

Valley View Handbook

Attendance

Absences: 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 parent note excusing the absence when they return. If you know your child will be absent for an extended period, please pre-excuse these absences by calling the office. Students will be allowed and expected to complete assignments missed when they are absent. 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.

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.

How will we encourage students to follow these guidelines?

- The teacher will teach the expectations of the guidelines and Valley View 11.
- These behaviors will be positively reinforced by strategies such as praise, positive notes to students and parents, public recognition, special activities, awards, treats, and extra time (recess, games, etc.).
- When a student is disobedient or disruptive, teachers will point out mis-behaviors and give the student a chance to correct them without penalty.
- If misbehaviors continue, teachers will use strategies such as conferences, change in seating, contracts, behavior tracking, parent conferences, missing activities and staying after school (not to exceed 10 minutes without advance notice to parents).
- When a student's misbehavior is habitual, dangerous or extreme, a conference will be held with the student, teacher, parent, and principal. A plan will be developed to help the student correct the problem.

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.

Medications

School personnel CANNOT give children medication without a written "Medication Administration Release" form completed by a physician. This form is available in the school office.

The only exception is Tylenol, which will only be given after talking with the parent on the phone.

No child should bring over the counter medications to be self-administered. State law requires that all such medications, including cough drops, be brought to the office.

The school cannot administer "natural remedies," herbs, vitamins, dietary supplements, homeopathic medicines, "enhancement" pills, or medications from other countries.

Students may carry and self-administer prescription asthma medications, epinephrine auto-injectors, and diabetes medication while on school property with written authorization from the student's parent or legal guardian and a health care provider licensed to prescribe prescription medications. Students shall be in possession of the medication at all times or make arrangements with the school to store the medication. It is the responsibility of the parent or legal guardian to ensure that the required medication authorization form(s) is updated on an annual basis and is on file at the school.

Nutrition Services

School Breakfast will be served from 8:00 am through 8:30 am in the lunchroom. The price of breakfast is \$1.00 per meal.

School Lunch is \$1.75 per meal. Lunch money should be paid before school. Adult/visitor meals are \$1.50 for breakfast & \$3.00 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. Please pay the charge as soon as possible. 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>.

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

- *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).
- *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 east steps.
- * Walk in groups
- *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. (The school is not responsible for lost bikes)

Roller blades and Skateboards are NOT allowed at school.

Drop off and pick-up: Cars may load and unload in drop-off areas. Do not park in the pick-up/drop off lane or use the drive through lane to pick up or drop off students.

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.

Doors: Students are expected to go to their designated door in the morning. Adults who are visiting our school or students are expected to check in at the office before going anywhere else.

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 in Skyward. This important section of Skyward must be updated by the parent or guardian. 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 GET ON SKYWARD AND UPDATE THE EMERGENCY CONTACT INFORMATION.**

Bullying: Bullying is defined as aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power or strength and may be repeated over time (ASD policy 5181)

- Valley View Elementary does not tolerate any form of bullying including physical, verbal, or psychological.
- The school will inform parents of all students who are involved in a bullying incident.

- The school will maintain a record of bullying incidents and consequences on Skyward.

Arriving at School: Please do not send students to school early. There is no adult supervision until 8:25 am. If students come for breakfast at 8:00 a.m., they are allowed in the front doors. When they are finished eating, they should then go back outside to wait for their teacher to let them in at the proper door. In case of inclement weather, students are allowed to wait in the building no more than 15 minutes before school starts. We will have a red flag flying in the front of the school to designate inside days.

Miscellaneous Information

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.

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.

Fees and 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.

Family Representatives: Newsletters and other notices will be sent home with the youngest child in the family, unless you designate another child as your family representative.

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 web site for our school to view your student's grades throughout the year. If you do not have your student's login ID or password, please contact the school.

Gum: Gum is not allowed at school.

Homework: Homework should be an extension of class work. Parents can help by giving their children a set time and a quiet place for homework.

Lost and 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 the lost and found box by the office.

Nuisance Items: Items such as cd players, Ipods, 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.

Pets: Pets may be brought 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.

Volunteers: Volunteers are welcomed and encouraged at Valley View. All volunteers must first check in at the office and pick up a volunteer badge which should be worn while in the building before going to a classroom.

Visitors: Parents are welcome to visit the school anytime. However, we ask all visitors to check in at the office and get a visitor's badge. Also, please be careful not to interrupt the teacher during instructional time. All outside doors will remain locked except during transition.

