

School Calendar 2018-2019

August	
15	First Day for All Students
September	
3	No School – Labor Day
14	Early Release Day
25	Parent-Teacher Conferences
October	
3	Parent-Teacher Conferences
15	End of 1st Grading Period
16-19	NO SCHOOL
November	
16	Early Release Day
21-23	No School– Thanksgiving Break
December	
20	End of 2nd Grading Period
21-31	NO SCHOOL - Winter Break
January	
1-2	NO SCHOOL – Winter Break
3	Classes Resume
21	NO SCHOOL – Martin Luther King, Jr. Day
February	
1	Early Release Day
5	Parent-Teacher Conferences
13	Parent-Teacher Conferences
18	NO SCHOOL – President’s Day
March	
8	End of 3rd Grading Period
18-22	NO SCHOOL - Spring Break
April	
12	Early Release
May	
22	Last Day of School and End of 4 th Quarter

LEARNING AND WORKING TOGETHER

Education is the result of students, parents, and educators all working together in unison toward a common goal. Each of these groups has certain responsibilities that they must accept in order for this goal to be accomplished.

These are:

Student Responsibility

1. Attend school every day and be on time to class.
2. Come to school prepared with books, paper, pencil, and any materials and assignments as directed by my teachers.
3. Follow the directions of all staff members.

4. Maintain a positive attitude toward learning and believe in my ability to succeed.

5. Respect myself and the rights and property of others.

Parent Responsibility

1. Send child to school each day on time, prepared with all necessary materials, well rested, and properly dressed.
2. Check my child’s work and homework on a regular basis.
3. Provide my child with suitable study conditions at home (desk or table, lights, books, and supplies).
4. Communicate with my child’s teacher(s) when I am concerned about my child’s work or health.

Staff Responsibility

1. Provide a quality instructional program in an integrated setting for each student.
2. Provide an orderly classroom and safe school environment.
3. Develop programs and activities that respond to social, emotional, personal, and physical development needs of each student.
4. Assist parents in helping their children develop self-discipline, self-respect, and self-confidence to participate in school as a responsible member.

STUDENT ABSENCES AND EXCUSES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student’s family;
3. death in the family;
4. quarantine for contagious disease;
5. religious reasons or
6. as determined by the Superintendent.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness. Parents may provide up to 5 excused absences without a medical excuse.

STUDENT ATTENDANCE

All students are expected to be in the building on time and be in school a full day (6.5 hours). Student attendance is monitored by hours and the specific amount of time missed each day.

Students who miss either 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one year (excused or unexcused) are deemed truant and will need to hold a formal meeting with the truancy officer and truancy

intervention team. If the plan is not followed, truancy charges will be filed.

Reporting Daily Absences: The parent or guardian should notify the office by 8:45 if a student is going to be absent. Please provide a medical excuse if appropriate. The student's absence will be unexcused if the parent/legal guardian fails to contact the school or provide medical documentation regarding the absence. After five parent excused absences, a student is considered unexcused without medical documentation.

The Board directs the administration to develop intervention strategies that may include the following:

1. providing a truancy intervention program for a habitual truant;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
4. requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles or
6. taking appropriate legal action.

PARENTAL EDUCATIONAL NEGLECT

The parents of suspended, expelled, truant, or habitually absent students may be referred to a parent education program. The failure of a parent to attend such a program may involve the filing of criminal charges for "Parental Educational Neglect." Parents of a truant student may be assigned to the Parent Project in Pickaway County for a period of 10 weeks for failing to comply with the compulsory Ohio attendance laws. Attendance in the Parent Project is mandatory. Failure of the parent to attend this program may result in a complaint of Parent Education Neglect being filed in the Juvenile Court that has jurisdiction based upon the location of the school. A parent found guilty of this charge may be fined up to \$250.00 and may be incarcerated up to 30 days in the County Jail. A truant student as used in this section is a student who has been absent for more than three consecutive days, or a total of at least fifteen days during a semester or term.

BEHAVIOR EXPECTATIONS

To the student, you should know that discipline is simply doing what is expected of you. It is your choice. Do not make it necessary for someone to accept that responsibility for you.

School-Wide Rules

1. Follow directions the first time they are given.
2. Keep hands and feet to yourself.
3. Walk at all times.
4. No chewing gum.
5. Refrain from teasing, horseplay, throwing objects, or using inappropriate language.
6. Use all equipment as shown.
7. Students may not knowingly possess any firearms, knives, "look-alike" weapons, matches, lighters, or anything that

could cause harm to another person's well-being as in the case of "tazers," laser lights, or "zappers."

Playground Rules

1. Follow all teacher directions the first time they are given.
2. Share playground equipment.
3. Use appropriate language during recess.
4. Keep hands and feet to yourself.
5. Stay in open view of a teacher.
6. Play on equipment properly.
7. Report any broken or dangerous playground equipment to the duty teacher.
8. Leave rocks and snow on the ground.
9. Avoid tattling, but report fights and injuries immediately.
10. Use rest room only with teacher's knowledge.
11. Ask permission before entering the building.
12. Come prepared for the weather.
13. Line up immediately when called.
14. Respect others and try to get along together.

Consequences

First incidence - A verbal warning.

Second incidence - Time out for 15 minutes of recess time or intervention.

Third incidence - Time out for entire recess time, intervention, call or note to parent.

Fourth incidence - All of the above and conference with principal, teacher, and parent.

Additional incidences - Removal from class or activity for office intervention.

Time Out

We use time out when rewards and positive recognition are ineffective to change a student's misbehavior. Time out is a means of providing a student with a period away from the situation that occurred. The student will report to the time out teacher on duty and quietly reflect upon the situation. After the assigned period, the time out teacher will release the student.

In-School Restriction

A student may be placed on IN-SCHOOL RESTRICTION for severe or repeated violations of the school rules, on the bus, or on the playground. A child is placed in the office for an assigned period of time. The period of time may be one-half day, full day, or multiple days. The student will be given his/her regular assignments. All work done during in-school suspension will count. Recess and rest room privileges will be handled through the office.

Out-of-School Suspension

A student may be placed on OUT-OF-SCHOOL SUSPENSION for severe or repeated violations of the school rules, on the bus, or on the playground. The student is not permitted to come to school during the time of the suspension. This includes activities held at the school after school hours.

Parent Notification

If a child receives an in-school suspension or out-of-school suspension, the parents are notified in writing and by phone, if

possible. Due process procedures are followed in all cases. Only a building principal can suspend a student.

SOME OF THE SEVERE OR REPEATED VIOLATIONS FOR WHICH A CHILD MAY BE suspended.

- Repeated failure to comply with rules or reasonable requests from staff.
- Striking or throwing an object at a staff member.
- Threatening or extorting money from another student.
- Using, selling, or holding illegal, nonprescription drugs.
- Repeated, aggressive behavior.
- A deliberate, unacceptable action that would be disruptive to the normal classroom environment.
- Any behavior deemed by the principal to be severe.
- Bullying.
- Racial slurs or comments.
- Various forms of sexual harassment.

Expulsion

A student may be recommended for expulsion from school for a period up to 80 days. A one-year expulsion is recommended for a student in possession of firearms or knives. This recommendation comes from the principal and may be enforced by the superintendent of schools. A student may be recommended for expulsion for any act that endangers the health, safety, or welfare of students or school personnel or for repeated violations or acts that seriously inhibit the education process. If a student is expelled, that student is not permitted on school grounds or to participate in school activities and will not be permitted to make up schoolwork.

BUS RULES

The following regulations regarding student transportation are listed so that you will better understand what is expected of each student who is provided transportation during the school year.

1. Students will ride their assigned bus both from home to school and from school to home. Should any deviation from this become necessary, a written request asking permission to be picked up or let off at another stop must be presented to the bus driver, signed by the parent or legal guardian, and approved by the building principal. Parents will assume responsibility for the child when such request is made and approved.
2. Parents are responsible for the safety of students while going to and from pick-up points and for meeting the bus on time.
3. Students shall arrive at the bus stop before the bus is scheduled to arrive.
4. Students shall cross only in front of the bus at approximately ten feet. Drivers will provide direction to students when it is safe to proceed in crossing.
5. Parents will be held responsible for any damage to a bus by their children; this includes damages to bus seats.
6. Students shall be assigned a bus seat by the driver to maintain order and for evacuation purposes.
7. Noise on a bus shall be kept to a minimum at all times to assure the safety of all students and driver.
8. Absolute quiet must be maintained at railroad crossings or other danger areas.

9. Students must refrain from eating and drinking on the bus.
10. No student will be permitted to use the emergency exit door except for an actual emergency or a designated emergency drill.
11. No objects are to be thrown in, around, or out of the bus.
12. Keep hands, heads, books, and miscellaneous objects inside the bus, never outside the windows.
13. No profane language or obscene gestures will be tolerated on the school bus.
14. No animals, firearms, ammunition, explosives, glass, or other dangerous materials or objects shall be transported.
15. Aisle ways will be kept clear of any obstructions.
16. No fighting, roughhousing, or harassment of others will be permitted.
17. The driver has the authority to enforce the above regulations. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any student. The school administration shall notify the parent of such refusal with a full explanation for the action.

Any deviation from acceptable behavior will result in a loss of transportation privileges. The safety of many cannot be jeopardized because of the misconduct of a few.

DRESS CODE

Student appearance reflects an attitude of pride in self, school, and community. **No students shall wear articles of clothing that distract from the educational process.**

Clothing is to be neat, clean, and modest.

1. Low-cut tops, see-through blouses, midriff tops, tank tops, spaghetti straps, and very short skirts or shorts are examples of styles that are considered unacceptable for students.
2. Unacceptable accessories, including chains and/or studded accessories, are not permitted.
3. Clothing with writing and/or symbols that advertise or promote activities against school regulations is not permitted.
4. Writing or symbols on shirts that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, sex, substance abuse, or an unhealthy attitude towards school are not productive for a positive school environment and are not permitted.
5. Hats are not to be worn in the building except on special days like spirit days or hat days.
6. Sunglasses are not permitted unless approved by a physician.
7. Pants or shorts with holes in them are not permitted.
8. Oversized clothing (sagging pants worn low on the waist or large pants cut off to allow a sagging crotch) that is excessive or compromises the safety of students is not permitted.
9. Appropriate footwear will be worn at all times. Flip-flops are prohibited from the playground and are not recommended for indoor wear for safety reasons.
10. Body piercing, other than the ears, is not permitted. Suggestive, obscene, or inappropriate tattoos (permanent or temporary) are not permitted.

In addition, it is very important that students are dressed appropriately for the weather. Students love to go out for recess, so we use the following guideline for outdoor recess (all temperatures include the wind chill):

*** 25 degrees or below, all recesses will be indoors.**

The principal has the right to make final decisions on all matters concerning dress and appearance. Parents may be contacted to bring other clothes if dress is inappropriate.

ENTRY INTO BUILDING

Bus students - All bus students will enter the building from the west entry doors. Students who eat breakfast will be permitted to enter the building at 8:40 a.m. All other students will enter the building at 8:50 a.m.

Walking or dropped off students - Students who walk, ride bicycles, or are dropped off by parents will enter the building through the front entry. Students who eat breakfast may enter the building at 8:40 a.m. All other students will enter the building at 8:50 a.m. Students must remain outside the building until the proper entry times. In cold or severe weather, students should time their arrival to coincide with entry times.

EMERGENCIES

In case of injury or illness, the person listed on the emergency medical form is called. These forms need to be filled out completely and returned to your child's teacher promptly. If at any time during the school year this information is changed, notify the school immediately. We require at least three working telephone numbers to be listed on the emergency medical form. This is of vital importance.

EMERGENCY CLOSING OF SCHOOL

Inclement weather or other emergency factors may result in closing schools. An automated phone call from the district will be made announcing school delays and closures. Local TV and radio stations will announce this information as well. Please refrain from calling the school during these questionable hours, leaving the telephone line open for obtaining information. Please make arrangements with your child now as to what he/she should do if school is dismissed early. There should always be a designated place for your child to go if you are not home. It is impossible to contact all parents in this type of situation.

FEES

School fees for the 2016-2017 school year will be \$35.00 for all kindergarten students and \$25.00 for students in grades 1-5. These fees should be paid in a timely manner. Report cards may be withheld for unpaid fees as well as non-returned library books.

FOOD SERVICE

The school cafeteria is operated as a school service to provide wholesome and nutritious meals, supplying much of the nutritional allowances for the lowest prices. Each meal includes

milk for \$2.60. Extras may be purchased as well. Breakfast is available for \$1.50.

Free and reduced meals are available to children from families qualifying under Federal Government guidelines. Charging lunches is not permissible.

Lunch Prepay and Charge Policy

A point of sale system that tracks student lunch accounts is available at all Teays Valley buildings for all students. Students may pay cash for breakfast and/or lunch each day, or they can prepay by depositing money into their accounts. Parents may send cash to school on any day in any amount to deposit into their child's account. Lunch payments may also be made using the online school payment website PayForIt.net. A link to the website is available on the home page of all Teays Valley Schools at www.tvsd.us.

All lunch charges are discouraged – however, no child will be deprived of a lunch. Students will be permitted to charge 5 meals (breakfast and/or lunch). Payment of these charges is expected the next day. No charges for ala carte or extra items will be allowed. Students who have reached the charge limit will be given a peanut butter or cheese sandwich and a milk until charges are paid.

Free and Reduced Price School Meals Applications are available at all schools and on the Teays Valley website for all families who might benefit from this program.

STANDARDS BASED GRADING SCALE (K-3)

Students in Kindergarten, 1st, 2nd and 3rd grades receive standards based progress reports in order to communicate more specifically what a student has learned, achieved and to what degree. Assessing student progress toward meeting grade level expectations takes place regularly, in several ways: a variety of formal and informal tests and projects and daily observation of student performance. Teachers use assessment information to guide and inform their instruction in order to meet each student's academic needs.

Four levels of progress are noted on the standards based progress report:

E - Exceeds - Exceeds grade level expectations by applying concepts and skills with independence in innovative ways

M - Meeting - Demonstrates grade level expectations for concepts and skills while achieving independence

P - Progressing - Student is progressing toward basic understanding of grade level concepts and skills with assistance from teachers, peers and/or parents

L - Limited - Student has an emerging awareness of concepts and skills

GRADING SCALE (4th-5th)

Percent	Letter
95-100	A
92- 94	A-
89- 91	B+
86- 88	B
83- 85	B-
80- 82	C+
77- 79	C
74- 76	C-
71- 73	D+
68- 70	D
65- 67	D-
62- 64	F+
0- 61	F

HOMEWORK

The objective of any homework should be the reinforcement and extension of material covered in class. The responsibility for completing homework rests primarily with your child. As you know, reading is a major part of schoolwork and life in the world. We encourage you to make reading a practice in your home. This will set a pattern of good study habits for future years.

INTERIM REPORTS

Students in 4th and 5th grade will receive interim reports halfway through the nine-week grading period to report the students' progress in all areas.

LICE POLICY

The Teays Valley School District recognizes the parents' roles and responsibilities in prevention, detection, and management of head lice. Routine screening of children's heads by parents is strongly encouraged. Mass screenings for identification of head lice will not be performed in school. If a classroom has more than two students identified with active infestation, the students of that class may be screened. Educational information may be widely distributed to all students at discretion of the school nurse or principal.

MAKE-UP WORK

Please refrain from requesting make-up work for the first two days of absence. Your child needs rest if he/she is ill. He/She will be given the number of days absent to make up the work missed upon returning to school.

MEDICATION

Teresa Miller, R.N. will be the nurse for Ashville, South Bloomfield, and Walnut Elementary Schools. Terri Richards, R.N. will be the nurse for the Scioto Elementary School. They will be attending to students' medical needs on a regular basis. Students may be permitted to possess and use prescribed medication during school hours under the following conditions: WRITTEN PERMISSION under the parent or guardian and a WRITTEN PHYSICIAN'S ORDER are needed before the medication can be administered during school hours.

Medication authorization forms are available through the school office.

All medication must be in the **ORIGINAL CONTAINER, properly identified and marked with the student's name, dosage, and time interval it is to be taken.** Any student needing to take medication during the school day must keep the medication in the office.

OVER-THE-COUNTER MEDICATION WILL NOT BE GIVEN WITHOUT A PHYSICIAN'S VERIFICATION. If possible, we encourage parents to rearrange the medication schedule so medications can be administered at home rather than during school hours.

MESSAGES TO STUDENTS

Messages to students are strongly discouraged. There are times when emergency situations dictate a change in plans regarding pick-up of children or change in bus routes. Please limit changes because it is disruptive to schedules and late changes are often overlooked due to a busy end of the day routine. Any change in normal routine needs to be addressed by a note to the office, not a phone call. The office will attempt to accommodate most changes, but those after 3:00 p.m. will be reserved for only extreme emergencies.

PERSONAL PROPERTY

Electronic devices, watches, jewelry, baby dolls, toys, trading cards, and sums of money should not be brought to school. If, for some reason, they are brought to school, they are the responsibility of the student. If lost, stolen, or damaged, the school is not responsible or liable. These items may be taken from the student and held by school personnel.

PROMOTION AND RETENTION POLICY

Grades 1-2: All students should be proficient in math and language arts standards.

Grades 3: All students should be proficient in three of the four major subject areas (Math, Language Arts, Social Studies, Science).

Grades 4-5: All students should pass three of the four major subjects.

* Students must earn a D or better during the third or fourth grading periods in order to pass an individual class.

Retention Policy

Students not meeting the above requirements may be retained. At that time, a meeting may be scheduled with the parents, teacher(s), and principal to discuss the best interests of that particular student.

REPORT CARDS

Report cards are issued to each student every nine weeks. Parents or guardians are asked to review them with their child and return the envelope to the school, signed. Report card envelopes must be returned within five days.

SCHOOL DAY

The school day starts at 9:00 a.m. and ends at 3:35. p.m. The school is responsible for children only during those times. Children entering the building before or after school hours must be accompanied by a parent or adult who has checked in at the office. Parents dropping off or picking up their children must avoid the bus assembly areas.

SIGNING OUT STUDENTS FOR EARLY DISMISSAL

When a student must leave school during the day for an appointment, a note should be sent to school. The note is to be given to the secretary upon arrival at school. The student will meet the parent in the office upon the parent's arrival. There will be a sign-out sheet in the office for parents to sign students out. Students will be released only to persons parents have approved. The school reserves the right to ask the person signing the child out for proper identification. **There will be no dismissal between 3:15 and 3:35 p.m. All early releases need to be completed prior to 3:15 p.m.**

TELEPHONES/CELL PHONES

Use of the telephone by students is limited to emergency situations only. Calling for permission to attend parties, get forgotten materials, or go home with a friend is not permitted. If parents desire a student to have a cell phone in his/her possession, the phone must remain off and in the child's book bag while on school property (this includes the school bus).

VISITORS

Although we welcome visitors, **ALL VISITORS MUST REPORT TO THE OFFICE AS REQUIRED BY OHIO LAW.** If you would like to visit your child's classroom, please schedule this with the principal.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

Policies, guidelines and rules refer to all computing devices owned by, in the possession of or being used by district students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

Policies, guidelines and rules also apply to any online account or service provided by the district, even if the service or account is maintained by a third party and the service or account is accessed off school grounds using non-district equipment. This includes, but is not limited to, e-mail, calendar and productivity applications (E.g., Google Apps for Education), grade book applications (E.g., Jupiter Grades), educational applications (E.g., MobyMax and Lexia), database services (E.g., InfOhio), and student information systems (E.g., DASL).

All students are encouraged to use the school's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable Student Handbook, Board Policy and/or civil or criminal liability including reimbursing the school district for any damage or loss incurred as a result of inappropriate use. Prior to accessing the district's network and Internet connection, students must sign the Network and Internet Acceptable Use and Safety Agreement. A parent or guardian must also sign the Network and Internet Acceptable Use and Safety Agreement.

ANTI-BULLYING POLICY

It is the policy of the board that any form of bullying behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events, is expressly forbidden. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel.

Examples of conduct that could constitute prohibited behaviors include:

Physical violence and/or attacks; Threats, taunts and intimidation through words and/or gestures; Extortion, damage or stealing of money and/or possessions; Exclusion from the peer group or spreading rumors; and, Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"). Please see board policy file: ACC "Anti-Harassment and Bullying" posted on the Teays Valley Website for a complete description.