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Principal's Message

Dear Students and Families,

Our school motto is "Dare To Dream...It Matters!" I did not hear that phrase used as a school motto until I joined the staff here in 2007, and though I thought it was a neat phrase at the time, it took me a while to really grasp its meaning. Throughout my years as principal at West, these simple words have transformed from just a cute saying to a way of looking at life, and my hope for you as you join the West Canyon school community is that you will quickly learn that Daring to Dream is as important as life itself. For without dreams, what do we work toward?

Have you ever dared to dream? *Really* dream? As your principal, I will work hard to keep our school safe so you can learn what you need to in order to stretch beyond what you think is possible. I will work hard to communicate with your teachers and parents about important information. I hope to help every one of you learn to never give up, always set goals for yourself, and—most of all—achieve your dreams.

I am certain that this is going to be the best school year you've ever had!

My Best,

Cindy Dodd, Principal
West Canyon Elementary
Vallivue School District

Welcome to Our School

Our school's mission is:

"We will unite in a flexible and positive way to develop relationships and inspire students to progress in their education and have hope for their future success."

Elementary Agreements

West Canyon operates with five governing agreements for all employees and students. Following these agreements provides for a safe environment which allows for maximum learning. As a staff we strive to be positive role models for all students, and we hold each other accountable for following the agreements. The agreements are defined as:

- **Attentive Listening** (*quietly looking at the speaker*)
- **No Put-downs/Show Appreciation & Mutual Respect** (*unkind words/actions are not acceptable; rather, we give positive feedback to others*)
- **Confidentiality/No Gossip** (*each person tells only those needing to know*)
- **Everyone Participates with the Right to Pass** (*participating includes listening and think time*)
- **Appropriate Task Completion** (*doing the right thing at the right time for the length of time necessary*)

Our school discipline model comes from the book, **Teaching with Love & Logic**. Our school has established four principles which guide our decisions for determining discipline. These principles are:

1. We believe students should be responsible for solving their own problems and adopting new behaviors with adult guidance provided the solution does not make a problem for others.
2. We believe that we should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.
3. We believe that students should be given the opportunity to make decisions; they should see a reasonable connection between their actions and the consequences that follow.
4. We believe that misbehavior should be handled with natural or logical consequences instead of punishment, whenever possible.

Phones/Schedules

West Canyon Office Hours are from 7:15 A.M. – 3:45 P.M.

Children are not to be on the school grounds prior to 7:30 a.m.

A full list of district phone numbers is in the back of this book.

Lunch Schedule *(tentative)*

Kindergarten:	11:05-11:45	Third Grade:	12:20-1:00
First Grade:	11:15-11:55	Fourth Grade:	12:10-12:50
Second Grade:	11:45-12:25	Fifth Grade:	12:00-12:40

Faculty:

Secretaries:	Claudia Cuevas, Janet West
Custodians:	Jim Mikesell, Mike Hiatt,
Preschool:	Julie Doser, Teacher; Amy Standley, Assistant
Kindergarten Teachers:	April Belles, Stephanie Blacketter, Vicki Bright
First Grade Teachers:	Chris Dillon, Anna Fredriksson, Rebecca Goff, Lucille Hancock
Second Grade Teachers:	Tanna Andrews, Brenda Carrier, Cindy Morton, Roberta Trapp
Third Grade Teachers:	Natalie Carl, Kari Cliff, Trisha Cramer, Andrea Martenson
Fourth Grade Teachers:	Octavio Dario, Tahnee Freeman, Chuck Knox
Fifth Grade Teachers:	Steve Magee, Amy Mattei, Sally VanderVeen
Music Education:	Bill Jaquette
Physical Education:	Tony Brulotte
Librarian:	Sonnie House
Technology:	Jodi Dowell
Primary Resource:	Holly Root, Teacher
Intermediate Resource:	Jennifer Aebischer, Teacher; Heather Hale, Assistant
Extended Resource:	Steve Wakeman, Teacher; Kathy Day, Denice Lyman, Linda Thruston, Assistants
Speech & Language:	Merilyn Hart, Teacher
Occupational Therapy:	Kathy Lynne
Physical Therapy:	Danielle Walton
School Psychologist:	Daniella Wilson
School Counselor:	Nelda Reed
School Nurse:	Julie Douty, RN
Educational Assistants:	Arelis Galindo, Angela Malaspina, Sylvia Rodriguez, Molly Traudt, Nicole Whittaker
Family Liason:	Griselda Garcia
SPED Clerk/Interpreter:	Nancy Dilone
Kitchen Staff:	Merri Gordon, Bonnie Arbuckle, Sharon Burrell, Donna Culbertson, Brenda Corder
Safe School Assistant:	Sue Sasaki
Noon Duty:	Traci Austin, Sheila Miel
Principal:	Cindy Dodd

Birthday Parties

There will be **one (1) birthday party** in each classroom each month. This party will incorporate **all** of the students' and the teacher's birthdays for each month and will be held on the **last Friday of each month**. In months where there is also a holiday party, the birthday parties may be combined with them. Our monthly newsletters always show birthday party dates as well as other dates so be sure to watch for them.



Hot Lunch Program

BREAKFAST & LUNCH

Student Lunch.....	\$1.50	Adult Lunch.....	\$3.25
Milk only.....	\$0.30	Breakfast.....	Free

Breakfast is served to all students enrolled in Vallivue District at no charge. Lunch is \$1.50 for all elementary students, which includes milk. Milk is available to purchase separately for \$.30. Vallivue District allows elementary students to charge a maximum of five times. If a student exceeds the five charge limit, they will be offered a sandwich and milk at no charge, but will not be able to use their account until their charges are paid. We ask that lunches be paid in advance.

Lunches can be paid for any morning between 7:30 and 7:55 in the cafeteria. All purchases are entered into a computer that keeps track of when your child eats lunch. These can be purchased for the week or month. Records of all purchases are kept by the cafeteria personnel. Any inquiries should be made by calling the school kitchen.

Applications for free or reduced lunch prices are available at any time in the office or cafeteria. Information provided is confidential and only used for determining eligibility. Free and reduced lunch applications may be filled out at any time during the year. If your student qualifies for reduced lunch, the price is \$.40.

Parents are welcome to come and eat with their children while visiting school. If you would like to eat with your child, please call the school office. This assures your request is included into our lunch count.

ON LINE PAYMENTS:

Vallivue Foodservice uses a web site to make on-line payments possible for your convenience. This web site, Mynutrikids.com, is a great way to manage your students' accounts. You can **deposit lunch money, check their balance, view their account activity** and **request to have low balance reminders** to be sent right to your e-mail address.

To access your students' accounts, you will need their district ID number (this is an 8 or 9 digit number), which you can obtain from the district foodservice office by calling 454-9614. We will be glad to help you with any questions.

Inclement Weather

Children should dress appropriately for the weather each day. **Children are not to be on school grounds before 7:30 a.m.** Children will be supervised for outside recess and breaks when the weather permits. If the weather is extremely cold or wet, students will be provided with alternative activities.

If the weather is bad before school, students will wait in the gym until the bell rings. The large number of students only allow for them to be seated by grade level with their friends.

Bad weather during recess time may produce a shortened outside break or an inside recess. Students will be supervised in any event.

Notes requesting students to stay inside should be sent to the classroom teacher. These requests should be made for short periods of time as part of students recovering from an illness.

Parent Transportation

Children should not be on school grounds before 7:30 a.m. If you pick your child up, he/she will be waiting for you at the front entrance. Children can be dropped off or picked up from the front parking lot only. Other parking areas are hazardous because of traffic. Please do not park in any fire lanes (marked with red paint). **DO NOT go to the busing area to drop off or pick up your child.** When cars are in this area, it causes our buses to fall behind schedule.

PLEASE HELP US BY DRIVING SLOWLY AND CAREFULLY. WATCH FOR OTHER CHILDREN GETTING IN AND OUT OF VEHICLES.

Transportation Changes

Only a parent or guardian may pick a student up from school. We must have parent/guardian permission for a student to go home with another individual. **This permission should be granted in writing and indicate the time and date for this occurrence.** If we do not have this permission, your child will need to ride the bus after school as usual. We are sure you understand the importance of this for the safety and well-being of our children. In case of an emergency, this permission may also be given by calling the school office.

If you want your child to ride a bus other than his or her regular route, a note with your signature must be provided. If this change occurs after your child is at school, please call the office **before 2:00**. A note listing your request will be provided to your child's teacher.

If you pick your child up after school, he/she will be waiting for you at the front entrance.

Emergency Plan

Vallivue School District has a written Emergency Plan. In the unlikely event that students need to be sent home due to an emergency such as an earthquake, fire, severe weather, hostage crisis, etc., the regular bus plan will be utilized. Information of the emergency closure will be provided by the school district for use by television and radio stations. Student accountability will be maintained.

Change of Information

Any change of address, telephone numbers, emergency contacts, child care providers or child custody should be reported to the school office. These changes will be recorded for your child's safety.



Visitors Must Check In at the Office

- Please sign in at the front office, even if you come into the building on a regular basis.
- You will need to wear a visitor badge (provided at the office), so teachers will know you have checked in.
- Use the front doors when entering the building.

Parent Involvement

Being involved in your child's school work can give you a better idea of how to relate home and school interests for your child's greatest growth and development.

- Make a commitment to listen to your child talk about school and give your child some time each evening for your undivided attention.
- Sign your child's reading homework after they have read for 20 minutes on five days a week.
- Provide a place and a regular time for your child to study.
- Encourage your child to ask questions about assignments at the time the assignment is made or before leaving school.
- Help your child develop a system or set aside a place for completed work.
- Provide your child the opportunity to go to the library or other resource areas in our community.
- If your child does not understand, or you need advice or suggestions to be helpful, please call the teacher.

Working together, **EVERYONE** can make a difference!

Room Parent

In every classroom there will be a "Room Parent," as chosen the teacher of that room. Here are some ways a Room



by

Parent may be able to help, though some room parents are not able to do them all:

- Delegate responsibilities, by making phone calls, for classroom birthday parties (refer to school's birthday practices for more information).
- Organize and delegate responsibilities for snacks, games, etc. for each holiday party.
- Make phone calls to arrange volunteers for Carnival booths and other school activities.
- Attend, whenever possible, the monthly PTO meetings.
- Assist in the classroom, as the teacher requests, or find other parents willing to assist in the classroom; perhaps as a reading tutor, doing testing, assisting the teacher by making copies, laminating, etc.
- Assist in the Soup Labels and Box Top programs by cutting and sorting the classrooms labels, or finding other parents willing and able to do this.
- Arranging for volunteer parents to supervise on field trips.
- In general, be an asset to the teacher and organize the volunteer efforts for the classroom in whatever capacity the teacher requests.

There are so many parents and grandparents who are willing to help in the classrooms and throughout the school! We need to take advantage of this great resource. The Room Parent's role is a real key to this success!

Many of you may choose not to be a Room Parent, but will still want to volunteer some of your time—we appreciate even those who can only give one or two hours. We will honor Volunteers who contribute 100 Hours or more with special Certificates of Recognition, your names on a plaque in our foyer, and sometimes free school T-Shirts! Do not forget to sign into the Volunteer Log Book to keep track of your time!

In keeping with the District health policies, **all treats brought to the school must be store-bought.** No treats will be served to students that are homemade! We ask that you not supply or bring red punch, due to the permanent dye. Your Room Parent, in cooperation with the teacher, will coordinate these parties, as well as the classroom holiday parties. Our hope, with this improved policy, is to free up more time for classroom work!

Report Cards and Parent Teacher Conferences

Teachers will report your child's progress during Parent/Teacher Conferences. If you cannot attend a conference, a report card will be sent home at the end of each grading period. Each teacher will provide to you the grading information and classroom expectations. You may be contacted at any time by the teacher to review your child's classroom performance. You may request information at any time by calling our school. A phone conference will be held or a meeting scheduled at your convenience.



Items from Home

Please do not allow your child to bring toys or other items (e.g., trading cards) from home that could distract from the learning process. If your child requests to bring special items from home, be sure to check with the teacher first. Any items brought from home are your responsibility and must be marked with your child's name. Be sure to mark jackets, back packs, lunch pails, hats and gloves with your child's name so they can be returned if they are lost.



Please do not bring radios, toy guns or weapons, cell phones, IPOD's, MP3 players, game boys, etc. to school. If for some reason it is necessary to bring one of these items, it needs to be turned off and stored in the student's backpack during the day. The school is not responsible for lost or stolen personal items.

Lost and found items are located in containers, in the hallway outside the lunch room. Be sure to check there if your child is missing anything.

Dress Code

There is no official dress code for students at the elementary level. However, there are some items not permitted as proper attire for everyday wear at school. Keep in mind the type of activity scheduled for your child each day. Wearing shorts under dresses is a good idea so girls can participate in the same activities as boys if they wish.

Another consideration is to ensure that your child's clothing covers essential areas regardless of movement and the child's age. For example, some tank tops are cut too low or the arms are cut too large so that the simple act of reaching exposes more than what is school-acceptable.

Skins (stretchy spandex) are not appropriate school wear, nor are short shorts (just above the knee is best). Tops exposing the midriff or cut low in front are not acceptable. T-shirts which advertise alcohol, tobacco, are vulgar or appear to support gang mentality are not acceptable.

Because of the controversies created with the different types of head wear, students are not allowed to wear any type of head covering inside the building. Of course it will be permissible and advisable to wear stocking caps, etc. outside during the winter months (for outside use only).

Our intent is not to mandate clothing choices. Our concern is to safeguard children against embarrassing comments and actions and to ensure that nothing interferes or negatively influences the learning process or environment in the school.

Library

The school library is open for all students to use and enjoy. Every student will have access to the library at least once a week during a regularly scheduled time. The number of books that can be checked out is determined by the child's age and reading ability and supported by the teacher's recommendation. Due dates are set to assure all students have access to the books of our library. If an effort is being made to read an overdue book, the book can be renewed. Book replacement notices are issued, only as a last resort, when a book is lost, destroyed, or not returned after repeated reminders.



Field Trips

Throughout the school year field trips may be arranged to support educational efforts that occur in the classroom. The teachers plan these field trips. Each field trip will be described in a permission form sent home to parents. This completed form is required for each field trip. All information is needed before your child can attend the field trip. No verbal permission will be accepted.

Field trips require additional adults to provide adequate safety and supervision. Only adults will be allowed to accompany the class on a field trip. No siblings will be allowed to go on field trips.

Student Council

Student Council plays an important role at West Canyon each year. Four officers are elected each September: President, Vice-President, Treasurer and Secretary. To be eligible to run for office, students must be in 5th grade, must have had Cs and above in all classes during 4th grade, must not have been absent or tardy more than 6 times per semester in 4th grade, and must always model school standards for behavior. Class representatives and alternates are voted on by each class in grades 1-5. Members of Student Council help make decisions for our school, seek ways to give back to our community, and help our school be a kind, caring and outstanding school. For more information, you can ask our office for a copy of our **Student Council Requirements and Responsibilities**.

Withdrawal Procedure

The procedure for withdrawing a student from our school is as follows:

- Request appropriate forms from the office.
- Authorization for withdrawal must be made by telephone or in person by the parent/guardian.
- Return all school and library books. Make sure all fees and fines are paid.
- Check with the kitchen for refunds or charges to be paid.
- Take all completed forms to the receptionist for final check-out.

Tardy Policy

Children arriving after 8:05 will be counted tardy for that day. Students who are late due to late buses will not be recorded as tardy. **All students arriving after 8:05 A.M. must check in at the office before going to class.**

NEED FOR A TARDY POLICY: Key reasons for punctual attendance are educational benefits, safety of students, success that builds self-esteem and employability. Students who are constantly tardy disrupt the educational process for other students

TARDY DEFINED: A student is tardy if he or she is not in the assigned classroom when the bell rings. Tardies which are caused by a late bus shall not be counted on the student's record. The principal or designee may also excuse student tardies due to inclement weather or other extenuating circumstances. Corrective action for student tardiness is within the scope of student discipline.

When a student is tardy, or they leave early, the times they check in or out is entered into our computer system. All of the minutes a student misses or is out of school are automatically calculated.

KINDERGARTEN-5th GRADE: Tardiness at the elementary level (K-5) will be dealt with on an individual basis by the teacher when a student is tardy two to five times. The teacher is responsible for contacting the parent/guardian and informing them of expectations and consequences.

When an elementary student is tardy six times, the building administrator or designee should notify the parents/legal guardians in writing of the student's tardiness and address a plan to correct the tardiness with identified consequences for each additional tardy.

When an elementary student is tardy ten times or more the building administrator or designee may notify the parents/legal guardians in writing that the tardiness is now considered a major disciplinary violation and the student may be referred to the Truancy Officer. A hearing may be held and the student may be referred to the prosecutor's office as habitually truant. The minutes missed by the student are counted and added as absences.

Attendance Policy

If your child is sick or absent for any reason, please contact the school office at the number listed above as early as possible. For the safety of your child, if we do not hear from you, we will call to make sure your child is at home.

To Excuse an Absence: a student must have a parent or guardian call the attendance secretary or bring in a note from the parent/guardian within 5 days of the absence. The absence will be considered "unexcused" after 5 days without a phone call or note and the student will be referred to the truancy officer.

School attendance is essential. If your child must miss school, it is the responsibility of the child and parent to secure makeup work. Each teacher will develop a policy for assignments missed.

Students are required to be in attendance at school with no more than **six (6) absences per semester**. In enforcing the attendance requirements, the school board may deny a promotion to the next grade.

If the number of absences begins to interfere with your child's progress, you will be notified and requested to meet with us to form a plan to improve attendance.

District policy requires schools to notify parents via letter and/or phone contact when a child reaches 3, 6, and 12 absences.

The Vallivue School District also has a Truancy Office that monitors student absences and may contact parents on these issues as well. Any questions or concerns may be directed to the Truancy Officer at 466-4955.

School Discipline

DISTRICT POLICY STATEMENT

The Vallivue community believes that discipline promotes and involves individual and group responsibility as well as the maintenance of a safe and orderly environment. This policy addresses the maintenance of a safe and orderly environment.

Vallivue School District has the obligation of providing students and staff safe orderly, productive schools that maintain a comfortable, caring, and positive environment for learning.

In short, no student shall interfere in the instructional process, either by interfering with another student's right to learn or by preventing a teacher from doing his/her job.

GENERAL DISTRICT DISCIPLINE PROCEDURES

- Principals will develop a code of conduct for the building.
- Teachers will prepare a classroom discipline plan, which is approved by the principal.
- Every effort will be taken by a teacher to solve any student problem at the classroom level.
- Students are required to follow the school rules and district policies, and will be disciplined for violations.

- The principal will be called upon to determine long-term disciplinary action. Parent/guardian will be notified to satisfactorily resolve issues with their input and support.
- The principal will be responsible for involving the district administration when habitual or serious problems occur.
- The teacher is responsible for carrying out rules and regulations of Vallivue School District in maintaining a positive classroom atmosphere.
- All district employees will model behavior that displays dignity, courtesy and self-discipline. A positive environment that respects opinion and inquiry, and prohibits sarcasm and deliberate embarrassment is expected in each classroom.

Health Services

VALLIVUE SCHOOL NURSES PROVIDE SERVICE TO MULTIPLE SCHOOLS
THE DISTRICT MAY DESIGNATE AN EMPLOYEE OTHER THAN THE SCHOOL NURSE TO CARE FOR YOUR CHILD

Immunizations

- Idaho State Law mandates signed proof of required immunizations prior to school attendance
Current minimum requirements are:

NEW - Idaho State requirements for students born after September 1, 2005

- 5 DTP
- 4 Polio
- 2 MMR – given on or after 1st birthday
- 3 Hepatitis B
- 2 Hepatitis A
- 2 Varicella (Chickenpox)

	STUDENT BORN AFTER SEPTEMBER 1, 1999	STUDENT BORN ON OR BEFORE SEPTEMBER 1, 1999
DTP	5 doses	4 doses
Polio	3 doses	3 doses
MMR	2 doses given on or after 1 st birthday	1 dose given on or after 1 st birthday
Hepatitis B	3 doses	3 doses if born after 11/22/91

- Additional boosters are recommended; please keep school records updated
- Exemption from immunizations may be requested for medical, religious, or personal reasons

Health guidelines

Students will be sent home when any of the following are present:

- Uncontrolled or non-contained bodily fluids, such as blood, vomit, diarrhea, or nasal secretions
- A temperature of 100° or higher
- An undiagnosed rash
- Signs and symptoms of illness
- Head lice

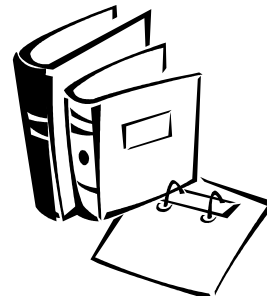
A physician release may be required for re-admittance to school

First-aid

- Minor first-aid is available for students
- Parents will be notified if a child is seriously ill or injured
- 911 will be called for emergency care when deemed necessary

Special medical needs

- Complete a health questionnaire form if your child has specific medical needs
- An Individual Health Plan will be developed by the school nurse
- Please update the school nurse on changes in your child's condition



Medication

- Students requiring prescription or over-the-counter medication at school must have:
 1. Orders signed by a health care provider
 - A student may carry emergency medication if ordered by the physician
 - All other medication must be locked in the nurse's office
 2. A medication permission form signed by the parent or legal guardian
 3. Properly labeled medication in its original container
 - Medication must be brought to school by an adult
 - DO NOT send medication on the bus

Water System at West Canyon

The drinking water at West Canyon is routinely monitored for contaminants. Due to slightly elevated levels of arsenic, water filtration units have been installed at the drinking fountains and in the kitchen. Signs are posted at all water outlets, advising whether or not students should drink from that site (see examples below). While the sinks in the classrooms will be marked "Non-Drinkable", there is no immediate health risk should your child accidentally drink the water. For more information regarding the water at West Canyon, please feel free to contact Mrs. Dodd, Principal, or Julie Douty RN, School Nurse at 45-6938.



ALL FORMS ARE AVAILABLE THROUGH THE SCHOOL OFFICE OR SCHOOL NURSE

Bus Transportation

Vallivue School District contracts their busing with Brown Bus Company of Nampa. All families within the district boundaries have the right to busing as long as their children conduct themselves in an acceptable manner.

The goal of Brown Bus Company and Vallivue School District is bus safety. Because of this, if a child endangers the safe operation of the bus by choosing inappropriate behavior the following steps will be taken:

1st report - Conduct report given to child and copy mailed to parents.

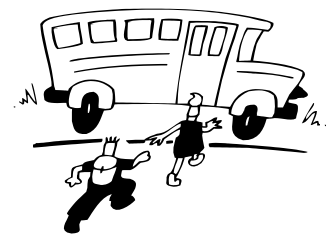
2nd report - Conduct report given to child and copy mailed to parents and possible loss of bus privileges.

3rd report - Loss of bus privileges for a determined number of days with parents immediately notified.

The principal and Brown Bus Company maintain the right to alter the consequences above according to the severity of behavior and the child's attitude.

The following are the Bus Safety Rules enforced on all buses.

- S** Swearing or obscene language is not acceptable.
- A** Always remain seated.
- F** Follow driver's directions the first time.
- E** Everyone will be held responsible for their actions.
- T** Treat equipment and others with respect.
- Y** You must keep your hands to yourself and inside the bus.



Responsibilities of the Student

Transportation Roles and Responsibilities (Policy 502.3)

Riding a school bus is not an undeniable right. It is a privilege each rider is responsible for retaining by maintaining appropriate behavior while waiting for the bus loading, riding and unloading. The following rules and procedures are designed to illustrate appropriate behavior and to ensure the safety and welfare of all school bus passengers. They are not inclusive.

1. While riding the bus, students are under the supervision of the driver and must obey them at all times.
2. Students shall be at the bus stop before the bus arrives. Bus drivers are instructed to not consistently wait for students. They must keep the bus on schedule.
3. While waiting for the bus, students should stay off the traveled portion of the roadway, away from the traffic. They should not engage in horseplay, fight, or abuse one another. They should stay off of and respect the property of home owners in the area.
4. If a student misses the bus, they return home and have someone make alternate arrangements to get them to school; they should not attempt to hitch-hike a ride or walk to school. If at school when the bus is missed, the student should go to the principal's office so that alternate arrangements can be made.
5. Students should not approach the bus until it has come to a complete stop. When loading or unloading, students should enter or leave in an orderly manner (no pushing, shoving or crowding and no horseplay).
6. Each student is to go directly to an available or assigned seat upon entering the bus and remain seated until time to unload and the bus is stopped. Aisles and exits are kept clear and unobstructed.
7. Students should never stand in the step well or the driver's compartment. No students shall remain standing while the bus is in motion.
8. Students are expected to conduct themselves in a manner that will not distract the attention of their driver or disturb other riders on the bus. Students should not divert the driver's attention by talking to them, except in the case of an emergency.
9. Noise on the bus should be kept to a minimum. Loud or sharp noises or shouting is particularly distracting to the driver. Absolute silence is necessary when the bus is approaching and crossing a railroad track in order to allow the driver to listen for an approaching train.
10. Students are permitted to open windows only if the driver consents. Hands, arms and heads should be kept inside the bus at all times. No objects of any nature shall be thrown or passed into or from the bus door or windows by passengers to others.
11. Students should never use the rear emergency door, except in case of emergency and unless told to by the driver. The emergency door is not to be tampered with and, if found open or partially open, the bus driver should be notified immediately.
12. Students are not to tamper with the bus or any of its equipment, such as fire extinguisher, first aid kit or radio. These are for emergencies only and are to be used only by authorized persons.
13. Students should treat bus equipment as they would valuable furniture at home. Damage to seats, etc. will be paid for by the offender. Any damage should be reported to the driver. Knives or sharp objects of any kind are not allowed, nor are firearms, pets or other live animals.
14. Smoking, drinking or the use of mind-altering drugs are prohibited, as in the use of profane or immoral language or actions. Students are to conduct themselves as they would in the classroom.
15. Students may ride only their regularly assigned bus and disembark from their bus at their regular stop. A student must have written permission from parents and the approval of the principal to go home any other way than the regular way. Bus drivers are to be notified by the principals when approval is given to students to change the bus trip. No change will be made in the location of the bus stop or in the bus route to accommodate these requests.
16. Students should go promptly to the bus when dismissed from school and go directly home after unloading from the bus. Bus drivers are cautioned not to wait for students but to keep the bus on schedule.
17. Students should leave the bus in an orderly manner. They should not stand until the bus has come to a complete stop. Students in the front section of the bus should unload first.

18. When it is necessary to cross the road after unloading from the bus, students should cross at least 15 feet in front of the bus but only after looking in both directions to be sure that no traffic is approaching from either direction and only when the bus driver signals that it is safe to do so. They should walk quickly, but not run when crossing roadways. The driver should count the students across and not move the bus or lower the arm until all students are safely across to the farther curb line.
19. Students should not loiter near the bus after unloading, neither should they run along side it or hooky-bob as the bus is moving.
20. No balls, rocks, snowballs or objects of any type are to be thrown at a bus at any time.

Students are to remember that to be careless or to take chances endangers not only their own safety, but the safety of others as well. These rules and regulations are for the benefit of all students. Bus drivers are instructed to report through the bus contractor to the principal any infraction of these rules and regulations and any disobedience toward the drivers.

Should any child be reported to the school principal for violation of the rules and regulations, their principal has the authority and responsibility for taking disciplinary action, including the loss of the privilege of bus transportation.

Important Notice to Parents Concerning Student Injuries

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through.

Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student insurance available to families for their individual purchase. Brochures outlining the coverages and premiums are handed out at the beginning of the school year and are available at the school office.

Compacts

The “No Child Left Behind” Federal Law **requires** that school and home develop a School/Parent/Student Compact, developed by parents working with district staff, that emphasizes the responsibilities of the school, parents, and students to support each other. When you receive your compact, please read and discuss it with your child. It is important to remember that this law has established testing levels that ALL students need to achieve. By signing this compact, you are agreeing to take responsibility to help your child/children to learn in the best way possible and open the lines of communication between school and home.

Notification to Parents Regarding Right to Receive Teacher Information

Federal law requires that each school district receiving Title 1 funds notify parents of each student attending any school receiving these funds that information regarding the professional qualifications of their child’s classroom teacher(s) may be requested.

As a parent of a student attending a school receiving federal program funds, you have the right to know:



- Is my child’s teacher licensed to teach the grades and subject(s) assigned?
- Is my child’s teacher teaching with a provisional license, meaning the state has waived requirements for my child’s teacher?
- What is the college major of my child’s teacher?
- What degree or degrees does my child’s teacher hold?
- If there are instructional aides working with my child, what are their qualifications?

- If my child is or will be taught for 4 or more consecutive weeks this year by a teacher who is not highly qualified, will I be notified in a timely manner?

To request the state qualifications for your child's teacher or instructional aide, please contact Gina Hager and Vallivue School District office at 454-0445, or the principal.

Parent Involvement Policy

The Board of Trustees of this district has set expectations for parental involvement through an organized and systematic approach to encourage parental participation in the education process for their children (see Policy 677). The expectations include having the district and Title I schools conduct at least annual meetings with parents of Title I students and comply with all terms of that policy to create the named partnerships and compact.

Parents will be involved in the development of the district's Title I plan and the process of school review and improvement, and in providing coordination, technical assistance, and other support necessary to assist the schools in planning and implementing parental involvement. Steps to ensure such involvement include: 1) scheduling and conducting meetings reasonably calculated to be attended by parents for the purpose of receiving input, 2) sharing drafts of proposals and seeking additional parental input, 3) engaging in informal discussions with individual parents or focus groups of parents, conducting surveys for parental input, and 4) other strategies for gathering input.

To integrate and coordinate parental involvement with Head Start, Even Start, Parents as Teachers, and similar programs in the district, the Title I coordinator will regularly communicate with these programs and share parental input and recommendations for their consideration.

The annual evaluation of the development of the parental involvement policy, (Policy 677), focusing on its effectiveness in increasing parental involvement and identifying barriers to greater parental involvement, will be accomplished at the annual meeting and by the collection of objective data regarding the number of parents attending meetings and requesting parent meetings with teachers or other staff, including administrators; the analysis of the issues or concerns raised by parents, and their resolution; and the level of parental satisfaction with the district's processes.

Based upon the evaluation results received from parent input, the district and individual Title I schools will revise this policy as determined to be necessary. Written parental comments to the district's Title I plan will be submitted, with the plan, to the State Department of Education. *No Child Left Behind Act, Section 1118.*

Student Records

The Educational Amendment of 1974, PL 93-380, grants parents the right to access their child's school records. These records are accessible at the school office. Copies of any or all records can be made and provided at your request. A copy of complete Parent's Rights can be obtained at the school office.

Child Study Team

State and Federal law requires each school utilize a Child Study Team (CST) to assist in the educational planning to meet individual needs of students. The CST can include any or all of the following: parents/guardians, classroom teachers, the building principal, Special Services staff, a school psychologist, and any other invited member with pertinent information regarding the child.

The purpose of this CST is to endeavor to help teachers and parents better meet academic, social/emotional, and behavioral needs of the child referred. A referral can be made by parents or school personnel. To make a parent referral you may contact the principal or school psychologist. You will be asked to complete a brief form stating your concerns. This referral will then be scheduled to be discussed at a MDT (multidisciplinary team) meeting. This meeting will be scheduled at your convenience.

Students with Disabilities

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the Vallivue School District is prohibited from discriminating against students on the basis of a disability. Vallivue provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the

disability. The school district ensures that students who need or are believed to need special education or related services will be identified, evaluated, and provided with appropriate educational services.

Section 504 also stipulates that students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, Vallivue will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the students' school principal or:

Mert Burns, Director of Special Services
5207 Montana Avenue, Caldwell, ID 83607, Phone: (208) 454-0445

504 Special Education: Parents Rights

The following is a description of the rights granted by federal law to students with handicaps/disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- 1) Have your child take part in and receive benefits from public education programs without discrimination because of his/her handicapping condition;
- 2) Have the school district advise you of your rights under federal law;
- 3) Receive notice with respect to identification, evaluation, or placement of your child;
- 4) Have your child receive a free appropriate public education. This includes the right to be educated with non handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
- 5) Have your child educated in facilities and receive services comparable to those provided non handicapped students;
- 6) Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act;
- 7) Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placements options;
- 8) Have transportation provided to and from a program not operated by the district if the district places the student in the program;
- 9) Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
- 10) Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- 11) Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you; Hearing or mediation requests must be made to the District 504 Compliance Officer.
- 12) Ask for payment of reasonable attorney fees if you are successful on your claim;
- 13) File a local grievance.

Special Services Director, Mert Burns, is responsible for Vallivue School District compliance with Section 504. He can be reached at 454-0445.

Weapons and Violence Free Policy

The Vallivue School District recognizes that it has a responsibility to provide for orderly and safe schools for all students and personnel. The board has determined that weapons, violence, and threats of violence or physical intimidation have no place in our schools or at events and activities that are sponsored by our schools. Any violations of that policy will result in disciplinary action relative to the severity of the incident and consistent with the adopted policy (502.4). Policy 502.4 will be explained at a level our students will understand.

Students can be suspended or expelled from school attendance for violating this school district policy. A complete copy of this policy is available at our school office. A copy will always be provided to parents if it is necessary to inform them of any actions their child has demonstrated in violation of this policy.

Gang Policy

All gangs and gang activities, including, but not limited to, wearing, possessing, using, distributing, displaying and selling any clothing, jewelry, emblem, badge, symbol, sign, gestures, codes, or other things which evidence membership or affiliation in any gang, are prohibited in any of the public schools in this district and at all school functions. For more information see District Policy #549 Prohibition of Gang Activities.

Procedures to Handle Complaints of Discrimination

Any student, employee, parent or guardian complaining of discrimination, for any reason from one of the federally protected groups (race, color, creed, national origin, sex, disability, or religion), may report that complaint to the student's Administrator, within sixty (60) days of the alleged incident. The Administrator should attempt to resolve the issues set forth in the complaint, within no more than thirty (30) days from receiving the complaint. In the event the Administrator is unable to resolve the complaint of discrimination to the satisfaction of the complaining party, the complaining party will be referred to the Assistant Superintendent within five (5) days for further action. Under the direction of the Assistant Superintendent, a thorough investigation will be made with an attempt to ascertain all relevant facts.

At the conclusion of the investigation, within no more than ninety (90) days from the previous step, the Assistant Superintendent will meet with the complaining party and will review the results of the investigation. In the event the Assistant Superintendent makes a finding of discrimination, the Assistant Superintendent has full authority to implement all required procedures to rectify that complaint of discrimination.

Procedures to Handle Sexual Harassment and/or All Other Types of Harassment

Students may choose to report the complaint of harassment to any teacher or school counselor. The teacher or school counselor will forward the complaint immediately to the Administrator. If the student chooses not to report the complaint to a teacher or counselor, the student should report the complaint to the Administrator. In the event an allegation of harassment involves the Administrator, and if the student has not chosen to report the complaint to any other teacher or counselor, the student may report the complaint to the Superintendent of the School District, or his/her designee.

A student should be made aware that in reporting such complaints of harassment, while it is the intent to maintain discretion and confidentiality, that in certain instances or circumstances, Vallivue School District No. 139 is required by law to report the incident either to Idaho Department of Health & Welfare, Law Enforcement Agencies or other persons.

All reports of harassment should be reduced to writing by either the student or the person receiving the complaint, and then signed by the student. Students must report any incidents within thirty (30) days so that a rapid response and appropriate action may be taken. Due to the sensitivity of these complaints, no specific time frame is instituted for reporting sexual harassment and a late reporting of any harassment will not in and of itself preclude any remedial action.

It is expected that any investigation will be thorough, with an attempt to ascertain all relevant facts. The person conducting the investigation, at his or her discretion, may interview the student, the student who is accused of harassment, other students and/or employees who may have knowledge of the incident.

All interviews should be documented as thoroughly as possible.

At the conclusion of the investigation, the person conducting the investigation will make a report of the findings and recommended actions to the Building Administrator, who in turn will forward those recommendations to the Assistant Superintendent. Students determined to have improperly harassed another student and or teacher, or a teacher harassing a student will be subject to disciplinary procedures in accordance with the discipline policy and procedures of Vallivue School District No. 139.

If an investigation determines that no harassment occurred, and that a student falsely accused another of such harassment, either knowingly and/or maliciously, that student may be subject to discipline under Vallivue School District's policy and procedures for discipline.

District Phone list

VALLIVUE SCHOOL DISTRICT #139 5207 South Montana, Caldwell, ID 83607

Administrative Office	454-0445
Pat Charlton, Superintendent	
Sue Muchow, Business Manager, Board Clerk	
Gary Johnson, Director of Federal and State Programs, Curriculum & Instruction	
Keith Krone, Director of Assessment, HR, Alternative Education	
Mert Burns, Director of Special Services	
Teri Hutton, Assistant Director of Special Services	
Shane Schamber, Director of Technology	
Jan Ihli, Director of Substitutes.....	454-0243
Debbie Redmond, Supervisor, Child Nutrition Services.....	454-9614
Vallivue High School (1407 E. Homedale Rd., Caldwell 83607)	454-9253
Richard Brulotte, Principal	
Brian Lee, Assistant Principal	
Julie Yamamoto, Assistant Principal	
Shane Carson, Assistant Principal	
Attendance.....	454-9255
Counseling.....	454-9257
Middle School 16358 So. 10 th Ave., Caldwell 83607	454-1426
Rod Lowe, Principal	
Steve Bullard, Vice Principal	
Sage Valley Intermediate School 18070 Santa Ana Ave., Nampa 83687	468-4919
Sean Smith, Principal	
Charles McPherson, Assistant Principal	
Birch Elementary 6900 Birch Lane, Nampa, 83687	461-5960
Cindy Johnstone, Principal	
Central Canyon Elementary 16437 Florida Ave., Caldwell 83607-8211	459-3367
Lisa Colón, Principal	
Desert Springs Elementary 18178 Santa Ana, Nampa 83687	466-1555
Lisa Boyd, Principal	
East Canyon Elementary 18408 Northside Blvd., Nampa 83687	466-6929
Marlene Parker, Principal	
Lakevue Elementary 12843 Cirrus Drive, Nampa,83651	467-1478
Leeta Hobbs, Principal	
West Canyon Elementary 19548 Ustick Rd., Caldwell 83605	459-6938
Cindy Dodd, Principal	
Vallivue Academy 6123 Timbre Dr., Nampa 83607	455-1917
Mark Layne, Principal	
Rivervue Middle School 21985 Dixie River Rd., Caldwell 83607	454-8899
Mary Ann VandeBrake, Principal	
Brown Bus Co	455-2532