

# Valley View School Policies 2012 – 2013

## Attendance

**Absence:** Regular attendance at school provides children with the best chances for success and is required by law. If possible, parents should call the morning of an absence to excuse their child. If a phone call is not made, students should bring a note excusing the absence when they return. Teachers will call home after three consecutive unexcused absences. Excessive absences (5 or more) will be referred to the principal.

**Tardiness:** Punctuality is very important. Students who are late coming to school or coming in from recesses miss important learning time and disrupt others. Excessive tardiness (5 or more) may be referred to the principal.

**Checking out for Appointments:** Checking out a student must be done by a parent or their designee. No one under 18 years of age can check out a student. A child may not leave the school grounds without being checked out. Please come to the office to sign out your child. The secretaries will then call them to the office at that time.

**Withdrawal/Transfer:** Moving? Please come in to the office a day or two before you leave and check out your student. Please note that your new school will likely require a transfer form when registering during the year. A checkout form will be provided for you to check out with the Media Center, the Lunchroom (they close at 1:30), and the teacher. If you request, we can copy immunization records and birth certificates for you. All other records will be sent to the new school when we receive a request for records.

## **Safety**

Students should be safe coming to school, while at school and returning from school. Reviewing these rules every few weeks will help make the school year much safer.

**To and from school students should:** Students should

- \*Know which route you want them to take.
- \*Obey traffic laws at all times.
- \*Be extra careful around cars or buses (especially in bad weather).
- \*Do not talk to strangers nor accept rides from strangers.

**Walking:** Students should

- \*Cross the street with the crossing guard at the southeast corner of the school.
- \*Enter the school grounds using the sidewalks or on the east steps.
- \*Not walk on the driveway ramp.

**Riding bicycles:** Students who ride bikes should:

- \*Obey the same traffic laws as cars obey.
  - \*Walk bikes while on the front driveway when arriving or leaving the school grounds.
  - \*Park in the bike racks in the front of the school and lock their bikes.
- Cars may load and unload in drop-off areas.

**Supervision Teachers** rotate outside supervision: 15 minutes before school and 10 minutes after school. Adult aides supervise at recess and lunch times. Students should follow directions of a supervisor.

**Emergency Plan:** There is an emergency plan in place in case of a situation that threatens the safety of students. This is coordinated in conjunction with the PTA.

**Immunizations:** State law requires students to be current on immunizations before they can attend school, unless exempted by the county health department.

**Accidents & Illness:** Whenever an accident or illness occurs, the school will contact the parents or call for assistance at the emergency numbers listed on the Emergency Health Form. In an extreme emergency, the school will take whatever action is necessary to help the child, including hospitalizing the child. Sick children will not be sent home until parents or their designee come to school and sign them out. **IT IS EXTREMELY IMPORTANT THAT PARENTS RETURN THE EMERGENCY HEALTH FORM AT THE BEGINNING OF EACH YEAR, AND THAT ADDRESS AND PHONE NUMBER CHANGES BE UPDATED AS SOON AS POSSIBLE.**

### **Dress Standards**

We appreciate those parents who dress their children appropriately for school. Hair should be clean and well-groomed. Hairstyles distracting in appearance or needing constant attention are not acceptable. Clothing which is ragged, tattered, or deliberately distracting in appearance must be avoided. Short shorts, very short skirts, halters, bare midriffs, cutoffs, and jeans of a "grubby" type are not acceptable. Vulgar words, profane or obscene slogans and pictures or advertisements for alcohol, tobacco, and drugs on clothing will not be tolerated. Flip-flops may not be worn at school. Headwear should not be worn in the building.

Exceptions to these policies are for special activities as approved by the Principal.

**Dress for the weather** - Children should arrive at school dressed so they can play comfortably outside. All children are expected to go outside for recess and after lunch unless the weather is bad. (20 degrees or less or wet). If your child needs to stay in for health reasons, please send a note with him or her.

### **Behavior Guidelines**

The goals of our policy are to guide students to accept responsibility for their own decisions and actions, to respect the rights and property of others, and to appreciate the value of each individual regardless of differences that may exist. This policy is also necessary to maintain a safe and orderly learning environment. Students should be courteous, honest and hard working. They should also be good sports and play safely. This is appropriate behavior.

#### ***Our school guidelines are:***

1. Follow directions the first time.
2. Use hands, feet and mouth to help, not hurt.
3. Build people up, don't put people down.
4. Be in the right place, doing the right thing.
5. Use materials and equipment properly.

#### **In addition to these we expect each student to follow our Valley View 11 Rules.**

1. We show respect and kindness by calling teachers and students by their names and looking them in the eye while speaking.
2. We always say "please", "thank you", "you're welcome", and "excuse me".
3. We respect others' comments, opinions, and ideas both in the classroom and on the playground. We do not "lock" games or activities.
4. We always leave the cafeteria and hallways neater than when we entered by cleaning up after ourselves

and others.

5. We don't brag when we win or show anger when we lose.
6. We hold the door for people rather than letting it close on them.
7. During an assembly, we enter and exit quietly. We show respect by applauding at appropriate times. We do not speak or call out to friends after the assembly begins.
8. We keep our arms to our sides and move quietly while in line.
9. We are always honest. We tell the truth, do our own work, and do not take things that are not ours.
10. We follow school rules by walking in the halls, carrying the cone, and entering and exiting the building through the assigned doors.
11. We stand up for what we believe in and try to be the best people we can by efficiently completing our assignments and taking responsibility for our choices.

### **Breakfast & Lunch**

School Breakfast will be served from 8:00 am through 8:30 am in the lunchroom. The price of breakfast is \$.85 per meal.

School Lunch is \$1.75 per meal. Lunch money should be paid before school. Adult/visitor meals are \$1.50 for breakfast & \$2.75 for lunch.

Charges are allowed in an emergency. When a student's account runs out, his/her hand will be stamped to notify parents that a deposit is needed. One charge will be allowed in an emergency. The charge must be paid the following day. Remember: parents, not the school, are responsible for meals.

Free/Reduced lunches are available to those who qualify. Those wishing to apply for free or reduced lunches may obtain an application at the office or apply online. Access all forms, including menus and online meal payments at : <http://alpineschools.org/departments/nutrition-services-lunch>.

### **Miscellaneous Info.**

**Fees & Donations:** State Law and district policy prohibit assessing fees for elementary school students. Donations will be requested from time to time to help fund programs that would otherwise not be available.

**Grades:** Grades are reported three times a year and a final grade is posted on the permanent record at the end of the year. Please check the Skyward (<https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEPlus/seplog01>) web site for our school to view your students grades at any given time.

**Gum:** Gum is not allowed at school.

**Bicycles & Scooters:** Bicycles may be ridden to school. They must be placed in the bike racks and locked securely until after school. The school is not responsible for lost bikes. Scooters, Roller blades and Skateboards are NOT allowed at school.

**Book Orders:** Book Orders are done by individual teachers and not through the office. Please make checks out to the book club, not Valley View Elementary. Please do not send cash.

**Lost & Found:** Please label jackets, coats, book bags, lunch boxes, etc. Every year there are dozens of these items, which we give away if they are not claimed. Small or valuable items are placed in the locked glass case by the office. Other items are in a barrel by the office.

**Nuisance Items:** Items such as cd players, I-pods, cameras, DS/video games, water games, etc. are not to be brought to school unless they are required for a special class project. Toys are to be left at home. Food items are not allowed in class, unless specified by the teacher. Pocket knives, toy weapons, etc., are not allowed.

**Phone Calls:** Students will be allowed to call for illness, lunch charges, etc. They will NOT be allowed to call for permission to go home with a friend, etc. Please arrange those activities before or after school.

**Cell Phones:** Students who bring cell phones should leave them in their backpacks either turned off or silenced during the school day, including lunch and recess.

**Visitors:** Parents are welcome to visit the school anytime. However, we ask all visitors to check in at the office. Also, please be careful not to interrupt the teacher during instructional time.

**Pets:** Pets may be brought to school with prior approval from the teacher. Parents should take the pet home after showing it to the class.

**Student Supplies:** All necessary supplies (pencils, paper, crayons, etc.) will be furnished by the school. We encourage children to have a book bag or back pack to carry materials to and from school.

**I have read and understand the Valley View's Handbook of Guidelines and Rules and agree to follow them.**

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<b>Student Signature</b>	<b>Parent Signature</b>	<b>Date</b>
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