VALLEYVIEW ELEMENTARY SCHOOL

FAMILY INFORMATION PACKET
Welcome! We are pleased to have you and your child(ren) as part of our Valleyview family. We hope you will find our school to be a warm and welcoming place where students can reach their highest potential.

We have prepared this packet in hopes of addressing all of your initial questions and concerns. Do not hesitate to contact any of us through the School Office (863-648-3535) or by e-mail if you require further clarification or wish to discuss other matters that are particular to your family.

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VALLEYVIEW SERVICES AND FACILITIES

Address and Phone:  2900 E. County Road 540-A  
Lakeland, FL  33813  
863-648-3535

Staff E-Mail: The e-mail addresses for all Polk County School Board employees are configured the same: firstname.lastname@polk-fl.net.

Pertinent websites:  
Polk County Public Schools: www.polk-fl.net  
Valleyview school website: www.polk-fl.net/Valleyview  
Parent Connection website: www.valleyview.my-pta.org

Parking: When you visit the school, please park on the visitor parking lot. The bus ramp is closed to all vehicles except buses, daycare vans, and staff who are parking for the workday. During special events when a significant number of visitors are present, the lower P.E. field is opened for parking.

Main Office: The Office is open on all school days and teacher workdays from 7:30 A.M. to 4:00 P.M. The Office is staffed by three secretaries—Attendance and Enrollment Secretary Janet Craven, Financial Secretary Christine Custred, and Principal’s Secretary Vivian Wallace. All visitors, including parents of registered students, are required to report to the Office before traveling elsewhere on campus. Please bring your driver’s license or other valid photo ID with you at every visit so that you can be issued a visitor’s badge.

Our Campus: Valleyview’s buildings are set up in three rows of two or three structures each. Both of the outer rows are classroom buildings. All classrooms exit to the sidewalk. Restrooms and teacher work areas are located in the interior spaces between classrooms. The middle row of buildings houses the Office, Clinic, Media Center, Computer Labs, and Cafeteria. It also contains a covered, open-air pavilion which is used for P.E. on rainy days. Valleyview has only two portables which are used as classrooms, for our VPK classes. An additional three portables on campus are used for club meetings, storage, and PTA activities. Our P.E. facilities consist of a large, covered blacktop space surrounded by soccer and kickball fields and playground areas.

Charlotte: Yes, that really is a chicken that you’ve seen wandering around campus and peering out of the pages of our yearbook! Two years ago, Charlotte, a Rhode Island Red, appeared on our campus, seemingly from out of the blue. Our Kindergarteners at the time came up with a name, and the other students voted to keep it. Charlotte is beloved by staff and students alike. She lays an egg in the Office every day, sometimes visits classrooms, and follows the students to the P.E. field during fire drills. Don’t worry--she is not allowed to enter the cafeteria!

Safety: Valleyview works with the Polk County Fire Marshall to comply with fire codes and carry out fire drills. Our fire plan involves all students reporting to the P.E. field, where their presence is checked by their teachers. In the event of an emergency situation which required a complete evacuation of the campus, our evacuation location is George Jenkins High School.
The school also has a disaster plan to cope with weather emergencies. The center portion of the roofs in our buildings consists of 18” thick, poured concrete. Students who are in classrooms during a weather emergency move into the interior office and restroom areas for protection. Students who are in the Cafeteria “duck and cover” under the lunch tables. Valleyview also works with the Polk County Sheriff’s Office to carry out lock-down drills. We do not have an assigned Resource Officer, but the Officer from George Jenkins High School periodically patrols our campus and is on-call in the event of emergency. When you are visiting our campus, you can help ensure our students’ safety and security by questioning any adult you see who is not wearing a badge or by reporting that person’s presence to a staff member.

**Kidcare:** The Kidcare program that is operated on Valleyview’s campus offers before- and after-school care, as well as full-day programs during school breaks. You can reach the Kidcare office at 648-3548 in the morning and afternoon.

**Clinic:** Valleyview’s Clinic is staffed by an LPN who is overseen by an RN who is responsible for several schools. It is your responsibility to keep the Clinic Nurse apprised of your child’s medical conditions and medications by keeping the Medical Information card up-to-date.

- **Prescribed medication** for your child can be administered by the Nurse, but you must obtain written and signed authorization from your child’s physician and provide the original to the school. The Nurse is not allowed to administer over-the-counter medications to students for minor illnesses, but parents or guardians with proper identification are permitted to dose their children in the clinic.

- **In the case of illness or injury,** students are referred to the Clinic by teachers. The Clinic Nurse will attempt to contact you by phone if your child is in the Clinic, so be sure that all of your contact information on your child’s Student Information card is kept up-to-date. Depending on the circumstances, you and the Clinic Nurse will determine if your child needs to be picked up early from school. However, certain conditions, including fever of 100 degrees or higher, seizure, and the presence of lice, necessitate immediate pick-up.

**Media Center:** Your child will be allowed to have one, two, or three books checked out at any given time, depending on the grade level. Please be sure to help your child keep track of library books and return them on time and in good condition. As a parent, you can also have an account with the Media Center in order to check out books. The Media Specialist, Lisa Cowperthwaite, also offers two to three Book Fairs each school year, which provide you the opportunity to purchase books at reasonable or discounted prices while helping to fund new materials for the Media Center.
PREPARING TO START SCHOOL

**Registration:** If you have not already done so, you need to register your child for school immediately! The following items are needed for enrollment:

- Birth certificate (certified copy)
- Child’s Social Security card
- Proof of physical
- Proof of current immunizations on a Florida immunization card
- Two proofs of residence, one each from two of the following categories, showing name and physical address:
  - Mortgage document, apartment or home lease agreement, or property tax record
  - Current utility bill (electric, gas, phone, cable, or water)
  - Voter registration document
  - Proof of government benefits (disability, Medicare, food stamps, HRS correspondence, etc.)

**Supplies:** The supply lists for all grades are available on Valleyview’s school website via a link from the home page. Should purchasing these items present a hardship for you, please speak with someone in the School Office. Please do not label any supplies that you send in for your student. In addition to these items, most classroom teachers usually appreciate donations throughout the year of items for general use, such as disinfecting wipes, hand sanitizer, and tissues.

**Dress Code:** The Polk County School Board has a mandatory dress code for elementary students, but it does not require formal uniforms. The full dress code is available in the General Information category under the Parents tab on the Polk County Public Schools website. In summary:

- **Bottoms** must be solid navy, black, or khaki, and acceptable fabrics are denim (jeans), twill, and corduroy. Waistbands must be worn at the child’s waistline. Elastic waistbands are acceptable, but any waistband with belt loops requires a belt. If you have a younger child who might struggle with this, we suggest that you cut the loops off. Shorts and skorts may not be shorter than fingertip-length.
- **Tops** must be solid white, navy, or teal. The only t-shirt (i.e., crew neck) styles that may be worn are those with school designs which are sold by the school at nominal prices. Commercially-purchased shirts must be collared (i.e., polo shirts, turtlenecks, or button-front blouses) and may not have a decal or insignia larger than what the child’s hand can easily cover. All shirts must be worn tucked in.
- **Girls’ dresses and jumpers** are acceptable and must follow the color, fabric, and length rules set forth for bottoms. However, for modesty’s sake, girls should wear shorts or leggings underneath in a color that meets the dress code.
- **Shoes** should be closed-toe and comfortable. Most of our students choose to wear athletic shoes.
- **Cold weather** hoodies and long-sleeved t-shirts with school designs will be offered for purchase by individual order in the fall. Please do not overlook this opportunity, as very
few of these items are ordered for extra inventory. Your child may wear other types of outerwear for warmth during arrival, dismissal, and P.E., but these items must be removed in the classroom.

- **School t-shirt sales** are held during orientation and at other times during the school year. T-shirts may also be purchased in the School Office at any time. Should the purchase of items in order to comply with the dress code pose a hardship for your family, please speak with someone in the School Office.
- **Outgrown school clothing** can be brought to the Office to be added to the inventory in our clothing closet for needy students.

**School Calendar:** The student calendar for the district is available on the Polk County Public Schools website as a Quick Link from the Students home page and will be included in the packet your child receives at Student Orientation. We recommend that you note all student holidays now in your datebook so that you are not caught unawares. In addition, for the 2013-14 school year, the Polk County School Board has selected five Wednesdays as Early Release dates. On these days, Valleyview will dismiss at 12:30.

**Teacher Assignment:** The school staff works long and hard to assign each child to an appropriate classroom teacher while taking a number of factors into account. Teacher and classroom assignments are not announced until the morning of Student Orientation.

**Lunch Account:** You will have an opportunity during Student Orientation to make an initial deposit via cash or check in your child’s lunch account. This is a prepaid account against which charges will be made as your child purchases items in the Cafeteria. Please be sure to maintain a positive balance in your child’s account. This can be checked through the Parent Portal, but the Cafeteria will send a notice home if the account needs to be replenished. To add money to the account during the year, you can send cash or check to school (clearly marked with the purpose of the payment and the child’s and teacher’s names) with your child or, once you have your child’s Student ID number, you can add money online at [www.mylunchmoney.com](http://www.mylunchmoney.com). If you believe your child may qualify for free or reduced lunch, you can get the application form from the School Office or find it on the Polk County Public Schools website in the Nutrition category under the Parents tab.

**Paperwork:** At Student Orientation, you will be given a large envelope containing informational papers and others that require your completion. Please make a special effort to complete all of the required papers and return them in the envelope, in your child’s backpack, on the first day of school.
TRANSPORTATION

**Bus Riders:** The Polk County School Board offers bus transportation only for students whose home addresses lie at least two miles from school property. Valleyview’s bus schedules are provided in the information packet handed out at Student Orientation and are also available in the School Office. Bus riders are expected to comply with bus rules and are subject to the same types of disciplinary action that apply on the school campus. If your child will normally be a bus rider during the school year, it is very important that he/she ride the bus on the first day of school so as not to miss the introduction to rules and procedures that the driver will offer. However, please be aware that delays are to be expected during the first week or two of school. All buses load and unload at the bus ramp at the front of the school.

**Daycare Van Riders:** You are responsible for making your own arrangements with local daycare providers for transportation of your child to and/or from school. Daycare vans load and unload at the bus ramp.

**Car Riders:** Valleyview has one and only one location for car drop-off and pick-up—the car line in the main visitor parking lot. While there are turn lanes for the car line on County Road 540-A, both have limited space, so it is important that as many cars as possible be accommodated in the car line itself. For this reason, we ask that you not block the car line entrance or straddle the double entrance lanes. In addition, only right-hand turns are permitted when exiting the car line. This allows for quick exits and prevents accidents.

- **Registration** for car riders will be offered at Student Orientation and can be taken care of thereafter in the School Office. You will be given two hang-tags imprinted with a vehicle number, and your child will be given a backpack tag indicating the same number. Please work with your child to memorize your vehicle number. Be sure that your hang-tag is visible as you enter the car line; a staff member on a loudspeaker system will call your number so that your child(ren) can approach the curb and be ready to quickly enter your vehicle.

- **Morning** car-line times are 7:45 to 8:15. If you arrive early, please sit in your vehicle with your student until the bell sounds and staff indicate that students may enter the campus. Regardless of your arrival time, please pull as far forward as possible and be sure your student is ready to quickly exit your vehicle in order to avoid back-ups in the line. If you arrive in the car line after the tardy bell has sounded at 8:20, you are required to park your vehicle and accompany your child to the Office to sign him/her in late.

- **Afternoon** car-line times are 3:00 to 3:30. If you arrive early, please be mindful that other parents and visitors may be trying to exit parking spots that your vehicle is blocking. Car-line vehicles may not pull all the way forward along the curb or begin loading students until the bell sounds and staff has indicated that it is okay to do so. Students who are still waiting for pick-up when the car line closes at 3:30 wait in the Office until their rides arrive.

- **Inclement weather days** are notoriously slow-moving because we can only use about half of the usual amount of sidewalk—that being the portion that is under-cover. In
cases of particularly extreme weather at dismissal time, students are held inside the main building and called outside via walkie-talkie as their vehicles arrive. We appreciate your patience during these longer-than-usual processes.

- **Crossing the car line** is a dangerous undertaking! Please do not allow your children to exit your vehicle in any other spot except the section of curbing in front of the main Office entrance, which is manned by both staff members and patrols. If you need to park in the visitor lot and walk onto the campus for any reason, park in one of the two rows that face each other, and walk between the front ends of the facing vehicles to the sidewalk in front of the third grade wing.

**Walkers/Bike Riders:** In order to accommodate students who live in the vicinity of the school and choose to walk or bike, Valleyview is assigned three crossing guards and has two walker gates at the back of the campus.

- **Harrells Nursery Road** walkers have a crossing guard at the crossing from Highlands Ridge subdivision and use the walker gate on the northwest corner of the campus.
- **Peterson Road** walkers have a crossing guard at the intersection of Peterson and Pollard Roads. They continue along the sidewalk on Pollard to the gate at the northeast corner of the campus.
- **County Road 540-A** walkers have a crossing guard at the traffic light at Pollard Road. They continue along the sidewalk on Pollard to the northeast gate.
- **Walker gates** are only unlocked during arrival and dismissal times, 7:45 to 8:20 A.M. and 3:00 to 3:30 P.M. Parents and other authorized guardians may enter the gates to accompany their children. However, parents may not park vehicles along Harrells Nursery or Pollard Roads in order to allow their children access to the walker gates. The Polk County Sheriff’s Office routinely patrols these areas and will issue tickets to parents who stop or park there!
- Bikes and scooters are stored in the open pavilion area next to the Kindergarten playground.
- **Rainy-day dismissal** is called by the school administration and prevents any walkers from being released for safety reasons. The staff does its best to monitor weather conditions and make a decision by 2:30 if walkers will be held. Walkers are normally released in the case of light rain, but heavier rain, lightning and/or thunder, high winds, and storm watches and/or warnings will generate a rainy-day dismissal call. Notice of rainy-day dismissal is communicated via automated phone calls to the primary numbers provided by parents. In the case of rainy-day dismissal, all walkers/bike riders revert to car riders.

**Transportation Changes:** On a given day when your child will not be leaving school via his/her usual mode of transportation, you must send a note of the change in your child’s agenda by that morning. Your child’s teacher will then send your child to the Office so that a member of the administrative staff can sign off on the change.
ARRIVAL AND DISMISSAL

**Morning Bell Schedule:** The first bell, at 7:45, signals the opening of the car line, walker gates, and bus ramp. The second bell, at 8:10, signals teachers to pick up their class lines. The third bell, at 8:15, signals the start of the school day. Students have five minutes to report to their classes without being marked tardy. The fourth and final bell, at 8:20, is the tardy bell.

**Breakfast:** The breakfast menu is a repeating three-week cycle and can be viewed on the Polk County Public Schools website in the Nutrition category under the Parent tab. Breakfast is provided daily for all students who qualify for free lunch, but it is also available for students qualifying for reduced lunch and those paying from their lunch accounts. Any children eating breakfast at school must go directly to the Cafeteria upon arrival. When finished, they report to their class lines as indicated below.

**Kindergarten Arrival Procedures:** When Kindergarteners arrive on campus, they are gathered into small groups and led by patrols to the Music room, where they wait in their class lines until their teachers pick them up. Kindergarten parents, please note—you are welcome to walk your children onto campus, but you will not be able to take them directly to their classrooms! You may, however, take them directly to the Music room to wait with their classmates.

**Upper Grade Arrival Procedures:** Each grade level, First through Fifth, has a designated area on campus where students wait in class lines until their teachers pick them up to start the day. Students who arrive after pick-up report directly to their classrooms.

**Dismissal Announcements:** Students are dismissed from their classrooms at the end of the day in staggered order, based on mode of transportation, via announcement over the P.A. system. All students dismiss through classroom exit doors on the “inner” portion of the campus to ensure safety and security.

**KidCare Dismissal Procedures:** All students who are enrolled in Valleyview’s on-site KidCare program report directly to the Cafeteria upon dismissal from their classrooms.

**Kindergarten Dismissal Procedures:** Kindergarteners are the first students to be dismissed each day. They are picked up from their classroom doors by patrols who escort them to the appropriate spots based on their modes of transportation. Kindergarteners sit at the front of all bus and after-school care lines, and in the car line they sit on the benches outside of the Office and closest to the staff member calling vehicle numbers. Older siblings are encouraged to sit near Kindergarteners in the car line.

**Upper Grade Dismissal Procedures:** Car riders are dismissed as a group and report directly to the car line. Siblings and car-poolers are encouraged to sit together. Walkers are dismissed as a group and report directly to the Kindergarten playground, where they will be dismissed to the appropriate walker gate. Parents of Kindergarteners who are not walking with older siblings must pick them up at the Kindergarten playground. Buses and daycare vans are called individually.
ATTENDANCE

Absence Due to Illness or Emergency: If your child misses a day of school, you do not need to call the Office to report the absence. When the classroom teacher enters the absence in the Polk County Public Schools’ computer system, the system will generate an automated call to your primary phone number notifying you of the absence. The purpose of these calls is to identify instances of truancy. When your child returns to school following an absence, you must write a note in the student agenda explaining the reason for the absence and requesting that it be excused. If an absence covers three days or more, a doctor’s note is required to excuse it. Your child will have the same number of days to make up any missed work as the number of days absent. The teacher is not required to provide a packet of make-up work to go home during an absence unless it has extended to at least three days.

Tardy Arrival: You are required to accompany your child to the Office in the event of a late arrival, no matter the reason. The staff will have you sign your child in on the Student Information card and provide the reason for the tardiness. They will then give the child a tardy slip to take to the classroom teacher. If your child is late due to a doctor or dentist appointment, please ask for an excuse note to bring with you to school. Your child will turn that note in to his/her teacher so that the tardy arrival can be marked “Excused.” If your child accumulates a total of three tardy arrivals and/or early check-outs (see below), his/her attendance record will be marked with one absence.

Early Pick-up: Should you need to check your child out of school before normal dismissal time for an appointment or other personal business, you need to come in to the School Office with your photo ID and wait while the staff calls your child from the classroom. You will be required to sign your child out and provide the reason for the early departure on the Student Information card. If someone other than the parent or authorized guardian is picking up your child during the day, that person’s name must be on the authorized pick-up list on your child’s Student Information card. If your child is leaving early for a doctor or dentist appointment, please ask for an excuse note to send with your child upon his/her return to school. Please note that no check-outs are allowed after 2:00. In the event that you check your child out for an appointment early in the day, you are welcome to check your child back in to school for the duration of the school day once the appointment is completed.

Attendance Problems: If a student has a record of excessive absenteeism or tardiness, the parent will be contacted by a member of the school’s administration. Should the problem persist, it will be referred to the Polk County School Board’s Social Work department.
DAILY ROUTINE

Classroom Teachers: Kindergarteners, First Graders, and Second Graders spend the majority of the day with their classroom teachers. Third through Fifth Graders are assigned homeroom teachers. Students are re-grouped within their grade levels twice during the day for 90-minute-long Reading and Math blocks with teachers who work with them at the appropriate instructional level.

Morning Opening: Every schoolday begins with the recitation of the Pledge of Allegiance and a uniform check. Monday, Wednesday, and Friday mornings begin with the broadcast of the Valleyview news show, which is produced and anchored by students.

Specials: Valleyview operates on a six-day schedule for Specials classes. Each grade level has a 50-minute-long block of time daily for Specials. During each six-day period, your child’s class will attend Physical Education three times, and Music, Art, and Science Lab one time each. In addition, each class is assigned regular, weekly time slots for visits to the Media Center and Computer Lab. Kindergarten classes also have daily playground time.

Exceptional Student Education: Valleyview offers specialized instruction for both challenged and gifted learners. Your child’s teacher(s), school administration, and school psychologists will communicate with you if they believe your child would appropriately be placed to receive specialized instruction.

Speech Services: Valleyview has a speech pathologist who is on campus part-time to screen and work with students.

Accelerated Reader: Valleyview uses the computerized AR program as a tool to develop and improve reading comprehension. Your child will be given STAR, a computerized reading comprehension test, several times a year. Based on the results, your child will be given an AR “zone,” meaning a reading level which is appropriate to his/her abilities. By reading AR books and then taking computerized tests about them on the computers in the classrooms or in the Media Center, students can accumulate AR points and receive awards. More importantly, reading comprehension increases through participation in the AR program. You can check your child’s progress in AR through the link under the Media Center tab on the school website.

Lunch: Valleyview’s lunch menu is set by Polk County Public Schools. It is published monthly on the reverse side of the school newsletter, and it can also be viewed on the PCPS website in the Nutrition category under the Parents tab. Kindergarteners purchasing lunch are offered only the main, hot entrée listed for the day. Students in upper grades can select a “Quick Bite” item, such as a sandwich or salad, in lieu of the hot entrée. All students must take a milk and at least one fruit or vegetable. Each morning, your child’s classroom teacher will take a count of students buying and packing lunch. This count is then submitted to the Cafeteria so that appropriate amounts of food can be prepared. Homeroom classes travel to and from the Cafeteria together and sit together at designated tables. A Peanut-Free Table is offered for those students who have allergies. Each class has a 30-minute-long lunch period, and each
grade level eats together during the same shift, with staggered arrival times. Upon arrival in the Cafeteria, students packing lunch go directly to their tables, and those buying go through the tray line. Classroom teachers eat in a separate, near-by lounge, while other staff members supervise students during lunch. Students are instructed in the appropriate way to pack their debris and dispose of it before leaving the Cafeteria in their class lines. Parents are welcome to join their children at lunch by sitting with them at our Guest Tables. Our Office staff can tell you when your child’s lunch period starts. Plan to arrive a few minutes early so that you can wait outside the Cafeteria doors and join your child as the class line arrives. Sorry, classmates are not allowed to sit with you and your child at the Guest Table. If you have questions or concerns regarding Cafeteria procedures, or if you are joining your child for lunch and would like to order a lunch tray, please call the Cafeteria Manager, Anne Flynn, at 648-3533.

**Agendas:** Each First through Fifth Grade student is given a student agenda, courtesy of the PTA. Teachers expect students to use the agendas to record homework assignments, test dates, etc. Most also expect students to have their parents review and initial their agenda entries daily. You and your child’s teacher can also use the agenda for the purpose of written communication with each other. Please encourage your child to be responsible in taking care of the agenda and keeping it up-to-date. Should a replacement be needed, there is a $5.00 charge.

**Birthday Celebrations:** Please check with your child’s classroom or homeroom teacher about her policy regarding birthday celebrations and about the specific date when you wish to send treats. All food items must be commercially-prepared and individually-wrapped. Please be sure to accommodate any students with food allergies. It is not permissible for students to receive deliveries of balloons, flowers, etc. in the classrooms. If you are hosting a party for your child outside of school and wish to send invitations to classmates via backpacks, you must include all of the students in the class on your invitation list.
ANTICIPATED EXPENSES

Valleyview’s administration and PTA Board work closely together to stagger projects so that you do not feel like you are constantly being asked to open your wallet! The following are expenses, most of which are optional, that you can anticipate encountering during the year:

**Ongoing:**
- Replenishment of lunch account
- Participation in school and PTA Spirit Events

**August:**
- School clothing
- School supplies
- PTA membership dues

**September:**
- PTA Fall Fundraiser orders
- Hoodie/long-sleeved t-shirt orders
- Club dues

**October:**
- Individual student picture orders
- Book Fair purchases
- Boo-Grams

**November:**
- Go Take a Hike! walkathon pledges (billed following event)

**December:**
- Holiday House purchases
- Donations for classroom holiday parties

**January:**
- Yearbook orders

**February:**
- Orders for Spring Voyage t-shirts
- Donations of sodas, candy, and basket items for Spring Voyage
- Book Fair purchases
- Valentine Candy-Grams

**March:**
- Spring Voyage tickets

**April:**
- Class picture orders
- FCAT Grams

**May:**
- Book Fair purchases
- Donations for classroom end-of-year parties

**Payments:** At any time when you are sending payment to the school, please enclose your check or cash in a sealed envelope. Indicate on the envelope the purpose of the payment, the amount enclosed, and the child’s and teacher’s names.
EXTRA-CURRICULAR ACTIVITIES

Valleyview offers a number of extra-curricular activities, most of which meet in the afternoons. You will receive information at the beginning of the year announcing the opportunity to participate in any of these activities. If your child is normally a bus rider, you will be expected to provide transportation so that he/she can participate.

- Chess Club (Second to Fifth Grades)
- Fourth and Fifth Grade Chorus
- Strings Group
- LEGO Robotics Club (Fifth Grade)
- Valleyview news show

In addition, specific students are invited to participate in other programs, such as the Academic Team, based on their academic performance.
VOLUNTEERING AT VALLEYVIEW

Benefits: Valleyview loves, appreciates, and depends on its volunteers! By volunteering at the school, you show your children that you are interested in their education, and you have the opportunity to become better acquainted with the staff, your children’s classmates, and school procedures.

Becoming an approved volunteer: In order to work as a volunteer with students on the school campus or on off-campus field trips, you must be a Polk County School Board-approved volunteer. If there is any possibility at all that you may already be approved (for instance, if you have volunteered in another Polk County school in the past), please check with the School Office before you begin the application process. You can print out the Volunteer Application form from the link under the Volunteers tab on the school website. Complete the form in full and obtain a money order or certified check made payable to “Polk County School Board” in the amount of $25.00 to cover your Florida Department of Law Enforcement background check. These items get submitted to the School Office, and are sent from there to the District Office for processing. Normal processing time is about two weeks, but please anticipate a longer wait time at the beginning of the school year. Now is the time to submit your application—don’t wait until a week before your child has a field trip or classroom party scheduled and lose out on the opportunity to chaperone! Additionally, PCSB does not accept Volunteer Applications after February 1st of each school year. Should you have questions or concerns related to volunteer approval, please contact Leslie Phillips, Valleyview’s Volunteer Coordinator.

Volunteer Training: Whether you have received or are still awaiting approval, it is important that you attend one of the Volunteer Orientation sessions at the school on Tuesday, September 24th, in the Cafeteria. You may choose from two sessions: one at 9:00 A.M. and one at 6:30 P.M.

Receiving Approval: Please check with the School Office a few weeks after submitting your application to see if you have been approved. If you have, the secretaries will provide you with a PCSB-assigned password. At this time, you may also visit the Computer Lab to have the school’s Network Manager, Patrice Proferes, take a photo for your volunteer badge. This badge eliminates the need for you to have a visitor’s badge printed every time you visit campus to work.

Scheduling Volunteer Work: To see a list of opportunities and sign up for specific volunteer slots that are coordinated through the PTA’s Volunteer Liaison, please visit The Space Station – Valleyview’s Parent Connection website. Go to www.valleyview.my-pta.org and click on the Volunteer Schedules tab. When you sign up to fill a specific slot, the website will generate a reminder e-mail to you a few days before you are scheduled. You may also arrange directly with your child’s teacher to do volunteer work in or outside of the classroom on a regular or as-needed basis. One important, year-long volunteer role which is coordinated with both the Volunteer Liaison and the classroom/homeroom teacher is that of Room Representative. Information on the responsibilities of the Room Representative and documents that are used in the fulfillment of these responsibilities will soon be posted on the Parent Connection website.
Should you have questions or concerns related to volunteer opportunities, please contact Audrey McDowell, the PTA’s Volunteer Liaison.

**Logging Volunteer Hours:** It is very important that you report all of the hours of volunteer work that you do for the school. The computer that is used for this purpose sits on the front counter in the School Office. The secretaries or an experienced volunteer can show you how to log your hours using your Polk County School Board password. If you do volunteer work off-campus, be sure to keep a record of those hours so that you can log them in later.
VALLEYVIEW PTA

Structure: Valleyview has an active PTA unit that complies with the by-laws of the state and national levels of this organization. The PTA Board is composed of an Executive Board of six officers and a number of committee chairs. The Board oversees a large operating budget (in the area of $60,000), is in compliance with audit and IRS requirements, and maintains bond insurance on its officers.

Membership: You will find a PTA membership enrollment form in your child’s Student Orientation packet. Your membership in the PTA shows support for your child and the school, as well as for the larger PTA organization and its advocacy work on behalf of children. Valleyview’s annual PTA dues are just $5.00 per member. Of this, $3.50 is forwarded to the state and national organizations, and $1.50 stays with our local unit. Once your dues payment is processed, you will receive a PTA membership card which offers benefits with various retailers.

Meetings: The PTA is required to hold three general membership meetings each year, in September, December, and May. The PTA Board meets monthly. General members are welcome to attend Board meetings but are not permitted to participate in Board votes.

Functions: The PTA Board plans, funds, and executes a number of projects and programs during the year, including:

- Student assemblies
- Family programs such as Muffins with Mom and Donuts with Dad
- Evening programs featuring musical performances by students
- Needy student and family assistance
- Holiday House
- Float representing Valleyview in the Lakeland Christmas Parade
- Participation in Bully Prevention Month/Red Ribbon Week
- Field trips
- Spring carnival
- Fifth-grade end-of-school celebrations
- Staff appreciation gifts and events
- School newsletter and yearbook
- Event reminder e-mail service
- Boo-Grams, Valentine Candy-Grams, and FCAT Grams
- Spirit events
- Volunteer coordination
- Administration of Box Tops program
The PTA also funds the purchase of items that benefit students, including:

- Reading incentives
- Supplies and equipment for grade-level and specials classrooms
- Student agendas
- Classroom/homeroom holiday and end-of-year parties
- Fifth-grade awards
- Front office furnishings and equipment
- Major school projects (most recently, construction and installation of the school sign)
- Patrol equipment
- Behavior incentives

**Fundraising:** With such a significant budget and expanse of projects, the PTA relies on the generous support of school families. PTA has only one fundraising event each year which is strictly a sale of merchandise. The product line for the Fall Fundraiser is announced at the school’s annual Open House in September. Its other fundraising activities put the emphasis on fun and on a spirit of community:

- Spring Voyage (annual spring carnival)
- Restaurant spirit events
- Skate nights
- Boo-Grams, Valentine Candy-Grams, FCAT Grams
- Sales of school spirit merchandise

The PTA’s annual Holiday House is not a fundraiser but is a charitable project, in that all of the proceeds benefit needy Valleyview families with holiday grocery assistance.

**Volunteering with PTA:** PTA volunteer opportunities are posted on the Parent Connection website with all other volunteer opportunities. If you are interested in serving on the PTA Board as a Committee Chair, please speak with one of the officers. Each spring, the Nominating Committee distributes a form for the purpose of volunteering for Board positions for the following school year.