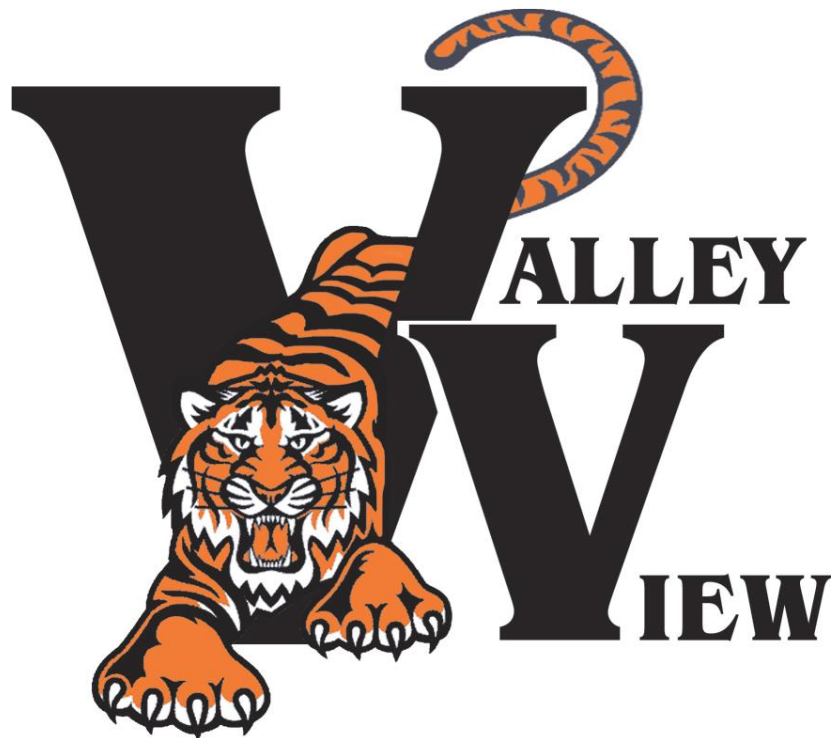


Parent Handbook

Updated September 2024



Valley View Elementary School

School District No. 71 (Comox Valley)

2300 Valley View Drive

Courtenay, BC V9N 9A3

Phone: 250-897-0343 Fax: 250-897-3923

<https://www.comoxvalleyschools.ca/valley-view-elementary/>

WELCOME!

Welcome to Valley View Elementary School. We are very proud of our school and the students within it. We make every effort to offer a smooth and positive start for both new and returning students. We are looking forward to a very positive year.

Mission Statement and Vision:

"Valley View Elementary School is a welcoming, safe community of learners, working together to provide meaningful school experiences that foster the unique potential of all".

Welcoming

We, students, staff and parents value warmth, openness and genuine caring towards each other.

Safe

We are committed to a respectful teaching and learning environment in which physical and emotional safety are paramount and uniqueness is respected and valued.

Community Culture

We model and promote a team approach, a commitment to each other parents, staff and students.

Positive Learning

We provide learning experiences that are positive, active, meaningful, personalized and challenging.

Fostering Potential

We encourage all kinds of minds and promote the roles of hard work and perseverance in working towards personal and community success.

SCHOOL PROFILE

Approximately 350 children attend Valley View Elementary School in grades K through 7. The staff is comprised of full-time and part-time positions with a total of 25 teaching staff and 14 support staff, including clerical, education assistants, student services professionals (counsellor and speech & language pathologist) and an Indigenous support worker. We have 2 custodians who work after hours.

The school was opened in November of 1994. Our beautiful new school grew quickly in population and additional teaching area was added in 2004 to permit for the removal of the many portables that were once a part of Valley View. At present time, all classrooms are housed within the main building with exceptions of the music room which is a detached classroom. We also have a sensory room in a second portable

which is used district wide by students with specific sensory needs. An additional portable will soon be added to create additional learning space. The grounds include a back playground and coming soon, a new side play structure. We have fantastic playing fields (soccer and ball fields) that are shared with the city of Courtenay. Together with our neighbours, Mark Isfeld Secondary School, we create a dynamic community of learning with excellent teaching, well rounded students and beautiful facilities.

The school site consists of 16 classrooms, a multi-purpose room, library, music room, computer lab and full gym facility. In the winter of 2015, we added the Chalk Talk Sensory Room for students with special needs.

Our community is mostly composed of neighbourhood area families, so we are fortunate to not require bus servicing to get to/from school. Our neighbourhood is filled with beautiful foot paths and wide streets so travel to/from school is quite safe. Drop off and pick up times can get congested in our parking lot so we ask parents to consider meeting their children at alternate meeting points in the neighbourhood or near the Isfeld parking lot.

Parents are involved in a variety of volunteer activities in our school. Parents have a voice in what goes on at Valley View by electing an executive, setting goals and attending monthly PAC meetings. Our PAC meets once each month (third Tuesday) at 6:30 p.m. in the Library.

SCHOOL HIGHLIGHTS

Student Leadership is encouraged at Valley View. Many initiatives include lunch monitoring, theme days and student-led assemblies. We hold intramural sports events and clubs, some for primary students, too. Our school is active; we participate in as many extra-curricular sports as possible, and have a music program that is well enjoyed.

As well, Valley View has a long tradition of organizing multi-age group activities where each student from Kindergarten to Grade 7 will work with a buddy from another age group. These multi-age groups will get together for fun activities and even some work projects – some weekly, and others several times each year.

HOURS OF INSTRUCTION

Warning Bell	8:35 a.m.
O'Canada (Mon) KFN song (Fri)	8:40 a. m
Recess	10:20 a.m.-10:35 a.m.
Lunch Recess:	11:45 a.m. - 12:10 p.m.
Lunch Eating Time:	12:10 p.m. – 12:30 p.m.
Afternoon Classes	12:30 p.m. - 2:30 p.m.
Dismissal Bell	2:30 p.m.

SCHOOL OFFICE HOURS

From Monday to Friday: 8:00 a.m. – 3:30 p.m. our office phone has an administrative assistant is on site to answer your questions, or visit our school website

<https://www.comoxvalleyschools.ca/valley-view-elementary/>

TEACHING STAFF LIST

Pauline Meyer – K (Div 1)	Connie Fowler -K (Div 2)
Kim Carmichael – gr 1 (Div 3)	Canda Monita/ Julie Samson – gr 1 (Div 4)
Denise Montess – gr 2 (Div 5)	Stephani Custer/ Julie Samson – gr 2/3 (Div 6)
Melanie Zimmer - gr 3 (Div 7)	Amanda Davidge – gr 3 (Div 8)
Meagan Caya/ Michelle Lambert – gr 4 (Div 9)	Jay Bridges – gr 4 (Div 10)
Eileen Monks – gr 5 (Div 11)	Andrea Gadicke- gr 5/ 6 (Div 12)
Amy McDonald – gr 6 (Div 13)	Amanda Wheeler - gr 6/7 (Div 14)
Michaela Strain/ Jaqueline Symons – gr 7 (Div 15)	Chris Wulff – gr 7 (Div 16)

Lisette Raposo – Music
Nancy Liu – SLP
Dede Willans-LST
Kate Harrison -LST
Kristie Lafortune - LST

Lesley Johnson-Teacher Librarian
Taryn Morgan -Counsellor
Amy Lang – ELL

Michelle Mowbray– Principal
prep

Yolanda Lehton VP & Health/Foods

CUPE STAFF LIST

Lisa Cagna – EA
Susie Gilson – EA
Michelle Ramsell – EA
Tania Thomas – EA
Zoe Campbell – EA

Dianna Truscott - EA
Balie Semmelink – EA
Pilar Goddard– EA
Audrey Ryckman – EA
Amanda Carter – EA

Marina Lohse – YFP worker
Catherine Archambeault- library
Tracy Price- Sr. admin assistant
Katie Gushaty– Morning admin assistant
Colleen Furlotte – Indigenous Support Worker
Ron Davis/ - Custodians

Ran Dickman– ELL support/home

PARENT INVOLVEMENT

As a parent of a child at Valley View Elementary School, you are automatically a member of the Parent Advisory Committee (PAC). Parent involvement is encouraged and welcomed at our school. Involvement can be in many forms. In September, parents are asked to volunteer for a variety of committees in the school. These committees include hot lunch, earthquake preparedness and of course the fundraising committee. We ask all volunteers to complete a criminal record check and fill out Volunteer code of conduct form.

PACs are so much more than just fundraisers. While this is an important role of the PAC there are many other ways parents are involved in decision-making in the school.

The PAC General meetings will be held the third Tuesday of each month from 6:30 p.m. to 8:00 p.m. in the library. All parents are welcome. Please join us and support your child's education.

OUR PAC EXECUTIVE:

Chairs
Vice Chairs
Treasurer
Secretary
DPAC Representatives
Fundraising Coordinator
Hot Lunch Coordinator

Robyn Clarke
Erica Otto & Melissa Montgomery
Jen Beks-Embury
Jonathan Kisiloski
Open
Susie Gilson and Sumi Playfair
Melissa Montgomery

valleyviewpac@gmail.com

PARENTAL ADVOCACY

From time to time parents will have questions or concerns about school or classroom matters. We would request you follow these procedures should a concern arise:

- 1. Call the classroom teacher to set up a meeting to discuss the situation.**
- 2. If the situation is not resolved, notify the Principal of your concerns.**
- 3. If the situation is still not resolved, notify the Director of Elementary Instruction of your**

concerns.

SCHOOL CURRICULUM & SUPPORT SERVICES

Each school follows the Ministry of Education's provincially-prescribed curriculum. At present time, the curriculum has changed to the new learning standards and Core Competencies outlined in the BC EDPLAN. As well, students' educational needs are supported through a variety of services and programs including locally developed initiatives, behavioural resource team, counsellor, learning support and access to an educational psychologists and speech-language pathologist.

Our School Based Team meets once per week to discuss emergent issues and can include
Learning Support Teacher(s) – Dede Willans, Kate Harrison & Kristie Lafortune
Counsellor – Taryn Morgan
Speech and Language Pathologist – Nancy Liu
Referring classroom teacher
School Administration –Michelle Mowbray (P), Yolanda Lehton (VP)
Educational Assistant

And sometimes guests from Student Services
Inclusive Education
Occupational Therapist
Physical Therapist
School Psychologist
Behaviour Resource Services
District Principal of Student Services
Youth Family Program Worker

VALLEY VIEW ELEMENTARY SCHOOL RULES

1. Students may use the school telephone ***with their teacher's permission and with a telephone pass/note*** (*we ***do not*** want the office telephone being used for social reasons i.e. making arrangements to hang out with a friend). No student cell phones should be used to call home during the day as it causes concerns if parents miss the call and call the office because we often have no idea that a call has been made.
2. Personal devices such as phones, cameras, tablets, smart watches or any device with Bluetooth/wifi are not permitted at school and in classrooms unless special arrangements have been made with a classroom teacher or the school-based team for educational or medical reasons. If your child brings a device, it should be kept on silent mode/powered off in backpacks during the day. If they do appear at recess for example, they are to be asked to be kept in a safe place (eg in the backpack with no attention drawn to it or at the office for the remainder of the day). Electronics which go missing will not necessitate a big investigation and all personal property brought to school by students is at their own risk.
Students may access their personal devices after the 2:30 school bell for the purpose of contacting guardians only as needed. Our school district has technology policy. **Please check in with your children often to monitor what they are listening to, what games they are playing and the content of their social media exchanges as this can affect school relationships.**
3. Students may remain after school if they are under the direct supervision of their teacher and

communication has been made to the parents.

4. Students may bring their bicycles to school. There is to be no riding freely on the school property aside from designated spaces on Wacky Wheelie Days. (bicycles must be walked to and from the bicycle rack). Bicycles should be locked, students must wear a helmet and the bicycle area is off limits unless a child is going to get his/her bicycle at the end of the day. No one should be around the bike rack during the day to keep bikes safe.
5. Skateboards, roller blades and scooters are permitted as a form of transportation to and from school, but not for recess or lunch playtime (except for Wacky Wheelie Days). A helmet is recommended. These should be parked upon arrival at school – not for use on property before / after school while students are arriving / departing.
6. Students are to play outside on nice days and any "inside" days will be announced. Any students seeking to stay in during out days requires supervision, so we expect all to go out when the bell rings since that is where the supervision is.
7. First Aid Supplies – each classroom teacher will be given a collection of Band-Aids for use if students have small cuts. Only the more serious injuries should be directed to the office so our first aid attendant is not pulled away from his/her assignment unnecessarily.
8. Fighting, including play fighting, is not permitted at school. Everyone should be treated as they would like to be treated -- no kicking, pushing down, etc. Same with use of language – encourage kindness. (See Code of Conduct)
9. Recess snacks are to be eaten in the classroom prior to recess or just after recess (some teachers have silent reading or sharing at this time while the children enjoy their snacks). **Food should not be eaten outdoors!!** This helps us to minimize garbage and rodent / wasp populations.
10. Announcements are made in the mornings just before recess at 10:15 a.m. Birthdays are announced, and any other news is shared. Students are expected to be quiet and still during morning announcements. O'Canada is played every Monday morning and the Komox First Nations song is played on Fridays. Positive, uplifting songs may be played other mornings at this time.
11. **Students may wear hats at school however, classroom hat rules are at the discretion of the individual classroom teacher.**
12. Pokemon and similar cards are permitted at the discretion of the teacher. However, students are not to trade cards at school and not to be taken outside at recess time. If the cards become a problem for individual students, the cards may be requested to stay home for those students.
13. **School Boundaries:** Students must be visible to a supervisor (we have four zones - one in the big woods & b-ball court / tetherball area, one is the back Big Toy/ Gaga Pit, one is the back field, and the fourth is the small Toy/ side field area). "Flat green grass" works well as a general rule about where kids can play so they are not up hills, in the unsupervised skate park, or down hills in Isfeld areas. Isfeld is out of bounds to us. Outside time is outside time – no one should be inside the building, unsupervised.
14. Supervisors are made up of many people at our school – administration, teachers, support staff

and sometimes caring parents who are lending a hand (hot lunch, office helpers ...). Students need to be reminded that any adult who instructs a student to do something is expected to be obeyed promptly and politely. Any students who are wilfully ignoring the direction of a supervisor should be reported to the administration at the supervisor's earliest opportunity.

15. Our bush area surrounding the school property is a wonderful place to play (at recess and lunchtime – it **is not supervised** in the morning or afterschool). Please take time to talk to your children about keeping eyes open for dangers (sharps, wasps, broken glass...) and for children to report the found dangers to the nearest adult for safe removal.
16. Forts, sticks, rocks + other projectiles – forts are often built in the big woods – and it is important to remind students that no one owns the forts. Sticks may be dragged from one place to the other at a walking pace only (not removed from another fort currently in operation) and assembled in a safe manner (not up in trees). As well, students may not run with sticks (whether they are “wands” or to get them to the fort quickly – still dangerous). We discourage running through the fort area because it causes the builders distress, and puts the runners at risk of being contacted by sticks in transit. All projectiles (sticks, rocks, cones, branches ...) stay on the ground – throwing items at others is not safe nor kind, and therefore not permitted.

STUDENT SAFETY

a) **ATTENDANCE**

It has been proven that regular attendance is directly related to success in school. Please ensure that your child arrives on time. If your child arrives late in the morning, they are to report to the office and your child will be given a “welcome stick”. If your child is unable to attend at all in a day, please make sure to contact the school to let us know or leave a message on our machine. Also, if you pick up your child early (eg. dental appointment), parents are to phone in regarding early pick ups and the office staff will get your child(ren) to the office for pick up. We ask parents to sign out/sign in their children at the office.

b) **EMERGENCY CONTACT FORMS**

An emergency contact form is sent home during the first few weeks of school. All parents/guardians are asked to add or correct the information, and immediately send it back to school so we can keep our information current. If any changes occur during the school year, please notify the office.

c) **EMERGENCY PREPAREDNESS PROGRAM**

We have developed safety procedures to follow in the event of a fire or earthquake. Practice drills are held on a regular basis during the school year. Each classroom has an Emergency procedures map containing escape routes, class lists of each division, Earthquake and Fire Drill procedures and an emergency pack. Our school now has Lock Down latches on interior doors for when we complete a “lock down” drill, the latch can be quickly switched to safely lock the doors while students quietly move to a less visible space in the room. All of these drills are practiced in a safe and non-frightening manner so we can be prepared as a school should we ever have to put our training into action.

d) **ALLERGY AWARENESS**

Some of our students have a life threatening allergy (nuts, eggs, wasps ...) and will have an epi pen on their person and in the office. Affected classes may have a conversation

about how they can work together to keep their peers safe (hand washing not sharing food, proper clean up and keeping eyes peeled outside for wasps, what sugar highs / lows look like in diabetes ...). Please ask your classroom teacher or the office if you have questions about allergies or medical conditions in the class.

e) **VEHICLE TRAFFIC**

Please consider alternatives to driving your children to school. Walking or riding bicycles to school is an environmentally friendly and healthy way to get to and from school. You can also drop older children at nearby neighborhood meeting spots or at Isfeld school. If you must drive to school please do not stop, park or leave vehicles unattended in our “No Stopping” (red lines) fire lane zones. Our supervisors are present to ensure student safety only. We need your assistance in ensuring that our pick up and drop off zones are safe. Please be careful when driving or parking anywhere on the school property. **Please do not park in staff parking as those spots are needed for staff.** If you need to park, there is the first left turning lane with parking spots or follow along to the lower paved lot.

f) **LUNCH TIME**

If your child will be going home for lunch, **a note from parents is required indicating that they have permission to do so.** If they will be going home on a daily basis, please send a note to be kept on file. Please ensure that your child signs out and back in at the office and informs the teacher. We will not permit students to go home unless there is a parent at home. Students are not permitted to go to other children’s homes during the lunch break.

Valley View is committed to a litter free lunch. Litter free lunches at school are the best form of recycling. On average, a school-age child with a disposable lunch generates approximately 30 kg (67 lbs) of waste per school year. That means that if your child has 25 students in his/her class, they are producing 737 kg (1,625 lbs) of waste each year. This is more weight than the average car...just imagine what a whole school produces!

We ask that whatever comes in your child's lunch bag goes home in their lunch bag, including empty juice boxes and food wrappers. In this way, we will create far less garbage at school and you will have a better idea of what your child is finishing for lunch.

SCHOOL CLIMATE

a) **DRESS CODE**

Our schools are a place of learning and work, as such we ask that both students and staff wear clothing that is appropriate for the intended activity. For example, running shoes are appropriate for gym class, as opposed to slip on sandals. Hats are upon the discretion of the classroom teacher.

b) **SICK CHILDREN**

We request that you send your children to school only if they are well enough to

participate in all school classes and are exhibiting no flu like symptoms (fever, cough, nasal drip, sneezing). Teachers will monitor the intensity levels during physical education classes, but students are expected to participate to the best of their ability if at school. If your child has an injury or condition that prevents full participation please submit a **doctor's note** which indicates the nature of the condition and their activity recommendations for a specified period of time.

If your child feels ill at school, office staff will contact parents and/or emergency contacts for pick up.

c) **DAILY PHYSICAL ACTIVITY**

Healthy bodies lead to healthy minds! Healthy children are happier, less stressed, more positive and learn better! The benefits of regular exercise are endless! Your children will be scheduled for physical education classes and will be participating in regular fitness activities daily. It is very important that children come to school prepared to participate every day. Please ensure that your children have **appropriate running shoes and clothing for vigorous activity** (a pair of **indoor gym shoes** is encouraged).

d) **ADDRESSING CONCERNS**

When you have concerns about student learning, a change in behaviour or a difficult day, it is always best to first speak with your child's teacher.

Teachers usually have the first hand information necessary to solve most issues. It is important to develop a good working relationship with your child's teacher. If the issue is unresolved please contact the Principal or Vice Principal.

VALLEY VIEW ELEMENTARY SCHOOL - CODE OF CONDUCT

Valley View Elementary School is a ... place where

We provide all students with a solid base of learning, skills and attitudes in preparation for life-long learning.

We believe that all children can be successful learners and we encourage them to take pride in their accomplishments.

OUR CODE OF CONDUCT

OUR RIGHTS



OUR RESPONSIBILITIES

POSITIVE LEARNING EXPERIENCES

We have the right to learn at Valley View; this means that we all work together to support our learning and help create a positive learning environment.



We have the responsibility to come to school prepared, to be focused, to allow others to learn, and to be respectful, active learners.

GENUINE CARING TOWARDS OTHERS

We have the right to be happy and to be treated with compassion in this school; our thoughts and feelings will be respected.



We have the responsibility to be caring toward others.

UNIQUENESS IS RESPECTED & VALUED WE ENCOURAGE ALL KINDS OF MINDS

We all have the right to be in this school; this means no one will treat us unfairly because of our family, gender identity, body shape or size, race and skin colour, ancestry or place of origin, or because we dress, act or learn differently.



We have the responsibility to respect the uniqueness of each individual within our school.

PHYSICAL / EMOTIONAL SAFETY ARE PARAMOUNT

We have the right to be safe in this school; this means that we will not push, hit, kick or do/so anything that makes anyone feel frightened, threatened, intimidated or helpless. We have the right to expect others to care for our property.



We have the responsibility to make the school safe for everyone in every way. We have the responsibility to respect the property of others.

We have the right to be in a learning environment free of alcohol, drugs, and tobacco.

We have the responsibility not to be in possession of, under the influence of, or involved in providing to others: alcohol, drugs, or tobacco at any time at school or during a school function.

SELF EXPRESSION IS VALUED

We have the right to express our feelings and opinions in a respectful way.



We have the responsibility to allow others to express their feelings and opinions in a respectful way.

USE OF TECHNOLOGY/DEVICES

We have the right to use school technology for learning purposes. Students are expected to use school technology and devices for their learning. Individual students may require a technology support plan that is created with teachers, our school-based team, parents, and caregivers.



We have the responsibility to keep personal devices such as phones, tablets, smart watches, or any device with Bluetooth at home or on silent mode or powered off in our backpacks during the day. Students may access their personal devices after school once the final bell has gone off at 2:30 for the purpose of contacting guardians as needed.

SCHOOL SERVICES

a) **LEARNING SUPPORT CENTRE**

The Learning Support Teacher provides direct instruction and resources to help students both in the Learning Centre and in the classroom. The LST teacher can provide assessment of students and is available for consultation with teachers on an ongoing basis.

The LST teacher collaborates with the classroom teacher to adapt/modify the program to suit individual needs and may provide additional resource materials for teacher use. Assistance is provided to those with learning difficulties mainly in Language Arts or Math.

b) **SCHOOL BASED TEAM (SBT)**

The SBT is a group of professionals including the Learning Support Teacher (chairperson), the Principal, the Counsellor and the classroom teacher. Other guests may include the Psychologist, Speech & Language Pathologist, Behaviour Resource Teacher, district specialists and parents. Meetings are scheduled for every Wednesday morning to discuss the needs of referred students and to brainstorm suggestions for their support.

c) **COUNSELLOR & Youth Family Worker**

A counsellor is assigned to Valley View three days a week to provide consultation and some direct service to address the social and emotional needs of our children. Our counsellor is Taryn Morgan, and she welcomes you to contact her through the school office or by email. She is at Valley View on Tuesdays, Wednesday and Thursdays. We also have a Youth Family Worker joining our team half time. This person will support students and families requiring extra support.

d) **LIBRARY**

Our library receives new books each year. Our collection is also integrated with the collections throughout the school district so that students and teachers may request books which are present at another school.

DISTRICT SERVICES

a) **PSYCHOLOGISTS**

Psychologists are available from Student Services to do psychological assessments of a very limited number of students at each school as needed. The referral process for such assessments is through School Based Team, and there is often a wait list.

b) **SPEECH AND LANGUAGE PATHOLOGISTS**

Speech Language Pathologists are available from Student Services to do assessments and provide intervention for a limited number of students at each school. Our S.L.P., Ms. Nancy Liu, can be reached through the school office.

c) **HEALTH SERVICE/FIRST AID**

A public health nurse, Ellen, is assigned to our school and is available by telephone at (250-331-8520) at the Public Health Clinic in Courtenay. She collaborates with classroom teachers around topics such as nutrition, mental health and safety. First Aid is provided by two of our educational assistants who are qualified in first aid.

STUDENT GUIDELINES

a) **BICYCLES/ROLLER BLADES/SCOOTERS**

If students ride their bicycles to school they are reminded to wear a helmet and to lock their bicycles at the rack outside the school. Students are asked to walk their bicycle on the asphalt area and sidewalks around the school to avoid accidents in this crowded walking and playing area.

Students are asked to remove their roller blades / dismount from scooters / skateboards while outside of the school at the start / finish of each day, and to use their wheels in the playground only outside of school hours.

b) **HOMEWORK and/or HOME READING**

Homework assignments and/or home reading contribute to the educational growth of the student. Teachers are responsible for assigning homework and/or home reading. If you have a concern regarding homework, please see your child's teacher. Parents/guardians ...please plan with your child:

- ✓ agree on a regular time for work/reading to be completed
- ✓ have a regular place with all tools available (pencils, rulers, etc.)
- ✓ turn off the TV and radio
- ✓ talk about homework
- ✓ set a good example
- ✓ review student planners on a daily basis

c) **CLOTHING REQUIREMENTS**

Please make sure that your child is dressed appropriately for the weather conditions. Boots and rain wear are important during the rainy season as we spend a lot of time outdoors. Teachers may require students to have an extra pair of shoes at school in case they get wet at recess or lunch.

Students are asked to have appropriate clothing and non-marking running shoes for PE classes. Intermediate teachers will communicate with you about their requirements for daily physical activity.

d) **SNOWY DAYS**

When heavy snow fall occurs, please consult the school district website at Comox Valley Schools for up to date information about school closures or early dismissal. Please do not call the school asking if we're open, as it ties up our lines. See also the information on the front page of our school's web-site. The Comox Valley School District prohibits throwing snowballs on any school grounds. Please note that snow sliding equipment is welcome.

COMMUNICATION SERVICES

a) **SCHOOL COMMUNICATION AND WEB-SITE**

The school administration will email families a weekly newsletter. Parents/guardians

and students who are on-line may wish to go to our web-site at: <https://www.comoxvalleyschools.ca/valley-view-elementary/>. You may also consult the Comox Valley School District <http://www.sd71.bc.ca/> and follow the links to Valley View. We place all school correspondence, PAC information, calendar updates and other news items on the website on a regular basis. It is a great source for information.

b) **CLASS COMMUNICATION**

Teachers may periodically send home notices regarding the class program, individual projects, home reading and field trips. It is extremely helpful to the teachers when forms are returned promptly. Some classes also maintain a class webpage, and links to their home pages are on our school web page.

c) **STUDENT PLANNERS**

Our PAC has supported the purchasing of school planners for the past many years. The Planner is a great way organizing homework, planning for projects, parent/teacher communication and to keep track of special events. Please make a habit of checking it regularly to stay informed. Some teachers are using a class blog or homework page in lieu of a planner. Be sure to check in with your teacher to know how to learn about important class information.

d) **NON-EMERGENCY TELEPHONE USE**

Students and parents/guardians are requested to make plans for after school before coming to school in the morning. We encourage children to go straight home and check with their parents/guardians if they wish to change their after school plans. Students are welcome to use the phone in the office only in the event of an emergency. This eliminates the frantic phone calls trying to locate a child who has gone to a friend's house after school without the parents' knowledge. We discourage use of children's personal cell phones at school since the office receives the worried phone calls when a message is left, and often has no idea a call was made.

e) **STUDENT TRANSFERS**

If your child will be leaving Valley View Elementary School during the school year, please notify the school office in advance. As well, return all texts, library books or other school issued equipment which may be at home.

f) **SCHOOL ASSEMBLIES**

Some assemblies will be for cultural performances, for guest presenters, spirit assemblies. You are most welcome to attend our assemblies – especially if your child is participating in them. Schedule information can be found through your classroom teacher, in our weekly emails, or through your child's planner. A reminder to parents of pre-school children: for the benefit of children who are performing and their parents, young children need to be quiet during all assemblies and concerts. Our library (beside the office) is available as an area to withdraw to, if needed.

NON-INSTRUCTIONAL DAYS

The Provincial Government provides each school with a total of six non-instructional days (Professional Development days) for staff professional development. These days

provide time for educational planning, introducing new programs and learning strategies for developing skills. Please see the School Calendar page in our web-site for specific information. [SD71 Calendar 2024-2025](#)

SCHOOL BOARD OFFICE DIRECTORY

Reception ~ 334-5500

Educational Administration

Superintendent:	Dr. Jeremy Morrow
Associate Superintendent Secondary Instruction:	Jay Dixon
Associate Superintendent Elementary Instruction:	Dr. Vivian Collyer

Inclusive Education:

Associate Superintendent:	Sean Lamoureux
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Business Administration:

Secretary-Treasurer:	Carrie McVeigh
Director of Operation:	Molly Proudfoot

School Trustees (City of Courtenay)	Janice Caton	250-338-6858
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Afterschool Care

Valley View is fortunate to have an after school care facility on our property. Care provided by Wee Care. Contact 250-331-2388 if needed.