

RIVER VALLEY LOCAL SCHOOL DISTRICT
ELEMENTARY STUDENT HANDBOOK



HERITAGE ELEMENTARY
MELANIE COMSTOCK

LIBERTY ELEMENTARY
TOM BOWER

DISTRICT WEBSITE:
www.rvk12.org

River Valley Core Values

We, the River Valley Family, have devoted ourselves to creating tomorrow's leaders.

We invite you to be part of our journey.

This is the Viking Way.

Values	Actions	Outcomes
Expect Excellence	Maximize your potential. Give your best everyday.	Confident, skillful and prepared for the future.
Make a Difference	Practice we, not me. Appreciate, celebrate and applaud others.	Support for our students, our community, and each other. Create great experiences.
Live with Integrity	Own your behavior. Eliminate blaming, complaining, and defending	Great place to learn. Great place to work. Great place to live.

Be a better you today than you were yesterday!

Dear Parent/Guardian,

This handbook was designed to aid you and your child. It is not all-inclusive, but does cover most of the items that commonly concern parents and students.

The staff of River Valley Local Schools continues to encourage your active involvement in your child's education. A strong partnership between home and school can greatly benefit your child as he/she grows and matures.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Sincerely,

RV Elementary Administrators

ACADEMICS

COMPUTER USAGE POLICY

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using an elementary school's computers are expected to abide by the following rules:

- 1) Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of or modify files, data or passwords belonging to other users or misrepresent other users on the network.
- 2) The *Internet Usage Agreement* must be read and approved, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian or custodian. River Valley Local Schools reserves the right to filter any Internet sites.
- 3) Students are permitted to use networked software and school-supplied software. Programs written by the student, which are part of an assignment in a school's course of study, may be run, as required, for that course of study's requirements with teacher supervision.
- 4) Students may not download programs from the Internet nor may they copy programs from any flashdrive. Students may not install or delete programs on the school's computers.
- 5) Students may not use the Internet to engage in "hacking" or other unlawful activities.
- 6) Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements with teacher supervision.
- 7) Students should only use computer programs approved by the classroom teacher.
- 8) The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.
- 9) Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
- 10) Students are not to send messages over the network or participate in online "chat rooms." Students may not use any email or instant messaging programs to contact people outside the school network on a school's computer.
- 11) Students are not to enter the network's operating system.
- 12) All copyright laws are to be enforced.
- 13) Students are not to unplug or change any computer device or network connections.
- 14) Students are not to change any display screen settings.
- 15) Students are not to change any program's toolbars or settings.
- 16) Students are not to add or delete any program icons on the desktop or Start Menu.
- 17) Use of the school's computers/network to harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
- 18) Students are not to remove, modify, damage or destroy any computer or networking equipment.
- 19) Students are not to modify or remove any identifying labels on computer equipment.
- 20) Students are not to modify or remove any printer settings.
- 21) Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
- 22) Students are to advise their teacher when a computer malfunctions in any way. The teacher will notify the technical support staff so that the device can be repaired.
- 23) Students will be expected to follow the board policies set forth in "Bring Your Own Technology".

Exceptions to the above rules are permitted only under direct teacher supervision.

Violations of these rules may result in disciplinary action. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

SCHOOL VISITATION

Any person who needs to speak with a school administrator should call the main office number and schedule an appointment via phone or video conference.

To maintain the high quality of our educational program, we limit classroom visits during our instructional day. This does not refer to school or classroom volunteers who are pre-approved by administration. Parents may contact teachers through methods such as email or classroom apps such as Class DoJo or Remind.

Schools will send out invitations to parents from time to time to allow parents to volunteer throughout the year at planned activities.

FIELD TRIPS

River Valley Elementary students will be participating in field trips that are outside of the district. We will have parents fill in field trip permission forms in the event a grade level attends a field trip.

In order for your child to benefit from these activities, appropriate behavior from all students is necessary. River Valley Local Schools reserves the right to prohibit students from attending field trips because of disruptive behavior.

Parent permission slips will be signed in advance. Students will travel by school vehicles. Students will NOT be released during the course of the trip to parents or guardians.

HOMEWORK

Homework provides an opportunity for parents to become partners in their student's learning process. Teachers give homework to strengthen children's skills in specific areas.

At the elementary, students will be asked to read every night for a minimum of 20 minutes.

School Support Team (MTSS)

Referrals to the MTSS may be made by parents or school personnel. Concerns about academic performance or emotional, social or behavior problems will be discussed by a group of teachers, counselors, administrators and other appropriate school personnel in an attempt to resolve any problem. All referrals for special education must be made through MTSS.

ADMISSION/ENROLLMENT

ADMISSION

Parents of new students should contact the administration office to schedule an appointment to complete registration.

The Ohio Revised Code states that children are to attend public school in the district in which their parents or legal guardians reside. Other students may apply to River Valley through open enrollment.

“Residency,” for purposes of definition within this handbook, shall be defined as something more than a superficial residence. It will be defined as a place where important family activities take place during significant parts of each day; a place where the family eats, sleeps, works, relaxes and plays. It must be a place, in short, which can be called “home,” except in the case where the parents are legally separated or divorced, in which case residency will be determined by the residency of the parent with legal custody.

Students transferring from another school will normally be placed in the grade level recommended by the previous school. We will request that official records be sent to us within fourteen days in order to meet each child's needs as quickly as possible.

New entrants at all grade levels will be required to present, at the time of enrollment, an official birth certificate or other evidence of birth, proof of having received or being in the process of receiving required immunizations, proof of residency and custody information, if applicable.

Nothing in this handbook is intended to supersede state law. In areas of conflict between this policy and state law, state law shall control in all aspects.

INTRADISTRICT ENROLLMENT

The River Valley Board of Education, in conformity with ORC 3313.97, believes that, whenever possible, students should be allowed to attend a school of their choice within the school district. In doing so, students are permitted to apply for attendance outside their own attendance area based upon the criteria established by the River Valley School District administration and Board of Education.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

Elementary school hours are from 9:00 a.m. to 3:40 p.m. Children who are transported to school other than by bus must not arrive prior to 9:00 a.m. Students are not allowed to play on the playground prior to the start of morning classes. Prior to 9:00 a.m., we have no one assigned to supervisory duty and cannot be held responsible for your child.

TARDINESS

Students shall arrive at school and be in the classroom for each of their assigned classes at the properly scheduled time of 9:15 a.m. Habitual tardiness, according to Ohio law, is truancy and will be treated as such.

TRUANCY

Students shall abide by the attendance laws of the State of Ohio, unless excused by the building principal.

EARLY DISMISSAL OF STUDENTS

Students are dismissed through the school office. They are not allowed to wait in front of the building or to enter cars unless accompanied by a parent. These rules are necessary to ensure student safety. **You must sign your child out before they are able to leave the building.**

You must send a note each time there will be a change in your child's dismissal time or procedure. **We will ask to see identification of any person we do not know and will not release a child to a babysitter, stepparent or friend without prior authorization. We will follow the child's normal routine without a note from the parent.**

ABSENCE GUIDELINES

Tardy - Students who arrive between one minute and thirty minutes after the tardy bell will be considered tardy.

Absences- Absences will be calculated by hours and minutes in accordance with state laws.

Early Departure - Students who leave between one minute and thirty minutes early are considered to have left early.

Extracurricular Participation- Any child that has been absent for any portion of the day due to illness, will not be able to participate in extracurricular activities for that day.

EXCUSED ABSENCES

The following conditions **may** excuse a student from school attendance:

Personal illness or injury (A medical verification note may be required by the school principal.)

Family illness, an emergency situation requiring the student to be absent from school

Quarantine of the home by local health officials

Death of a relative (Limited to three days, unless reasonable cause can be shown for a longer absence)

Observance of a religious holiday, consistent with student's established creed or belief

Ohio law requires that students returning to school after all absences bring a written note from their parent or guardian stating:

- 1) The date(s) of absence(s);
- 2) The reason for the absence(s);
- 3) The parent's or guardian's signature; and,
- 4) The parent/guardian phone number.

This note does not guarantee that the absence will be excused and the absence will still count against the students attendance hours.

The parent/guardian is to notify the school before 10:00 a.m. if his/her child is absent unless the parent has given previous notification of the absence. The Viking Notification System (VNS) will call you automatically if your child's attendance is unexcused or not reported. VNS is an automated call system used for attendance and other pertinent information.

Upon returning to school following an absence or tardiness, students must give the homeroom teacher a note from the parent, guardian or medical professional stating the reason for the absence or tardiness. If after 3 days, a parent/guardian does not provide a note for the absence it will be recorded as unexcused.

Expectations for Student Attendance: No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or assigned educational location once he/she has come under the supervision of a school employee prior to specified dismissal times without official permission.

Truancy—What is House Bill 410?

1) House Bill 410 was passed into law by the Ohio General Assembly in December 2016, and the most recent state guidelines were made in July 2017. This has changed the way school districts monitor student attendance across the state. Schools now must keep track of absences by “hours” as opposed to “days” missed.

2) Definitions:

- a) Habitually Truant—any student absent without legitimate excuse
- b) Excessively Absent—any student absent with or without legitimate excuse (includes official absences)

Threshold Table	Consecutive Hours	Hours in School Month	Hours in a School Year
Habitually Truant	30+ hours unexcused	42+ hours unexcused	72+ hours unexcused
Excessively Absent		38+ hours excused or unexcused	65+ hours excused or unexcused

3) If a student has exceeded one of the attendance thresholds for Habitually Truant, a letter will be sent home with the student and phone calls will be made to contact the student’s parent/guardian to set up a meeting. The purpose of this required meeting will be to set up a meeting for the parent/guardian, student (when appropriate), and building staff to be a part of an Absence Intervention Team and meet to develop an Absence Intervention Plan. A plan will need to be developed to achieve “satisfactory” improvement in attendance, or truancy charges could be filed to the juvenile court.

4) If a student has exceeded one of the attendance thresholds for Excessively Absent, a letter will be sent home with the student and phone calls will be made to note the requirement for any additional absences to have a doctor’s note to consider them excused.

CODE OF CONDUCT/DISCIPLINE

CODE OF CONDUCT

The goal of the Code of Conduct is to create conditions that foster student self-discipline in a warm, supportive school climate that is conducive to learning for all students. The Code of Conduct is a general guide for behavior, not a mechanism for rigid control. The individual personalities of students or extenuating circumstances will be considered before corrective measures are prescribed.

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded. Also, the building principal has the right to investigate all incidents that occur, which may include speaking with all students that are involved in the incident. Parents are not required to be present to conduct these conversations. Students may be required to submit to a metal detector check.

I. SERIOUS MISCONDUCT CODE:

A violation of any rule may result in disciplinary actions, including In-School Suspension, Out-of-School Suspension, expulsion, In-School Detention, compensatory payment of damages, assigned work, loss of credit for assigned work or tests, or loss of privileges:

1. **Disruption of school:** A student shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction of the normal operation of school.
2. **Damage of school property, including buses and bus seats:** A student shall not cause or attempt to cause damage to property of River Valley Local Schools.
3. **Damage of private property:** A student shall not damage private property, on or off school premises, during a school activity, function or school event.
4. **Assault:** A student shall not behave in a way that could cause physical injury to other students, any school employee or other persons in the school building or on school property. This rule also applies during school-related activities held off school premises.
5. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the

expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to Board Policy JFCJ and O.R.C. 2923.122.)

6. **Threats:** Students shall not through verbal, written, technological or any other means make statements threatening that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.
7. **Harassment:** Students shall not harass other students, school employees, persons who are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive. Any harassment through the use of social media is also included in this category.
8. **Narcotics, alcoholic beverages, drugs, look-alike drugs or drug paraphernalia:** A student shall not use, possess, transmit, conceal or be under the influence of the aforementioned items while in the school building, on school property or involved in any school activities held off the school premises.
9. **Insubordination:** A student shall not repeatedly fail to comply with the directions of teachers, student teachers, secretaries, substitute teachers, teacher aides, bus drivers, the principal or other school personnel.
10. **Theft:** Students shall respect the personal ownership rights of others. In addition to taking any of the disciplinary actions listed on the previous page, the principal may exercise his/her prerogative of reporting thefts to local law enforcement agencies.
11. **Violation of Bus Rules:** Students must follow all Bus Rules. Violation of any rule will be reported to the principal and the appropriate disciplinary action taken. (See Bus Rules, page 26.)

12. **Repeated Violation of School Rules:** A student shall not repeatedly fail to comply with any school rules.
13. **Tobacco/Vaping:** Tobacco in any form shall not be in the possession of students or used in the building, on school property, while being transported in school vehicles or at any school function. Additionally, no student is permitted to possess cigarettes, lighters or other tobacco products including: filters, rolling papers, pipes, blunt or hemp wraps, vaping devices, electronic cigarettes, electronic vaporizers, etc., and liquids used in electronic smoking devices at any time. Students are subject to being searched and scanned with a metal detector for the presence/possession of any of these prohibited items in accordance with Policies ECA-R, JFG, and JFG-R.
14. **Cheating or plagiarism:** Students shall not give or receive information regarding graded work or activities.
15. **Forgery:** Students must not misrepresent a signature on any document.

II. MINOR MISCONDUCT CODE

A violation of any rule may result in disciplinary actions, including suspension, detention, loss of privileges, isolation, written notice to, or conference with parents, assigned work or loss of bus privileges. Students shall be given due process before a disciplinary action is taken.

1. **Use of profanity, possession of vulgar materials:** A student shall not use profanity or possess vulgar materials.
2. **General misconduct:** Students shall refrain from running in the halls, throwing objects, purposely cluttering a restroom or other area, writing on furniture or in inappropriate places or being excessively loud in their talk or abusive in their behavior.
3. **Inappropriate display of affection:** Students shall refrain from displays of affection, (i.e., kissing, embracing, etc.) while on school premises, school buses or any other school property, during school activities at or away from school.
4. **Chewing Gum:** Students will not be permitted to chew gum. Teachers will enforce disciplinary action for chewing gum in school.
5. **Repeated Violations:** Repeated violations of minor rules may be dealt with in accordance with Rule 13 of the Serious Misconduct Code.

6. **Violation of playground rules:** See playground rules.
7. **Violation of cafeteria rules:** Students shall not throw food or any object, leave their eating space in a dirty condition, talk too loudly, use food in an inappropriate manner or refuse to comply with instructions by any school employee.
8. **Violation of Dress Code:** Students shall not dress in such a way as to cause a disruption of the normal operation of the school or affect the health or safety of students. (See Dress Code.)
9. **Other violations that are not covered in the above items.**

IN-SCHOOL DETENTION (ISS)

GUIDELINES

- 1) Students serving ISS shall be permitted to make up and receive credit for assignments during ISS.
- 2) Students are to bring schoolwork to ISS.
- 3) Parents will be notified of In-School Suspension and of the student's rights to appeal.
- 4) Guidelines for ISS will be issued and discussed upon assignment of students to this suspension.

OUT-OF-SCHOOL SUSPENSION (OSS)

GUIDELINES

- 1) Parents will be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
- 2) Students will not be allowed to make up classroom work, tests, etc. missed while serving OSS.
- 3) Parents will be notified of the student's rights to appeal.
- 4) Suspensions may cross semester lines and may be carried from one school year to the next.
- 5) All Out-of-School Suspensions will apply to the Five Class Period Rule.

COURT REFERRAL

Referral to Marion County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

EXPULSION

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the student behavior code is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to

180 days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

APPEAL

Students should be afforded the right to explain the situation that has possible disciplinary consequences and the opportunity to know what the consequences may be. Should you not agree with a disciplinary action, please start the appeal process where it originated (i.e., if a teacher assigns a detention you do not agree with, discuss it with the teacher. If the principal recommends expulsion, discuss it with the principal.) The "chain of command" to appeal (in general): teacher, assistant principal, principal, superintendent and, finally, the Board of Education.

III. BUS REGULATIONS

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the 1st Written Report:

- Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment (for a new student).

Driver's responsibility prior to the 1st Written Report:

- Drivers will confer with the student and/or change the student's seating assignment.
- Drivers are strongly urged to call parents. (Doing so is a proven, effective way of managing student behavior.)

Bus Rules

- 1) **Be ready and at your designated stop 5 minutes prior to bus arrival**
- 2) **The driver is the authority and may have more rules than stated in the handbook.**
- 3) **Respect other riders, no harassment of any kind (verbal, physical, or sexual)**
- 4) **Students are to keep the bus clean and sanitary- no gum, food or drinks are permitted on the bus**
- 5) **Keep arms, hands, and head inside the bus at all times**
- 6) **Throwing objects inside or outside of the bus is prohibited**
- 7) **No drugs or alcohol, including paraphernalia, e cigarettes, and vapes**

- 8) **Remain seated and facing forward**
- 9) **Talk quietly**
- 10) **Possession/or threat of a weapon will result in suspension from the bus**
- 11) **No explicit language, materials, or gestures**
- 12) **No speakers or electronic devices that may disrupt safe operation of the bus**
- 13) **Do not damage the bus, including ripping the seats**

Consequences for Infractions

1st Written Report to office

- The administrator holds a student conference. (The conference may include any or all of the following: the driver, parent or guardian, intervention specialists, and/or Transportation Department administrator).
- The administrator informs the parent/guardian of the disciplinary infraction if they have not yet been informed.
- The administrator assigns the consequences and advises the student and parent/guardian that the next infraction may result in the loss of bus privileges.

2nd Written Report to office

- The latter three actions taken as a result of the 1st Written Report
- Loss of bus privileges, from one to five days

3rd Written Report

- The latter three actions taken as a result of the 1st Written Report
- Loss of bus privileges, from five to ten days, and possible suspension from school.

4th Written Report

- The latter three actions taken as a result of the 1st Written Report
- Suspension of up to ten days or expulsion of up to one hundred and eighty days from the bus and/or from school

Follow-up Communication Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent/guardian and the Transportation Department administration of the disciplinary action taken. It is then the Transportation Department's responsibility to inform the driver of the action.

GENERAL EXPECTATIONS

BUS RULES

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded. It is our privilege and pleasure to furnish eligible* students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding River Valley school buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal.

CAFETERIA RULES

- 1) Treat everyone with respect.
- 2) Pay for all food and eat it in the cafeteria.
- 3) Speak quietly at all times.
- 4) Pick up all trash and put it in the proper container.
- 5) Ask permission to leave your seat or to leave the cafeteria.
- 6) Do not throw anything.
- 7) Do not take food or drink outside of the cafeteria for any reason, except with staff permission.

DRESS CODE

River Valley Local Schools is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. River Valley Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire. Following are guidelines for the students:

- 1) Writing or symbols on clothing that are obscene or suggestive of obscenities are not permitted. Messages suggestive of alcohol, substance abuse or an unhealthy attitude

toward school are not productive for a positive school environment and also are not permitted.

- 2) Hats (or other head coverings) and sunglasses are not permitted to be worn inside the school building unless approved by a principal, physician and/or school nurse.
- 3) Low-cut tops, see-through clothing, tank tops, spaghetti straps and shorts or skirts shorter than the middle of the thigh are examples of styles that are considered unacceptable for students. Shirts and tops must be long enough to be tucked in.
- 4) See-through clothing is not permitted. Clothing that has excessive rips, tears or holes is not permitted. All undergarments are to be covered.
- 5) Clothing that compromises the safety of the students is not permitted; an example is extremely oversized clothing.
- 6) Clothing which touches the floor is not permitted.
- 7) Appropriate footwear will be worn at all times. Examples of inappropriate footwear include stacked-heel shoes, floppy sandals, flip-flops, platform shoes, shoes with cleats or wheels, etc.

Dress Code - Procedures for Violations

Building administrators have the final decision as to the appropriateness of all clothing. Students who dress inappropriately will be sent to the office and asked to change or be provided with appropriate clothing, if possible. Parents will be contacted if they need to bring clothes to the student.

PLAYGROUND RULES

Common sense and safety are the general rule regarding student behavior on the playground.

- 1) Students are to show respect to the adult on duty at all times. Students shall not use obscene, vulgar or profane language or gestures.
- 2) Running is not permitted when entering or leaving the building and on the gravel, blacktop or mulch.
- 3) All items brought from home must be checked with classroom teachers before they are allowed on the playground. Cell phones and electronic games or devices are not allowed on the playground.
- 4) The throwing of stones, snowballs, dirt, etc. is never permitted.
- 5) There is to be no fighting or rough games that include tackling, pushing or shoving.

- 6) Swings and slides are used only in a safe manner. No standing up, lying down or doubling up is permitted.
- 7) Students are not to retrieve balls or other items that go outside the playground.
- 8) Students are not to run through or otherwise disrupt someone else's game.
- 9) Jumping from the playground equipment is never permitted.

Students are never to re-enter the building or leave the playground without the permission of the person on duty

BUS PASSES

A request in writing is required from a parent/guardian in order for your son or daughter to ride a different bus or get off at a different stop. Due to bus capacities, these requests must be approved by the Transportation Department prior to the students riding the bus. If a student does not have a note or does not receive approval from the Transportation Department, he/she must ride their assigned bus and get off at their assigned stop. Students will only be dropped off at board-approved bus stops.

DESK AND LOCKER USE

The teachers and administration of the elementary schools reserve the right to check students' lockers and desks for reasons of health, safety or violations of school or civil laws. The school urges students not to leave money or valuable items of personal property in their desks or lockers.

EMERGENCY MEDICAL FORMS

Parents are required by state law to fill out an *Emergency Medical Authorization Form*. These are kept on file in the office and used in emergency situations. These forms should be completed online prior to the start of the school year. If you do not have the ability to complete online forms, please contact the school office. If your child is injured at school and we cannot reach you, we will use the information on this form.

EMERGENCY CLOSINGS & DELAYS

In the event of inclement weather, school delays and closings will be posted online at www.rvk12.org. Delay and closing information will also be reported to local television stations and radio stations. Please do not call the school. We need our phones to communicate with district personnel and emergency service providers.

There may be times when it is necessary TO DISMISS SCHOOL DURING THE DAY because of an emergency. It is impossible for us to contact each parent when these situations occur. Parents are urged to make arrangements with a neighbor or friend so that their child will have a place to go in case of an emergency if a parent/adult is not home.

Please be sure to update contact numbers throughout the year as it becomes necessary. You can update information at any time using Final Forms.

FEES

A statement of your child's fees will be sent home at the beginning of the school year. Elementary student fees are \$40.00. Send your check or money order to the school office, made payable to River Valley Local Schools. **DO NOT SEND CASH.** We appreciate your prompt attention to school fees. Non-payment of fees may result in report cards being withheld.

HEALTH REGULATIONS

Your child must meet county and state health regulations for entrance to school. The school nurse checks health records each year and will send you a reminder of the required immunizations your child still needs.

Students will be excluded from school if the immunization schedule is not completed within fourteen calendar days after notification. Written statements of objection to immunizations due to parent/guardian's religious reasons are filed in the student's health folder.

The minimum requirements are:

- 5 D.T.P.
- 2 MMRs
- 2 Varicella (Chicken Pox) for K-1; 1 dose for 2-5
- 4 Polio
- 3 Hepatitis B

Parents are required by state law to fill out an Emergency Medical Authorization Form. These are kept on file in the office and used in emergency situations.

The River Valley Board of Education wishes to cooperate fully with students, parents and the medical profession to assure that students receive any required

medication during the normal school day at the time that it is required.

It is preferred that medications be administered to students at home; however, it is also recognized that certain circumstances may necessitate administering medications during school hours. (Continued on next page)

Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of students.

In accordance with O.R.C. 3313.713, prescription medications must be kept locked in the office and administered by school personnel.

A Permission for the Administration of Medication Form and Parent Medication Assistance Form must be completed, signed and on file in the office before any medication will be given by the clinic staff.

In rare instances, a student may be allowed to carry certain prescription medications (e.g., asthma inhalers). If the physician deems it medically necessary for the student to carry a medication with him/her, the ***Permission for the Administration of Medication Form*** must be signed and contain those instructions.

Elementary students are not permitted to carry or to self-administer non-prescription medication.

Medication forms are available in the school office and on the district Web site and expire at the end of each school year.

Occasionally it may be necessary for school personnel to send a child home from school due to the possibility of a communicable disease. The child will be permitted to return to school when the condition has cleared or, if the student is under a physician's care, when the physician authorizes the child to return to school.

In cases of communicable disease, a letter will be sent home informing parents that a situation exists in their child's classroom. Because of the contagious nature of these conditions, it is important that you call the office if you find your child has been diagnosed with a communicable disease.

During the school year, students may receive a vision, hearing and/or scoliosis screening per ODH state mandated requirements/recommendations. A referral letter will be sent home if concerns arise requiring professional follow-up. If you prefer not to have your child screened, please submit a written letter to the school prior to September 1st.

ILLNESS/INJURY AT SCHOOL

It is important that students are not sent to school with a fever, or if they are vomiting. It is advisable to keep a child home until they are **fever free for twenty-four hours without benefit of a fever-reducing medication.**

If you and the other people on your emergency contact list are to be away from the phone and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident.

LOST AND FOUND

Found items are kept in or near the school office. Found items that are identified with the child's name will be returned. With this in mind, please remember to label your child's clothing. Parents are encouraged to check the Lost and Found for missing items. Items not claimed will be given to a charitable organization.

LUNCHES

Student lunches are provided in our cafeterias. Milk is included in the lunch price. Methods of payment include: cash, check, or the online payment system.

Prices: Please refer to monthly lunch menu

If your child's meal account falls below a \$0.00 balance, your student will receive an appropriate meal. However, your child's meal account will continue to be charged for that meal. Parents/guardians will be held responsible for that debt. Negative balances are expected to be paid within three school days.

MEDICAL CONCERNS – ALLERGIES

It is imperative that all school personnel know of any type of allergy your child has, such as to bee stings or foods. This information should be provided to the school nurse, who will see to it that the appropriate personnel are notified. If your student is transported to school by bus, the bus drivers should also be provided with this information.

MULTI-CULTURAL AWARENESS

The River Valley Local School District is committed to an increasing awareness of and sensitivity to cultural diversity in our school community.

OFFICE HOURS

The school office is open from 8:45 a.m. to 4:00 p.m. on all school days. The office will be closed during the school year on any day students are not in school. You may leave a voicemail message anytime the office is closed by calling:

All River Valley Local School District phone numbers are (740) area code.

Heritage 725-5500

Liberty 725-5600

PARENT/STUDENT RIGHTS REGARDING SURVEYS

Under the Protection of Pupil Rights Amendment (PPRA) and amendments to the act under No Child Left Behind (NCLB), parents have the right to prohibit their child from participating in surveys.

Rights afforded to parents include:

- To inspect for a time period of two weeks, upon request, a survey created by a third party before the survey is administered or distributed by a school to students;
- To know of arrangements to protect student privacy in a survey, including the right to opt out, if it includes questions regarding political affiliations, religious practices or other questions as outlined in PPRA and NCLB; and,
- To receive reasonable notice at the beginning of each school year that their child may be involved in board-approved, third-party surveys.

Parents/guardians will be contacted by the school district in advance of any survey being distributed to their student.

PARENT TEACHER ORGANIZATION (PTO)

The PTO at each elementary school provides valuable support services to many aspects of the school's operation. For more information, please contact the PTO president in your building or see the website.

PARTIES

Families are encouraged to send in non-edible items such as pencils or bookmarks for the class. If you

choose to send in an edible item, we ask that it be store bought and individually wrapped. In an effort to guard instructional time, we do not allow balloons/flowers delivered to your child during the day, or professional birthday greeters (e.g., clowns, etc.) to visit the classroom. Balloons/flowers cannot be sent home with students on the bus.

Beginning with the 2020-2021 school year we will no longer be allowing family members to eat lunch with their child.

PLAYGROUND SAFETY AND ACCEPTABLE TEMPERATURE

All items brought from home need to be approved by the classroom teacher and/or recess aide for safety and appropriateness (e.g., balls, jump ropes, etc.)

Children should be properly clothed for daily outside play. Children are sent outside for recess when the temperature is 20 degrees Fahrenheit or above, the wind chill is 20 degrees Fahrenheit or above, and playground conditions permit safe play.

We encourage all students to go outside for recess on outside recess days. We understand that children with asthma or those returning after a serious illness may need to occasionally stay in.

If your child needs to stay in, you will need to provide us with a doctor's note specifying the reason.

PROCEDURE TO RESOLVE PARENT/TEACHER DISAGREEMENTS

Complaints about school personnel will be investigated fully and fairly. Anonymous complaints will be disregarded. Whenever a complaint is made directly to the River Valley Board of Education as a whole or to a River Valley Board of Education member as an individual, it will be referred to the superintendent for study and possible solution. An employee who is the object of a complaint will be informed promptly and afforded the opportunity to present the facts as he/she sees them.

The goal of this section is:

- To establish a simple framework for addressing concerns
- To provide for prompt resolution of concerns
- To expect that all parties will participate in a cooperative manner to resolve concerns
- To expect that most concerns will be handled without resorting to this procedure beyond Step 1

- To assure that the system has a procedure to receive citizens' concerns in an orderly fashion to achieve the best possible educational program for students

A. Step No.1 - Direct Conversation

If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with them as soon as possible.

B. Step No. 2 - Fact and Possible Resolution

If the complainant or the teacher is not satisfied with the outcome of Step No.1, or the complainant or the teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator and will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting in Step No. 1. This step is to be informal and verbal.

No further action will be taken beyond Step No. 2, unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher and the remedy sought.

C. Step No 3 - Formal Process

If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the superintendent in writing. At that time, another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than ten calendar days (subject to change by mutual agreement).

The staff member has the right to be at all meetings, with or without a representative, as he/she so determines. Copies of the disposition will be sent to the board.

D. Dispositions

Dispositions at Step 3 will be sent in writing to all parties within ten school days of the meeting with reasons stated.

F. Repeat Concerns If a complainant believes there has been a repeat of the previous concern, they may go directly to Step No. 3 – "Formal Process".

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, the River Valley Local Schools often have the opportunity to photograph and video students in a variety of school related activities. Student recognition programs, academic programs and fine arts programs are a few examples of these activities.

As such, these personally identifiable photographs and/or video may be used in communication tools such as the district newsletter and calendar and in communicating with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy.

Parents have the right to submit a written request to the school office, within two weeks after the first day the student is enrolled in a school year, directing the district not to release the information as listed above. The written request or any questions should be directed to the school office

RELEASE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights, which are fully explained in River Valley Board of Education Policy and Regulations, include:

- 1) The right to inspect and review the student's education records.
- 2) The right to request the amendment of the student's education records that are believed to be inaccurate and the right to a hearing if the request is not honored.
- 3) The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.

The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure is otherwise authorized by law or unless disclosure is made to school officials with

legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The following is designated as "directory information," which may be disclosed without prior written consent: a student's name, address, telephone number, date of birth, place of birth, major field of study, dates of attendance, date of graduation, extracurricular participation, achievement awards or honors earned, weight and height if a member of an athletic team, photograph, parent names and previous school or school district.

Parents have the right to submit a written request to the Communications Department, within two weeks after the first day the student is enrolled in a school year, directing the district not to release directory information concerning their child to third parties. Examples of third parties include PTOs, booster organizations and the media. Public schools are prohibited from releasing directory information to third parties who intend to use the information for profit-making ventures. The written request or any questions should be directed to the elementary school office.

RESPONSIBILITY FOR STUDENTS

Your child's elementary school assumes responsibility for their students during the hours of **9:00 a.m. to 3:45 p.m.** while they are on school property. Unless traveling upon River Valley School Board-owned buses, students are the parent's responsibility at all other times.

TELEPHONE

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone. We will not allow students to call when they have forgotten something at home or to make arrangements to visit with another child after

school. Each child must learn to accept the consequences of his/her actions.

The staff of River Valley Local Schools greatly values their instructional time. If you need to leave a message for your child's teacher, please use his/her voicemail.

Students will only be called from the classroom in case of an emergency.

TEST SECURITY/STANDARDIZED TESTS

Each year, River Valley students are required to take a number of "standardized" tests. These include state OST tests, Ohio Graduation Tests and "norm-referenced" tests such as the Terra Nova. All of these tests are considered "secure". The tests must be kept locked up when not in use and students should refrain from discussing test items or otherwise divulging information regarding the content of these tests – even after the test is given.

Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the building administrator for disciplinary action.

TEXT OR CLASSROOM BOOKS

Textbooks are to be treated with care to ensure that they can be used as long as possible. At the discretion of the principal, parents may be assessed replacement costs for damaged or lost books.

VALUABLE PROPERTY

Valuable property such as iPads, tablets, MP3 players, expensive jewelry, electronic games, etc. may not be brought to school by students. The school will NOT accept responsibility for the loss of personal property.

CELL PHONE/APPLE WATCH/GIZMO

We understand some families may choose to have their child carry a cell phone to school. If a child has a cell phone at school or on the bus, the expectation is the phone is turned off at all times and is in the student's book bag. A child may only use a cell phone with permission of the building principal. If the cell phone becomes a disruption, the phone will be confiscated and a parent must come to the school office in order to pick it up. Cell phones are considered valuable property and will follow the guidelines outlined in the policy listed above. The school will NOT accept responsibility for the loss or damage of a cell phone.

WITHDRAWAL OF STUDENTS

If you find it necessary to change schools during the year, please notify the office as soon as possible. You will be required to complete a withdrawal form. All fees are required to be paid in full and district materials returned.

It is helpful if you can provide the address of the new school and your family's forwarding address. Your child's records will be sent within fourteen days of our receiving a request for records from the new school.

FIRE LANE

Should you decide to bring your child to school and or pick up your child, we ask that the fire lane be kept open or kept as a continual motion lane. Vehicles may be towed or ticketed.

END OF THE DAY

We understand that sometimes it is necessary to change your child's end of the day transportation at the last minute. As a courtesy to the office and your child, please contact the office no later than 12:00 PM to make a change.

SPECIAL NOTICES

CONCEAL CARRY

UNLESS OTHERWISE AUTHORIZED BY LAW, PURSUANT TO OHIO REVISED CODE SECTION 2923.122, NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE INTO A SCHOOL SAFETY ZONE.

Students may be required to submit to a metal detector check.

FEDERAL/STATE/LOCAL COMPLIANCE

The River Valley Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. River Valley Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children's official school records. Inquiries regarding unlawful discrimination may be directed to the building principal.