

**THE VALLEY
SCHOOLS**

**STUDENT/PARENT
HANDBOOK**

2018-2019

15700 Sherman Way, Van Nuys, CA 91406

Phone (818) 786-4720 Fax (818) 786-2688

www.valleyschool.com

**THE VALLEY SCHOOLS
SCHOOL OFFICE HOURS**

8:00 - 4:30

SCHOOL ADDRESS

15700 Sherman Way
Van Nuys, CA 91406

SCHOOL TELEPHONE NUMBER

(818) 786-4720

PRINCIPAL

Mr. James Haddad

VICE PRINCIPAL

Mrs. Michelle Cudiamat

ATHLETIC DIRECTOR

Mr. Mike Bramson

Dear Parents,

The parent/student handbook is designed to enhance communication among all members of The Valley Schools. It serves as a starting point for receiving information pertaining to school policy and procedure. If you do not find the information you need in this handbook, our staff, administration, or faculty are available to assist you. Parent awareness of and support for school policies is paramount to the successful functioning of the school. We encourage parents to join their children in reading and discussing the entire contents of this handbook.

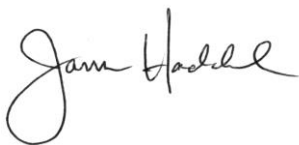
This version of The Valley Schools' handbook contains information pertinent to the elementary and middle schools. The content is designed to be both informational and regulatory. While some rules need to be in writing, we try to keep the number of policies to a minimum. Please, pay particular attention to the sections that apply to your children. Please also note that the Handbook is subject to amendment as necessary at any time during the school year; any such changes in policy and procedure will be announced and reflected in the on-line version.

The Master calendar is also a good source of information regarding vacation days and special events. This calendar is online at www.valleyschool.com and is updated regularly.

All Valley teachers realize the importance of consistent communication regarding the progress of your child. The preferred method of communication for most teachers is email as they can pick up and respond to messages in their classrooms and respond in a timely manner. Email addresses are the first letter of the teacher's first name and their last name @valleyschool.com. For example, my email address is jhaddad@valleyschool.com.

I look forward to a very successful year where each one of our students grows socially, emotionally, and intellectually.

Sincerely,

A handwritten signature in cursive script that reads "James Haddad".

James Haddad
Principal

MOTTO

"Challenging and building the leaders of tomorrow...60+ years ago and today!"

MISSION

The mission of The Valley Schools is to provide our students with a challenging, well-rounded educational experience that fosters good citizenship and builds the leaders of tomorrow.

VISION STATEMENT

The Valley Schools students will remain actively engaged in the learning process as they acquire the skills and knowledge necessary to become responsible, contributing citizens and student leaders.

The Valley Schools parents will remain actively involved as advocates for their children and supporters of the school programs and faculty/staff.

The Valley Schools will maintain a nurturing and secure environment where students feel challenged and empowered. An after school extra-curricular program will be offered that instills the values of fair play, cooperation, and strength in character.

The Valley Schools faculty/staff will actively engage all students in the learning process and teach students to become self-directed, critical thinking problem-solvers, and life-long learners. Students will be provided with a challenging, well-rounded learning experience that fosters good citizenship and builds the leaders of tomorrow.

ACADEMIC/ATHLETIC AWARDS

All academic, athletic, service and special achievement awards are distributed in the latter part of May or the first week of June. Specific dates are on the school calendar.

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR PARTICIPATION

All students are eligible for participation in extra-curricular activities unless deemed ineligible by the principal.

ACADEMIC HONESTY

The following are examples of behaviors considered dishonest by the Valley School

1. Lending or copying homework, in or out of class
2. Giving or receiving answers to quizzes, tests, and examinations
3. Entering an academic testing situation with an unfair advantage
4. Plagiarism
5. Violating testing procedures as defined by a teacher in an individual classroom

These are matters of serious consequence, which may result in a failing grade for the work and a level 3 or greater punishment. A student who steals or accepts a copy of a stolen test is liable for immediate dismissal from school.

AFTER SCHOOL

Students in grades 1st-8th have study hall Monday through Thursday from 3:15-4:00. It is mandatory that you attend a study hall provided you are on campus after 3:15. Study halls are designed to allow the students to start doing his/her homework, as well as allow the students to seek out a teacher for tutoring assistance. Study halls are just that and may not be used as a social period in which you talk to your neighbors and do nothing. If you do not have homework, bring a book to class to read.

For your safety, you will not be allowed to wait on the sidewalk in front of the middle school. Students may not leave campus without explicit permission from a parent.

Once students leave campus, they are not to return.

APPOINTMENTS

All parents wishing appointments with a teacher should phone the office. An appointment will be scheduled with that teacher. Class time should never be interrupted.

ASSEMBLIES

Assembly programs will be held periodically throughout the school year. These programs are designed for the benefit of the students. Please remain quiet when the program is in progress and give your attention to the speaker when he/she appears.

ATHLETICS

The Valley Schools believes that leading and active and healthy lifestyle goes hand in hand with being a strong academic achiever. For that reason, The Valley Schools offers a comprehensive physical education program that begins in transitional kindergarten. Additionally, commencing in the fourth grade is our after school team sports program. The Valley Schools belongs to the San Fernando Valley Private Schools League. A sport is offered every season for both boys and girls across age and ability levels. There is no fee for participation. Sports are offered as follows

Fall	Girls: Basketball/Swim	Boys: Flag Football/Swim
Winter	Girls: Softball/Soccer	Boys: Basketball
Spring	Girls: Volleyball	Boys: Baseball, Volleyball, Soccer

It is the goal of The Valley Schools sports program to have as many students participate as possible. There are no cuts. However, it is important that students who choose to participate, commit themselves for the season. Students should not try out for a team if they do not intend to honor this commitment. A student who joins a team and then subsequently quits hurts his/her entire team. Athletes that choose to leave a team after one week will not be eligible to participate in a sport during the following season.

Sportsmanship is a top priority at The Valley Schools. As a Valley athlete, you are a representative of the school. Not only will you be judged by your behavior, but often your teammates and the school will be as well. The following are guidelines for player conduct:

1. Athletes are not to use profanity
2. Athletes are not to argue with opponents, fans, officials, etc.
3. Athletes should never engage in fighting
4. Athletes should be properly dressed for each contest
5. Athletes should never try to show up an opponent (gestures, taunting)
6. Athletes should treat the visiting team as honored guests.
7. Athletes should respect equipment and property.

Exemplary fan behavior is also expected, especially from coaches and parents who serve as role models to the students.

A student must be present for at least ½ a school day in order to participate in an after-school game that same day. Students unable to participate in their regularly scheduled PE class due to injury will not be able to participate in after school games or practices.

ATTENDANCE

State law requires regular and punctual attendance at school. Credit is awarded for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance. To receive credit for a course offered by Valley School, a student must pass the course with a grade of “D” or better and be in attendance in that particular class with no more than ten unexcused absences within a semester. Students with an excessive number of excused absences must make arrangements with the principal and teachers to make up work and class time.

Absences are excused only in cases of personal illness, severe illnesses in the family, death in the family, or similar situations in which it is not possible for the student to be in school. The Principal, prior to the absence will make the only exception to this policy. A family vacation is not considered an excused absence. All absences, excused or unexcused are counted toward a student’s total number of absences.

Absences for other than the above reasons, even with parent/guardian permission, are considered unexcused.

When a student is absent, it is his/her responsibility to acquire and complete the work missed for that day. If someone can pick up your homework, call the office and we will have teachers prepare homework for you. Please call before 9:00 A.M. so that teachers have ample time to do this. If a student is absent for more than three consecutive days, a note from the doctor is required for the absences to be considered excused.

When a student is absent (unexcused) more than ten times per semester in a particular class, the student will receive a grade of “F” in that class and will lose credit for that class. The student will then be required to attend summer school to make up credit for the failed class.

BEFORE/AFTER SCHOOL

The school opens at 6:30 AM. All students are supervised on the elementary campus from 6:30 AM – 8:00 AM. Middle school students proceed to the middle school campus once a supervisor is available at 8:00.

After school students report to study hall from 3:15 – 4:00. All students not participating in a school sponsored activity must attend study hall. Middle school students will remain on the middle school campus until 4:30. All students are

supervised on the elementary campus from 4:30 PM – 6:30 PM. The campus closes at 6:30 PM.

BIRTHDAYS

Birthdays are important milestones. You may wish to share treats with your child's class on this special day. Please, let the teacher know of your intentions several days in advance, so that the activity may be organized. To avoid hurt feelings, party invitations should not be distributed at school unless everyone in the class will receive one.

BOOK BAGS/BACKPACKS

In past years, backpacks have cluttered the balconies, hallways and classrooms. Teachers and children would inevitably trip over these improperly placed items. Consequently, in an effort to improve the safety of our campus, Valley School adopted a backpack policy. Please make sure your child's backpack adheres to the following guidelines:

Elementary

- Backpacks must be small enough to hang on one coat hanger in the classroom.
- When not in use, backpacks must be stored in the classroom or on the clothes rack.

Middle School

- Backpacks must be small enough to fit in student lockers
- When not in use, backpacks must be stored on shelves or in locker
- Backpacks are **NOT** allowed in classrooms or on the balconies

BULLYING

At The Valley Schools, we are committed to maintaining a learning environment that is free from bullying of any type. Bullying will not be tolerated on campus or at any school sponsored event.

Bullying is a form of repeated aggression that is directed by one or more people towards another person. The Valley Schools construes bullying to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places a student in reasonable fear of harm of the student's person or property
2. Has a substantially detrimental effect on the student's person or property
3. Has the effect of substantially interfering with a student's ability to participate in

or benefit from the services, activities, or privileges provided by the educational program.

School bullying can take many forms:

1. Physical bullying, where a student uses physical force to hurt another student. Physical bullying can also include taking or breaking a student's belongings or stealing or extorting money.
2. Verbal bullying is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name calling, teasing, slurs, graffiti, put-downs and ridicule. It also includes hostile gestures such as making faces, staring, giving the evil eye, eye rolling, and spitting at a student.
3. Relational bullying occurs when students disrupt another student's peer relationships through intentionally leaving them out, gossiping, whispering, and spreading rumors. It includes circumstances in which students turn their back on, give the silent treatment, ostracize or scapegoat another student.
4. Cyber-space bullying refers to the use of cell phones, text messages, emails, instant messages, web blogs or any social networking site. Examples can be sending threatening or insulting messages by phone or email or posting destructive comments on Facebook or Instagram.

CELLULAR PHONES

Cell phones are permitted on campus. Cell phones must be kept off, secure, and out of sight. Phones may only be used in designated areas and with teacher permission. Phones used in an unauthorized fashion will be confiscated immediately and will only be returned to a parent or guardian.

CODE OF CONDUCT

The rules and regulations for student discipline exist in order to create a positive environment for learning. These rules and regulations are not ends in themselves, but the means by which an atmosphere for effective learning is established and the rights and safety of students, faculty, and staff are protected.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the values and principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook.

It is also an express condition of enrollment that the parents/guardian of a student conform themselves to standards of conduct that are consistent with the values and principles of the school as determined by the school in its discretion. These principles include, but are not limited to any policies, principles, or procedures set forth in the student/parent handbook.

The following is a list of standard classroom policies.

1. STUDENTS MUST CONFORM TO THE DRESS AND APPEARANCE POLICY OF VALLEY SCHOOL.
2. Students are to be in their seats when the second bell rings. They are not to leave their places in the classroom without explicit permission from the teacher.
3. Students must be prepared for class.
4. Students are to refrain from talking without permission
5. Students are responsible for cleanliness around their desk and chair
6. Students should always knock before entering a classroom since class may be in session, and should never enter any classroom in which there is no teacher supervision.
7. Food and drink are to be consumed in the cafeteria or lunch area. Eating and drinking is prohibited in any classroom.
8. Gum chewing is not permitted anywhere on campus
9. Students must act respectfully towards faculty, staff and other students.
10. Students must not fight or exhibit any signs of violent intent
11. Students must keep all school owned textbooks properly covered at all times
12. Middle school students may not bring backpacks with them into the classroom
13. Students must not share their locker combinations with other students.
14. Students must not bring objects of value or large sums of money to school. If these circumstances cannot be avoided, then these items must be stored in the office. Failure to do so relieves Valley School of all responsibility

The individual faculty member is the primary disciplinary authority in the school. Any student who, in the opinion of a faculty member, violates class or school rules is liable for disciplinary action. While there are recommended consequences for many infractions, a teacher may adjust or modify a consequence when deemed appropriate. In the case of multiple offenses, the consequence moves up level by level with each additional infraction. The student may also be placed on "Disciplinary Probation."

COMMUNICATION PROCEDURES

Parent/teacher conferences are held throughout the school year. Conferences are strongly encouraged and may be initiated by either parent or teacher. To arrange a conference, please call the office or contact the teacher via email.

The following protocol must be followed when communicating a concern or complaint:

Stage 1: Initial expression of concern

Concerns should always be discussed with the respective teacher or coach first. An email is the best method of communication. Your feedback can be well articulated, and a written record of your concern is documented. A list of all teacher Email addresses is on the school website. The teacher or coach will respond to your message within 24-48 hours. Should you not receive a response within that time period, feel free to call the office to ensure that your message was received. The concern may also be delivered in the form of a hand written or typed letter. Drop the letter off in the office and it will be delivered to the teacher or coach. Parents may not approach a teacher on the playground, or in the classroom. If you would like to discuss your concern in person, an appointment **MUST** be made.

Stage 2: Discussion with the Vice Principal

Most complaints will be resolved by this stage. However, if the matter has not been resolved and needs further attention, parents may make an appointment with the Vice Principal. The Vice Principal will listen as you voice your concern, conduct any required investigation, and if necessary provide a written response to the matter within 7 days.

Stage 3: Discussion with the Principal

An appointment can be made with the principal once all other stages have been exhausted with no acceptable resolution. As in Stage 2, the Principal will listen as you voice your concern, conduct any required investigation, and if necessary provide a written response to the matter within 7 days.

Approaching a teacher or coach in an aggressive or antagonistic manner is never appropriate and will not be tolerated. Parents deemed to be hostile or confrontational may be prohibited from attending specific school functions or from entering campus entirely. Please remember, what you consider to be a proper response to a complaint will not always be what the school deems appropriate. Many factors go into the decisions that are made here at school, and the overall well-being of the students is always of the utmost priority. Any teacher discipline will occur internally and will not be discussed with parents.

DANCES

Student council members will sponsor dances throughout the school year. Times and dates TBA.

DENTIST AND DOCTOR'S APPOINTMENTS

If you plan to leave campus for an appointment, you must notify the office with a note from your parent. If an early morning appointment is scheduled and you are late arriving to school, you must check in with the office for a pass and to have your name removed from the absent slip.

DETENTION

When detention hours are given, the parents/guardians are informed by means of a detention slip, which records both the infraction and the penalty. Detention slips are to be **SIGNED AND RETURNED TO THE ADMINISTERING TEACHER** during school the next day. One - hour detentions will be served the Friday after the detention slip is given. Failure to return a detention slip, failure to serve a detention, and forging a parent's signature on a detention slip are all serious matters and will result in further consequence. A parent conference will be arranged after the third detention. Detention will be held from 3:15-4:00 PM in a pre-designated room on each Friday necessary.

In the case where a student infraction does not warrant a suspension, but a detention will not suffice, or for multiple offense infractions, a Saturday detention may be deemed necessary. When Saturday detentions are given, the parents/guardians are informed by means of a detention slip, which records both the infraction and the penalty. The Principal or Dean of Discipline usually assigns Saturday detentions. The slip must, therefore, be **SIGNED AND RETURNED TO THE DEAN OF DISCIPLINE** during the next school day. Saturday detentions will be served the Saturday following the infraction, from 7:00 A.M. to 11:00 P.M. Children will work around the campus cleaning or sit in a classroom copying from the discipline policy.

Parents will be charged twenty-five dollars per Saturday session to cover the cost of supervision. Any late student will have to serve another Saturday detention.

DISCIPLINARY BOARD

In the case of severe or unusual infractions, students and parents may be called to appear before a Disciplinary board. The student will describe his/her behavior to the board and offer an explanation. The board will meet and decide on an appropriate consequence. The disciplinary board is comprised of teacher volunteers, the Vice Principal, and the Principal. Two members of the student body may also be included.

DISCIPLINARY PROBATION

Probation is imposed on a student who has not shown significant improvement in his or her behavior after a warning from the Principal or Dean of Discipline. Probation is may be given for a period of at least one-quarter. At the end of the probationary period, the student and parents will appear in front of the discipline board. The board, after reviewing the student's behavior, will decide if the student shall be removed from probation. A student whose behavior improves may be taken off probation. Those students who do not improve may be placed on probation for another quarter or dismissed from The Valley Schools.

DISCIPLINARY REFERRAL

A referral to the Dean of Discipline is a written statement by a staff member that the individual will not comply with school policy or is disrespectful. The usual punishment for a student receiving a disciplinary referral is at least one hour of detention, however the level of punishment may be increased if the Dean feels it is necessary.

DRESS AND APPEARANCE CODE

There are several important reasons why The Valley Schools has established a dress code. At The Valley Schools, we believe that uniform dress promotes good behavior and morale. Since The Valley Schools presents itself as a traditional school with strong values, proper dress demonstrates who we are to others. Conforming to the dress and appearance code is one of the easiest ways for students to show their cooperation and support of The Valley Schools.

Appropriate school uniforms are required for each student each day. All uniform items are to be clean, in good taste and in good condition. Students not in compliance will be asked to return home for the day or have the proper uniform clothing brought for them. Students may return to school when properly dressed.

The dress code has recently been modified: **1)** Belts are mandatory for students in Grades 4 - 8. **2)** Undershirts must be white or navy blue. **3)** Only Valley sweatshirts and jackets may be worn. **4)** Students may not cut finger holes into sweatshirts or shirts. **5)** Socks must be worn at all times. **6)** Only white, navy blue, or black socks may be worn with shorts, skirts, jumpers and skorts.

POLO SHIRTS, SWEATSHIRTS, GYM SHIRTS, GYM SHORTS, AND JACKETS MAY ONLY BE PURCHASED THROUGH VALLEY. PLAID JUMPERS AND SKIRTS ARE AVAILABLE AT DENNIS UNIFORM COMPANY. NAVY AND KHAKI UNIFORM PANTS MAY BE PURCHASED AT ANY STORE.

BOYS

Polo shirts - short sleeve: white or royal blue with logo

Pants: solid navy blue or khaki (no cargo or denim)

Shorts: solid navy blue or khaki (no cargo, corduroy, denim or jeans)

Sweatshirts - crew neck/hooded: solid navy blue with logo

Jackets: solid navy blue with logo

Socks: white, navy, or black only

Shoes: athletic shoes (no extreme colors)

Gym shirt/shorts: with logo - Grades 4 - 8

GIRLS

Polo shirts - short sleeve: white or royal blue with logo

Pants: solid navy blue or khaki (no cargo, denim, or low-rise pants with waistbands below the navel)

Shorts: solid navy blue or khaki (no cargo, corduroy, or denim)

Jumpers - plaid: Grades K - 3 *this item can be purchased at Dennis Uniform

Skirts - plaid: Grades 3 - 8 *this item can be purchased at Dennis Uniform

Skorts: solid navy blue or khaki only - Grades K - 5

Sweatshirts - crew neck/hooded: solid navy blue with logo

Jackets: solid navy blue with logo

Socks: white, navy, or black only

Shoes: athletic shoes (no extreme colors)

Gym shirt/shorts: with logo - Grades 4 - 8 only

UNIFORM DRESS IS TO BE GOVERNED BY THE FOLLOWING RULES:

- ε **Polo shirts** must be tucked in at all times.
- ε **Skirts** and jumpers must be no shorter than 3" above the center of the kneecap in a standing position.
- ε **Skirts** and skorts may not be rolled up at the waist to shorten, nor can shorts be cuffed to shorten.
- ε **Pants** with waistbands below the navel are not acceptable.
- ε **Belts** are mandatory for students in Grades 4 - 8.
- ε **Leggings** or tights can be worn during cold and/or wet weather. Leggings must be navy blue or white and worn under skirts, jumpers or skorts.
- ε **Plain** navy blue or white shorts may be worn under skirts or jumpers for playtime.
- ε **P.E.** uniforms are to be worn during gym class only.
- ε **Oversized** shirts, pants or shorts to obtain the baggy look is not classified as proper uniform dress and is not in compliance. Clothing must be the proper size.
- ε **Hairstyles** are not to be extreme.
- ε **Hair** length may not be past the collar for boys.
- ε **Hair** may not be dyed to extreme colors.
- ε **Girls** may wear hair accessories.
- ε **Make-up** is to be subdued.
- ε **Dress** and grooming shall be in good taste and in good health and sanitary practices.
- ε **Boys** must wear shorts and pants across the top of the hipbone and not below. Pants with crotches that hang lower than one inch are not acceptable.
- ε **Jackets** and coats must be navy blue and have the logo.
- ε **Jewelry** must not be too extreme. No spiked necklaces, bracelets or waist chains.
- ε **Earrings** may not be worn by boys. Earrings, for girls, must be small enough as to not interfere with activities.
- ε **Baseball** caps may not be worn to school.
- ε **Sweatshirts** can only be worn if a polo shirt is underneath. White turtlenecks may not be worn under sweatshirts.
- ε **White turtlenecks** can be worn under polo shirts only. They may not be worn alone with skirts, jumpers, skorts, sweatshirts, pants or shorts.
- ε **Shoes** must be sturdy, safe, have closed-toes and heels and be in good repair. No combat-style boots or shoes.

If students come to school inappropriately dressed, as set forth by these standards, parents will be called to take students home. Students may return to school when

properly dressed. We enlist your cooperation and appreciate your support in enforcing this dress code. The final decision, in regards to questions about school uniforms, is at the discretion of the Principal.

EARTHQUAKE KIT

All students are provided with a 3-day earthquake kit. The kits are stored in a designated “safe zone” and may be accessed only in times of emergency.

EMAIL GUIDELINES

All teachers can be contacted using their school email address. We ask that the parents follow the guidelines set forth to ensure a meaningful and appropriate communication.

Please use the guidelines when communicating with faculty and staff:

1. Use the subject line – This introduces you and brings attention to your message. Be sure to acknowledge who your student is by including his/her first and last name.
2. Keep it Brief – Long winded emails are difficult to read. Keep your message short and succinct.
3. Be Judicious – Choose your words carefully. Be cautious when using sarcasm and humor.
4. Do not “raise your voice” – Email netiquette recognizes all capital letters as **SHOUTING**
5. Reasonable Response Time – Remember, not everyone checks their email more than once a day. Response time is usually between 24-48 hours; this of course does not include weekends.
6. Attachments – When sending an attachment, personalize the email message to reflect the attachment and notify the receiver. Please include the name of the attachment.
7. Inappropriateness – Abusive, harassing, or threatening messages are never acceptable and are never responded to.
8. Sign Your Name – Include your name, return email address, phone number, and best time to be reached by phone if necessary.

EXPULSION

Expulsion is the permanent removal of a student from The Valley Schools, and may only be imposed by the principal. It is an extreme but sometimes necessary disciplinary measure for the common good. The following offenses, committed by students while under the jurisdiction for the school, are grounds for expulsion. Violations of the following items do not warrant a probationary period:

- Actions gravely detrimental to the moral or physical welfare of the students
- Possession or distribution of any pornographic materials
- Continued willful disobedience
- Use, sale, or possession of narcotics
- Use, sale, or possession of any alcohol for beverage purposes on or near school premises
- Willful cutting, defacing or otherwise injuring in any way any property belonging to the school
- Habitual absences/truancy
- Assault or battery or any threat force or violence directed towards any school personnel or student or their property
- Theft
- Continued verbal, physical, or sexual harassment of other students
- Possessing harmful weapons or items that can be used as weapons
- Continued disobedience and/or disrespect towards a faculty or staff member often resulting in ejection from the classroom.
- Poor academic performance resulting in a cumulative GPA of below a 2.0.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities will include such activities as competitive sports and student council. The administration and staff of The Valley Schools recognize the important role that extra-curricular activities contribute to the full development of each individual student. However, in order to participate in extra-curricular programs, students must follow established rules and regulations. Students who fail to abide by the rules will not be allowed to participate in extra-curricular activities.

FIELD TRIPS

The Valley Schools believes in the value of interactive, experiential learning. Therefore, every class will take several field trips throughout the year. In most cases, parents are welcome to attend. Information will be distributed in advance of each trip.

FREE DRESS

Free Dress days are scheduled throughout that year by the administration. The last Friday of most months are free dress days. Free dress days are sometimes scheduled around holidays/special occasions and may also be used as student incentives. On these days, clothing must be in good taste and appropriate for school. It should, not be form fitting, revealing or contain any explicit language.

GRADING POLICY

Grades should be considered an indication of student accomplishment. They do not necessarily reflect potential or capability. Overall grades are determined by averaging grades in the following categories: classwork, homework, quizzes, exams, projects/reports, class participation. The following is the basic grading system:

A+	4.0	100-99	B	3.0	87-83	C-	1.7	72-70
A	4.0	98-93	B-	2.7	80-82	D+	1.3	69-68
A-	3.7	92-90	C+	2.3	79-78	D	1.0	67-63
B+	3.3	89-88	C	2.0	77-73	D-	0.7	60-62
						F	0.0	59 – Below

GRADUATION

Eighth grade graduation is held in May. The exact date is on the school calendar. Fifth graders do not have an official graduation ceremony.

HOMEWORK TIPS

Homework is an essential part of the learning process. Homework is not necessarily only written work; it may require studying, reading, and research. On most days students will have 45-90 minutes of homework. Students should use the school distributed agenda book to document homework, but assignments are also posted on the MSP site. If a student misses any classes, he/she is responsible for getting all missing assignments from a classmate or the instructor. Students will be given one day for each day absent to make up assignments missed. The role of the parent in homework is one of encouragement and support. Students should be allowed to do their assignments with minimal assistance.

Write down your homework assignments. No matter how good your memory is, it is almost impossible to remember everything. Homework books are supplied on the first day of school. They may assist you in organizing your homework.

Make yourself a time schedule for doing your homework. Without a schedule, it is easy to spend all of your time on one subject and not enough on another.

Have a quiet, well lighted place to work that is equipped with all of your supplies. Begin to study at your scheduled time. Begin with your most difficult subject when you are freshest. Then move on to other work.

Make an effort to understand and remember what you have read. Underlining main points or writing down main ideas is always helpful.

Take notes. Write down key words and phrases. Have a separate folder for each class. Remember to be neat.

Concentrate! Be an active listener and class participant. Pay attention to everything that goes on in class. Ask and answer questions and take part in every class activity. If something in class is not clear in your mind, ask questions.

Try not to miss school. Every day of school you miss, means work to be made up. Class discussions, questions and answers given in class can never be made up.

Get to school and class on time! You can miss a great deal even if you are only a few minutes late.

Homework is generally assigned in every class and is due the following session unless otherwise specified.

HONORABLE MENTION

Students who achieve 3.3-3.69 earn honorable mention honors.

HONOR ROLL

Students who have obtained a 3.7 and above average for the ten-week grading period earn honor roll.

IN-HOUSE SUSPENSION

An in - house suspension is the temporary removal of a student from the general school population. The student attends school however; he/she completes his/her work in isolation. Students will have no contact with their classmates for the entire day.

A child will stay on in-house suspension until he or she meets the following conditions:

1. Complete all assignments prescribed by his or her teachers for credit
2. Has a conference with the Principal
3. Makes a commitment to correct the inappropriate behavior

Student In-House Suspension Rules

1. Student must report to the principal's office by 8:20 a.m.
2. Student must bring to the office all books, notebooks, and other materials needed for assignments. Daily assignments must be completed on time

3. Students must stay in designated area and not leave unless permission is given. Rest room privileges will be granted only during class time when other students are not outside.
4. Students may not visit other students without permission.
5. Students will not be allowed to participate in any extra-curricular activities during the period of in-house suspension.
6. Student will eat lunch in suspension area and will not be allowed in the cafeteria
7. Student must be off school grounds by 3:15 p.m. each day unless under the direct supervision of a teacher or an administrator.

Failure to comply with these rules may result in suspension from school, with no opportunity to make up work. Students who violate rules the second time are subject to expulsion.

INJURIES

If an injury is sustained while participating in any activity, inform a teacher and come to the office for treatment. We will notify your parents if it is serious. If you become sick after arriving on campus, report to the office and someone will call your parents.

LIBRARY

The library is open after school, for study, research and to check out books. The library is a resource center and students should work quietly.

Books may be checked out from the library for two weeks and may be renewed once unless another student is waiting for the book. Students may not borrow books from the library if he/she has books still checked out.

Any lost or damaged books will be the responsibility of the student/parent. You will have to either replace or pay for the lost book.

LOCKERS

Each middle school student will be assigned a locker. Students are expected to keep their lockers clean and orderly. Report any locker problems to the office. Only school issued locks may be used. There will be no sharing of lockers. Locker inspections may be made from time to time. Lockers are the property of the school. Do not keep items of value in your lockers. Leave all items of value at home.

LOST AND FOUND

Many lost and found items turn up on the hooks on the playground and in the office. If you find property not belonging to you, please turn it in to the office immediately. If you have lost something, check with the office to see if it has been turned in.

LUNCHES

Lunches may be either bought or brought. Lunch, snacks and drinks are available for purchase in the cafeteria. Lunches are provided for students in nursery – K. Students in 1st and 2nd grade may purchase lunch from a three-week rotating menu for \$3/day. Students in grades 3-8 may purchase lunch from an a la carte menu. While prices vary by item, the average cost for lunch is under \$4. A copy of both menus is available online or in the office. All food is to be consumed in the lunch areas.

PARKING

Parking is very limited. It is important that you follow all traffic patterns. The north gate on Haskell Ave. is for entering the campus only. The south gate must be used to exit the campus. When parking in the Sherman Way lot, park only in the designated spaces. Cars parked inappropriately blocking incoming and outgoing traffic are subject to tow. The speed limit in all school parking lots is 3 MPH! Please, be courteous and avoid rushing so that potentially serious accidents can be avoided.

PATHS

The primary role of P.A.T.H.S. is to provide a forum through which parents can become more involved in the education of their children. P.A.T.H.S. is involved with many activities around the campus including organizing the Classroom Liaison Program, fundraisers, volunteering for school activities and helping to keep the communication between parents, teachers and administrators open, encouraging the exchange of ideas. We encourage anyone who is interested to join us for our monthly meetings held on the 3rd Tuesday of each month in the elementary school library from 5:30pm-6:30pm. If you cannot attend, there will still be many opportunities to help in other ways.

PHYSICAL EDUCATION

Students must participate in PE unless excused for medical reasons. A note from the doctor must be on file in our office for such a medical exemption to be made. Students in grades 4-8 must wear the school PE uniform.

PICTURES

School pictures are taken in September. The exact date is on the school calendar.

PROGRESS REPORTS

Students on Academic Probation will receive weekly progress reports. These progress reports will be very detailed in nature, documenting missing assignments, recent test scores and any current trends in classroom behavior. A parent or guardian must sign progress reports.

RADIOS AND ELECTRONIC EQUIPMENT

Radios, tape recorders, CD players, game boys, and iPods are not permitted on campus. Items will be confiscated if found on campus.

REPORT CARDS

Report cards will be distributed following the end of each ten-week grading period.

SCHOLASTIC DISQUALIFICATION

A student may be scholastically disqualified from further attendance at The Valley Schools if the student receives grades of "F" in any grading period after being placed on scholastic probation. A student who is academically disqualified may be withdrawn at the end of the semester in which disqualification occurs.

SCHOLASTIC PROBATION

A student who receives at least one grade of "F" in any grading period, or a student whose report card grade average falls below a 70%, is automatically placed on Scholastic Probation for one quarter.

All students on scholastic probation must adhere to the following rules and regulations:

- A meeting is organized with the Principal.
- Students may not participate in any non-academic extra-curricular activities (sports, student council, after-school clubs).
- Students must get their daily homework books signed by teachers and parents.
- Students will attend a mandatory study hall.
- After missing more than three assignments in any one class, an immediate parent conference is scheduled; after missing more than five assignments in any one class the child and parent must appear in front of the Disciplinary Board.
- If a child receives more than three detentions, an immediate parent conference is scheduled with the principal. After five detentions, the child and parents must appear in front of disciplinary board.
- Student must raise grade average to 70% or higher, and not receive a grade of "D" or "F" in any subject.
- Student may not miss more than three consecutive days of school without a doctor's note.

- At the end of the Probation period, the student's efforts will be evaluated. At this point the probationary period may be terminated, or probation may be extended for another quarter. If the student's grade average fails to rise to an acceptable level, or if there is a lack of sincere effort, the child may be dismissed from Valley School.

While the teachers serve as a valuable resource to the students, it is important to acknowledge that the students themselves are accountable for their own success. It is thus, up to the students to ensure they meet these requirements.

SCHOOL OFFICE PHONE USE

As a general rule, students are not allowed to use the school office phones except in times of emergency. Students may not use their cell phones or text message during school hours without teacher permission.

SKATEBOARDS AND ROLLER BLADES

Skateboards and roller blades are not allowed on campus.

SPECIAL NEEDS (ACADEMIC)

Parents desirous of academic support services for specific learning disabilities are required to submit documentation to verify eligibility. Documentation must include a diagnosis and recommended accommodations from a qualified professional.

Possible accommodations may include, extended time on tests and quizzes, use of a lap top, use of colored overlays, special seating, and special markers.

STUDENT COUNCIL

The student council was established to provide a forum through which students may exercise their voice in planning school events. Each grade, 5-8, will have its own representative on the council. In addition, there will be officers elected by the student body. The success of this organization depends on these elected officers. Elections will be held during the first month of school.

STUDY HALL

Study hall is held every day, Monday – Friday, from 3:15 – 4:00 PM. Study hall is mandatory for every student not attending or participating in a school organized activity.

SUSPENSION

Suspension is the temporary removal (usually one to three days) of a student from the school. A student is subject to suspension for a serious violation of school rules or continual behavior inconsistent with school policy. **STUDENTS WHO ARE SUSPENDED MAY NOT PARTICIPATE IN OR ATTEND ANY SCHOOL ACTIVITY.** Class time missed due to a suspension is considered unexcused. A suspended student will be readmitted to school only after he or she demonstrates a willingness to cooperate with school policies.

TABLETS

All middle school students are expected to have tablet or laptop computers with them in class on a daily basis. Devices should be fully charged and operational. Students who fail to bring their tablets to class may not receive participation credit for that day. Please, see the Acceptable Technology Use Policy for further rules and regulations.

TARDINESS

Classes begin at the sound of the second bell. Any student not in the class at that time is considered tardy. The administration understands that sometimes tardiness cannot be avoided. It must be acknowledged, however, that going into any class late is a disruption to teachers and students.

A student arriving late to school is to report to the office for a tardy slip **REGARDLESS OF THE TIME THE STUDENT ARRIVES.** The tardy slip is to be shown to the teacher upon entering the classroom and then taken home to be signed by a parent. Students who fail to return the signed slip to their first period teachers will receive a level 1 consequence.

A student arriving late to class will receive a tardy referral from their current teacher. The referral will be time stamped and then taken home to be signed by a parent. The slip must be returned to the respective teacher on the following day. Students who fail to return the signed slip to the teacher will receive a level one consequence. After three tardies in any particular class, the student will serve a one-hour detention on the Friday following the tardy.

A student deemed excessively tardy is subject to a level 3 punishment or greater. The Valley Schools considers twelve tardies in a semester "excessive." First period tardies are an exception to this rule, unless it is known that the student was on campus before the 8:25 A.M. bell.

TECHNOLOGY

The primary purpose of ALL technology use at The Valley Schools (including but not limited to the Internet) is to allow students, teachers, and staff to conduct academic research and school business. Use of printers will be limited to school related activities.

Acceptable use of technology does not permit use of digital media, hardware, or software in connection with gaming, games, computer conferencing, social media, music, video, instant messaging, etc.;

You agree to act responsibly and with good behavior on any computer or communications system using The Valley Schools wired or wireless network services. You agree to follow all of The Valley Schools rules for behavior and communications. Your access to these resources is a privilege and not a right.

You agree not to tamper with or attempt to illegally access or "hack" any school computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated and will cause you to have this privilege revoked.

Do not loan your computer to anyone else at school. Your computer is likely the most expensive and easily damaged device you own. As such it is not an appropriate item to share with your classmates. If you borrow someone else's computer (in violation of this rule) and it becomes damaged, you will be held responsible for the costs of repairs and/or replacement.

You agree to abide by the generally accepted rules of "netiquette" and will conduct yourself in a responsible, ethical, and polite manner while using any school computing and communication resource. ("Netiquette" is an evolving standard of Internet politeness and is difficult to specifically define. However, using the Internet does not give anyone license to be mean, offensive, or uncivil. This is especially true at school.)

Students are responsible for backing up all files, documents, and data in case of power outages, equipment loss, or data corruption. Flash drives are required school equipment for exactly this reason.

Never leave your computer sitting around unattended. Keep your computer safe. It is a target for thieves or vandalism. Don't leave it sitting in a car in plain view. Do not leave it in a car at all (heat could damage the computer). Keeping your computer in a padded laptop bag or on a desk or elevated space when it is not in use is the best place for it.

Do not eat or drink near your computer. Food and drink have a way of finding electronic devices. If a spill does occur, unplug and/or pop the battery out. Then try draining the fluids by tilting it.

Treat your computer like the fragile device that it is. Dropping it onto a desk or the floor can be damaging. Don't fling it around. Don't stack things on top of it. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place.

The Valley Schools does not provide computer repair services. This is your computer. You are responsible for maintaining your computer. You are responsible for repairing it if it becomes damaged or inoperative. You are ultimately responsible for backing up your files.

Parents accept full responsibility for supervising their child's use when not in school. Parents are further responsible for monitoring their child's general internet use so as to ensure that such use does not conflict with any other family or house rules that exist beyond the campus.

The Valley Schools assumes no responsibility or liability for any loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use any information obtained via the Internet at your own risk. The Valley Schools does not guarantee the accuracy or quality of information obtained through its services.

It is expected that students will have access to the Internet outside of school. This can be accomplished in any number of ways (public libraries, internet cafés, even Starbucks™). However, home Internet service cost is the responsibility of the family and is not required for enrollment at The Valley Schools.

You have no expectation of privacy. Your computer can be inspected at any time. Keep nothing on it that is so private that you wouldn't share it with a teacher, the Principal, or your parents. Assume that your computer can keep no secrets, because, in reality, it can't. Your computer will be treated like a school locker; it can be searched if there is reasonable suspicion. Files stored on your computer will not be private. You also agree to allow authorized school personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that you assume all risks and responsibilities when using your own personal computer equipment.

Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs,

or parents' names and social security number, credit card information, and/or bank information. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.

Do not attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt the school computer systems and network or log in as an administrator. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the school's systems or networks, will result in disciplinary action. This can include the revocation of privileges and even the possibility of expulsion.

Do not attempt to disable, remove, or uninstall any anti-virus or anti-spyware utilities installed on your laptop. These programs have been installed for the protection of both your computer and the networks to which you connect.

Do not use your computer to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another person's account. This behavior is related to trespassing and will be treated as such.

Keep your password(s) to yourself. Sharing a password makes you liable if problems do arise. If you know of a security problem on your computer or someone else's, inform the school administration so this can be addressed.

Your computer is for schoolwork during class time. Playing games, watching videos, or instant messaging in class is disrespectful and will not be tolerated, and will result in disciplinary action.

The Valley Schools does not permit illegal downloading or spamming using our Internet access points. These downloads can be traced, and could cause the school to be blacklisted from Internet Service Providers. Illegal downloads of any type of digital media, or digital data shall make you liable for all legal fees or fees imposed by any judgment by a court of law or any other tribunal. All computers are subject to search at all times.

Bring your own power supply every day. Students shall maintain powered computers via charged batteries or electrical powers. Inoperative computers required for class use may cause student's failure to receive academic credit for the period in which the computer was inoperative.

When outside the classroom, computers may only be used in designated areas, and with teacher permission. Use outside of these areas, or without teacher permission, are violations and may result in negative consequences. The designated area will be determined and communicated upon the beginning of the school year.

When inside the classroom, computer screens must be viewable and accessible to the teacher. Students may not prevent any teacher from viewing the screen by closing the computer, changing pages or flipping over the computer. Teachers may choose to check the computer history to determine whether or not a student has been accessing unauthorized websites.

These rules shall be enforced at all times by any staff member. Whether it is the Principal, a teacher, the office staff, a substitute teacher, or any adult member of the school community, students are expected to comply.

TOYS

Toys are not allowed at school.

TUTORING

Tutoring is available to all students during study hall time. If students need more intensive tutoring, parents may approach teachers for after-hours help. Teachers may not tutor their own students without explicit permission from the principal.

VALUABLES

All valuables should be left at home. Do not bring large amounts of money to school. It is not safe to leave it in your locker. Jewelry and other personal valuables are sometimes lost, so it is best to leave all valuable items at home.

WEB SITE

Parents and students are encouraged to visit The Valley Schools website at www.valleyschool.com. Information including but not limited to upcoming events, contact information and forms and documents is all a click away.

WEEKLY PROGRESS REPORTS

These reports are designed for students having problems with grades. They are available for parents who wish to know the progress of their child on a weekly basis. The teachers will make appropriate comments on them throughout the week. It is up to the student to make sure the report is taken home.

WORK HABITS/CITIZENSHIP GRADES

A student is given a work habits grade each grading period by his/her classroom teachers. This grade reflects the students preparation for as well as participation and cooperation in class. The possible work habits grades are: "E" (Excellent), "S" (Satisfactory), and "U" (Unsatisfactory).

YEARBOOK

Each student will receive a yearbook during the last week of school. The cost of the yearbook is included with the tuition.

ACADEMICS

SCHOLASTIC PROBATION

A student who receives at least one grade of “F” in any grading period, or a student whose report card grade average falls below a 2.0, is automatically placed on Scholastic Probation for one quarter.

All students on scholastic probation must adhere to the following rules and regulations:

- A meeting is organized with the Principal
- Students must get their daily homework books signed by teachers and parents.
- Students will attend a mandatory study hall
- If a child receives more than three detentions, an immediate parent conference is scheduled with the principal.
- Student must raise grade average to 70% or higher, and not receive a grade of “D” or “F” in any subject.
- Student may not miss more than three consecutive days of school without a doctor’s note.
- At the end of the Probation period, the student’s efforts will be evaluated. At this point the probationary period may be terminated, or probation may be extended for another quarter. If the student’s grade average fails to rise to an acceptable level, or if there is a lack of sincere effort, the child may be dismissed from Valley School.

While the teachers serve as a valuable resource to the students, it is important to acknowledge that the students themselves are accountable for their own success. It is thus, up to the students to ensure they meet these requirements.

SCHOLASTIC DISQUALIFICATION

A student may be scholastically disqualified from further attendance at Valley School if the student receives grades of “F” in any grading period after being placed on scholastic probation. A student who is academically disqualified may be withdrawn at the end of the semester in which disqualification occurs.

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR PARTICIPATION

All students are eligible for participation in extra-curricular activities unless deemed ineligible by the principal.

ACADEMIC HONESTY

The following are examples of behaviors considered dishonest by the Valley School

- Lending or copying homework, in or out of class
- Giving or receiving answers to quizzes, tests, and examinations
- Entering an academic testing situation with an unfair advantage
- Plagiarism

- Violating testing procedures as defined by a teacher in an individual classroom

These are matters of serious consequence, which may result in a failing grade for the work and a level 3 or greater punishment. A student who steals or accepts a copy of a stolen test is liable for immediate dismissal from school.

PROGRESS REPORTS

Students on Academic Probation will receive weekly progress reports. These progress reports will be very detailed in nature, documenting missing assignments, recent test scores and any current trends in classroom behavior. A parent or guardian must sign progress reports.

ATTENDANCE

State law requires regular and punctual attendance at school. Credit is awarded for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance. To receive credit for a course offered by Valley School, a student must pass the course with a grade of "D" or better and be in attendance in that particular class with no more than eight unexcused absences within a semester. Students with an excessive number of excused absences must make arrangements with the principal and teachers to make up work and class time.

EXCUSED ABSENCES

Absences are excused only in cases of personal illness, severe illnesses in the family, death in the family, or similar situations in which it is not possible for the student to be in school. The Principal, prior to the absence will make the only exception to this policy. A family vacation is not considered an excused absence. All absences, excused or unexcused are counted toward a student's total number of absences.

UNEXCUSED ABSENCES

Absences for other than the above reasons, even with parent/guardian permission, are considered unexcused.

WORK MISSED DUE TO ABSENCE

When a student is absent, it is his/her responsibility to acquire and complete the work missed for that day. If someone can pick up your homework, call the office and we will have teachers prepare homework for you. Please call before 9:00 A.M. so that teachers have ample time to do this. If a student is absent for more than three consecutive days, a note from the doctor is required for the absences to be considered excused.

LOSS OF CREDIT FOR EXCESSIVE ABSENCE IN A PARTICULAR CLASS

When a student is absent (unexcused) more than eight times per semester in a particular class, the student will receive a grade of "F" in that class and will lose credit for that class. The student will then be required to attend summer school to make up credit for the failed class.

TARDINESS

Classes begin at the sound of the second bell. Any student not in the class at that time is considered tardy. The administration understands that sometimes tardiness cannot be avoided. It must be acknowledged, however, that going into any class late is a disruption to teachers and students.

TARDY TO SCHOOL

A student arriving late to school is to report to the office for a tardy slip REGARDLESS OF THE TIME THE STUDENT ARRIVES. The tardy slip is to be shown to the teacher upon entering the classroom and then taken home to be signed by a parent. Students who fail to return the signed slip to their first period teachers will receive a level 1 consequence.

TARDY TO CLASS

A student arriving late to class will receive a tardy referral from their current teacher. The referral will be time stamped and then taken home to be signed by a parent. The slip must be returned to the respective teacher on the following day. Students who fail to return the signed slip to the teacher will receive a level one consequence. After three tardies in any particular class, the student will serve a one-hour detention on the Friday following the tardy.

EXCESSIVE TARDINESS

A student deemed excessively tardy is subject to a level 3 punishment or greater. Valley School considers ten tardies in a semester "excessive."

DISCIPLINE

PHILOSOPHY

The rules and regulations for student discipline exist in order to create a positive environment for learning. These rules and regulations are not ends in themselves, but the means by which an atmosphere for effective learning is established and the rights and safety of students, faculty, and staff are protected.

EXPECTED STUDENT BEHAVIOR

The following is a list of standard classroom policies.

- STUDENTS MUST CONFORM TO THE DRESS AND APPEARANCE POLICY OF VALLEY SCHOOL.
- Students are to be in their seats when the second bell rings. They are not to leave their places in the classroom without explicit permission from the teacher.
- Students must be prepared for class.
- Students are to refrain from talking without permission
- Students are responsible for cleanliness around their desk and chair
- Students should always knock before entering a classroom since class may be in session, and should never enter any classroom in which there is no teacher supervision.
- Students should always knock before entering a classroom in which there is no teacher supervision.
- Food and drink are to be consumed in the cafeteria or lunch area. Eating and drinking is prohibited in any classroom.
- Gum chewing is not permitted anywhere on campus
- Students must act respectfully towards faculty, staff and other students.
- Students must not fight or exhibit any signs of violent intent
- Students must keep all textbooks properly covered at all times
- Students must not share their locker combinations with other students.
- Students must not bring objects of value or large sums of money to school. If these circumstances cannot be avoided, then these items must be stored in the office. Failure to do so relieves Valley School of all responsibility

MIDDLE SCHOOL BACK PACK POLICY

When not in use, backpacks must be stored in student lockers or on the shelves. Therefore extra-large rolling backpacks are not allowed. In the effort to improve the safety of our students, backpacks are not allowed on the balconies or in the classrooms.

DISCIPLINE PROCEDURE FOR TEACHERS

The individual faculty member is the primary disciplinary authority in the school. Any student who, in the opinion of a faculty member, violates class or school rules is liable for disciplinary action. While there are recommended consequences for many infractions, a teacher may adjust or modify a consequence when deemed appropriate. In the case of multiple offenses, the consequence moves up level by level with each additional infraction. The student may also be placed on "Disciplinary Probation."

Disciplinary Referral

A disciplinary referral is a written statement by a staff member that the individual will not comply with school policy or is disrespectful. The usual punishment for a student receiving a disciplinary referral is at least one hour of detention, however the level of punishment may be increased if the Principal feels it is necessary.

Detention

When detention hours are given, the parents/guardians are informed by means of a detention slip, which records both the infraction and the penalty. Detention slips are to be **SIGNED AND RETURNED TO THE ADMINISTERING TEACHER** during school the next day. One-hour detentions will be served the Friday after the detention slip is given. Failure to return a detention slip, failure to serve a detention, and forging a parent's signature on a detention slip are all serious matters and will result in further consequence. Detention will be held from 3:15-4 PM in a pre-designated room on each Friday necessary. Students receiving multiple detentions are subject to suspension or expulsion.

Saturday Detention

In the case where a student infraction does not warrant a suspension, but a detention will not suffice, or for multiple offense infractions, a Saturday detention may be deemed necessary. When Saturday detentions are given, the parents/guardians are informed by means of a detention slip, which records both the infraction and the penalty. The Principal usually assigns Saturday detentions. The slip must, therefore, be **SIGNED AND RETURNED TO THE PRINCIPAL** during the next school day. Saturday detentions will be served the Saturday following the infraction, from 7:00 A.M. to 11:00 P.M. Children will work around the campus cleaning or sit in a classroom copying

from the discipline policy. Parents will be charged \$50 per Saturday session to cover the cost of supervision. Any late student will have to serve another Saturday detention.

In-house Suspension

An in - house suspension is the temporary removal of a student from the general school population. The student attends school however; he/she completes his/her work in isolation. Students will have no contact with their classmates for the entire day.

A child will stay on in-house suspension until he or she meets the following conditions:

4. Complete all assignments prescribed by his or her teachers for credit
5. Has a conference with the Principal
6. Makes a commitment to correct the inappropriate behavior

Student In-House Suspension Rules

8. Student must report to the principal's office by 8:20 a.m.
9. Student must bring to the office all books, notebooks, and other materials needed for assignments. Daily assignments must be completed on time
10. Students must stay in designated area and not leave unless permission is given.
Rest room privileges will be granted only during class time when other students are not outside.
11. Students may not visit other students without permission.
12. Students will not be allowed to participate in any extra-curricular activities during the period of in-house suspension.
13. Student will eat lunch in suspension area and will not be allowed in the cafeteria
14. Student must be off school grounds by 3:15 p.m. each day unless under the direct supervision of a teacher or an administrator.

Failure to comply with these rules may result in suspension from school, with no opportunity to make up work. Students who receive multiple in-house suspensions are subject to expulsion.

Suspension

Suspension is the temporary removal (usually one to three days) of a student from the school. A student is subject to suspension for a serious violation of school rules or continual behavior inconsistent with school policy. **STUDENTS WHO ARE SUSPENDED MAY NOT PARTICIPATE IN OR ATTEND ANY SCHOOL ACTIVITY.** Class time missed due to a suspension is considered unexcused. A suspended student will be readmitted to school only after he or she demonstrates a willingness to cooperate with school policies. Students who receive multiple suspensions are subject to immediate expulsion.

Disciplinary Probation

Probation is imposed on a student who has not shown significant improvement in his or her behavior after a warning from the Principal. Probation is given for a period of at least one-quarter. At the end of the probationary period, the student and parents will meet with the Principal. The Principal, after reviewing the student's behavior, will decide if the student shall be removed from probation. A student whose behavior improves may be taken off probation. Those students who do not improve may be placed on probation for another quarter or dismissed from Valley School.

Expulsion

Expulsion is the permanent removal of a student from Valley School, and may only be imposed by the Principal. It is an extreme but sometimes necessary disciplinary measure for the common good. The following offenses, committed by students while under the jurisdiction for the school, are grounds for expulsion.

- Actions gravely detrimental to the moral or physical welfare of the students
- Possession or distribution of any pornographic materials
- Continued willful disobedience
- Use, sale, or possession of narcotics
- Use, sale, or possession of any alcohol for beverage purposes on or near school premises
- Willful cutting, defacing or otherwise injuring in any way any property belonging to the school
- Habitual absences and/or truancy
- Assault or battery or any threat force or violence directed towards any school personnel or student or their property
- Theft
- Continued verbal, physical, or sexual harassment of other students
- Possessing harmful weapons or items that can be used as weapons
- Continued disobedience and/or disrespect towards a faculty or staff member often resulting in ejection from the classroom.
- Poor academic performance resulting in a cumulative GPA of below a 2.0.

SAFETY AND EMERGENCY PROCEDURES

The Valley Schools is committed to providing a safe environment for its students and all that enter the campus. To facilitate this, certain rules and regulations have been formulated. It is expected that all students and adults will cooperate with these regulations.

In the case of an emergency such as an earthquake or fire:

School employees will:

1. Participate in all emergency training and drills
2. Stay calm and direct students in the event of a real emergency
3. Follow the designated school plan

Students will:

1. Participate in all emergency training and drills
2. Remain calm and quiet as the situation allows.
3. Duck and cover in an earthquake situation until given the all clear signal
4. Leave the building in a quiet and orderly manner when told to do so.
5. Line up in the designated area for attendance to be taken.
6. Be on their best behavior until given the all clear or, in case of emergency, until they are picked up by a parent or guardian.

Major School Safety Regulations

To maintain the safety of the campus, the following major regulations have been adopted. Failure to abide by these regulations will result in severe consequences.

1. Drug use/abuse – the use, sale, or possession of drugs, tobacco, or alcohol on campus at any time are regarded as severe breaches of school rules. A Student guilty of any of these infractions may be expelled
2. Gang Involvement – Any type of gang activity or gang association will not be tolerated. Gang symbols on notebooks, lockers, book bags, etc. or gang clothing are not allowed on campus.
3. Weapons – possession of fire arms, knives or any explosives on campus if expressly forbidden. This rule also applies to ordinary objects that are used in a harmful or dangerous manner.
4. Theft and Vandalism – Students are expected to respect school property as well as the property of others. Taking or vandalizing property belonging to others are very serious offenses and are punishable by expulsion.

Visitors on Campus

For security purposes, ALL visitors must check in with the office upon entering school grounds. Students are not allowed to bring friends to school or school functions without prior approval from the administration.

EMERGENCY PROCEDURES

If School is Not in Session

If a natural disaster (i.e. Earthquake, flood, fire) or civil emergency (i.e. Riot or disturbances of some other nature) were to occur while school was not in session, school would not resume until such time as the city was reasonably safe for commuting to school. In any natural disaster or civil disturbance were to occur in an area through which our students and faculty commute, that we would not hold school until order was guaranteed. If a disturbance were to occur, a decision whether or not to open the school would be made at the earliest possible time in order to get word out to our students and faculty. In most cases, an email blast will be sent to all families with information about school closures.

News of our decision would be communicated to our faculty and staff first, then secondly to the news media. We will attempt to inform these radio stations: KFVB (AM 980) and KNX (AM 1070). We will also attempt to inform these TV stations Channels 7 (KABC) and 11 (KTTV). If a situation were to develop, we ask that you depend on these sources of information. Calling directly to the school would overwhelm our phone system, and in the event of loss of power, our phone system would be down. Please, do not call the school directly.

If School Is in Session

In the event of an earthquake or similar emergency, the following procedures will be implemented:

PHASE ONE

At the first indication:

In the classroom: drop and take cover and hold on. Remain in that position until quake has ended. Wait for an announcement of what to do next (resume normal activity or evacuate the building). After the quake has passed, teachers and staff will be able to check for injuries, but only if it seems that danger has passed.

Outdoors: drop and cover in open areas away from things that could fall (power lines, etc.)

If the evacuation order is given, students will follow this procedure:

Nursery: North end of field

Kindergarten: West side of field (be sure to stay clear of wall)

First and Second: South side of field

Third through Fifth: Middle of field

Middle School: White top (stay clear of power lines)

As soon as the evacuation areas are reached, teachers will account for all students in their care. If any are missing, Glenn Williams, John Williams, or James Haddad will be notified. Minor first aid may be done at this time. **TEACHERS WILL BE SURE TO COMFORT AND REASSURE STUDENTS AT THIS TIME.** This will be a waiting time as damage to buildings is being assessed.

If it is determined that the buildings are not safe to occupy and we must provide for the care of the children for an extended period of time, then Phase 2 will go into operation. A responsibility chart has been organized to indicate where teachers and staff are to be and what responsibility each person will assume. Teachers not assigned to a specific responsibility will remain with their children. Teachers will continue to reassure the students that they will be cared for, that their parents will be able to find out about the situation at the school, and that everything will be fine. If the evacuation is going to be of some duration, the teachers organize a game or other activity to help occupy the students' time. If it is necessary to evacuate the property, students will be taken to Woodley Park.

PHASE TWO

- First aid stations are set up. Long supplies are retrieved from safe zones.
- Set up search and rescue, if necessary.
- Set up release area on white top near gate, but away from power lines.
- Distribute damage assessment report to media agencies.
- Set up emergency sanitation on grass area, if necessary.
- Set up feeding procedure, if necessary.
- Set up rest area, if needed. The gym will be used if possible. If not, rest area will be set up on field.

If not assigned a specific responsibility during Phase 2, classroom teachers will remain with students. Seriously injured children and/or adults will be transported to the first aid station to receive treatment.

FIRE DRILLS AND PROCEDURES

Teachers discuss and periodically review the evacuation procedure as listed under the Earthquake procedure. Approximately one planned fire drill will be conducted per quarter. When the alarm sounds, students are to follow the escape route in an orderly manner. Once in the designated area, teachers will take role and keep the students in a group until the “all-clear” signal is given.

LOCKDOWN OF CLASSROOMS

This directive is to be followed by ALL students and EVERY staff member when the announcement for a lock down is announced.

1. Have students remain seated and calm. Information about the situation will be provided as soon as it is reasonable to do so.
2. Immediately check area in front of classroom to direct nearby students into your classroom.
3. Lock all classroom and office doors and turn off lights, unless you have no windows.
4. DO NOT RELEASE ANY STUDENT WITHOUT SPECIFIC DIRECTION FROM AN ADMINISTRATOR. If an extreme emergency warrants the release of a student, that individual will have an escort.
5. Maintain a calm environment through calm leadership. Reassure students that everything possible is being done to return the situation to normal.
6. If a gunshot or an explosion is heard, get everyone to the floor. Take all students in P.E. to the nearest locker room or during outdoor P.E., take students to the field. If P.E. teachers are outside, they are to use their best judgment and be cautious of entering buildings.
7. All teachers must have accurate rosters of their classes. Make a written notation of students who are absent from your class. Note which students have been absent all day, up to that time. Also note any students who have left your class and not returned.
8. Be prepared to maintain these conditions until an administrator walks to your classroom to give the “ALL CLEAR” announcement.
9. Once the all clear is given, students and teachers will congregate on the field or in the gymnasium .
10. After the lockdown is terminated and students have been dismissed from the campus, ALL teachers will meet in the gym. Please have your student roster with you.

QUICK REFERENCE FAQs

- **How can I find out what is being served for lunch?**
TK-2nd Grade have one menu and 3rd through 8th grade have another. Menus are available in the office and on the website.
- **I don't want to give my child money to take to school because they may misplace it. Is there someone I can give it to to hold it?**
You can bring money to the office. It will be kept in a labeled envelope for your child.
- **Where can I see my child's grades?**
You can login at <http://www.mystudentsprogress.com/msp>
You should have received a username and password from the school. If not, please email Mr. Haddad, jhaddad@valleysschool.com to request it. Be sure to provide your child's name, grade and teacher.
- **Where can I get information on what books I need to purchase?**
Please go to the school website and look under SUPPLY AND BOOK LIST on the right hand side. Book lists by grade are available there by the middle of August.
- **When are the P.A.T.H.S. Meetings and can anyone come?**
Everyone is welcome! The meetings are held on the 3rd Tuesday of each month in the elementary school library. There is no need to RSVP so please show up any time you can attend.
- **I work full-time so I don't see my child's teacher too often. What is the best way to contact him or her?**
You can email your child's teacher at their school email (see directory) or leave a written message for them in the main office. You can also call the main office to get a message to your teacher.
- **What time does the school open and close?**
The school opens at 6:30am for childcare and closes at 6:30pm.

- **Does Valley offer any after school classes or programs? How do I sign up?**
 Yes, there are numerous after school enhancement programs that we offer for an additional fee. You should receive information via your child's teacher in September. Information will also be available in the office and on the school website.
- **Who do I notify if my child has allergies?**
 An allergy form is sent out at the beginning of each school year. Please, fill it out completely so the school has the information on file. If you did not receive an allergy form, you may get one from the office.
- **I cannot attend the PATHS meeting but I may be able to volunteer. Who can I contact about this?**
 We appreciate and welcome all help! The school will send out a school-wide email when they need volunteers so be on the look-out. There are always opportunities.
- **At what age can my child play on one of the sports teams?**
 Students are eligible to participate in the after school athletics program beginning in 4th grade. In rare instances, third graders may be invited to play.
- **Who should I call if my child is sick?**
 Please call 818-786-4720 to let the main office know.
- **How does the school communicate to the parents about school events and when they are happening?**
 The school sends email blasts out to the parents prior to any event. You can also refer to the school calendar on our website. Each class also has a Liaison who will send out emails to their class informing them of school events.
- **If I need to send someone else to pick up my child who is not on my list of approved people, who should I notify?**
 Please call the main office as soon as you know at 818-786-4720 and provide the person's name and relationship. This person may not be permitted to take your

child without a valid ID. Also, if you can fax the request in writing, please send to 818-786-2688 attention Valley School Office Staff.

- **Are there snacks sold after school? What do they sell and how much are they?**
Yes, the school sells snack before and after school. Most snacks cost between \$1.00-\$1.50. A snack menu is available on the website and in the main office.
- **What is Study Hall? When is it held and for what grades?**
Students in grades 1st-8th have study hall Monday through Thursday from 3:15-4:00. It is mandatory students attend a study hall provided they are on campus after 3:15. Study halls are designed to allow the students to start doing his/her homework, as well as allow the students to seek out a teacher for tutoring assistance.
- **Where is Lost and Found?**
Many lost and found items turn up on the hooks on the playground and in the office. If you find property not belonging to you, please turn it in to the office immediately. If you have lost something, check with the office to see if it has been turned in.
- **What is the best way to request school work for my child when absent?**
When a student is absent, it is his/her responsibility to acquire and complete the work missed for that day. If someone can pick up your child's homework, call the office and the teachers will prepare homework for you. Please call before 9:00 A.M. so that teachers have ample time to do this. You can also login to MyStudentProgress.com and find information on homework assignments there.
- **Is there daycare during holidays and vacation periods?**
The school is closed on most Federal holidays but does offer childcare during extended breaks. This childcare is included in tuition but you must inform the office if your child will be present.
- **Where can I see a list of all the teachers who are on staff and their contact information?**
The staff directory is on the school website under STAFF CONTACT LIST on the right side.

PARENTS:

Please take the time to read this handbook with your child. After discussing its contents, please sign and return this form to school. By signing you are agreeing to the terms and policies included herein.

STUDENT'S NAME (PRINTED):

STUDENT'S SIGNATURE:

PARENT'S SIGNATURE: