



# Valley Elementary

*Valley Elementary Handbook*



# Valley Elementary

## Reminders for the School Year:

- 1) School will start each day at 8:00 AM and the warning bell rings at 7:55 AM. Every minute of the day is vital to the success of each student and we appreciate your help in ensuring your child is here on time each day. If your child does arrive after the late bell, they will be required to check-in with the office. Elementary School is the time where we teach the basics of reading, writing and mathematics. It is hard to make up for missed work or learning.
- 2) Basic school supplies for each student will be provided by the school. This includes paper, pencils, notebooks, markers, glue, scissors, crayons, etc. Teachers always have wish lists for extra supplies that they may need in their classroom. While any additional supplies provided help the classroom **you are not required to purchase any school supplies for your son or daughter.**
- 3) Our Bus Zone will continue to be on the South end of the school next to the portables. This area is for buses only. **Please do not block this area, no cars are allowed in the bus zone from 7:40 am-3:00pm. The parking lot has been redone and we have moved our pick up/drop off areas to the far north-east side of the building. Students should be dropped off at the fence near the playground equipment and picked up in the same spot.** Thanks for your help in protecting our students.
- 4) Please pay close attention to the Parent-Student-School Learning Compact. This document has some great and valuable information.
- 5) **We love volunteers at Valley Elementary** and encourage parents to help out in their child's classroom. **Volunteers will need to pass a background check before being allowed to work with students. These can be taken at the district office. While there is a charge for these, Valley Elementary School will pay for any parent wanting to volunteer at the school.**

When you come to visit us please abide by the following:

- a) Enter and exit through the front office doors and do not access your child's classroom from the outside doors.
- b) Check in and out at the office as a volunteer or if you are picking up and dropping off your child after school has started.
- c) Please avoid bringing younger children with you. Class time is valuable and we want to eliminate distractions in the classroom.
- d) Interruptions of classes with announcements and notes from home disrupt the flow of learning in our classroom. We ask that if you need to get a message to your child that it be reserved for emergencies. In case of an emergency we will immediately notify your child. If it is not an emergency (i.e. scouts, sports, going to a friend's house, other after school activities, etc) we ask that you take care

of all these communications before the child comes to school. Thank you for understanding that we always have a child's best interest in mind with requests such as these.

6) Bus riders will be dropped at their bus stop only. Students without a signed bus form cannot ride a bus for any reason. Should your child need to have alternate transportation to or from school, please provide a note to your child's teacher and bus driver. Please know this is a state law and it was created to protect our children. **Please make arrangements before school for after school activities like sports practice, dance, etc. Miss Kim will not be available after 1:00 pm to get notes to students as they are quite often out of their classroom during these times. If messages need to be relayed to your child, please contact the office between 8 and 11:00, and between 12:00 and 1:00**

We look forward to an amazing school year! I look forward to seeing everyone. **Please note that there are several documents included in this packet. Please return anything that requires a signature to the school office or your child's classroom teacher.**

Thank You

*Mary Flanagan*

Valley Elementary School  
General Information

- I. Valley Elementary School is a public school and is one of seven schools in the Kane County School District.
- II. There is one class per grade Kindergarten to Sixth Grade
- III. A district Pre-school is housed on the campus.
- IV. The Accelerated Reading Program is used as a motivational reading program.
- V. The faculty and staff are avid believers in the Spalding Writing Road to Reading Method and use it diligently in the classroom to teach phonics, word attack skills and spelling.
- VI. The Edu-typing program is used to increase typing proficiency.
- VII. The Go Math Program is used in grades K-6.
- VIII. The Utah Compose Computer Writing program is used in grades 3-6 to improve student writing.
- IX. School Mascot: Buffaloes
- X. School Colors: Orange & Black
- XI. School Mission Statement:  
We will create a culture of confident, knowledgeable, successful learners and leaders.

## **History of the Valley Elementary School**

The fall of 1968 brought the closure of the last two community schools in Long Valley, and the birth of a new school in the Kane County School District. In a new building on a new campus, the Valley Elementary school had its beginning. The teachers and students for the new school came from the Glendale Elementary School and the Orderville Elementary School who closed their doors for the last time in May of 1968. On December 10, 1919 the Mt Carmel School burned to the ground. For two years school was held in the Tithing Office, and after that students were transported to Orderville. In the fall of 1962, fifth and sixth grade students from Alton were sent on the bus to Orderville. In the spring of 1966 the Alton School closed the doors for the final time.

The description on the inside of the Dedication Program for the new Valley Elementary School which was held October 17, 1968, described the new school house in these words:

“The flexible classroom- one that can be readily converted from small group to large group instruction- one that can facilitate “individualized instruction” and “team teaching” is the design of this new school. In each of two corners of the school building, three adjoining, carpeted, classrooms can be turned into one, via accordion-fold partitions. The concept of a classroom section in the center facilitates large group instruction with or without the use of teacher aides. Other areas of the school include an instructional materials center, kindergarten room with separate entry, multipurpose room, lunch kitchen, and office suite with faculty and health rooms.”

Since that time the building has gone through a few minor changes. Walls were added between classrooms, an addition was added which created an additional classroom and a stage, the kitchen was remodeled and updated to meet new codes and demands. The building was upgraded again to bring the restrooms up to code and to add four new classrooms.

Mr. Gerald C. Spencer, the former principal of Orderville Elementary School came to the new Valley Elementary as its principal. Mr. Spencer served as principal until 1980 when he returned to the classroom and Mr. Ronald G. Taylor was appointed. He served until 1987 when he returned to the classroom and Mr. Shirl W. Spencer was appointed. Mr. Spencer served until October 1997 when he was appointed as principal at Valley High School and Mr. Taylor was asked to serve as principal once again. In 2005 Mr. Taylor retired and Mr. Brent Blodgett was appointed as principal of Valley Elementary. Mr. Blodgett served as principal until the end of the 2014 school year. Mr. Blodgett moved to Cedar City to teach second grade. Mr. Tracy Stevens moved from La Verkin Utah to become the new principal for the 2014-2015 school year. Mr. Stevens served as principal until the spring of 2018 and Mr. Brandon Jensen was hired during the spring of the 2017-2018 school year and served until 2021 when Mary Flanagan was hired.

## Teachers at Valley Elementary Since its Birth

<u>Teacher</u>	<u>Came to VES</u>	<u>Left VES</u>
Mr. Gerald C. Spencer	(transferred from O.E.S.)	May 1994
Mrs. Margaret T. Chamberlain	“ “	May 1970
Mrs. Marion A. Young	“ “	May 1970
Mrs. Martha C. Roundy	“ “	May 1978
Mr. W. Vanoy Hansen	“ “	Aug 1978
Mrs. Donna Brinkerhoff	(transferred from G.E.S.)	May 1980
Mr. Rex Bauer	“ “	May 1973
Mr. Ted Maxwell	Aug 1970	May 1978
Mr. Shirl W. Spencer	Aug 1970	May 1979
Miss Jeannie Draper	Aug 1973	Dec 1975
Miss Barbara Scholes	Aug 1974	May 1975
Mr. Richard Walker	Dec 1975	May 1977
Mr. Ronald G. Taylor	Aug 1977	May 2005
Miss Adele Urie	Aug 1978	May 1980
Mr. E. Kay Barton	Aug 1978	May 1980
Mr. Bruce S Hoyt	Aug 1978	May 1996
Mrs. Judith Lee	Aug 1980	May 1988
Mrs. Sharon (Esplin) Gehrig	Aug 1980	May 1985
Miss Kim Sorensen	Aug 1980	May 1982
Mrs. Rosemary S. Heaton	Aug 1980	May 1987
Mrs. Charlene H. Barton	Mar 1981	May 1983
Mr. Keenan Hart	Aug 1982	May 1985
Mrs. Jeanene J. Hart	Aug 1983	May 1985
Mrs. Marianne (Heyborne) Leigh	Aug 1985	May 1986
Mrs. Linda H. (Berrett) Thatcher	Aug 1985	May 2003
Mr. Shirl W. Spenser	Aug 1985	Oct 1997
Mrs. Linda T. Crofts	Aug 1985	May 1989
Mrs. Lorene C. Lamb	Aug 1985	Dec 2003
Mrs. Jeannie D. Maxwell	Aug 1986	May 1988
Mrs. Wendy T. Jelte	Aug 1986	Oct 1986
Mrs. Charlene H. Barton	Oct. 1986	May 1987
Mrs. Nancy K. Roundy	Aug 1987	May 2016
Mrs. Sharon E. Gehrig	Aug 1987	May 2002
Mrs. Marianne H. Leigh	Aug 1988	May 2022
Mrs. Christine W. Maxwell	Aug 1988	Dec 1988
Mrs. Susan Esplin	Aug 1993	
Mrs. Kori Spencer	Aug 1994	May 1996
Mr. Alton Chamberlain	Aug 1996	Sept 2003
Mrs. Marcie H. Judd	Oct 1997	May 2022
Mrs. Tia Lamb	Aug 1999	May 2001
Mrs. Colleen T. Sorensen	Aug 2000	May 2013
Mrs. Wendy C. Harris	Aug 2001	
Mrs. Rosa Lee (Vreeken) Demille	Aug 2001	May 2003
Mr. Brent T. Blodgett	Aug 2003	May 2014
Mrs. Kathryn A. Hawkins	Aug 2003	May 2005
Mrs. Joy J. Heaton	Sept 2003	May 2004
Mr. Randen Heywood	Jan 2004	May 2006

<u>Teacher</u>	<u>Came to VES</u>	<u>Left VES</u>
Mrs. Joyce G. Spencer	Aug 2004	May 2016
Mrs. Shauna L. Williams	Aug 2005	May 2006
Mr. Jeffery D. Corry II	Aug 2005	May 2006
Mrs. Kori Spencer	Aug 2006	May 2019
Mrs. Caroleen Chamberlain	Aug 2006	May 2014
Mr. Robert Lacey	Jan 2008	
Mrs. Kelsey Roundy	Aug 2013	
Dr. Tracy Stevens	Aug 2014	April 2018
Mrs. Betty Chamberlain	Aug 2014	May 2018
Mrs. Suzie Harris	Aug 2016	
Mr. Brandon Jensen	April 2018	May 2021
Mrs. Mindy Jacobs	Aug 2018	
Mrs. Carol Trimble	Aug 2019	May 2021
Mrs. Chris Maxwell	Aug 2019	May 2021
Mary Flanagan	Aug 2021	
Kori Spencer	Aug 2021	
Olivia Holleran	Aug 2022	
Shaelyn Lamb	Aug 2022	
Lynette Lamb	Aug 2022	

## PARENTS,

IT IS A UTAH STATE LAW THAT IN ORDER FOR EACH STUDENT TO ENTER SCHOOL, THEY MUST BE ADEQUATELY IMMUNIZED OR HAVE AN EXEMPT FORM SIGNED. IN ORDER FOR YOUR STUDENT TO ATTEND SCHOOL ON OR AFTER AUGUST 21, 2018, THEY MUST MEET THIS REQUIREMENT OR THEY WILL NOT BE ALLOWED TO ATTEND SCHOOL. THOSE STUDENTS, WHO HAVE BEGUN A SERIES OF IMMUNIZATIONS AND HAVE TO WAIT A LENGTH OF TIME TO RECEIVE THE REST, MAY BEGIN SCHOOL ON THE CONDITION THAT THEY RECEIVE THE REQUIRED IMMUNIZATIONS WHEN THEY ARE DUE.

### **School Entry Requirements for Grades K-12**

#### A Student Entering Kindergarten must have:

- 5 DTP/DTAP/DT\*
- 4 Polio \*\*
- 2 Measles, Mumps, Rubella
- 3 Hepatitis B
- 3 Hepatitis A
- 2 Varicella (Chicken Pox)-History of Disease is acceptable. Parent must sign verification statement on school immunization record

#### A Student Entering Kindergarten must have:

A Student must have the above immunizations or exempt form **and:**

- 1 TDAP
- 1 Meningococcal
- \*2 Varicella (Chicken Pox)- **only if not immunized previously**

\*DTP/DTAP/DT- ONLY FOUR DOSES ARE REQUIRED IF FOURTH DOSE WAS ADMINISTERED ON OR AFTER THE FOURTH BIRTHDAY.

\*\*POLIO- ONLY THREE DOSES ARE REQUIRED IF THIRD DOSE WAS ADMINISTERED ON OR AFTER THE FOURTH BIRTHDAY.



**Kane County School District  
Valley Elementary  
2018-19 Title I Parent Involvement Policy**

Valley Elementary School regards parental involvement as vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the district and school in helping their children achieve academic success.

**Valley Elementary will involve parents in the development of its district plan.**

- The district will invite two parents from each Title I school to participate in the development of the district plan. Information, including academic data, State and Federal allocations, personnel, and instructional strategies will be given to parent representatives two weeks prior to the meeting for review.
- Parents from participating Title I schools will review information, attend scheduled meetings and give input into the development of the district and school plans.
- The Kane District School Board will give final approval of the district plan.

**Valley Elementary School will involve parents in the process of school review and improvement.**

- Share the achievement data from all schools with parents.
- Invite input from parents regarding LEA and school academic goals.
- Discuss research-based instructional practices.
- Give direction in securing research-based curriculum materials that align with goals.

**Valley Elementary School will provide coordination and technical assistance to promote quality parental involvement activities.**

- Twice during the year, district leadership will include parental involvement discussions in district leadership meetings across departments to maximize coordination and effective use of resources.
- Provide annual training to school administrators and teachers on effective parent involvement strategies.

**Valley Elementary School will build the school and parent capacity for strong parental involvement.**

- Schedule an annual parent involvement seminar to build effective parental involvement strategies.
- The district will allocate Title I funds to support a half-time parent liaison for each Title I school.
- Parents will be enlisted to participate with students in summer school programs to build leadership capacity

**Valley Elementary School will coordinate parental involvement strategies with other programs.**

- Representatives from other programs (i.e. Head Start and Special Education) will be encouraged to cosponsor the annual parent involvement seminar with Title I.
- District leaders who have responsibility for overseeing parental involvement activities will meet at least twice a year to discuss plans and coordinate efforts.

**Valley Elementary School will conduct an annual parental involvement evaluation.**

- In the spring, local School Community Councils will give a Title I Parent Involvement Evaluation Form and asked to complete the evaluation and provide input on how the district might improve support for parental involvement.
- At the spring SEP conference, parents will be encouraged to complete a parent involvement survey that will elicit feedback on current activities and request input for future efforts.
- At the beginning of the new school year, the district will provide a summary of the parental involvement survey with its plans to address identified needs and recommendations.

**Valley Elementary School will ensure that Title I schools are involving parents in a variety of school activities.**

- Require each Title I school to submit an annual report of successful parent involvement activities.
- In the annual training for administrators and teachers, the district will share identified successful parental involvement activities. They will be encouraged to share ideas with PTA Presidents and School-Community Councils.
- Principals will annually report to the district how they used Title I funds to support effective parent involvement strategies

**(Si usted desea que este documento sea traducido, por favor contacte al director de su escuela)**

## **Valley Elementary Attendance Policies**

1. Learning is a day by day process. When a student misses a day of school they also miss a day of learning.
2. Students under the age of 18 are required to attend school unless exempted by law  
Maximum Academic Achievement can only occur when there is consistent regular daily attendance
3. As instruction increases in time and intensity, your child's ability to succeed and improve will largely depend on their attendance in the class.
4. Absences must be excused within 48 hours. (**This includes absences for illness, family trips and emergency situations.**)
5. Absences can be excused in the following ways:
  - a. Call the school office at (435) 648-2277
  - b. Email Mrs. Saul at [saulk@kane.k12.ut.us](mailto:saulk@kane.k12.ut.us)
  - c. Parent/Doctor's Note can be brought to the office
6. **Students with 10 or more absences without any contact from the school will be removed from our system.**
7. Teachers report daily attendance to the office and a log is kept.
8. Parents will be contacted in regards to patterns of habitual absences and tardies to develop a plan for your student's success.
9. Since much of the CORE instruction takes place in the morning it is important for students to be on time for school each day.
10. Tardiness affects the whole class because of the interruption it can cause and delay in learning for other students. **Remember that 3 tardies = 1 absence**
12. All late arriving students must check in at the office.

### **Ways to Help Your Child's School Attendance**

- Talk to your student about the importance of education and how important it is to have good attendance at school
- Avoid scheduling family trips or doctor appointments during school hours
- Make sure your child stays healthy by eating nutritious food and getting enough sleep and exercise
- Don't accept excuses from your child "must" miss or be late for school
- Support school rules and speak positively about rules regarding missing class and being late
- Show your child why education is important. Give specific examples of how education helps people succeed
- Lead by example.

**Research shows that attendance is the single most important factor in school success**

## Valley Elementary School Homework Policy

Current research indicates that daily homework for elementary students is not always helpful and at times can be detrimental to their learning. However, some items that have been shown to have a good impact on student learning are:

- Quick reviews of lessons or topics previously taught in class
- Math Fact practice
- At Home Reading

Homework provides an element of self-discipline and accountability. It also allows parents to keep informed and up to date on what their students are learning. When homework is assigned it is important that the students themselves are responsible for completing and turning in any required work.

**Listed Below is a Guide For Suggested Time Frames for Homework in Each Grade Level:**

Grade Level	Suggested Homework Time
Kindergarten	20 minutes
1 <sup>st</sup> Grade	30 minutes
2 <sup>nd</sup> Grade	30 minutes
3 <sup>rd</sup> Grade	30 minutes
4 <sup>th</sup> Grade	40 minutes
5 <sup>th</sup> Grade	50 minutes
6 <sup>th</sup> Grade	60 minutes

We suggest that students read at least 20 minutes/night, especially when there is no other homework assigned. Research shows that nightly reading has a major impact on student learning and growth. If it is taking your child too long to complete homework assignments or you are not seeing class work brought home, please contact your child's classroom teacher to find out possible reasons or solutions.

All instruction at Valley Elementary is based off of the Utah State Core Curriculum. Curriculum is available for parent/guardian review. The Core includes ideas and concepts that help students build their knowledge from year to year. It is also taught with respect for differences in learning styles, learning rates, and individual capabilities without losing sight of common goals.

Copies of the Utah State Core Curriculum can be obtained by going to <http://www.uen.org/core>

# **Valley Elementary School Policies and Procedures**

## **Daily Schedule**

Free Breakfast Program: Monday-Friday 7:40-7:55

School Begins Monday-Friday at 8:00 am

We dismiss Monday-Thursday at 2:40 and Fridays at 12:50

**School grounds are not open until 7:40 and there is no outside supervision before this time.  
Please do not drop off your student before this time.**

## **School Rules**

1. Be Responsible
2. Be Respectful
3. Be Safe
4. Expect to Succeed

## **Child Find**

In accordance with Part B requirements of the Individuals with Disabilities Education Act and with the Utah State Board of Education Special Education Rules, Kane County School District offers free assessments and evaluation for children, aged birth through 21 who parents, teachers, or others suspect of having a disability.

Kane School District is committed to ensuring that those students are identified, located, and evaluated, regardless of the severity of the disability, to identify if the student is in need of special education and related services. This child find requirement and practice also applies to those students enrolled in private schools.

If you suspect that a child who is not receiving special education services is in need of an evaluation to determine if that need exists, please contact Chris Kupfer, Kane District Federal Programs Director at 435-590-8144 or the special education teacher at your neighborhood school.

## **Immunizations**

All students **must** be immunized to attend school. Waivers can be obtained from the Department of Health.

## **Medication**

If your child requires prescription or over-the-counter medication during school hours, you must have a "Permission to Administer Medication Form" on file in the school office. It must be signed by both you and your doctor. Elementary students are not to carry or self-administer medication on school premises without this form. See District Policy FDAC for more clarification. A health care plan is necessary ONLY if your child needs to be medicated while at school (including over-the-counter medications). Children who may require emergency medications, including glucagon or epinephrine, will also need a health care plan. Please contact the school nurse if your child needs a health care plan or if you have any questions. School Nurse: Lori McGuire RN, BSN-SW Utah Public Health Department (435)[644-2537-lmcguire@swuhealth.org](mailto:644-2537-lmcguire@swuhealth.org)

### Visitors

At Valley Elementary we encourage parents to be a part of their child's education. Parents are encouraged to visit, observe, or volunteer in their child's classroom. For **liability and safety** reasons we require all visitors to check-in through the office. When visiting during instruction time, please be considerate of classroom activities taking place. Do not bring preschool or any other accompanying children. Non enrolled students are not allowed to attend school. **All volunteers who work with students must submit to and pass a background check through Kane County School District.**

### Student Dress Policy

We believe that dress and grooming have a definite influence on learning. For this reason, we ask that students come to Valley Elementary School dressed and groomed in a way that will enhance their education. The following guidelines have been established.

1. Wear clothes that are clean and neat.
2. Shirts must cover the shoulders, under the arms and the belly.
3. Hats and caps may only be worn on the playground but not inside the school building, including the classroom.
4. The length of shorts and skirts must be at mid-thigh length or longer.
5. Clothing with print related to drugs, alcohol, tobacco, obscenities or promoting violence are not allowed.
6. Gang related clothing is not allowed.
7. Baggy pants must cover underwear and a belt may be required.
8. Extreme and distracting hairstyles are prohibited.
9. No shoes of any kind that have wheels inside of them.
10. Body piercings other than ears must not be visible.

**A student in violation of the "Student Dress Policy" may be sent home to make the necessary changes to be in compliance with the policy. The student may return as soon as the required changes are made.**

### Playground Safety

- Baseball Bats and hard balls are not allowed
- Throwing rocks and/or snowballs are not permitted.
- Tackle games are prohibited.
- Climbing or hanging from trees is prohibited.
- No-rollerblading, roller-skating, or skate-boarding on school grounds.
- Wear appropriate dress for current weather conditions as recess is held outside.

### Lunchroom/Lunches

All food must stay in the lunchroom. All students will be required to stay in the lunchroom for the full 20 minutes of their assigned lunch time. Eating a healthy lunch is an important part of the day as students learn better and are more focused when they are fully fed and receive the proper nutrition. All students are expected to bring a home lunch or eat the provided school lunch.

### **Cellphones, Toys, Electronics and other Valuables**

Cell phones **may not** be used during class time. This includes Cell-Watches, GizmoGadgets, GizmoPals, etc. Students may wear watches, but they cannot be used during school hours. **Parents please do not call or text your child during the school day as this creates a distraction in the school learning environment.** Phones may be confiscated and turned in to the school principal. Students needing to call home must use the office phone. Once confiscated only a parent/guardian can retrieve the phone from the office. Electronic devices such as game machines, iPads, iPods, mp3 players are a distraction to the learning environment. If students bring these devices to school, they must remain in their backpacks and in quiet mode. Toys should remain at home as they are a distraction to learning. Exceptions are made when a teacher allows items to be brought for show and tell. These items must remain in their backpack until it is the students time to share their item. Valley Elementary School and its faculty and staff are not responsible for any lost or stolen item.

### **Student Drop-off and Pick-up**

The zone designated for dropping students off before school and picking them up after school is

### **Phone Policy**

There is a phone in the office for student use. Students are required to get their teachers permission before coming to the office to use the phone if they need to call their parents. The office phone may not be used to arrange playtime with friends. When the need arises for a parent to get a message to their child, they should call no later than 2:00pm, so messages can be delivered before school dismisses. Please save calls for messages to students for emergencies as they can be a distraction to the learning. Whenever possible, please plan ahead so that calls do not disrupt learning.

### **Recess**

Recess is designed as a break from the routines of the classroom. It gives students time to receive fresh air and exercise. It is also a great opportunity for students to use and acquire social skills. As per our recess policy, all students must be outside during recess time, please help ensure your child comes prepared and dressed in clothing suitable for the current weather conditions. If the situation arises where your child needs to stay inside a note from a parent must be provided. Any student staying inside will be required to stay in their seat and be engaged in a teacher approved activity/assignment.

### **Prevention of Sexual Harassment**

Sexual harassment includes any gender-related unwelcome written or verbal slurs, vulgar jokes, derogatory statements or actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the harassment is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school and such harassment takes place in a context subject to the School District's control.

### **Kane County School District Safe School Policy**

(summary—entire policy available upon request)

See policy FHA on Kane School website [www.kane.k12.ut.us](http://www.kane.k12.ut.us)

A student will be suspended and possibly expelled from school if they choose to participate in any of the following activities:

- Willful disobedience, defiance of authority, or disruptive behavior or willful destruction of or the defacing of school property.
- Behavior which poses an immediate and significant threat to the physical or emotional welfare of other students, school personnel, or to the operation of the school.
- Behavior which unreasonably disrupts or interferes with the educational process.
- Possession of or under the influence of an alcoholic beverage or controlled substance within 1000 feet of school property or at any school sponsored event.
- Possession of or the distribution of tobacco products within 1000 feet of school property
- or any school sponsored event. Possession of or the distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia.
- Commission of an act involving the use of force or the threatened use of force.

**A student may be expelled from school for at least one year if he/she chooses to possess or threaten to use a real, look-alike, or pretend weapon, explosive, or noxious /flammable material within 1000 feet of school property or at any school sponsored event.**

**Video/Audio surveillance may occur on district property.**

### **Non-Discrimination Statement**

No person in the United States shall, on the grounds of race, color, national origin, disability, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. If you have any concerns or questions, please contact the KCSD Federal Programs Director, Chris Kupfer, at (435) 590-8144 or Principal Brandon Jensen at (435) 648-2277.

### **Student Complaint Procedures**

If a student believes he/she is subject to harassment, the student should first consider telling the person that they do not like what is happening, that they consider it a violation of the School District policy on harassment, and that they want it stopped. In many cases, a clear statement that the student wants something stopped will be enough to take care of the situation. Students are not required, however, to confront the person in this way. The student has the right and is encouraged to report the problem immediately to the principal or counselor at their school. Students should not feel embarrassed, intimidated, or reluctant to file a valid harassment report. Any teacher, counselor, administrator receiving a report of harassment from a student must report the incident to the school principal or designated administrator or/ supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.

## **FERPA Notification**

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:**

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or assistant principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The following information may be disclosed without consent:
  - a) Directory Information: The following information is designated as student Directory Information: Student's name, address (to include internet address), phone number, date of birth, grade level, extra-curricular participation, awards or honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, dates of attendance, and parent's name. "Directory Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters. Parents or eligible students will have two weeks from the beginning of the school year or date a student enrolls to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.
  - b) School Officials: School officials with legitimate educational interests may also have access to records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member such as a bus driver (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c) Other Schools: The School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers



FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

The complainant and the accused have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Complainants also have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Utah Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

**PPRA NOTICE AND CONSENT/OPT OUT FOR SPECIFIC ACTIVITIES**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Kane School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. The Kane School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

## *Anti-Harassment Policy*

Bullying in school may be defined as: the willful, conscious desire to hurt, threaten, upset or frighten anyone.

Valley Elementary School takes bullying seriously. Our goal is to foster an atmosphere where bullying is discouraged and is seen to be inappropriate and wrong. When bullying does occur, students and parents are encouraged to report it. This can be reported on our front page of the school website, in the buddy box located in the front office, or to school personnel.

All reports will be acted upon as follows:

- An accounting of the incident will be taken from all involved.
- Advice, support and/or counseling will be offered to the victim and offending party.
- Consequences which reflect the seriousness of the offense will be implemented.
- All involved will be kept informed.

Students are not expected to tolerate bullying or to suffer in silence. Students will be encouraged to disclose all problems in an environment in which they feel safe and have confidence. Early intervention is important if behavior is to be changed.

The following procedure will be adopted in dealing with bullying incidents:

1. After the first known incident, both the bully and the victim will be referred to the school principal.
2. If the incidents continue, the parents will be required to discuss the matter with the principal and the teacher.
3. If the incidents still continue, the bully will be suspended from the school.
4. Before returning to school, the bully and his/her parents will develop a behavior plan and contract which must be approved by the principal and teacher.
5. If the bullying continues, the offender will be referred to Southwest Mental Health Center/District Counseling Services for counseling and evaluation.

Your initials on the parent/guardian signature page will indicate that you have discussed this policy with your child.

# Valley Elementary School

## Behavior and Discipline Policies:

### Classroom Discipline:

In order to maximize the impact of instruction in the classroom, each teacher at Valley Elementary will establish their own classroom management policies and procedures. These policies will all be in line with the School Behavior and Discipline Policies. Along with these policies teachers will follow a school wide discipline plan as documented below.

#### Minor Infractions

Minor discipline or behavior problems will be handled by the classroom teacher in their class and according to their own classroom management policies. The behaviors listed below will be dealt with by the classroom teacher or attending adult.

- teasing/name calling
- inappropriate hallway behavior
- non-compliant behavior
- uncompleted class work or homework
- talking out of turn
- disrespect of other students
- Pushing in halls, classroom or while waiting in line
- Using Chromebooks for purposes other than what the teacher assigned
- food theft or other minor items
- assembly behavior
- toys, fidgeting, and other off task behavior
- other minor behavior issues that the teacher can take care of.
- inappropriate language (vulgarity, swearing, inappropriate jokes)

Teachers will document behavior problems throughout the day and school year and watch for patterns and consistent problems. If students are consistently doing behaviors listed above, it will be treated as a mid-level infraction.

#### Mid-Level Infractions

Mid-level infractions or behavior problems are initially handled by the teacher or attending adult but if it becomes a chronic problem then it will be referred to the school administrator.

- tardiness
- absenteeism
- lying
- disrespecting teacher's personal space or property
- Unprepared for class
- Chronic minor behaviors
- play-fighting
- tackle games

## Major Infractions

All major infractions or behavior problems will be immediately referred to the school administrator.

- Fighting
- physical aggression
- serious threats/intimidation
- bullying
- defiance
- leaving the classroom or assigned area without teacher notice
- vandalism
- drugs, alcohol or tobacco use
- Weapons
- Theft
- Deliberate use of Inappropriate internet sites or print material
- Harassment/Discrimination based on gender, race, religion, ethnicity, sexual orientation or gender identity
- Chronic Mid-Level Behaviors

## **Non-Tolerance Behavior:**

The following behaviors will not be tolerated and will result in parent involvement and negative consequences, including possible suspension, expulsion and/or police involvement. The length and severity of suspensions will be based on principal discretion. Severity will increase for repeat offenders.

1. Students who are in a fight will be suspended either in-school or out of school, regardless of who starts the fight. Fight promoters will be dealt with as seriously as participants.

Consequence: Mandatory parent notification and one to three days in-school or out of school suspension, based on principal's discretion. Both students involved will be treated equally as far as days out of school and consequences. Repeat offenders may be suspended for up to ten days.

2. Students showing consistent disrespect to teachers, administrators, counselors, substitute teachers, secretaries, custodians, librarians, aides, lunchroom workers and/or bus drivers is not acceptable.

Consequence: First such offense will result in a principal visit. Second offense will be mandatory parent notification and one to three days suspension (in or out of school – at principal's discretion). Third offense will be up to ten days suspension.

3. Students who sale, possess, or use any type of weapons or illegal drugs of any type, real or fake, will be dealt with very seriously.

Consequence: First offense will be immediate parent notification and police involvement and up to ten days suspension. A second offense will result in a referral to the school board for expulsion.

4. Damage to school, student or school personnel property.

Consequence: Parents and/or students will be responsible for replacement of the damaged item(s). Any offense will result in mandatory parent involvement and police investigation, and may also result in one to ten days suspension.

5. Cheating, plagiarizing or forging signatures on any school document.

Consequence: All offenses will result in parent contact and possible police involvement. Suspension may be up to ten days.

6. Racial Slurs or derogatory comments regarding race, religion, sexual preference or gender identity will be dealt with very seriously.

Consequence: All offenses will result in parent contact and possible police involvement. Suspension (in-school or out of school) may be up to ten days.

7. Bullying of any type (in person, cyberbullying, threats, retaliation, etc) will be dealt with very seriously.

Consequence: All offenses will result in parent contact. The first offense will result in parent contact. The second offense will result in parent contact and one to three days of suspension (in-school or out of school). The third offense will result in parent contact and up to a ten-day suspension. Any further instances will result in a referral to the School Board for Expulsion.

8. Students who possess, distribute, or intentionally view pornographic or other sexually explicit material while on school grounds, will face consequences.

Consequence: All offenses will result in parent contact and possible police involvement. The first offense will result in a loss of computer/internet privileges at the school for 1 week up to 1 month. A second offense will result in a parent/principal/student meeting, loss of computer privileges for the remainder of the school year and suspension of up to 10 days.

## **Parent and Student Rights**

We invite and encourage all parents to take an active role in their child's performance and behavior at school. Parents may request a review of any action taken by school within a 48-hour period. The review process takes place as follows:

**First:** The student and parent discuss the situation with the teacher.

**Second:** If the problem remains unresolved, the student, the parent, and teacher discuss the problem with the principal.

**Third:** If the issue remains unresolved and involves suspension, attendance, grading, or any other issue of a serious nature, it is presented to the Superintendent for further action.

# Rewards for Positive Behaviors and Performance

Positive Praise	Students receive positive statements from all staff members for making good choices and following rules.
Notes and Phone Calls	Occasionally, teachers will write or call parents with positive news about their child.
Mighty Buffalo Awards	Top performing students from each class are recognized throughout the year in an assembly in front of the whole school.
Class Rewards	Students can earn special rewards and privileges in their classroom for following the rules.
Accelerated Reading	Students read library books and take tests to earn points toward rewards to take home, and other prizes.
Attendance Awards	Students with 100% attendance will be recognized at the end of each quarter. Other awards will be given to students who have monthly perfect attendance.

## **Kane School District: Attention Child Find**

In accordance with Part B requirements of the Individuals with Disabilities Act 04 and with the Utah State Board of Education Special Education Rules, Kane County School District offers free assessments and evaluation for children, aged birth through 21 who parents, teachers, or others suspect of having a disability.

Kane School District is committed to ensuring that those students are identified, located, and evaluated, regardless of the severity of the disability, to identify if the student is in need of special education and related services. This child find requirement and practice also applies to those students enrolled in private schools.

If you suspect that a child who is not receiving special education services is in need of an evaluation to determine if that need exists, please contact Chris Kupfer, Kane District Special Education Director at 435-590-8144 or the special education teacher at your neighborhood school.