Valley School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the users access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

## **VII. Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law of technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

## TITLE IX

### **Title IX Compliance Officers**

Mrs. Wendy Tisch, Pymatuning Valley Middle School Principal

Email: [wendy.tisch@pvschools.org](mailto:wendy.tisch@pvschools.org)

Phone: 440-293-6981

Mr. Benjamin Schade, Director of Pupil Services

Email: [benjamin.schade@pvschools.org](mailto:benjamin.schade@pvschools.org)

Phone: 440-293-6488

**Title IX complaints and reports can be submitted in writing, through email, or via telephone call 24/7 to the compliance officers.**

Training for Compliance Officers was conducted by Ennis Britton Attorneys at Law.

**PYMATUNING VALLEY PRIMARY SCHOOL**

**STAFF DIRECTORY 2021-2022**

Principal: Mrs. Lori Slekar	Secretary: Mrs. Rebecca Switzer
Assistant Principal: Mrs. Robin Holden	Secretary: Mrs. Rebecca Charboneau
<b>Preschool:</b>	School Nurse: Mrs. Stephanie Glotzbecker
Mrs. Emily Compan	Community Counseling: Mrs. Kelsey Scruggs
Mrs. Melissa Peyton	School Resource Officer: Mike Pearlman
<b>Kindergarten:</b>	<b>Special Education:</b>
Mrs. Shawna Bryan	Mrs. Sarah Fetters
Mrs. Theresa Haines	Mrs. Danyelle Romanowski
Mrs. Pamela Keep	Mr. Brett Weese
Mrs. Shaunah Morris	Ms. Sarah Heskin
	Mrs. Nicole Sandor
<b>1<sup>st</sup> Grade:</b>	
Mrs. Kelly Bonds	<b>Tutors:</b>
Mrs. Teresa Cecelic	Mrs. Sonni Dye
Mrs. Jennifer Jewett	Mrs. Deidra Edison
Mrs. Julie Swiger	Ms. Eugenia Stroeter
<b>2<sup>nd</sup> Grade:</b>	<b>Related Services:</b>
Mrs. Jeanette Bals	Psychologist: Mr. Scott Keller
Ms. Danya Sharkey	SLP: Ms. Samantha Rickert / Ms. Molly Martin
Mrs. Jo Silvers	OT: Shelley Stowers / Brenda Ziegler
Mrs. Rachel Timlin	PT: Darlene Butler / Melissa Pucak
<b>3<sup>rd</sup> Grade:</b>	<b>Classroom Aides:</b>
Mrs. Danielle Croston	Mrs. Pam Braessler
Mrs. Rachael Richards	Mrs. Rebecca Burford
Mrs. Keri Ruth	Mrs. Shannon Edelman
Mrs. Jennifer Stasiak	Mrs. Crystal Layton
	Mrs. Lisa Rhoades
<b>4<sup>th</sup> Grade:</b>	Mrs. Leah Torrance
Miss Hannah Bilek	
Mrs. Heather Fasola	<b>Cafeteria:</b>
Mrs. Nicole Miller	Mrs. Donna McIlwain
Mrs. Kelli Penn	Mrs. Charlene Miller
	Mr. Ray Shadle
<b>Specials:</b>	Mrs. Elizabeth Westerberg
Art: Ms. Dawn Marr	
Music: Mrs. Melissa Harvey	<b>Custodians:</b>
Physical Education: Mr. Jeff Compan	Ms. Teresa Baugher
STEM: Ms. Maryelise Wheeler	Ms. Patty Hale
Technology: Mrs. Shannon Tackett	Mrs. Kim McClure

# Pymatuning Valley Local School District Handbook Agreement

## THE PYMATUNING VALLEY PRIMARY SCHOOL HANDBOOK

Dear Parent and Student:

I have received the PVPS Student Handbook and understand that it is my responsibility to follow the rules and policies 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 the rules/policies in the PVPS Handbook, I understand the penalties that will be enforced by the administration of the school district.

\_\_\_\_\_ →  
Student Name (Print)

\_\_\_\_\_ →  
Teacher

\_\_\_\_\_ →  
Date

\_\_\_\_\_ →  
Parent's Signature

\_\_\_\_\_ →  
Date

PARENT - HOME COPY  
DO NOT RETURN