

Valentine School

2013-2014



Student/Parent Handbook

12491 N. Byers
HC 35 Box 50
Truxton, AZ 86434
phone 928-769-2310
fax 928-769-2389
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EDUCATIONAL PHILOSOPHY

Valentine Elementary School provides opportunities for each student to succeed. The District staff, administrators and board members recognize that students are unique individuals, and every effort will be made to meet their intellectual, behavioral, emotional, and physical needs. The ultimate goal of the district is for students to become responsible and productive citizens of our society. We believe the children of today hold the promise to a better future.

Staff: The Board specifically charges teachers with the responsibility of maintaining and expanding their ability to educate, providing opportunities for students to reach their maximum potential and developing a sense of dignity and self-worth in each student.

Parents: The Board expects all parents to cooperate in the District's educational effort by ensuring a maximum attendance of their children, by requiring their children to cooperate in the educational endeavors and by fostering attitude in their children that recognizes the importance of education.

Students: The Board expects that each student will learn to recognize the value of education and therefore, work diligently to ensure the maximum potential is realized. The Board further expects that each child will recognize that fellow students have a right to an education and avoid any action that interferes with a student's ability to exercise this right.

Community: The Board's goals are that each member of the community, both individually and through governmental, civic and social organizations, supports the educational activities of the District.

The Governing Board of the Valentine Elementary School District pledges its best efforts to ensure that the School District is governed effectively and efficiently, so that the objectives of an appropriate and outstanding education experience are achieved for all children of the District.

EDUCATIONAL GOALS AND OBJECTIVES

The Board adopted the following educational goals for every pupil of this District as a base for the education program:

- To acquire basic skills in obtaining information, solving problems, thinking critically and communicating effectively.
- To meet or exceed standards established by the State Board of Education.
- To become an effective and responsible contributor to the decision-making process of social and political institutions of the community, state and nation.
- To acquire job entry-level skills and to acquire the knowledge necessary for further education.
- To acquire the capacities for a satisfying and responsible role as a family member.
- To acquire the knowledge, habits and attitudes that promote personal and public health, both physical and mental.
- To acquire an understanding of ethical principals and values and the ability to apply them to personal life situations.
- To develop an understanding of self-worth, abilities, potential and limitations.
- To enjoy the learning process and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.
- To acquire an appreciation and understanding of the arts.

In organizing and carrying out educational programs, the District recognizes that education goes on outside the school and that the home, as well as the community, has a responsibility for training students that cannot be assumed or carried by the school alone. All must cooperate and work together in the interest of the students.

SCHOOL MOTO

R- RECOGNIZE that learning is a privilege.

E- EXPECT to succeed.

S- STRIVE to be on time and complete your assignments on time.

P- PRIDE yourself in your work, your appearance, and your school.

E- EXERCISE self-discipline and self-control

C- CHOOSE to be honest.

T- TREAT others how you wish to be treated.

SCHOOL SLOGAN

Children hold the promise to a better future.

IMPORTANT NUMBERS

Valentine Elementary School Phone – 928-769-2310

Valentine Elementary School Fax – 928-769-2389

CALENDAR

In the back of the Student/Parent handbook is a copy of the yearly 2011 -2012 school calendar. Valentine Elementary School also provides a monthly school calendar to parents, which is sent home with children at the end of each month. The calendar is very important for quick daily references of what the schools daily activities will be to include early outs and bus run changes.

ARRIVAL AND DISMISSAL

Bus: The students who ride the bus shall arrive and go directly to their classrooms upon arrival. After school, busses will leave promptly and students are to be on the bus. Staff members are assigned to supervise the unloading and loading of the bus.

Unless students are involved in extra-curricular activities, academic assistance, or detention, they must leave campus within 10 minutes of the end of the school day (4:00p.m.). Please follow the established rules for bus behaviors.

Cars: *If coming by car, students should not be on the school grounds before 7:45a.m.* They should go directly to their classroom. Skateboards, rollerblades/skates, scooters, and bicycles are not allowed on campus.

Dismissal procedures: We are committed to your child's safety. Children will be walked to the bus-loading zone by teachers or classroom assistant. All students are required to bring a note from home (which must be given to the teacher and sent to the office) when they:

- Leave campus with anyone other than the parent or guardian.
- Get off at a different bus stop than the regularly scheduled stop.
- Do not ride the bus, but are being picked up from school.

CLOSED CAMPUS

To protect each child and get students to class on time, Valentine Elementary School operates a closed campus. Once students come to school, they do not leave the campus without specific administrative permission. If a student needs to leave the building during the school day, he/she are signed out using the following procedures:

1. Parents come to the office and sign out their child as directed by the administrative assistant. Parents must wait in the office to pick-up their child.
2. Parents pre-designate, in writing, that another adult may pick the student up and sign them out. That individual must come to the office and sign the student out. (Parents must sign the note)

VISITATIONS

1. Any visitor to the school (on school grounds) must report to the office and sign in and will be accompanied by school officials at all times. All visitors are expected to sign out when their business is completed.
2. In order to minimize classroom interruptions, students are not allowed to visit other students or classrooms during the school day without expressed teacher and administration approval.

ATTENDANCE

Students are expected to be in school every day except for illness or other unusual circumstances. Poor attendance is a major cause of low academic performance and can result in the loss of credit or retention. Poor attendance also increases the financial burden of the district since it reduces State and County money available to the district.

The school reserves the right to determine whether an absence is excused, unexcused, or truancy. The school also reserves the right to institute procedures that may lead to the prosecution of the parents whose children fail to attend school as specified in Arizona Statute.

1. Excused Absence:*

- a. Illness of the student or death in the family when verified by a note from the parent.
- b. Medical or dental appointment verified with a note from the family. Documentation from the doctor's office should be supplied to verify the date and time of the appointment to ensure that this is considered an excused absence. Please attempt to schedule appointments on Fridays.
- c. Unusual circumstances verified by a note from the family.
- d. Family emergencies where the family makes prior arrangements

*Any absence of more than 3 consecutive days for illness or repeated absences that accumulate to more than 5 days due to a health condition should be verified by a doctor's statement.

2. Unexcused Absences:

- a. Parent hasn't previously contacted the school to explain.
- b. Student returns without a note from the parent explaining the absence.

The school works cooperatively with the Mohave County Prosecutor's Office to ensure compliance with Arizona attendance statutes. The procedures are as outlined.

Steps:	Unexcused		
	Absences:	Total Absences:	Action:
1.	3	6	Letter from school.
2.	6	9	Letter from Administrator.
3.	9	12	Letter notifying the parents that the name has been sent to the Prosecutor's Office.
4.	12	15	Prosecutor schedules a SART Meeting (School Attendance Review Team). School monitors and reports all absences to the Prosecutor's Office.

Reporting Absences: Parents must inform the school office of absences caused by illness, appointments, emergencies, or other unusual circumstances at the time of absence. Parents should call the school the morning or the absence by 8:30a.m. *The student **must** bring a note the day after the absence to verify the absence in order for the child to be considered excused.*

Returning to School after an Absence:

1. Parents write a note giving the student's name, the date(s) of the absence, and the reason for the absence.
2. Present the excuse* to the office to obtain an admit slip.
3. The teacher signs the admit slip and retains it in the student's file.
4. Make-up work will be given one day for every absent.

*Students returning to school after an absence without an acceptable excuse are given an unexcused admit slip to return to the class on the first day back. Absences not cleared up on the following school day after issuance of an unexcused admit become an unexcused absence. Students will not be admitted to class without an admit slip from the office.

Tardiness: Students are tardy when they are not in the proper class when school starts.

Withdrawals: When a pupil needs to withdraw from school, the parent should contact the office for a withdrawal form. A copy of this form is sent with the student to the next school.

SCHOOL MATERIALS AND EQUIPMENT

Textbooks: Textbooks are furnished to all students. Each student is responsible for the care of the books issued. The student to whom the books are issued must pay for loss or destruction of these books.

The administration has the right to search and seize all property brought to school or school events, including school property temporarily assigned to students, when there is a reason to believe that some material or matter detrimental to health, safety and welfare of a student(s) exist.

Items owned and provided by the District for storage (e.g. desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy in desks, storage areas, etc., and they may be inspected at any time with or without reason, or with or without notice and without permission of the student or his/her parent or guardian by school personnel.

Assigned Equipment: Students may be provided other books, materials and equipment through the library, school staff, or classroom teachers. Each person is responsible for the care of all materials and equipment issued. The student to whom the equipment is issued must pay for loss or destruction of items.

Fees Assessed/Fines/Damages: Fees of \$1.00 per year are assessed for all Valentine Elementary School students to assist in covering costs of the various extra-curricular activities, music programs, field trips, etc. Failure to pay any assessed fines or damages for books and materials will jeopardize participation in extra-curricular activities. Report cards, awards, and promotion certificates will be held until all fines and damages are paid.

ACADEMIC AND ACHIEVEMENT INFORMATION

Report Cards: Report cards are issued at the end of each quarter to grades K-8 so parents know their child's progress. Parents are expected to review and sign report cards.

Grading System: Students are graded using the following scale as described below:

A- (90-100%)	Excellent	O.....Outstanding	M.....Meets Standard
B- (80-90%)	Above Average	S.....Satisfactory	P.....Progressing toward Standard
C- (70-79%)	Average Work	U.....Unsatisfactory	U.....Unsatisfactory toward Standard
D- (60- 69%)	Blow Average	I.....Incomplete Work	I.....Introduced to Standards
F- (59%- below)	Failing		

*Grades may be considered modified as specified in individual education plans.

Administrator's Honor Roll: To be eligible for each administrator's quarter honor roll a student must make an A (4.0) grade average in all subjects, including activity classes.

Honor Roll: To be eligible for each quarter's honor roll a student must make A (4.0) or B (3.0) grade average in all subjects, including activity classes.

Homework: The Board recognizes that development of study skills and self-discipline is prerequisite to achievement commensurate with potential. Homework is assigned to each student on a routine and systematic basis consistent with the maturity, special needs, potential, and achievement level of the individual student. Learning is a continuous process both in and out of the classroom. Homework provides the opportunity to reinforce skills outside the classroom. Homework should not carry the stigma of punishment, nor should it be assigned without addressing the objectives outlined:

- Foster in the student the realization that education is a continuous process.
- Develop a firm foundation for pursuing knowledge and developing skills on an independent basis.
- Provide the guided practice of skill(s) that are performed once correctly to the satisfaction of the instructor.
- Reinforce the mastery of critical skills and concepts.
- Challenge through exploration of concepts and skills that complement and elaborate those introduced in the classroom.
- Provide feedback from the teacher through correction and clarification of outside assignments.
- Overcome particular difficulties.

Homework should be assigned when:

1. Absence* necessitates homework;
2. Pupils are not working up to expectancy;
3. There is a need to broaden a pupil's understanding; and/or
4. Specific abilities must be developed.

*Parents and students are responsible for obtaining homework when a student is absent and ensuring that the work is completed in the previously stated policy – one day to complete for each day absent.

The following guidelines are used in assigning homework:

- Kindergarten/First Grade – no more than 10-15 minutes daily
- Second Grade – no more than 20 minutes daily
- Third Grade – no more than 30 minutes daily
- Fourth Grade – no more than 40 minutes daily
- Fifth Grade – no more than 50 minutes daily
- Sixth through Eighth – no more than 60 minutes daily

In addition to assigned homework, each student will read for 20 minutes at home each day. (For children working with more than one teacher, homework will be coordinated so that the student is not overburdened with excessive numbers of assignments.) As much as possible, homework will not be assigned on weekends. However there will be occasions, such as when completing long-term projects, that working on a weekend will be necessary. Parent involvement is instrumental in helping your student successfully complete homework assignments each day.

1. Taking time to look over student's assignments each day.
2. Providing a quiet place and set time for completing homework.
3. Developing procedure for leaving home each day with completed homework in the backpack, ready to turn in.
4. Helping the student only as appropriate. Primary age students need more direct parent involvement to develop good homework habits.
5. Contact the teacher right away if the student is having difficulty completing homework or seems to spend a great deal of time on an assignment.
6. Read to or listen to your child read every day. This activity is a great end of the day event, just before going to bed.

Academic Assistance: It is the school's intent to meet the needs of all students. Grade checks take place every three weeks for students receiving a D or F in any class, the parents will be notified. Parents should contact the classroom teacher for information on assistance to maintain the student's academic performance and eligibility for extra-curricular activities.

Field Trips: Field trips are taken to further student's educational knowledge. When a field trip is planned, all requirements for participation will be sent home. A permission slip and medical treatment authorization waiver will also be sent home. These must be signed and returned prior to the trip. If a student does not have either form in, he or she will not be able to go on the field trip. Discipline rules and procedures will apply on all trips.

Guidance: All staff members carry out guidance activities. Academic and personal guidance are the functions of the entire school. A school psychologist or counselor can be available to help students and teachers.

Testing: The school provides a comprehensive program for testing ability, achievement, aptitude, placement, and interest. Knowledge of students' capabilities and potential is valuable in helping students place for the future. Assessment of student performance is provided through the District Assessment Plan that includes AIMS (Arizona Instrument Measure Standards). Staff members are available to interpret the results to the parents and students.

Summer School: If deemed necessary, a summer school may be held. Teachers and administration will recommend students and determine the curriculum.

Awards: At the end of the year, student achievement in various areas is celebrated through awards. These awards include but are not limited to, the following:

1. Honor Students – students on the honor roll all four quarters.
2. Perfect Attendance.
3. Spelling Bee Awards.
4. Academic Awards – presented by the teachers.
5. Special honors, certificates, and activities – deemed by the teachers or administration.

MEALS

There is not a school lunch program and the school will not be providing a lunch for children. Valentine Elementary School suggests that each student come to school every day with a healthy lunch. There are microwave ovens and refrigerators located in each classroom.

Staff supervises all meal periods, and students are required to follow directions of the staff on duty.

Students have scheduled lunch periods. Students will only be allowed to eat during scheduled lunch periods and snack times.

HEALTH CARE

Immunizations: Arizona State Law requires that a child must be immunized against diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, rubella, and Hepatitis B before he/she enters school. By law, students not properly immunized shall be excluded from school until properly immunized. Families with special circumstances or exceptions should make arrangements with Administration on an individual basis. Free immunizations are available from the Mohave County Health Department.

Vision and Hearing: Annual vision and hearing screenings are part of the Valentine Elementary School health program. Parents will be notified if further screening is needed for their student.

Illness: Children should not be in school unless they are ready for the school day routine – recess, etc. Children who stay in are asked to do work in class.

Communicable/Infection Diseases: Any student with, or recovering from, a communicable disease will not be able to return to school until the contagious period has ended or until the student's doctor recommends a return. Students with lice will not be able to return to school until they have been treated and are symptom free. ***Parents are asked to contact the school when their child has been diagnosed with a communicable disease or lice.***

Medication: At times during the school year, it may be necessary for a student to take prescription medication. This medication is to be furnished by the parent or guardian with the regular pharmacist label with the name, strength, and dose of the medicine. A request must be signed by parent or guardian to authorize giving the medication during school hours. This includes both prescription and over-the-counter medication.

Exemption from Physical Education Activities: If a student needs to be exempt from any physical education activities, a note is required. If the exemption is for a very short time, the note may be from the parent. If it will be for an extended period of time (more than 1 week) a doctor's note is required. The note needs to include the reason for the exemption and the length of time the student will need to be exempt.

BEHAVIOR CODE

Our Vision

Valentine Elementary School District will encourage all students to exceed the state and national standards so as to excel at all levels of continuing education. By enhancing creativity and self motivation, students are encouraged to become life long learners with and understanding of the world in which they live.

Our Mission

The purpose of the Valentine Elementary School District is to uphold high academic standards and to develop life skills necessary for students to become competent, productive, and responsible citizens.

Guiding Principles and Values

CHILDREN: Children are our purpose, our future, our inspiration. With continuing education and high standards, all Valentine Elementary School students will be equipped to succeed.

COMMUNITY: We enhance teaching and learning for all children by recognizing and responding to the needs of our community. By instilling good citizenship students develop integrity and accountability.

CONSIDERATION OF OTHERS: We respect and honor individuals and are open to other viewpoints and perspectives.

DIVERSITY: We embrace diversity by acknowledging, accepting, and appreciating individual differences.

CONTINUOUS IMPROVEMENT: We value continuous improvement and search for ways to grow our education programs.

TEACHING AND LEARNING: We engage in the learning process by recognizing the unique gifts and talents of each individual.

DECISIONS: We believe in shared decision making with our community and school district with a primary focus on children.

Our Goals

- Increase student achievement

- Practice sound budget and accounting management
- Create an efficient and responsive district
- Cultivate and nurture parental community and business involvement
- Maintain a safe and positive environment

Our Expectations

- Acquire reading, writing, math, science and critical thinking skills that meet or exceed the expectations of students throughout our country.
- Acquire a base knowledge common to well-educated Americans.
- Acquire emotional maturity, including empathy and the willingness to accept responsibility for personal accountability.
- Acquire a clear understanding of rights and responsibilities concerning their classmates, staff, family, community, country, and world.
- Acquire responsibility for maintaining fit and active lives.

Staff will:

- Be professional at all times.
- Utilize instructional materials aligned to the Arizona Academic Standards and the District's curriculum
- Implement lessons using Arizona Academic Standards.
- Be a positive, caring role-model.
- Create and maintain a safe and orderly learning climate.
- Regularly evaluate student learning and communicate results.
- Seek continuous professional growth and development.

Parent responsibilities:

- To establish regular communication with your child's teacher.
- To participate in school volunteer programs and school activities.
- To assume major responsibility for the student's behaviors in the home, at school, and in the community.
- To encourage acceptable behavior at all times.
- To maintain an ongoing communication, attend school conferences related to their child's achievement and effort, and discuss any reporting documents with their child.
- To discuss their child's day with them and to remain current with assignments and any homework that needs to be completed.
- To assist the student in obtaining the resources needed to complete the assignments.
- To ensure that they student attends regularly and promptly; report and explain any absences or lateness.
- To inform the school of current home, business, and emergency contact information.
- To bring to the attention of the school any problem or condition which affects the students or other members of the school and community.

Implementation:

This Behavior Code is in effect:

- during school hours
- while students are being transported on school busses
- during recess and noon hour while on school property
- during field trips under the school's supervision

Consequences:

Consequences are defined as appropriate strategies to remediate behaviors that are not in line with our Code of Behavior. The range will depend on the ability, age, grade and frequency of occurrence.

Consequences are set up in each classroom under individual class discipline plans. These consequences shall be applied in a firm, fair, and consistent manner.

The following is a sequence of consequences that will be used with students:

1. Verbal warning
2. Continuous communication with parents
3. Interview process
4. Discussion and warning involving
 - a. Teacher/Student
 - b. Administrator/Student
 - c. Teacher/Parent/Student
 - d. Administrator/Teacher/Parent/Student/Support Staff
5. Student contract stating conditions, expectations and specific consequences
6. Restitution for items lost, stolen, damaged or vandalized

7. Confiscation of cigarettes, illegal substances, weapons, and call in the appropriate authorities as required
8. Signing in for being late or truant and making up time before/after school
9. Exclusion from class in certain activities
10. In-school suspensions: exclusion from class with assignments to be done in an assigned withdrawal area. Work missed due to exclusion from class must be completed on student's time and signed by parent and teacher upon completion
11. Involvement of outside agencies: i.e. police, family and children's services, etc.
12. Suspension from school according to the Valentine Elementary School Board Policy

SCHOOL-WIDE PROCEDURES

GENERAL SCHOOL WIDE

Be respectful to every adult working at the Valentine Elementary School District
 Show respect for other students at all times.
 Use playground equipment properly. (Your teacher will show you the proper use of the playground equipment.)
 Stay in assigned areas.
 Keep hands, feet and objects to yourself.
 Work quietly without disrupting others.

HALLWAY

Classes are to be escorted at all times by a staff member (to destinations and returning to classroom).
 Walk at all times.
 Students are to face forward.
 Students are to keep hands, feet, and other objects to themselves.
 Students will respect the school property, walls, other classes, and students.
 Classes are to stop at corners or where directed.
 There will be no talking in hallways, so as not to disturb classes.

ENTERING CLASSROOM

Greet the teacher at the door.
 Enter the room quietly.
 Get books and other supplies you need.
 Hang up backpacks and coats where they belong.
 Greet your classmates with an inside voice.
 Go quickly to your seat and prepare for lesson.
 Look at white board for assignment and begin working.
TARDY TO CLASS (arrival after 8:10a.m.)
 Pick up a tardy slip from the front office.

WHEN YOU NEED PAPER/PENCIL

Come prepared.
 If necessary, wait until instruction time is over.

KNOWING SCHEDULE FOR THE DAY/CLASS

When you arrive, you will have instructions immediately on the board/or directions on what to do.
 The white board will have objectives, what we want to accomplish and learn for the day, and where you can find the lesson.

PARTICIPATION IN CLASS

Raise your hand and/or follow the directions given by the teacher.

RETURNING TO TASK AFTER AN INTERRUPTION

Students are expected to re-group and continue on task assignments.

PLAYGROUND

Enter and leave the building using Hallway Procedures.

KEEPING YOUR NOTEBOOK/FOLDER

Each student has a responsibility to keep their own notebook neat and orderly.

Notebook checks will be made periodically.

CHECKING OUT CLASSROOM MATERIALS

Materials of any kind are not to leave the room without signing out the item. (No Exceptions.)

TEACHER DESK

Do not touch anything.

Do not borrow supplies.

Do not go behind without permission.

COMPLETED WORK

Place completed work in designated area.

Place homework in designated area.

WHEN YOU ARE ABSENT

It is the responsibility of each student to complete make-up work when absent.

Teachers will provide a list of missed assignments.

You have one day for every day you were absent for missed work.

FREE TIME

Work on your class work.

Read a library or personal book.

Write ideas and questions for later.

LEAVING CLASSROOM

Ask permission to leave.

Push in chair.

Take appropriate pass and sign in.

Leave and return without drawing attention to yourself.

Must have a pass or note to enter the office.

RESTROOM

No restroom breaks during teaching time.

Restrooms may be used during lunch and break time.

Use procedures for leaving classroom.

Playing or yelling in the bathroom is unacceptable.

Wash hands!!!

KEEPING YOUR DESK ORDERLY

Desks are not to be written on or destroyed. No stickers, tape, etc.

It is your responsibility to clear/clean your desk before you leave any classroom.

Desks will be checked for marks, dents, etc.

FIREDRILL

Teachers take your grade book/class roster.

Use playground equipment properly. No exceptions.

- Swings – not sideways, no jumping off, no shortening by flipping them over the bar.
- Monkey Bars – No hanging upside down or climbing on top; only going across and underneath.
- Slides – down feet first on bottom only.

Keep hands, feet and objects to yourself.

No throwing, tossing, kicking rocks or dirt.

Use appropriate language.

No spitting.

No climbing trees.

Leave all animals, bugs, and reptiles alone.

Line up immediately when the whistle is blown or other signal is given.

All classes are expected to line up at their designated area, wait quietly and be escorted into the school (using hallway procedures) by an adult.

ASSEMBLY/GYMNASIUM ACTIVITIES

Follow Hallway procedures on the way.

Enter quietly and in orderly fashion.

Sit where assigned.

Follow active listening procedures in gymnasium.

Teachers are to remain with their class.

When activity is finished, wait to be dismissed.

Leave in a quiet and orderly fashion.

Follow Hallway procedures when leaving.

PM: BUS

Safety is #1.

Students are to leave the building using Hallway Procedures.

Students will be escorted by an adult to the bus.

DISCIPLINE

A student who has chosen not to follow classroom rules and procedures will use the following:

1. Warning
2. Time-out to cool down
3. Sent to another room for time out
4. Referred to the administrator

Severe Clause

Students engaging in dangerous, disrespectful/abusive or illegal behavior will be referred directly to the Administrators Discipline Plan.

Behavior Categorized Under The Following Will Be Considered Severe:

- a. **Dangerous** – refers to behavior that is intended to cause physical injury to a student or staff member.
- b. **Disrespectful/Abusive** – refers to behavior in which students refuse to obey reasonable directives from any staff member and/or direct profane or disrespectful language to any staff member.
- c. **Illegal** – refers to behavior involving theft, vandalism, and possession of dangerous objects, smoking, drugs, alcohol and truancy.

Infraction categorized under Hallway/Entereances/Expits/Bathroom Rules will be dealt with by the supervisor on the spot and recorded in the office discipline log. Repetitive misbehavior in these areas will be referred to the administrator. Parents will be contacted to assist in changing this undesirable behavior.

Assigned student is to take emergency tote.

Students will leave everything behind, line up quickly and quietly, and leave the room following hallway procedures to the fire exit.

Class will remain silent in the line throughout the drill until the all clear is given.

Return to class following hallway procedures.

LOCKDOWN DRILL

Remain calm.

Use active listening for directions from teacher.

ACTIVE LISTENING

Full attention is on the speaker.

Eye contact.

Keep hands, feet, and other objects to yourself.

Keep your feet on the floor.

Withhold comments.

Let speaker know they have your full attention with body language.

RAINY/COLD DAY

Remain in the gymnasium until escorted to class.

Use inside voices in the gymnasium.

RESPECT

Mr. Mrs. Ms. Yes/No Ma'am

Yes/No Sir Please/Thank You Etc.

END OF THE DAY

Be sure your books and supplies are put away.

Check the floor for waste paper, etc., and clean it up.

Line up in an orderly fashion quietly.

Keep hands, feet, and objects to yourself.

FIELD TRIP

A field trip permission form must be signed by parent or guardian and returned to the school prior to field trip.

Students are subject to all school rules and regulations during field trips. Students can be denied participation in a field trip based on behavior.

PAPER HEADING

Top right corner:

Name

Date

Subject

ADMINISTRATOR'S DISCIPLINE PLAN

- 1) When a student is referred to the Administrator for good behavior/work as part of the Teacher's Classroom Plan, the student will receive any of the following consequences:
 - Verbal praise
 - A special certificate or note
 - A phone call to the parents
- 2) When a student is referred to the Administrator as part of the Teacher's Classroom Discipline Plan or the School-Wide Discipline Plan for inappropriate behavior, the student may receive any of the following consequences depending on the circumstance and severity:
 - Verbal reprimand
 - An explanation of consequences for subsequent referrals RE: this behavior
 - Parents may be contacted

Depending on the severity, the inappropriate behavior may also result in the following consequences:

Loss or delay of privileges of

- Field Trips
- Use of objects or equipment
- Access to areas/programs

Loss of freedom of interaction

Denied interaction with other students (e.g. Recesses, Lunch Detention, Out of School suspension, etc.)

Restitution

Repair or replace objects
Community/School service

Individual Behavioral Contract

Should the above consequences be ineffective indicated by the frequency of referral to the Administrator or the attitude of the student and the Individual Behavior Contract will be put into effect. This will involve a conference with the parents, student, teachers and Administrator. Individual Behavioral Contract may require:

- attendance of the parents at school to ensure required behavior
- involvement of the School Psychologist/counselor
- specific plan stating the behaviors needing amendment and the consequences of continued unacceptable behaviors
- signatures of the student, parent, all teachers and Administrator

The Violence Prevention programs are available as a resource for teachers to use in their teacher.

The Goals of the program are:

1. To increase the student's ability to identify others' feelings, take others' perspectives, and respond emphatically to others.
2. To decrease impulsive and aggressive behavior in children through learning and practicing a self-instructional, problem-solving strategy, combined with behavioral social skills.
3. To decrease feelings of anger and encourage social problem solving in children through the recognition of anger warning signs and triggers and the use of anger-reduction techniques.

STUDENT DRESS

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a matter that, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

- Oversized clothing, extremely baggy clothing, improperly fitted clothing, or extremely short shorts/skirts is not allowed. Pants and shorts must be worn on the waist; "sagging" is prohibited.
- Clothing shall not expose the chest, abdomen, genital area, or buttocks and shall be sufficient to conceal undergarments at all times. Mesh (fishnet) shirts, see through blouses and tank tops are not permissible.
- Only tailored shorts (no cut offs) and skirts that are hemmed may be worn. Shorts must not be shorter than the tip of your middle finger when the arm is held along the side of the body and down the leg. Skirts cannot be any shorter than 5 inches above the knee.
- Bare midriffs and halter tops, with or without straps, are not acceptable. Tops must cover the tops of Pants/Skirts/Shorts.
- In the interest of student safety, shoes must be worn at all times. No flip flops. Closed toed shoes are to be worn for any type of physical activity unless the student engages in a special activity approved and supervised by the teacher.
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing, clothing or jewelry is not acceptable.
- No bandannas of any color, size, or shape may be carried or displayed in a classroom or at any school activity. This also includes simulations of anything representing "colors".

- No hats may be worn in a building, except for properly approved occupational safety headgear required for special classes.
- Gang-related personalization is not permitted on hats, on items of clothing or on one's person. This includes anything worn or carried on campus, including items with price tags attached.
- Obscene language or symbols of drugs, tobacco, sex, or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations may be pre-approved by the administrator.

The responsibility for implementing these regulations rests with the administrator. The administrator is authorized to adopt rules providing for the implementation and to make determinations regarding compliance with such rules and this directive.

TRANSPORTATION

In the back of the handbook is a form to be completed by the parent/guardian stating where their child is to be dropped off. If there is a change in your child's bus schedule it must be in writing the day before, unless it is an emergency situation. If your child is NOT riding the bus please call the school. Parents/guardians are responsible for ensuring that someone is at the provided stop to pick up the student.

BUS SAFETY PROGRAM

Arriving at pickup point:

- Be on time. Leave home in good time so that you will arrive at the pickup point before the school bus.
- If you have to walk along the road to reach the bus stop, walk on the left side facing on-coming traffic.
- Walk on the shoulder of the road where possible, and not on the traveled portion.
- If other students are waiting at the bus stop, get in line without pushing or crowding and stay off the roadway.

Board the bus:

- Line up in a single file, with younger students in front, so they can board first.
- Wait until the bus comes to a complete stop before attempting to get on board.
- Board the bus quickly, but without crowding or pushing. Never run on the bus, as the steps or the floor may be slippery, especially in the wintertime. Place your foot squarely on the stop, not on the edge, and use the handrail.
- Be particularly careful if you are carrying books or parcels, as it is difficult to see the steps and to hold the handrail.
- Go directly to your seat and sit straight, well to the back of the seat, and face the front of the bus at all times.

Conduct on the bus:

- The bus will not move until all passengers are seated.
- Remain seated throughout the trip and leave your seat only when the bus has reached its destination and comes to a complete stop. Keep all your books and parcels on your lap or put them under the seat.
- Keep the aisle clear.
- Do not talk to the driver except in case of emergency.
- Avoid doing anything that may disturb or interfere with the driver.
- Refrain from loud or boisterous talking or yelling.
- Never stick hands, arms, head or feet out of the bus windows.
- Do not open the windows without the driver's permission.
- Do not throw anything within the bus or out the window; you might injure a pedestrian or force a motorist to make a dangerous maneuver.
- Do not touch the emergency door or exit controls or any of the bus safety equipment.
- Do not discard trash in the bus. Eat at home or at school but NOT on the bus.
- Obey promptly the directions and instructions of the school bus driver.

Prohibited items:

- Tobacco is not allowed in a school bus.
- Alcoholic beverages shall not be carried in a school bus.
- Insects, reptiles, or other animals shall not be transported in a school bus. (A.A.C. R17-104)
- No weapons, explosive devices, harmful drug, or chemical shall be transported on the school bus.

Exit from the bus:

- Remain seated until the bus has reached its destination and comes to a complete stop.
- Do not push or crowd when leaving the bus.

Crossing the highway:

- If you must cross the road, walk to a point about ten feet in front of the bus do not cross until you can see the driver has indicated it is safe to do so.
- As you cross the road, look continuously to the right and left. At an intersection, look in all directions.
- Cross at right angles. Never cross the highway diagonally.
- Walk briskly across the road, but do not run.

- Never cross the road behind the bus.

Accident or other emergency:

- In case of accident or emergency, older students should help the driver to maintain and assist younger students.
- Stay in the bus unless otherwise directed by the driver.
- If you have to leave the bus, stay in a group and obey the driver's instructions.
- Do not expose yourself or others to a needless hazard.

Summary:

- The students of Valentine Elementary School are very important to us. We trust and have confidence in our students.
- This Code of Behavior is aimed at encouraging students to increase their levels of responsibility.
- Students will be accountable for their actions and must accept the consequences of their behaviors.
- Please discuss this Code of Behavior with your children and keep it in a handy location for future reference.
- The student who comes from a home environment that is loving and safe, and who arrives at school healthy and well groomed, will be better able to meet the responsibilities and challenges with a positive outlook.

It is our hope that our parents will share the responsibility with the school of helping students to develop attitudes and skills that will remain with them throughout their adult lives, enabling them to be lifelong learners and productive citizens.

In all cases, students will be dealt with according to the district School Board's adopted guidelines.

GENERAL REMINDERS

Contraband Items: The following items **are not** to be at school without administrator permission due to the potential disruption of the educational environment: soda, candy, gum, headsets, I-Pods, games, TV's, Palms, CD players/MP3's, stereos/boom boxes, pagers/beepers/cell phones, aster pointers, knives/pocket knives, matches/lighters, toy/cap guns, weapons/simulated weapons, cigarettes/tobacco products, alcohol and drugs/drug paraphernalia. They will be confiscated and may **only be picked up by/returned to the parents/guardians**. Possession of contraband items may lead to further disciplinary disruption caused by the item.

Loss of Valuables: Valentine Elementary School District No. 22 is not responsible for any personal items/valuables that are brought on campus.

Care of School Property: Each student is expected to take pride in the physical appearance of our school. Teachers and students should be observant at all times to prevent damage or destruction of school property. Any marking or marring of school property should be reported to the office at once. Any student that is caught damaging or defacing school property will be subject to school discipline.

Conduct of Trips: The school and community are judged by many people on the basis of student conduct on school trips. Student conduct should be a source of pride for the entire community. Discipline rules and procedures apply at all times.

Rules of Conduct during Programs, Events, or Special Activities: Refusal to cooperate in observance of these rules results in the loss of the privilege to attend these activities or other action as specified by the administrator.

1. The stage is off limits.
2. Do not stand in the entrance. Take a seat.
3. Do not leave or enter the room while the activity is in progress.
4. No food or drinks are to be taken into the gymnasium unless otherwise authorized.
5. Appropriate behavior is expected at all times.
6. The discipline rules and procedures apply at all times.

Removal from School Sponsored Activities: A student can be removed from a school-sponsored activity if any of the discipline rules are broken. Disciplinary action will be taken as specified by school administration.

Student Performances! Exhibits! Competitions!

Any student or group of students planning to give public performances representing the District shall first secure permission from the administrator.

Student Fund-Raising Activities:

Fund-raising by students on school premises or elsewhere as a representative of the school will be permitted only when connected with a school activities approved by the administrator.

Student Using School Telephone:

Teachers are asked to discourage the use of school telephone by students except in situations which have merit. A student asking to use the phone during class hours will need a note from his/her teacher.

Lost And Found:

The school secretary/administrative assistant will act as our lost and found agent for small personal items and money. All items of this nature that are lost or found should be reported to the office. Do not send or allow a student to go on a room-to-room search. Lost playground equipment and clothing items should be returned to the office. Students are not to bring expensive or nuisance items to school. The administrator shall see that optimum use is made of curriculum guides. Teachers will adhere to the guides.

Internet Usage Policy (AUP):

Valentine Elementary School has access to the World Wide Web and the Internet. For students to access these services, they must have the Internet user agreement properly completed, signed by the parents and returned to their teacher as well as the user permit completed by the appropriate school official. Students may not utilize these services without observing the above items. To do so could result in the loss of these resources. Please sign and return the form at the back of this handbook.

PARENT INVOLVEMENT

Parent-Teacher Conferences:

Parent-teacher conferences provide opportunities to discuss your child's progress and special needs with his/her teacher. Conferences are scheduled twice a year. It will help you and the teacher if you come to the conference with a list of specific questions that you would like to address. In addition to regularly scheduled conferences, teachers or parents may request a conference whenever needed.

Open House:

An open house is scheduled in the early fall. This event gives parents the opportunity to visit their child's classroom and see what their children are learning and learn about any new programs that are happening at the school.

STUDENT RECORDS POLICY

The use and availability of pupil records in the Valentine Elementary School District #22 will comply with the A.R.S. 15-141 which states in part: Pupil records are considered personal and confidential and shall be available under the following circumstances:

1. To the parent(s) or guardian(s) of the pupil unless parental rights have been severed by the court.
2. To the professional staff of the school district in which the information was obtained.
3. To another school, institution or agency in accordance with the written instructions of the parent(s) or guardian(s) to transfer the records.
4. To any state or federal agency, as long as such records do not identify the student and upon the approval of the local district's school board.
5. To any other school or educational institution, which the student is attending or has applied for admission with respect to, grade transcripts.
6. To a pupil or person over the age of eighteen whose records are maintained by the school.

CHILD CUSTODY

In most cases, when parents are divorced, both mother and father continue to have equal rights where their children are concerned. If you have a court order limiting the custody, communication or visitation rights of one parent, please bring a copy to the school office. Unless the court order is on file at Valentine Elementary School, we must provide equal rights to both parents.

TITLE IX

Valentine Elementary School District #22 states its intent to comply with the spirit of the law and regulations of Title IX, which prohibits discrimination on the basis of sex in education programs or activities that receive federal funds, extending to employment in and admission to such programs and activities. Questions concerning compliances with the Title IX regulations should be referred to the administrator.

SIGNATURE PAGE:

STUDENT HANDBOOK REVIEW

Dear Students,

Our main purpose, as a school, is to help you learn and grow as much as you can in a place that is safe for you physically and emotionally. Our responsibility as a staff is to be clear about what you are expected to do. Also, we are responsible to enforce the rules. Your responsibility is to make decisions and live with the consequences of your decisions. Part of growing up is learning to be responsible for your own behavior.

Please read the student handbook with your parents so you know what’s expected and how things work. Please sign below and have your parents sign it, too. Return this to your classroom teacher, who will forward it to the office to be kept on file. Thank you for your cooperation and sharing responsibility.

Very truly yours,
Valentine Elementary School Administrator

Student Signature

Date

Parent Signature

Date

STUDENT COMMITMENT

I, the student, fully commit to the Motivational Plan in the following ways:

- I will arrive at school everyday by 8:00a.m. (Monday – Thursday), or board a school bus at the correct time.
- I will always work, think, and behave in the best way I know how, and I will do whatever it takes for me and my fellow students to learn.
- I will complete all of my homework every night, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to parents, teachers and address any concerns they may have. If I make a mistake, I will tell the truth to my teachers and accept responsibility for any actions.
- I will behave so as to protect the safety, interests, and rights of all individuals in the classroom. I will always listen to all my school teammates and give everyone my respect.
- I will follow the school dress code.
- I am responsible for my own behavior, and I will follow the teacher’s directions. Failure to adhere to these commitments can cause me to lose various school privileges and can result in my failing the Motivation Plan.

Student Print Name: _____ Student Signature: _____

PARENT’S/GUARDIANS’ COMMITMENT

We fully commit to the Motivational Plan in the following ways:

- We will make sure our child arrives at school every day by 8:00a.m. (Monday – Thursday), or board the school bus at the scheduled time.
- We will always help our child in the best way we know, and we will do whatever it takes for him/her to learn.
- We will check our child’s homework every night.
- We will try to read with him/her every night.
- We will always make ourselves available to our children and the school and address any concerns they might have.
- We will notify the teacher/school as soon as possible if our child is going to miss school.
- We will carefully read any and all papers that the school sends home to us.
- We will allow our child to go on school field trips when we find them appropriate for our child.
- We will make sure our child follows the school dress code.
- We understand that our child must follow the school rules so as to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child. Failure to adhere to these commitments can cause my child to lose various school privileges and ultimately fail.

Child’s Printed Name: _____ Parent Printed Name: _____

Parent Signature: _____ Date: _____

Valentine Elementary School District No. 22

HC 35 Box 50

12491 N. Byers

Peach Springs, AZ 86434-9650

Telephone (928) 769-2310 • Facsimile (928) 769-2389

www.ValentineAZ.net



New Rules for Electronic Devices

Effective January 15, 2014

Electronic devices disrupt the educational process in many ways. Students are not permitted to use electronic devices inside the fence or in any school building.

Electronic devices brought to school must be powered off, and put away. Such devices will be confiscated if they are **seen** or **heard** inside the school fence.

- 1st offense – Device confiscated and must be picked up by the parent/guardian.
- 2nd offense – Device confiscated and must be picked up by the parent/guardian at a conference with the Superintendent.
- 3rd offense – Device confiscated and retained by the school until the end of the school year at which time it can be picked up by the parent/guardian.

Students may use electronic devices to and from school on the bus or in private transportation. All other Bus Rules still apply.

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New Rules for Attendance

Effective January 15, 2014

Regular school attendance promotes learning and achievement. A teacher cannot teach an empty chair. Most learning is sequential. Both teacher and student have to work extra to catch up if a student misses class time.

Tardy means a student misses all or part of a lesson. Tardies disrupt the class in session. The teacher must either start over or catch the tardy student up. Both take away from students who are on time and in class. Either way it disrupts the learning process.

Students who are absent ten percent of the required attendance days (seven per semester) face the following consequences:

- **Three absences** - letter to parents
- **Six absences** - mandatory meeting with the superintendent before the student can return to school
- **Seven absences** - referral to Mohave County Sheriff's Office for misdemeanor citation as allowed by law under A.R.S. 15-803 (B), and/or retention

Students will serve one hour **after school** detention for every three tardies (4:00 p.m. to 5:00 p.m.)

The superintendent will treat each case on an individual basis and will use his discretion regarding legitimate excused absences such as illness etc.