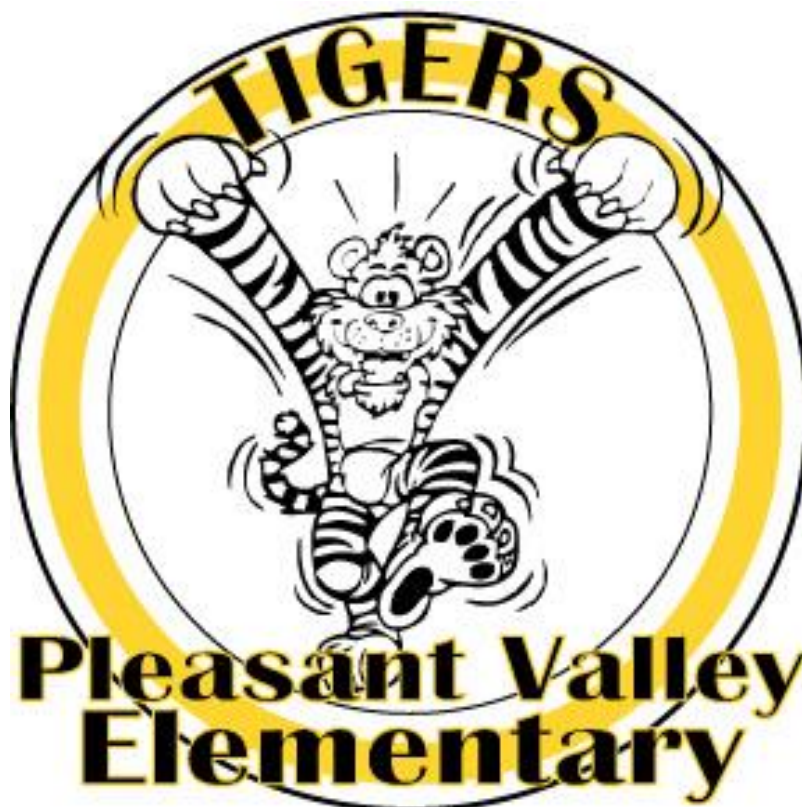


PLEASANT VALLEY ELEMENTARY SCHOOL

2000 W. 29th St. N
Wichita, KS 67204
(316) 973-5200

Student & Family Handbook
Student & Family Handbook



Welcome to Pleasant Valley Elementary

We are glad to have you as a part of the Pleasant Valley family! The school is a very important place in the lives of children and families. We want our partnership to be a positive experience for you and your child. The success and happiness your child experiences in school will depend partly on your understanding of school expectations as well as the interest and cooperation you provide in helping your child live and grow in the school environment. Both families and staff have a tremendous responsibility to our young people. We all want the very best educational opportunities for children. Therefore, it is necessary that we have clear expectations so that we work together to help each child prepare for their future. This handbook will be a guide for you to understand the school's policies, procedures, expectations and services.

Pleasant Valley's Mission Statement

Pleasant Valley Elementary provides the skills necessary for life-long learners to become respectful and responsible in a nurturing environment where diversity is valued.

Pleasant Valley's Vision Statement

Our vision for Pleasant Valley Elementary is to provide a caring and positive learning community. We are invested in our diverse population and committed to turning our weaknesses into strengths by setting high expectations, using intentionality and collaboration to empower lifelong learners.

School Hours

School hours are:

7:30 a.m.	Breakfast Begins
7:45 a.m.	All children may enter the building and wait in gym
7:50 a.m.	First bell, A.M. Pre-K begins
8:00 a.m.	School begins, tardy bell
10:50 p.m.	A.M. Pre-K dismissed
12:40 p.m.	P.M. Pre-K begins
3:40 p.m.	School dismissed, P.M. Pre-K dismissed

Please have students arrive at school between 7:45 and 7:55. ***All students must be in classrooms ready to learn by 8:00.*** ON TIME is expected at PVE as a part of being RESPONSIBLE. Students who participate in breakfast may arrive at 7:30. Students who are not eating breakfast and arrive before 7:45 will wait in the gym. We have a latchkey program that opens at 6:30 a.m. for a fee. Your child **MUST** be enrolled in latchkey to attend. Please do not send your child until 7:45 unless he/she is eating breakfast!

Absences and Attendance

Research has clearly demonstrated that regular school attendance is essential if a child is to make satisfactory progress in school. We have recent data that shows that students who have chronic attendance problems in elementary school are AT RISK for not graduating high school! The law in Kansas supports this research and is very specific about school attendance. Each time a child is absent, the parent should notify the school (973-5200) by 8:30 on the morning of the absence. You may leave a message on the voice mail system at any time, stating your child's name, teacher, and reason for the absence. We must have a reason in order to code the absence in our computerized attendance system.

If an absence is not reported by the parent, we will not know for sure if your child is safe at home or something happened on the way to school. Any unreported absence is automatically entered into the computerized attendance system as inexcused/truant. If you did not call by 8:30, our automated system will call you. A child is considered by state law to be truant if they are inexcused three consecutive days, five days in a semester, and/or seven days in a school year. The law ***requires*** that the school report truant children to DCF. If you have difficulty getting your child to attend school each day, our school social worker will work with you. **Please keep the school informed of all absences!**

Appointments

When students are checked out early, arrive late or are absent due to medical appointments, please provide a written note from the doctor upon the student's return to school. Most doctors' offices are familiar with this practice and will provide the documentation upon request. Students who are chronically tardy or leave early miss a substantial part of their day. Please try to schedule appointments on days off from school.

Bad Weather

If school is cancelled due to weather, all local TV and radio stations will carry the announcement. Parent Link will call you to announce that school is closed. If there is no announcement, you can assume that school is in session.

It makes for a very long day when the weather necessitates staying indoors. It is our goal and intention to go outside everyday. The exception is if there is precipitation or if the wind chill index falls below 20 degrees. Please assist by seeing that your child is properly dressed for the weather, which includes coats, hats, gloves, and appropriate footwear. If you need assistance, contact our school social worker.

Bicycles

Parents will assume full responsibility for the safety of the child while riding the bicycle to and from school. Bicycles must be parked in the bicycle racks at the east end of the building and must be locked. Students must walk their bicycles on and off the school grounds when pedestrian traffic is present. Students must walk their bicycles across all street crossings adjoining the school. All safety rules and laws established by the City of Wichita or State of Kansas must be followed. Helmets may be stored in the classroom during the day.

Breakfast Program

Breakfast is served daily from 7:30 each morning in the school cafeteria. This program is open for any student who wishes to participate, however breakfast will not be served after 7:50 unless tardiness is due to a late bus. Students have until 7:55 to finish eating to allow them to be in class on time. If you want your children to eat breakfast at school, please have them to school before 7:50. Students who arrive after 7:50 will not have enough time to eat before classes begin. Breakfast prices are included in the enrollment prices and may be free or reduced for those who apply. Breakfast room procedures are in place so that we may feed all of our students in time for class. Parents and students are expected to follow breakfast room procedures.

Bus Information

Some students are eligible to be transported to and from school in buses. Bus safety rules and bus schedules are issued at enrollment time. Parent cooperation is needed to make the transportation to and from school a safe and pleasant experience for all riders. All bus students are assumed to be riding the bus home each day, unless a parent requests a change with a written note or calls the office PRIOR to 3:00 p.m. If the parent has NOT notified us by 3:00 p.m., or is at the school in person, the student WILL ride the bus home.

Cell Phones (Personal Electronic Devices)

Cell phones are a convenience and have become a way of life. However, they can be distracting to the learning environment. The following is an excerpt from Board of Education Policy 1464 which addresses the use of such technologies in school:

The use of Personal Electronic Devices (PEDs) by pupils during the school day is prohibited. These devices must be kept out of sight and powered off during the school day. The school day is defined by each school site. PEDs include, but are not limited to, pagers, cellular phones, MP3 players, and other personal communication devices that have the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited during the school day.

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.

Students shall be personally and solely responsible for the security of their cellular telephones and other PEDs. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other PED, nor does it assume responsibility for the unauthorized use of any device.

Change in Address/Telephone Number

One of the biggest challenges that we have at the school is having up-to-date information about addresses and telephone numbers. When we have an emergency situation, **IT IS IMPORTANT THAT WE BE ABLE TO REACH YOU!** If you move, if you change jobs, if you get a transfer with a new work number, if you get a new day care provider, if your babysitter's phone number changes—PLEASE tell us! Call or send a note with the new address or telephone information. You may also update your information using PARENTVUE. We never want a child's health and welfare to be jeopardized because we could not reach a parent. If you wish this information to remain confidential, notify us in writing.

Code of Conduct

The Wichita Public Schools has a Code of Conduct that outlines behavior expectations, consequences for violation of the conduct code, offenses that will NOT be tolerated and the process for disciplining students. Parents should read, understand and communicate the code to their children. The Code of Conduct is included in this enrollment packet.

Communicable Diseases

- I. No person having an infectious or contagious disease shall be admitted to any public, parochial or private school, or any other public place. The following communicable diseases **MUST** be reported to the Sedgwick County Health Department at the contacts listed above. **Exclude immediately** until Health Department disease investigators provide additional directions regarding exclusions, readmission, contact exposure, and preventative measures.

Measles	Meningitis	Mumps	**Shigella (Shigellosis)
Rubella (German measles)	**Salmonella (Salmonellosis)	Pertussis (whooping cough)	**Shiga-toxin producing <i>E. coli</i> (STEC)
Any other unusual diseases			

- II. The following communicable diseases **MUST** be reported to the Sedgwick County Health Department. Disease investigators will provide directions regarding exclusion, exposure to contacts and preventative measures. Additional information is required as outlined here.
- **Chickenpox (varicella):** Infected person shall remain in isolation for 6 days after the first crop of vesicles appear or until the lesions are crusted, whichever comes first. Each susceptible contact of an infected person shall be vaccinated within 24 hours of notification or excluded until 21 days after the onset of the last reported illness in the classroom.
 - **Hepatitis A:** Infected person shall be excluded from a child care facility, family day care home, school, food handling, patient care, and any occupation involving the care of young children and the elderly until 14 days after the onset of illness.
 - **Tuberculosis, latent infection:** These persons have a positive skin test and a normal chest x-ray and therapy is encouraged to prevent them from progressing on to disease. They are not infectious, even though they may or may not be placed on preventive therapy.
 - **Tuberculosis, active disease:** These persons are ill with disease. Active disease cases usually exhibit symptoms such as cough, coughing up blood, fatigue, fever, loss of appetite, and weight loss. Active disease requires tests including chest x-ray, skin tests and other diagnostic tests as indicated. Treatment is for at least 6 months and therapy has to be observed. These persons must be excluded until further direction from Health Department TB staff. **Report both infected and active disease** to Health Department staff that will provide directions.
- III. The following diseases are not reportable, but infected person **must be excluded** for the duration listed:
- **Impetigo:** Infected person shall be excluded until 24 hours after starting antibiotic treatment.
 - **Pediculosis (head lice):** Individual infested with lice shall be excluded from a child care facility, family day care home, or school until treatment with an insecticidal drug is initiated.
 - **Pinkeye:** (bacterial conjunctivitis): Infected child or student shall be excluded from a child care facility, family day care home, or from school until 24 hours after starting antibiotic treatment.
 - **Ringworm of the skin and scalp:** Infected person shall be excluded until beginning treatment provided by a health care provider.
 - **Scabies:** excluded until the day after treatment has begun.
 - **Staphylococcal disease:** Infected food handler shall be excluded from that person's occupation until the purulent lesions are healed or until each wound is covered with an impermeable cover.
 - **Streptococcal disease, including strep throat:** Infected person shall remain in isolation for 10 days if untreated or for 24 hours following initiation of antibiotic therapy.

A child may be excluded for an additional period of time if the principal or other school personnel feel it is necessary for the child's protection or for the protection of the other children. A child excluded from school because of any contagious disease shall not attend daycare, stores, movies, parties, public gatherings, or be in contact with other children. If a child is excluded because of a suspected communicable disease, certification by a licensed

provider is required for re-admittance. In the event of an outbreak of any of these or other communicable diseases, the Health Officer may issue restrictive requirements as needed.

Dismissing Students During School Hours

Please help us protect students' instructional time by refraining from early dismissal unless there is an emergency. Parents will check out a child by first coming to the main office and signing the check-out sheet. The office personnel will call the student out of class and to the office. **STUDENTS WILL NOT BE DISMISSED BETWEEN 3:30 AND 3:40.** If you are taking a child out for lunch at their regularly scheduled lunch time, you must also sign the child out. Teachers will *not* allow children to leave their classroom without notification from the office. Children will not be dismissed to anyone who is not indicated on the PIF as able to pick up unless the school is notified in writing. This is for your child's safety and helps to ensure that only authorized adults are able to remove a child from school. We understand that this is not always the most convenient procedure, but we ask your cooperation in the interest of all children's safety.

Dress Code

The Student Dress Code helps to ensure a productive learning environment free from distractions. Please refer to the Student Dress Code included in this packet with specific guidelines for appropriate dress. Parents will sign and receive a copy of the Dress Code at open house.

Emergency Information

Fire and tornado drills will be held regularly as required by law. In case of a tornado warning, all possible precautions will be taken to ensure the safety of your children. The following procedures will be followed: All students will remain in the building and escorted to the FEMA tornado shelter. Secondary shelter is designated for parents and other community members that are in the building during a tornado. All persons will remain until an "all clear" signal is given for Sedgwick County, this might be after regular dismissal time. No students will be checked out during a tornado warning, as we cannot open the doors to the safe room until the all clear is given by the National Weather Service. Please be sure that the school has up to date telephone numbers for you to be reached in case of a medical or other emergency with your child.

Field Trips

Out of school trips are educational activities, planned carefully by the teacher or school, to enhance the curriculum standards. A signed permission slip must be on file before a child is permitted to participate in an activity away from the school. We will not take verbal permission over the phone. Please return all field trip permission slips by the deadline. Everyone feels bad when a student misses a trip due to not having a signed permission slip.

Harassment and Bullying

Pleasant Valley Elementary will not tolerate harassment or intimidation (bullying) of any pupil based on race, color, religion, gender, national origin, or disability by another pupil. Pupils who violate this policy shall, after proper investigation, be subject to sanctions including possible suspension and/or expulsion.

Health Care

Our school attempts to provide a safe environment. However, when an accident occurs our school nurse provides first aid for injuries. The parent will be notified of a student illness and/or serious injury. Parents will be expected to pick up the student in a reasonable amount of time in order to avoid the spread of illness. We hope that we never have to call regarding an emergency situation, but if we do, it is vitally important that we have up to date phone numbers. If your child has a history of health problems or is taking medication, we would appreciate having this information. Matters of health can affect learning!

Immunizations

Students entering Wichita Public Schools must present an official/valid immunization record. Children who are not up to date on immunizations are subject to exclusion from school. Legal alternatives to vaccination requirements "KSA 72-5209" are 1. "Annual written statement signed by a licensed physician (Medical Doctor/M.D. or Doctor of Osteopathy/D.O.) stating the physical condition of the child to be such that the tests or inoculations would seriously endanger the life or health of the child." Medical exemption shall be validated annually by physician completion of KCI Form B and attachment to the KCI. 2. "Written statement signed by one parent or guardian that the child is an adherent of a religious denomination whose religious teachings are opposed to such tests or inoculations."

Keeping Students After School

ACCORDING TO BOARD POLICY, STUDENTS MAY BE KEPT AFTER SCHOOL FOR FIFTEEN (15) MINUTES FOR DISCIPLINARY REASONS AND/OR TO COMPLETE WORK WITHOUT NOTIFYING PARENTS. In the event that a child is to be kept after 3:45, the teacher will notify the parents prior to the action. Children who ride the bus will be detained at recess or during the noon hour to complete their work unless the teacher notifies the parent of alternate transportation.

Latchkey Information

We are fortunate to have a licensed before/after school child care program at PVE run by Kid Connect. Latchkey hours are 6:30 a.m. – 7:50 a.m. and 3:40 p.m. – 6:00 p.m. Fees vary considering hours and pay status, please contact the office for more information.

Lost and Found

Items which have lost their owners will be put into a box by the art room. Parents or students may check the box for lost items any time. Items will be on display during conferences. All unclaimed items will be donated to a charity following each conference and at the end of the year.

Lunch

The school provides a hot lunch for students each day. Lunches are paid for in advance. Applications for free or reduced meals are available. Students will not be allowed to charge over 3 days of meals (breakfast and lunch). Once this happens, alternative lunches will be served to the student. Alternative lunch is a package of cheese or peanut butter crackers and a cup of water. Please contact the school at 973-5200 for questions regarding lunch account balances. The lunch period is forty minutes with twenty minutes to eat and twenty minutes of recess. Lunchroom rules and procedures are in place in order to have all students fed in the time allotted. Students are expected to follow all lunchroom procedures and rules.

Make-up Work

When children are absent from school, parents may request make-up work from the classroom teacher by calling 973-5200 prior to 8:30. The work will be requested of the teacher, and the parents may pick it up after 3:40 p.m. in the main office or ask that the make-up work be sent home with another child. Please follow this procedure as to allow teachers a reasonable amount of time to prepare assignments. Credit will be allowed for make-up work on the same basis as for regular in-class performance with the exception of credit, which can only be obtained by being present in the classroom. (BOE Policy #1472)

Medication at School

BOE Policy #5316 stipulates that medication will be given at school “only upon written request from both the lawful custodian and a person who is licensed to practice medicine and surgery or dentistry.” Without both written requests, we cannot administer medication to children. Children are not permitted to self-administer medication without authorized supervision from the school nurse or her designee. Medication must be sent in the original container. Parents may come to school to administer medication to their children; however, we do ask that parents refrain from doing so in the classroom. Please take the child to the nurse’s office to administer any medication.

Money, Toys and Valuables

Children are not to bring money, toys or valuables to school. Money should only be brought for a specific reason, i.e., lunch money, field trip, etc. Money should be brought in a sealed envelope with the child’s name and the purpose of the money written on the envelope. PLEASE SEND THE CORRECT CHANGE. Valuables should not be brought to school. There is no purpose at school for toys or other items such as trading cards. Please reinforce this rule with your child. The school has no responsibility for items that should not have been brought to school if they are lost or stolen. Teachers may retain any toy until a parent comes to pick it up.

Notice of Nondiscrimination

The Wichita Public Schools do not discriminate on the basis of race, color, national origin, sex, handicap/disability, or age. Persons having inquiries may contact the District’s ADA/504 Coordinator, 201 N. Water, Wichita, KS 67202, 973-4420.

Parent Involvement/Volunteers

Pleasant Valley Elementary welcomes and encourages parents to be involved. We welcome parent involvement and participation in and outside of school. Outside of school you can be actively involved by ensuring that homework is completed and as helping hands for teachers. Please support your child and our school by being actively involved. **THERE IS A PLACE FOR YOU AT PLEASANT VALLEY ELEMENTARY!**

Parent/Teacher Conferences

Student progress is formally shared with parents four times a year via the progress report. Parent/Teacher Conferences are held in the fall and again in the spring. Parents are; of course, welcome to check with their children's teachers more frequently, especially when they have concerns about the children's progress. Please show your child he/she is important by participating in all parent/teacher conferences. Students are encouraged to attend the conference with their parent. Teachers will schedule a time with you for the conference. Please model **RESPONSIBILITY** and **RESPECT** by honoring your appointment.

Parties, Birthdays, Treats

In general, we limit classroom parties to two per year, one in first semester and one in second semester near Halloween and Valentine's Day. Parties are held the last 30 minutes of the day (unless students are scheduled for specials at that time). The teacher or classroom parent will contact you about providing treats for the two parties. Some parents wish to provide treats for their children's birthdays. Simple refreshments may be provided such as prewrapped snack items. All birthday treats must be pre-arranged with the child's teacher. We cannot interrupt a classroom for birthday treats that were not scheduled in advance. Please **DO NOT** distribute any party invitations or other materials not pertaining to school functions at school. Children are not to bring candy or gum to school at any other time. Items will be confiscated.

Playground Behavior & Guidelines

The playground needs to be a safe place for all children to play, exercise and enjoy. The following rules are strictly enforced:

- Children are *not* to bring their own play equipment to school.
- Use equipment properly and in a safe manner. Teachers will teach and review proper use of equipment.
- No wrestling, play fighting, chase games or aggressive play.
- Play in the assigned area where you can be seen by the playground supervisor.
- Do not leave the playground for any reason without adult permission.
- Students will not pull on or grab at another student or their clothing.
- Students will not pick up and/or throw rocks, sand, or other unsafe objects, including snowballs.
- No bullying or harassing.

Students that violate the playground guidelines will experience a loss of recess. Repeated violations will result in a prolonged loss of recess, parent conference and/or possible suspension.

Safety To and From School

Traffic is quite heavy around PVE at arrival and dismissal times. In the event that you bring your children to school by car, please be advised that you **MUST** follow all traffic signs including no parking zones and no double parking. We have traffic procedures in place to ensure everyone's safe and efficient arrival and dismissal.

Parents and teachers are responsible for teaching children proper safety procedures for walking to and from school. The following rules should serve as a guideline:

- Walk directly to and from school without loitering along the way.
- Do **NOT** accept rides or stop to talk with strangers.
- Cross only at the corner or crosswalk using the light.
- Do not pick up or throw rocks, clods of dirt, or other missiles.
- Do not fight or call names.

For your child's safety—and your peace of mind—please remind your children that they are to go **DIRECTLY HOME FROM SCHOOL** after the dismissal bell rings. Children **SHOULD NOT PLAY ON THE PLAYGROUND EQUIPMENT AFTER SCHOOL** until they have gone home first.

The purpose of the SITE Council is to provide the entire community an opportunity to facilitate school improvement through shared decision making. SITE Council membership consists of representatives from the following groups: Parents, Community, Businesses, Teachers, and Support Staff. SITE Council meetings are open and parents are encouraged to be involved.

Special Transfers

Students living outside of the PVE attendance area may apply for a special transfer to PVE. Transfers are approved based on: space available, positive attendance (including arrival and pick up on time, excessive tardies or absences will result in revocation of special transfer), positive behavior and parent support. Transfers are granted on a yearly basis and must be reapproved each year.

Students being Photographed

Occasionally Wichita Public School representatives or news medial will photograph or video activities and events at PVE. If you do NOT want your child photographed in any form, please put your request in writing to the building principal.

Tardiness to School

Students who arrive after the 8:00 bell must be checked into the office by an adult for safety reasons. Being late to class makes a child feel left out and out of sync. It interrupts the learning of all the other children. Please be sure that your child gets to school ON TIME every day!

Telephone Calls

Children will be called to the phone ONLY in cases of emergencies. However, when necessary, messages will be given to them. Please refrain from this practice except in an emergency

Textbooks

Textbooks and other instructional materials are the property of USD 259, Wichita Public Schools. They are provided for the use of students who are enrolled in district schools and centers with the expectation they will be returned in the condition they were issued less reasonable wear and tear. Students who lose or damage instructional materials will be charged the replacement cost of the lost or damaged item(s). Each student shall return all textbooks issued to the student at the time they withdraw from the school, at the end of the first semester for all classes that do not continue, or at the end of the school year. Students shall write their names inside in the appropriate place, and properly use and care for the textbooks. Each student or their parent or legal guardian shall be responsible for textbooks not returned or damaged by the students. Any student failing to return textbooks or who fails to pay for lost or damaged items may as a result have holds placed on progress reports, report cards and diplomas, be excluded from participation in graduation ceremonies, extracurricular activities, sports and special programs/events. All fines must be paid by no later than the last instructional day of the school year. Students are required to pay the replacement cost for damaged textbooks and instructional materials. The costs of books and materials are available in the district's Textbook Manager System.

Visitors

We love having parents and other interested adults visit the school! However, in the interest of safety, we require that you sign in at the main office. You may or may not be granted access to the building depending on many factors. Children other than PVE students may not visit PVE unless accompanied by an adult. This includes former students who are now in middle and high school. It is best for you to check with your child's teacher before visiting, to be sure it is a good time.

Withdrawals & Transfers

Parents are requested to call or send word to the school office at least two days before the child's last day at PVE. This advance notice allows sufficient time to get the necessary paperwork completed. If possible, please provide your new address at that time. Records will be transferred to your new school.

Questions

Please feel free to contact the school at any time if you have a question about any of these policies or procedures.