

# Redbank Valley Elementary Schools 2017-2018 Student & Parent Handbook



## REDBANK VALLEY SCHOOL DISTRICT DIRECTORY

### SUPERINTENDENT'S OFFICE

920 BROAD STREET  
NEW BETHLEHEM, PA 16242  
TELEPHONE 814-275-2426  
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LESLIE MINICH  
DAVID REITZ

SUPERINTENDENT  
BUSINESS MANAGER  
SUPERINTENDENT'S SECRETARY  
SPECIAL EDUCATION SECRETARY  
SECRETARY  
CAFETERIA DIRECTOR

### REDBANK VALLEY SCHOOL BOARD

DR. CHAD SHAFFER - PRESIDENT      BRIAN DOUGHERTY - VICE-PRESIDENT  
HEATH COPENHAVER      ANN KOPNITSKY      TINA KENNEMUTH      WILLIAM REDDINGER  
DEE BELL      GLENN WATSON      DR. DONALD NAIR

### REDBANK VALLEY PRIMARY SCHOOL (K – 2)

600 VINE STREET, NEW BETHLEHEM, PA 16242  
TELEPHONE 275-2680      FAX 275-4110

CHERYL McCAULEY	PRINCIPAL
SANDY TRUITT	BUILDING SECRETARY
KATHY STURGEON	FEDERAL PROGRAMS' SECRETARY
KIM CONSTANTINO	SCHOOL COUNSELOR
VAL STEFFY	SCHOOL NURSE

### REDBANK VALLEY INTERMEDIATE SCHOOL (3 – 6)

1306 TRUITTSBURG ROAD, HAWTHORN, PA 16230  
TELEPHONE 365-5141      FAX 365-2427

CHERYL McCAULEY	PRINCIPAL
LINDA WILLISON	ELEMENTARY SECRETARY
KIM CONSTANTINO	SCHOOL COUNSELOR
VAL STEFFY	SCHOOL NURSE

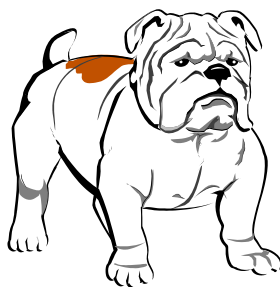
### REDBANK VALLEY HIGH SCHOOL (7-12)

910 BROAD STREET, NEW BETHLEHEM, PA 16242  
TELEPHONE 275-2424      FAX 275-2428

AMY RUPP	PRINCIPAL
AMY SWITZER	SCHOOL COUNSELOR
LYNDSAY BLYSTONE	SCHOOL COUNSELOR
VAL STEFFY	SCHOOL NURSE
SUE TRIMBLE	SECRETARY
MARTI SNYDER	SECRETARY
DANA RUDESYLE	GUIDANCE SECRETARY

## Mission Statement Redbank Valley School District

The mission of the Redbank Valley School District community is to instill the knowledge, attitudes, and skills needed for each student to achieve at his or her highest potential while providing a safe, disciplined, and inviting environment.



## FOREWORD

This handbook is provided to answer the most common questions that occur during the school year. Please keep it handy for those times when you may need it. From time to time the school issues bulletins and updated information related to the school program. Please keep these important documents and this handbook together in one place for quick reference.

Much of the content in this handbook is derived from school policy. Some handbook items are shortened versions of the more complete wording that occurs in the policy. Therefore, this handbook is not a substitute for the Redbank Valley School District Policy Manual in policy matters. Questions of policy interpretation should be directed to the appropriate school officials. A copy of the school district policy manual is available at each school for review. Copies of individual policies may be obtained upon request.

Parents should go over the contents of this booklet and make their children aware of the sections that directly apply to them.

Although this handbook is an attempt to answer most of the questions that occur, it may not serve all of your needs. If you have a question about any school matter, please contact the appropriate school officials. A directory of school personnel is included for your convenience.

### CIVIL RIGHTS POLICY (Title VI, Title IX, and Section 504)

The Redbank Valley School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, sexual orientation, ancestry, or handicap/disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Redbank Valley School District Superintendent at 275-2426.

### ETHICS HOTLINE



A 24/7 Ethics Hotline is available for all district students, staff and stakeholders for reporting serious ethics violations anonymously. This hotline may be accessed by calling **844-420-0044** or through their website at [www.lighthouse-services.com/redbankvalley](http://www.lighthouse-services.com/redbankvalley).

## 2017-2018 SCHOOL CALENDAR

<b>AUGUST</b>	Teacher In-Service	Monday	08/28
	Teacher In-Service	Tuesday	08/29
	Kindergarten Orientation	Tuesday	08/29
	Grades 1-6 Back-To-School/Find Your Seat Night	Tuesday	08/29
	First Day of School for Students	Wednesday	08/30
<b>SEPTEMBER</b>	Labor Day – No School	Monday	09/04
	Fall Pictures – Intermediate School	Wednesday	09/06
	Fall Pictures – Primary School	Friday	09/07
<b>OCTOBER</b>	Autumn Leaf Day – No School	Friday	10/06
	Make-up fall pictures – Primary & Intermediate	Friday	10/27
<b>NOVEMBER</b>	Thanksgiving Break- No School	Thursday	11/23
	Thanksgiving Break- No School	Friday	11/24
	Buck Day - No School	Monday	11/27
	Parent-Teacher Conferences–No School- Students	Tuesday	11/28
<b>DECEMBER</b>	Christmas Vacation Begins	Monday	12/23
<b>JANUARY</b>	School Resumes	Thursday	01/02
	Act 80 Day– No School for Students	Monday	01/15
<b>FEBRUARY</b>	Snow Make-Up Day	Friday	02/16
	Act 80 Day– No School for Students	Monday	02/19
<b>MARCH</b>	Kdg. Pre-Registration Parent Meeting	Wednesday	03/07
	Kindergarten Registration for 2018-19	Tues.-Thurs.	03/20-22
	Spring Pictures—Intermediate School	Monday	03/12
	Spring Pictures – Primary School	Monday	03/12
	Snow Make-Up Day	Friday	03/16
	Snow Make-Up Day	Wednesday	03/28
	Snow Make-Up Day	Thursday	3/29
Spring Break – No School	Friday	03/30	
<b>APRIL</b>	Snow Make-Up Day	Monday	04/02
	PSSA English Language Arts (Grades 3-6)	M-F	04/09-13
	PSSA Mathematics (Grades 3-6)	M-F	04/16-20
	PSSA Science (Grade 4)	M-F	04/23-27
	PSSA Make-ups	Monday	04/30
<b>MAY</b>	PSSA Make-ups	T-F	05/01-04
	Memorial Day	Monday	05/28
<b>JUNE</b>	Last Day for Students – Graduation	Friday	06/01
	Teacher In-Service	Monday	06/04

*\*This calendar may be adjusted if additional snow or weather emergency days are needed.*



## SCHOOL ORGANIZATION

The Redbank Valley School District is organized into two divisions: Elementary - kindergarten through grade 6, and Secondary - grades 7 through 12.

### ***ELEMENTARY***

The elementary program consists of two (2) elementary school buildings.

The **Redbank Valley Primary School** is located in the borough of New Bethlehem at 600 Vine Street. It serves children in kindergarten through grade two. In addition there is a Primary-Level Learning Support classroom.

The **Redbank Valley Intermediate School** is located at 1306 Truittsburg Road in the borough of Hawthorn. This building serves students in grade three through grade six. In addition there are several Intermediate-Level Learning Support classrooms.

### ***SECONDARY***

The **Redbank Valley High School** is located at 910 Broad Street in the borough of New Bethlehem. It serves students in grades seven through twelve. The Superintendent's Office is located in the high school.

### ***COMPULSORY SCHOOL AGE***

The term "compulsory school age" shall mean the period of a child's life from the time the child's parents elect to have the child enter school, which shall be no later than at the age of eight (8) years, until the age of seventeen (17) years. Once a child is enrolled in school, he/she falls under the compulsory attendance regulations. PA law now includes kindergarten students under the compulsory attendance regulations.

### ***STUDENT RIGHTS AND RESPONSIBILITIES***

*as established by the Commonwealth of Pennsylvania (Pa Code 12.1-12-3)*

The Board has authority and responsibility to establish reasonable rules and regulations for the conduct and department of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this district.

### ***ASSIGNMENT OF STUDENTS***

Homeroom assignments of students for each school year are developed in the spring by the classroom teachers and approved by the principal. Every effort is made to consider a variety of factors in making the decision to place children in their homerooms for the next year. All teachers working within the district are highly qualified to teach in their area of assignment and have been found satisfactory through rigorous yearly evaluation procedures.

### ***PARENTAL/PUBLIC RIGHTS***



Parents and the public have the right to review PSSA assessment instruments and data reports. Intermediate students take the PSSA assessments (reading & math-grades 3-6, and science-grade 4 only) in the spring. Parents have the right to opt their child out of PSSA testing by submitting a written request to the school. School district report cards are posted on the Pennsylvania Department of Education website at [www.pde.state.pa.us](http://www.pde.state.pa.us) and on [www.redbankvalley.net](http://www.redbankvalley.net) (district webpage).

Other elementary assessments administered to students during the year include AIMS Web assessments in reading for all students K-2, and for Title 1 and Learning Support students (reading and/or math) at the intermediate level. Second grade students take the Otis Lennon Student Achievement Test (OLSAT) in the spring.

Parents of students in the Redbank Valley School District have the right to know the professional qualifications of the

classroom teachers and paraprofessionals who instruct their children. Federal law allows parents to ask for the following information about each of their child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major; whether the teacher has any advance degree and, if so, the subject of the degrees
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications

Parents will be provided notification if their child is taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents who would like to receive any of this information may contact the district office or Mr. Michael Drzewiecki, Superintendent, at (814) 275-2426.

## **SCHOOL PROGRAM and ATTENDANCE**

### ***KINDERGARTEN PROGRAM***

The kindergarten program is a full day program in which the children attend kindergarten every day. Bus transportation is provided by way of the regular school district bus schedule. Kindergarten programs meet in Redbank Valley Primary School only.

### ***KINDERGARTEN ADMISSION AND REGISTRATION***

Each spring the Redbank Valley School District conducts kindergarten registration for children planning to enter the program in the fall. In order for children to be qualified for admission they must be five (5) years of age by July 1 of the year they plan to enter. A 2014 change to PA law has determined that once a child is enrolled in kindergarten, he/she falls under the compulsory school attendance laws and regulations.

The kindergarten registration process includes a pre-school screening, vision, hearing, and speech/language screenings. Parents must bring with them (1) a copy of the child's official birth certificate, (2) health records which must include immunization records (See immunizations under Health Services.) for the child, and (3) proof of district residency with current address. Applications for official birth certificates are available at either elementary school office.

### ***STUDENT TRANSFER TO A NEW SCHOOL***

When a student plans to move from the Redbank Valley School District, parents are asked to report the move to the school office in person to complete the withdrawal process. The appropriate records will be prepared for transfer to the new school upon the written request by the new school. Records are not released directly to the parent for transfer to the new school. Students must return all texts, library materials, and other property of the school district before records will be transferred to the new school.

The parent may request a copy of the Pennsylvania Department of Health Certificate of Immunization. This form is sometimes required in order to enroll a new student.

### ***EARLY DISMISSAL FROM SCHOOL***

Early dismissal from school will be granted for the same reasons as legal absences. Parents are encouraged to make doctor, dentist, and orthodontic appointments after school hours. However, when a student must be dismissed from school during the day, **a signed permission note from the parent or legal guardian is required to be submitted in the morning. It is the policy of the school that a child should not be released early from school based on a phone conversation unless there is a serious emergency.** When a parent/guardian arrives at the school to pick up a child, he/she should report to the building secretary. She will notify the teacher to send the child to the office. The parent must sign the student out on the appropriate form. If the student returns to school later, the parent must sign the student back into school. In addition, students returning to school from a medical appointment must bring a doctor appointment card signed by the doctor or his/her office staff. In the case of families in a separated or divorce situation, teachers cannot be put in the position of being caught between parents when it comes to releasing a child during the school day. Teachers are permitted to release children only to those legally responsible for the children.

## ***CHILD CUSTODY***

Divorced and separated parents should not request school personnel to deny access to a child by the other parent unless there is a court document outlining custody specifics. In that case, **a copy of custody orders is required to be submitted to the principal.** We will make every effort to honor requests, but we cannot be held responsible for actions of non-custodial parents in their attempts to access their child.

## ***ABSENCES/EXCUSES***

In every case of absence, the child **MUST** bring in a written excuse on the form provided by the school. (Extra excuses are provided at the end of this handbook.) This excuse form shows the date(s) of absence, the reason, and the parent/guardian's signature. Please be specific about the reason - **do not say "sickness" or "illness."** Excuses should be submitted in advance when an absence is known. **Completed excuse forms must be brought in by the child upon his/her return from an absence. Excuses must be turned in no later than 3 days after the absence. Failure to deliver an excuse in the allotted time will result in the absence being counted as unexcused (illegal).**

In accordance with the Pennsylvania Attendance Laws and the new Clarion County Truancy Protocol, an absence is lawful or excused for the following reasons only: **Illness of pupil, quarantine, death in the immediate family, impassable roads, and religious holidays approved by the Pennsylvania Department of Education, and justifiable extenuating circumstances approved by the building principal.** Excuses other than those listed are unexcused.

In accordance with Compulsory Attendance Laws, the Principal has the right to require students to present a doctor's or school nurse's excuse for each absence. The parent/guardian will be notified when such excuses are required. These requests will be made to the parent for the following reasons: 1) The student has missed a total of 10 days throughout the year; 2) Student has accumulated excessive absences; or 3) Student has a poor attendance history.

Unexcused absences for elementary students are automatically considered illegal. When three illegal absences have accumulated, any additional illegal absences will result in legal action being taken in accordance with Pennsylvania School Code and the Clarion County Truancy Protocol. Such legal action may lead to family involvement through Children and Youth Services and fines up to \$300 per illegal day.

## **CLARION COUNTY TRUANCY PROTOCOL**

In conjunction with Clarion County Children and Youth and Clarion County's Promise, the following truancy protocol will be followed at Redbank Valley Elementary.

- A. A student will be considered unexcused or illegally absent if he/she is absent from school and the district has
  1. not received an authentic, valid written excuse within 3 days; or
  2. after 10 days cumulative lawful absences for which no physician's excuse is timely received by the school.
- B. The School district shall immediately inform the parents/guardians in writing upon each incident of unlawful absence.
  - a. After third unlawful absence:
    - (1) The school will complete a Truancy Referral Form.
    - (2) The school shall send the letter to the parents/guardians and to Children and Youth Services (CYS).
    - (3) Within 1 business day of receipt of the Truancy Referral Form, CYS will forward forms to the Clarion County's Promise Family Group Decision Making Coordinator (FGDM).
    - (4) A Truancy Elimination Plan (TEP) meeting will be scheduled between the school, FGDM, and the parents.. The TEP shall incorporate strategies to avoid further absences and shall be in writing.
    - (5) The TEP will be distributed by the school to:
      - a. parents/guardians,
      - b. student,
      - c. CYS and/or all parties present at the TEP, with parental agreement.
      - d. A copy will be retained by the school.
  - b. Three outcomes can occur after the scheduled TEP meeting:
    - (1) student has no further unlawful absences this school year (the matter is concluded), or
    - (2) the school is unable to complete the TEP. If plan is not obtained, and one additional unlawful day occurs, then school will:
      - a. send a notice of excessive absences, and
      - b. file a citation with the District Judge.
      - c. Copy CYS the letter and a copy of the citation.

- (3) If the TEP is completed, but the child has further unlawful absences:
  - a. After each absence, the school will send notice when student is absent to parents/guardians and to CYS.
  - b. On the 1<sup>st</sup> unlawful absence after the TEP meeting has occurred, school will file citation for original truancy hearing with the District Judge and copy CYS with the citation. School will also, if it has not previously done so, send CYS a copy of the TEP. School representatives will attend and may have to testify at the hearing before the District Judge.
  - c. Student's parents/guardians will attend and fully participate in the hearing before the District Judge.

## ***TARDINESS***

Any student who is tardy (late) to school must report to the school office with a tardy excuse signed by his/her parent. Students arriving to the classroom late without reporting to the office first will be sent back to the office. Excessive tardiness will result in a parent/teacher conversation to identify a solution to the problem. Further instances of **tardiness in excess of 5 days will result in documentation of absence at the following prorated amounts:**

**Arrival between 8:35 – 10:00 a.m.    ¼ day absence**

**Arrival between 10:01 – 12:00 noon    ½ day absence**



**\*\*Absences accumulated for reasons of tardiness also violate compulsory attendance laws and will be counted as such.**

## ***ABSENCE FOR EDUCATIONAL TRIPS***

A student may legally make a trip of an educational nature **not to exceed 5 days** with his/her parents or guardians; however, the school does not encourage such trips. A parent should notify the school of such absences **at least 10 school days in advance** to allow the classroom teacher time to prepare assignments. It is the student's responsibility to make up all work.

To ensure that the student will receive his/her assignments for the period of time to be missed, **parents must complete an Educational Trip Form 10 days before leaving on the trip.** These Educational Trip Forms must be signed by the principal and superintendent. The forms are available from the secretary in the office of each school. A copy is provided at the end of this handbook section. **When this form is not on file, all absences due to trips will be marked "unexcused".**



**Educational travel requests may be denied if the student is failing a class, has poor attendance, or has repeated discipline offenses.**

# **CURRICULUM**

## ***KINDERGARTEN***

The kindergarten program consists primarily of reading and math readiness development. By the time children finish the kindergarten program, they have mastered the alphabet, are aware of the sounds of the letters, read a list of sight words, and have developed basic literacy skills. They also have developed fundamental math skills such as number recognition, counting, patterns, etc.. In addition, there are planned activities for the development of fine and gross motor skills. Music, art, library, technology education, and physical education are part of the basic kindergarten program.

## ***GRADES 1, 2, AND 3***

In grades one, two, and three, emphasis is placed on reading, math, and language arts. Students also have experience with science and health, social studies, handwriting, spelling, art, physical education, music, technology, and library.

## ***GRADES 4, 5, AND 6***

At the intermediate level students build on the experience of the primary program with all the same subject areas. Major emphasis is placed on the application of skills learned in the earlier grades.

## ***BOOKS AND EQUIPMENT***

Each pupil is responsible for proper care and handling of all school books and equipment issued to him/her. Lost or damaged books and equipment must be paid for by the student.

## ***SCHOOL LIBRARY***

All students are welcome and encouraged to use the elementary library in their building. A wide variety of reference and pleasure reading materials are available on a free selection basis. The library and its usage are considered an extension of the reading curriculum of the elementary program and students are encouraged to read as much as possible.

Students in kindergarten through grade 6 visit the library on a weekly basis. They may borrow up to two books per visit. Students are responsible for the proper care and return of borrowed materials. There are no fines imposed for overdue books. However, students are required to pay for damaged or lost books **before the end of the school year. Unpaid obligations at the end of the year result in report cards being held.**

## ***HOMEWORK***

Homework is an important part of the education process. It is suggested to help pupils...

- ... develop a sense of responsibility and form desirable work habits.
- ... practice any skill to greater mastery
- ... improve weak areas.
- ... complete assignments practiced in school.
- ... share school work with parents.

A certain amount of homework is necessary for all children to form good study habits. In general, a guide regarding the average amount of homework is:

- **Primary Level - one-half hour**
- **Intermediate Level - one hour**

This practice cannot be adhered to strictly because each individual pupil is different in his or her approach to independent work. Some students work slowly. Some fail to do their assigned work in school with the result that homework seems excessive. **Consult the teacher if you have any concerns about your child's homework.**

The home, as well as the school, has the responsibility of maintaining interest in the school program in relation to non-school activities. It is important that parents guide their children when it comes time to plan the amount of time to be spent on extra-curricular activities. **A good balance between the amount of time planned for homework and other activities (scouts, sports, music, personal hobbies, television, etc.) is important when so many opportunities for entertainment are appealing to our young people.**

## ***REPORTING STUDENT PROGRESS TO PARENTS***

Parents have access to student grades for all students in grades 1-6 through the district's MMS Parent Portal. Teachers update these online grades weekly (by Monday evening of the following week). Instructions for viewing grades instantly will be sent home in the fall each year. Formal report cards are distributed approximately one week after the end of the first three grading periods in grades 1 - 6. Final report cards will be distributed on the last student day of the school year. Kindergarten progress reports will also be distributed four times during the school year approximately one week after the end of the grading period. The report cards are designed to provide opportunities for the parents to see academic progress.

While the report card is intended to be thorough in reporting pupil progress to parents, it is no substitute for the traditional parent conference. A parent conference often helps the teacher to better understand pupils since parents can provide observations about the child that the teacher may not experience in the school setting. Parents should contact the teacher if a conference is desired. An annual parent/teacher conference for each student's family will be scheduled in November/December of each school year.

## ***INTERIM PROGRESS REPORTS***

An interim report may also be used between report cards. The purpose of this report is to inform parents of the student's present status in certain subject areas. This report can praise a child for progress or point out a deficiency. **When a deficiency report is received by a parent, a conference may also be scheduled by the teacher in order to find out more details on the nature of the problem and to find ways of solving the child's difficulties.**

## ***REPORT CARD GRADES***

The following scale is used on the report card:

A	92.5 - 100%	S	Satisfactory
B	84.5 - 92.4%	U	Unsatisfactory
C	74.5 - 84.4%	I	Incomplete
D	67.5 - 74.4%	M	Medical
E	Below 67.4%		



A final average of (D) is **NOT** satisfactory and can be considered a factor when making the decision for retention. A final average of (E) is failure in any subject.

In Reading, the major contributing factor to retention is **the grade and the level** at which the child is working. Below grade level placement may be considered as a contributing factor for retention. A child's placement in reading material is based on his or her capacity to learn the new skills at that level.



Think Through Math

## **THINK THROUGH MATH - GRADES 3-6**

Redbank Valley has subscriptions for all students in grades 3-6 for an online math program called *Think Through Math*. This program provides students with practice and instruction at their own personal level in math concepts that are aligned to the PA Core Standards and is available both in school and at home via the web. To login to the program, type <http://lms.thinkthroughmath.com> and enter the personalized username and password that the student received from his/her teacher.

Parents have access to their student's account, can view their child's progress through their Individualized Pathway Report, and can view information about Think Through Math by accessing the following address: <https://lms.thinkthroughmath.com/customers/1708/registrations/new> . Customer support is available by contacting [support@thinkthroughmath.com](mailto:support@thinkthroughmath.com) or calling 866-357-8664 option 3.

## **PARENT ACCESS TO STUDENT RECORDS**

All parents have online access to instant grade feedback on any class through the MMS Parent Portal. In addition, parents may contact teachers to discuss grades and performance. Parents and legal guardians also have access to all of their child's paper records. To view records, an appointment must be made with the teacher. School district personnel may view student records only if they have a legitimate educational reason to do so.

## **PROMOTION/RETENTION**

The classroom teacher has the primary responsibility for making the promotion/retention recommendation. The classroom teacher also has the responsibility to seek assistance in making that decision through the Child Study process which includes a team of district personnel and the student's parents.

Because factors that contribute to retention are different for each student, it is difficult to specify the exact standards for retention. Consideration for retention will be based on the outcome of the Child Study process. This process includes a group of teachers, counselor, administrators, support personnel and parents that work together to identify students' learning strengths and needs, put strategies into action, and evaluate the impact of the interventions so the student can succeed in the general education classroom. The Child Study process is used to ensure the student tries reasonable accommodations and modifications before he/she is referred for special education testing or retention.

## **HOMEBOUND INSTRUCTION**

Homebound instruction is provided for the child who is physically unable to attend school for a period of more than two weeks. Application is made through the office at the child's school. A doctor's excuse is required in order to start homebound instruction. Close cooperation between the child's classroom teacher, tutor, and parents should exist to provide the best program for the homebound child.

# **SCHOOL OPERATION AND PROCEDURES**

## **TIME SCHEDULE**

	<b>Regular Schedule</b>	<b>1 Hour Delay</b>	<b>2 Hour Delay</b>
Student Arrival	8:00-8:30 a.m.	9:00-9:30 a.m.	10:00-10:30 a.m.
Tardy Time	8:35 a.m.	9:35 a.m.	10:35 a.m.
Lunch (30 minute periods)	10:45-1:00 *	10:45 -1:00 * <b>No breakfast</b>	10:45-1:00 * <b>No breakfast</b>
Student Dismissal Begins	2:45 p.m. -2:50 p.m.*	2:45 p.m. -2:50 p.m.*	2:45 p.m. -2:50 p.m.*

\*Times may vary between buildings. Check the individual building schedules by contacting the office in that building.

## ***SCHOOL CANCELLATION PLAN***

In the event of inclement weather or other emergencies, school may be canceled or delayed. The district's One Call Now System and local radio and tv stations will be utilized as quickly as possible in order to ensure that all parent/guardians have access to important information. The following is a list of the stations who will be contacted in the event such emergencies arise. In the case of delays, see the time schedule above.

### **RADIO/TV STATIONS**

KDKA TV2/Radio AM 1020    Clarion Radio FM 92.7, AM 1300  
WTAE TV 4                    Brookville Radio FM 95.9  
WPXI TV 11                  DuBois Radio FM 107.3

### **INTERNET**

[www.redbankvalley.net](http://www.redbankvalley.net)

## ***TELEPHONE REGULATIONS***

Children will not be allowed to use the phone at school. If an emergency arises, the classroom teacher will make the call or assist the child in doing so.

**NO TELEPHONE CALLS TO PUPILS OTHER THAN EMERGENCIES** will be accepted during school hours. **The school should be called ONLY when it is urgent that a message be delivered to the child.**

When calling the school to talk to a teacher, please understand that we may ask if the teacher can call you back, since the teacher is probably with his/her class and cannot walk away from the classroom to take a call. Suggested times to contact a teacher include between 8:00 and 8:30 a.m. and 3:00 and 3:30 p.m.

***IMPORTANT!! PLEASE do not call the school on a daily basis to change your child's dismissal procedures. Calling the school and requesting that your child ride home on a different bus will only be accepted in the event of an actual emergency. Calls will be accepted to change a student's dismissal designation to "walker." Parents are asked to make arrangements the night before and to send a note with their child(ren) in the morning if there is to be a change in a student's dismissal for that day. If an emergency arises, please notify the school prior no later than 2:30 p.m.***

## ***ORIENTATION TO JUNIOR HIGH SCHOOL: Mission Transition***

Each spring, the sixth grade students travel to the high school to observe classes for a day. "Mission Transition" was developed to give the 6<sup>th</sup> grade class a view of high school life and meet next year's teachers. They follow the high school morning schedule, eat lunch, follow the afternoon schedule, and then return back to their building to go home. Students receive a form that will be used to complete scheduling for their seventh grade classes. This form must be signed by the parent or guardian and returned to the school. In August (usually the week before school begins,) an orientation program is held for seventh grade students. Here, students and their parents are able to meet with teachers, tour the high school, receive their class schedule, and ask any questions they may have about junior high.

## ***SCHOOL PARTIES***

**Approved parties will be confined to the final hour of the school day. A grab bag or exchange of names at Christmas time is allowed.** Grab bag or exchange gifts should have a pre-determined value to be announced each year. Christmas gifts to teachers should be accepted under only one circumstance -- that is, that the gift is offered by an individual pupil because he/she wants to give his/her teacher something. A class gift or group gift is not desirable and is discouraged.

## ***ELECTRONIC DEVICES***

**(Cellular Phones, Lasers, Beepers, I-pods, MP3 players, Kindles, electronic games or equipment)**

The student use of such devices is **not** permitted in a school setting during school hours. Students are allowed to transport the devices to school in their backpacks for use before and after leaving the school grounds. These devices are not to be taken out of backpacks for any reason during the school day. This includes cafeteria time before and after instructional hours, as well as during recess. Use of devices during any part of the school day will constitute a violation of the student code of conduct and will be subject to confiscation of the device for parent pick-up. Search of the entire device for inappropriate materials may be conducted in the presence of the parents and other disciplinary measures may result.

We advise parents to educate themselves on the capabilities of electronics, like the Nintendo DS, cell phones, and computers. We also encourage you to monitor songs and play lists on MP3 players and I-pods, and postings/conversations on Facebook, Twitter, or other social media accounts. Some electronics/technology have become bullying devices and means for inappropriate contact and conversation by sexual predators. Please take the time to discuss the concerns regarding the inappropriate use of electronics and technology with your child.

**\*The Redbank Valley School District cannot be responsible for lost or stolen items that are brought from home.**

### ***WEAPONS POLICY***

The Board recognizes the importance of a safe school environment and its affect upon the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. The Board prohibits possession of weapons and/or replicas of weapons (including toys) in any school district building or on school property during the regular school day and/or during any school sponsored or district approved event or activity.

The term weapon includes but is not limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument, or implement capable of inflicting serious bodily injury. (RVSD Policy 218.1)

### ***STUDENT CONDUCT AT SCHOOL EVENTS***

Students will exercise the best behavior possible at both elementary and high school events. All school rules must be followed during these activities. If violations should occur, the discipline code will be enforced. A student could be suspended from attending or participating in all Redbank Valley School events if his/her conduct is not desirable.

Courtesy must be shown toward all opponents and officials at all sporting events. Booing opponents and/or officials is one example of unacceptable behavior.

### ***SELLING IN SCHOOL***

Redbank Valley School District Policy prohibits selling or solicitation of funds in school. Fundraising by approved school organizations may be approved by the building principal.

### ***SCHOOL INSURANCE***

Student accident insurance is offered at the beginning of the school year. Packets informing parents of this offer are distributed at the beginning of the school year to parents who wish to take advantage of this program.

### ***SCHOOL ASSEMBLIES***

School assemblies are held throughout the school year to supplement the school curriculum. These school or PTO sponsored activities are an important part of the school program for children. Due to the crowded nature of our assembly space in school, parents are not to attend these functions unless they are part of the support team assisting with the assembly. This request does not apply to those functions where an invitation has been sent to parents, such as class programs and music programs. Your compliance with this rule is appreciated.

### ***LOST AND FOUND***

Each elementary office has a lost and found service. If you find something that does not belong to you, please be a good citizen and turn it in to the office. If your child has lost something, please check with the office or at the Lost & Found area in the lobby. Items that are not claimed by the end of the year are donated to a worthwhile service agency.

### ***FINANCIAL OBLIGATIONS***

Students are held responsible for textbooks, library books and media, and all other types of materials and supplies provided for their use during the school term. These are loaned to students for their proper use and are the property of the Redbank Valley School District. Lost or damaged items will result in a request for payment. Report cards will not be issued to students until all financial obligations are removed.

## ***FIELD TRIPS***

Field trips are a school sponsored activity. Teachers plan and arrange field trips as an extension of classroom learning. When they plan trips, they may need chaperones. Chaperones must have all clearances (Act 151: Child Abuse, Act 34: State Police, and Act 114: FBI Fingerprinting) on file in the elementary school office by the teacher-established date prior to the field trip. Instructions for obtaining these clearances are available in the school office or online. All chaperones are under the direction of classroom teachers and are there to support the goals of the trip. A complete list of field trip requirements (below) is provided by the teacher when the field trip is planned and is shown below.

### **Field Trip Fact Sheet**

This sheet is provided as a general information guide for all field trips for Redbank Valley Elementary Schools. It covers all of the basic information concerning trips sponsored by the school. Please read this information carefully.

#### **The Trip**

- The teacher will provide all of the basic information for the trip on a separate handout. This will include dates, times, cost, etc.
- Redbank Valley School District policy advises that all trips are under the direction of the school and the sponsoring teacher.

#### **Chaperones**

- Chaperones are required to follow all Redbank Valley School District policies while on field trips.
- Chaperones must have all clearances (Act 151: Child Abuse, Act 34: State Police, and Act 114: FBI Fingerprinting) on file in the elementary school office by the teacher established date prior to the field trip.
- Some important considerations: No smoking at all at any time on the trip, no weapons including pepper sprays, no inappropriate language.
- Chaperones will not drive a private vehicle on the trip. Chaperones shall accompany the children on the bus to and from the destination. If that is not possible, then the parent should not volunteer as a chaperone.
- Trip cooks and/or other assistants need not ride the bus if they are hauling equipment, etc. to the trip destination. The principal will need to approve all non-chaperone positions for a field trip (cooks, equipment haulers, etc.). Children may not accompany parents who have these roles.
- Chaperones are not permitted to take younger siblings along on the trip.

#### **Students**

- Students are under the direction of the teacher at all times. This means even if the parent is along as a chaperone.
- No students may leave the trip for any reason. All students shall return to the school at the end of the trip. Exceptions for very unusual circumstances may be granted.
- No student shall attend a trip unless a signed permission slip is on file.

## **SCHOOL SERVICES**



### ***HEALTH SERVICES***

The school is responsible for the emergency handling of a sudden illness or accident, but is not responsible for subsequent treatment. The school's responsibility is limited to "First Aid". Treatment by school personnel is limited to such treatment as will protect life and comfort of the individual until authorized treatment is secured.

**If an accident or illness occurs at school, it is the parent's responsibility to pick up the child within a reasonable amount of time to take him/her home. This is the reason the emergency information kept by the teacher must be up to date with your correct phone number.** The teacher should also be informed about a person to call in the event that you are not home. It is not the responsibility of the school nurse to take youngsters home in case of illness or accident at school.

## ***LICE***

When a case of lice occurs in a classroom, all children in the classroom may be checked. It is common for the school nurse to check for lice from time to time. The district has **a no-nit policy** meaning that parents will be required to pick up their children if nits (lice eggs) are found.

Head lice occasionally become a problem in our schools. Please check your child frequently for lice and their eggs (nits). If you find your child has head lice, they must be treated with special **lice shampoo** before returning to school. **All** nits must be removed. You can obtain this shampoo at a drug store without prescription or call your physician for a prescription. All clothing, towels, and bed linens used should be washed in hot water (at least 130 degrees). Items like stuffed animals and toys that cannot be washed should be sprayed with lice spray or sealed in a plastic bag for two weeks. Combs and brushes should be soaked in hot water (at least 130 degrees F) for five to ten minutes. Carpets, upholstery, and mattresses should be sprayed or vacuumed. Make sure that the bag or container in the vacuum is either cleaned or disposed of outside of the home. It is very important that all persons in the household be examined for the presence of lice and be treated at the same time if they are found to be present. Please call the school nurse to report when head lice are found. A second treatment with lice shampoo in eight to ten days is recommended to insure complete elimination.

## ***CLEANLINESS***

Parents are responsible for their children maintaining high standards of cleanliness. This includes daily bathing and clean inner and outer clothing. Other basic rules of hygiene should be observed as well. From time to time, the school nurse has the responsibility to make parent calls about this issue. If this occurs, please understand that the policy is in place for student health and wellness concerns, and that no offense is meant by the call.

## ***FORMS THAT ARE SENT HOME***

Students will bring home many forms the first week of school. These forms include an emergency form, student accident insurance, lunch menu and application for free and reduced lunches. The prompt return of these forms is very important. In addition, throughout the school year various forms, permission slips, etc. will be sent home by the school nurse for your signature. Please make an effort to return these forms promptly to the school.

## ***IMMUNIZATIONS***

Children must be immunized against seven diseases that are common among young children. Exemptions would be granted on religious grounds or if a physician submits, in writing, a medical reason against immunizations.

Required immunizations for kindergarten are:

- 4 or 5 doses of DPT (1 being given on or after the 4th birthday)
- 4 doses of oral polio (1 being given on or after the 4th birthday)
- 3 doses of Hepatitis B
- 2 doses of Varicella or written statement of when child had the disease (chicken pox)
- 2 doses of measles vaccine
- 2 doses of rubella (German Measles) vaccine
- 2 doses of mumps vaccine

The last three vaccines are usually given in one injection called MMR. All immunizations must be given at the appropriate age and properly spaced to be counted as valid. **No student will be allowed to enter school unless fully immunized.**

## ***WHEN TO KEEP CHILDREN AT HOME***

In accordance with Pennsylvania Code Chapter 27, communicable and non-communicable diseases, your child should not come to school with the following symptoms:

- **APPEARANCE/BEHAVIOR:** Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.
- **EYES:** Thick mucus or pus draining from the eye or pink eye (conjunctivitis)
- **FEVER:** Temperature above 99.2 degrees Fahrenheit. Child must be fever-free for 24 hours before returning to school.
- **GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH:** Should be seen by a health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT:** Especially with fever or swollen glands in the neck.

- **DIARRHEA:** 3 or more watery stools in a 24 hour period, especially if the child acts or looks ill.
- **VOMITING:** Vomiting 2 or more times within the past 24 hours
- **RASH:** Body rash, especially with fever or itching. Diaper rashes, heat rashes and allergic reactions are not contagious.
- **EAR INFECTIONS WITHOUT FEVER:** Do not need to be excluded, but the child needs to get medical treatment and follow up. Untreated ear infections can cause permanent hearing loss.
- **LICE, SCABIES:** Children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment.
- **MOUTH SORES:** Associated with the inability to control saliva.

***IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL WITHIN A REASONABLE AMOUNT OF TIME.***

- ❖ Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick.
- ❖ If all parents keep their sick children at home we will have stronger, healthier and happier children.
- ❖ While we regret any inconvenience this may cause, in the long run this means fewer lost work days and less illness for parents too.

### ***WHEN CHILDREN CAN RETURN AFTER ILLNESS***

This information will help you decide when your child may return to school after having one of the following diseases:

**Pinkeye** - no less than 3 days or 24 hours after starting an antibiotic in the eye -highly contagious

**Impetigo** - when crusts are gone or on antibiotics for 24hrs.

**Scabies** - until skin is clear or after treatment

**Pediculosis** (nits/lice) - when all lice and nits are gone

**Chicken Pox** - after 7 days or when crusts are dry

**Strep throat**- after being on antibiotics for 24 hrs.

### ***KEEP US INFORMED***

Parents should continually keep teachers and the nurse informed of any new health problem that may arise during the year.

### ***MEDICATION IN SCHOOL***

Normally school employees, other than the school nurse, should not be involved in the administration of medications to pupils. However, in situations where the school nurse is not available school employees may administer medication to pupils. Appropriate forms must be submitted by the pupil's physician and parents/guardians before medications can be administered. (RVSD 210)

All medications, even non-prescription medications, such as Tylenol or cough syrup, **must** be in the original container and the appropriate forms are filled out. **These medications should be brought to school by the parent and given to the school nurse or secretary.** This will eliminate children from carrying the medication and possibly losing it or another child getting it. **Please do not send medication to school unless it is absolutely necessary.** For example, a three times a day medication can be given before school, after school, and before going to bed.

If medication must be given at school, the appropriate forms must be completed by the physician and parent for the student to receive medication. Please contact the school nurse for the appropriate form.

### ***REQUIRED HEALTH SERVICES***

The Pennsylvania School Health Code mandates the following services:

Physical Examinations at original entry (K or 1st), grades 6 and 11.

Dental Examinations at original entry (K or 1st), grades 3 and 7.

Height and Weight at all grade levels annually.

Hearing screening at grades K, 1, 2, 3, 7 and 11.

Scoliosis screening in grades 6 and 7.

Vision screenings for all grades annually.

The school will provide the facilities for conducting the examinations. However, the State Department does encourage parents to have these examinations performed by the family physician and dentist at the parent's expense. The school provides forms for these examinations. Please contact the school nurse for the appropriate forms.

## **GUIDANCE SERVICES**

Redbank Valley School District's school counselor is committed to helping students meet their personal, social, educational, and career goals. Through delivering a comprehensive, developmental school counseling program, the counselor assists children in acquiring the skills, knowledge, and attitudes necessary to become effective students, responsible citizens, productive workers, and lifelong learners. The school counselor provides counseling, consultation, prevention, developmental classroom activities, and intervention services to support the school's academic mission, to enhance the learning process, and assist students in making informed positive choices fulfilling their personal potential. The program's ultimate goal is for all students to graduate with the competencies necessary to make self-directed, realistic, responsible decisions and to be successful contributors to a rapidly changing global society.

An important part of the school counselor's role is consultation. Counselors may consult with parents, faculty, other school staff, and community agencies in order to best meet the individual needs of all students. Some of the more common consultation roles for a counselor include: facilitating teacher-parent conferences, test interpretation, working with outside support agencies and private medical doctors to deliver necessary treatment programs, and meeting with students and parents to address academic, behavioral, and emotional needs.

### ***BULLY PREVENTION PROGRAM***

*Redbank Valley Primary School* utilizes an in-depth program of bullying prevention and encouraging positive behaviors based on the Bucket-Fillers program. This program, designed specifically for primary school-aged students, is a new twist on the Golden Rule, teaching the true meaning of kindness. Bucket Filling is based on the book, *Have You Filled A Bucket Today?* by Carol McCloud. Bucket filling and dipping are effective metaphors for understanding the effects of our actions. The program encourages positive behavior as children learn how rewarding it is to express daily kindness, appreciation, respect, and love (bucket filling) instead of being unkind, rude, self-centered, hurtful, and bullying (bucket dipping). Children are taught to express their feelings (good or bad) in a healthy manner and how to protect their feelings from being hurt.

*Redbank Valley Intermediate School* will be utilizing the Character Counts! program for bullying prevention. This program is a strategy that focuses on the whole child by addressing what they call the "Four Wheels of Success." These wheels include academic competency, social-emotional growth, character development, and positive school climate. The strategies focus on the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. By focusing instruction or mini-lessons in these six pillars, a safer school learning environment is established. Character Counts! is researched based and has shown to increase academic achievement while decreasing bullying in other schools that have used their approaches.

## **FOOD SERVICES**

### ***LUNCH PROGRAM***

The Redbank Valley School District participates in the National School Lunch Program. In conjunction with the Pennsylvania Department of Education and the United States Department of Agriculture, the Redbank Valley Cafeterias prepare and serve reasonably priced, nutritionally well balanced meals. The school lunch has been proven to provide the students one-third of their daily recommended allowances of nutrients needed to sustain a growing body. The school district cafeteria program is a not for profit self operating enterprise that complies with USDA standards for nutrition.

Monthly menus are distributed so that parents and students will know what is being served on a given day. Students are not allowed to leave the school building during lunch; students who do not wish to buy a school prepared meal may carry their lunch to school. White or chocolate milk can be purchased in the cafeteria.

Lunch prices are announced at the beginning of each school year. Free or reduced price lunches are also available. If you feel your household qualifies for either free or reduced price meals you may apply for the benefits at any time during the school year. Applications are available in each school office, and at the cafeteria office located at the High School. Call David Reitz at 814-275-2424 or email him at if you have any questions about:

1. Free & reduced price meals
2. Charging of meals
3. Credits for pre-paid meals
4. The nutritional content of meals
5. The U.S.D.A.'s school meals initiative for healthy children, and the dietary guidelines for children.
6. The Wellness Policy

No child will be discriminated against because of race, sex, color, national origin, age, or handicap in the operation of child feeding programs. If you believe that you have been discriminated against write to the SECRETARY OF AGRICULTURE WASHINGTON, DC 20250

Please follow the following instructions carefully so that we can properly service your child. **You can make checks payable to "RV Cafeteria".**

If your child receives **FREE MEALS**: Be sure that you have filled out a new application and that your child receives an eligibility notice after you have turned in the new application. If you do not turn in a new application by Sept. 21 meal benefits using last year's application will end. Applications are handed out on the first day of school, or can be obtained by calling the cafeteria office at 275-2424, and at [compass@state.pa.us](mailto:compass@state.pa.us).

Review the monthly home menu, decide how many days your child will be buying and place the appropriate money in an envelope. Please mark on the outside of the envelope your child's first and last name, teacher and grade. Have your child give the envelope to their teacher on Monday morning. You may send in additional money to be put into your child's account to be used for purchasing snacks items. Envelopes will be kept for 3 weeks.

You may pay daily, weekly, bi-weekly or monthly. Weekly or bi-weekly is preferred, it reduces the chance of lost lunch money. Please use the correct change. Change will not be sent home. It will be added to your child's account for future use. Online payment is encouraged; it eliminates the chance of lost or stolen lunch money. (See information on My School Bucks.com below.)

**CREDIT PROCEDURE:** if your child's lunch was paid for and they were absent, the money will remain in his/her account for future use. If you have a question concerning a credit, please contact the food service director.

**MEAL CHARGING PROCEDURE:** if your child lost or forgot their lunch money they will be allowed to charge a meal. There will be NO meal charging the last 10 days of school. A meal is considered charged if payment is not received either prior to or at the point of meal service. If your child accumulates four (4) unpaid charges, they will not be allowed to charge again until all past due charges are paid. An alternative meal will be provided. If you frequently charge meals, you may be put on a limited meal charging plan.

**MySchoolBucks.com** is an online portal you are encouraged to use to pay for your child's meals. Adding money to this account is simple. If you have not set up your account, you may access the website from the [www.redbankvalley.net](http://www.redbankvalley.net) homepage. Once you have set up your account, you may add your child(ren). If you have multiple children, you can make multiple deposits for each child during your transaction. Next, make a payment. The deposit amount can be charged to a credit card, debit card or your checking account. All payments are securely processed using a highly secure website and encryption. All payments are quickly credited to your student's account.

### ***ALA CART SNACK SALES***

Cartons of milk can be purchased at lunch time for 50cents. When time permits, snack items are offered for sale after lunch has been served. Prices for snack items range between 50 cents and one dollar. The school reserves the right to deny snacks to children who owe lunch money, and children who do not eat their lunch first. There is no charging of a la carte/snack items.

### ***BREAKFAST PROGRAM***

Studies have shown a strong link between improvement in a child's academic performance and a nutritionally sound breakfast. Many of our students are eating breakfast at home, and we encourage this to continue. However, for those students not eating breakfast at home, a school breakfast is being offered. **Breakfast is free of charge to all students,** and will be served from 8-8:30 am daily, except when the start of school is delayed.

**\*\*No breakfast will be served on school delay days.**



# PARENT INVOLVEMENT

## ***BUILDING VISITORS***

All visitors to elementary buildings will sign in at the office and obtain a visitor's pass. This safety measure is designed to help us maintain awareness of who is in the building and for what purpose. During the school day, visitors will be limited to the office area unless they are in the building for PTO business or have a pre-scheduled meeting with a teacher.

## ***SAFETY AND SECURITY***

Security and safety of our children is our most important concern. We are all concerned for the safety and security of our children in school. We must from time to time take measures that appear inconvenient to those who are used to coming and going freely from school buildings. Please bear with us when we ask you to...

- ...use the main entrance to the building (all others are locked),
- ...check into the office when you visit school,
- ...wear a visitor's badge at all times,
- ...identify yourself to any staff member who may stop you.

## ***EMERGENCY PROCEDURES***

Emergency procedures for a variety of types of incidents have been planned for the district. In addition, the School Safety Committee continues to work with community officials (fire, police, and emergency operations) to develop comprehensive measures for responding to all kinds of emergencies.

In the event of any of these types of emergencies, the district's ONE CALL NOW Phone System will be used and tune to local radio and/or tv stations for information. Also, updates will be posted to our web site, [www.redbankvalley.net](http://www.redbankvalley.net), if our computer system has not been affected by the emergency.

Evacuations of facilities have been planned for each of the buildings in the district. In the event of an immediate evacuation, students will be evacuated to a host facility. Students will then be bussed home from that facility, or parents may pick them up there. If an immediate evacuation is not necessary, early dismissal procedures will be followed as in the past for weather emergencies.

Please make plans for you and your family in these situations, explaining to your children what they should do if we have an early dismissal and they are sent home early. There is a place on the school emergency response form for you to provide us with specific instructions. Keep in mind that during an emergency it is not possible for your children to call you. It may be some time before they are able to contact you. In the meantime, we have procedures in place for keeping your children safe until we are able to release them to you or transport them home.

## ***SCHOOL VISITATIONS BY PARENTS***

Parents are encouraged to visit the school to observe children in the school environment. Parents wishing to observe their child's class must make an appointment to do so. Do NOT simply notify the teacher of your impending visit. Teachers must be in agreement with your observation prior to the visit. **When visiting a building, visitors must report to the office first before going to the classroom. Visitor's passes will be issued to all visitors.**

Parent conferences are encouraged by appointment. Parents should call ahead for an appointment so that the teacher can prepare to devote the appropriate amount of time to concerns about the child. Unannounced visits by parents during the school day are not convenient since the teacher cannot walk away from instructional duties to conduct a conference.

Elementary principals are willing to discuss the programs and services of the school and assist in the solution of problems when they arise. However, we ask that the first contact regarding classroom problems be with the respective teacher(s).

## ***PTO***

The RV Elementary Schools have one combined PTO (Parent Teacher Organization). Parents are encouraged to participate in PTO functions in order to support their student's educational programs. The PTO schedules a meeting once each month. Parents are encouraged to attend these meetings to help with the decision making and planning for special programs and events. Watch for PTO newsletters that come home from school.

## ***SCHOOL COMMUNICATIONS***

Parents are encouraged to maintain communications with their child's teacher and the school. Whenever there is something happening in the child's life that may affect his/her performance in school, please let the teacher know. We will keep you posted of any concerns we have. It is very important that parents read and respond to communications that come home from school. Please discuss with your child the importance of him/her bringing these communications home. With younger children it may be best to have a special folder or a place in their bookbag to keep important papers for bringing home.

## **SPECIAL SERVICES**

**Redbank Valley School District** provides a number of services to students who have special needs. The programs include:

- **Learning Support Services** - These classes are located in the RV Primary and RV Intermediate School buildings and serve exceptional students at the primary and intermediate level.
- **Gifted Program** - This program is operated in both elementary buildings for academically talented students.
- **Title I Reading and Math Program** - This federally funded program is operated by the Redbank Valley School District in order to serve the needs of students having difficulty in reading and/or math. It serves students in grades K - 6 in reading and grades 3 - 6 in math. Students who qualify for services in this program meet on a scheduled basis with a reading specialist for additional help in their area of need.
- **Psychological Services** - A certified school psychologist is available to consult with teachers and parents about students having learning or behavioral difficulties. After going through the Child Study process, children thought to be exceptional will be given a series of tests by the school psychologist to determine the nature of the problem. Parent or guardian permission is required before these tests may be given. For students thought to be exceptional, special education programs are available within the district to meet their needs. Parent/Guardian permission is again required before the child may be placed in any special program. The psychologist will meet the parent to explain the test results. The school psychologist also tests to determine eligibility for the Gifted Program.

**If you feel that your child is in need of any special services provided by the school system, please contact the school. The school secretary can direct you to the proper personnel.**

- **Guidance Services** - A certified guidance counselor is available to consult with teachers, parents, and students. These services are provided for students experiencing short-term school related emotional upsets. The guidance counselor will provide counseling or refer the student and/or parent/guardian to outside agencies such as private practitioners or counseling centers.
- **Child Study Team** - This is a team that can include you, your child's classroom teacher, the Title 1 teacher, school counselor, school psychologist, principal, school nurse, or any other staff member who is involved with your child. The team meets and develops plans for helping children who are having difficulties in their school program. The team meets periodically to plan interventions and adaptations for meeting your child's needs.

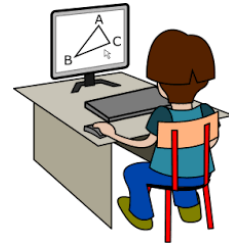
## ***RIVERVIEW INTERMEDIATE UNIT 6***

Riverview Intermediate Unit 6 provides Redbank Valley and 16 other school districts in Clarion, Venango, and Jefferson counties with educational services that otherwise would not be afforded to local districts. These services include curriculum development, professional education, educational planning, instructional materials, loan services, printing, management services, and special education services. Special education services are the most widely used services by the school districts. Among the programs in Redbank Valley that are provided by the Intermediate Unit are the following:

- **A Speech and Language Development Program** - The speech therapist visits the children in their schools for speech and language development sessions.
- **An Early Intervention Program** - This class is located in the Northwest Savings Bank basement and is designed to meet the developmental needs of three to five year olds who are not ready for the regular school programs because of developmental learning and language difficulties.
- **Itinerant Teachers of Vision and Hearing** - Certified vision and hearing personnel are available to provide support services to students who are identified as having disabilities in these areas.

# ***Computer Technology, Internet, and District Web Site Use Policy***

NOTE: The following is Redbank Valley's Computer Technology and Internet Use Policy. As noted in the policy, a signed consent form is required for students to have access to the Internet. This consent form will be sent home annually with students and must be signed and returned by parents/guardians. This signed consent form must be on file before the student is permitted to use the Internet for classroom projects. The policy is also available on the district's Website at: [www.redbankvalley.net](http://www.redbankvalley.net).



## **Computer Technology & Internet Use Policy**

Students at Redbank Valley School District are eligible to receive access to the Internet through the computer network. This network includes connections to computers in the school, library, and throughout the world by way of the Internet. The purpose in providing this service to the students of Redbank Valley is to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The Internet offers vast, diverse and unique resources to students.

The use of computer technologies shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. Although the network is filtered to block unwanted content, it is possible that material that may not be considered to be of educational value in the context of the school setting may be available. The district has a filter installed on the network to protect users from viewing unwanted material.

Redbank Valley firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this district. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to the following guidelines. The use of computer technologies and the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and /or disciplinary action as specified in the district discipline policy.

### **Disclaimer:**

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

### **Guidelines:**

1. Students shall submit a signed consent form by the parent or guardian to be permitted to gain access to the Internet.
2. Network accounts shall be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.
3. Redbank Valley reserves the right to monitor usage of computer technology and Internet including but not limited to electronic mail.
4. All use of the Internet, computer equipment, and computer software must be in support of the educational program at Redbank Valley.
5. The Internet, computer equipment, and computer software will not be used for illegal activity, for personal profit, non-school related activities, lobbying, advertising, to transmit or receive offensive materials, hate mail or discriminating remarks. Using profanity, obscenity, or other media either written or visual that may be considered obscene and/or offensive to other users is strictly forbidden.
6. Users shall not seek information on, obtain copies, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the Redbank Valley network or the Internet.
7. Use of the Internet, computer equipment and computer software for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to appropriate authorities.
8. Loading or use of unauthorized software, games, programs, files, or other electronic media is prohibited. The illegal use of copyrighted software is prohibited. Violation of this rule represents a criminal act under Federal Copyright Law.
9. The network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified, or abused in any way.

10. No software is to be installed onto the network by students at any time for any purpose.

### ***Safety & Security***

Students shall not reveal their passwords to another individual.

Internet or technology users shall not reveal personal addresses or telephone numbers to other users on the Internet or network.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications immediately shall bring them to the attention of a teacher or administrator.

### **Consequences for Inappropriate Use**

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks, or any of the agencies that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. The user shall be responsible for damages to the equipment, system, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

### ***District Web Site Use Privacy***

1. First initial/last name and image may appear on a web site with parent permission.
2. Student work may be posted on the Website with identification of the student's grade level, first initial/last name and/or image.

Students may design web pages as a classroom project. No student pages will be posted until they are approved by the Webmaster liaison. The pages will not be accessible to the outside world unless they follow procedures and meet the standards set by this and other school policies. The following are guidelines to follow for students who create web pages for the district web site.

### ***Guidelines***

1. Copyrights must be respected.
2. All text should be carefully proofread for spelling and grammar.
3. Links and content should be up-to-date. If using time-specific material, school pages must be updated on a regular basis.
4. Web pages must reflect and promote the image of the district and its policies/goals, and provide educational value.
5. The district reserves the right to remove and/or not to post any content from the server(s) that it deems to be legally, morally, or ethically inappropriate, or any page that is not in the best interest of the district.
6. No passwords for posting will be given to students.
7. No pages will be posted to the district web site unless they follow all district guidelines.
8. Identified breaches of this policy will be corrected or pulled as soon as possible.
9. All pages are subject to periodic review.

Redbank Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Redbank Valley will not be responsible for any damages students suffer as a result of inappropriate usage. This includes the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via Redbank Valley is at the user's own risk. Redbank Valley specifically denies any responsibility for the accuracy or quality of information obtained through this service. For more information, see Redbank Valley School District Board Policy #816 or the RVSD website.



## ***SCHOOL BUS TRANSPORTATION***

School bus transportation is furnished for elementary children residing within the district who live more than one and a half miles, by the nearest public highway, from the residence of the child to the building to which he/she is assigned.

**BEGINNING OF YEAR BUS CHANGES:** If a bus change is requested, the parent/guardian must fill out a Bussing Request Form and arrangements will be made to honor the request as soon as possible after school begins. Until the change goes into effect, the parent/guardian must provide transportation.

**BUS REQUESTS:** Students will be assigned to one morning bus and one afternoon bus to provide transportation to and from school. The district does not accept requests to allow students to switch busses on different days of the week, unless an emergency arises. Requests such as the following will NOT be honored: one bus on Monday, Wednesday and Friday pick-up/drop-off and another bus for Tuesday and Thursday pick-up/drop off. An exception will be permitted for court defined guardianship requiring student alternate residence during the school week. It is your responsibility to make arrangements for pick-up or drop-off of your child when you do not want him/her to ride their assigned bus.

**BUS PASSES:** Due to bus safety regulations, minimal changes will occur in daily bus transportation. In extenuating circumstances, a Bus Pass Request will be considered for Principal approval. The Bus Pass Request Form is obtained through the Principal's Office and must be submitted to the school office for approval. Extenuating circumstances DO NOT include travel to the home of a friend. For a permanent bus change, please contact the school and request a Bussing Request Form.

**KINDERGARTEN STUDENT BUS STOPS:** A parent/guardian MUST be at the bus stop for drop off of all kindergarten students. If no one is at the bus stop, the kindergarten student will be returned to his/her school, taken to the bus garage OR transported to the local police station for parent/guardian pick-up. Parents/guardians may waive this requirement by providing necessary written documentation to the Principal.

**SCHOOL BUS REGULATIONS:** The transportation supervisor (814-275-2426) is responsible for establishing bus runs and assigning students to a particular bus. Students are not to ride any bus other than the one to which they are assigned. Students are to get on and off the bus at their assigned stop.

Students should be at the bus stop ten (10) minutes prior to the scheduled arrival of the bus. When a school bus does not arrive at the bus stop on time, because of mechanical failure or weather conditions, students are expected to wait a reasonable length of time, depending on weather conditions (reasonable time would be at least 1/2 hour). After that time, the child should return home and contact the school to determine the reason for the delay.

The following rules are designed for the discipline and safety of those riding a school bus. It is the pupil's responsibility to obey the rules established and approved by the School Board.

### **A. Bus Stop Regulations.**

1. Arrive at the bus stop on time - 10 minutes prior to the time the bus is to arrive.
2. Wait for your bus in a safe place - well off the roadway. Bus riders must conduct themselves in a safe manner while waiting (this means no foolishness or horseplay).
3. Respect the property rights of people who reside at or near the bus stop.
4. Wait until the bus comes to a complete stop before trying to get on the bus. Enter the bus single file with no crowding or pushing.
5. Be careful if crossing the roadway to board the bus; check to make sure all traffic has stopped.

### **B. Bus Riding Regulations**

1. Observe the same conduct as in the classroom.
2. Be courteous; use no loud or profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean; pick up any mess you make.
5. Do not throw any objects in the bus or outside the bus.
6. Squirt guns and water bottles of any kind are not permitted on bus.
7. Remain seated at all times while on the bus.
8. Keep head, hands and feet inside the bus. Windows are to be opened only with driver's permission.
9. Do not be destructive; defacement or destruction of property will be dealt with according to the school

disciplinary code.

10. Smoking or the use of tobacco products on the bus will be dealt with according to the disciplinary code. Lighting of matches or lighters is not permitted on or around the school bus.
11. The driver has similar authority to the classroom teacher and the students are to obey, cooperate and show respect.
12. Be courteous to fellow students.
13. Bus drivers are authorized to assign seats.
14. Radios/devices that make noise or any form of sound systems are not permitted on the bus. The bus driver has been instructed to confiscate these items and turn them over to the principal. They will be kept in the school office until parents/ guardians pick them up.
15. Enter the building immediately upon arrival at the school.

Putting any explosive devices on the bus will result in suspension from riding the bus for 3 days or longer, and be dealt with according to the disciplinary code.

#### C. Bus Unloading Procedures

1. Students should exit the bus in a quiet, orderly manner and proceed directly to their assigned area at school or to their home.
2. Students who must cross the road should cross 10 feet in front of the bus. Check traffic in both directions before proceeding across the roadway. Watch driver for signal to cross.
3. Children walking along the side of the bus should stay away from the bus as far as possible if sidewalks are not available.

#### D. Extra-Curricular Activities

1. The above regulations apply to any trips under school sponsorship
2. Students should respect and obey the chaperones assigned to the trip.

#### E. Emergency Procedures

1. Evacuation drills are scheduled so that students on the bus know exactly what to do in case of an emergency.
2. The driver or the assigned helpers must have the cooperation of the students. Students are to remain quiet during drills or an emergency so that they can hear directions.
3. Students are not to leave the bus for emergencies unless instructed to do so by the bus driver.

#### F. Discipline Procedures

Children who engage in serious discipline problems on the bus, such as fighting or any other activity that endangers the health or safety of other passengers, may have their riding privileges suspended by the responsible principal. The parent/guardian of suspended students is then responsible for transporting his/her children to and from the school safely. The following procedures will be used – the driver will report the incident to the principal on a “Bus Conduct Report” form.

**1st offense:** Student receives warning and other consequence (loss of recess, detention, etc.) depending on the incident.

**2nd offense:** Up to 3-day suspension (at principal’s discretion) of riding privileges

**3rd offense:** Up to 10-day suspension (at principal’s discretion) of riding privileges

**4th offense:** 30-day suspension of riding privileges or School Board may suspend riding privileges for remainder of year.

***\*\*Parents are reminded that riding a school bus is a privilege, not a right. Students who disobey these rules may be suspended from riding the bus or may face other appropriate disciplinary action.***



## SAFE WALKING ROUTES TO RV PRIMARY

Redbank Valley School District has created Safe Walking Routes for students to utilize when walking to and from RV Primary School. You will find these routes at <http://redbankvalley.net/parent-resources/safe-walking-routes.html>. To view routes in PDF format, please click on the Primary School link. Each route can be downloaded and printed. In addition to the maps, there is a handy PDF guide full of tips for parents and caregivers who are interested in letting their children walk to school.



# STUDENT BEHAVIOR

## ***STUDENT RESPONSIBILITIES***

Students have a responsibility to conduct themselves in school in such a way as to represent normal behavior. The following list of responsibilities will be helpful to students in determining appropriate behavior:

- Regular attendance in school is important to success in school.
- Students have a responsibility to know and understand school rules and policies outlined in this handbook and to conduct themselves in accord with those rules.
- Students have the responsibility to contribute to making the school climate a safe and comfortable one.
- Students should be willing to volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
- Students must respect the rights of other students to an education, and not interfere with that right at any time.
- Students must respect the authority of administrators, teachers, and other staff members of the school district.
- Students are encouraged to express their ideas and opinions in a respectful manner so as not to offend or slander others.
- Students are to maintain a high standard of cleanliness. This includes daily bathing and clean inner and outer clothing. All rules of basic hygiene should be observed.
- Students should dress in accordance with the recommended dress guidelines included elsewhere in this handbook.
- Students should comply with all state and local laws.
- Students should exercise careful handling when working with equipment belonging to the school and others.
- Students should make necessary arrangements for make-up work when absent from school.
- Students should assist school staff in operating a safe school for all students enrolled in the school.

## ***HARASSMENT***

All forms of harassment are specifically prohibited by school board policy. The term harassment includes but is not limited to repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, sexual preference, national origin, age, or handicap/disability which create an intimidating, hostile, or offensive educational environment.

Ethnic harassment includes the repeated, unwelcome and offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an intimidating, hostile, or offensive educational environment.

## ***SEXUAL HARASSMENT/MISCONDUCT***

Sexual harassment, abuse, and misconduct are counter-productive to an appropriate learning environment because it is degrading, humiliating, offensive and unpleasant; moreover, it produces adverse physical manifestations and it adversely affects everyone's performance. Therefore, it is the policy of the Redbank Valley School District to prohibit any person including but not limited to; administrators, professional employees, staff members, visitors, parents, independent contractors, and students, from sexually harassing or abusing another.

It is the policy of the Redbank Valley School District that sexual abuse and harassment will not be tolerated and such conduct will be subject to discipline up to and including dismissal and/or expulsion. The administration, the professional employees, the staff and the students of the Redbank Valley School District are charged with maintaining an environment free from sexual harassment and abuse. Therefore, any administrator, professional employee, staff employee, student, volunteer, or parent who has any knowledge of any sexual harassment, abuse, or misconduct is charged with reporting that knowledge consistent with this policy.

### **Definitions**

**Sexual harassment and abuse** - unwelcome sexual advances, requests for sexual favors, inappropriate verbal comments, inappropriate written or printed material, or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, continued employment, grade, evaluation, recommendation, or other term or condition of one's employment or education; or
- B. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile or offensive environment.

Sexual harassment and abuse, as defined above, may include but is not limited to the following: verbal harassment or abuse, including jokes, name calling, sexual rumors; pressure for sexual activities; remarks with sexual or demeaning

implications; unwelcome touching; pulling clothes; pictures, suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, evaluation, etc.

## **Reporting**

At the option of the victim, or any party who has knowledge of sexual harassment, abuse or misconduct, the report/complaint may be submitted to the building Principal or the Guidance Counselor for the school district. If appropriate, that person will attempt to resolve the situation informally, provided all parties involved agree. In the event the first level contact person is unable to resolve the problem informally, or in the alternative, in the event the situation is too serious to resolve, it shall be reported to the Superintendent of the school district, unless the Superintendent is accused. In such case, it shall be reported to the High School Principal, who henceforth, for the purpose of this policy, shall perform the duties of the Superintendent.

The first level contact person or the Superintendent, as the case may be, shall investigate the accusations in a prompt, confidential, and unbiased manner. In doing so, the investigation shall comply with the following:

1. The School Solicitor shall immediately be consulted;
2. All parties and cooperating witnesses will be interviewed and statement secured;
3. When at all possible, the investigator shall include a second administrator in all interviews;
4. The investigator shall, so far as possible, provide an atmosphere designed to make the victim comfortable including the permitting of a parent/friend to attend interviews;
5. Appropriate steps will be taken to ensure all allegations are heard and investigated;
6. Parents will be notified when appropriate;
7. Police will be notified when appropriate
8. When appropriate, the disciplinary procedure will be explained to the victim, taking care not to discourage the victim from proceeding.
9. The victim will be informed that the failure to proceed may endanger the victim and/or future victims to further harassment/abuse;
10. The accused will be informed of his/her rights to counsel, including union/ association representation;
11. If possible, the complaint shall be resolved informally;
12. A complete investigation will ensue even if the victim recants his/her statement;
13. The victim will be advised regarding how to respond in the event of any future sexual harassment/abuse;
14. If appropriate and necessary, the administration shall discipline consistent with any applicable discipline code, contracts and/or state law;
15. Every step of this procedure shall be documented in detail.

## **Miscellaneous**

The investigator of any allegations shall inform the School Board on a regular basis regarding the progress of the investigation/disciplinary proceeding, although said information need not include proper names.

No party shall suffer retaliation/retribution for truthfully reporting any act of sexual harassment or abuse. A false report of sexual harassment/abuse shall, however, be subject to discipline. Discipline shall include but is not limited to, criminal sanctions as defined by the Pennsylvania Crimes Code, such as false reports to authorities, false swearing, and perjury; and civil penalties, as defined by Pennsylvania tort law, defamation, libel, slander, false light in the public eye. In addition, discipline shall include any and all penalties or sanctions determined by the Redbank Valley School District's Policy on discipline, when applicable.

## ***REDBANK VALLEY SCHOOL DISTRICT ELEMENTARY CODE OF STUDENT BEHAVIOR***

The Redbank Valley School District has developed the following Elementary Code of Student Behavior to provide for each child's safety and to provide a safe educational climate. Redbank Valley Elementary students will be required to adhere to the rules and regulations adopted by the board. Infractions of these rules will result in appropriate disciplinary measures as outlined.

The rules govern conduct in school and during the time spent in travel to and from school. Such rules shall require that students:

- conform to reasonable standards of socially acceptable behavior
- respect the rights and property of others
- preserve the degree of order necessary to the educational program in which they are engaged
- obey constituted authority and respond to those who hold that authority.



It is understood that common sense and reason should prevail when a disciplinary response is utilized by school personnel. The teachers and administrators will take under consideration the type of and manner of discipline according to age-appropriateness. The superintendent or his designee (principal) has the authority to use discretion in the application of this policy to situations that have unusual circumstances. This may include alternative consequences of a reasonable nature.

Any disputes arising from the application of this policy shall be resolved by the superintendent of schools.

### **LEVEL I VIOLATIONS**

(to include but not limited to)

1. Minor class disruption. (Minor class disruptions include talking, getting out of seat, horseplay, etc..)
2. Minor hall disruption. (Minor hall and restroom disruptions include shouting, running, pushing, etc..)
3. Dress code violation (Refer to the section of the handbook pertaining to dress code.)
4. Minor cafeteria disruption. (Minor cafeteria disruptions include shouting, getting out of seat, throwing food, horseplay, disrespecting staff.)
5. Throwing objects
6. Tardiness
7. Violating Individual Classroom Management Plan (Violating Classroom Management Plan includes class tardiness, irresponsible behavior, chewing gum, etc..)
8. Outside assigned area without permission/pass.
9. Consuming food or drink outside of the cafeteria. (Not including food in the classroom at the teacher's discretion, parties, special occasions, etc.)
10. Possession and use of electronic devices ( See section on Electronic Devices.)
11. Chronic Level I violations will be taken to Level II.

<b>First Offense</b>	<b>Student/Teacher conference/warning</b>
<b>Second Offense</b>	<b>Teacher assigns consequences</b>
<b>Third Offense</b>	<b>Parent/Teacher conference either in person or by phone Teacher or principal assigns consequences</b>
<b>Fourth Offense</b>	<b>Principal assigns 1 hour detention</b>

### **LEVEL II VIOLATIONS**

(to include but not limited to)

1. Chronic tardiness to school
2. Minor harassment (teasing, tormenting, 3<sup>rd</sup> party)
3. Disrespect toward staff
4. Unacceptable written or spoken language and gestures.
5. Unacceptable actions toward self or others
6. Defacing school property (Defacing school property includes writing on walls, desks, and other school property that CAN be removed by routine cleaning. )
7. Tampering with the emergency call system to the office
8. Failing to serve detention
9. Student-student verbal assault
10. Tampering/unauthorized use of computers, computer equipment and software.
11. Cheating, lying
12. Gambling, betting

<b>First Offense</b>	<b>Parent contact Principal assigns 1 hour detention</b>
<b>Second Offense</b>	<b>Parent Contact Principal assigns 2 hour detention.</b>
<b>Third Offense</b>	<b>Parent contact Principal assigns 2 hour detention and/or alternative consequence at the Principal's discretion.</b>
<b>Fourth Offense</b>	<b>Parent contact Principal assigns 1 day of in-school suspension. Referral to Counselor or Child Study Team for review</b>

## LEVEL III VIOLATIONS

(to include but not limited to)

1. Stealing/Possession of stolen property
2. Leaving school grounds without permission of administration
3. Possession/use of tobacco products and tobacco look like and paraphernalia
4. Insubordination (Insubordination includes refusing to comply with reasonable requests, failure to report to the office upon command, leaving the classroom without teacher's permission, open defiance of school rules, etc.)
5. Student/student physical fighting
6. Destruction of property (Destruction of property (vandalism) includes damage that **CANNOT** be removed by routine cleaning: carving or scoring into materials, etc. **AT STUDENT'S EXPENSE THE PROPERTY WILL BE RESTORED TO ITS ORIGINAL CONDITION/ APPEARANCE.** This includes school, student, teacher, and bus company property.)
7. Verbal assault on a staff member (Verbal assault includes swearing, threats, and related infractions.)
8. Serious harassment (Harassment is defined as:
  - a. Repeatedly annoying or harming another person.
  - b. Repeatedly striking, shoving, kicking, or making physical contact of a threatening nature.
  - c. Repeatedly following a person about in less than friendly manner
  - d. Repeatedly engaging in conduct that alarms or seriously annoys another person and that shows no legitimate purpose by its action.)
9. Sexual Harassment (Student/Student or Student/Teacher as defined in the Redbank Valley Policy Manual)
10. Indecent exposure
  - First Offense**      **Parent contact**  
**1 or 2 days of detention, in-school suspension, or out-of-school suspension at principal's discretion**
  - Second Offense**    **Parent contact**  
**2 or 3 days of out-of-school suspension at principal's discretion**  
**Referral to Counselor or Child Study Team for review**
  - Third Offense**    **Parent contact**  
**Disciplinary action taken to Level 4**

***NOTE: AT THE PRINCIPAL'S DISCRETION THE POLICE MAY BE INVOLVED IN LEVEL 3 VIOLATIONS.***

## LEVEL IV VIOLATIONS

(to include but not limited to)

These violations include school buildings, grounds, buses, school activities, to and from school, as well as all activities under the control or direction of school personnel whether they occur on or off of school property. **Each Level IV violation will result in documentation in the student's file toward Board Action.**

1. Under the influence or in possession of alcohol, or under the influence or in possession of drugs or related paraphernalia
2. Distribution/sale of drugs, alcohol or look-alikes
3. Violation of district's weapon policy
4. Physical assault on staff members
5. Extortion
6. Arson
7. Tampering with fire-fighting systems and/or alarms
8. Terroristic threats
9. Reckless endangerment (Reckless endangerment includes any actions that could seriously injure another person, whether intentional or not.)
10. Fireworks (Fireworks resulting in bodily harm will be considered reckless endangerment.)
11. Written or verbal bomb threats

### **FOR FIRST AND SUBSEQUENT VIOLATIONS:**

The following action is automatic:

1. Discipline form completed and sent.
2. Referral to counselor or Child Study Team for review.
3. No activities for the remainder of the school year. Punishment may include but not be limited to loss of; extra activities such as field trips, PTO planned activities, assemblies, PAT enrichment, band, choir, etc.
4. At the principal's discretion, the disciplinary action will be a parent conference in conjunction with one or more of the following:
  - a. Immediate 10 day suspension
  - b. Long Exclusion and probationary contract upon return to school
  - c. Board Hearing for expulsion purposes
  - d. Alternative school recommendation

***NOTE: AT THE PRINCIPAL'S DISCRETION THE POLICE MAY BE INVOLVED IN LEVEL 4 VIOLATIONS.***

## ***DRESS AND GROOMING***



1. Cleanliness of body and hair is required of all students.
2. Hair length is optional. At no time may hair interfere with a student's vision. Hairnets may be required in areas where the length of hair may become a safety hazard.
3. Apparel must be clean.
4. The length of skirts, dresses, and skorts is appropriate if no shorter than the fingertips when standing straight with arms straight down. Cutoffs, spandex, tight-fitting or yoga pants, exercise shorts, and skirts or shorts with high slits up the side are not acceptable attire.
5. Halter tops, tube tops, mesh shirts, spaghetti straps (less than 2" wide), gaping blouses, muscle shirts, and tank tops are not permitted. Exposure of the body's midsection or exposure of undergarments is not permitted.
6. No chains, spikes, or metal studs will be worn.
7. Garments may not have gaping holes
8. Pants that expose the buttocks, boxers, or underwear are not permitted. Baggy pants may only be worn if they are the appropriate waist size, and with the belt line at the waist.
9. Apparel with sexually suggestive, vulgar, obscene or offensive messages or apparel that advertises or advocates drugs, tobacco, alcohol, or lethal weapons is not permitted.
10. No hats, head coverings, or non-prescription sunglasses are to be worn indoors during the school hours.
11. Appropriate footwear must be worn. Shoes that may damage property or create a safety hazard are not permitted. At principal's discretion, homeroom teachers may institute footwear restrictions based upon the safety requirements of activities occurring in the classroom.
12. Visible body piercing, with the exception of the ears and nose, is prohibited. Band-Aids are not acceptable covering and will not be accepted as such. Spacers in ears and visible bullring/studs in the septum are not permitted.
13. Heavy coats, including trench coats, may not be worn during the school day.
14. Any other extremes in dress that create a disturbance in the educational process of the school are prohibited.

Students are subject to the discipline code for violations. The principal will make the final decision in cases of questioned attire or appearance and **will use discretion when applying these rules to younger children where age appropriateness may be a factor.**

**\*\*See handbook section Absence for Educational Trips for information.**

**REDBANK VALLEY SCHOOL DISTRICT  
STUDENT EDUCATIONAL TRIP REQUEST**

Parent Name \_\_\_\_\_

Parent Address \_\_\_\_\_

\_\_\_\_\_

Parent Telephone Number \_\_\_\_\_

Student Name(s) & Grade(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) student or students will be absent \_\_\_\_\_  
(5 school day limit)

Trip Destination \_\_\_\_\_

Educational activities to be covered \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If more space is needed, please use other side of this form)

I, \_\_\_\_\_ Parent/Guardian of said child/children accept full  
responsibility for the student(s) absence from school.

Superintendent's Decision \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**REDBANK VALLEY ELEMENTARY SCHOOLS  
ABSENCE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade

Teacher: \_\_\_\_\_

Please excuse my child on the following dates:

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Parent signature: \_\_\_\_\_

*Notice: If an excuse is not submitted within 3 days of an absence,  
it can legally be considered unexcused.*

**REDBANK VALLEY ELEMENTARY SCHOOLS  
ABSENCE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade

Teacher: \_\_\_\_\_

Please excuse my child on the following dates:

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Parent signature: \_\_\_\_\_

*Notice: If an excuse is not submitted within 3 days of an absence, it can  
legally be considered unexcused.*

**REDBANK VALLEY ELEMENTARY SCHOOLS  
ABSENCE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade

Teacher: \_\_\_\_\_

Please excuse my child on the following dates:

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Parent signature: \_\_\_\_\_

*Notice: If an excuse is not submitted within 3 days of an absence,  
it can legally be considered unexcused.*

**REDBANK VALLEY ELEMENTARY SCHOOLS  
ABSENCE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade

Teacher: \_\_\_\_\_

Please excuse my child on the following dates:

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Parent signature: \_\_\_\_\_

*Notice: If an excuse is not submitted within 3 days of an absence, it can  
legally be considered unexcused.*

**REDBANK VALLEY ELEMENTARY SCHOOLS  
ABSENCE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade

Teacher: \_\_\_\_\_

Please excuse my child on the following dates:

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Parent signature: \_\_\_\_\_

*Notice: If an excuse is not submitted within 3 days of an absence,  
it can legally be considered unexcused.*

**REDBANK VALLEY ELEMENTARY SCHOOLS  
ABSENCE**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Grade

Teacher: \_\_\_\_\_

Please excuse my child on the following dates:

\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

Parent signature: \_\_\_\_\_

*Notice: If an excuse is not submitted within 3 days of an absence, it can  
legally be considered unexcused.*