

RIVER VALLEY ELEMENTARY PK - 5TH GRADE HANDBOOK 2009-2010

**RIVER VALLEY SCHOOL DISTRICT
15480 Three Oaks Road
Three Oaks, MI 49128
269-756-9541 or 269-426-4415
fax: 269-756-6631**

**THREE OAKS CAMPUS
100 Oak Street
Three Oaks, MI 49128
756-9050
fax: 269-756-1420**

**CHIKAMING CAMPUS
13742 Three Oaks Road
Sawyer, MI 49125
426-4204
fax: 269-426-8491**

Website: www.rivervalleyschools.org

**RIVER VALLEY ELEMENTARY IS A MiBLSi SCHOOL,
WHERE
WE DO OUR BEST, CARE FOR OTHERS, AND LOVE OUR
SCHOOL!**

FOREWORD

River Valley Elementary school at Chikaming and Three Oaks exists for the purpose of educating your children. We are proud of our educational programs and the excellent teaching staff that guides your children in the teaching/learning process. Believing that all children can learn, the elementary staff is dedicated to meeting the educational needs of each and every one of our students.

To a large degree, educational excellence depends upon the habits, attitudes and behaviors children have developed at home. We sincerely appreciate your efforts in providing us with the best students possible.

This handbook is designed to provide you with some basic information about the laws, rules, policies and procedures under which the River Valley Elementary School operates. We hope it answers some of the basic questions you may have. If you have additional concerns or questions the handbook doesn't answer or if an interpretation is needed, please do not hesitate to contact your school.

RV Elementary also sends home a newsletter called "Hoofbeats" with each student on a regular basis. These newsletters often contain more timely and specific information about school activities, policies and operations.

Table of Contents

Forward	
Absences	3
Absences, Long-term	4
Acceptable Use Policy	17
Accidents and Illnesses	5
Animals and Pets	13
Attendance	3
Behavior Expectations	20
Blue Sheet	21
Bicycles	13
Breakfast and Lunch Programs	13
Bullying	10
Bus Passes	15
Cancellation of non-school activities	13
Cancellation in other Districts	4
Change of Address or moving out of district	7
Definition of Truancy	3
Desired Student Outcomes	2
Detention	4
Discipline Procedures	15
District Chain of Command	1
Dress Code	12
Field Trips	16
Fire Drill – Tornado Drills	15
Fundraisers	16
Harassment	9
Hazing	10
Head Lice Policy	6
Homework	12
Immunization Law & Records	3
Instant Alert	5
Internet Usage	17
Library	13
Lost and Found	13
Medication Policy and Medicines	6
Money & Other Valuables Taken to School	7
Notice of Non-discrimination policy	17
Parent Organizations	16
Picture Day	16
Policy on Student Groups & Gangs	17
Publication Release	17
Recess	4
Registration	2
Report Cards & Conferences	12
Residency Policy	3
Rights to Access & Privacy of Student Records	5
River Valley Elementary Schools Mission Statement	1
River Valley Telephone Numbers	1
RVSD Student Assistance Program	8
RVSD Transportation Rules & Regulations	14
School Closing – Weather and/or Emergencies	5
School Parties	13
Search of Student Lockers	7
Student Accident Insurance	8
Student Arrival & Departure	3
Student Release (during school hours)	4
Tardiness	4
Teacher-imposed Suspensions	16
Telephones	5
Textbooks – school supplies	5
Tornado Watch – Tornado Warning	15
Transfer of Records	7
Use, Possession, Sale or Distribution of drugs	8
Visitors	12
Weapon Free School Zone Policy	11
Wellness Policy	18

RIVER VALLEY TELEPHONE NUMBERS AND EXTENSIONS

Central Office/Main Switchboard

269-426-4415 or 269-756-9541

Fax number 269-756-6631

www.rivervalleyschools.org

Three Oaks Campus

Phone: 756-9050

Fax: 756-1420

Chikaming Campus

Phone: 426-4204

Fax: 426-8491

NOTE: When in doubt about a particular starting point for a question or concern, contact the building principal for direction. For most inquiries, begin contact at the level or person where the question or concern was initiated.

FIRST STAGE - TEACHER - Questions or concerns regarding instructional practices in your child's classroom should first be directed to your child's teacher.

SECOND STAGE - BUILDING PRINCIPAL - If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with your child's principal. Note: At the secondary level, you may also want to contact your child's counselor.

THIRD STAGE - SUPERINTENDENT OR DESIGNEE - A conference with the Superintendent of Schools is most appropriately scheduled if questions or concerns have not been adequately address at earlier levels.

FOURTH STAGE - BOARD OF EDUCATION - The last level of contact with the district about a question or concern is the Board of Education.

RIVER VALLEY ELEMENTARY SCHOOLS MISSION STATEMENT

We strive for excellence in all that we do. We will provide a positive learning environment in which all students will achieve academic success, become lifelong learners and responsible citizens. We are committed to a strong working partnership between school, home and community.

RIVER VALLEY ELEMENTARY IS A MiBLSi SCHOOL!...WHAT DOES THAT MEAN?

MiBLSi stands for Michigan's Integrated Behavior and Support Initiative. This state supported initiative supports the implementation of a schoolwide Positive Behavior Support (PBS) and school wide reading intervention. The purpose of MiBLSi is to develop support systems and sustained implementation of a data-driven, problem-solving model in our school so we can help students become better readers with appropriate behavior, resulting in increased success in the school and community. River Valley Elementary is entering the second year of this three-year implementation plan.

OUR BEHAVIOR EXPECTATIONS ARE LISTED ON THE FINAL PAGES OF THIS HANDBOOK. PLEASE FEEL FREE TO REVIEW THEM WITH YOUR CHILD!

DESIRED STUDENT OUTCOMES

The goal of education is to provide all learners with a solid foundation of skills, knowledge, and understandings that are necessary for their continual growth and success as students within the school setting, and as adults in society. As a result of a sound K-12 education, based on well-defined educational outcomes, River Valley Graduates will be:

Responsible Citizens who:

- contribute to improve the welfare of the community and the environment.
- demonstrate responsibility for self.
- respect others and their property.

Productive Team Members who:

- share ideas.
- solve problems.
- work cooperatively together.

Critical Thinkers who:

- demonstrate skills learned from the River Valley core curriculum.
- use a variety of methods in the decision making process.
- develop and complete a plan of action.

Self-Directed Learners who:

- read for personal gain or enjoyment.
- extend learning beyond the required.
- have a vision for their future.

Effective Communicators who:

- listen objectively.
- express thoughts, ideas, and feelings appropriately to all audiences in written, oral, and nonverbal forms.

REGISTRATION

Michigan law states that a student must be five years of age on or before December 1st. to begin school. Our preschool program welcomes applications from children who are four years of age on or before December 1st.

All students must be registered each year. New students must register and complete all enrollment and transfer of record forms in the building in their attendance area before they can begin school. Returning students will receive the enrollment forms on Back to School Night or on the first day of school. Please return your enrollment forms to insure current information is in student records.

RESIDENCY POLICY

Parents are required to provide accurate and current information regarding residency and to notify the school district promptly upon any change of residency. River Valley welcomes applicants from non-resident students to participate in its educational program. School of Choice applications for grades K-12 may be obtained by contacting any school office.

IMMUNIZATION LAW & RECORDS

It is required by law that all students be immunized before entering school. You are required to provide the school with a record of your child's immunizations. If your child is not properly immunized, by state law, he/she could be excluded from school. This protects your child as well as other children.

The school is charged with keeping an up-to-date health record for all students.

Parents of first time students are to make certain that the needed immunization records are completed and returned to the school. Michigan Law requires that all Michigan students at the time of enrolling in any public school in Michigan for the first time shall submit an immunization record signed that shows the child has been properly immunized. All students must have up-to-date immunizations or they may be excluded from school.

STUDENT ARRIVAL AND DEPARTURE TO AND FROM SCHOOL

Please plan with your children, if they walk to school, or if they are dropped off by car, so that they will not arrive more than fifteen minutes before the start of the school day. Students having breakfast at school may arrive anytime **after 8:10 a.m.**

Students who ride shuttle bus from one elementary to another should arrive at their school of departure **no earlier than 8 a.m.**

In extremely inclement weather, children who arrive early will be permitted to wait in the building until school begins.

All students should be out of the building and on their way home no later than ten minutes after school is out. Parents should encourage their children to leave the school grounds promptly at the end of the school day and to go directly home.

Bus students are expected to return home by bus unless the office is notified otherwise by parents.

ATTENDANCE

State law requires attendance in school. Section 731 of the Michigan General School Law reads, "Every parent, guardian or other person in the State of Michigan, having control and charge of any child between the ages of six and sixteen years of age shall be required to send such a child to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such a child is enrolled."

Apart from matters of law, regular attendance is necessary for normal progress in learning. Much of today's schoolwork requires being present for presentations, discussions, and cooperative groupings; the use of hands-on materials in labs etc; and the use of resources including computers and other technology. Most of the teaching/learning that takes place in schools today cannot be "made-up" as homework.

DEFINITION OF TRUANCY

Any pattern of absences that is established by a student during the school year, or a continuation of an attendance problem from past years will result in a referral to the Berrien County Truancy Officer and legal action may be taken.

ABSENCES

If your child will not be in school because of illness or for some other reason, please call your child's school to notify us of this absence. If you are unable to call, a written note stating the reason for absence should be sent when the student returns to school.

In case of head lice or a contagious illness or disease, please inform the school immediately so that the necessary health precautions may be taken.

Students who have been absent and have make-up work should do the following:

1. Turn in assignments that were requested before or during absence period.
2. If no homework was requested before or during absence period, ask the teacher for missed assignments.
3. Complete the missed assignments as directed by the teacher.
4. Missed assignments not made up for homework may need to be done in school during lunchtime, recess, or before or after school.

LONG TERM ABSENCE

Children are sometimes absent from school for prolonged periods of time due to long-term illnesses or family vacations. While we **do not encourage nor condone** absences due to family vacations during school time, the River Valley staff feels that it is unfair to expect students to complete missed assignments in either situation without receiving appropriate teacher instruction. This instruction makes class assignments meaningful and educationally valuable.

Since the River Valley staff believes there is no substitute for teacher instruction, classroom discussion and the orderly progression of materials, it is the practice of our school that class work not be sent home in advance of an absence, but will be assigned by the classroom teacher upon the child's return to school. The student will have two school days for every day absent to make up their outstanding assignments. Since each situation is as unique as the students involved, the classroom teacher may use her/his discretion in enforcing the details of the above procedure.

TARDINESS

Students will be marked tardy if they are not in their classrooms at the designated school starting time. Students are not counted tardy if their bus is late.

CANCELLATION OR DELAY OF OTHER DISTRICTS

Should a neighboring district close school due to weather conditions. River Valley **will not** send busses into that district to pick up or drop off School of Choice students.

If the neighboring district has a delayed start due to weather conditions, River Valley busses **will not** be sent into that district to pick up students. However, for those students that come in on their own, River Valley busses will return them at the end of the school day provided the delay has been cancelled.

Any absences caused by this policy will be excused.

DETENTION

If it is necessary to keep a student after school for disciplinary action, the parents will be notified by a telephone call and/or a note from the teacher to determine whether the child is to be detained that day or the following day. Detentions may also be given in the morning before school starts. Whenever possible, a detention will be served the same day as the disciplinary infraction.

RECESS

Each school has regularly scheduled recesses with appropriate playground behavior rules and consequences. Rough play, fighting, profane language, disrespect toward adult supervisors and potentially dangerous articles are prohibited. A teacher or playground supervisor is present on the playground at all times to supervise the activities of the children.

STUDENT RELEASE (DURING SCHOOL HOURS)

Any student leaving during school hours for doctor or dentist appointments, or because of illness, will be required to be "signed out" by a parent or designee **THROUGH THE PRINCIPAL'S OFFICE ONLY**. Please do not go directly to your child's classroom. Your child will either be in the office waiting for you or you will be given a pass to get your child. This procedure will guarantee the accountability of all children during the regular school day.

Students returning to school must "sign-in" at the office and receive a pass to return to class. It is not necessary for parents to come in with the child when they return.

INSTANT ALERT NOTIFICATION SYSTEM
(SPECIAL ANNOUNCEMENTS, SCHOOL CLOSINGS OR DELAYS)

River Valley School district is equipped with Instant Alert, a wonderful notification system that allows us to send out mass messages to your home phone, cell phone, email address. We also have the capability of including your emergency contacts, including your child's daycare provider. To create or update your profile, go to www.rivervalleyschools.org, and click on the link to River Valley Elementary School. Click on Instant Alert and create or update your profile.

In addition to the Instant Alert notification, school closings or delays are called to the area radio and television stations. Please tune in WHFB, WSBT, WNIL, WNDU, or WIMS for any announcements. At times, when a decision is made to close the schools the night before, the stations are called. Please do not call the schools. Our telephones are used for emergency information only. Thank you.

WHFB - Benton Harbor AM 1060, FM 99.9; begins at 5:00 a.m.

WSBT - South Bend AM 96.0, FM 100; begins at 5:00 a.m.

WIMS - Michigan City AM 1420; begins at 5:45 a.m.

WNIL - Niles AM 1290, FM 95.3; begins at 5:30 a.m.

WNDU - South Bend FM 93; begins at 5:30 a.m.

TV - Channel 16 & 22

Internet: www.cancellations.com

TELEPHONES

Students are allowed to use school phone in cases of emergency only. Parents too, should call their child at school only in cases of emergency.

**RIGHTS TO ACCESS AND PRIVACY
OF STUDENT RECORDS**

The Federal Family Educational Rights and Privacy Act of 1974 provides that parents or guardians of students under the age of 18 have the right to examine the official records, files, and data directly relating to the student and to challenge the content of said record to insure accuracy and fairness. Procedures for access and challenge have been established by the Board of Education. A written request to see a student's records is necessary.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardians of a student under 18 years of age, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information; (2) there has been a federal request for submission of student records in connection with a student's application for financial aid; or (3) when a request for transfer of records is made by a school in which the student seeks or intends to enroll.

TEXTBOOKS - SCHOOL SUPPLIES

The Board of Education will furnish the following; textbooks, paper for daily assignments, pencils, crayons, and other classroom supplies. You may provide additional supplies if you desire. Students misusing school supplies may be requested to furnish their own. Fines will be charged for textbook loss or damage.

ACCIDENTS AND ILLNESS

School personnel will care for students involved in minor accidents such as BRUISES, SCRATCHES, OR SMALL CUTS. Parents will be called if the accident is serious.

If it is necessary for a child to be sent home because of illness, head lice, or serious accident the office will contact the parent to come and get the child. PLEASE REPORT TO THE OFFICE TO PICK UP YOUR CHILD.

If the parents cannot be reached, (at home or at work) the person designated on the emergency card will be contacted. If neither parent nor the emergency person designated can be reached, the principal will decide what to do. If, in his/her judgment, the child needs medical attention and the emergency section of the enrollment form has been signed, the child will be taken to a local doctor, clinic, hospital emergency room or an ambulance will be called.

In all cases, every effort will be made to reach and notify the parent of the child first. Please let the office know of any home, work, or emergency phone number change.

MEDICATION POLICY AND MEDICINES

This summary is taken from Board Policy #5330 regarding the administration of student medications. For purposes of this policy:

“Medications” shall include all medicines prescribed by a physician, and any over-the-counter drugs, preparations, and/or remedies.

School personnel will administer only medications meeting ALL the following criteria.

Medications:

- Must be brought into the school office by the parent/guardian or another adult (designated by the parent/guardian)
- Must be in the original pharmaceutical container
- Must be accompanied by a permission slip signed by a parent/guardian (Form 5330)
- Must be accompanied by a physician’s note explaining what the medication is, when it should be administered, exact amount of prescribed dosage, as well as any further directions deemed necessary, and signed by the physician (Form 5330)

Changes of medication dosage or administration must be written or signed by a physician, on a new Medication

Request and Authorization Form 5330.

Medication will be administered by one staff member, witnessed by a second, and documented in a daily log kept on file in the school office.

EMERGENCY medications, i.e. for diabetes, asthma, severe allergies, etc... may be self-possessed and self-administered by a student, provided there is a proper authorization form (Form 5330) signed and on file in the office, and the child is both capable and responsible for self-administration.

Medication and the documentation of medications given will be kept confidential.

Medication requiring dividing/splitting of pills will be brought to school already divided.

A student who is in possession of emergency medications must have authorization on file in the school office, and shall have each of his/her teachers notified of this by the building administrator.

Upon receipt, school personnel will count controlled substances. Medication left over at the end of the school year shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication, witnessed by a second adult, and record the disposal on the medication log.

The River Valley Board of Education, including all River Valley staff will not be responsible for the diagnosis or treatment of student illness.

HEAD LICE POLICY

The River Valley School District, as recommended by the Michigan Department of Health, has developed a NO NIT policy regarding head lice. This means if nits are found in a child’s hair the child’s parents will be called to arrange for the child to be removed from school. Children with head lice cannot return to school until they are NIT FREE. Parents are asked to accompany their child back to school and report to the office so school personnel can check to see if any nits are present. **NO CHILD WILL BE ALLOWED BACK TO SCHOOL UNTIL THEY ARE NIT FREE.**

CHANGE OF ADDRESS OR MOVING OUT OF DISTRICT

Please notify the school office, either by phone or a note, of any change in residence. If moving out of the River Valley School District, please provide your new address and request a school of choice application if you would like your child to continue to attend River Valley Schools. If you are enrolling your child in another district, please provide the name and address of the new school your child will be attending. We also need to know the last day your child will be in attendance before moving.

TRANSFER OF RECORDS

The transfer of school records can only be done from one school to another. Parents are not allowed to hand deliver records. Parents will be asked to sign a request for records form when they enroll their child in their new school.

MONEY & OTHER VALUABLES TAKEN TO SCHOOL

Parents and students should realize the responsibility of bringing money to school and in returning change home. It is often necessary to bring money for lunch, book fairs and clubs, field trips, and fundraisers. Please discuss with your child the importance of handling money properly.

1. Place the money in an envelope.
2. Include a note inside, stating the amount of the money enclosed and the reason for the money being sent.
3. Place the teacher's name and child's name on the outside of the envelope.
4. Do not flash money around to classmates.

Toys should not be brought to school other than for scheduled show and tell and special school projects.

We would like to discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value brought to school by a student will normally be questioned by members of the staff. In most cases, we will call or contact the home to check if this situation occurs.

Headsets, walkmans, portable radios, hand held video games, laser pointers etc. are not allowed at school. (hallways, classrooms, lunchroom, recess, etc.)

Some buses DO allow students to have headsets. Students who have headsets etc. on the bus need to take the responsibility to put them away once they get into the building and not take them out again until school is dismissed.

Any student with headsets, walkmans, etc. during the school day will have them taken away. They will be returned upon parent request.

The school is not responsible for lost, stolen or damaged personal property a child brings to school.

SEARCH OF LOCKERS

All lockers assigned to students are the property of the school district. The lockers shall be under supervision of the building principal, or designated representative, and assigned to students for their convenience and use. Students are to use lockers exclusively to store school-related materials and clothing necessary for school attendance. (Whenever the principal is mentioned in this rule, it shall be construed so as to include "or designated representative.") The lockers shall not be used for any other purpose unless specially authorized by school policy or the building principal. Students are solely responsible for the contents of their assigned lockers.

The building principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. Upon reasonable belief, the building principal may search and seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined to be a threat to the safety or security of others. Such items include, but are not limited to the following: firearms, explosives, flammable material, dangerous weapons, illegal controlled

substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property.

Such a locker search may be made at any time, and without parental/guardianship or student consent. Students are prohibited from placing locks, other than the regularly issued school lock on their lockers unless permission is given by the building principal.

A building principal shall not be obligated, but may request the assistance from a law enforcement officer in conducting a locker search. The building principal shall supervise the search and shall respect the privacy rights of the student regarding any items found that are not illegal or against school policy and rules.

If a law enforcement officer requests to search a student's locker and has a warrant for such search, the building principal shall immediately take such person to the student's locker and permit him to search the locker. Whenever possible, such search shall be made in the presence of the building principal.

In the event that a law enforcement officer requests to search a student's locker without a warrant, the building principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained.

Any items seized by the building principal shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to the law enforcement officials. If turned over to law enforcement officials, the building principal shall receive a receipt for such items. The parent/guardian of a minor student, or a student eighteen (18) years or older, shall be notified by the building principal of items removed from the locker.

STUDENT ACCIDENT INSURANCE

Student accident insurance is available and application forms are sent home to all parents at the beginning of each school year. If you want to enroll your child, it is necessary for you to complete the application and return it to school along with the fee.

Any full-time day student is eligible to enroll in either the SCHOOL TIME ACCIDENT PLAN or the 24-HOUR ACCIDENT PLAN. Please read the application form for the exact details.

RIVER VALLEY SCHOOL DISTRICT STUDENT ASSISTANCE PROGRAM

The River Valley School District recognizes that the use of alcohol and other drugs, and the problems associated with it, are becoming increasingly commonplace in our society and among youth. Because our school system is committed to helping all students fully realize their potential, it is necessary that the educational process allow students to make informed decisions about these significant life issues.

We recognize that the abuse of alcohol and other drugs often precedes the development of problems. Where the capacity to make reasonable decisions regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of students involved.

The primary responsibility for helping students who are seriously involved with chemicals lies with the parents. River Valley recognizes that students often need education, assistance, and support because of their own drug use or because of drug related problems in those they care about. We regard alcoholism, drug addiction, and dependency as any other illness or chronic behavior/medical problem.

The River Valley School District believes that it is in the best interests of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community it has a role to play in helping students to remain drug-free. Whenever factors arise which interfere with a student's school performance, the River Valley School District will mobilize its resources to convert the situation. The District wishes to cooperate with all segments of the community in making resources of assistance available to students and families facing problems today.

USE, POSSESSION, SALE, OR DISTRIBUTION OF DRUGS PROHIBITED

Each elementary school is designated by State law as a Drug Free School Zone. State law also prohibits the use of tobacco products while on school property. The use, possession, sale or distribution of

drugs, including tobacco products, alcohol and look-alike drugs (look-alike drugs means a substance that is not a controlled substance or is not a drug for which a prescription is required under law, which by dosage unit appearance including color, shape, size, or markings and/or by representation made, would lead a reasonable person to believe that the substance is a controlled one.), on school property or at school sponsored events away from school property is strictly prohibited and is a serious misconduct which justifies the most severe disciplinary action called for under School Board policy. Any evidence of behavior or conduct on school property or school sponsored events consistent with previous consumption shall be considered a violation of this policy.

When it has been determined by the Principal and/or Superintendent that a violation has occurred, the student who has committed the violation will be subject to a suspension from school per board policy and will be required to abide by all suspension rules and regulations as per that policy.

The student may be required to complete an assessment for drug dependency at a certified clinic. Verification that the student has completed such an assessment must be presented to the Superintendent of Schools before the student can return from the suspension.

The student may also be required to attend a specified number of counseling sessions with a River Valley School counselor or a substance abuse counselor from the Berrien County Department Alcohol/Drug Abuse Program. Attendance at these sessions must be verified to the Superintendent of Schools before the student is allowed to return from the suspension.

If a student commits a second or repeated offense the matter will be turned over to the Board of Education.

HARASSMENT OF STUDENTS

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board member, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the Superintendent. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law. M.C.L.A. 722.621 et. Seq.

Bullying – intimidation by others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written, or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping
- G. undressing or otherwise exposing initiates.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

Notification

Notice of this policy will be **annually** circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

~River Valley Board of Education Policy #5517

WEAPON FREE SCHOOL ZONE POLICY

The Board of Education of River Valley School District, as both an employer and a Public School District, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats of physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of River Valley School District shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner criteria as outlined in the complete policy.

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the School District and as set forth in the Student Handbook or other appropriate documents.

The School District shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency and shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral. The School district shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

Reinstatement criteria and procedure are explained in the complete Board policy.

Definitions:

"Weapon" or "dangerous weapon" includes: a firearm; gun; an explosive, including firecrackers; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3 inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

Legal References:

MCL 28.421, 380.1311, 380.1313, 750.82, 750.237a, 20USC 3351 and 18 U.S.C. 921.

VISITORS

Parents are always welcome to visit our schools. When you do visit, report to the office upon arrival. Visitors will be requested to wear a name tag.

From time to time, we receive requests to allow visitors who may be pre-school age children, cousins, friends from out of town, friends from other school districts, etc. As much as we would like them to visit, we must turn the request down. This creates a number of problems for which children cannot be given the responsibility, nor can any of the staff take the responsibility for such visitors.

DRESS CODE

Students are expected to come to school clean and dress appropriately.

Coats, jackets, hats, sunglasses, wallet chains, bandannas, and other distracting clothing will not be worn in the school building during the course of the day.

Shoes are required at all times.

Clothing displaying obscenities, symbols that are derogatory or violent in nature, clothing items connected to alcohol, tobacco use, illegal substances, or with inappropriate media messages (statements symbols, or pictures) are not acceptable. (Students will be asked to wear something over such clothing, or turn it inside-out for the remainder of the day).

Revealing clothing, such as bare-midriff, net shirts, shirts with oversize arm openings, spaghetti-strap tank tops or dresses, short-shorts, or tight clothing is not permissible. Low riding pants are not permissible.

Make-up is not appropriate for elementary students.

It is not appropriate to wear shorts during the winter months (between Thanksgiving & Spring Break).

Disciplinary action may be taken if a student does not comply with a principal's request for a change or is repeatedly advised that their dress/appearance is inappropriate for school.

HOMEWORK

Homework has an important place in the learning process and children will often need to take school materials home with them to complete their assignments.

Students are responsible for any school books and materials they take home to complete their assignments. Fines will be charged for any loss or damage to such materials.

The purpose of homework at the elementary level is to strengthen existing skills, reinforce new skills, improve study habits and improve grades, and develop the habits, attitudes and behaviors necessary for doing well in school.

Homework at the elementary level is defined as:

- *class assignments that are not completed by the end of the day
- * individual assignments for students that require more practice in a specific skill
- *class assignments that need to be practiced at home
- *special long-term assignments that require outside class time to complete
- *assignments that will earn extra credit

REPORT CARDS AND CONFERENCES

The school year is divided into four nine-week marking periods. Report cards are issued to all students at the end of each period. Many teachers also send home weekly Friday folders and/or mid-term progress reports.

Parent-teacher conferences are scheduled twice yearly for all students, once within the first nine-week marking period and again in the third marking period.

ADDITIONAL CONFERENCES

Parents are urged to contact their child's teacher(s) if they have any questions or concerns about their child's academic progress. Please feel free to email or send a note to your child's teacher(s) or to call the office to set up an appointment.

Teachers may contact parents for additional conferences times, also. The school staff welcomes all conferences. Our goal is to keep you fully informed of your child's progress in school.

CANCELLATION OF NON-SCHOOL ACTIVITIES

Should it be necessary to cancel a non-school event such as Brownies, Girl Scouts, 4-H, etc. please notify the school office by noon. We cannot assume the responsibility for students left at the school because a meeting was cancelled at the last minute.

BICYCLES

Students, with parental permission, may ride their bicycles to school. Parents should discuss with their children the need for safety when riding bicycles.

1. Bicyclists are to follow all rules and regulations of highway safety and travel on the side of the road with traffic.
2. Bicycles/Scooters are to be walked and skateboards carried, while on school property.
3. Bicycles should be parked in the proper area during school hours.
4. For security reasons, we recommend that bicycles be locked. We cannot assume responsibility for loss or damage.
5. Bicycles/Scooters may not be ridden during the school day.
6. Kindergartners and first graders are not encouraged to ride bikes to school.

LIBRARY

Each River Valley School has its own library. K-5 students have scheduled library time each week. They also may, with the consent of the library aide and teacher, use the library when a library class is not scheduled. Fines will be charged for library book loss or damage.

LOST AND FOUND

Each school has a lost and found department which collects quite an assortment of clothing, boots, sweaters, etc. Parents should label their children's clothing, particularly cold weather garments and gym shoes, so that it is possible to return them to their rightful owner. If something comes up missing, please check the lost and found.

Items left in the lost and found at year's end will be donated to organizations that will benefit from the receipt of these items.

SCHOOL PARTIES

Parties at Halloween, Christmas, and Valentine's Day are allowed up to 5th grade. These parties are generally planned by the students, room-parents, and the teacher. Birthday parties are not permitted in school. However, students may bring a healthy treat for their classmates, or a book for the school library. The distribution of private party invitations during school hours is discouraged.

ANIMALS AND PETS

In all cases, parents must contact and consult the teacher and/or the principal first before bringing any animals to school. All animals must be properly immunized and kept under control at all times. Animals may not be transported on the school bus.

BREAKFAST AND LUNCH PROGRAMS

The River Valley School District offers a hot lunch program and a breakfast program district wide.. School breakfasts, lunches and beverages for sack lunches can be purchased before the start of

school each day by giving a marked envelope to their child's classroom teacher or teacher assistant. Meals may be purchased in advance. Checks should be written to the River Valley School District or the school your child attends.

River Valley Schools also have an online service called Meal Magic. This service can be used for purchasing meals and monitoring your child's lunch account. You can check your child's account by going to www.lunchdeposit.com, and logging in. If you are not a registered user, call the school office for your child's student number. Then go to www.lunchdeposit.com, click on "sign up" and follow the directions. You will then receive a password for your account via email.

WE DO NOT ENCOURAGE CHARGES. However, we do not want children to go hungry. Therefore, up to three (3) lunch charges will be allowed for emergency situations. At that point parents will be notified and payment will be expected. No further charges may be made until the existing charges are paid. No lunch charges will be permitted after May 1 of the school year. Breakfast cannot be charged.

A free and reduced breakfast and lunch program is available for families who qualify. Application forms are passed out to all students on the first day of school and are also available in all school offices. All applications are kept confidential. Note: If a free or reduced lunch student brings a sack lunch, their milk or juice will require payment.

To discourage students from eating lunch too fast, a specific amount of time (15 minutes) is required for students to remain in the lunchroom before being dismissed to go outside to play.

RIVER VALLEY SCHOOL DISTRICT TRANSPORTATION RULES AND REGULATIONS

BUS RULES

1. Follow directions
2. No teasing or abusive language
3. Stay in assigned seats; keeping hands to self
4. Maintain acceptable noise level
5. Respect others and school property

CONSEQUENCES

1. Verbal warning.
2. First Written Warning - Copy goes home for parent signature. Transportation Supervisor may call home.
3. Second Written Warning - Possible student suspension from bus. A conference may be called with the parent(s). Conference involves Transportation Supervisor, Driver and Parent(s).
4. Third Written Warning - Suspension from riding the bus for 1-10 days depending on the incident. A mandatory conference will be called with Principal, Transportation Supervisor, Driver and Parent(s).
5. Fourth Written Warning - Recommendation to Superintendent to suspend student from riding the bus for a period longer than 10 days, a semester, or the remainder of the year.

ALL suspensions from the busses include route, extra-curricular, field trip and athletic busses.

NOTE: IN THE EVENT OF A SERIOUS VIOLATION, A STUDENT MAY BE REMOVED FROM THE BUS AND SUSPENDED AT ANY TIME.

SERIOUS OFFENSES, BUT **NOT** LIMITED TO:

1. Vulgar language
2. Use or possession of tobacco or other unauthorized substances.
3. Interfering with the safety of others
4. Vandalism
5. Fighting
6. Defiance, Disrespect of Driver
7. Distracting and disruptive behavior
8. Bullying and harrassment

BUS PASSES

It occasionally becomes necessary for a student to get off at a different stop or to ride a bus other than the one they normally ride. For your child's safety, bus drivers will **NOT** allow students to get off at a different stop or ride a different bus without a **BUS PASS**. Students may obtain a **BUS PASS** from the office with a written note or called notification from the parent.

Students who wish to ride a different take-home bus may do so if they have taken written permission from their parent or guardian to the principal (or designee), and can present a signed "bus pass" from the principal's office to the bus driver.

Bus students are expected to return home by bus unless the office is notified otherwise by parents.

FIRE DRILL / TORNADO DRILL / LOCKDOWN DRILLS

Each school conducts fire, tornado, and lockdown drills during the school year. Every attempt will be made to hold drills during appropriate weather conditions.

TORNADO WATCH - TORNADO WARNING

A Tornado **WATCH** means possible severe weather or tornadoes may occur over a large geographic area in Southwestern Michigan. This does not mean that a tornado is expected to strike in our immediate area. Therefore, children are kept in school if this occurs during the normal school day.

A Tornado **WARNING** means that a tornado may strike in the immediate River Valley area. Points to remember:

1. If a Tornado **WARNING** is in effect, the children are not released from the building unless to a parent.
2. During a Tornado **WARNING** teachers and students have been instructed as to proper procedure.
3. When severe weather conditions occur, we receive literally dozens of phone calls from parents asking us to give messages to their children. This is impossible for us to do.
4. If you request, children may be released to you during a severe storm, but parents are expected to act in an orderly manner, not entering the classroom and creating excitement.

All decisions rest directly with the principal of the building and every effort to do what is best for the safety and welfare of your child will be made.

DISCIPLINE PROCEDURES

While on school property and at school related events students are expected to follow school rules and standards to live by as established by school personnel.

The purpose of a discipline program is to reduce or eliminate behavior that negatively affects any student's social, emotional, or intellectual growth, whether his/hers or others.

Consequences for misbehavior are dependent on the infraction and its severity. Consequences include corrective measures such as redirection of the student's behavior through verbal warnings; isolation such as time out, stand by me, stand by wall, sit on bench and restricted areas; and loss of privileges such as recess detention or non-participation in a special activity.

Any student refusing to comply with corrective measures, showing disrespect toward adult supervisors, or who has had repeated inappropriate behavior may receive before/after school detention(s).

Severe behaviors will be dealt with according to River Valley School District K-5 Student and Staff Safety Procedures. Any student whose behavior is deemed to be potentially harmful to themselves or to others may be kept in the office or sent home after parental contact is made. These behaviors may also lead to suspension (principal or superintendent action) or expulsion (Board of Education action).

The staff person(s) involved in the incident will consult with the building principal to determine the appropriate level of disciplinary action in a timely manner. The principal will determine the appropriate level of disciplinary action.

Severe Behaviors include:

1. Harassment: ethnic, sexual, racial, appearance, ability, etc.
2. Intimidation of other students.
3. Intimidation of school personnel by verbal threats, threats of harm, trespassing and vandalism, either here, at their homes or anywhere else. This includes telephone pranks.
4. Physical violence: provoking or participating in a fight.
5. Controlled substances: drugs, medications, tobacco products, intoxicants, (possession, use, sale of, including look-alikes).
6. Damaging or defacing of personal/school property.
7. Theft or destruction of personal/school property.
8. Discourteous/defiant behavior toward school staff, including physical assault.
9. Profanity: abrasive, vulgar, irreverent language, written or spoken
10. Leaving school without permission.
11. Explosive materials/flammable devices (matches, lighters, etc.)
12. Refusal to follow reasonable directions and policies.
13. Forgery.
14. Use or possession of a knife, blade, or other weapons.
15. Possession and/or creating obscene materials.
16. Committing an obscene or indecent act.
17. Any other undesirable behavior that, in the opinion of the principal is serious misconduct warrants suspension.

TEACHER-IMPOSED SUSPENSIONS

A teacher in the River Valley School District is authorized to immediately remove and suspend a student from his/her class, subject, or activity for up to one school day when the student's behavior materially interferes with the teacher's ability to effectively teach or manage the class, subject, or activity at school.

PARENT ORGANIZATIONS

Parent-teacher organizations exist in each of our buildings. All parents are welcome and encouraged to participate.

PICTURE DAY

Individual pictures of each student are taken each fall. Picture packages are available for purchase, but there is no obligation to do so.

FIELD TRIPS

Field trips are an important extension of learning and are planned by your child's classroom teacher whenever it is appropriate. All field trips are approved through the principal's office and require a permission slip for parental approval. All pertinent information about the field trip including any fees when necessary is included in the permission slip.

Trips within the school district from campus to campus or within walking distance of the campus are not considered field trips and permission slips will not be issued. However, a note will be sent home regarding the details of the trip.

FUNDRAISERS

From time to time the parent-teacher organizations, other school groups, or individual classrooms will have fundraisers, bake sales, popcorn sales etc. to raise money for various purposes. Fundraisers have included raising money for playground equipment, computers and other technology equipment, field trips etc. These are generally items not included in the regular school budget.

Every attempt is made to keep fundraisers at a minimum and from overlapping. No student or family is obligated to participate in any fundraiser. Door to door selling is discouraged.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

POLICY ON STUDENT GROUPS & GANGS

It is the policy of the Board of Education that student groups be recognized as authorized school organizations only if they are approved by the administration, sponsored by school-approved personnel, composed of members of the current student body, hold the majority of their meetings at school, and have established goals which are educational in nature.

Membership in the organization or operation of any fraternity, sorority, or any other secret society as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

PUBLICATION RELEASE

As students participate in school activities, we may have opportunities to put his/her picture and/or name or work in district publications, such as our district website, district/school newsletters, local newspapers, our local radio show, and distance learning activities. Our registration materials will include a form regarding publication release and will allow parents to limit or deny release of their child's name, picture, or work.

INTERNET USAGE

Our elementary campuses have Internet availability. All use of the network must be in support of education and research and consistent with the purposes of the River Valley School District. As technology and its uses come more and more into our classrooms, our students will have the opportunity for more exposure and access to electronic mail and the Internet. The classroom teacher will supervise classroom Internet and e-mail use. Student account agreements will be issued as is necessary by building or by classroom.

The following is the board adopted *Acceptable Use Policy* for the district's computer network:

ACCEPTABLE USE POLICY FOR THE DISTRICT COMPUTER NETWORK

The River Valley School district offers access to computers in many classrooms. Along with this access comes availability to the district computer network for electronic mail and the Internet. To gain access to E-mail and the Internet, all students must obtain parental permission and must sign and return the Student Account Agreement to the High School librarian, or classroom teacher.

The District Computer Network has been established for educational purposes, Students will have access to the World Wide Web information resources through their classroom, library, or computer lab. You and your parent must read this policy and sign the Agreement before you will be granted access to the Internet and/or e-mail. Your parent can withdraw their approval at any time.

You will not post personal contact information about yourself or others. Personal contact information includes your complete name, address, telephone, school address, work address, etc. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

You will not try to gain access to the Internet or e-mail services if not authorized to do so. This includes attempting to log on using another person's account or accessing another person's files. You will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. All information accessed by using the District network should be assumed to be copyrighted material.

Any use to disrupt the network, the hardware or software by destroying, modifying, or abusing it in any way is prohibited. Users infecting the network with a virus will be held liable for all damages. You will not download or install software on district computers.

Users of the Internet will not access or process pornographic materials, sexually explicit, suggestive, or inappropriate files. Inappropriate files could include sites or materials that promote illegal acts, violence, or discrimination towards other people. If you mistakenly access inappropriate information, you should tell your teacher or other school employee.

You are responsible for your individual account and should take all precautions to prevent others from being able to use your account. Do NOT provide your password to another person. If you feel that someone else is using your account you will report that to your teacher or other school employee. Students are responsible for good behavior on District computer networks just as they are in the classroom. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for student to conduct research and communicate with others, for educational purposes only. Access to the District network is a privilege, not a right. With this access comes responsibility. E-mail accounts will be given out by the School District. The school librarian, or other school employee will provide the e-mail name and password. The student will NOT change these or their access to e-mail will be removed. Because the e-mail account provided to you is for educational purposes, as is all access to the Internet, you should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the District computer network may lead to the discovery that you have violated this Agreement. Your parents have the right to request to see the contents of your e-mail files. E-mail accounts given by the District will not be used for anything personal in nature, including but not limited to, writing to family members, boyfriends, girlfriends, or subscribing to membership services offered on the Internet during school hours. The High School/Middle School library will have computers set aside during designated times before and after school for personal computer use. The District reserves the right to inspect and control the use of all information in and out of our site. You will not open a second e-mail account or bring an account already established from home to use on the District network.

Parents will be notified of any violations to this agreement. Violations may result in loss of access as well as other disciplinary or legal action as outlined in the District handbooks. Violations could mean suspension or expulsion from school and prosecution by local law enforcement agencies.

Approved by the River Valley Board of Education

SCHOOL WELLNESS

River Valley School District has a Wellness Policy, which was required nationwide by federal law and adopted in 2006. Increasing concern over kids' poor dietary habits and lack of physical activity drives the push for improvement in school wellness.

We believe that the total development of each student: intellectual, social, emotional and physical is enhanced by good nutrition and physical activity. River Valley Elementary School is committed to providing an environment that teaches and models the skills, knowledge, and values that will enable our students to pursue a healthy lifestyle. We can make a significant difference by teaching Michigan Model for Health, increasing the occurrence of clear, consistent messages about nutrition and physical activity, and offering plenty of opportunities to make good choices throughout the school, and at school events.

Following are practices, which are strongly encouraged:

Serve Healthy Food and Drinks at School Functions- School events provide a great opportunity to support lessons learned in the classrooms, and send consistent messages about food choices. Send healthy choices for seasonal parties, as well as birthday treats.

Examples of healthy snack choices:

Fresh fruits and vegetables (buy local!)
Mini bagels with low fat cream cheese or peanut butter
Nuts and seeds
Air-popped or low fat popcorn
Baked chips
Low fat string cheese
100% fruit juice-six ounce limit-Not fruit drink with high fructose corn syrup
Bottled water

Smart Fundraisers for Healthy School- physical activity-related fundraisers such as the Mustang Walkathon and Jump Rope for Heart are ideal ways to raise money and awareness. More than just raising money to pay for valuable programs and materials, a well-run fundraiser can also be an experience that educates, builds self-esteem, provides community service, and promotes school and community spirit.

Incorporating Physical Activity into the Day- In addition to Physical Education and recess, physical activity opportunities are incorporated during the school day. A mid-morning fitness break can include a game in the gym on non-P.E. days, or a walk outside. In-classroom activities include Brain Breaks, small space calisthenics like toe touches, windmills and jumping jacks, or small movement dances like the Macarena, Hand Jive, and Hokey Pokey.

Role Models-Parents/guardians, teachers, classroom assistants, school administrators, food service professionals, and community members are encouraged to serve as positive healthy lifestyle role models in practicing healthy eating and being physically active, both in school and at home.

River Valley Elementary School, where we Do Our Best, Care for Others, and Love our School!

Elementary Behavior Expectations					
	Classroom	Cafeteria	Hallway / Common Areas	Playground	Special Events
Do Our Best	<ul style="list-style-type: none"> * Complete assignments on time * Stay on task * Always give your best effort the 1st time * Return folders & materials on time 	<ul style="list-style-type: none"> * Use a level 2 voice * Walk 	<p>Lines in Hall:</p> <ul style="list-style-type: none"> * Use a level 0 voice * Use quiet feet * Stay in line <p>Hallway (individual)</p> <ul style="list-style-type: none"> * Walk * Go directly to / from classroom 	<ul style="list-style-type: none"> * Use appropriate language * Line up when you hear the whistle * Walk to/from stones * Keep hands & feet to yourself 	<ul style="list-style-type: none"> * Enter & Exit quietly * Sit quietly * Ask appropriate questions
Care for Others	<ul style="list-style-type: none"> * Respect other's: space, property & feelings * Listen when others are speaking * Unload backpack when you arrive * Load backpack before you leave 	<ul style="list-style-type: none"> * Sit & stay at your place 	<p>Lines in Hall:</p> <ul style="list-style-type: none"> * Respect personal space * ABC order * Hands & feet to yourself <p>Hallway (individual)</p> <ul style="list-style-type: none"> * Be friendly & courteous * Use a level 1 voice 	<ul style="list-style-type: none"> * Include everyone in your activity * Be a good sport * Wait your turn 	<ul style="list-style-type: none"> * Keep hands & feet * Stay in your group * Voice level 0 unless the speaker asks you to speak
Love Our School	<ul style="list-style-type: none"> * Keep your work area neat * Use classroom materials with care * Keep locker area clean 	<ul style="list-style-type: none"> * Clean up your space * Empty & stack your trays 	<ul style="list-style-type: none"> * Keep hallway clean * Line up your boots 	<ul style="list-style-type: none"> * Report problems to recess teacher * Keep playground free of trash * Use equipment the right way 	<ul style="list-style-type: none"> * Represent our school with pride

WHAT IS A BLUE SHEET? The form below is an office referral form, commonly known as a blue sheet. It is used to record and track student behavior that needs improvement, and to let you know of the incident. If your child brings one of these home, please see it as a great opportunity to have a discussion with them about how they earned the blue sheet. These sheets have their most value when those discussions are held. Please sign the sheet and have your child return it to their classroom teacher. Students will be in for afternoon recess until the blue sheet is signed and returned.

Office Referral Form

Name: _____

Date: _____ Time: _____ Location: _____

Grade: **K** **1** **2** **3** **4** **5**

Referring Staff: _____

Minor Problem Behavior (To be handled by teacher & sent to recess room with blue sheet)	Major Problem Behavior (To be sent to office)	Possible Motivation
<input type="checkbox"/> Repeated classroom disruptions (after in-class warnings) Such as: not paying attention, chewing gum, rolling eyes, pencil tapping, chair tipping, bothering others, littering, running (circle one) <input type="checkbox"/> Rough play, spitting <input type="checkbox"/> Lying, cheating <input type="checkbox"/> Repeated inappropriate dress <input type="checkbox"/> Repeated talking out in class (after in-class warnings) <input type="checkbox"/> Name calling/unkind conversation <input type="checkbox"/> Other _____	<input type="checkbox"/> Swearing/inappropriate conversations <input type="checkbox"/> Noncompliance <input type="checkbox"/> Technology violation <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying/Threatening <input type="checkbox"/> Stealing <input type="checkbox"/> Vandalism <input type="checkbox"/> Inappropriate touch <input type="checkbox"/> Weapons <input type="checkbox"/> Drugs <input type="checkbox"/> Self Abuse <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____

Administrative Decision

<input type="checkbox"/> Loss of privilege _____ <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> In-school suspension <input type="checkbox"/> Out of school suspension <input type="checkbox"/> After School Detention <input type="checkbox"/> Other _____
--	---

Other Comments: _____

Parent Signature: _____ Date: _____