



# ELEMENTARY STUDENT HANDBOOK



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## ATTENDANCE POLICY

### Philosophy:

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance procedures, which follow:

### Rationale:

- A.** The laws in Ohio require daily attendance of all students until age 18 (or 16 if approved to withdraw and work full-time). Rev. Code 3321.04 Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed on an age and schooling certificate must send such child to a school which conforms to the minimum standards prescribed by the state board of education for the full time the school attended is in session. Such attendance must begin within the first week of the date at which the child begins to reside in the district or within one week after his withdrawal date from employment.
1. 38 or more hours in one month (excessive absences)
  2. 65 or more hours in the year (excessive absences)
  3. 30 or more consecutive hours (habitual truancy)
  4. 42 or more hours in one month (habitual truancy)
  5. 72 or more hours in the year (habitual truancy)
- HB410**
- B.** Daily attendance and punctuality are essential to success in school and are necessary habits for later success in life. Daily attendance affords a student the opportunity to reap benefits from the educational environment provided by the Tri-Valley Local Schools. Excessive absences and tardiness cannot be accepted.
- C.** Excessive absence from school shall be a factor when assessing a student's yearly performance for grading purposes.

### Parent's Role in Their Child's Education

The attendance of all children of compulsory school age (6-18 years) is required every day that school is in session. The laws of the State of Ohio place the responsibility for school attendance squarely upon the parents. Failure of parents to require a child to attend school regularly may result in court action.

Within the framework of the Ohio Revised Code 3321.04 and the State Board of Education Regulation 3301-51-13, students will be given excused absences for:

1. Personal illness.
2. Serious illness or death of a family member.

3. Funeral.
4. Medical and dental appointments that cannot be arranged during non-school hours.
5. Unusual or emergency situations at home.
6. Religious holidays and activities.
7. Authorized school-sponsored activities.
8. Approved college visits.
9. Acts of God.
10. Quarantine.
11. Out-of-state travel, not to exceed 24 hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
12. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Absences from school for reasons other than those listed above will be considered unexcused. Students may not receive credit for make-up work during an unexcused absence.

### **Absence Time Schedule**

In accordance with *Tri-Valley Board of Education Policy*, student absences and tardiness shall be determined in accordance with the timeframes established in each District school's student handbook.

### **Absence**

When a student is absent with parental consent for one of the approved reasons within the framework of the Ohio Revised Code 3321.04 and *Tri-Valley Board of Education Policy*, work missed during the absence may be made up within the specified time limit. Parents must submit a written statement regarding the absence or contact the school by phone. (I.E. personal illness or doctor or dental appointments.)

### **Unexcused Absence**

When a student is absent and his/her excuse does not fall within the framework of the Ohio Revised Code 3321.04 and the *Tri-Valley Board of Education Policy*, and the student fails to submit a written statement from his/her parents within 5 school days, work shall not be made up.

Excessive unexcused absences from school in any grading period may result in a failing grade for that grading period.

### **Suspension Absences**

Any student who has been suspended out of school will have the opportunity to make up any and all work that is missed during the student's first suspension. Any student suspended out of school more than one time during the current school year will only have the opportunity to make-up major test or projects given/taken during the student's suspension, but they will receive an "F" for work such as quizzes, homework, etc.

## **Truancy**

Truancy is defined as the willful absence of a student from class or school without the prior knowledge of the school or parents/guardians. School time missed will be made up either through detention, suspension, Saturday school, or Diversion Weekend; however, class work missed during this period will not be graded for credit.

The Superintendent is authorized to establish an educational program for parents of truant students, which is designed to encourage parents to ensure that their children attend school regularly.

## **Excessive Absence**

When a student is continually absent with the parent's knowledge and/or permission, the school may consider the parent's excuses to be questionable or unacceptable. A doctor's verification may be requested if the questionable absence is illness related.

In evaluating all absences, consideration will be given to the student's absence because of serious illness, hospitalization, or being under a doctor's care for extended periods of time.

## **General Absence Procedures**

In every case of a foreseen absence, an attempt should be made to have the absence excused in advance.

Parents/guardians are to call the district **TEC 754-4050** between 8:00 and 10:30 a.m. to report student absences (*Ohio Revised Code 3321.03 & 3321.09*). Around 10:30 a.m. the attendance office will try to contact a parent or guardian at home or at work to clear the absence. In the event that phone contact is not made, the student must submit a written note from a parent or guardian to the attendance office upon returning to school.

On the first day of return, the student will bring a signed note from the parent to the office, indicating the reason for the absence or tardy.

The office will issue either an excused or unexcused absence to the student based on the reason for absence and whether the reason is allowable under the ORC. Should the student return without a signed note, and no telephone contact was made between the school and the parent, the student will be issued an unexcused absence, will be considered truant, and may be subject to disciplinary or juvenile court action.

## **Late Arrival and Early Dismissal**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the district. The Board of Education recognizes, however, that from time to time compelling circumstances will require that a student be late to school or be dismissed before the end of the school day.

As agent responsible for the education of the students of this district, the Board of Education shall require that the school be notified for approval in advance of such absences by request of the student's parent or guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. medical or dental appointments which cannot be scheduled outside of school hours;
2. medical disability;

3. emergency at home;
4. funeral;
5. such good cause as may be acceptable to the building principal.

No student in grades K through 12 but under the age of eighteen (18) shall be permitted to leave the school before the close of the school day without prior approval and without a parent or guardian signing the student out through the office.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the building principal of any change in the student's custodian.

If one parent has been awarded custody of the student, the parent in custody as defined in statute (*R.C. 3313.67.2*) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent. *R.C. 3313.20.5, 3313.64*

### **Tardiness**

Any student who is not in the classroom by the 9:15 bell will be considered **TARDY**. **ALL TARDIES** will be considered unexcused, with the exception of those student's that have a doctor's medical excuse.

Each student will be allowed to be tardy **three times per semester** without penalty.

Any student who is tardy will be subject to a progression through the districts discipline policy.

1 <sup>st</sup> Offense	Recorded
2 <sup>nd</sup> Offense	Verbal Warning
3 <sup>rd</sup> Offense	Written Warning
4-5 Offense	1 Hour Detention
6-7 Offense	1 Hour Detention (K-6)/ 2 Hour Detention (7-12)
8+ Offense	Saturday School

### **Early Dismissal**

Written notes from parents must be brought to the office prior to the beginning of school on the day of the early dismissal. When the student leaves a parent/guardian must sign the student out in the office and also sign the student in when he/she returns.

### **Pre-Planned Absences**

Any time a student knows that he/she will be missing school for at least 1/2 day or more he/she should bring a signed note from a parent explaining the reason for the anticipated absence to turn into the office.

Reasons for pre-planned absences include:

1. Family trip (days absent may count in the total hours as stated in the attendance policy)
2. Medical appointment

Students are responsible to make up work missed during the planned absence.

## **Illness While in School**

Students who become ill at school should report to the office for assistance. Students are not to leave school at any time during the school day without a parent/guardian signing the student out through the office.

## **Make Up Work**

If an absence is excused the student is allowed to complete and receive credit for work or assignments missed during the absence. Generally a student will have an amount of time equal to the number of days of absence to make up work missed (this does not apply to prearranged absences). Teacher discretion may be used to extend this time if appropriate. It is the student's responsibility to find out what schoolwork was missed and to make the necessary arrangements to complete it with each individual teacher.

## **Suspension Absences**

**Out of school:** A student who has been suspended from school will have the opportunity to make up any major test or project, but will receive an "F" for work such as quizzes, homework, etc.

**In school:** A student who has received in school suspension/detention will be allowed to take tests, quizzes, and do classwork in the in school suspension/detention room.

## **D. Guidelines to Improving Attendance**

In the event that a child of compulsory school age is absent with or without legitimate excuse from the school the child is supposed to attend for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absences, in writing, within seven (7) days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy, as provided in this Policy.

### **1. Students who are absent in excess of the following hours/or the year will be subject to administrative action:**

- a. 30 or more consecutive hours (habitual truancy)
- b. 42 or more hours in one month (habitual truancy)
- c. 72 or more hours in the year (habitual truancy)

### **HB410**

Such action will include a conference with parents, students, and principal/assistant principal. A third letter will be sent to the parents explaining this.

### **2. *The penalty for excessive absences (more than 38 hours per month or 65 hours per year) could result in the following:***

- a. Conference with administrator's
- b. referral to Juvenile Court program including Diversion Weekend.
- c. loss of academic credit for the year (the student may repeat the year)
- d. referral to Saturday School.
- e. referral to After-school Make-up time.

3. *Whenever any student under the age of eighteen (18) has the following number of unexcused absence from school during any school year,*
- a. 30 or more consecutive hours (habitual truancy)
  - b. 42 or more hours in one month (habitual truancy)
  - c. 72 or more hours in the year (habitual truancy)

#### **HB410**

*The Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Judge of the Juvenile Court of the student's excessive truancy.*

It should be stressed that when a child is not attending school, there is a reason and every effort will be made to discover this reason and deal with it in a positive and constructive manner; however, in cases where a child's attendance does not improve, the attendance officer will file a formal complaint with the court system.

#### **Improving Your Child's Attendance**

Personal Illness: If a student is ill, the school desires for the child to remain at home for his/her own good as well as for the welfare of the entire school population; however, please make sure your child is ill and not just "not feeling well" before permitting him/her to stay home.

Medical and Dental Appointments: Such appointments are for the purpose of maintaining good health and will be considered necessary; however, the school should be informed of such an appointment at the session of the school immediately preceding the anticipated absence. Parents should attempt whenever possible to schedule these appointments on Saturday or before/after school hours.

Vacations: Vacations and extended trips are valuable educational experiences; however, absence for vacations and trips is discouraged during the school year. When trips are unavoidable, parents should contact the school to make arrangements before the absence.

R.C. 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.38

A.C. 3301-35-03(G), 3301-51-13

#### **Absences for Religious Instruction**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student's parent, the Board will allow exceptions to the student's continuous attendance at school for religious instruction outside the school building by an authorized church or religious organization for no more than 120 minutes per week. For attendance purposes, the student shall be considered to be in attendance at school during such religious instruction.

A student must be properly registered and a copy of such registration must be filed with the principal.

The principal shall arrange the time for release for religious instruction or education. She/he will also assure the appropriate continuance of the instructional program in the public school during such release times.



No solicitation for attendance at religious instruction shall be permitted on district premises. No staff member shall encourage or discourage participation in any religious instructional program. (Attorney General's Opinion 88-001)

### **BICYCLES**

Students are permitted to ride their bikes to school with parent permission. The school will not be responsible for bicycles that are lost, stolen or damaged. Students that live outside of town should not ride a bicycle to school. Students must obey traffic rules. Bicycles are to be walked up the school sidewalk and kept near the back entrance in the bike rack. Bicycles are not to be ridden in the school driveway or on school property.

### **BIRTHDAY CELEBRATIONS**

Birthdays are very special events for our children. If a parent wishes to celebrate a student's birthday by bringing treats to classmates, please contact your child's teacher in advance. We ask that birthday invitations only be distributed at school if **ALL** students in the classroom are invited. Please do not send invitations to school otherwise.

### **CAFETERIA**

A nutritional and balanced breakfast and lunch are prepared and served each day. Parents can access daily lunch selections through the T.E.C. line (754-4050).

All students are required to eat in the cafeteria during their assigned lunch periods. Free and/or reduced lunches are available to children who qualify with state and federal regulations. All students are issued an application for free and/or reduced lunches during the opening weeks of school. School lunch/breakfast prices are subject to change. Current prices will be announced at the beginning of each school year. For your convenience, lunch money can be sent to school in weekly, monthly or even yearly amounts and applied to your child's account.

### **CARE OF SCHOOL PROPERTY**

Classroom furniture, materials, and textbooks are expensive and your child will be instructed in the proper care and use of school equipment. The Tri-Valley Board of Education provides textbooks for each student, and the student is responsible for the care while they are in his/her possession.

Students are expected to take care of all school property and there is to be no willful destruction of property, however minor, such as writing in books or on tables or walls. Students will be held responsible for any damage to school property.

Any item owned by the school district, such as books, materials, and equipment that is borrowed by a student, must be returned to the school. Students are responsible and **will be expected to pay a fine or fee for anything lost or damaged beyond normal wear.**

### **CHILD CUSTODY**

Parents have an obligation to inform the school any time the custody of a child changes. A copy of court order pertaining to a child's custody is required. If appropriate, parents should review the custody situation with the child's teacher at the beginning of each school year. A record shall be kept indicating the legal custodian of each student. Such custodian is responsible for informing the office of any change in the student's situation. If one parent has been awarded custody of the student, the parent in custody (R.C. 3313.64) shall inform the school of any limitations in the rights of the non-custodial parent. Without such notice, the school will presume that the student may be released into the care of either parent.

## **DRESS CODE**

For dress code information please review the Student Discipline Code book, Student Dress and Grooming Guidelines. The Student Discipline Code Book can be viewed on the Tri-Valley Website's main page under Downloads.

## **DRUG-TOBACCO FREE SCHOOLS**

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment or distribution of drugs by students on school grounds, in school or school- approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, Vapor Pens and/or paraphernalia, or dangerous controlled substances as defines by State statute, or substances that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school.

When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **EMERGENCY CARE**

It is important that the school be informed of how parents may be reached in case of an emergency. Please be sure there is an emergency care card for your child on file in the office. ***Inform the office of any changes in phone numbers or in the names of the people you wish the school to call in case of emergency.***

## **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. Students may not participate in field trips without parental consent and a current emergency medical form on file. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Students who violate school rules may lose the privilege to go on field trips.

## **FIRE AND DISASTER DRILLS**

Fire, disaster, and intruder drills are conducted in accordance with state regulations. Procedures for these drills are posted in each classroom. Drills are conducted to acquaint children with the sound of the alarm and to develop the habit of following directions during an emergency. Teachers will also provide specific instruction on the appropriate procedures to follow in situations where students must be secured in the building rather than evacuated.

## **HEAD LICE (Pediculosis Capitis)**

A student found to be infested with lice or nits will be sent home. Appropriate measures will then be necessary to completely eliminate them. Parents will be provided with educational material and instruction regarding head lice, the exclusion policy and procedures for treatment and return to school. These policies are for the protection of all members of the school community and are endorsed by the County Health Department.

### **Return to School:**

***A student may return to school as soon as the hair is found to be "nit free." Documentation of this assurance is necessary before a student may return to class. Parents are asked to bring their children to be checked prior to the start of the school day. Children are not permitted to ride the bus or be dropped off without being found free of lice and nits with a parent present.***

## **HOMEWORK**

Assignments to be performed by the student outside the school or independently while in attendance at school are considered important extensions of the instructional program.

Homework is assigned to students on a regular basis to develop responsibility, provide practice and remediation in the mastery of skills, and reinforce the learning experience of school. Parent cooperation and assistance are vital in helping students to successfully meet homework expectations.

**Homework time recommendations are 10 MINUTES PER GRADE LEVEL.** If your child is having difficulties completing their homework in this amount of time, please contact the teacher so supportive arrangements can be established.

### **Rationale of Homework:**

- a. To assist the students in becoming more self-reliant
- b. To assist students in learning to work independently
- c. To improve and reinforce skills that have been taught
- d. To complete unfinished class assignments
- e. To expand reading for pleasure
- f. To help parents understand what students are learning

## **IMMUNIZATIONS**

All students are required to be immunized against polio, diphtheria, mumps, rubella, pertussis and tetanus, in accordance with state statutes, unless specifically for medical or other reasons. A student who has not received the proper immunizations may be admitted to school provided the necessary immunizations are being received in the fastest time possible, consistent with sound medical practice and an approved immunization schedule.

## **LIBRARY**

All students are provided regular opportunities to utilize the library facilities and resources. Books may be signed out of the library for a time period of one (1) week. Books and magazines not returned will cost the face value of the book. Books returned in damaged or marked condition will require partial payments. Failure to pay library obligations or failure to return library materials may result in temporary or permanent loss of library privileges. Students who have overdue books will **not** be allowed to check out additional materials until the materials are returned or obligations paid. Failure to pay for lost or damaged books can result in Progress Book access being denied for both the parent and student account.

## **LOCKERS**

Lockers are school property and subject to inspection at the discretion of the school administration. No locks are needed for any locker.

## **LOST AND FOUND**

Items found in and about school will be kept in "Lost and Found." Please remember to check occasionally if your son/daughter has lost an item. All items unclaimed at fall parent-teacher conferences, Christmas break, spring break and the end of the school year will be donated to a charitable organization.

## **LUNCH VISITORS**

We are always happy to welcome family to our school to enjoy time and a lunch with your child. **We ask that guests do not share food.** These guidelines are necessary due to food allergy and safety precautions. Visitors are NOT permitted to go to recess with the children.

## **MEDICATIONS (PRESCRIBED)**

Students who must take prescribed medications during the school day, must comply with the following guidelines:

1. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the school office/principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication. Forms are found at the Tri-Valley District website under "Forms" or from the building secretary.
3. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name and the exact dosage to be administered.
4. **NO MEDICATIONS CAN BE SENT WITH STUDENTS.**

## **NON-PRESCRIBED (Over the Counter) MEDICATIONS**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the school office. Physician authorization is not required in such cases.

## **NON-DISCRIMINATION**

Tri-Valley Schools are committed to non-discrimination in all policies and actions governing student behavior as well as in other aspects of the educational program and extracurricular activities. Therefore, all students shall receive equal treatment, service and opportunities, regardless of race, color, creed, national origin or sex.

## **NOTES FOR SCHOOL**

**It is critical for parents to remember to ALWAYS put the first and last name of your child, name of teacher, and grade on ANY NOTES sent from home to school. This applies particularly to BUS NOTES, LUNCH MONEY ENVELOPES, BAGS etc.** The better labeling on correspondence, the more likely that mistakes will not be made through the school office. We appreciate your help with this **important matter**.

**Please remember to send notes for the following:**

- a. Absence/Tardy
- b. Riding a Different Bus, Parent Pick Up, Different Bus Stop
- c. Leaving Early
- d. Medication (Must be signed by parent and physician)
- e. Staying Indoors for Recess (note from parent allows 2 excused days, after that a doctor's note is necessary)
- f. Excused for Physical Education (note from parent allows 2 excused days, after that a doctor's note is necessary)
- g. Meetings/Activities After School

## **PROGRESS REPORTS/REPORT CARDS**

Progress Reports are issued every nine weeks. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## PROMOTION AND RETENTION

Students must satisfy certain academic requirements in order to be promoted to the next grade. Progress reports (grade cards) are issued four times a year. In addition, interim reports are provided midway through each of the nine week grading periods. Parents are encouraged to confer with their child's teacher at both times.

Retention will be considered on an individual basis involving the classroom teacher, principal, and parents.

## PARENT/TEACHER ORGANIZATION (PTO)

All parents are encouraged to join our parent- teacher organization and become involved in the school. This organization provides service to the school as well as financial support for special school needs. The PTO provides support in areas such as school assemblies, field trips, student functions, school agendas, student yearly publications and teacher recognition events. We hope you will join our team. Please call the school office for a current list of officers and committee members or check our webpage for more information.

## RECESS

When weather permits, all students are expected to go out to the playground with their class. Recess will be held outdoors when there is not substantial precipitation or accumulation of ice or snow on the playground, and when the temperature is not excessively cold. When the wind chill factor or the temperature falls **below 20 degrees F**, the students will remain inside. Therefore, it is important that children are properly dressed for the weather. In cases where parents feel it is absolutely necessary that the child does not go outside for a day or so, a note requesting this must be sent. Requests to stay in for more than two days *must be sent from the child's doctor*. During recess play periods, school personnel will supervise students.

## SAFETY AND SECURITY

1. **All visitors must report to the office** when they arrive at school.
2. **All visitors are given and required to wear a building pass while they are in the building.**
3. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" in the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. As many needed outside doors as possible are locked during the school day.
6. Portions of the building that will not be needed after the regular school days are closed off.

## SCHOOL CLOSINGS

School closings are announced on WHIZ as well as on the Tri-Valley Schools web site @ tvschools.org. Families may also call TEC 754-4050 and/or submit texting information for automatic updates on line through the Tri-Valley website for closing information. In the event of a school closing, all extra-curricular activities are cancelled.

## **STUDENT DISCIPLINE**

The Tri-Valley Local School District Discipline Code is distributed to all students on the first day of school. All parents and students are urged to carefully read the code to become familiar with its provisions. Further or specific questions regarding school discipline may be directed to your child's teacher or principal. The Student Discipline Code Book can be reviewed on the Tri-Valley Website's main page under Downloads.

## **THE EDUCATION CONNECTION (TEC)**

The Education Connection (TEC) is a complete communication system that parents can call 24 hours a day to listen to school information including daily lunch menus, school delays or cancellations or to leave messages regarding attendance. Automated phone calls are also sent to families regarding building or classroom events. The TEC automated number for all Tri-Valley buildings is **740-754-4050**. Information pamphlets are available in the school office.

## **TRANSPORTATION**

Bus transportation is provided for all students in the district. Students are required to adhere to all rules and regulations established by the Tri-Valley Board of Education. These rules and regulations are described in the district publication- Tri-Valley Local Schools Student Conduct Code of Transportation.

## **VISITORS**

Visitors, particularly parents, are welcome and encouraged to visit our school at any time. With safety as a priority, all visitors **must report to the school office** upon entering the school to sign in and obtain a pass. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Any visitor found in the building without signing in or a pass shall be reported.

## **VOLUNTEERS**

We encourage parents and grandparents to volunteer at our school. These people provide services to our students through more individualized assistance and enriching experiences. There are both daytime and evening opportunities. Please contact our Volunteer Coordinators, if you have extra time to help. Training and support will be provided at the beginning of each school year. Thank you for giving the precious gift of **TIME** to those who need your help!

## **DISTRICT POLICIES FOLLOW**

(6.11, 6.18, 6.24, 6.28, 9.09, 9.10, 9.29)

Revised: July 18, 2019

