

# Valley View Elementary Handbook 2022-2023



## **Our Mission**

to inspire every student

**to think**

**to learn**

**to achieve**

**to care**

August 24, 2022

Dear Valley View Families,

Welcome to the 2022-2023 school year! All of us at Valley View School are eager to begin what promises to be an excellent year filled with learning and laughter. This year will bring new faces to Valley View School, students and staff; new ideas and new opportunities to engage all children in learning today for life tomorrow. In fact, this year's theme is, "Building Our Future." You are always welcome to see what we do, watch your child at work and play, and be part of our Bobcat family. Our Valley View School and GFPS District Handbooks are now online! Please access them at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us) To access the full GFPS District Handbook, select the tab "Parents & Students" at the top. Select "Student Handbook" from the drop down menu, and then select "2022-2023 Student Handbook." For the handbook specific to Valley View, go to our school website at [www.gfps.k12.mt.us/VV](http://www.gfps.k12.mt.us/VV) . **If you don't have access to the Internet and would like a hard copy of both Student Handbooks, please call our office at 268-7145 and request a copy.**

*Here's to a great school year!* When we ALL work together as a learning community and do things with our students' best interest as the focus, we will continue to be a GREAT school! Thanks for the opportunity to serve our wonderful community as we welcome each of you back to Valley View School!

Dannelle Dyke  
Principal

# Valley View Elementary Student Handbook

## **Visitors are Welcome**

Our school is a great place 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 enter only through the main door, stop by the office to say “hi,” sign in, and let us give you a “visitor” badge. You may be greeted by staff members and directed to the office if you are not wearing a badge.

## **Attendance**

Attendance matters to our school, district and community. In order for your child to receive the maximum benefit of our education system they are expected to attend school every day except for illness, medical appointments, or a family emergency.

If it is necessary for your child to miss school, please call the school office at 268-7145. Parents or guardians must notify the school by 9:00 a.m. on the day of the absence. If parents or guardians do not call the school when a child is absent, a call will be made through our automated attendance system. You will be instructed to contact the school to verify the reason for your child’s absence. If no contact is made, your child’s absence will be marked as unexcused.

For success, it is important that students arrive at school on time and be in their classroom for opening procedures. Students who are not in their assigned classrooms at 8:25 will be marked tardy. In the event the absence extends beyond two days, we suggest that you contact the school for missed assignments.

If it is necessary for your child to leave before dismissal at the end of the day, you will need to sign the child out and wait in the office until your child is called down. Students will not be picked up from the classrooms during the school day. Thank you for respecting student learning time.

## **Valley View Office**

Valley View Main Office: 268-7145. Teachers will inform parents of their voicemail number so you can communicate directly with them; however, teachers will not be taking calls during instructional time. Calls and written communication will be returned within twenty-four hours, with the exception of weekends and holidays. As in the past, students will need teacher permission to use the phone. Use of student cell phones during school hours will not be permitted.

## Valley View Staff

<b>Office Staff</b>			
<i>Principal</i>	<i>Admin Assistant</i>	<i>Aides</i>	Tawnya Hinojosa-Lauver
Dannelle Dyke	Linda Lawson	Jennifer Berger	Maureen Lewis

<b>Classroom Teachers</b>			
<i>Kindergarten</i>	Lauren Carlson	Katelynn Lindland	
<i>First Grade</i>	Kaci Barker	Jennifer Moore	Payton Nelson
<i>Second Grade</i>	Cindy Clark	Angie Henneberg	Jody Davis
<i>Third Grade</i>	Jessica Vlasie	Lori Vinson	
<i>Fourth Grade</i>	Alexis Oatman	Kirstin Swartz	
<i>Fifth Grade</i>	Samantha Caouette	Alexandria Mackiel	
<i>Sixth Grade</i>	Carissa Anderson	Heather Holley	
<i>Resource</i>	Randi Rains	Holly Johnson	Tayler Davison

<b>Specialists/Support Staff</b>			
<i>Librarian</i>	Jessica Douglas		
<i>Counselor</i>	Carey Hamrick		
<i>Math/Literacy</i>	Merilee Bauch	Kandi Rasmussen	
<i>Student Advocate</i>	Darra King		
<i>Speech</i>	LeeAnne Nowak		
<i>Art</i>	Anna Johnson		
<i>Paraprofessionals</i>	Ginger Baker	BreAnne Foster	Katarina Kenik
	Mariah Redfern	Justine Skromme	Holly Vermillion
<i>Cafeteria</i>	Andrea Sweeney	Maureen Lawhon	
<i>Music</i>	Melina Jore		
	Holly Molyneaux	Jenny Painter	
<i>PE</i>	Shane Maurer	Troy Thornton	Scott Hagel
<i>Psychologist</i>	Cathleen Carsner		
<i>Aware/CSCT</i>			
<i>ECS</i>	Lainie Warneke		
<i>Engineers</i>	Bobby Stillwell	Ed Murphy	

## 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 2:45. Classroom teachers will communicate classroom drop off and pick up procedures.

**Please note that students are not to enter the building prior to 8:25 unless they are attending HANDS. Students who choose to eat breakfast will do so in the classroom after the 8:25 bell.** Upon arrival, students are to go directly to the playground. There is no need for students to drop off personal belongings inside prior to going to the playground. The exception is instruments during the cold weather. Playground supervision will begin at 8:10. Students are to go home at dismissal time. **We do not have playground supervision prior to 8:10 or after 3:30. 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 an adult and returned to school each week. You can access district Wednesday Envelope information at the following link:

<http://gfpsweb.weebly.com/wednesday-envelope.html>

### **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 students will not attend school on the last day of quarter 1, 2, and 3.

### **Demographic Updates**

In order to keep our records current, each student will bring home a contact information sheet 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 form. **If at any time 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.

### **Breakfast in the Classroom/ Lunch Program**

Valley View will be offering Breakfast in the Classroom again this year. Students choosing to purchase breakfast will eat in their classrooms after the school day starts, combining breakfast and learning. Students not purchasing breakfast can choose to bring their own breakfast or eat at home prior to the school day.

Breakfast and 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 lunch. Breakfast orders are taken by the classroom teacher and entered by our cafeteria staff. You may add credit to your child's account at any time. Simply send cash or a check to school. If you do send cash or a check to school always include your child's name, ID# and room number to avoid any confusion. Please communicate with your child's teacher regarding any special breakfast or lunch needs.

You can also add money to your child's meal account on-line and it is easy. Visit <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.

Milk is included in the price of the hot lunch or can be purchased individually. Individual lunches cost \$2.80. Breakfast costs \$1.75. Milk can be purchased separately for \$0.50. These prices are subject to change. Adult lunches are \$4.65. 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. Families may also view accounts online at the [myschoolbucks.com](http://myschoolbucks.com) website.

Free or reduced breakfast/lunch forms are available online here (<https://lunch.gfps.k12.mt.us/>) or in the office. The form needs to be filled out as soon as possible, if you feel your family may qualify. **Families need to re-apply 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. Please feel free to join your child for lunch. The cost of an adult lunch is \$3.40 (subject to change). 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. For information on breakfast and lunch menus, go to: <http://gfpsweb.weebly.com/school-menus.html>

## **HANDS Program**

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 - 8:10 AM and after school - 6:00 PM in the Valley View cafeteria. Parents must sign students in during AM HANDS and out during PM HANDS. **Students who arrive on school grounds before 8:10 will need to be enrolled in HANDS.** Upon registration, HANDS is also available on non-school days at other locations. Students need to re-enroll in HANDS each year prior to attending. More information on HANDS can be obtained by visiting their office located at Lewis and Clark Elementary or by calling, 268-6932.

## **Playground Supervision**

Students can arrive on the school grounds at 8:10 when staff begins supervising. The only bell that will ring is at 8:25 to signal the start of the school day. For the safety of the students, we ask that students not be on school grounds until 8:10. When students arrive, they need to go directly to the playground unless they are in HANDS. Your cooperation is needed and greatly appreciated.

## **Crosswalks**

We have two crossing guards available in the morning and at the afternoon dismissal times. We urge you and your children to cross at these crossings. If you are picking up your child, please make sure they are crossing to your car using a crosswalk. It is a safety concern for them to cross mid-street.

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.**

## **School Safety**

*Walkers: Always use the crosswalks and intersections when walking to school and home. Parents, please model appropriate crossing and waiting. Obey the directions of the crossing guards.*

*On Wheels: Students riding bikes, scooters, skateboards, wheelie shoes, roller blades, etc...to school must have locks for safety and wear helmets. If on wheels, you may only ride them off school grounds and must be stored and locked in the bike racks.*

*BusRiders: Parents and students must be familiar with the rules and procedures of riding school buses. All stops are available online at this link <http://www.gfps.k12.mt.us/content/transportation-and-bus-information>*

*Riding the bus is a privilege and if abused, it can be denied. Children are not allowed to bring guests on the bus.*

*Car Travelers: Because traffic is a concern here at Valley View (especially on 9<sup>th</sup> St) we implore parents to be especially cautious when bringing and picking up your child. All students should be picked up on the playground. Please refrain from having your child meet you in alternate locations as this is difficult to supervise.*

*Plan for congestion and confusion both morning and afternoon; we do report all violations of parking and safety to the police department in an attempt to keep our students safe. Allow plenty of time to get here and drop off children only after pulling up to a curb. **DO NOT STOP in the middle of the street and unload children or allow them to cross mid street to the church parking lot.***

## **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 View's buses will use **10<sup>th</sup> 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 9<sup>th</sup> 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.

## **Money and Valuables**

*Children should be advised to leave all valuable electronics, toys, and money at home.* We have no safe location for keeping these items. Lockers are not secure and classrooms are not monitored during breaks and lunch. Personal items are all vulnerable to theft. It is best to leave them at home.

## **Cell Phones**

Students are not allowed to use cell phones/smart watches on school grounds without the express permission of the principal. Unauthorized use will result in the confiscation of the device. Students who bring cell phones/smart watches for before or after school use should leave them turned off and in their backpack. If you need to reach your child, please contact the office at 268-7145. We are happy to pass along necessary messages.

If you require your child to have a phone at school, you must do the following:

- Complete the Cell Phone/Smart Watch Usage form and return it to the office before your child brings the phone to school. This form is returned to the office and kept on file. Should your child have a phone without the proper form on file, you will be contacted and the phone returned to you until the paperwork is complete. These must be completed annually.
- All devices will be collected at the beginning of the day and given back upon dismissal. Phone calls home during the day can be made with teacher or other staff permission via landline.



- Valley View Elementary will not be responsible for the loss or damage of personal property.
- **If on school grounds upon dismissal, students may use their cell phones with staff permission, or they may walk off school grounds and use them without supervision. Cellular devices are not to be used in the bus line without the permission of the supervising adult.**

## **Pets**

Due to student allergies, we ask that families do not bring pets of any kind into the building without permission from the principal. All pets must be on a leash on the school grounds. A rabies vaccination record may be requested for an onsite pet. Thank you for your cooperation.

## **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 Back to School Night and conferences.

## **Medication At School**

For any student who is required to take prescription or over-the-counter 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. All medication must be in its original container and labeled with your child's name. In some circumstances, with a doctor's permission, inhalers are allowed for students who may need to self-administer. Parents/guardians 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. Furthermore, it is a good idea for students in grades K-2 to keep an extra change of clothes in their backpack due to accidents or spills. 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.**

### **Valley View PTA**

The Valley View PTA (Parent Teacher 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 Wednesday envelopes for information regarding upcoming events and volunteer opportunities. You can follow them on Facebook as Valleyview PTA Great Falls.

### **Spirit Day**

We encourage students and staff to wear school colors or school clothing on Fridays. Our school colors are red and black. The Valley View mascot is the Bobcat. PTA will facilitate the sale of spirit clothing throughout the school year. The last Friday of the month is designated as PTA PJ day and is used to raise funds. Classrooms may hold special dress up days as classroom incentives or in conjunction with projects or celebrations.

### **Report Cards/Parent Conferences**

Kindergarten through sixth grade report cards will be sent home at the end of each quarter (four times a year). Midterms will be sent home each quarter for fourth grade through sixth grade. **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. Parents can request an individual conference at any time.**

### **Early Outs**

Valley View Early Outs are on Wednesdays. **Wednesdays, throughout the year, all students at Valley View are dismissed at 2:45.** 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 alternate time.

### **Personal Property**

Please visibly mark all clothing and personal items. A lost and found area is located inside the front door. Ask your child to check for missing belongings, as items that are not claimed are discarded periodically. Valley View is not responsible for any property that is lost, stolen or damaged at school. Children should not bring toys, electronics (CD

players, iPads, handheld games, etc.) trading cards or Heely-type shoes. School staff have discretion to determine if students' belongings are being used in a distracting manner and should no longer be brought to school.

## **Valley View Discipline Plan**

Valley View Elementary adheres to the Montana Behavioral Initiative (MTSS). This simply means, we use 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 use multiple approaches 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. **Minor** referrals are the consequence for smaller infractions. If your child receives a minor discipline referral, their classroom teacher will select from a range of consequences including, walking recess, visit to buddy room, detention, etc. A "buddy room" is a classroom to support students requiring 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 may be sent to a "Think Circle" to refocus. They may also be issued a minor referral and be assigned a walking recess. During this time a staff member will accompany the student on a walk around the playground and use the misbehavior as an opportunity to reteach Valley View's expectations.

For more severe infractions, students will be issued a major referral. The consequence for a major referral is decided by the principal or principal's designee. You will be notified if your child receives either a minor or a major referral.

Detention is a consequence requiring 15 minutes of after school reteaching. If students are issued multiple minor referrals, this may result in a major referral. Detention may also be utilized for major referrals. Students will be expected to serve detention within 2

days from the time that they receive a minor referral or major referral. Parents will be notified prior to a detention being served.

## **Olweus**

At Valley View we strive to offer a BULLY FREE environment. Bullying is defined as:

**When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.**

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. We teach students four anti-bullying rules:

- We will not bully others.
- We will try to help others who are being bullied.
- We will try to include students who are left out.
- If we know someone is being bullied, we will tell an adult at school and an adult at home.

## **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 Dannelle Dyke, Title IX Building Coordinator.