

Pymatuning Valley Primary School



Parent/Student Handbook *2024-2025*



Mrs. Robin Holden, Principal
Mr. Joe Alden, Assistant Principal

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Dear Parents and Guardians,

Welcome to another exciting school year at Pymatuning Valley Primary School. As we prepare for another great year, we are delighted to share with you the updated Student / Parent Handbook for our PreK-4 building.

This Handbook serves as a valuable resource outlining our school's policies, procedures, and expectations to ensure a safe, nurturing, and productive learning environment for all students. It covers essential information ranging from daily routines to important guidelines on behavior, attendance, academic standards, and more.

We encourage you to familiarize yourself with the contents of this handbook as it will help you understand our commitment to your child's education and well-being. Please take the time to review it with your child, as we believe that a collaborative effort between home and school is crucial for your child's success.

Should you have any questions or require further clarification about any of the policies or procedures outlined in the handbook, please do not hesitate to reach out to us. We are here to support you and your child every step of the way.

Thank you for entrusting us with your child's education. We take this responsibility very seriously. At PV Primary, we believe that every child has the potential to achieve greatness. We are committed to fostering a love for learning, and instilling essential values of kindness, teamwork, and perseverance in each and every student. We want every child to feel valued, supported, and empowered to reach their full potential.

We take immense pride in the positive direction our school is heading and we are genuinely excited that your child will be part of our school community this year. Let's work together to make this academic year one of growth, discovery, and Laker pride!

Warm regards,

Robin Holden, Principal

Joe Alden Asst. Principal

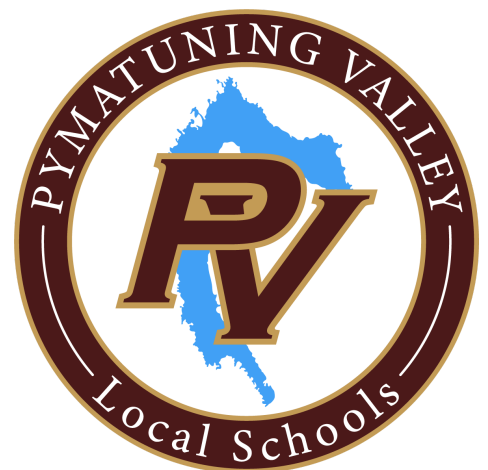
VISION STATEMENT

Pymatuning Valley Primary School strives to be a place where all students are encouraged to achieve excellence academically, socially, and emotionally in a safe and supportive environment.

MISSION STATEMENT

As Lakers, we work together to achieve our best.

Theme: Row Grow Achieve



SCHOOL DAY

8:35 - Arrival

Students can be dropped off at the school at 8:35 a.m. Parents should wait with their child if they arrive prior to 8:35 a.m. as there is no supervision prior to this time.

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

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

8:50 – School Day Begins

Students arriving later than 8:50 a.m. must report to the Primary School office with a parent and will be considered tardy. If you plan on your child eating breakfast at school, please arrive no later than 8:40 a.m. as breakfast ends at 8:50 a.m.

3:15 – Dismissal

Student dismissal BEGINS at 3:15 p.m. Students being picked-up will stage in the Sunshine Room. The boarding of buses will begin between 3:15-3:20 p.m.

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

Early Dismissal

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

STUDENT PICK-UP AND DROP OFF

Bus and car rider pick up and drop off procedures have been established at the Primary School that will ensure the safety of your child and help make the transitions to and from school as smooth as possible. Staff members will be outside assisting with this procedure.

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

Drop Off – Entrance for students being dropped off to school in the morning will open at 8:35 a.m. After pulling your car along the curb, please remain in your car with your child until 8:35

a.m. This is for the safety of your child as there is no supervision at the school prior to that time. To exit, continue driving west past the Middle School.

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

Children Picked Up On a Regular Basis

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

Children NOT picked Up On a Regular Basis

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

IMPORTANT NOTE TO ALL



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

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

THE OFFICE

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

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

ENROLLING IN THE SCHOOL

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

When enrolling, parents must provide copies of the following:

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

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

SCHEDULING AND CLASS ASSIGNMENT

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

ATTENDANCE

Ohio Law requires students to be in attendance each day that school is in session. Therefore, it is the intention of the Pymatuning Valley Local School District to hold students and/or parents accountable for their attendance.

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

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

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

SCHOOL ATTENDANCE POLICY

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

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

Habitually Truant is defined as:

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

Excessively Absent is defined as:

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

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

1. Student Illness*
2. Illness in the immediate family*
3. Death in the immediate family (administrative decision for outside the immediate family)
4. Emergency at home (validity determined by the principal/designee)
5. Seasonal farm work which must be performed for the family*
6. Medical appointment
7. Driver’s license exam
8. Extended vacation*

9. Religious reasons

10. College Visit*

11. Any other reason for not attending must be approved by the principal or superintendent

****It should be noted that once a student has been declared Excessively Absent, medical documentation will be required for a student to be excused for a Student Illness or Illness in the Immediate Family. They will also no longer be excused for Seasonal Farm Work, Extended Vacations, or College Visits. Such student absences will be deemed unexcused***

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

EMERGENCY PROCEDURE FORM

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

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

SCHOOL EVACUATION STUDENT PICK UP INFORMATION

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

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

In the event of an evacuation situation to this site, *please do not come to the school.* Parents will be notified by robo-call, posting to the school website, and by text message should they need to pick up their students.

Andover Christian Church
200 Stillman Avenue

HEALTH GUIDELINES

- If your child is absent due to illness, please call the school to report the absence.
- HEAD LICE: If a student is found to have head lice or nits, he/she will be excluded from school until the condition is treated with an over the counter or prescription lice shampoo. Additional environmental control measures should be followed according to the guidelines of the Ohio Department of Health. Before returning to school (including riding the bus), the student must be re-examined by the school nurse and determined to be nit / lice free.
- If your child has experienced a fever of more than 100°F, nausea and / or vomiting, diarrhea or a severe cough, **within the last 24 hours**, please keep her/him home. While PVPS does adhere to a strict attendance policy, we do not want your child to come to school contagious.
- MEDICATION (Prescription AND Over-the-counter): Medications can only be given at school with the completion of the appropriate medication paperwork available in the office, which requires both parent AND physician signature. Once the appropriate forms have been filled out, the medicine must be transported to/from the school by a parent/guardian only (NOT the student), and will be kept in the office in a safe place. The medication will be administered to the student in the safety of the office. It should be noted that cough drops, aspirin, Tylenol, cough syrup, antacids, and ointments for poison ivy, etc., are all considered medicine by the Physician's Desk Reference Book and will be treated as such.
- All students requesting to be excused from physical education classes must bring a signed note from their doctor.
- If your child is ill and needs to stay in for recess – he or she must have a note from a parent. If this request is for an extended period of time, a note from a doctor must be provided.
- All students are required to have a signed medical form on file in the school office.
- If a student requires more than basic first aid, 911 may be called.
- IMMUNIZATION: According to Ohio law the following immunizations need to be on file before a student will be allowed to enter kindergarten:
 - 5 doses of DTP, DT, or DtaP vaccine unless fewer doses are medically recommended.
 - 4 doses of polio vaccine unless fewer doses are medically recommended.
 - 2 doses of measles/mumps/rubella (MMR) vaccine – 1st dose given after one year of age.
 - 3 doses of Hepatitis B vaccination for all children.
 - 2 doses of the Varicella (Chickenpox) vaccine

PERMISSION NOTES

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

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

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

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

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

STUDENTS WITH DISABILITIES AND CHILD FIND NOTICE

Students with disabilities are served by federal programs: Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Improvement Act (IDEIA) of 2004. Section 504 prohibits discrimination on the basis of disability. This protection applies to all individuals who have access to the district's programs and facilities. IDEIA requires schools to provide eligible students with disabilities a free appropriate public education (FAPE) in their least restrictive environment (LRE). Services can be accessed through formal evaluation and eligibility determination procedures. Active parent participation is required and encouraged.

The Pymatuning Valley Local School District observes Child Find, which is an intensive campaign to locate, identify, and evaluate children with disabilities who may need special education or related services. The purpose of Child Find is to: promote public awareness of disabilities; alert parents, professionals, and the general public to locate children who may have special needs; assist school districts in finding children who may have disabilities and who otherwise may not have come to the district's attention; and enable children and families to receive the special education and related services that are needed.

If you are aware of a child aged 3-21 years residing within the district who may be in need of special education services, please contact the Director of Pupil Services at (440) 293-6488.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The use of positive behavioral interventions and supports (PBIS) must be considered for students with disabilities whose behavior impedes their learning or that of others, and whether a Behavior Intervention Plan (BIP) is appropriate for proactively mitigating and/or responding to adverse behavior. Unsatisfactory behavior committed by students with disabilities including crimes and/or violations of the student code of conduct will be handled individually and with consideration of the student's unique circumstances, IEP or 504 Plan, and if applicable, their Functional Behavior Assessment (FBA) and/or Behavior Intervention Plan (BIP).

The IEP team will consider these factors when determining whether a change of placement is appropriate for a student with a disability who violates the student code of conduct. Similarly, the IEP team will convene to hold a manifestation determination review (MDR) when discipline results in a change of placement beyond 10 school days. FBAs and BIPs are required when the IEP team determines that a student's conduct was a manifestation of his or her disability. If a child's misconduct has been found to have a direct and substantial relationship to his or her disability, the IEP team will need to conduct an FBA of the child, unless one has already been conducted. Similarly, the IEP team must write a BIP for the child; if a BIP already exists, the IEP team will review and revise the plan as necessary to address the behavior.

The administration may conduct a hearing to remove the student to an interim alternative educational placement (IAEP) if maintaining the current placement is substantially likely to result in serious bodily injury to the child or others in accordance with Sec. 300.530(i)(3). The child's IEP team determines the appropriate IAES to enable the child to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP. If the removal is for weapons, drugs, or serious bodily injury, the child may remain in an IAES, as determined by the child's IEP team, for not more than 45 school days, regardless of whether the violation was a manifestation of his or her disability.

TITLE I SCHOOLWIDE PROGRAM

NOTICE OF PARENTS RIGHT TO KNOW

Parents at any time may request from the Superintendent information regarding the professional qualifications of their child's teacher(s). In addition, the District is required to provide parents with timely notice if your child has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who does not meet applicable State licensure requirements at the grade level and subject area in which the teacher has been assigned. For more information, please contact your child's principal or the office of the Superintendent at (440) 293-6488.

NOTICE OF STATE AND DISTRICT ASSESSMENTS

The District administers the Kindergarten Readiness Assessment-Revised (KRA-R) to Kindergartners within their 20th day of instruction. The District administers Ohio's State Tests (OSTs) for English Language Arts (ELA) and Math in grades 3-8, as well as Science in grades 5 and 8. The District administers the following high school end-of-course exams: Algebra I in grade 8 or 9; ELA, Biology, Geometry, and American History in grade 10, and American Government in grade 11. Additionally, the District administers Readiness Assessments for the state-tested subjects to monitor student progress early in order to promote student growth.

The District conducts universal screening and progress monitoring for foundational reading skills using the Dynamic Indicators of Basic Early Literacy Skills (DIBELS) in grades K-8. DIBELS scores are used for the Third Grade Reading Guarantee's reading diagnostics and progress monitoring, as well as for dyslexia screenings. Star 360 (reading and math) is available for teachers of grades 3-12 to assist with standards-based instruction, and may be utilized in combination with curriculum-based assessments. The ACT is offered for all 11th graders. Gifted screenings for superior cognitive, creative thinking, and specific academic ability are conducted during the fall semester of grades 2 and 6.

The District provides parents/guardians with score reports from State and District assessments as they become available and by June 30th for state testing results. In addition, upon request and in a timely manner, the District will provide information regarding any State or District policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or District, including a policy, procedure, or parental right to opt the child out of the assessment, where applicable.

For more information regarding the District's Title I compliance efforts, please contact Mr. Benjamin Schade, Director of Pupil Services at benjamin.schade@pvschools.org or (440) 293-6488.

SCHOOL-PARENT COMPACT

The Pymatuning Valley Local Schools and parents/families of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how school staff, parents/families, and students share responsibility for improving student achievement and the means by which the school and home will fulfill a partnership to help children achieve Ohio's Learning Standards. This School-Parent Compact is in effect during the 2024-2025 school year.

SCHOOL / TEACHER RESPONSIBILITIES

We, as educators of the Pymatuning Valley Local Schools, will:

- Utilize high-quality curriculum and instructional practices in a safe, supportive, and effective learning environment that enables students to achieve Ohio's Learning Standards.
- Respect and support students' various learning and behavioral needs at school.
- Provide parents with reports on their children's progress every 9 weeks. Grades and progress will be entered online and updated regularly in ParentAccess. Please note that students who are at-risk for school failure will have interim progress reports sent home every 4.5 weeks.
- Provide parents with reasonable access to communicate with staff. Teachers can be contacted by email (firstname.lastname@pvschools.org), by telephone message, by letter/note in the planners, or by a pre-scheduled appointment with the teacher(s) during their planning time.
- Provide parents with opportunities to volunteer and/or observe in their child's class. Parents are required to pre-schedule appointments with the teacher(s) and sign-in with the office to obtain a visitor's pass. This ensures student/staff safety and secure testing situations.
- Host parent-teacher conferences twice per year during which the child's classroom performance and this compact will be discussed as it relates to the child's achievement.
 - Fall conferences are scheduled for Wednesday, October 9 from 4:00-7:00 PM and Thursday, October 10 from 8:00 AM-12:00 PM.
 - Spring conferences are scheduled for Thursday, February 13 from 4:00-7:00 PM and Friday, February 14 from 8:00 AM-12:00 PM.

PARENT / FAMILY RESPONSIBILITIES

We, as parents and families of Lakers, will support my/our children's learning in the following ways:

- Review my child's quarterly progress reports or monitor their progress and grades online via ParentAccess (<https://studentparentportal.neomin.org/district>)
- Attend parent/teacher conferences to discuss my/our child's achievement
- Establish a time and place for study and becoming involved with my/our child's assignments
- Ensure that my/our child is punctual and attends school regularly
- Praise my/our child for progress and setting goals for improvement

- Monitor and promote my/our child's work ethic, such as completing and submitting work on time
- Read with or to my/our child and practice basic math concepts/facts daily
- Monitor and limit use of technology, such as television, video games, and social media
- Volunteer in the classroom and/or attend special assemblies or field trips
- Communicate with the teacher(s) any questions or concerns I/we may have

STUDENT RESPONSIBILITIES

We, as students of the Pymatuning Valley Local Schools, will be Lakers (Leaders, Accountable, Kind, Engaged, and Respectful). This means doing my/our best to do the following:

- Complete and submit classwork on time
- Ask my/our teacher(s) for help when I/we need help
- Listen to my/our teacher(s) and participate in lessons
- Be kind and respectful to my/our teacher and classmates
- Read at least 15 minutes every day outside of school time, such as on the bus or drive home
- Give my parents (or a trusted adult at home) notices and information that school sends home

ACKNOWLEDGEMENTS MUST BE COMPLETED ON FINAL FORMS

- I have read and agree to my responsibilities for fulfilling the Title I School-Parent Compact.
- I have been informed of the Title I Schoolwide Program designation of my child's school, how students are served by Title I, how the school gathers input, and Notice of the Parent's Right to Know regarding the qualifications of my child(ren)'s teacher(s).

STUDENT FEES AND FINES

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

STUDENT VALUABLES

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

- jewelry
- electronic toys and equipment (including cell phones)
- trading cards

These are tempting targets for theft. Electronics used on the bus must be put away in the student's backpack **before** they come into the building. Pymatuning Valley Primary School will not be liable or responsible for any loss or damage to personal valuables.

BREAKFAST AND LUNCH PROGRAM

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

For security and exact counting, please put all money in an envelope or baggie labeled with the following: child's name, child's teacher, date and purpose of the money

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

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

LUNCH VISITATION

Parents are welcome to eat lunch at school with their child. The cost of an adult lunch is \$4.25 (without milk) and cannot be charged to a student's meal account. We ask that you contact the main office one day in advance if you wish to eat lunch with your child.

SCHOOL INSURANCE

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

SCHOOL SUPPLY LISTS

School supply lists are available on the website – www.pvschools.org or at the PVPS office.

EMERGENCY CLOSING AND DELAYS

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

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

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

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

VISITORS AND VOLUNTEERS

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

Visitors

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

Parent Volunteers

- Parent volunteers are encouraged and welcomed within our school environment. Throughout the year, we will actively seek volunteers.
- All volunteers must report to the office, sign in and obtain a volunteer identification badge.
- It is important that all parent volunteers understand how the school operates for the

safety of all our students.

- When volunteering in the classroom, we ask that our volunteers come alone and leave younger or older children at home.
- Volunteers are only permitted in the area in which he/she has signed into.

PHOTOGRAPHY

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

SCHOOL PARTIES

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

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

The classroom teachers are responsible for coordinating the homeroom parents and the party. Please let your child's teacher know by sending in a note if you are interested in being a homeroom parent or would like to help out with parties.

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

FIELD TRIPS

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

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

USE OF THE LIBRARY

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

LOST AND FOUND

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

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

TELEPHONES / CELL PHONES

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

It is understood that certain students may possess a cell phone for emergency purposes. In such instances, the cell phone must be kept securely INSIDE the student's book bag at all times and switched off. Should a student be found in possession of a cell phone outside their bag, it will be confiscated and held in the school office for retrieval by a parent/guardian.

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

GRADES

The grading system at Pymatuning Valley Primary School varies based on your child's current grade level. The grades on your child's report card will be displayed as follows:

Kindergarten – Grade 1: O = Outstanding, S = Satisfactory, N = Needs Improvement

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

Grades reflect the level to which the student has attained the required knowledge and skills.

Students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, she/he should ask the teacher.

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

The school applies the following grading system:

93 to 100=	A	O = Outstanding
85 to 92 =	B	S = Satisfactory
74 to 84 =	C	N = Needs Improvement
65 to 73 =	D	
0 to 64 =	F	

Students in grades K-4 will receive report cards every nine weeks and some may receive an interim half way through each 9 weeks.

HOMEWORK

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

Teacher Expectations:

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

Student Expectations:

- Be responsible for taking and returning all necessary materials to and from school
- To complete assignments and return on due date
- Complete assignments neatly and legibly
- Put forth best effort to follow directions and complete assignments

Parent Expectations:

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

Homework Hints

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

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

*****We highly recommend that your child engages in a minimum of 20 minutes of daily reading. This practice will greatly enhance his or her reading abilities.***

- Reading improves critical thinking
- Reading increases knowledge of correct syntax and grammar, along with robust vocabulary knowledge, resulting in improved writing skills.
- Students who read 20 minutes per day score significantly higher on reading assessments

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may use the school's computer network and the Internet, the student and parent must sign an agreement that defines the conditions under which the student may use such equipment and services. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and/or possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

STUDENT CODE OF CONDUCT

Violation by a student of any one or more of the following rules, on school grounds or at school activities and events off school grounds may result in disciplinary action, including suspension, emergency removal from class at school, expulsion, and/or loss of field trips. The administration reserves the right to use its discretion in enforcing rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply assign predetermined consequences, the administration will use discretion as it sees fit. All offenses of a severe nature may result in immediate suspension from school regardless of whether or not the infraction is a 1st offense.

1. DISRUPTION IN SCHOOL: A student will not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause disruption or obstruction to the educational process.
2. INSUBORDINATION: A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school.
3. FIGHTING, ASSAULT, AND/OR THREAT: A student will not physically attack or threaten to attack any person.
4. TRUANCY AND TARDINESS: A student will comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from class or any other properly assigned activity. **Repeated tardiness is also considered a serious offense.
5. PROFANITY AND/OR OBSCENITY: A student will not, by written, verbal, gesture, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.
6. THEFT: No student, while on school property or in attendance at any school- sponsored activity, shall steal or attempt to steal either private property or school property.
7. DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY: A student will not cause or attempt to cause willful destruction or defacement of school or private property. This would include deletion of computer files as well as knowingly introducing a computer virus to any school program or misuse of the computer and the Internet. Students will be asked to pay damages for willful destruction or defacement of school or private property.
8. DANGEROUS WEAPONS, INSTRUMENTS AND OBJECTS: A student will not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.
9. FORGERY: A student will not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms, or correspondence directed to the school. This also includes computer hacking or other unauthorized entry into computers or information databases.
10. INAPPROPRIATE DRESS: A student will not dress or appear in a fashion that: (1) interferes with the student's health or welfare or that of others or (2) causes disruption or directly interferes with the educational process.
11. HARASSMENT, SEXUAL HARASSMENT, INTIMIDATION, BULLYING: Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student, and (2) is

sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. All instances will be documented.

12. EXTORTION: A student will not obtain or attempt to obtain another person's property, whether by implied or expressed threat.

13. NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS: A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic or any substance that is classified as a look-alike drug or that causes physical or mental change.

14. TOBACCO USE: Students shall not be in possession of tobacco at school or any school function. Students will not be permitted to smoke/chew in school buildings, on school grounds, or at any school-related activity.

EXPECTED BEHAVIORS

Successful student behavior is a result of a partnership between the school staff, the student and the parents. Through our building's **Positive Behavior Intervention and Support (PBIS)** program, we will teach, monitor and provide feedback to our students regarding expected behaviors. We will encourage our students to strive for these "Laker" characteristics:

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

DISCIPLINE

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

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

Disciplinary actions may include:

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

A number of factors must be considered in determining the degree of disciplinary action to be

taken. These factors include the severity of the misbehavior, the age of the student, and the student's disciplinary history.

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

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

ASSEMBLIES / FIELD TRIPS / ATHLETIC EVENTS

It is crucial for students to demonstrate good conduct, work hard, attend school regularly and comply with all school rules consistently. Attendance at assemblies, field trips, and athletic events is considered a privilege, not a right. Students may forfeit the chance to attend such activities during the academic year based on criteria including attendance per HB410, behavior, and academic performance. The decision to allow participation rests with the school administration.

DRESS CODE

We know that grooming affects the learning environment and the overall school climate. Please help us by sending your children to school neat, clean, and dressed for whatever activities the teachers plan for them as well as the weather.

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

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

Students wearing inappropriate clothing will be directed to rectify the matter. Such actions may include: Covering up inappropriate articles (turning T-shirt inside out, etc.), changing into emergency clothing available at school or calling home for appropriate clothing.

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

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

RECESS

Students benefit greatly from recess and will have outdoor playtime if the weather is 25°F or higher with the wind chill. Please ensure your child is appropriately dressed for the weather, including snow pants, jacket, boots, scarves, a hat, and gloves! Students without the proper attire will not have access to snowy areas but will still be expected to join outdoor recess activities.

TRANSPORTATION / BUS GUIDELINES AND REGULATIONS

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

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

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- Be on time at the designated loading zone (**5 minutes prior to scheduled stop**)
- Stay off the road at all times while walking to and waiting for school transportation
- Line up single file off the roadway to enter the bus
- Wait until the school transportation is completely stopped before moving forward to

enter

- Refrain from crossing a highway until the driver signals it is safe to cross
- Go immediately to a seat and be seated
- NO other person shall board a bus to speak to a bus driver or student

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

During the trip

Each student shall:

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

Exiting the school vehicle

Each student shall:

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

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

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

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

BUS REGULATIONS FOR STUDENTS

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

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

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

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from where the bus stops.
3. Behavior at the bus stops must not threaten life, limb or property of any individual. No bullying.
4. Pupils should go directly to their assigned seat so the bus may resume motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly. No touching others.
7. Pupils must not use tobacco (cigarettes) including electronic cigarettes.
8. No eating or drinking except for medical reasons.
9. Pupils must not have alcohol or drugs on them, from, or into the bus.
10. Pupils must not throw or pass objects on, from, or into the bus.
11. Pupils may only carry on objects that can be held in their lap.
12. No live animals, insects, firearms, ammunition, weapons, explosives or other dangerous materials are prohibited on the school bus.
13. Any electronic devices that are not used in a proper manner may be confiscated by the driver and turned into the building principal.

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

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

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

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

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

I. Personal Responsibility

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

II. Term of the Permitted Use

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

an access account.

III. Purpose and Use

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

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

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

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

3. Uses that are offensive to others. Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.

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

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

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

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

7. Uses that access controversial or offensive materials.

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

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

IV. Privacy

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

V. Failure to follow Policy and Breach of Agreement

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

VI. Warranties/ Indemnification

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

VII. Updates

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy and

Agreement, for example, to reflect developments in the law of technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

TITLE IX

Title IX Compliance Officers

Mrs. Wendy Tisch, Pymatuning Valley Middle School Principal
Email: wendy.tisch@pvschools.org
Phone: 440-293-6981

Mr. Benjamin Schade, Director of Pupil Services
Email: benjamin.schade@pvschools.org
Phone: 440-293-6488

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

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

TEXT MESSAGING SERVICE

Our school utilizes the SchoolMessenger system to deliver text messages, straight to your mobile phone with important information about events, school closings, safety alerts and more.* It is highly recommended that you sign up for this service as soon as possible, as this service is often used to communicate very important information.



Opt-In from your mobile phone now!
You can participate in this free service just by scanning the QR Code and texting “Y” or “YES” to 67587.

(You can also opt out of these messages at any time by replying “Stop” to one of our messages.)

*Terms and Conditions- Message frequency varies. Standard message and data rates may apply.



POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

PV Primary's PBIS program involves various important steps, and one of them is developing and teaching specific behavioral expectations to students. This ensures that everyone is on the same page regarding the desired behaviors and standards within the school community. By teaching and reinforcing these expectations, students can understand what is expected of them and how their actions contribute to a positive environment.

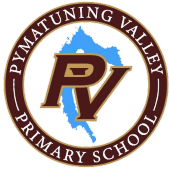
The positive reinforcement of these behaviors is a crucial aspect of PBIS. It encourages students to demonstrate the desired behaviors by recognizing and rewarding their efforts. This is done through various means such as praise, recognition, small rewards, or other incentives. By consistently acknowledging and reinforcing positive behaviors, we are creating a culture where students are motivated to exhibit respectful and responsible conduct.

Our PBIS Program not only contributes to a positive environment during a student's time at PV Primary School, but also equips them with valuable life skills that extend beyond their primary-school career. These skills can have a positive impact on their future academic, personal, and professional endeavors.

We expect all of our students to follow the behaviors detailed on the matrix.

The expectations include: **L**-Leader, **A**-Accountable **K**-Kind **E**-Engaged **R**-Respectful

PVPS Behavior Matrix

	<h2 style="text-align: center;">L</h2> <p style="text-align: center;">Leader</p>	<h2 style="text-align: center;">A</h2> <p style="text-align: center;">Accountable</p>	<h2 style="text-align: center;">K</h2> <p style="text-align: center;">Kind</p>	<h2 style="text-align: center;">E</h2> <p style="text-align: center;">Engaged</p>	<h2 style="text-align: center;">R</h2> <p style="text-align: center;">Respectful</p>
<h3 style="text-align: center;">Classroom</h3>	<ul style="list-style-type: none"> *Role model *Persistent *Exceptional effort *good team work 	<ul style="list-style-type: none"> *Follow directions *Being prepared *Responsible *Clean up after yourself *Homework & classroom assignments complete 	<ul style="list-style-type: none"> *Helpful to others *Good citizen *Positive & kind words to others and yourself 	<ul style="list-style-type: none"> *Active listener *On task *Participating *follow directions 	<ul style="list-style-type: none"> *Take turns *Hands to self *Good manners *Respond appropriately when spoken to
<h3 style="text-align: center;">Hallway</h3>	<ul style="list-style-type: none"> *Be a good role model & mindful of others 	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Keep the hallway clean *Go to your destination 	<ul style="list-style-type: none"> *Enter classrooms quietly & respectfully *Help others 	<ul style="list-style-type: none"> *Follow directions given by adults *Eyes on the teacher 	<ul style="list-style-type: none"> *Use eyes to look at wall decorations *Walking feet *Quiet near classrooms
<h3 style="text-align: center;">Specials</h3>	<ul style="list-style-type: none"> *Role models *Persistent *Exceptional effort *Good teamwork 	<ul style="list-style-type: none"> *Follow directions *Being prepared *Responsible *Clean up after yourself *In class assignment complete 	<ul style="list-style-type: none"> *Helpful to others *Good citizen *Kind words 	<ul style="list-style-type: none"> *Active listener *On task *Participating 	<ul style="list-style-type: none"> *Take turns *Hands to self *Good manners *Appropriate noise level
<h3 style="text-align: center;">Restroom</h3>	<ul style="list-style-type: none"> *Keep the restroom clean 	<ul style="list-style-type: none"> *Clean up after yourself *towels in garbage can *toilet flushed *1 pump of soap and 2 towels normally *Keep the water in the sink 	<ul style="list-style-type: none"> *Wait your turn *Use good manners 	<ul style="list-style-type: none"> *Do your business, wash your hands and get back to class *Return to class quickly & quietly 	<ul style="list-style-type: none"> *Respect the privacy of others *Keep the walls, floors and stalls clean
<h3 style="text-align: center;">Playground</h3>	<ul style="list-style-type: none"> *Take turns *Invite others to play 	<ul style="list-style-type: none"> *Stay in the assigned area *Accept the outcome of the games *Accept consequences for your behaviors. *line up when you're told 	<ul style="list-style-type: none"> *Ask others to play *Share *Win and lose gracefully *Be a good friend 	<ul style="list-style-type: none"> *Play safely *Report harmful/hurtful behaviors to an adult when it happens *Make smart choices 	<ul style="list-style-type: none"> *Hands and feet to yourself *Be a good sport *Respect the playground equipment
<h3 style="text-align: center;">Cafeteria</h3>	<ul style="list-style-type: none"> *Use kind and appropriate language 	<ul style="list-style-type: none"> *Keep your food on the table *If you drop it, pick it up *Walk to get in line *Appropriate noise level 	<ul style="list-style-type: none"> *Make room for everyone *Say please and thank you *Have polite conversations 	<ul style="list-style-type: none"> *Eat your lunch and stay in your seat *Less talk, more eating 	<ul style="list-style-type: none"> *Listen to the adults *Hands/feet/food to yourself *Clean up after yourself
<h3 style="text-align: center;">Dismissal</h3>	<ul style="list-style-type: none"> *Line up quietly *Be a role model 	<ul style="list-style-type: none"> *Walk to the bus line and to the bus *Accept your choices as your own *Walk down the hall and to the bus without any issues 	<ul style="list-style-type: none"> *Use nice words while talking to others in line *Wait patiently *Inside voice 	<ul style="list-style-type: none"> *Listen for your bus *Follow directions given by adults *Watch where you are going, not where you've been 	<ul style="list-style-type: none"> *Walking feet *Hands and feet to yourself *Stay on
<h3 style="text-align: center;">Bus</h3>	<ul style="list-style-type: none"> *Stay in your seat 	<ul style="list-style-type: none"> *Use electronic devices in the proper manner *Keep all your objects/personal items in the seat with you 	<ul style="list-style-type: none"> *Use positive & kind words *Helpful to others 	<ul style="list-style-type: none"> *Stay in seat *Listen to the driver at all times 	<ul style="list-style-type: none"> *Eating & drinking ONLY if medically necessary (Talk to Driver) *Keep your hands and feet to yourself

**PYMATUNING VALLEY PRIMARY SCHOOL
STAFF DIRECTORY 2024-2025**

Principal: Mrs. Robin Holden
Assistant Principal: Mr. Joe Alden

Preschool:

Mrs. Emily Compan
Mrs. Melissa Peyton

Kindergarten:

Mrs. Shawna Bryan
Mrs. Theresa Haines
Mrs. Pamela Keep
Mrs. Shaunah Morris

1st Grade:

Mrs. Kelly Bonds
Mrs. Rachel Timlin
Mrs. Jennifer Jewett
Mrs. Julie Decker

2nd Grade:

Mrs. Jeanette Bals
Ms. Danya Sharkey
Mrs. Jo Silvers
Ms. Analese Marrison

3rd Grade:

Mrs. Danielle Croston
Mrs. Rachael Richards
Mrs. Keri Ruth
Mrs. Jennifer Stasiak

4th Grade:

Mrs. Hannah Pawlowski
Mrs. Heather Fasola
Mrs. Nicole Miller
Mrs. Kelli Penn

Specials:

Art: Ms. Dawn Marr
Music: Mrs. Melissa Harvey
Physical Education: Mr. Mike Cole
STEM: Mrs. Cathy Morgret

Secretary: Mrs. Rebecca Switzer
Secretary: Mrs. Rebecca Charboneau
School Nurse: Mrs. Stephanie Glotzbecker
Community Counseling: Ms. Kali Beck
School Resource Officer: Mike Pearlman
Literacy Coach: Mrs. Sarah Fetters

Special Education:

Mrs. Maryelise Dick
Mrs. Kristy Dismukes
Mrs. Danyelle Romanowski
Mr. Brett Weese
Ms. Sarah Heskin
Mrs. Taylor Blascak

Tutors:

Mrs. Lydia Stritch
Mrs. Brooke DiBell

Related Services:

Psychologist: Mr. Scott Keller
SLP: Mrs. Samantha Rickert / Ms. Molly Martin
OT: Shelley Stowers / Brenda Ziegler
PT: Shawna Boleratz / Heather Moon

Classroom Aides:

Mrs. Shannon Edelman
Mrs. Helen Garringer
Ms. Elizabeth White
Ms. Wendy Lewis
Mrs. MaryBeth Ferrie

Cafeteria:

Mrs. Donna McIlwain
Mrs. Charlene Miller
Mr. Ray Shadle

Custodians:

Ms. Teresa Baugher
Mrs. Julie Day
Mrs. Kim McClure

Pymatuning Valley Local School District

2024-2025 School Year Calendar

AUGUST 2024:

Monday, August 19: Staff First Day (11AM-6:30PM) Open House (TBA)
Tuesday, August 20: Staff In-Service: **No School for Students**
Wednesday, August 21: **Student First Day - WELCOME BACK LAKERS!**

SEPTEMBER 2024

Monday, September 2: Labor Day - **No School for Students & Staff**
Monday, September 23: Staff In-Service - **No School for Students**

OCTOBER 2024:

Wednesday, October 9: K-12 Parent Conferences 4:00PM - 7:00PM
Thursday, October 10: K-12 Parent Conferences 8:00AM - 12:00PM **No School for Students**
Friday, October 11: NEOEA Day - **No School for Staff & Students**
Friday, October 25: End of the 1st Grading Period, 2nd Qtr begins Monday, Oct. 28th

NOVEMBER 2024:

Tuesday, November 5: Staff In-Service - **No School for Students**
Wednesday, November 27: Staff In-Service - **No School for Students**
Thursday, November 28 - Monday, December 2: Thanksgiving Recess

DECEMBER 2024 - JANUARY 2025:

Monday, December 23 - Friday, January 3: Winter Break
Monday, January 6: Staff In-Service - **No School for Students**
Tuesday, January 7: Classes Resume for Students
Friday, January 10: End of 2nd Grading Period & 1st Semester
Monday, January 13: 3rd Quarter begins
Monday, January 20: Martin Luther King Jr. Day - **No School for Students & Staff**

FEBRUARY 2025:

Thursday, February 13: K-12 Parent Conferences 4:00PM-7:00PM
Friday, February 14: K-12 Parent Conferences 8:00AM-12:00PM:
No School for Students
Monday, February 17: President's Day - **No School for Students & Staff**

MARCH 2025:

Thursday, March 20: End of 3rd Grading Period
Friday, March 21: Staff In-Service - **No School for Students**
Monday, March 24 - Friday, March 28: Spring Break
Monday, March 31: Staff & Students return from Break
& Fourth Quarter begins

APRIL 2025:

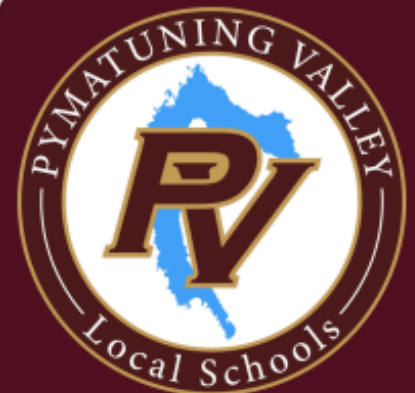
Friday, April 18: Holiday- **No School for Students & Staff**
Monday, April 21: Staff In-Service—**No School for Students**

MAY 2025:

Sunday, May 25: GRADUATION
Monday, May 26: Memorial Day - **No School Students & Staff**
Friday, May 30: End of 2nd Semester
End of 4th Nine Weeks - Student Last Day

JUNE 2025:

Wednesday, June 4 - Teacher Report Day/Last Day



DISCLAIMERS

- The handbook is not exhaustive and may not cover every possible situation that could occur during the school year.
- In cases where a specific situation is not explicitly addressed, decisions will be made by school personnel. These decisions will be guided by professional discretion, adherence to relevant board policies, and compliance with state and federal laws. Decisions are made in the best interest of the school.
- It is subject to revision and updates as needed.
- School officials are tasked with interpreting the content of the handbook.
- The handbook does not establish a binding contractual agreement between the school and the parents.