



A Gold Medal Year



It is my pleasure to welcome you to Tuscarawas Valley Primary School, home of the Trojans. Whether you are returning or new, we know you will succeed here! We pride ourselves on being positive, productive and community oriented. Like many of our USA athletes, we will to work as a team and train throughout the year in order to be successful. I am looking forward to making this a gold medal year for all the students at TVPS.

Your child's educational experience, as well as social and emotional safety, is of great importance to me. The teachers have been in for weeks planning, organizing, and decorating to make sure it is a smooth start to the year. Mrs. Martin, custodians, and I have all been working to make sure the building is ready for all of you! A special thank you to our custodians, Mr. Crone and the custodian team for working tirelessly this summer to improve the grounds for all your children. It is always an exciting time to see the shiny floors and new school supplies out on desks.

As we begin the year, it is important for everyone to know our daily process and safety information. Please read below to refresh yourself with these policies and procedures. If you have any questions or concerns, please feel free to contact me at the school office, 330-859-2461.

Sincerely,

Mrs. Clements

Visit our district website
at www.tvtrojans.org

School Safety

For the safety of all students and staff, we are requiring that all visitors to the school, including parents, report to the office to be issued a visitor's pass prior to going anywhere in the building. If you are in the hallways without a pass, you will be asked to report to the office. **If you would like to talk to your child's teacher, please stop at the office and set up a conference time. Please keep in mind that student arrival is a very busy time for teachers and stopping by to ask a question takes the teacher's attention away from his/her students.** All doors will be locked at 9:00am. To enter the building, you will need to come to the front door closest to the playground and press the buzzer. The office will ask your name and purpose for your visit before you are allowed to enter. We regret the inconvenience, but we are working to ensure the safety of all the children in the school.

Entrance and Dismissal Procedures

School Day:

TV Primary day starts at 9:00. Doors open at 8:20. Students will report directly to the gym/cafeteria. Breakfast will be available at this time from 8:20-8:55. Students will be dismissed to their classrooms starting at 8:45am. Any student entering the building after 9:00 will be counted tardy. The school day ends at 3:20pm. We discourage picking up your student early, unless there is an emergency. This disrupts the classes, as the teachers are still working with students until dismissal time.

Child Drop Off and Pickup:

Busses use the street in front of the school (First Street) for drop off and pick up. We ask that parents who drive their child to and from school to utilize the parking lot adjacent to the playground. Due to the congestion on Front Street, we ask that parents **not** use First Street. This road is a one-way street and becomes a safety issue when students are loading, unloading and crossing. Please remember it is illegal to pass a bus when their flashing lights are running. In order to avoid this area, we recommend using Grant Street (at the north end of the building) to access the side parking lot.

At the end of the day, parent pick ups are dismissed to the gym at 3:20. Parents will be asked to sign out their child before leaving with their child. If arriving prior to 3:20, parents/guardians are asked to wait outside the main lobby entrance until it is unlocked by a staff member. If someone other than a parent is picking up a child, a signed note from the parent is required in the office prior to pick up. Any change in your child's typical dismissal needs to be communicated to the school by a note in the morning (which is preferred) or a phone call before 2:30. Please do not call after that unless it is an emergency.

Please refer to the Parent Student Handbook posted at www.tvtrojans.org for the district bussing policy. Preschool and Kindergarten students must be met at the bus by a parent or guardian. If you have any questions regarding bussing, please contact Mike Spillman or Julie Hoagland at 330-859-8822.

TV PRIMARY NEWS



Lunch Prices and Payment



TVLS will be continuing the use of computerized lunch payments. This system allows parents to pay in advance for their child's meals. All students will have debit accounts established, however parents are not required to make advanced payments. Daily payments are still accepted.

Each student will receive a 5 digit "PIN" number to access his/her account daily. For Kindergarten and new students, please make sure to practice this code with your child to reinforce this system. This will assist the cafeteria in efficiency and effectiveness.

An online program, K12 Payment Center, is available if you choose to monitor your child's account or make credit card payments along with paying school fees. Access to this program is

found on the Tusky Valley Home Page (www.tvtrojans.org) under the Parents tab.

In order to provide the best services for our students and families, TV Schools asks that Free and Reduced Program applications be completed by every family. This will ensure we are assisting all families when eligible. We encourage families to return these forms as soon as possible. Applications are sent home during Open House or the first day of school. **Only one application per family is necessary.** If your child received free lunch during the 2015-2016 school year, this status will be honored until September 23rd. Families are responsible for their re-application by this point in time. If not, the student will be responsible for full lunch payment until a new application is received.

Cafeteria Prices:

Lunch	\$2.50
Reduced Lunch	\$0.40
Breakfast	\$1.50
Reduced Breakfast	free to those that qualify
Milk	\$0.50

School Workbook fees are set at \$40.00. We accept payments throughout the school year. If you would like to arrange partial payments, please contact the school office.

Have you turned in the following forms?

In order to have the most up-to-date information on your student, we will need the following forms returned as soon as possible.

- Emergency Medical for each child due by Sept 2nd.
- Free/Reduced Form (1 per family) due by Sept. 16th
- Acceptable Use Policy Form (Kindergarten and new students only) due by Sept 2nd

It is very important that we have current contact phone numbers on the Emergency Medical Form. Please make sure that the school always has updated numbers if anything changes during the school year. Please list two to three people that we can contact if there is an emergency and you are not available. We also appreciate an email address if you have access to one.

The Parent/Student Handbook will be accessible at www.tvtrojans.org for your reference. If you do not have access to a computer or internet and would like a printed copy, please inform the school office and we will send one home with your child.

Office Reminders

1. If your child will be leaving for an appointment during the school day, please call or send a note to verify the time he/she will be leaving. This allows the teacher to have them prepared for this absence.
2. When your child will not be in attendance for the day, it is required that you call the school

office or leave a message to report their absence, even if it after hours. Please provide the student name, date and reason.

3. Upon returning from an absence, a written note with a reason or doctors excuse is required. If a note is not supplied with 72 hours of the absence, it will be marked unexcused.

