

Valley View Elementary Student Handbook

It is the mission of Valley View Elementary...

*to inspire every student
to think,
to learn,
to achieve,
and to care.*



Visitors are Welcome

Our school is a great school thanks to our students, staff, and families. We need your assistance in providing your child the best education possible. Therefore, please make it a habit to visit. For safety, we ask that all visitors stop by the office to say “hi,” sign in, and let us know we have visitors in the building.

Office Hours

We are here to assist you and your child. If we can be of assistance, please feel free to call or visit us. Our office phone number is 268-7145. We are available to answer the phone from 8:00 AM – 4:00 PM. Before, and after these hours, we have voice mail for your convenience. Additionally, each staff member has a telephone in their area to enable communication.

Valley View Student Day

Valley View will utilize a common arrival and dismissal for all grades. School will begin at 8:25 and release at 3:20 on Monday, Tuesday, Thursday, and Friday. On Wednesdays only, all students will be released at 2:40. Classroom teachers will communicate classroom drop off and pick up procedures. Procedures will vary among grade levels.

Please note that students are to go directly home at dismissal time. **We do not have playground supervision at this time. This is an important safety factor.** If schedules make it difficult for families to drop off and pick up on time, HANDS (before and after school daycare) is available.

Wednesday Envelopes

Every Wednesday your child will bring home a “Wednesday Envelope” that may include notices, announcements, student papers, school newsletters, or any other material that needs to arrive home to parents. Please look over the contents of the envelope carefully. The envelope should be initialed by a parent and returned to school each week.

School Calendar

A school district calendar will be sent to you through the Wednesday Envelope. Please note the Student and School Holidays as well as any important dates. Also, please note that once each quarter the district will schedule Early Out Days. These are generally at the end of each quarter. On these days, students will be released at approximately 1:15. We will communicate specific times after we receive bus schedules.

Sweet Success

Once a quarter, Valley View will honor student success at a “Sweet Success” assembly. Each student and their family will receive a personal invitation to one of these assemblies. Invitations are mailed to students’ homes. Families are encouraged to bring extended family and friends.

Enrollment Cards

In order to keep our records current, each student will bring home a computerized enrollment card within the first few weeks of school. Please make any needed changes and return it to Valley View as soon as possible. It is important that an emergency phone number be listed. If there are no changes to be made, please indicate “no changes” and return the card. If at anytime throughout the school year you make an address change, phone number change, or need to change your child’s emergency contacts, please let us know immediately. We must be able to reach you at all times in the event of an emergency.

Hot Lunch Program

Lunch records are maintained through a computerized lunch system at Valley View. Students enter their student ID# on a computer as they enter the cafeteria for breakfast or lunch. You may add credit to your child's account at any time. Simply send cash or a check to school. You can also add money to your child's lunch account on-line and it is easy. You simply go to <http://www.myschoolbucks.com> and click on Register Now. Just fill out the information requested (you will still need your child's ID number) and an email confirmation will be sent back to you. After you have registered and wish to apply a payment to your child's lunch account it only takes 15 minutes to show paid. MySchoolBucks also accepts both VISA and Mastercard as possible payment types.

If you do send cash or a check to school always include your child's name, ID# and room number to avoid any confusion.

Milk is included in the price of the hot lunch or can be purchased individually. Individual lunches cost \$2.30. Lunches include an entrée, fruit choice, vegetable and milk. Your child may charge up to 3 meals before the computer generates a reminder slip indicating the need to send money. Slips are sent home on the day that the third charge happens. Slips are also sent home each week in Wednesday Envelopes showing current negative or positive balances. Families may also view accounts online at the [myschoolbucks.com](http://www.myschoolbucks.com). Free or reduced lunch forms are available in the office. The form needs to be filled out and returned to the office as soon as possible, if you feel your family may qualify. Applications need to be filled out at the beginning of each school year. There is a 1- month roll over period in the fall if you qualified the previous year, but you do need to submit a new form to be eligible for the current year. Students may bring sack lunches or, if they live close to the school, may go home for lunch. If your child will be going home for lunch, written permission is important for their safety. Please feel free to join your child for lunch. The cost of an adult lunch is \$3.40. Please call the office before 8:30 AM any day you would like to eat with us so a lunch can be ordered for you. Food prices are subject to change.

Check out the new website featuring breakfast and lunch menus. Go to schoolmenu.com and click on a school, the menu will come up with all its nutritional information.

Breakfast

We will be offering the Breakfast Program again this year. Breakfast costs \$1.45. Free or reduced lunch/breakfast forms are available in the office. This form needs to be filled out and returned as soon as possible, if you feel your family qualifies. The cafeteria will open at 8:00 to begin serving breakfast. We ask that your child be in the cafeteria between 8:00 and 8:15 so they have plenty of time to finish their breakfast before school begins. Students should enter through the front (north) door and go directly to the cafeteria.

HANDS Program

This year Valley View School will again be offering before and after school child care through HANDS (Heroes and Neighbors Down at the School) program. The program will be operational Monday – Friday from 6:45 AM – 8:15 AM and after school – 6:00 PM. in the Valley View cafeteria. Students who arrive before 8:15 will need to be enrolled in HANDS unless student is coming for breakfast, they may arrive at 8:00 AM. HANDS will be available on Early Out Days. Upon registration, HANDS is also available on non-school days at other locations. More information on HANDS can be obtained by visiting the Hands office located at Lewis and Clark Elementary or by calling, 268-6932.

Playground Supervision

Our playground supervision begins at 8:15 AM each day.

For the safety of the students, we ask that students not be on the playground until 8:15. When students arrive, they need to go directly to the playground unless they are in HANDS or eating breakfast at Valley View. Your cooperation is needed and greatly appreciated.

Crosswalks

Again, this year we will have an attendant assisting students in crossing the Northwest Bypass at 9th Street during the morning and afternoon dismissal times. We urge you to have your children cross at this crossing.

We do make every effort to have a crossing guard available; however, there will be days when circumstances arise that prevent this service. Please make every effort to discuss safe crossing procedures with your child and/or alternative plans for crossing should a guard not be on duty.

Bicycles

Students are welcome to ride bicycles to school. Bicycles must be equipped with locks and stored in the bicycle rack at the North Entrance.

Pets

Several classrooms do have class pets. We have on several occasions had students with allergies, and found it necessary to remove pets. If your child has allergies and you suspect a class pet is a problem, please let us know and we will be happy to accommodate your child. Occasionally, students will be invited to bring pets for a class project. Students may not bring pets to school unless their teacher has invited them to do so. We ask that families do not bring pets into the building or on the school grounds unless requested by a teacher. All pets must be on a leash both on the school grounds and in the school building. Thank you for your cooperation.

Parking

We ask that parents use the parking area in front of the school, on **Avenue A N.W.**, for pick-up and drop-off of students. To avoid backing up traffic, please park and wait for your child. Valley Views busses will use **10th Ave N.W.** so parents have more room to safely get their children to and from school on Ave A. **The staff parking area located at the rear of the school, off 9th Street, is reserved for staff only.** Please do not make arrangements to pick-up or drop-off students in this area as this is a very busy place and not safe for children. Also, there are many teachers who work at multiple schools who come and go throughout the day. We need to have parking available and need to avoid congestion caused by too many cars in the lot. The parking lot entrance doors are locked during the day for safety reasons.

Please pick up your students at the front of the school on Ave. A. Boys and Girls Club will pick up students on 10th AVE NW.

Homework Policy

Our school district has formal requirements for all students. Weekly guidelines for kindergarten through grade six are as follows:

Grades K&1 5–15 minutes per day for two to four days

Grades 2&3 15–30 minutes per day for three or four days

Grades 4&5 30–60 minutes per day for three or four days

Grade 6 45–60 minutes per day for four or five days

Specific guidelines will be communicated to you at our “**Parents Back to School**” Night.

Medication At School

For any student who is required to take prescription medicine at school, **the office must have a signed form from the attending physician.** These forms are available at the doctor’s office or at the school. Please label the medication with your child’s name and the time(s) the medication should be taken. In some circumstances, with a doctor’s permission, inhalers are allowed for students who may need to self-administer.

Parents are required to complete necessary paperwork. **Otherwise, all medication, including inhalers, are to be stored in the office as per school district policy.**

If your child has any health problems that may require special consideration, please inform the teacher and the office.

Appropriate Dress

The school district does not approve of clothing advertising tobacco, alcohol, or other drugs, and any clothing that the school may find disruptive to the educational process. We ask that parents be diligent in monitoring students’ clothing. Students are asked not to wear bare midriff tops, short shorts, low-hung pants, or clothing with crude messages. It is also important to keep in mind that students participate in recess daily, please be sure students are dressed for Montana’s cold weather. Although not particularly a matter of dress, it is customary to remove hats, caps and hoods upon entering the building. **We will expect students to follow this procedure.**

Attendance and Punctuality

Regular attendance is necessary for success in school. The student who is frequently absent misses valuable class instruction and will find it difficult to keep up with the class. However, parents should not send a child to school when attendance might be detrimental to his/her own health or that of others. **Punctuality is very important.** Students who are ready to start the school day promptly have an attitude that helps to ensure successful work. Pupils are considered tardy if they are not in their classrooms when school begins.

We are required by state law to follow up on all non-reported absences. **Please call the school office if your child will be absent. You may call 268-7145 after 8:00 AM, or you may leave a voice mail message 24 hours a day.** This will save us time in having to call you and prevent us from interrupting your morning. Thank you.

Student Check-Out

If a student leaves the school during school hours, they need to be checked out in the office. Students must have a signed parent permission slip to do so. If you come to school to pick up your child during the school day, please sign them out in the office. We are always careful to account for all Valley View students.

Valley View PTA

The Valley View PTA (Parent Teacher Student Association) is an active organization that supports and speaks on behalf of children. Please consider joining and becoming actively involved in the PTA. We need your input and support. Please watch the newsletter for information regarding upcoming events and also volunteer opportunities.

Spirit Day

We encourage students and staff to wear school colors or school clothing on Fridays. Our school colors are red and white. The Valley View mascot is the Bobcat. PTA will facilitate the sale of spirit clothing throughout the school year.

Report Cards and Parent Conferences

Kinder through sixth grade report cards will be sent home at the end of each quarter (four times a year). We will schedule parent conferences in both the fall and the spring. If at any time you feel you need to meet with your child's teacher, please feel free to notify us and we'll be happy to accommodate you.

Valley View Early Outs

Valley View Early Outs are on Wednesdays. **Wednesdays, throughout the year, All Students are dismissed at 2:40.** Please note this time is reserved for staff development. If you need to visit with school staff, we ask that you do this at an alternative time.

Toys/Electronics

Valley View is not responsible for toys that are lost or damaged at school. This includes skateboards, scooters, heely-type shoes, CD players, i-Pods, cell phones, etc. **We suggest that students do not bring any toys or electronics to school.**

Accelerated Reader Program

In an effort to both motivate and reward our students to read, we are pleased to utilize the Accelerated Reader program at Valley View. For those new to Valley View, the program is really very simple.

Accelerated Reader or “AR” works like this:

- Step 1** – Students complete a quarterly reading assessment, which provides them and their teacher with a reading level in which the students can be successful.
- Step 2** – Students select books within this level.
- Step 3** – Student reads the book.
- Step 4** – Student takes a short comprehension quiz on the book.
- Step 5** – Passing the quiz indicates that the student understood what was read.

- Step 6** – The student is awarded points based on the length and difficulty of the book.
- Step 7** – Student is motivated to continue reading.

Goals – Teachers of students in grades 2nd thru 6th set quarterly goals focusing on book levels and points expected. 1st graders, who are reading, are also assigned goals. Students’ book levels are determined through a computerized test called STAR. Teachers use test information to decide book levels and to set point goals.

Student Recognition – To recognize our students for their efforts, classroom teachers plan quarterly parties for students who attain their goals.

Point Clubs – To encourage sustained reading, we offer students the opportunity to join points clubs. The Point Club expectations vary by grade levels and students are rewarded annually. Please watch Wednesday Envelopes and newsletters for specific information.

Family Support – We need your help! You will need to assure your child is reading at home. We will provide time at school, but in order for your child to benefit fully, he/she will need to read at home too. Please encourage your child to always be in the process of reading. Families might consider setting some of their own goals and rewards at home to keep students inspired! We recently updated our AR quiz bank to a web based version, meaning we have access to any and all created quizzes. Keep Reading! <https://Hosted205.renlearn.com/169716/HomeConnect> is the link for parents to sign up for AR home connect so that students can take AR tests on home computers. The user name will be the kids ID # and the password is VV for everyone. On this site, parents can view the quizzes that kids have taken and/or sign up for emails to see the progress that kids have made towards their goal.

We Will Keep You Informed – You will hear a lot about AR through the Wednesday Envelope. Teachers will share your child's goal, reading level reports and reports showing progress toward goals. And, as always, we hope to hear from you. Please call us if you have any questions or concerns. **Share in your child's successes!**

Valley View Discipline Plan

Valley View Elementary adheres to the Montana Behavioral Initiative (MBI). This simply means, we adhere to the principles of proactive behavior management. MBI has developed programs and practices to support schools in teaching all students skills for success in the academic and work environment. You can again expect us to teach school wide common area procedures, social skills, and peer mediation strategies. Specifically, we will teach students school-wide universals' called the **4B's; Be Safe, Be Responsible, Be Respectful, and Be a Learner**. In addition, we recognize the importance of reinforcing academic and social progress. We utilize Pride Tickets to reinforce appropriate behavior.

We believe all students deserve the most positive educational climate possible for academic and social growth. We provide a set of well defined school and classroom rules designed to promote a safe, nurturing environment that is conducive to learning. To create such an environment, we teach, encourage, coach, and reinforce appropriate behavior to help students follow the rules.

Our discipline plan is designed to give students a clear picture of consequences for inappropriate behavior. We also use misbehavior as an opportunity to reteach Valley View's expectations. **Tune-Ups** are the consequence for smaller infractions. If your child receives a Tune-Up, they will report to their "buddy room." A "buddy room" is a classroom to support students whom require time to think, problem solve, and seek solution(s) to be successful. While in the buddy room, students are expected to complete a think sheet that is designed to reteach appropriate behavior. A staff member will assist the student in this process.

Recess procedures – If your child requires support at recess based on inappropriate playground behavior they will be issued a Tune-Up and directed to utilize the paws to success path, a painted path on the playground. For success, your child will be directed to walk this path allowing them to reflect while still giving them the opportunity to be physically active. A staff member will assist the student in this process.

For more severe infractions, students will be issued an **Office Referral**. The consequence for an Office Referral is decided by the principal or principal's designee. You will be notified if your child receives either a Tune-Up or an Office Referral.

Detention is a consequence requiring 30 minutes of after school reteaching. Three Tune-Ups will result in serving detention. Detention may also be utilized for Office Referrals. Students will be expected to serve detention the same day that they receive a Tune-Up or Office Referral. Parents will be notified prior to a detention.

Olweus

At Valley View we strive to offer a BULLY FREE environment. We have adopted the OLWEUS Bullying Prevention Program. The program is designed for all students; it is preventive, responsive, and focused on teaching students skills to be good citizens.

Title IX

Great Falls Public Schools are committed to a positive and productive working and learning environment free from discrimination, sexual harassment or intimidation. The District prohibits all forms of sexual harassment of its employees or students, whether committed by another employee, another student, a supervisor, co-worker, subordinate, volunteer, contractor, or any other individual acting as an agent for the School District, and finds such behavior just cause for disciplinary action. Copies of our policy are available at the Valley View office. Inquiries and complaints concerning Title IX may be referred to Rhonda McCarty, Title IX Building Coordinator.

A Note From the Principal

As your principal, I look forward to working with you to make Valley View a special school; a place we all share with pride. This is your child's school, but it is also your school. My door is open to you at any time. Please stop in and share your thoughts, concerns, or ideas with me. I am confident we will experience a productive year of educational excellence. Thank you for your support.

Sincerely Yours,
Rhonda McCarty
Principal