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***Valley View Elementary School
140 Nadenbousch Lane
Martinsburg, WV 25405***

August 2014

Dear Parents and Students,

I want to welcome you to the 2014 – 2015 school year. A new year always brings great expectations, new hopes, new goals, and new learnings. Welcome to “The View”!

The “New” this year is that we will not have the “Learning Cottages” . The 3rd grade classes are now at Mill Creek and Mountain Ridge Intermediate. We are now a K-2 school which means that we will not be as crowded as we once were. This also means that we will have more hard surfaces to play on during wet weather when we can’t access the playground. So we are looking forward to some exciting adventures this year at “The View”.

This school handbook is the policy book by which we operate here at “The View”. This is important because we all need guidance in our lives. We are a community of students, parents, and teachers. In order to be a successful working community, we have guidelines we all need to follow. Please read these guidelines and become very familiar with them. The school district handbook will be coming to you under a separate cover.

You will soon be receiving a calendar of school events for the entire year. Please note the activities that are planned for the year. In addition, the students will have daily planners. Please sign these nightly. This will let us know you have read the planner and you are aware of the daily assignments that your child needs to do at home. This planner can also be used as a communication tool between parent and teacher. I want to encourage you to also check the school website for items that will be of interest to you and your child. The school website is located at www.berkeleycountyschools.org.

Please read this handbook so that you will know what our standard operating procedures are. If you have any questions or concerns, please contact Mrs. Lori Breeden, the Assistant Principal or myself at 304-229-1970.

Educationally yours,

Fred Johnson, Principal

Valley View Elementary School

VISION STATEMENT

The children of Valley View will use the high quality education that they have received to become productive citizens in society, attain goals, and have a positive self image.

MISSION STATEMENT

Valley View is committed to provide instructional activities that are researched based and will maximize each child's potential. This will involve a collaborative effort on the part of parents, students, and staff. All school decisions will be made in the best interest of the students.

Valley View Elementary School

Daily Schedule

8:15 A.M. Doors Open for Students
8:50 A.M. Instructional Day Begins
11:00 A.M. Kindergarten Lunch
11:40 A.M. First Grade Lunch
12:20 P.M. Second Grade Lunch
3:10 P.M. Bus Dismissals
3:20 P.M. Dismissal for Car Riders

Supervision is not provided for students arriving before 8:15.

General School Rules

1. SPEAK AND BEHAVE IN A COURTEOUS MANNER.
2. FOLLOW DIRECTIONS.
3. TAKE CARE OF PROPERTY – OTHERS AND MINE.
4. KEEP HANDS AND FEET TO MYSELF.
5. WALK AT ALL TIMES IN THE BUILDING.

Valley View's Discipline Plan

The staff at Valley View Elementary School wants to ensure a safe and harassment free atmosphere, so that all students can learn. The school policy is designed to correlate with the West Virginia Safe Schools Act and the Berkeley County Policy: JGFE.

At Valley View Elementary, when student discipline is required:

1. Teachers have established a discipline procedure within their classroom with the following components:
 - a. Warning
 - b. Loss of 5 minutes of recess
 - c. Loss of 10 minutes of recess
 - d. Parent/Guardian contact
 - e. Office referral

Exceptions: Students will not be referred to the office step (e), unless the following actions have taken place:

Fighting (harmful physical contact), blatant insubordination directed toward a staff member, weapons violation, or threats of violence. In these instances, an immediate office referral is in order. Disrespect of adults in the building may also result in automatic suspension.

2. Prior to a referral to the office, parents of the student in question **must** be contacted by the teacher. (see exceptions under # 1)
3. When a student is referred to the school office, the student must bring with them a "Yellow Slip" violation paper with the infraction, including the time and date, filled in completely.
4. The ***first*** referral to the office will result in a discussion with the principal or an office detention with the principal.
5. On the ***second*** office referral the school administrator will contact the parent of the student about the referral, either by an explanation on the referral letter or a phone call. The "Yellow Slip" will then be sent home to be signed by the parent and must be returned to the homeroom teacher.
The ***second*** referral to the office, for similar infractions, will result in parent notification and may result in a scheduled, **After School Detention, ½ day or full day In School Suspension.**
6. The ***third*** referral to the office , for similar infractions, may result in Out of School Suspension with parental notification and a required referral to the **Student Assistance Team. (SAT)**
7. During any of the referrals to the office, the Guidance Counselor may be involved in the corrective process.
8. All disciplinary actions are at the discretion of the Principal or the Assistant Principal.

Attendance

Your child should be in attendance at school unless he/she is ill. Student attendance is a major factor towards school success. In the event your child is ill and cannot attend school, please **call the school** and give the reason for the absence on that day. In addition, **a note is required when the child returns to school.** You should also make arrangements for the pick-up of missed class work if your child will be absent for more than one day. Excused absences include: student illness, serious illness/death in the family, hazardous conditions, and doctor's appointment with verification upon return.

If your child will be absent for 3 days or more due to a trip out of town, please complete an **Educational Leave of Absence Form one week in advance** in order to have the absence excused.

Tardy/Early Dismissal Policy

Students in grades K-4 are required to have a minimum instructional time of 315 minutes during the school day. Tardies (being late to school) and Early Dismissals (leaving school before the end of the school day) can drastically reduce student instructional time. When tardies and early dismissals accumulate, it is necessary to provide the student with “Instructional Remediation” time outside of the school day. “Instructional Remediation” will allow the student to have time to get instruction they have missed due to Tardies or Early Dismissals.

Below you will find the guidance procedures Valley View uses to implement Instructional Remediation due to accumulated Tardies or Early Dismissals:

- Arrival at school from 8:50 – 10:10am = Tardy
- Arrival at school after 10:10am = ½ day absence
- Dismissal from school before 1:50pm = ½ day absence
- Dismissal from school 1:50pm – 3:10pm = Early Dismissal
- When a student reaches **3 Tardies and /or Early Dismissals** that are **unexcused**, (**unexcused = no documentation from a physician or dentist**) the parent will be contacted by the school counselor or administration to set up a date within **1 school week (5 days)** for the student to receive Instructional Remediation **before school from 7:45 - 8:15 am.**
- **The parent is to bring the student into the main office to sign in for remediation by 7:45 am. The teacher will dismiss the student to their classroom at 8:15 am.**

Little Eagle Child Care Center

Little Eagle Child Care, offers before and after school child care. Hours of operation are 6:30 AM - 8:20 AM and 3:30 PM - 6:00 PM daily. Extended hours are also offered when schools close early or open on a 2 hour delay. On days when school is not in session, such as Professional Days or snow days, you will need to contact Little Eagle at 304-264-7132.

Phone Calls and Conferences

If you wish to speak to your child's teacher, please call the school (229-1970) to set up an appointment. Teachers will be available for conferences during their planning times. Students will be permitted to use the school phone for emergency purposes only.

DROP OFF AND DISMISSAL PROCEDURES

ONLY BUSES are permitted to unload in the front of our school between the hours of 8:15am and 8:45am.

Parents dropping children off during this same time period should enter the back parking area and drop off at the back doors where a staff member will be supervising the area. Parents are responsible for getting their child/ren out of the car. Staff member will not be opening the car door for them. Please make sure that the students have all of their materials gathered and are ready to exit the vehicle when you stop. This will aid in eliminating back-ups on Nadenbousch Lane. Make a "U" turn and exit the same way you came in.

Children arriving after 8:45am should be escorted into the front office by their parent who is required to sign them in.

If a student has to be picked up for a doctor/dentist or family emergency between the hours of 9:00 am and 2:45 pm, parents may use the front loop area and enter through the front doors. A note needs to be sent to the student's teacher for any early pick up.

No students will be called to the office to be dismissed between the hours of 2:45pm and 3:20pm. If you happen to show up during this time, you will be asked to wait outside the backdoor until it opens at 3:20pm.

Unexpected Pick-Up at Dismissal

A note to the teacher stating who will pick up the student is required. **If there is no note, your child will be sent home on their regular bus.**

Enter the back parking lot and park in an area that will not block our dismissal loop for Quick Picks.

Have a Photo ID with you and enter through the back door at 3:20pm. The door will not be unlocked prior to this time. No ID – No Entrance.

Go directly to the cafeteria and sign out your student on the "Unscheduled Rider Book".

Expect to wait, as your child/ren will have to be called for over the intercom.

Exit the school promptly and use caution exiting out onto Nadenbousch Lane.

If your child is to go to another student's home by bus, permission is to be given by both parents via a note or a phone call.

Fire Drills

Fire drills are held at regular intervals throughout the year as required by law. These are important safety precautions. It is essential that when the first signal is given, everyone follow directions promptly. Evacuation charts are posted in each classroom. It is important that all adults who are in the building at the time of a drill follow the same safety rules and evacuate the building the same as the students.

Lost And Found

A lost and found box is located in the school cafeteria. It will be cleaned out periodically. Students may check for lost items at any time. The school cannot assume responsibility for losses. **Please label your child's lunch box, jacket, cap, sweater, and the like with the child's first and last name.** This would be greatly appreciated.

Physical Education Program

In good weather, Physical Education classes may be conducted outdoors. A portion of the PE class will be lecture; however, most of the time students will be engaged in physical activity. On days when your child will **participate in PE, please dress him/her in comfortable, loose fitting clothes that will allow for physical movement. Shoes should be appropriate for physical activity, meaning that the shoe must fully enclose the foot.**

Parent Volunteers

The WATCH D.O.G.S. is a program whose mission is to improve the well-being of children by inspiring and equipping men to be more effectively involved in the lives of children. This program is coordinated by and through the Valley View PTA and the school administrators.

Field Trips

Throughout the year students will take field trips fully experience all that the curriculum offers. Permission slips must be signed by the parent and returned to school along with the money needed, by **THE DEADLINE.** If permission slips and money are not received by the

deadline, the student will not participate in the activity. Parents **may** be invited to chaperone these trips. The Berkeley County Board of Education must approve all chaperones **prior** to the date of the field trip. All chaperones shall be at least 21 years old, unless the parent of a student in the class. The chaperone shall also be a relative to a student in the class. Relatives include parent/guardian, step-parent, aunt, uncle, grandparent, and step-grandparent. There are **NO** refunds for school field trips, because group rates are set by the places of visitation because the school receives a group rate by the places visited and transportation costs have to be paid.

Homework Policy

Homework is defined as guided practice to reinforce a concept already introduced during the instructional day. Homework is considered an appropriate extension of classroom activities. Homework reinforces, enriches and enhances instruction. Homework will have a definite purpose, based on the student's needs, capabilities and interest.

The student's level and the length of time it takes for each child to complete an assignment will be taken into consideration when assigning homework. The maximum total time is approximately 10 minutes per grade level. (1st - 10, 2nd - 20, 3rd - 30) Homework assignments will be due on the day assigned by the teacher. In the case of excused absences, students have one day to make up assignments for each day of absence.

Accelerated Reader Program

The ARP program allows students to read chapter books of various lengths and take quizzes on the content of the book. The students check the books out from the library, but must read them at school. They are able to take the quizzes that are on computers located in the library or in their classrooms. Students receive awards after they meet the criteria set by the librarian.

Appropriate Dress

Use good judgment when dressing your child for school. This is a learning environment and we want to present positive images to our students. Some examples of inappropriate dress include: clothing depicting or advertising alcohol, drugs, tobacco, and or obscene words or pictures, studded accessories, wallet chains, etc. Caps/hats or other head coverings, are not to be worn in the school at any time. Adults are expected to model for children, therefore, their caps/hats and other head coverings should be removed when they enter the building.

Please keep in mind that at school, safety of the student is always important. Shoes must fit securely enough to the foot to allow for safe movement. Flip flops are not to be worn at school, however, sandals that have a strap above the heel and have all toes enclosed may be worn. Wheelies without caps in place, are not to be worn to school. Sneakers are encouraged for daily use. Tank tops, tube tops, tops that show the mid-riff and short-shorts are not to be worn to school. All shorts should be long enough to meet the student's longest finger when standing. When students are not dressed according to these guidelines, the parent will be called to bring appropriate clothing to the school.

Lunch Time Visitors

As part of the Berkeley County Wellness Policy, **fast foods are not permitted** in the lunchroom. **Tuesdays, Wednesdays, and Thursdays**, are the days set aside for parent lunch visitation. If you are going to eat lunch with your child, you must call the school office by **9:30 a.m.** to make reservations or bring a **homemade packed lunch**. The lunch period lasts for **30** minutes. Please maintain orderly conduct during your visit. Classroom visits are not to be made at this time as this is also the teacher's lunch time. **School lunch visitations will begin Tuesday, September 16, 2014 through April 23, 2015.**

Recess

Recess times are held after the students have eaten their lunch. We have tried to use as much space as possible so that all the students will have an opportunity to engage in physical exercise. Please drive slowly on the school grounds and in the parking areas.

Nuisance Items

The classroom is a place where students receive instruction. Items that distract students from learning are considered nuisance items and should not be brought to school. Some examples of these are: toys of any type, CD's and CD players, cell phones, video games and cartridges, gum, candy, etc. **These items will be confiscated and may not be returned.**

Birthday Parties and Gifts

Birthdays are special times for children and we encourage you to celebrate those times with them at home or some place that is special besides school. **Please do not send or bring cake, cupcakes, cookies, gifts, or flowers to school. Students will not be permitted to have these items at school.** If party invitations are sent to school for distribution, all students in a classroom must receive one. There are 2 PTA sponsored parties scheduled during the school year, a Winter Party and a Spring Fling. All treats served are commercially prepared and packaged, along with being in accord with the Berkeley County Wellness Policy.

Pass Program

The Providing Academic and Self-Esteem Support (PASS) Program includes adult volunteers spending 30 minutes each week one-on-one with students. During that time, students may participate in academic and or enrichment activities. Any adult interested in becoming a PASS volunteer should contact the Valley View office. Trainings are held several times a month.

Pets

Pets are special to children and growing up with pets is educational. This concept teaches them about being responsible, caring for, and sharing with others. It also teaches them about being appreciative of our friends, the animals. In order that all students are safe and the environment is prepared for them, we ask that you get permission from your child's teacher for them to bring their pet to school.

Return Check Policy

Checks are an acceptable form of payment, but due to changes in banking procedures, there will be a \$25.00 charge for all returned checks in addition to the face amount. Once this happens, we will no longer accept your payment by check. No checks will be accepted after the **FIRST WEEK IN April.**

Library

Before and after school check-out will be available in the library. Students also have daily access to use the reference materials and or do research on the Internet. We are in the process of adding more informational CD's to our collection.

Emergency School Closings

For Weather related school closing, listen to:

97.5 FM Radio,
92.5 FM Radio
95.9 FM Radio
740 AM Radio

WHAG Channel 25
WUSA Channels 9
WJLA Channel 7
1340 AM Radio

You may be informed of any school closings via e-mail simply by accessing the Berkeley County Board of Education website:

www.berkeleycountyschools.org

Information on Berkeley County Schools is available through Channel 19 on Comcast Cable.

Patriot Planner Program

Each student is given a Patriot Planner for daily use. The planner is a place for the student to write down homework assignments. Students are asked to take their planner's home each evening, show them to their parents, and return them each day. Replacement cost for the planner is \$5.00. Please take this opportunity to review homework and class assignments with your child.

Patriot Pride Responsible Student Programs

Patriot Pride, Flying High

Standards and Expectations

Valley View Students Shall:

Be in seats and ready for class at 8:50 a.m.

Be prepared for class by having all required materials.

Complete assignments when due (homework and class work)

Keep desk areas neat and clean.

Students who show consistent responsible behavior will receive incentives each nine-week grading period.

To begin the day with a positive attitude, we use the following Responsibility Pledge along with our pledge to the flags of the United States and West Virginia:

I will use my time wisely today.

I will learn something new today.

I will be successful today.

I will remember what I have been taught today.

Student Recognition Programs

Principal's Award - Students that follow the school rules and are exemplary in their behavior will be recognized.

Honor Students - Students who receive all A's or all A's and B's are recognized with an honor roll certificate.

Perfect Attendance - Each nine weeks, students who have not missed any days or have not accumulated any tardies will be recognized.

"Fly High" Award - Students who improve their grades in any subject by two letter grades without letting another subject slip, will be honored by the school. This award starts after the first grading period.

Character Counts Award - Students who display consistent traits of being responsible will be awarded a certificate. Some examples are Fairness, Responsibility, Caring, Citizenship, Trustworthiness, and Respectfulness.

Specials Awards - Awards are presented to students who demonstrate exemplary performance in specials classes, which are Art, Computers, Guidance, Library, Music, and Physical Education. Those students that participate in the Accelerated Reader program, also receive awards when they have met the criteria.

Valley View Student of the Week - Classroom teachers will acknowledge students who demonstrate "Patriot Pride" in day-to-day activities while at school. Improvement and responsibility are key ingredients in this weekly recognition program along with the 6 traits of character. The teacher and the students will decide which classroom activity would be appropriate for a reward.

Marking Key

A = 93 – 100%

B = 85 – 92%

C = 75 – 84%

D = 65 – 74%

F = 0 – 64%

O = Outstanding

S = Satisfactory

N = Needs Improvement

N/A = Not Applicable

+ = Satisfactory Progress

-- = Area of Concern

Grade reports are sent home each four weeks and each nine weeks. Expect to receive them on a Thursday in the Valley View Weekly Envelope.

Valley View Elementary PTA

After several years of having a PTA, Valley View will step out this year and form a PTO. It is run just like a PTA, but the dues that are collected will remain with the local group. We look forward to this new parent - teacher organization.

SAFE SCHOOLS ISSUES

Now that we have begun the 2014 -2015 school year, there are many important issues that face us. Safe schools are an issue that is a top priority for all of us. Everyone in the community must be a part of the team that creates a safe school environment.

Berkeley County Schools has a safe school policy and our school has developed procedures to be followed in an emergency situation. Teachers at Valley View have discussed these procedures with their students. In the event that we must evacuate the Valley View building, the East side of the school property has been identified as our evacuation site. This is an area across the asphalt running track. If shelter is needed during the evacuation, the Berkeley Business Park across **Route 11 North** is our alternative site. You will be directed to our location.

Please take time to discuss these topics with your child. It is important that you and your child develop plans should an emergency occur. Some things to plan for include which parent to contact and how to make contact with that parent and where the child is to go in the event of an early dismissal. Planning is essential to eliminating added stress in an emergency.

<p>Berkeley County Schools Safe Schools Hotline 1 - 800 - 418 -6423 ext. 359</p>
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Ten Reasons for Character Education

From *Education for Character: How Our Schools Can Teach Respect and Responsibility* by Dr. Tom Lickona (Bantam, 1001)

1. There is a clear and urgent need, as young people increasingly hurt themselves and others because of unawareness of and/or indifference to moral value.
2. Transmitting moral values to the next generation has always been one of the most important functions of a civilization.
3. The school's role as character educator is even more vital when millions of children get little moral teaching from their parents, communities, or religious institutions.
4. Common ground exists on core moral values although there may be significant disagreement on the application of some of these values to certain controversial issues.
5. Democracies have a special need for moral education, because democracy is government of and by the people themselves.
6. There is no such thing as value-free education. Schools teach values every day by design or default.
7. Moral questions are among the great questions facing the individual person and the human race.
8. There is broad-based and growing support for character education in the schools.
9. An unabashed commitment to character education is essential if we are to attract and keep good teachers.
10. Effective character education is a do-able job, which improves student behavior, makes schools more civil communities, and leads to improved academic performance.

ONLINE RESOURCES FOR STUDENTS, STAFF, AND PARENTS/GUARDIANS

Students, parents and staff will want to familiarize themselves with Berkeley County Schools' policies and procedures. Several of these policies are mentioned below; however, you are strongly encouraged to review important school discipline information, policies and regulations in the Berkeley County Schools 2013-2014 Student Handbook on the web at www.berkeleypcountyschools.org. Hard copies of the Student Handbook, the Expected Behavior in Safe and Supportive Schools Student Manual, and all other policies and procedures are available upon request from your child's school or the Office of Communications, 515 West Martin Street, Martinsburg, WV 25401, (304)267-3588.

EXPECTED BEHAVIOR IN SAFE AND SUPPORTIVE SCHOOLS MANUAL

ATTENDANCE

STUDENT DRESS CODE

STUDENT IMMUNIZATIONS

SPECIAL EDUCATION

SECTION 504

PRIVACY AND STUDENT RECORDS (FERPA)

DIRECTORY INFORMATION

TRANSPORTATION

FOOD SERVICES

