

# Valley View School Policies 2011 – 2012

## **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.**

## **Arriving at School**

Please do not send students to school early. There is no adult supervision until 8:30 am. If students come for breakfast at 8:00 am, 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.

## **Attendance**

Regular attendance at school provides children with the best chances for success and is required by law. Students should bring a note explaining their absence each time they miss school. Teachers will call home after three consecutive absences. Excessive absences (10 or more) will be referred to the principal.

Punctuality is also important. Students who are late coming to school or coming in from recesses miss important learning time and disrupt others. Excessive tardiness (10 or more) may be referred to the principal.

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.

Checking out a student must be done by a parent or by their designee. No one under 18 years of age can check out a student. A child may leave the school grounds after being checked out in the office for illness, doctor appointments, or family business. We encourage all students to be in school. Please come to the office to sign out your child. The secretaries will call them to the office.

## **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.

### **Positives**

The teacher will teach appropriate behaviors for inside and outside. 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.).

### **Negatives**

When a student is disobedient or disruptive, teachers will point out misbehaviors 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. 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.

## **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.

## **Breakfast & Lunch**

**School Breakfast** will be served from 8:00 am through 8:35 am in the lunchroom. The price of breakfast is \$.85 per meal.

**School Lunch** is \$1.50 per meal or \$30.00 per month (20 meals @\$1.50/meal). Lunch money should be paid before school.

**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 from the lunch ladies.

**Lunch menus** are published monthly in the PTA Newsletter and on the [Alpine School District website](#).

## **Dress Standards**

We appreciate those parents who dress their children appropriately for school. Alpine School District's guidelines are included for your information:

**Hair** should be clean and well-groomed. Hair styles 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.

**Headwear (hats, caps, etc.)** 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. If your child needs to stay in for health reasons, please send a note with him or her.

## **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.

## **Fees & Donations**

State Law and district policy prohibit assessing fees for elementary school students. Donations are greatly appreciated and 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 [Powerschool Web Site](#) for our school to view your students grades at any given time. If you do not have your student's login ID or password, please contact the school.

## **Gum & Candy**

Gum is not allowed at school. Occasionally, candy is allowed for special occasions or at the teacher's discretion. Please make sure that you notify your child's teacher if you have any concerns about your child receiving or consuming candy (allergies, sugar restrictions, etc.)

## **Homework**

Homework should be an extension of class work and should rarely exceed 1/2 hour a night. Parents can help by giving their children a set time and a quiet place for homework.

## **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. If your child has lost any items at school, encourage him or her to check the barrel or the glass case to see if the items have been turned in.

## **Medication**

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. Asthma inhalers may be kept with the child, but only after the doctor completes the "Medication Administration Release" Form.

## **Nuisance Items**

Items such as radios, cd players, cameras, 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.

## **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. If a pet is found on the school grounds, the office staff will make every effort to contact the owner. If within a reasonable time the owner cannot be found, or a stray animal is showing threatening behavior, the Animal Control officer will be called to take the animal to the Shelter.

## **Phone Calls**

**Students** will be allowed to call for illness, lunch charges, homework, etc. from their classrooms. A student will not be allowed to call for permission to go home with a friend. Please make those arrangements in the morning before leaving for school. As a common courtesy, please help your child memorize their home phone numbers.

**Parent Phone calls** - we avoid interrupting class instruction as much as possible. If you need to contact a teacher or your student, the secretaries will be glad to take a message.

## **PTA & PAC**

Valley View has a wonderful PTA. We invite you to get involved! Working in the PTA is a great way to get involved in your child's education. In addition to a very supportive PTA, we have in operation a Parent Advisory Council (PAC). This group is made up of patrons and staff who meet quarterly to provide valuable input into important decisions that affect the operation of the school.

## **Recycling**

Valley View recycles paper and cardboard. Please place your newspapers, old phone books, junk mail, magazines and dry cardboard in the green recycling bin in front of the school. Please do not put plastic or metal in the bins. The money earned from recycling goes directly towards improving our school.

## **Safety**

Students are entitled to a safe environment at school. This includes coming to school, while at school and returning from school. Reviewing the rules every few weeks will help to make the school year much safer.

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

Know which route their parents 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 on the south or on the east hill.  
Enter the school grounds using the sidewalks.  
Not walk on the driveway ramp.

**Bike riding students should:**

Obey the same traffic laws as cars obey.  
Walk bikes while on the school grounds.  
Walk their bikes on the east side of the driveway when arriving or leaving the school grounds.  
Park in the bike racks in the front of the school and lock their bikes.

**Cars and drivers:**

May unload and load in the drop off areas.  
Should watch very carefully for students in the area.  
Should be aware of the traffic behind you as well as in front.  
Should NEVER leave their vehicles unattended in a drop-off lane. If you must go inside the school for any reason, park your car in a designated parking spot.

**Outside supervision:**

Teachers rotate outside supervision: 15 minutes before school and 10 minutes after school. There is no supervision before or after this.  
Adult aides supervise at recess and lunch times.  
Students should follow directions of any supervisor.

**Student insurance:**

The Board of Education requires students to purchase school insurance unless they are covered by their parent's insurance plan. If you have your own insurance, you must sign the insurance waiver.

**Student Supplies**

All necessary supplies will be furnished by the school. However, donations of supplies are always appreciated. If you wish to make a donation of school supplies, ask your child's teacher what he/she might need. We encourage children to have a book bag or back pack to carry materials to and from school.

**Visitors**

Parents are welcome to visit the school anytime. We ask that all visitors check in at the office. Please be careful not to interrupt the teacher during instructional time. Children visiting at your home are **not** allowed to attend class with your children.

**Volunteers**

Volunteers are welcome at Valley View. We encourage parents to be involved in their child's education; parent volunteers are welcomed and appreciated. All volunteers must first check in at the office before proceeding to a classroom. Volunteers will be issued a Visitor or Volunteer tag, which must be worn at all times while in the building.