



# VALLEY WEST SCHOOL

269 Moore Street, Chicopee, MA 01013

(413) 592-6069

[www.valleywestschool.com](http://www.valleywestschool.com)

Dear Parents/Guardians:

Please find enclosed the school calendar for the 2024-2025 school year. Our first day of school will be Thursday, August 29th, and school hours will be 7:45 A.M. to 2:10 P.M. We have also included information regarding our *Parent Advisory Group* and our *Cell Phone Policy* for your review.

Also enclosed in the packet are the following forms that need to be completed and returned:

- *VWS Admission Agreement (Indicating that you accept the information included in the Parent/Student Handbook and the Hazing Policy)*


*\*Please note: The Parent/Student Handbook can be found on our website [www.valleywestschool.com](http://www.valleywestschool.com). If you would like a printed copy, please call the school to request one.*

- *Emergency Medical Form/Over the Counter Medication Form*
- *Permission to Pick Up Form*
- *Release of Information Form*
- *Automated Call Form*
- *Photo Permission Form*

Please complete these forms and return them to the school as we need to place new ones on file annually. If you have any questions or need any assistance, please feel free to contact the school.

As a reminder, our school website, [www.valleywestschool.com](http://www.valleywestschool.com) will be updated with important announcements including weather cancellations or delays, report card dates, schedule changes or special events. Please check for updates throughout the school year.

Sincerely,

  
John Dziel  
Principal

# VALLEY WEST SCHOOL 2024-2025 SCHOOL CALENDAR

**TEACHER IN-SERVICE DAYS**

Monday, August 26 – Wednesday, August 28

**FIRST DAY OF SCHOOL**

Thursday.....August 29, 2024

**LABOR DAY**

Monday.....September 2, 2024  
School Closed

**OPEN HOUSE - 1/2 Day**

Thursday.....September 26, 2024  
*Dismissal at 11:00 a.m.*  
Open House 6:00 - 7:30 p.m.

**INDIGENOUS PEOPLES DAY**

Monday.....October 14, 2024  
School Closed

**VETERANS DAY OBSERVANCE**

Monday.....November 11, 2024  
School Closed

**THANKSGIVING**

Wednesday.....Nov. 27, 2024  
To Friday.....Nov. 29, 2024

**HOLIDAY VACATION**

Monday.....December 23, 2024  
To Wednesday.....January 1, 2025

**MARTIN LUTHER KING DAY**

Monday.....January 20, 2025  
School Closed

**TEACHER IN-SERVICE DAY**

Monday.....February 10, 2025  
School Closed

**WINTER VACATION**

Monday .....February 17, 2025  
To Friday.....February 21, 2025

**TEACHER IN-SERVICE 1/2 DAY**

Friday.....March 14, 2025  
*Dismissal at 11:00 a.m.*

**GOOD FRIDAY**

Friday.....April 18, 2025  
School Closed

**SPRING VACATION**

Monday .....April 21, 2025  
To Friday..... April 25, 2025

**MEMORIAL DAY**

Monday.....May 26, 2025  
School Closed

**LAST DAY OF SCHOOL**

Friday.....June 16, 2025  
*Dismissal at 11:00 a.m.*

**JUNETEENTH**

Thursday.....June 19, 2025  
School Closed

**Inclement weather & other emergency closing make-up days**

June.....17-24, 2025

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Calendar includes 180 school days and 5 additional days for inclement weather or other emergency circumstances.**  
**School will close after we have been in session 180 pupil school days.**





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## **PARENT ADVISORY GROUP 2024-2025**

The Parent Advisory Group shall advise the school on matters that pertain to the education, health, and safety of the students in the program. Valley West School will facilitate the meeting and provide the meeting space.

All meetings to take place at: Valley West School  
269 Moore Street  
Chicopee, MA 01013

If you are planning on attending a meeting, please contact the school at 413-592-6069 or email [LisaB@valleywestschool.com](mailto:LisaB@valleywestschool.com), so we can ensure for adequate meeting space.

Meetings are to take place on the following dates:

October 9, 2024 at 9:00 AM

January 8, 2025 at 9:00 AM

March 19, 2025 at 9:00 AM

May 14, 2025 at 9:00 AM

Summer School Meeting:

July 9, 2025 at 9:00 AM



August 2024

Dear Parents and Guardians:

We are writing to you to remind you of Valley West School's cell phone policy. This policy went into effect in July of 2022.

*Cell phones are not allowed to be carried by students during the school day.*

Students are required to hand in their cell phone to a staff member when they arrive to school, where they are stored in a secure location during the school day. At the end of the school day, they are returned to the student. If students decide to leave cell phones at home, parents may be asked to confirm this fact to school staff. We greatly appreciate your ongoing support with this policy at Valley West School. It has been extremely successful thus far, and has resulted in an increase in student engagement and participation in academic and social activities.

If you need to reach your child while they are at school for any reason, please feel free to call the school directly at 413-592-6069, and we will relay any messages you may have, or provide an opportunity for you to speak to them.

If you have specific questions about this policy, please contact your child's program coordinator directly. (HS-John Rahilly, MS-Kevin Foley, EL-Brian Garon)  
Thank you for your continued support with this matter.

Sincerely,

Valley West School Administration

# ***Valley West School***

*269 Moore St.*

*Chicopee, MA 01013*

## **ADMISSION AGREEMENT**

*I have read, understand, and agree to all of the policies and procedures contained in the Valley West School Parent/Student Handbook (including: **Behavior Support Policies and Procedures, Physical Restraint Procedures, and the Bullying Intervention and Prevention Plan**) as they pertain to my child*

\_\_\_\_\_.

*I understand and agree that my child is responsible for following the rules, regulations, and policies of Valley West School.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

.....

*I understand and agree to the hazing policy and the hazing disciplinary policy, approved by the Valley West School Board of Directors contained within this handbook. (Current Massachusetts anti-hazing laws are outlined in the handbook.)*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*The Parent/Student Handbook is located on our website [www.valleywestschool.com](http://www.valleywestschool.com) under the parents tab.*



# Valley West School

269 Moore Street, Chicopee, MA 01013 www.valleywestschool.com  
phone 413.592.6069 fax 413.598.8430

## 2024-2025 EMERGENCY FORM

Please fill in the following information and return it to school prior to the first day of school year..  
This information is important in case of illness, or emergency, during school or an emergency dismissal from school.  
**NO STUDENT WILL BE ALLOWED IN SCHOOL WITHOUT A SIGNED EMERGENCY FORM.**

Student's name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Grade: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Parent/Guardian 1: \_\_\_\_\_ Relation: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

(Please note: Parent/Guardian 1 will be contacted regarding student absences)

Parent/Guardian 2: \_\_\_\_\_ Relation: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Custody: \_\_\_\_\_ Living Arrangement: \_\_\_\_\_

Email of Parent/Guardian 1: \_\_\_\_\_ Email of Parent/Guardian 2: \_\_\_\_\_

Student's physician: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date last visit: \_\_\_\_\_

Student's dentist: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date last visit: \_\_\_\_\_

Student's therapist: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date last visit: \_\_\_\_\_

Student's psychiatrist: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date last visit: \_\_\_\_\_

Please list all medications that your child takes. **Please notify health office of any medication changes!**

\_\_\_\_\_  
\_\_\_\_\_

Please circle the following that affect your child: Heart Condition Diabetes Asthma Seizure Disorder ADD ADHD  
Migraines Depression Allergies Other \_\_\_\_\_

Allergies: Y or N To what? (Food, insects, medication, environment) Specify \_\_\_\_\_

Procedure \_\_\_\_\_ Epi-pen \_\_\_\_\_ Inhaler \_\_\_\_\_

I agree to have my son/daughter brought to the nearest hospital, E.R. or crisis center for evaluation and treatment, in the event of a medical/psychiatric emergency, which cannot be handled in the school setting. I give permission for the exchange of information with any of my child's service providers for the purpose of referral, diagnosis and treatment. I give consent to Valley West School to request a copy of my child's physical and immunization record from the sending school or physician's office. I give permission to the school nurse to share this information with the appropriate school personnel.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_ **OVER**

**2024-2025**

**Parent/Guardian Authorization for Over the Counter Medication**

When students have a minor injury or health issue during school hours they may be helped by over the counter medications. Valley West's School Physician has approved the administration of the medications listed below provided a nurse has assessed the student's condition, current medication profile, allergies, and need for medication. Please complete and return this permission form to the Health Office **crossing out any individual medication or topical preparation that you do not give permission to be used**. Please update the Health Office promptly of any changes in medications, allergies, or health conditions. No medications will be given unless current signed consent from parent/guardian is on file at school. Telephone permission cannot substitute for a signed, dated consent.

Student's Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Allergies to food, medications, insect bites/stings, latex, or other? \_\_\_\_\_

Has your child ever been prescribed an Epi-Pen for an allergy? \_\_\_\_\_

List all medications your child takes including those taken outside of school hours: \_\_\_\_\_

Circle any of the following that affect your child: Heart Condition Diabetes Asthma Seizure Disorder ADD  
ADHD Migraines Depression Other \_\_\_\_\_

<b>Acetaminophen 325mg</b> – <u>Over 12 years old</u> - Two tabs every 4-6 hrs, NTE 12 tabs/24 hrs. <u>Under 12 years old</u> -Use children's strength product. Follow package directions for age and weight.	<b>Antacid liquid</b> (Aluminum hydroxide 400mg/simethicone 40mg Magnesium hydroxide 400mg per 5ml) – <u>Over 12 years old</u> - 10 to 20ml between meals. NTE 120 ml/24hrs. <u>Under 12 years old</u> - only as directed by child's MD.
<b>Ibuprofen 200 mg</b> – <u>Over 12 years old</u> -One to two tabs every 4-6hrs. NTE 6 tabs/24 hrs. <u>Under 12 years old</u> - Use children's strength product. Follow directions for age/weight.	<b>Antacid tablets</b> (Calcium Carbonate 1000 mg/tablet). <u>Over 12 years old</u> - Chew 2-3 tablets as heartburn symptoms occur. NTE 7 tabs/24 hours. <u>Under 12 years old</u> -only as directed by child's MD.
<b>Diphenhydramine 25 mg</b> – for localized allergic reaction. <u>Over 12 years old</u> - 1 to 2 tabs. <u>For 6-12 yrs old</u> - one tab.	<b>Cough drops</b> – menthol/eucalyptus (one drop per hour) or menthol/Benzocaine (one drop every 2 hours).
<b>Diphenhydramine Cream</b> – for localized itching	<b>Lip Balm</b> – for chapped lips
<b>Hydrogen Peroxide</b> – superficial skin/wound care	<b>Calamine Lotion</b> – for mild, localized insect bites & rashes
<b>Isopropyl Alcohol 70%</b> – superficial skin/wound care	<b>Oral-jel</b> (IC 10% Benzocaine oral anesthetic) – for tooth/gum pain
<b>Triple Antibiotic Ointment</b> – (bacitracin zinc, neomycin sulfate, polymixin B) signs of superficial wound infection	<b>Sun Screen</b> – as requested by student prior to going outside.
<b>Hydrocortisone cream 1%</b> – minor skin irritations.	<b>Insect Repellent</b> – as requested by student
<b>Alcohol based Hand Sanitizer</b> -(at least 60% Ethyl Alcohol)- for cleaning hands as alternative when handwashing with soap and water is not available. Dispense enough product onto your palm to thoroughly cover your hands. Rub hands together briskly until dry. Children under 6 years old should be supervised during use and application of hand sanitizer.	

**Emergency Treatment**

**Poisoning**- Treatment as directed by Poison Control 1-800-222-1222

**Allergic Reaction** - Diphenhydramine HCl 25-50mg

**\*Anaphylactic Reaction**- Epi-Pen Jr 0.15mg for child under 60 lbs. Epi-Pen 0.3mg for child/adult over 60 lbs.

**\*Opioid Overdose** – Naloxone intranasal 2 mg (1mg/1ml) initial dose for individuals ≥ 44lbs or ≥ 5 years of age.

**\*When Epi-Pen or Naloxone are administered 911 must be called to transport patient via ambulance to Emergency Room**

I give my permission for the school nurse, or their designee, to administer the medications approved by the school physician. I have crossed out any product that I do not want my child to receive. I give my permission for my son/daughter to be transported via ambulance to the nearest Emergency Room in the event of a medical emergency that cannot be handled in the school setting.

School Physician  
Dr. Kristen Deschene

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

  
Physician Signature & Date

Signature of student (if 18 years): \_\_\_\_\_



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## Permission to Pick-Up

In order to follow appropriate safety protocols, please provide the names of anyone who is allowed to pick up the following student at the end of the day or in an emergency situation:

Student Name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

### **INDIVIDUALS ALLOWED TO PICK UP STUDENT:**

Please provide the names and contact information for anyone who is allowed to pick up the above named student.

**(Please note: ID will be required when picking up.)**

NAME:	PHONE NUMBER:	RELATION:

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_





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## Release of Information Form

I, hereby give permission to the following agencies and/or providers to communicate, furnish, or receive all information regarding my child \_\_\_\_\_ (NAME and DATE OF BIRTH) as requested or provided by Valley West School:

AGENCY/PROVIDER/OTHER	PHONE NUMBER

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Except for the provisions in Section 7.3, no information in a student's record shall be disseminated to a third party without the specific informed written consent of the eligible student and his/her parent, or either one, as applicable, under the rules in Section 1 of these regulations. When granting consent, the eligible student and his/her parent, or either one, as applicable, shall have the right to designate which portions of the student record shall be disseminated to any third party.

\_\_\_\_\_



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Dear Parent/Guardian,

Valley West School uses an automated call system to inform parents and guardians of important school information and updates, including delays and cancellations.

Please provide us with the primary number you would like our automated system to utilize.

STUDENT NAME: \_\_\_\_\_

PARENT/GUARDIAN: (please print) \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Additional number for notifications:

NAME: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_



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## PHOTO PERMISSION

\_\_\_\_\_ I hereby **give** permission for my child to be photographed while at Valley West School. I understand that these pictures may be displayed on our school website and included in the Valley West School yearbook.

\_\_\_\_\_ I hereby **give** permission for my child to be photographed while at Valley West School for the purposes of the yearbook only.

\_\_\_\_\_ I **do not give** permission for my child to be photographed while at Valley West School.

CHILD'S NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PARENT/GUARDIAN

SIGNATURE: \_\_\_\_\_