

**Valley View Elementary**  
**Home of the Mighty Bobcats**



**2024-2025 Handbook**

Aug 28, 2024

Dear Valley View Families,

Welcome to the 2024-2025 school year! All of us at Valley View School are eager to kick off an all star year full of teamwork and collaboration. 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. We encourage all stakeholders to be active participants creating a positive climate and learning environment.

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 “2024-2025 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 Staff

Office Staff			
<i>Principal</i>	<i>Admin Assistant</i>	<i>Aides</i>	Mallory Brumley
Dannelle Dyke	Stacy Griffin	Tawnya Hinojosa-Lauver	Maureen Lewis

Classroom Teachers			
<i>Kindergarten</i>	Jennifer Moore	Katelyn Lindland	
<i>First Grade</i>	Katie Tinker	TBD	
<i>Second Grade</i>	Cindy Clark	Angie Henneberg	
<i>Third Grade</i>	Jessica Vlasie	Lori Vinson	
<i>Fourth Grade</i>	Alexis Oatman	Jody Davis	Kirstin Swartz
<i>Fifth Grade</i>	Alexandria Mackiel	Samantha Caouette	
<i>Sixth Grade</i>	Faith Afleje	Eleanor Julian	
<i>Resource</i>	Tayler Davison	Holly Johnson	Kathryn Youngblood

Specialists/Support Staff			
<i>Librarian</i>	Brittney Uecker		
<i>Counselor</i>	Carey Hamrick		
<i>Intervention</i>	Merilee Bauch		
<i>Speech</i>			
<i>Art</i>	Elizabeth Metzger		
<i>Paraprofessionals</i>	Heather Wright	Cayden Chrosniak	McKenzie Broden
	Bobbie Helton	Karan Reno	
<i>Occupational/Physical Therapy</i>	Sanna Beerman	Meghan Dellen	
	Makia Edwards	Amanda Babbert	
<i>Cafeteria</i>	Paula Reed	Megan Wubben	
<i>Music</i>	Kara Bell	Renae Burleigh	
	Jenny Painter	Quinton Schauer	Debra Tennapple
<i>PE</i>	Lauren Carlson	Todd Ondick	
<i>Psychologist</i>	Carly Nason		
<i>Aware/CSCT</i>	Samantha Gordon	Ben Carley	Paige Turoski
<i>ECS</i>	Lainie Warneke		
<i>Engineers</i>	Bobby Stillwell	Toni McOrmond	
<i>Crossing Guards</i>	Mary Jo Faulkner	Mert Peterson	

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 absent and tardy upon arrival. In the event the absence extends beyond two days, we suggest that you contact the teacher 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 to the office. 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.

### 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 3:20. 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. We ask that students make after school arrangements with peers prior to the school day.

### 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.

### 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. Further calendar information can be found on the GFPS website.

### Demographic Updates

In order to keep our records current, please update your child’s demographic information through PowerSchool. It is important that an emergency phone number be listed. 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. Please let your child’s teacher know your preference for your child.

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 anytime. 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, and the school nurse regarding any special breakfast or lunch needs.

Another way to add credit is to visit <http://www.myschoolbucks.com> and click on Register Now. 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 reflects payment quickly. 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 \$3.00. Breakfast costs \$1.95. Milk can be purchased separately for \$0.50. These prices are subject to change. 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 each week in Wednesday Envelopes showing the current negative balance. Families may also view accounts online at the [myschoolbucks.com](http://myschoolbucks.com) website.

<https://lunch.gfps.k12.mt.us/> is where you can access free/reduced lunch forms, or you can obtain one from 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 \$4.75 (subject to change). Please call the office before 8:30 AM any day you would like to eat with us, so 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 through their website [www.handsschildcare.org](http://www.handsschildcare.org), 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/Guardians, 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. Wheelie shoes are not permitted to wear in the building.

*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. Please refrain from parking in the bus zones.

### Money and Valuables

*Children should be advised to leave all valuable electronics, toys, sports equipment, 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. Please see GFPS Policy 3630 for further information.

### 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

All homework should be reviewed skills that enhance meaningful learning. Please speak to your child's teacher on homework expectations for your child's grade level.

### 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, crude messages, and any clothing that the school may find disruptive to the educational process. We ask that parents be diligent in monitoring students' clothing keeping in mind appropriate dress for weather, recess activity, and an extra change of clothes for students in K-2 in the event of accidents or spills.

### 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). 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, social progress, and celebrating student success. We believe all students deserve the most positive educational climate.

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.

### 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.