

Valley Grove

Elementary School

**Handbook for
Parents and Students**



*S*afe

*O*ffer your best

*A*cept responsibility

*R*espectful

"Cardinals SOAR above the rest;
Never settle for less than your best!"

ANDERSON COMMUNITY SCHOOLS

VALLEY GROVE ELEMENTARY SCHOOL

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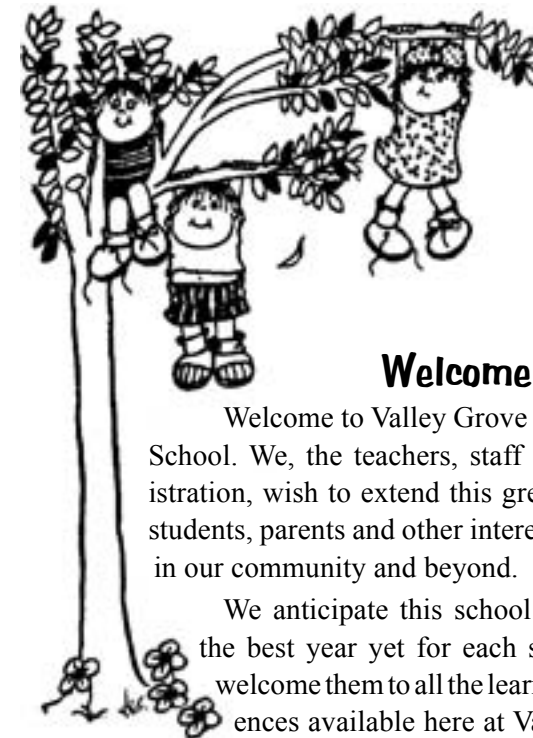
Cafeteria (765) 378-4669



"Home of the Cardinals"



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Welcome
 Welcome to Valley Grove Elementary School. We, the teachers, staff and administration, wish to extend this greeting to all students, parents and other interested parties in our community and beyond.

We anticipate this school year being the best year yet for each student. We welcome them to all the learning experiences available here at Valley Grove School. We, as educators, appreciate the students' return to school with their renewed eagerness to learn and the proud look of satisfaction when new concepts are mastered. Our teachers are eager to work TOGETHER with parents to provide all the learning and direction that we can for each of our students — your children. This is the greatest service we can provide for them.

On the following pages we have attempted to provide much of the information concerning the operation of our school which you need to know. If you have further questions, please contact the school office.

School-Wide Positive Behavior Support

Positive Behavior Support (PBS) is a school-wide plan that uses proactive strategies to prevent problem behaviors. Researchers have discovered that schools that only use reactive and punitive ways to deal with problem behaviors are actually more likely to increase problem behaviors. Consistent and proactive steps of teaching and acknowledging desired behaviors are more effective. Valley Grove has adopted the acronym S.O.A.R. and these four expectations for Valley Grove:

- Safe
- Offer your best
- Accept Responsibility
- Respectful

The motto for Valley Grove is "Cardinals SOAR above the rest; Never settle for less than your best."

All of the school rules in every setting will be based on these four expectations: Stay Safe, Offer your Best, Accept Responsibility, and Be Respectful; or SOAR. Students will also be acknowledged or rewarded for excellent behavior as well.

Some of the features of Positive Behavior Support are:

- 1.) Establish regular, predictable, positive learning and teaching environments.
- 2.) Train adults and peers to serve as positive models. Teach and model behavioral expectations.
- 3.) Create systems for providing regular positive feedback.
- 4.) Acknowledge students when they are doing the right thing.
- 5.) Improve social competence.
- 6.) Develop environments that support academic success.

Introduction to the Student Handbook

The purpose of this handbook is to acquaint parents and students with the organization, policies, services, regulations, and activities of Valley Grove Elementary School. If during the year questions arise that are not addressed in this handbook, students and parents are encouraged to ask the appropriate staff member for clarification.

All policies and procedures contained in this handbook are the result of a concerned effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will help you adjust and become an integral part of our school.

The ultimate purpose of education is to help each student become an effective citizen in our democracy. Developing and accepting responsibilities and obligations of good citizenship will help you participate in our activities and help prepare you to take your place in this complex society. Remember that your success in school will be directly proportional to your efforts expended each day.

**Anderson Community Schools
 Mission Statement**

The mission of the Anderson Community School Corporation is to develop and provide knowledge work that engages all students, resulting in maximum opportunities after graduation.



Valley Grove Elementary School Vision Statement

The vision of Valley Grove School is to motivate students to achieve their personal best by encouraging positive character traits and engaging in knowledge work to develop life-long learners and productive citizens.

**"Cardinals SOAR above the rest'
Never settle for less than your best!"**

School Time Schedule

Office Hours: 8:00 a.m. - 3:45 p.m.
Breakfast: 8:30 a.m. - 8:50 a.m.
8:50 a.m. Students enter school building
9:00 a.m. Classes begin - Tardy Bell
3:30 p.m. Dismissal

Note to Parents

Education begins at home. The school can accomplish very little without the cooperation of the parents. The parent is the first teacher of the child and should develop in the child good behavioral habits and proper attitudes toward school. Your interest and support at home is important to your child, and greatly appreciated by his/her teachers.

Students Who May Attend

Any child who attains the age of five (5) on or before August 1 of a school year will be admitted to the kindergarten program of the Anderson Community School Corporation. If the child is younger than five (5) years and the parent(s)/guardian(s) of the child wish to enroll the child in the kindergarten program, they may do so by making application to the superintendent. Such application should be made no later than ten (10) days prior to the first day of school. The superintendent will make the determination of whether the child will be admitted to the kindergarten program.

To enter grade one, a child must have attained the age of six (6) years on or before the first day of August of the next school year. Parents or guardians of a child with a birthday between July 1 and August 1 may request entrance and follow the same procedure as previously outlined regarding kindergarten students.

All students entering as new enrollees must present a written statement of immunization.

Any student transferring from a public or private school whose school record indicates that a birth certificate has not been presented shall be required to present a birth certificate on the day of entrance.

All students enrolling in Anderson Community Schools must present a birth certificate, immunizations record and address verification on the day of entrance.

Birth Certificates

As part of the registration process, a birth certificate must be presented for enrollment. A legal birth certificate is issued by the county where the child was born. Our school strives to keep our children safe and to make certain they are residing with the appropriate guardian. If the birth certificate is not obtained, the school is required to notify the National Clearing House for Missing Children. Law enforcement may have to investigate. Contact your county of birth for help in obtaining a copy. This is in accordance with the Indiana Code IC 20-33-2-10 Section 10(a).

Medical Coverage for Students

Although we do make every effort to keep our playgrounds and buildings as safe as possible, from time to time we do have students injured at school. The insurance coverage available to the school system does not provide any insurance coverage for injuries to students. It is the parent's and/or guardian's responsibility to provide medical coverage.

Insurance coverage is available for students under health insurance furnished by the parents, employer or individual policy purchased by the family. Student accident coverage may be available from your local insurance agent.

Meal Information

All students are to remain at school during the lunch half hour unless their parents have notified the school office. The cafeteria serves "Grade A" lunch and breakfast. Please send lunch money for the entire week. Students who bring their lunch or want extra milk can purchase milk in the cafeteria. Parents are welcome to come for lunch. Please notify the school cafeteria

directly at 378-4669 by 9:30 a.m. so the lunch count will be correct. The kitchen cannot prepare enough food for unexpected guests. If you are financially unable to pay for your child's meal(s), information and applications for free and reduced meals are available during the year in the school office. If your child forgets his lunch money, he/she can charge the meal. The parent/guardian will receive a notice of the charges. After two (2) consecutive unpaid charges, your child will not be able to charge and will receive a peanut butter sandwich and milk for lunch. Please do not send iced tea, soft drinks, and/or glass bottles to school or bring in fast food lunches. A snack bar is available in the cafeteria after students have eaten their whole lunch. There is a limit of two (2) snacks.



Physical Education

Physical education is an integral part of a child's education. Physical fitness and exercise improves a child's health and well-being. A healthier child will do better in school and grow up to be a healthier adult. Generally speaking, students will need a note from the doctor if they cannot fully participate in physical education class. All students must wear gym shoes in physical education class.

Visitors

All visitors must report to the office and identify themselves to insure all safety of our children. Teachers are happy to meet with guardians with a prearranged appointment. Visitors in the classroom and hall are very distracting to children, therefore, only those with an approved appointment will be allowed in the classroom. We appreciate your cooperation in respecting the teachers' instructional time.

Background Checks

Background checks are required to escort field trips, work at school events (such as the carnival), or participate in a classroom activity. A background check can be obtained at the Anderson Police Department or your county sheriff's department. You will need to take it to the administration building for a final review. The administration building is located at Forest Hills, 1600 Hillcrest Avenue. **Please do this at least two weeks before desired date of participation.** For the security of your child and others, there cannot be any exceptions made.

Change of Address

If any student has a change of address during the school year, the parent or student must report the new address to the school office. Please report any changes such as: new phone number, different emergency numbers, name change, etc.

Elementary Attendance Procedures Attendance Rule

Indiana Legal Standards and Requirements Provided by State Statute

I.C.20-33-8-10 Delegation of Authority: Each principal may take action concerning his school or any school activity within his jurisdiction which is necessary to carry out or prevent interference with an educational function or school purpose. Such action includes establishing written rules and standards to govern student conduct.

I.C.20-33-2-28 Compulsory Attendance of Parents: It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with equivalent instruction as the public school provides.

I.C.20-33-2-25 Habitual Truants: The superintendent or attendance officer may report a student who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court.

I.C.20-33-2-11 (Habitual Truancy Defined) – The term "habitual truant" as defined by this statute, is a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

I.C.20-33-2-44 Penalty: A person who knowingly violates this chapter (Indiana Compulsory School Attendance laws) commits a Class B misdemeanor.

Attendance Philosophy

The State of Indiana and the Anderson Community School Board of Trustees expects every student to be present at school. The only options to school attendance are those listed under Attendance Exceptions below.

Attendance Exceptions

I.C. 20-33-2-14 Certain absences are granted in compliance with state law. Each one of these will require individual, appropriate documentation. The following is a list of absences which may be justifiable with appropriate documentation.

- Service as a Page for or as an honoree of the General Assembly (I.C. 20-33-2-14)

- Service on precinct election board or for political candidates or parties (I.C. 20-33-2-15)
- Witness in judicial proceeding (I.C. 20-33-2-16)
- Duty with the National Guard (I.C. 20-33-2-17)
- Duty with Indiana wing of civil air patrol (I.C. 20-33-2-17.2)

Excused Absences

- Personal illness - Over five (5) personal illness absences will require medical documentation.
- Medical appointments (with verification)
- College visitation with prearrangement and documentation (two [2] days per junior and senior year)
- Emergencies approved by principal or designee
- Head lice (one day only)
- Religious observances
- Prearranged absences approved by the principal
Parent/guardian may request that a student be excused from school attendance for unique opportunities. Such a request MUST be submitted to the principal in writing at least two (2) weeks in advance of the student's planned absence. The principal will provide notice to the parents that absence is (a) excused or (b) unexcused.

Unexcused/Unverified Absence

All absences that are not covered under Attendance Exceptions and/or excused absences are considered unexcused absences. Unexcused absences are considered issues of school truancy.

Notification for Unexcused Absences

Kindergarten–12th Grade

3rd Offense – letter and/or phone call home

6th Offense – parent contact

9th Offense – Legal notice of violation of Compulsory Education Laws

10th Offense – Filing of Affidavit of Probable with Prosecutor's Office

Truancy

I.C. 20-33-2-11(b), requires a school district's discipline rules to include "a definition of a child who is designated as a habitual truant, which must, at the minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year."

Truancy refers to situations when the student is somewhere in the school without authorization, does not attend class as expected, or leaves the school with-

out authorization, or willfully fails to attend school without the parent/guardian permission. Truancy will be considered a disciplinary issue.

Activity/Participation After an Absence

A student may not participate in extracurricular activities, contests, events, rehearsal, meetings, practices, or after school functions (including employment through CO-OP) unless the student attends 1/2 day (4 periods). It is the responsibility of the sponsor, director, or coach to verify a participant's eligibility. Students absent all day due to illness may not attend an extracurricular or athletic activity that day. If extenuating family or school circumstances result in a student's failure to be present, the required 1/2 day (4 periods), an exception can be made. The principal or designee will determine eligibility for emergency issues. Reasons may include: approved college visit, medical emergency, or funeral. If a student is serving "Out of School Suspension (OSS), he/she is not eligible to participate in or attend any school activity or practice. An exception to this participation guideline would be a student's verified attendance at the suspension school.

Make-Up Work

For excused absences, make-up work will be provided and must be completed for full credit. For unexcused or unverified absences, each teacher will develop and post his/her make-up work policy. It is recommended that each school develop a school-wide Make-Up Work Policy annual review each spring. **IT IS THE STUDENT OR PARENT/GUARDIAN WHO IS RESPONSIBLE TO OBTAIN MAKE-UP WORK.**

Appeals may be made as per "Procedures for Student or Parent Appeals or Complaints" as listed in the *Students' Rights and Responsibilities* handbook.



Tardy Policy

RATIONALE:

It is a reasonable expectation that in order to facilitate learning and for students to be successful, then each student must arrive to school, every day, on time. Students who have an excessive amount of tardies tend to fall behind academically and have a reduced rate of success. A student who is late to school not only places their own academic future in jeopardy, but also disrupts instructional time and the education of other students. A student is considered tardy if they enter the building after 9:00 am.

It is the expectation of Valley Grove Elementary that every parent insure that their students arrive on time every day. Should a student arrive after 9:00 am., then he parent **IS REQUIRED** to escort the student in to the office and sign the student in with office staff to obtain a pass to their classroom. Parents may then provide office staff as to the reason why the student is late to school. The tardy will be considered excused for the following reasons. (Documentation may be required)

- Medical appointment
- Professional and/or court appearance
- Car trouble (two per semester)

Unexcused tardiness includes any tardiness that does not fall into the previous stated excused tardiness categories. Failure to notify the office or provide written documentation will automatically be considered an unexcused tardy. **The following steps will be followed should students be tardy to school for unexcused reasons:**

# of unexcused tardies	Consequence
3	Notification from office staff of policy
4	Contact home made by dean or social worker
5+	Conference with dean and social worker Loss of 5 minutes of recess (1-3) Loss of recess/privilege (4-5)
8+	Letter from principal Notify Office of Student Services if student lives out of district and request made for student to return to home school Loss of recess (1-3) Loss of recess/privilege and lunch detention (4-5) After School Detention
10+	Consideration of involvement of other agencies Possible removal from extra-curricular activities

Suspension

If you serve an in-school detention or out-of-school suspension, you are not allowed to attend evening events.

Prevent Bullying Policy

Bullying means overt, repeated acts or gestures, including: verbal or written communications transmitted;

physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

Bullying is prohibited when on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or using property or equipment provided by the school.

All acts of bullying will be investigated by school personnel.

Dress Regulations

The faculty and staff of Valley Grove believe proper dress is important in the learning environment.

Why Adopt a Uniform Dress Code?

It's about:

- How students look
- How students act
- How students learn
- Respect and discipline
- Image and perception



Neat and well-dressed students contribute greatly to the image that a school presents to the public. Students who recognize their responsibility to this situation will lend their cooperation and support to projecting an acceptable image of themselves, to each other and to the community. The school assumes that parents will accept responsibility for having their students appear in an acceptable manner that will contribute to a desirable school image.

Students and parents share the responsibility for making sure that students dress cleanly and neatly at all times and for making sure that students maintain a healthy and respectful appearance while attending school and school activities. Disciplinary action will be taken by administration when students fail to adhere to the school uniform dress code. The best advice is: "When in doubt, rule it out."

The administration reserves the right to determine what is considered inappropriate or disruptive to the educational process.

The administration reserves the right to initiate disciplinary action when in its opinion the student's dress or appearance is responsible for a disturbance, is leading to disruption, or represents a hazard to health or safety. Repeated violations will be treated as insubordination and the student will be subject to disciplinary consequences.

Uniform Code A Class Act

Anderson Community School Corporation

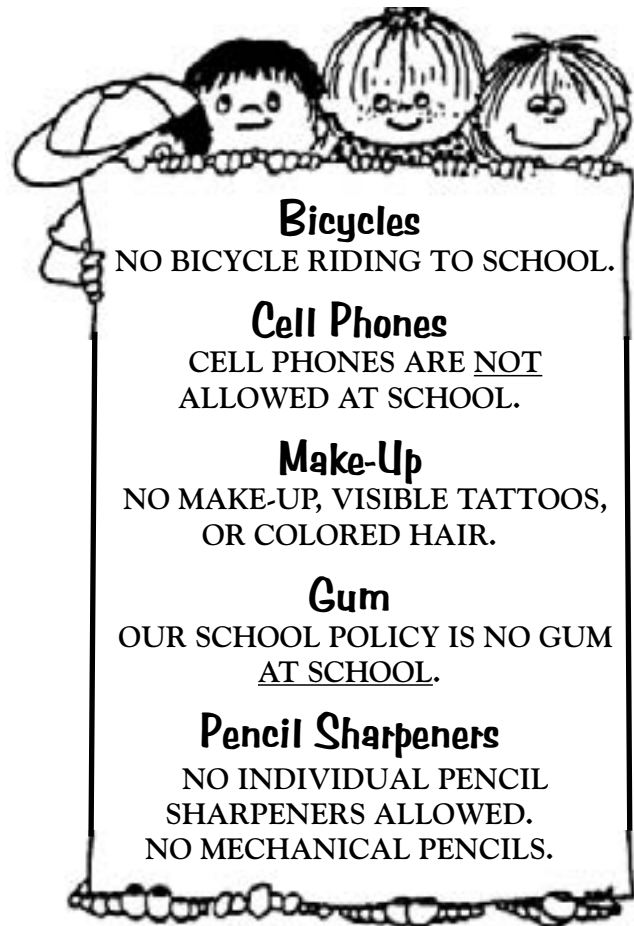
Anderson Community Schools is committed to providing an environment that provides a safe and secure place for student learning. A committee of administrators and teachers, with input from students and parents, designed the uniform code to reflect the values of the Anderson community while allowing for student individuality.

The administration of the Anderson Community Schools reserves the right to be the final determiner of what is acceptable dress, and may initiate disciplinary action when, in its opinion, dress falls outside of this code.

In general, no article of clothing, tattoo, or accessory may contain language or graphic representation depicting or promoting the use of drugs, alcohol, tobacco, gang affiliation or activity, violence, or sexual activity.

Undergarments are not to be visible at any time.

This code is provided to assist parents and students in recognizing what is acceptable within the Anderson Community Schools.



PANTS, TROUSERS, CAPRIS, SHORTS, SKIRTS, DRESSES

Colors: Any

- Must rest naturally on the lower torso at the top of the hip to ensure that undergarments cannot be seen from a standing or sitting position.
- No sagging; and no slits, cuts, tears, or frays.
- Undergarments must not be visible.
- Material must not allow skin or undergarments to be seen.
- No Pajama bottoms.
- Size and length must be appropriate for the students' weight and height
- Shorts must be no shorter than mid-thigh when the student is in a normal standing position.
- Skirts must be no shorter than mid-thigh when the student is in a normal standing position.
- Clothing which is primarily constructed of spandex, spandex type, or excessively tight material is not to be worn as an outer garment, unless it is covered by acceptable clothing at mid-thigh length.

SHIRTS

Colors: Any

- Must cover the underarm, chest, shoulder, stomach, and back areas of the upper torso. (See-through materials do not constitute "cover.")
- No spaghetti straps.
- No plunging necklines.
- No Pajama tops.

HEADWEAR/OTHER

- No hats or head coverings.
- No bandanas, jewelry, hair, or accessories showing gang affiliation, encouraging gang activity, or violence.
- No sunglasses.
- Heavy coats designed for extreme cold and excessively large coats are not permitted.

SHOES/BOOTS

- Must wear closed-toed shoes/boots.
- Must have a back or back strap and worn as intended by the manufacturer.

EXCEPTIONS:

- Students with exceptional physical conditions, diagnosed emotional disorders, and legitimate religious affiliations that require special attire or exception to this code will be provided exemption to the uniform code upon official request to and approval by the office of the superintendent or designee.
- Special event days at discretion of building principals.

- Student 504 (American's with Disabilities Act) exceptions.

**Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school or central administration may be prohibited.

ENFORCEMENT

Enforcement of and consequences for uniform code violations vary by grade level and severity of the violation.

The administration reserves the right to determine what is considered non-uniform complaint or inappropriate or disruptive to the educational process.

Telephone

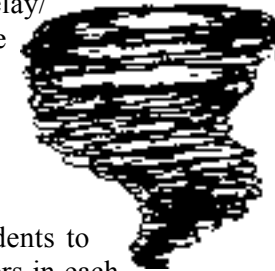
The telephone in the school office is a business phone. Children will not be allowed to telephone home for forgotten assignments, books, or field trip permission slips.

Care of Textbooks, Library Books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school secretary and paid to the proper fund for replacement purposes. If a lost book is found, money will be refunded.

Inclement Weather

During periods of inclement weather when busses may have difficulty traveling or schools may be closed, students and parents are encouraged to listen to the radio for such announcements. Listen to local radio and television stations broadcasting delay/closing information or check the Anderson Community School web site at acsc.net.



Fire and Storm Drills

Information that directs students to proper areas is located on posters in each room. All students must remain silent throughout each drill. All drills must be taken seriously.

School Emergency

In the event we should encounter loss of power or water, hazardous weather, or any other type of emergency, make certain we have several telephone numbers where parents or other responsible relatives can be reached if we would need to dismiss early.

Permission to Leave School

Parents must send a written note to inform their child's teacher if the student will be leaving school during the day. Such requests sent the morning of the appointment should state the reason for leaving, the time for leaving, and who will pick up the child. Students should not be leaving school early unless they have a doctor's appointment or an emergency.



If a student is leaving before dismissal at 3:30 p.m., the parent or person in charge must report to the school office first and sign out the child. The office will notify the student to report to the office.

If students are not going home in their usual manner, the teacher must have a written note from the parent explaining the following: how the child is to get home, where the child is going; and who is taking the child. The office will no longer be taking phone calls from parents who want to change their child/children's transportation for that school day.

******IF YOUR CHILD IS NOT ALLOWED TO BE PICKED UP BY SOMEONE, NOTIFY THE PRINCIPAL IN WRITING.**

Safety Precautions

School doors are locked at all times. You can exit any door at any time. **Anyone entering the building should first go to the principal's office for a name badge.** This badge will identify all visitors and staff will know to question anyone without a badge. During the school day if you are picking up a child, the office will call for the student over the intercom. **DO NOT GO DIRECTLY TO A ROOM TO DROP OFF OR PICK UP A STUDENT!**

Those picking up students at the end of the day need to wait until after busses leave. The reason for this is most of the students ride busses. We have ten (10) minutes (3:30 - 3:40 p.m.) to board the busses, so they can leave at 3:40 p.m. After the bus dismissal, we can make sure the remaining students are picked up if they are in a central location. If a student has an appointment and can not wait to leave until after 3:30 p.m., please go to the office and have the secretary call for your child. No early dismissals will be allowed after 3:15 p.m.

The driveway in front of the building starting at the office doors to the south end of the building is for busses only. Cars bringing students to school in the morning should pull up at the far north end of the building. Students will have a sidewalk to use and can enter the doors by the office. **Students should not walk between busses or cross the parking lot or driveway without an adult.** We do not want anyone injured.

Recess

Recess is outside when weather permits. Dress your children according to weather conditions. A teacher can grant temporary permission one (1) or two (2) days to stay inside upon written request by parents. A doctor's statement should accompany the request for over two (2) days.

Report Cards

Report cards for first through third grade students will be issued the Wednesday after each nine week grading period concludes.

Field Trips

Field trips are a way to enrich the curriculum and provide first hand experiences that books can not provide. A field trip is part of a school day. Unless special circumstances exist **ALL** students will go on field trips. If there is a problem about attending a field trip or paying for a field trip, contact the teacher immediately. A student who does not go on the field trip must attend school that day. **A student can be denied a field trip due to behavior problems.** Anderson Community Schools and Valley Grove reserve the right to cancel a field trip at any time based on the status of world events at the time of the trip. Due to various contracts, some or all of the money may not be refunded if such field trips are cancelled. We appreciate parents' willingness to chaperone; however, we cannot take children who are not in the class. The number of chaperones will be decided by the school.

All parents must have criminal history checks completed and a record in the office. The criminal history checks need to be completed every year at least two weeks prior to a field trip. The local check can be done at the Anderson Police Department. Once completed, take the local check to Valley Grove and ACS will process the state background check.



Immunizations

The role of the school immunization requirements is to prevent disease outbreaks in schools, leading to gaps in attendance and learning. The Indiana State Department of Health sets requirements each year for the protection against diseases for our children. By law, all schools must comply with this mandate.

Each school will require the guardian of a student who has enrolled, to furnish documentation of required shots. If the parent or guardian has failed to provide the proper documentation by the first day of school; the school has the obligation to exclude the child until the correct immunizations are provided. Medical exemption must be provided by physician documentation and updated yearly. Religious exemption must include all immunizations opposed to and updated yearly. Required immunizations do change, so contact the school nurse for questions or concerns.

Illness

It is very important that children get to school every day, unless they are ill. When your child is injured or becomes ill at school, he/she needs to be cared for by you or someone designated by you. We can and do administer first aid for minor injuries, but we cannot adequately care for major injuries and illnesses. This makes it extremely important that you provide us with names and telephone numbers of persons who will accept the responsibility of caring for your child should an emergency arise during the school day and in the event that we cannot reach you. A daily phone call to school explaining why your child is absent will help the teacher in making plans for your child's make-up work. Also it will assure us that nothing has happened to your child on the way to school. **A WRITTEN EXCUSE IS REQUIRED UPON HIS OR HER RETURN TO SCHOOL** and becomes a part of your child's attendance record. Please keep your telephone numbers updated.

Medicine

Prescription medicine cannot be given to a student at school at any time unless a written and signed statement from an authorized physician is sent along with a written note from the parent. The medicine must be in the original pharmacy bottle in which it came bearing the child's name. Any medication change or dosage change requires a new note from the doctor. **This includes stopping your child's prescription medication.** Please ask the pharmacist for two (2) bottles, one for home and one for school. Over the counter medicines must be in the original bottle with the label, directions and accompanied by a parent-permission note.

Parents are required to personally transport any medicine to school that is required to be administered at school. **Prescription medication, inhalers, over-the-counter medicines, eye drops, lotions, etc., will not**

be sent home on the bus with your child. The parent, or a responsible adult, may pick up the medications. Please call if you need to make special arrangements.

Each school year a new prescription, signed doctor's statement and parent permission must be filed with our school nurse. Medications and dosage changes require a new signed statement from the doctor. Old prescriptions will not be honored for the safety of the child. All prescription medications, inhalers, over-the-counter medications, etc. are kept locked in the school office.

Every child who is given medicine at school must have a completed "Nursing Services" authorization form or have a signed statement from an authorized physician with a parent's signature. This authorized "Nursing Service" form is printed on the last page of this handbook and must be kept current. Please note that the subsection titled **Important Information** on the "Nursing Services" form outlines the procedures for dispensing medicine to a child while at school.

Lice

Pediculosis (Lice) is a problem in all schools just as in most places where young children congregate world wide. Head lice are tiny, crawling insects that live on the human scalp. They grow from eggs (nits) attached to the hair shaft. It is spread from one person to another by direct contact or by shared personal items (combs, brushes, hats).

Anderson Community Schools does not contact all parents each time there is a confirmed case of lice. It is strongly recommended that parents check their children's hair weekly for lice. If lice is found, treat all the infected persons in the house; wash linens and towels; vacuum the environment; and remove all nits. If any nits are left, they can hatch and the whole problem repeats itself. Removal of all nits is the most effective treatment. Re-infestation most likely comes from the child's own scalp (from failure to remove all nits). The CDC and AAFP **does not** recommend or validate the effectiveness of classroom checks.



Birthdays

Students may come to the office to receive a birthday ribbon and pencil on their special day. We cannot deliver balloons or flowers to students. **Please do not bring in or have balloons or flowers delivered to school because we will not accept them.** If you wish to send birthday treats, please make arrangements with your child's teacher at least one day ahead of time.

Healthy Snack Policy

The health and well-being of all our children is important. Valley Grove is committed to teaching children about nutrition and healthy eating choices. We ask that when you bring in treats for your child's class (i.e. birthday, Christmas party, Valentine's party) that they must be healthy. This includes: fruits, vegetables, granola bars, Rice Krispie treats, popcorn, pudding, yogurt, etc. **We will not accept cupcakes or cake for parties.** NO RED PUNCH! Please help us teach all of our kids the value of healthy eating!

Toys

Students are not to bring toys to school unless the teacher requests or permits certain toys for recess or other class projects. Please keep a check on your child's book bag and pockets.

Handbook of Students' Rights and Responsibilities

Each student will receive a copy of the handbook and we urge all parents to read it. This is a guide formulated by ACS for parents and students addressing the following:

1. Rules of Conduct
2. Student Due Process
3. Search of Lockers
4. Student Rights and Responsibilities
5. Equal Opportunity
6. Parent and Student Privacy
7. Parent and Student Complaints
8. Attendance Policy
9. Uniform Dress

Parents are asked to sign acceptance form showing that they have received and read the handbook.

An inclusion in the handbook that you will want to call your child's attention to is the following: "Students

are prohibited from knowingly using profane or obscene language, making obscene gestures, using racial or ethnic slurs, or making threats directed at a school corporation employee either on or off school grounds.” This is found under **Rules of Conduct** in the Student’s Rights and Responsibilities Handbook.

Ideas for Helping Your Child

Parents can do your part to improve homework when you:

1. Cooperate with the school to make homework effective.
2. Provide your children with suitable study conditions (desk or table, lights, books and supplies).
3. Reserve a time for homework and **TURN OFF THE TELEVISION.**
4. Encourage your children but avoid undue pressure.
5. Show interest in what your children are doing but do not do the work for them.
6. Understand that the school expects homework to be completed and returned.



Children will improve their study habits by observing the following:

1. Be sure you understand each assignment.
2. Form the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough, but not too much time on each subject.

School Bus Conduct

Safe school transportation is considered an integral part of the total educational program at Valley Grove Elementary School. Riding a school bus is a privilege. The primary purpose of school busses is to transport

pupils from home to school and return safely. Valley Grove School recognizes that safe school bus operation is only possible with the full cooperation of parents, students and school staff.

Riding the school bus is a privilege extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his/her requests. The school will give drivers the full support in all situations. If your child is to go home any other way than he/she normally goes, he/she is to bring a written note from home stating this. Without a note, this will not be permitted.

The principal may suspend, at his/her discretion, passengers from riding on a school bus for inappropriate and unacceptable behavior.

The bus rules are as follows:

- Stay seated facing the front.
- Keep hands and feet to yourself
- Use your inside voice on bus (No Yelling)
- Do not throw anything
- Do not use bad words or say mean things to other students
- Do not write or damage any part of the bus
- Do not eat or drink on bus
- No fighting or horseplay on the bus or at the bus stop
- Do not delay the bus (Be on time and ready at the stop)
- Always obey the bus driver

The principal will use the discipline form to keep you informed of bus problems. If students continue to violate the rules, the bus driver will write a bus conduct report. The following are possible disciplinary consequences:

- Write bus rules during recess
- Lunch detention
- Loss of recess
- In-school detention
- Loss of bus riding privileges
- Suspension from school
- Will not be allowed to go on field trips

The type of misconduct and past referrals will determine the length of each consequence.

Anderson Community School Corporation

Nursing Services

Fax to: 1-765-378-7683

Phone: 1-765-378-3393

Physician

Name: _____ Student’s School: Valley Grove Grade: _____

The above named patient has been prescribed: _____ (Medication)

Diagnosis: _____ Dosage: _____ Frequency: _____

Time/s to be given at school: _____

Predictable side effects: _____

Physician’s signature: _____ Date: _____

Physician’s printed name: _____ Phone: _____

Physician’s address: _____ Physician’s Fax No.: _____

Parent/Guardian

I hereby give my consent for my child, the above named student, to take the above prescribed medication at school as directed by the physician.

Time/s given at home: _____

Other medications given at home: _____

Parent/Guardian/s Signature: _____ Date: _____

Home: _____ Work: _____ Cell/Pager: _____

Important Information

1. Student will be given medications at school only if the original, current, pharmacy label is on the container bearing the original pharmacy label with the child’s name.
2. Old prescriptions will not be honored for the safety of your child. **Medication or dosage changes require a new medical permit signed by the physician. This includes stopping your child’s prescription medication.**
3. Over-the-counter medicines must be in the original container and be accompanied by a parent’s written permission.
4. For the safety of your child, it is requested that:
 1. All medications be brought to school by a parent or other responsible adult
 2. Medication NOT be sent on the bus with your child
 3. Medication to be returned home be picked up by the parent or other responsible adult
5. Medication will not be given without the proper documentation by physician and parent.
6. The above information is in accordance with Anderson Community School Corporation policy which is consistent with Indiana Codes IC 34-30-14, 511 IC 7-6-7 and IC 16-42-93.

ACS-18 (3/01)

Anderson Community Schools is an equal opportunity employer and does not discriminate in programs or activities on the basis of age, race, color, religion, sex, handicap, national origin or limited English proficiency.

Notes



Valley Grove Elementary School

