

**PARENT/STUDENT**  
**IMPORTANT INFORMATION**

**2022-2023**



**PLEASANT VALLEY ELEMENTARY**

9906 Pleasant Valley Road  
Parma, Ohio 44130  
[www.parmacityschools.org](http://www.parmacityschools.org)  
(440) 885-2380  
Fax (440) 885-8664  
Office Hours: 8:00 a.m. – 4:30 p.m.

**Principal: Mrs. Stephanie Boka**  
**Assistant Principal: Mr. Christopher Clute**  
**Dean of Students: Ms. Allison Kokely**

Parents/Guardians **MUST** call the office to report a student absence by 9:30 am.  
Please call the office at 440-885-2380 to call your student off of school.

## **ARRIVAL AT SCHOOL**

Arrival for breakfast is permitted no earlier than 8:40 a.m. There is no supervision before this time and students will not be permitted into the building prior to 8:40 a.m.. Between 8:40-8:45 a.m. students must enter the main doors to be admitted to breakfast. After 8:45 a.m., parents must drop students off in the car rider lines. All students not attending breakfast are encouraged to arrive no earlier than 9:00 a.m. The car-rider entrance doors are closed at 9:15 a.m.. After this time, students must enter through the main entrance with an adult. Students are not allowed to use playground equipment before or after school.

**A student is considered tardy if he/she arrives at 9:20 a.m. or later.** Students who are tardy must be accompanied by an adult and report directly to the front desk upon entering the school. Parents and guardians must sign-in their student and students must receive a tardy slip from the office to enter the classroom. Excessive tardiness will result in required parent conferences and further school action.

## **VISITORS**

Parents and guardians visiting Pleasant Valley **must have a photo I.D.** and enter ONLY through the main office doors. All visitors must check-in at the front desk with a photo I.D. to receive a visitor's pass before going to any area of the building. When you finish your visit, return to the front desk to sign out.

## **APPOINTMENTS DURING THE SCHOOL DAY**

All appointments made for students should be scheduled before or after school. However, if it is necessary to pick up a child early from school please note the following:

- A note must be sent to the teacher specifying the date and time of departure as well as the reason.
- If the adult is not the parent or guardian, the note must indicate who will pick up the child.
- All visitors must report to the office upon arrival and provide staff with driver's license/state ID.
- Students may not leave the building alone and no child will be released to an unauthorized person.
- **Students will not be called out of class until the parent/guardian arrives at school to sign them out.**
- If the child returns to school on the same day, the adult must escort and sign the child into the building at the front desk.

## **BIRTHDAYS AND OTHER SPECIAL EVENTS**

Gifts for students may **not** be delivered to school. Balloon deliveries, gift baskets, flowers, etc. disrupt the educational process for all students. Birthday parties during the school day can not be accommodated. Please check with the classroom teacher before sending any type of birthday or other treat to school for the class. Some of our children have food allergies, therefore, all treats must be ready to pass out to the class and be store bought, labeled with ingredients, and individually wrapped. Store-bought cupcakes in a sealed container with an ingredient label are also acceptable. The distribution of invitations to non-school activities such as birthday parties is prohibited unless all students of at least one gender in the class are invited.

## **CONFERENCES**

The most effective communication tool is the parent-teacher conference. At times, it may be beneficial to have the student present to answer questions or to contribute to the development of a cooperative plan. At other times, it may be advisable for a parent meeting between the parent and teacher only. These decisions should be agreed upon prior to the meeting. Our teachers are available for conferences in the evening one day during the first semester as well as most school days from 8:45-9:15 a.m. or 3:30 p.m. Meetings may take place via phone conference, virtually, or in-person. It is imperative that for any in-person scheduled conference, the parent must report to the office upon entering the building. Please follow this procedure regularly. If you would like to speak to an administrator or your child's teacher, please call the office to schedule an appointment. **No conference will be held without a scheduled appointment.**

## **DISMISSAL OF STUDENTS**

Children are not permitted in the building past 3:30 p.m. Children will follow normal dismissal unless a parent/guardian notifies the office or teacher in writing. In the case of an emergency, parents may call by 2:30 p.m. to change their child's go home instructions. Students are not permitted to ride a bus other than their own. **To ensure the safety of our children, caution and the adherence to our rules must be practiced at all times.**

## **ELECTRONIC DEVICES/PERSONAL ITEMS**

We strongly suggest that **ALL** electronics and personal items be kept at home. If any electronics are brought to school, they need to be turned off and kept out of sight **inside a backpack/book bag and** in the child's assigned locker. **WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS!**

### **ILLNESS AND ACCIDENTS**

Parents will be notified immediately of any accident and as soon as possible of any illness. The school is permitted to administer minimal first aid for minor injuries only. Serious injury/illness situations will be immediately referred to emergency health personnel for further care. A student that displays a temperature of one hundred (100) degrees or higher and/or becomes ill will be referred to the office/clinic and sent home as soon as possible with the parent or emergency contact card designee. Under no circumstance will sick children be allowed to return to class due to possible contagious conditions. No child may come to school with a rash unless accompanied by a doctor diagnosis that states it is non-communicable.

### **LOCKERS**

Lockers are the property of the Parma City Schools and can be searched in accordance with board policy. Lockers are to be cleaned out at the end of each grading period.

### **LOST AND FOUND**

All clothing, book bags, lunch boxes, and other supplies should be labeled with the student's full name. Objects lost and turned in to the office will be placed in a "lost and found" area near the cafeteria. Please have your child check or parents should arrange with the office to check for lost items. During winter break and at the conclusion of the school year all unclaimed items will be donated to charity.

### **LUNCH AND RECESS PROCEDURES**

All students receive a scheduled recess period as part of their lunch hour. We expect all students to behave in a safe, friendly, and kind manner. Other than during inclement or extremely cold weather conditions, all students are expected to go outside for recess. Inclement weather is defined as air and/or wind chill temperatures below 20 degrees. A parent note citing illness or injury is required for a child to miss **one** outdoor recess. Requests for additional days require a doctor's note.

Appropriate outdoor dress is required at all times. In winter weather, students are strongly encouraged to wear heavy coats, hats, gloves or mittens, and boots. Students are expected to follow basic rules of courtesy and behavior at both lunch and recess. Noon monitors will establish rules of behavior as well as consequences for misconduct. It is our intent to provide and support a pleasant and safe environment for all children during both lunch and recess. Please reinforce with your child(ren) the need to treat all students and adults with respect.

**All students must follow school rules during lunch and recess, as well as the following:**

- All general school rules of behavior must be followed.
- All food remains in the cafeteria.
- Students use appropriate behavior and language.
- Students follow the rules of the lunchroom monitors.
- Students respect all lunchroom staff.
- Students remain seated, raising a hand if they need assistance.
- Unwrapped, opened or refrigerated food cannot be taken from the cafeteria.
- Students may not share food with other students.
- Students must clean up their eating area.
- Hands, feet, and objects must be kept to oneself.
- Students may not leave the playground or lunchroom without adult permission.
- Students line up quickly and quietly and walk in an orderly fashion.

**MAKING UP MISSED WORK**

Students are responsible for making up missed work. The number of days to make up work will be equal to the number of missed school days. Homework must be requested at the time the absence is reported.

**PARENT/FAMILY INVOLVEMENT AT PLEASANT VALLEY**

Pleasant Valley Elementary School understands that engaging parents in the education process is essential to improved academic success for students. It further recognizes that a child's education is a responsibility shared by the school and the family during the entire time a child attends school. Therefore, Pleasant Valley staff shall foster and support active parent involvement so that schools and parents may work together as knowledgeable partners in educating children.

Although parents may be diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. The Pleasant Valley staff will create an environment supportive of comprehensive family involvement programs that have been developed in collaboration with our PTA. Therefore, programs and practices will reflect the specific needs of Pleasant Valley students and their families.

Pleasant Valley Elementary School staff supports our parent involvement program. They will include, but not be limited to, the following components of successful parent/family involvement programs based on National PTA's Standards for Parent/Family Involvement Programs:

- Communication between home and school is regular, two-way, and meaningful.
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families. Community resources are made available to strengthen school programs, family practices, and student learning.

The administration of Pleasant Valley is committed to professional development opportunities for staff and leadership to enhance understanding of effective parent involvement strategies.

Pleasant Valley staff also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parent participation. Pleasant Valley supports the implementation of this statement.

### **PARENT TEACHER ASSOCIATION**

The Pleasant Valley Elementary PTA is an active organization that works on behalf of all students, staff, and the community in general. By joining PTA, membership is automatically included for both Ohio and National PTA. Consider becoming a partner in supporting your child's school. Our membership goal is 100% of both parents and staff. Parental support is an integral part of maintaining a quality education for all children. Should you wish to become actively involved in our PTA, contact [pleasantvalleyelementarypta@gmail.com](mailto:pleasantvalleyelementarypta@gmail.com).

### **PARKING LOT PROCEDURES**

The safety and security of our students is a top priority. We need everyone's cooperation to ensure that the students are safe at all times, including arrival and dismissal. Parents need to remain in their cars and follow the line of traffic. This creates the safest situation, as no students or parents are walking between cars, and no parents are trying to exit in the wrong direction. Additional information will be sent home explaining our parking lot procedures in detail.

- STEM car riders will be dismissed through the west doors. Drivers should turn left when entering the school grounds and proceed around the outer side of the parking lot where they loop around and form a single file line of cars.
- Traditional car riders will be dismissed through the east doors. Drivers should turn right when entering the school grounds and proceed to the back of the building where they loop around and form a single file line of cars. **DO NOT TAKE SHORTCUTS!**
- **All families will be assigned a carrider number. This number must be displayed on the car window. Teachers will use this number to prepare students and move them to their dismissal spot. Cars not displaying the number will be required to park, enter the front office, and show identification in order to have their student(s) dismissed.**
- Students will *only* be dismissed to cars that follow this procedure and follow the expectations in place.

## **PHOTO REFUSAL FORM**

During the school year, students take part in many activities that are newsworthy and sometimes result in media coverage. In addition, student photographs are published in the school yearbook and occasionally on school bulletin boards. If you do not wish to allow your child's photo to be used relative to these types of positive school activities, you must ask the school office for a Photo Refusal Form. Submission of this form means that no partial permission may be granted; it does mean that your child's image may not be used in any public display, publication, and/or media, including the school yearbook. Forms are available in the office.

## **PHYSICAL EDUCATION PARTICIPATION AND DRESS**

All students are required to actively participate in physical education activities with the following exceptions:

- A written request from parents is received for short-term (one class) non-participation due to illness or minor injury
- A doctor's excuse is received for long-term (one week or longer) non-participation. The doctor's excuse must include the length of time to be excused from physical education and the reason. A note from the child's doctor is needed for reentry to physical education class. A parent note will not be accepted for this purpose

The following guidelines are the dress standards for elementary physical education. The purpose is to ensure active participation with maximum safety rather than to limit participation. Rationale include **safety**, or less chance of injury due to inappropriate dress; **freedom of movement**, or permitting children maximum participation; and **economy**, or prevention of damage and/or hard wear to school clothing.

The physical education dress code for students is as follows:

- Rubber-soled athletic shoes that are appropriate for indoor/outdoor use. Black-soled shoes are not permitted
- T-shirt with student first name on front and back
- Pants or shorts that are comfortable and provide freedom of movement
- No jewelry which can cause injury to others or self

## **PROHIBITED ITEMS**

For the safety of all students as well as to avoid distractions to the learning process, the following items are not allowed at school. The list does not limit school personnel from restricting other items as necessary.

- Water guns
- Toy or look-alike guns or weapons
- Knives or weapons
- Radios/electronic devices
- Laser pointers or pens
- Fireworks
- Skateboards, rollerblades, scooters, roller skates, shoes with wheels

### **PV STAR NEWSLETTER**

Pleasant Valley publishes a biweekly newsletter to communicate school information with parents and guardians. The PV Star is emailed every two weeks on Friday afternoon. It is important that parents read the PV Star as the office communicates information about school schedules, events, and other pertinent information. Please make sure that your email address is updated in Home Access Center and that you do not unsubscribe from School Messenger emails so that you receive any important communication from both the principal and district.

### **RETURNING TO BUILDING AFTER SCHOOL**

Students are expected to leave the building with all items necessary for the completion of homework as well as all personal items. Students will not be permitted to return to the building following dismissal.

### **SAFETY PATROL**

Students in fourth grade may apply to serve on the safety patrol. Students selected will be trained on guiding students to follow safe practices to and from school. Regular meetings will be held throughout the year. It is expected that students chosen as safety patrol members display exemplary behavior, as they are seen as leaders in the building. Participation in safety patrol is a privilege that can be revoked by not adhering to these expectations.

### **STUDENT INCENTIVES**

At Pleasant Valley, students are expected to follow the common area expectations as outlined in our Positive Behavior Expectations Matrix. Students who are caught demonstrating one of the expectations as outlined in the Matrix will have the opportunity to earn a “Starbuck”. Those “Starbucks” will then be turned in for different opportunities to earn incentives. More information regarding our PBIS/Resilient Learner program can be found on the Pleasant Valley website.

### **STUDENT DISCIPLINE**

At Pleasant Valley, we utilize progressive discipline within our referral system. More information on progressive discipline and office referral can be found within the Parma City School District parent/student handbook. When appropriate, restorative practices such as circles are utilized as an adult led mediation technique.

### **TELEPHONE USAGE**

Students are not permitted to use school telephones without the permission of the teacher or office. Messages to students will only be allowed in **emergency** situations. Student cell phones are expected to be off and stored in a locker or backpack for the duration of the school day.

**WE STRONGLY SUGGEST THAT CELLPHONES ARE NOT BROUGHT TO SCHOOL. IF IT IS NECESSARY FOR YOUR CHILD TO HAVE A CELL PHONE, IT SHOULD BE TURNED OFF AND KEPT SECURELY IN YOUR CHILD’S BACKPACK.**