

Valerie PreK-6 Student Handbook



2018-2019

Valerie PreK-6

3871 Yellowstone Avenue • Dayton, OH 45416
Phone (937) 542-5390 • Fax (937) 542-5391
Shawnkeida Whitlow, Principal • SRWhitlo@daytonpublic.com
Deidre Kelley, Assistant Principal • DKelley@daytonpublic.com

Husky Motto

Leaders of the pack--Best in show--Blazing trails--Wherever we go!

Husky Creed

I am somebody
I can achieve anything to which I put my mind
I will be successful
I am a Husky

Mission Statement

The mission of Valerie school is to work together to build a positive school climate where all can achieve success.

“The Valerie Way”

- We are respectful
- We are responsible
- We are safe
- We are Huskies

Vision Statement

All Stakeholders will take pride in and value positive relationships. We strive to develop student ownership and growth by providing a safe, respectful, inclusive environment with high levels of instruction that are academically achievable.

MEDICAL/HEALTH CONCERNS—Valerie Elementary School

Students should **rarely** miss school. If your child has a chronic health condition, please contact the school nurse. The nurse is able to provide help and resources so that your child can attend school regularly. A parent/guardian or other designated adult will be contacted if the school nurse determines that a child needs to be sent home. Children going home ill must be signed out in the main office. Elementary students who are ill are not allowed to walk home during the school day without an adult. This is a Dayton Public Schools Board policy.

The Ohio Department of Health determines the immunizations required for school attendance. The school nurse will notify you if your child does not meet the requirements. Parents are responsible to provide written documentation promptly whenever shots are given. Failure to provide written documentation will result in your child being excluded from attending school.

Unless a routine medication is time-specific (during school hours) it should be given at home. **All medications to be administered at school must be accompanied by the Medication Authorization form (primary healthcare provider order) and signed by the parent.** This includes over the counter medication as well. We do encourage students with asthma to have rescue inhalers and spacers for use at school. **Older, responsible students who are self-carrying their inhalers or epinephrine auto-injectors must have physician approval.** Forms can be found on the DPS website under Health Services or from the school nurse. New forms are needed each year.

Health screening is done by the school nurse for students in preschool, kindergarten, first, third, fifth grades and those new to DPS. For most grades this includes vision, hearing and dental. If you do not want your child to participate in the health screenings, you must send a written note to the school nurse. You will be informed in writing if your child needs a medical evaluation for a possible problem.

Can we reach you by telephone in case of an emergency? Please be sure the school (office, teacher and nurse) always has current phone numbers and contact names.

2018-2019 GENERAL HUSKY GUIDELINES

- Our school day is from 7:10-2:10 p.m. Students **may not** arrive at school before 7:10 a.m., because there is **NO SUPERVISION**. Students who arrive before 7:10 a.m., will not be permitted to enter the building.
- Grab and Go Breakfast begins at 7:10 a.m., and students go directly to their classroom to begin their instructional day. *Please be mindful that if your student brings outside breakfast to school, they will be expected to complete their breakfast in the allotted time. Students who bring outside breakfast often take a lot longer to eat and they are losing instructional time and getting behind in their morning work. This can also be disruptive to the classroom setting. A free Breakfast is available for all students. **Coffee and pop (soda) are not permitted at school.***
- The student instructional day begins at 7:25 a.m. Any student entering after 7:25 a.m. will proceed to the office to receive a tardy slip.
- Morning Meetings begin at 7:25 a.m. and will end at 7:40 a.m.
- The student day ends at 2:10 p.m. Any change in the regular dismissal routines for your child must be submitted in writing with a phone number for confirmation. ***Phone calls regarding change in dismissal process will not be accepted after 12:00 p.m. All early pick-ups must be completed prior to 1:30 p.m.***
- **Guests are not permitted in the classrooms from 7:25-8:30 a.m. and 1:00-2:10 p.m. Parents who wish to walk their students to classrooms may do so for first week of school only. After the first week of school, we want our students to gain confidence and independence by following the morning procedures without parent/guardian assistance. (Don't worry! There will be plenty of staff to help your student).**
- **BIRTHDAY TREATS** are permitted. However, the parent/guardian must contact the homeroom teacher for best time at least two days prior.
- **LUNCH FROM THE OUTSIDE IS DISCOURAGED.**
- **All students MUST be picked up by 2:10 p.m. Students will remain outside.**

ATTENDANCE GUIDELINES

All children are expected to be in attendance each day unless they are ill or a family emergency arises. A written note explaining the absence is required when the student returns to school. If we do not receive a note, then the absence is unexcused. An excuse note form can be obtained from the office or classroom teacher. **All excuse notes must be turned in within 3 days of absence.** Please see Ohio Code 3301-69-02 for excuse guidelines for attendance.

We realize that there will be instances when your child may be tardy, but please avoid this whenever possible. A note should accompany your child to explain the reason for his/her tardiness. **Tardiness interrupts your child's instructional**

time. Our instructional day begins the moment that students enter the building. If your child receives three or more tardies per quarter they **will not** receive a Perfect Attendance Certificate. Students who are excessively or routinely tardy will be required to attend a conference with the principal and district personnel. All work missed by students must be made up as soon as possible after returning to school.

We understand that there may be instances when your child must leave school early. Early dismissal is permitted for emergency and medical appointments only. Our instructional day ends at **2:10 p.m.** Students who are consistently picked up early are losing valuable learning and it is a disruption to the school climate. Any changes in your child's transportation for any given day must be received before **12:00 p.m.** However, the best method to change transportation is by sending a note with your child.



BUS RIDING GUIDELINES

Students who ride the bus must ride their assigned bus home unless a note from his/her parent requesting another alternative has been approved by the Principal. Students must follow loading and unloading guidelines established by the school and are expected to follow **district/school procedures** while on the bus. Students who fail to cooperate/comply may be denied the privilege of bus transportation and are subject to disciplinary action. Students will be dealt with in the following manner:

1st offense: Parent/Guardian contact

2nd offense: Parent/Guardian contact, conference with Principal or designee, and/or detention

3rd offense: Removal from the bus for three or more days.

Some offenses result in automatic 3-5 day bus suspension.

NO CHILD WILL BE ALLOWED TO ALTER THEIR WAY HOME WITHOUT PRIOR WRITTEN CONSENT WITH A PHONE NUMBER OR THE CHILD WILL BE SENT HOME THE REGULAR WAY.

Incidents/behaviors deemed to be a safety hazard/risk, will receive appropriate and immediate attention by the school and Department of Transportation.

DISCIPLINE GUIDELINES

All students will be required to follow the Dayton Public Schools Code of Conduct. Valerie's behavioral expectations are represented in the four components of "*The Valerie Way*." These expectations are our guidelines to being safe, respectful, and responsible. Our planned program also requires students to be accountable for their academics and behavior. We stress the importance of making good choices.

Students are expected to follow building wide guidelines and classroom rules. Research has shown that effective schools have a positive learning climate. That requires an orderly, quiet, and structured environment that supports and enhances the instructional mission of the school and a positive learning climate.

As we improve Valerie's Climate, it is necessary that all stakeholders concerned become involved and supportive of the school's discipline plan. **Bullying in any form will not be tolerated and appropriate consequences will be administered.** Disruptions to learning will not be tolerated. We will continue to focus on the components of Positive School Climate. Positive School Climate refers to the quality and character of school life. School climate is based on patterns of students', parents' and school personnel's experience of school life and reflects norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures (National School Climate Center). In addition, our staff will use restorative practices/strategies to encourage self-control, self-correction, reflection, and ownership. With these combined programs, our goal is to reduce after school detention and out of school suspension during the school year. However, if all procedures have been exhausted, Valerie will use a Tiered Model to address discipline.



UNIFORM POLICY and DRESS CODE GUIDELINES

The students at Valerie PreK-6 are required to be in uniform while attending school unless prior *written* notice is given to parents and/or guardians. **Students out of uniform will be required to call home so that a uniform can be brought to the school.** Chronic offenders will face appropriate disciplinary action. The uniform will consist of the following:

PK-6th: Colors - Hunter Green Polo Shirt/Navy Blue Bottom

Our School Uniform

- Hunter Green tops with collar and navy blue bottoms (**slacks or shorts**); girls may wear skirts, skorts, or jumpers
- Walking shorts must come to the tops of the knees and may be worn until **October**, and starting again in **May** (sooner depending on the weather per the principal)
- Valerie T-Shirts may be worn daily, **tucked in**

- Gym shoes are needed every day (no wheels, lights, sounds, or excessive colors. **Boots are allowed to be worn during winter months, but gym shoes are necessary for P.E. days.**

TOPS

- Shirts must be tucked in at all times. It's the family responsibility to provide shirts long enough to tuck in comfortably
- **White, black, grey, or navy blue** long sleeve turtlenecks or long sleeved shirts under uniform shirts are allowed in winter
- Navy blue, black, grey or white cardigan sweater **(NO HOODS)**

BOTTOMS

- All pants, shorts, skirts, or skorts are to be worn at the waist
- No sweat pants or blue jean material
- Pants and shorts may not have **CARGO** pockets
- Full length, solid color (navy, black or white); **LEGGINGS** are acceptable (must come to **ankle**)
- No chains from pant pockets or necklace key chains can be visible
- Belts should be worn daily– black, brown, blue, or white. Buckles should be basic

OTHER

- Hair should be neatly groomed at all times
- Bandanas and headbands on the forehead are not allowed
- Solid color tights (navy, black, or white) may be worn
- Multi colored tights or leggings are not permitted. Leggings must be full length
- School shoes – **No flip flops or open toe sandals - toes and heels must be covered. No shoes with heels.**
- No **HOODIES** worn in classrooms
- Excessive jewelry and bangle style bracelets are not permitted
- **Make up is not permitted**
- Hair accessories should be appropriate and not oversized.
- Silly Bands/Excessive jewelry are not permitted
- **NO ROLLING BACKPACKS**

Clothing worn on out of uniform days should be appropriate for school. Bare midriffs, exposed shoulders, mini or micro miniskirts and shorts and inappropriate or profane slogans on t-shirts or pants are not permitted. Jeans should be free of holes and exposed skin.

WHAT TO LEAVE AT HOME GUIDELINES



Anything of value that can be lost, stolen, broken, or argued over should not be brought to school. ***Valerie PreK-6 assumes no responsibility for lost, stolen or broken cell phones.*** Electronic devices that are deemed interruptions to the instruction are **NOT** permitted. Electronic equipment of any kind including hand held games, cell phones, MP3 Players, iPods, IPADs, cameras etc. will be collected and returned to parents. Parents must have serial numbers of confiscated electronic game equipment in order to claim ownership. **NO candy, gum, snacks, or soda (glass) should be brought to school.**

Students who pack their lunch may bring plastic or disposable drinks with their lunch to be consumed in the lunch room only. Students must bring a complete lunch. Individual bags of chips or other junk food will not be permitted during lunch time.

ACCIDENTS

If your child is injured at school, we will make him/her comfortable then call you immediately if a serious injury has occurred. If you cannot be reached, we will attempt to contact the emergency numbers that you listed on the Emergency form. **Please keep information current.** For your child's safety, the teacher will not release a child to anyone who has not checked in through the office.

AWARDS



Award ceremonies will be held once a semester. Parents will receive notice of exact dates and times.

CLASSROOM OBSERVATION



Parents are welcome to observe _____ classrooms. Please follow procedures and obtain a Visitor Pass from the office. Teacher will advise if there are activities or plans that may conflict. **Teachers will not stop instruction to discuss concerns. Please contact the office to arrange a meeting, or call teacher's directly on their extension.** Please feel free to contact the principal with concerns or celebrations. **You must report to the office, sign in, and have a green visitor pass. Guests are not permitted in the classrooms from 7:25-8:30 a.m. and 1:00-2:10 p.m.**

CLASSROOM TELEPHONES

Each classroom teacher has a telephone in the room. Voicemail is activated during instructional time. Messages will be returned within 24 hours. ***Please do not leave emergency messages or bus change/pick up information on teacher extension -as teachers may not retrieve their messages prior to dismissal.*** In these instances, please call the main office. If you need specific planning times to reach your child's teacher, please contact the main office. The Main Office number is 937-542-5390.

COMMUNICATION

We cannot work together and create successful students without communication. Teachers will communicate weekly with families by way of email, text, or written correspondence. School-wide communication will take place throughout the year by way of written correspondence, auto-dialer, and text message group called Remind. It's imperative when your phone number changes, to update your information in the main office and teacher.



CONFERENCES – PARENT/TEACHER/PUPIL

At no time should you be in doubt of your child's progress. You are notified of his/her progress through Report Cards and Interim Progress Reports. If you still have questions or concerns, please call the school for an appointment with the teacher or principal. You may request a conference with the teacher before or after school, or at a time convenient to both during the day. Interim reports and Report cards are issued four times a year. **Parents may obtain information to access the Home Access Center (HAC) from the office staff.** This access provides an opportunity to view and obtain information on student's grades weekly.

CONFERENCES WITH THE PRINCIPAL

As the instructional leader, the building principal **must** be in the classrooms on a daily basis. Parent conferences with the principal should be scheduled before or after school, when possible. All conferences must be scheduled. Voicemail messages will be returned within 24 hours.



HEALTH AND MEDICATION

It is imperative that your child's immunizations be kept up to date as recommended by your family physician. Parents may not send medication to school (**INCLUDING COUGH DROPS**). All required paperwork must be completed and left in the office. Medications will be left in the office and dispensed as the doctor's directions stipulate.

HOMWORK ASSIGNMENTS



Homework will be given a minimum of 4 days per week. **Average minutes of homework shall not exceed:**
Grades K-1: 20 minutes of homework per night
Grade 2: 30 minutes of homework per night
Grades 3-6: 30 minutes of reading homework per night and 30 minutes of math homework per night. (Total not to exceed 60 minutes)

Homework will include work in ELA, Math, Science, Social Studies and Unified Arts. All students are required to engage in independent reading nightly, completing Reading Logs and book reports as appropriate. Large projects or building wide projects, such as, but not limited to, Science Fair projects, Black History projects, special projects to support building wide goals, and assignments over breaks requiring additional time will also be assigned.

Weighting Grades: All grade levels at Valerie will clearly define the homework policy and assign a consistent percentage of weight, to be established per department/grade, not to exceed 30% of the quarter grade.

Homework Non-Completion

Because completion of homework impacts a student's ability to complete class work the following day, parents are encouraged to monitor student assignments on the Home Access Center. Parents are encouraged to attend our Parent Night meetings, at the start of the school year and throughout the year. Parents are encouraged to read student agendas daily for assignments.

You can help your child most by providing an established time and place for such work as well as some guidance if necessary. Doing work and leaving it at home is only half the assignment – and not acceptable. Please help us by encouraging your student to be responsible and accountable for their work. **Teachers are not required to accept assignments or give full value beyond the original due date.**

INTERNET GUIDELINES

Students shall abide by the Dayton Public School's Acceptable Use Policy as it relates to computer use and access to the Internet. This would include any violations as defined in the DPS Code of Conduct. **Parents with students in grades 1-6 will be required to sign additional paperwork for students in regards to Chrome Books.**

LOCKERS and LOCKS

Students in fifth and sixth grade will be assigned a locker. A lock is provided by the school. Students will receive specific directions in regards to what is and is not acceptable in regards to their lockers.

PARENT OPPORTUNITIES

We encourage parent participation at Valerie. Parents may become involved members of the **Parent Advisory Council, Grandparent Support Group** or the **Community Education Council (PTA)**. All volunteers must register through DPS Volunteer online process.

SCHOOL CLOSING



In the event of severe inclement weather or mechanical breakdown, school may be closed. School closings will be announced over local radio and television stations. If no report is heard, school is open. Please do not call the school as phone lines must be kept open for normal communication.

TEXTBOOKS & LIBRARY FEES

Textbooks will be issued to students by classroom teachers. A barcoding system is used to track books and their condition. Each student is responsible for the proper care of textbooks and learning materials. Any damaged or lost book must be paid prior to receiving the final report card. In addition, students are allowed to check out books from the library once the library contract is signed. All late fees or lost book fees for the Library must be paid prior to receiving the last report card. Failure to pay student fees will negatively impact extracurricular or special school activities.

WITHDRAWAL OF STUDENTS

If you are moving and/or withdrawing your child from school, **you must come to the office a few days prior to the withdrawal date.** This will give ample time to complete the necessary paperwork, etc. Your cooperation is always greatly appreciated.

Cell Phone Policy

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g. laser pointers and attachments, paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, **provided that during school hours and on school vehicles the cellular telephone or other ECD remains OFF. Students may not use cellular telephones or ECDs on school property or at school-sponsored activities to access and/or view Internet web sites that are otherwise blocked to students at school.**

Also, during school activities when directed by the administrator or sponsor, cellular telephones and other ECDs shall be turned OFF (***not just placed into vibrate or silent mode***), and stored out of sight.

The requirement that cellular telephones and ECDs must be turned off will not apply when the student obtains prior approval from the building administrator.

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, classrooms, and/or bathrooms.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. **If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent or guardian after the student complies with any other disciplinary consequence that is imposed.** The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The student who possesses a cellular telephone or ECD is responsible for its care. Valerie PreK-6 Elementary School is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use only school phones to contact parents/guardians during the school day.