

# *Northview Elementary School*

## *Parent / Student Handbook*



***2016-2017***

<http://valparaisones.ss10.sharpschool.com/>

219-531-3100

# Northview Elementary School Student/Parent Handbook

Dear Northview Students and Parents,

It is very important to us to provide our students with a safe and nurturing atmosphere in which high quality learning experiences and many fond memories can be established. Consistent and clear communication between families and the school can significantly help in achieving this goal. This handbook is being provided to assist in that effort.

The following sections provide some information that is specific to programs and policies at Northview Elementary School and is intended to be used as a quick reference guide. The sections are arranged in alphabetical order by general topics. **Also, please refer to the current Valparaiso Community School 2016-2017 Elementary Parent / Student Handbook for additional and more complete valuable information as well as district-wide policies and procedures.** Please review both handbooks and keep them on hand for future reference.

We value the opportunity to work with you and your children throughout the school year. Please visit us online or contact us if we may assist you. Our contact information follows.

Loren Hershberger  
Principal, Northview Elementary School

## Northview Elementary School

257 Northview Drive

Valparaiso, IN 46383

Phone: (219) 531-3100

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Web: <http://valparaisones.ss10.sharpschool.com/>

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(e.g. John Doe = jdoe@valpo.k12.in.us)

## Mission Statement

The mission of Northview School staff, parents and administrators is to provide a nurturing learning environment with high expectations where all students realize their cognitive, creative, affective and moral potential. We believe interaction between home, school and community positively enriches all students, promotes lifetime learning, and prepares students for challenges in a global society.

## General Information

School Colors: Blue & Gold

Mascot: Knight (Northview Knights)

Enrollment: 331

School Day: Students arrive\* 8:30 a.m. (late start Wednesdays - 9:00 a.m.)

All classes begin 8:45 a.m. (late start Wednesday - 9:15 a.m.)

Dismissal 3:15 p.m. (every day)

\*Students should not arrive earlier than 8:30 a.m. There is no adult supervision before that time.

## Staff Directory

<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>
Mrs. Bear	Secretary	Mrs. Magnetti	2nd Grade Teacher
Miss Bennett	Custodian	Mrs. Mathis	Instructional Assistant
Mrs. Bigger	Instructional Assistant	Miss Merkel	2nd Grade Teacher
Mrs. Bongard	General Music Teacher	Mrs. Parsons	Social Worker
Ms Burns	Educational Diagnostician	Mrs. Prybell	Media Center Aide
Mrs. Carter	Kindergarten Teacher	Mrs. Rahn	Instructional Assistant
Miss Christiansen	3rd Grade Teacher	Mrs. Simon	Food Service
Mrs. Cummings	Art Teacher	Miss Smith	5th Grade Teacher
Mrs. Dobrowski	ELL Resource Aide	Mrs. D. Stahl	Special Ed. Paraprofessional
Mrs. Ehrstein	Speech Pathologist	Mrs. J. Stahl	Nurse
Mrs. Gingrich	1st Grade Teacher	Mrs. Stefanski	4th Grade Teacher
Mr. Gross	4th Grade Teacher	Mrs. Straley	Special Needs Teacher
Mrs. Heavilin	Food Service	Mrs. Thayer	F.R.O.G. Teacher
Mrs. Hefner	1st Grade Teacher	Mrs. Thorgren	2nd Grade Teacher
Mr. Hershberger	Principal	Mrs. Tincher	Instructional Assistant
Miss Johnson	5th Grade Teacher	Mrs. Ufer	Instructional Assistant
Mrs. Jones	3rd Grade Teacher	Mrs. Van Dam	Custodian
Mrs. Juergens	Physical Education Teacher	Miss Wise	Kindergarten Teacher
Mrs. Lain	Instructional Assistant	Miss Yelton	Deaf/Hard of Hearing Teacher

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## **Attendance: Absences**

The state of Indiana requires all school age children to attend school every day it is in session including weather related make up days. Regular school attendance is very important. Please help your child develop a commitment for regular school attendance and getting to school on time.

**If your child is going to be absent (or tardy), you need to call the school before 9:00 AM to inform the secretary of the reason and when the child will return to school, if known.**

When returning to school from an absence, a note from a parent/guardian or doctor must be provided if the parent has not contacted the school office earlier. After five (5) consecutive days absent, a doctor's note is required for re-admittance to school. Absences of more than two (2) hours in grades K-5 will be considered a half-day's absence.

## **Attendance: Tardies**

Students who arrive after the Tardy Bell rings at 8:45 AM (or 9:15 AM on Wednesdays) must sign in at the office. Students who are repeatedly tardy during a grading period may be subject to one or more of the consequences listed under BEHAVIOR. Frequent or habitual tardiness (or absences) will be reported to Project ATTEND and appropriate action will be taken.

## **Perfect Attendance**

Perfect attendance is awarded recognition by the school principal. Please note that early dismissal or late arrival may prevent a student from receiving a Perfect Attendance Award.

## **Arrival & Dismissal**

### **Arrival**

Our school day begins at 8:45 AM, and on Wednesdays begins at 9:15 AM.

The time before school is used for teacher preparation and there is no playground supervision. Therefore, students should not arrive at school before 8:30 AM (or 9:00 AM on Wednesdays.) Adult supervision begins when the first bus arrives.

Students who are brought to school in cars should be dropped off along the Napoleon Street sidewalk adjacent to the playground. Students must be let out of cars that are headed southbound only (should not cross the street). It is most helpful if drivers pull forward as far as possible before students leave the car. This improves safety and efficiency when quite a few cars must move through in a limited amount of time. Please follow the instructions of the staff members who facilitate the student drop off car line.

### **Dismissal**

At the end of the school day (3:15 PM), bus students are dismissed from their classrooms by announcement from the office. Students line up in their designated areas and the supervisor assigned to their group assists them to the bus. Each student is expected to ride the bus to which he/she is assigned.

**Car Line:** An announcement over the PA system dismisses students who are picked up by their parents via cars at 3:15pm. Students who are picked up by parents in cars dismiss out the doors on the east end of the building and wait along the sidewalk until the teachers on duty calls for them to move to their car. Those who

are picking up their students in the car line should...

- line up heading south-bound along Napoleon Street eventually picking up their student along the sidewalk adjacent to the playground.
- stay in their cars. Students will be brought to them.
- write your student's last name (using a dark marker) on a sheet of paper and placed on the passenger side dashboard or attached to the sun visor.
- follow instructions of the staff members who facilitate the student pick up line.

Be aware that a valid picture ID may be requested in the student pick up line.

Students that are "walkers" will be dismissed as soon as bus and car traffic has begun to dissipate and personnel are in position to monitor students' safety crossing the adjacent streets.

Any emergency request to ride a different bus (or different means of transportation) must be submitted, in writing, by the parent/guardian to the school office no later than 11:00am, the morning of the anticipated change. In some circumstances, it may be necessary for us to confer with the Director of Transportation before the request may be honored.

Students are allowed off the bus only at school or at home.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver and follow the appropriate rules of behavior listed in the *Valparaiso Community Schools Parent/Student Handbook*. School bus transportation is a privilege that may be withdrawn for inappropriate behavior.

### **Behavior (PBIS)**

We believe that a safe and productive learning environment exists when all students are able to learn and all teachers are able to teach. We also believe that mistakes can be an important part of learning and afford students the opportunities to learn from those mistakes in a safe, supportive environment. We have a consistent method of discipline that attempts to eliminate interruptions to the learning process while attempting to take advantage of "teachable moments" from which students can learn and grow.

Northview uses a program called Positive Behavior Intervention and Support (PBIS) to promote and maximize academic achievement and behavioral competence. As part of the PBIS program, several clear procedures have been established that are expected in all areas of the building... (e.g. hallways, restrooms, and cafeteria). We explicitly teach these procedures as well as life skills such as respect, responsibility, integrity, gratitude, etc. to the students and reward them with NV Knight Notes and Classroom Knight Notes as well as other less formal ways. We also utilize Level 1, Level 2 and Level 3 discipline sheets that outline specific behaviors / consequences and may be used when discussions have taken place and/or warnings have been issued.

The complete Valparaiso Community Schools BEHAVIOR CODE may be found in the *Valparaiso Community Schools Elementary School Parent/Student Handbook* located on the VCS website.

### **Dress and Appearance**

Dress and grooming must be appropriate for the learning environment. The dress guidelines meant to be reasonable and in line with most schools today. There are specific restrictions outlined in the *VCS Elementary Parent/Student Handbook*, located on the VCS website, that are necessary to maintain a positive school attitude and learning atmosphere.

## **Electronic Devices**

Students are discouraged from bringing electronic devices such as cell phones, camera phones, ECD's, PDA's, radios, walkmans, CD players, MP3 players, IPODS, pagers, etc. to school. Students must not carry them on their person while at school. The school will not be responsible for these lost or stolen items.

If these devices are used or visible during school hours or disrupt the educational process the student may face disciplinary consequences. Violation of this policy can result in discipline up to and including suspension or expulsion, and notification of law enforcement authorities. In addition, if a student violates this policy, his/her cell phone or electronic device may be confiscated. Under such circumstances, the cell phone or electronic device will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.

## **Bicycles**

Riding a bicycle is a privilege at Northview which is extended to students beginning in the second semester of third grade. Proper safety equipment such as a helmet are required of all riders. Bicycles should be pushed on sidewalks (not ridden) during school hours or arrival / dismissal times. Every child who rides their bicycle to school needs to have a completed Bicycle Permit Form on file in the office. Please contact the school office for that form.

## **Extracurricular Activities**

After school intramural programs in addition to Academic Competitions (Spell Bowl, Math Bowl, Science Bowl), Choir, K-Kids are offered for fourth and fifth grade students. The TED-Ed Club is also available to 5th graders. A parental permission slip must be on file with the school's intramural director to participate in the intramural program. In addition, students have the opportunity to join Art Club, Book Club, Game Club, or run for election to the Northview Elementary Student Council. Students are expected to complete their assignments and follow school rules in order to participate. Parents are expected to make arrangements to promptly drop off and pick up their child(ren).

## **Food Service Program**

Nutritious lunches are served daily at all schools. Parents are notified of lunch prices each fall. Milk is also available to students who bring their lunch or to those who want an extra milk with the meal. Children may participate in our meal prepayment program. Accounts can be managed online. Advance deposits in any amount may be made to the child's account. Meals are charged against the account using the student's ID number. Deposits may be made by cash or check. Checks should be made out to "Valparaiso School Lunch". The child's name, teacher's name, and account number (available from the school cashier) should be on any envelope containing lunch money.

### **Sharing Lunch With Your Child**

Parents are welcome to eat lunch with their child(ren). Since our meals originate at Valparaiso High School, we ask that you call the school office before 9:00 AM so we can reserve a meal for you when we call in our lunch order for the day. Adult lunches cannot be charged to a child's account. For the safety of our students, parents and preschool siblings who join us for lunch are not allowed to go to recess with the students and adults must have a Limited Background Release. In accordance with the VCS wellness policy, food brought into the cafeteria must be a healthy choice (no fast food or soda).

## Homework

The goal of homework assignments is to provide:

- Extra practice on learned skills;
- Further learning in areas covered in the classroom;
- An opportunity for the students to learn self-discipline and good work habits;
- Opportunity for growth in responsibility; and,
- You with an opportunity to see what your child is studying and how well he/she is doing.

Homework is an assigned learning activity that should be completed by the student. Parents can help by seeing that their children have a place and a specific time to study.

### **HOMEWORK SUPERVISION TIPS FOR PARENTS**

- Check your children's book bags each day after school for assignments, notes, and newsletters.
- Model reading for your children by reading yourself and reading aloud to them.
- Set a reasonable scheduled time daily for homework or a study time for reading, memory work, spelling words, math facts, or (board) games.
- Have an area in your home to do homework that:
  - a. is quiet (no TV, radio, CD player, etc.);
  - b. has good lighting;
  - c. has needed supplies (pencils, pens, paper, books, dictionary, etc.);
  - d. has a table with plenty of space for children to work; and,
  - e. is close enough for you to give needed assistance.
- Increase your children's concentration by avoiding interruptions.
- Review homework with your children and check that it is completed.
- Listen to your children read aloud and read to them.
- Be positive and understanding, especially when your children struggle with assignments.
- Help your children's learning to be as enjoyable for them as possible.
- Contact your child's teacher for assistance when necessary.

## Lost & Found

Lost and found articles are placed in a special box inside the front entrance of the school. Periodically, lost items will be displayed in a conspicuous location to be claimed. **Please label** your child's coats, hats, mittens, and other items so they can be returned to your student. Items that are not claimed are donated to Goodwill.

## Media Center (Library)

Every classroom visits the Media Center on a weekly basis for study, reading, and research. A few books or materials are lost or damaged every year – sometimes through negligence, sometimes by accident. Regardless of the reason, students and parents are responsible for the replacement cost. If the item(s) are returned during the current school year in good condition, the price of the items will be refunded.

## Parent - Teacher Conferences

Parents are welcomed and encouraged to come to school to talk with the teachers. Appointments must be made to coincide with the teachers' schedules. This may be done by contacting the teacher directly. Most parental concerns can and should be handled at the most immediate level which is between the parent and teacher. Parents are encouraged to ask for a conference to discuss problems or concerns they have with the



teacher at any time during the year. If a parent feels there is a need to involve the principal, the principal will discuss the concern with the teacher. If the principal, teacher, or parent feels the concern is of such a nature as to warrant a conference, a conference with the parent, teacher, and principal will be arranged.

### **Personal Possessions**

Children should not bring extra money, electronics, toys, toy weapons, trading cards, collectibles, or other such objects to school unless given permission by their teacher. Items brought from home should be clearly marked so they can be easily identified. The students must assume responsibility for any such items brought to school. Such belongings can be lost or broken at school. We would appreciate your help in keeping toys and equipment at home. The school is not responsible for lost or stolen personal items, money, or valuables.

### **Playground**

Whenever students are on the playground, the following rules apply:

- The supervising teacher or aide is in charge.
- Students are to stay on the playground--the blacktop or field.
- Students should line up quickly and quietly when the whistle blows and enter the building in an orderly fashion when dismissed by the playground supervisor.
- We emphasize courtesy, consideration, and respect in all interactions.
- PHYSICAL FIGHTING IS NEVER TOLERATED and may be grounds for suspension from school.

### **Playground Equipment Rules**

SLIDES -- Down only, one at a time, in a seated position

SWINGS -- One person at a time in a seated position. Swing back and forth only, and stop swinging completely before leaving.

PLAYGROUND BALLS -- Play on blacktop or field. Games are to be touch, not tackle. Balls from home are permitted at school but only after gaining permission of teachers and parents. Sports equipment from home is not permitted at school.

### **Winter Rules**

- Stay off icy patches and snow hills without permission. Snow stays on the ground. NO SNOWBALL THROWING.
- Boots--See WINTER DRESS POLICY

### **Recess**

Fresh air and outdoor exercise are important to strong healthy children. Therefore, we urge parents to see that children are suitably dressed for recess, especially during the winter months (see Winter Dress Policy.) Children will be sent outside during recess periods, weather permitting. Valparaiso Community Schools system-wide policy will keep the students indoors when the temperature is below 0 degrees F (including wind-chill.)

If children are ill they should be kept at home. Requests to stay inside at recess for more than five days must be accompanied by a note from your doctor. Most of the time, if a child is well enough to come to school, he/she is well enough to go outdoors for recess.

### **Skateboards, Scooters, Roller Blades, etc**

The use of skateboards, scooters, or rollerblades on school property is strictly prohibited per school district policy. Therefore, skateboards, scooters, and roller blades should not be brought to school.

## Visitors

The visitor policy is intended to help the school educate children in a safe environment free from unnecessary distractions and interruptions. The purpose is to create the best environment for learning possible.

During the school day, from 8:45 AM to 3:15 PM, all parents and visitors MUST register in the office when entering the building and receive the proper visitor's badge.

Sometimes students forget to bring necessary materials or equipment to school. In such cases, parents are asked to deliver the items to the office when bringing these items to school. *Only essential items for class are to be delivered to school for students.* The school office will not accept balloons, flowers, or other gift deliveries for students.

Parent visitation to a classroom is outlined in the Valparaiso Community Schools Administrative Guidelines (#9150). Parents who wish to observe learning activities taking place in the classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation. A classroom visit should be no longer than one class period/lesson. Unplanned and surprise visits are not permitted.

If a child needs to leave school during the school day, parents must go to the office and office personnel will contact the classroom. It is necessary to sign a child out of school so that the school is able to account for all children.

No student guests are permitted at school.

Volunteers are appreciated at Northview. Individuals interested in volunteering for school activities (including field trip chaperones, classroom helpers, etc) must submit a Limited Background Release form each year.

Any person not abiding by the regulations governing visitors may be subject to trespass as defined by state statute.

## Winter Dress Policy

In cold weather, please send your children with an appropriate combination of hats, gloves, coat, etc so they are comfortable playing outside. While discretion is exercised by staff, students normally go outside for recess if the "feels like" temperature is above zero (0) degrees. Students must wear boots and snow pants in order to play in the snow. Otherwise, they will be required to play in a designated area relatively free from snow. Hats and gloves/mittens are also needed every cold day and to play in the snow.