

# ***Northview Elementary School – Parent Information & Procedures***

*(Please review and keep this sheet for future reference.)*

## **General Information & Procedures:**

- **Everyone entering the building must stop in the office to sign in / out.** A visitor pass is required for all building visitors and parents. This is for the safety of all students and staff.
- An **annual** limited criminal history check **is required** for all school visitors (including visitors for lunch), volunteers, and field trip chaperones.
- Northview communicates announcements and information primarily via email, our website, or phone messages. *If your home, work or emergency contact phone numbers change, please make the changes in the online Skyward Family Access portal.* Also, please notify the office of your new address and provide new Proof of Residency documents.
- If a child is dressed inappropriately, a parent may be asked to bring alternate clothing to school. Please refer to the *Valparaiso Community School Elementary Parent / Student Handbook* for more information.

**Attendance:** If a child will be absent from school for any reason or will be arriving late, the parent should call the school before 9:00 a.m. to verify the absence.

- *You may leave a message to report the absence when the office is closed. Call the school at 531-3100 and choose option 2 to leave a message.*
- Students who arrive at school late, (after the 8:45 a.m. bell) must check in at the office. *A student will be required to serve a thirty (30) minute before school detention for their fourth and any additional tardies during a nine week grading period.*
- Your child's classroom teacher and the principal must be notified **at least 3 days before a planned absence.** Be aware that family vacations, recreational trips, or family errands are unexcused absences.
- If your child has an appointment during the school day, please follow these steps which are important for attendance and safety purposes:
  - Send a dated, written note to your child's teacher informing them of the departure time.
  - Come to the office to sign out the child. The child will be called to the office.
  - Students that return to school after an appointment should first stop in the office to sign in.
  - Absences of more than two (2) hours are considered a half day's absence.
- When weather conditions or emergency situations make it necessary to close school, information will be provided via automated phone calls to families, the VCS website, 105.5 FM, and 1500 AM.
  - Parents should tell children (and complete the form in Skyward) where to go in case school must be dismissed early due to an emergency closing (i.e. take bus home, go to a caregiver's house, etc.).

**Arrival & Dismissal:** School begins at 8:45 a.m. and dismisses at 3:15 p.m. every weekday. Car riders and walkers should not arrive at school before 8:30 a.m.

- During student arrival time and student dismissal time, parents are **not** to go to the classroom to drop off or pick up children. This is in keeping with district safety policies.
- Parents who transport children to or from school by car should use Napoleon Street for all non-emergency, before or after school pick-up and drop-offs. Cars are not to park or drop off at the west side (parking lot side) or on the north side of the building in the designated bus loading areas immediately before or after school. If your child will be a car rider anytime, please consider displaying your child's name on your car's dashboard or sun visor when in the car line after school so parents / students can be reunited efficiently and safely.
- If there are changes to your child's normal transportation plan, *a written note signed by a parent must be given to your child's teacher in advance.* Only in emergency situations may last moment transportation changes be made, and then, *no later than 11:00 a.m. on the day of the change.*

**Medications:** We are not permitted to give medications (prescription or over-the-counter) to students without proper authorization which requires a signature from the doctor AND the parent.

- All prescriptions must be in the original container with your child's name.
- Children may bring medication to the school office, but an ADULT must pick up any medications that go home (per state guidelines). Authorization forms are available in the office or from the school nurse.

**Snacks & Parties:** In keeping with the VCS Healthy Snacks Guidelines:

- All snacks to be eaten during the school day must be store prepackaged foods with an ingredient label.
- Foods must be consistent with the guidelines for “healthy foods” as outlined in the VCS policy and NV Health & Wellness brochure.
- VCS strives to encourage non-food celebrations. Each party should also follow the Northview Safe Snack guidelines if there are students with allergies/food restrictions in a specific classroom/grade. Any questions or concerns regarding snack selection or food allergies/restrictions should be directed to the classroom teacher and/or school nurse.

**Food Service Reminders:** Northview serves breakfast beginning at 8:25am or upon bus arrival. Students may eat a school lunch or a sack lunch. Menus are available online. Parents may deposit funds (make checks payable to “Valparaiso School Lunch”) into student accounts. This year the school meal prices are:

<b>Breakfast:</b>		<b>Lunch:</b>	
Reduced Price	\$0.30	Reduced Price	\$0.40
Paid (Elementary)	\$1.45	Paid (Elementary)	\$2.45
Adult	\$2.00	Adult	\$3.45
Milk only	\$0.55	Milk only	\$0.55

Parents are welcome to join their children for lunch at school. Please bring exact change for an adult school lunch. Be aware that parents are not permitted to use their children’s lunch account. Per school policy, no outside “fast food meals” or soda may be brought into or eaten in school cafeteria during meal times. *All visitor should have a background check on file. In addition, family members, and friends are not allowed on the playground at recess per district policies.*

**Forgotten Items** cause significant stress to students so helping them learn to organize their belongings and clothing needs the night before is well worth the effort. Often natural consequences are a good teacher! If it is imperative to bring an item in to the school office, attempts will be made to deliver the item. However, no guarantees are made. *At the end of the school day, students may not enter their classroom for forgotten items after 3:35pm or after the teacher has left for the day, whichever comes first.*

**Bicycles:** Students may ride a bike to school beginning in the second semester of their third grade year. The required permission form and information is available from the school office.

**What should not be brought to school?**

- Skateboards, roller blades/skates, scooters, etc. are not permitted on VCS school properties.
- Students should not bring unnecessary cash, trading cards, electronic games, mp3 players, radios, or cell phones/watches to school. In general, expensive or treasured items should be left at home.
- Gifts delivered to school for students such as flowers, balloons, teddy bears, etc, are not accepted.

**Custody**

If one parent has been awarded custody of the student by a court order, the parent of custody must provide a copy of the custody order and inform the school in writing of any restrictions and/or limitations in the rights of the non-custodial parent. A non-custodial parent will be given access to all student report cards, student records, and disciplinary actions unless restricted by a court order. A non-custodial parent will also be permitted to participate in school conferences related to the student unless restricted by a court order to the contrary. The non-custodial parent may not visit with the student during the school day, nor may the student be released to the non-custodial parent unless written permission is given by order of the court or by the custodial parent.

If you have any questions, please feel free to call the school at 531-3100 after 9 a.m. More policies are detailed in the VCS Elementary Parent / Student Handbook which is available via Northview’s website. We look forward to working with you and your child for a successful school year.