VALLEY VIEW ELEMENTARY

Parent – Student Handbook

IMPORTANT NUMBERS

Valley View Elementary 885-1220
Yorkshire Elementary..... 885-1230
East York Elementary.....885-1240
Indian Rock Elementary.....885-1250
YS Middle School..... 885-1260
YS High School..... 885-1270
Administration Office..... 885-1210

School Hours:

AM Kindergarten

School Hours: 8:45 a.m. - 11:25 a.m.
Parent Drop-off: 8:40 a.m.
Parent Pick-up: 11:25 a.m.
Dismissal: 11:25 a.m.

PM Kindergarten

School Hours: 12:50 p.m. - 3:30 p.m.
Parent Drop-off: 12:45 p.m.
Parent Pick-up: 3:30 p.m.
Dismissal: 3:30 p.m.

1st Grade / 2nd Grade / Full Day Kindergarten

School Hours: 8:45 a.m. - 3:30 p.m.
Parent Drop-off: 8:40 a.m.
Parent Pick-up: 3:30 p.m.
Dismissal: 3:30 p.m.

* Students may NOT arrive before 8:40 a.m.
* Students may NOT enter the building in the morning or leave the building in the afternoon unaccompanied. Therefore, parents should drop students off at the office entrance and pick them up at the same entrance.

Modified Kindergarten Schedule

1 - Hour Delay

A.M. Kindergarten meets from 9:45 - 11:25 a.m.
P.M. Kindergarten meets as normal.
1st Grade/ Second Grade /Full Day Kindergarten meets from 9:45 - 3:30 p.m.

2-Hour Delay

A. M. Kindergarten meets from 10:45 - 12:25 p.m.
P.M. Kindergarten meets from 1:50 - 3:30 p.m.
1st Grade/Second Grade / Full Day Kindergarten meets from 10:45 - 3:30 p.m.

Dear Parents and Students:

This handbook has been assembled to provide essential information to you. It is our hope that you will take the time to review the contents of this packet to assist you in knowing the general procedures of the building.

Valley View is a wonderful school with an outstanding staff. We are anxious to get to know the children and their families, and we look forward to working with each of you. It is critical that the school, parents, and students work together in a team approach in order to provide the best possible educational experience for your child.

Our school motto is "**Be the Best You Can Be**!" Parents, school staff, and students are partners in achieving this goal. We look forward to your participation. In an attempt to "Go Green," we will be posting much information on the school and district website. Be sure to visit it often at yssd.org.

The staff and I are eager to begin the year! We are committed to providing a nurturing, pleasant environment and a very positive educational experience for your child!

Thank you for being an integral part of our team!

Sincerely,

Tawn A. Ketterman, Ed.D.
Principal

VALLEY VIEW ADMINISTRATION AND STAFF

SUPERINTENDENT		Dr. Kathryn L. Orban
ASSISTANT SUPERINTENDENTS		Dr. Michele Merkle Dr. Patricia Maloney
PRINCIPAL		Dr. Tawn Ketterman
KINDERGARTEN	Mrs. Lindsay Hill Mrs. Jessica Reimer	Mrs. Melinda Wise
GRADE 1	Mrs. Charlene Benjamin Mrs. Marilyn Henning Mrs. Billie Jean Jensenius	Mrs. Lorie Meckley Mrs. Jane Piepmeier
GRADE 2	Mrs. Kellie Aughenbaugh Mrs. Jay Dills Mrs. Cheryl Johnson	Ms. Kayla Levens Mrs. Alexis Morrow Mrs. Wanda Wandress
ART		Mrs. Katie Barrett
COMPUTER		Mr. Mark Miller
LIBRARY		Mrs. Susan Anderson
MUSIC		Mr. Matt Husler Mrs. Ashley Markey
HEALTH/PHYSICAL EDUCATION		Mr. Mike Appleby Miss Elizabeth Milkowski
BEHAVIORAL SUPPORT		Ms. Kerri Dearolf
ENGLISH LANGUAGE		Ms. Emily Wardrop
GIFTED SUPPORT		Mr. Jesse Weld
GUIDANCE COUNSELOR		Mrs. Peggy Flannelly Mrs. Jackie James
LEARNING SUPPORT		Mrs. Dianne Crawford
MATH SUPPORT		Mrs. Wendy Hauck
READING/INSTRUCTIONAL SUPPORT		Mrs. Susan Herman Mrs. Amy Wallace
SPEECH/LANGUAGE		Ms. Christine Laslo
SCHOOL NURSE		Mrs. Darla Berkowitz
HEALTH ROOM ASSISTANT		Mrs. Tammy Daugherty
ASSISTANT TO THE PRINCIPAL		Mrs. Peggy Russell
OFFICE ASSISTANT		Mrs. LaDawn Huber
LIBRARY AIDE		Mrs. Sarah Perina
CUSTODIANS		Ms. Sue Lindsey Ms. Gert Baronner
CAFETERIA		Mrs. Lori Lehr Mrs. Chris Klinedinst

VALLEY VIEW PTO OFFICERS

Co-Presidents	Sarah Perkins (puddysmom@hotmail.com)
	Kendra Hilty (kjhilty42@verizon.net)
Vice President	Vicki Fryar
Secretary	Gina Trimmer (gina@sirsales.com)
Treasurer	Melissa Guyer (melissa_guyer@yahoo.com)

POLICIES AND PROCEDURES:

ATTENDANCE/ABSENCE

1. Contact the office between 8:00 a.m. and 8:45 a.m. to report a student's absence. It is important to account for every child every school day. Therefore, when a student does not show up for school and has NOT been called in as absent, our automated system will contact the home. This is to ensure your child's safety.
2. When your child returns to school, you are required to send an excuse blank/written excuse with the reason for the absence. Excuse blanks are available online and in the school office, although a written note is also acceptable. **This must be received within three school days of the absence.**
3. Lawful reasons for absence from school include illness, death in immediate family, and religious holidays. Three (3) days of unlawful absence shall be reported to the Superintendent's office and a Truancy Elimination Plan (TEP) will be developed in accordance with Pennsylvania Public School Code (24 P.S 13-1327). A fourth day of unlawful absence may be processed through the District Magistrate's Office and fines may be imposed.
4. A limit of ten (10) days excused absence is established in accordance with state law. After ten (10) days of absence, the school must be provided with a doctor's excuse for each subsequent day of absence, or the day will be considered unlawful. (Note: preapproved educational trips, death in family, or religious holidays are not included in the 10 day limit.)
5. When a student is absent from school due to a medical appointment, a note or card from the medical office must be submitted upon return to school (or within three school days) in order for the time to be excused. Absences of more than ninety (90) minutes will be considered a half-day absence from school. A class admission slip shall be obtained from the office upon return to school from such an appointment.
6. Students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. The trips may be non-contiguous but cannot be taken within the first and last ten days of the school year. Forms are available on the District website or through the school office and must be submitted no less than two (2) weeks prior to the trip.
7. Should it be necessary to pick your child up early at school, please send a note to school giving the time and reason the child shall be leaving. The parent should then report to the office to have the child called and will be required to sign the child out of school. No student will be released to anyone other than the parent without written permission from the parent. Dismissal more then 90 minutes before the end of the school day will be marked as half day absence.

NOTE: Students are tardy after 8:45 a.m. (or 12:50 p.m. for PM Kindergarten). Any student arriving after 8:45 a.m. should report to the office with parent or guardian to be marked present for the day. Coming to school every day on time is important. Not only is punctuality a valuable trait, but the student often misses important instructions and assignments. If your child is late/tardy, you will need to report to the office to obtain a tardy slip explaining the lateness/tardiness. If you know your child will be late, please call the school office. Entry more than 90 minutes after the official start time will be marked as half day absent. An accumulation of 7 tardies equates to one day of unlawful absence.

ADDRESS/TELEPHONE CHANGES

Please notify the school office immediately should there be a change in home address, telephone number, place of employment, or emergency contact person. If you have an unlisted phone number or you do not want your phone number given to anyone except school staff, please indicate this on your up-to-date emergency contact sheet.

BACKPACK EXPRESS

Each child should have a large backpack so that art, schoolwork, important information, notices, and library books can be safely carried home from school. Please impress upon your child the importance of your receiving every notice that is sent home. Your child's name should be on the backpack.

It is very important that you check the backpack **every day**. Don't forget to search down to the very bottom -- important notices have a way of sinking to the bottom of the bag!

Backpacks on wheels are not preferred for this age group. If your child has a backpack on wheels, please see that it is carried on the back.

BIRTHDAYS

Students are not permitted to distribute party invitations at school as it often creates hurt feelings. Birthday treats are permitted on a child's birthday. Each teacher recognizes birthdays differently. Please contact your teacher in advance to make arrangements if treats are to be shared.

Although the District recognizes that classroom celebrations are a tradition in public education, parents and staff are encouraged to provide snack items that are consistent with the goals of the Wellness Policy. Valley View will encourage healthy choices for classroom celebrations. *Please consider purchasing a book for the classroom library in lieu of an unhealthy snack*.

BUS TRANSPORTATION/CONDUCT

Students must ride on their assigned bus and get on/off at their assigned stop. **Students are not permitted to ride a different bus than assigned.** Buses and vans used by the District utilize a video camera system. In addition, sound recording devices may be used on buses for monitoring safety and behavior. The intended use of these systems is to enhance the safety of our students on our school buses and vans. The school district may use the information gathered for disciplinary action for inappropriate behaviors as defined by the Bus Rules and Regulations of the York Suburban School District. Inappropriate behavior may result in removal from the bus.

CAFETERIA

Lunch is available for all Full Day Kindergarten, First and Second grade students, and YWCA Kindergarten Child Care students. Lunch costs $2.00 per day. Packers may purchase milk daily for $.55 cents. An alternate lunch (peanut butter and jelly sandwich or a rotated second alternate) is offered daily.

A "Grab and Go" breakfast is offered daily at the cost of $1.20.

You may deposit funds for meals directly into your student's account by visiting www.cafeprepay.com. Please visit the YS webpage www.yssd.org, food service department for more information and instructions. Checks for lunches should be made payable to York Suburban School District Cafeteria Account. Please be certain to send check/money in a sealed envelope labeled with your child's name.

ELECTRONIC DEVICES

We encourage children to participate actively at recess time. Therefore, electronic games, musical devices, remote control toys, and cell phones are to be kept at home and not brought to school without administrative approval. The school is not responsible for these toys.

EMERGENCY CLOSING

Notice of cancellation of school due to weather or other emergency is communicated via an automated telephone message system. Our website (www.yssd.org) will also display this information. In addition, events will be announced on radio stations: WSBA AM 910 and FM 103.3; WGAL TV 8 and FOX TV 43. Please make a plan for emergency dismissals and review with your child. It is important that your child knows what he/she is to do in case of early dismissal. A form will be provided at the beginning of the year.

When the school district must delay the opening of school for two hours due to weather conditions or other unpredictable events, the Modified Kindergarten

program will go into effect. The modified schedule is listed on page 1 of this handbook.

GUIDANCE

It is the goal of our school guidance program to increase students' awareness of themselves, their world, and to promote improved decision making. Our guidance counselor teaches guidance classes to students and work with small groups of students in the areas of decision making, peer relationships, and self-esteem.

LOST AND FOUND

The Lost and Found area is located in the Nurse's office . Students are encouraged to check this area frequently for any misplaced items.

PARENT PICK-UP

Students will only be considered parent pick-up if a note is received from the parent, or if the parent calls the office to request parent pick-up. If this is not done, the student will ride the bus as usual. To ensure that all necessary communications are made, please phone in a pick up request **prior** to 3:00 p.m. (or 11:00 a.m. for morning kindergarten) if a note was not sent to school with your child.

Parent pick-up is at 11:25 for AM kindergarten and 3:30 for all other students. **Please be prompt. Even a few minutes can seem like a very long time to a child.**

PARENT/TEACHER ORGANIZATION

Valley View has a very active and supportive parents' group. Meetings are held on the second Monday of each month. Anyone interested in volunteering is invited to attend. A complete listing of committee chairpersons is available in the office. Parents are encouraged to become active at school as a volunteer. Volunteers assist with academic subjects, playground monitoring, library management, and PTO projects. Look for the VVE PTO on Facebook to stay informed!

RECESS EQUIPMENT

Students are not permitted to bring recess toys and equipment from home. There is an adequate supply of recess items available in the classroom.

REPORTING TO PARENTS

In order to keep you informed of your child's progress in school, report cards will be sent home twice yearly for Kindergarten, First and Second Grade students. Report cards will be issued in January and June. Teachers will share information about the student's abilities at school, relationships with other children, and responsiveness to the school rules. In addition, Parent-Teacher Conferences are held in October and March each school year.

RULES/DISCIPLINE

Our purpose for establishing a discipline plan is to create a learning environment in which students develop into healthy and responsible citizens. Our goal is to teach self-discipline and basic values which include respecting property and feelings of others and acting in a responsible manner, hereby creating a safe and friendly environment. Our school-wide behavior expectations follow the ***4 Bee Rules -- Be Responsible, Be Respectful, Be a Worker, and Be a Friend.***

In each classroom, the teacher and students will establish classroom rules and consequences. The discipline plan will be reviewed with parents during Curriculum Night. The school rules are posted in each classroom in the common areas of the school. Please reference the School Code of Conduct Document, Act 26 Weapons Policy, and Acceptable Use Policy for details. These documents which outline school policy are sent home for parent signature each year and are available for reference on the district website at yssd.org.

SCHEDULE: NUMBERED DAY

York Suburban uses a numbered day schedule for the school year. Numbered days mean each day is labeled from 1 to 6, rather than Monday to Friday. The sequence is repeated throughout the year. The numbered day schedule will be printed on the cafeteria menu.

TEACHER CONTACT

From time to time during the course of the school year, a parent may want to contact a teacher. Our teachers are rarely available to accept telephone calls during the school day, but will gladly return any call. During school hours (8:45 – 3:45) please call our office to be connected to the teacher's voice mailbox to leave your name, telephone number where you can be reached, and/or a brief message. When the teacher has a few free moments, your call will be returned.

Email has become an excellent way to communicate with teachers. Please check the school website for your teacher's email. Email addresses are generally first initial + surname @ yssd.org. (Example: John Doe is jdoe@yssd.org)

TEXTBOOKS/LIBRARY BOOKS

Families must pay for any textbooks, library books, or agendas that are lost or damaged during the school year. This also includes paperback books borrowed by students and not returned to their teacher.

VOLUNTEERS

Parents are encouraged to become active at school as a volunteer. Contact the PTO or the school office for a form to offer your services. Volunteers assist in classrooms and with projects.

VISITATION

Parents may visit school at any time, provided they contact the teacher. Please call a day ahead as a courtesy. **Please sign in at the office and wear a visitor's badge. It is very important for the office to be aware of all individuals in the building at all times.**

WEBSITE

There is much information and a calendar of events on the District website located at www.yssd.org. It is a great way to stay informed, and you can contact a teacher via email from the site as well. Be sure to "Like" us on Facebook as well!

PUBLIC RELATIONS RELEASE

The York Suburban School District has numerous opportunities throughout the school year to release pictures and/or news information about our students to the local newspapers, or radio and television stations. This information often promotes our educational programs and is also used in district-wide publications such as the Suburban Pride and our website, in addition to local newspapers and television stations.

By checking the public relations release box on the Parent Sign Off Sheet, you grant the district permission to release your child's name and/or picture as defined above.

This final page contains important information from our nursing staff.

The nursing goal is to ensure a healthy safe day for each child at school. The nurse will focus on school day problems. She may not diagnose home-related illnesses. Medical attention will be advised if necessary.

Exclusion From School for Illness

Parents are asked to keep their children home from school for the following reasons: **Fever greater then 100 degrees F; Vomiting; Diarrhea; Soreness of the throat; Unexplained skin rash; If your child is ill enough that they will not be able to effectively participate in school.**

As a guide for parents, the following has been taken from the *Rules and Regulations for the Control of Communicable Diseases,* Pennsylvania Department of Health. PLEASE NOTE: If your child is ill with fever, the nurse suggests that he or she should be without fever for 24 hours prior to returning to school.

Communicable Diseases (and exclusion period)

Chicken pox (6 days from the last crop of vesicles)
Strep Throat (not less than 7 days from the onset of infection)
Tonsillitis (24 hrs from start of therapy)
Pink Eye (24 hrs. from start of therapy)
Ringworm, impetigo, head lice, & scabies (until judged non-infective by the school nurse or child's physician).

Illness at School

In the event that a child becomes ill at school, the parent/guardian will be contacted and asked to come to school to pick up their child. It is imperative that we have updated emergency phone numbers at school in the event that we are unable to reach the parents. The above regulations have been made to protect the health of your child and other children at school.

Health Alert Items

It is imperative that you notify the nurse's office if your child has a health concern or is currently taking any medications. This information is important to have in your child's health record. Should there be an emergency at school, accurate records allow us to treat your child accordingly.

Health Room Information

Yorkshire Elementary is fortunate to have a school nurse or RN to cover the building at all times. There are three nurses who rotate coverage at our building.

Weight, height, and vision screening - These screenings will be completed on your child each academic year by the school nurse.
Hearing screening – Your child will have hearing screening completed in grades K, 1, 2, 3, 7, & 11. Your child can have his/her screening checked more frequently if it is necessary.
Body Mass Index (BMI) – BMI is a weight-for-stature index, used as a tool to evaluate a student's growth pattern. We will calculate your child's BMI by using their height and weight information. Once completed, all results are sent home to parents.

Medication Policy – The York Suburban School District recognizes that parents have the primary responsibility for the health of their children. It is our procedure to request that medication be given before or after school hours whenever possible. If it is essential that the student receive any medication (including over-the-counter medications) during school hours, the following information must be completed or no medication will be given.

- Medication form with the physician signature, name of the medication, dose, time to be given, & frequency.
- Written permission from the parent or guardian on the medication form.
- Medication must be in the original container from the pharmacy with proper dosage and administration instructions.
- Parents are requested to bring the medication to school.

** Medication will **not** be given in school unless all of the above criteria have been met.

Insurance information – The school nurse will refer you and your child for additional services available throughout the community free of charge to those who qualify. The referral is kept confidential. Please feel free to contact the school nurse with additional questions that you may have.

IMMUNIZATION REQUIREMENTS: The following immunizations are required for admission to school for all students. **Specific dates must be provided.**

Diphtheria/Tetanus (DtaP, DTP, Td, or DT) – At least four doses are required. One of these doses must have been administered on or after the fourth birthday.

Polio Vaccine (OPV or IPV) – At least three properly spaced doses are required. These may be the oral form or the injectable form, or a combination of the two forms.

Measles, Mumps, and Rubella (MMR) – A total of two doses required. The first dose must have been given on or after the first birthday.

Hepatitis B Vaccine – Three doses are required. These must be given at the intervals specified by the Pennsylvania Department of Health.

Chicken Pox Vaccine (Varicella) – This vaccine or proof of having had the disease (per parent or physician statement) is required.

These vaccines can be obtained from your health care provider or from the following two sources, which are free of charge. Both places require that a parent be present and that you take along a copy of the child's immunization record.

1. Pennsylvania Department of Health
   1750 North George Street, York, PA
   Call #771-4505 for specific information.

2. Health Connect Van
   Located at Vo-Tech School on S. Queen Street
   Thursdays from 10AM to 6PM