



Parent/Student Handbook

2022-2023

5490 Leon Drive
Sun Valley, NV 89433

Phone: (775) 674-4420



www.washoeschools.net/SunValley
www.facebook.com/SunValleyLionPride

Table of Contents

Introduction Section

<i>Letter from the Principal</i>	pg. 3
<i>Staff List</i>	pg. 4

Identification Section

Statement of Purpose & Mission Statement	pg. 5
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Procedures Section

WCSD 2022-2023 Calendar	pg. 6
Sun Valley Daily Schedule	pg. 7
Important Phone Numbers/Websites	pg. 8
Sun Valley Elementary School Policies and Procedures.....	pg. 9-12
Arrival/Dismissal	pg. 9
Parking Lot Procedures	pg. 9-11
Transportation	pg. 12
Health	pg. 12
Scooters/Bicycles/Roller Blades/Wheelie Shoes.....	pg. 12
Meals & Snacks.....	pg. 12
Attendance.....	pg. 12-13
Leaving School Early	pg. 13
Registration/Withdrawal	pg. 13
Infinite Campus	pg. 13
After School Programming.....	pg. 13
Parent Communication & Counseling.....	pg. 14
Class Dojo	pg. 14
Connect Ed	pg. 14
Report Cards	pg. 14
Parent Teacher Conferences	pg. 14
Family Resource Center: The Lion's Den	pg. 14
Home Visits	pg. 14
Emergency Information	pg. 14
Visitors, Volunteering & Fieldtrips.....	pg. 15
Social Emotional Learning & Positive Behavior Supports.....	pg. 15-16
Schoolwide Behavior Expectations Matrix.....	pg. 16
Personal Belongings, Electronic Devices, Lost & Found.....	pg. 17
Bullying & Harassment.....	pg. 17
Emergency Procedures.....	pg. 17
Dress Code.....	pg. 18
COVID-19 and the School Environment.....	pg. 18



A Message from the Principal

5490 Leon Drive
Sun Valley, NV 89433
Phone 775-674-4420
Fax 775-674-4423



Ashley Oliveira, Principal
Ryan Smith, Assistant Principal

Sun Valley Families,

Welcome to the 2022-2023 School Year! First, I would like to say that I am so humbled and honored to be selected to serve as the next principal of Sun Valley Elementary School. It has been such a wonderful experience getting to know our students, staff, and many of our families during the second semester of our last school year together. I am looking forward to getting to continue to work alongside you, as our family and community partners, to serve the amazing students and teachers that we have at Sun Valley Elementary School for years to come.

This school year, our theme is “*‘Ohana*: At Sun Valley Elementary School, Everyone is Family”. The concept of *‘Ohana* is strongly rooted in Hawaiian culture and involves creating loving relationships with not only immediate family members, but within neighborhoods, workplaces, school communities, and more. At Sun Valley Elementary School, we work to develop loving relationships with our students, staff and families and we call ourselves a Sun Valley Family. We look forward to further cultivating and celebrating *‘Ohana* in all that we do this year, and we look forward to teaching our students about *‘Ohana*, as well as learning from them about what family means to them in their respective cultures as well.

We feel so privileged to be a part of this school family and community. We thank you for your support and look forward to working your child and your family this year!

Ashley Oliveira
Proud Principal

Sun Valley Elementary School Staff 2022-2023

Ashley Oliveira –Principal
Ryan Smith – Assistant Principal

<p><u>Pre-K</u> TBD Viridiana Alonso (Aide)</p> <p><u>Kindergarten</u> Theresa Breitmeyer Jacqueline Cortez Rhonda Wiese Rebecca Nolasco (Aide) TBD (Aide)</p> <p><u>First Grade</u> Karen Avila-Sheffield Andrew Levandowski Brenda Serafin Diane Wilkinson Kelly Wilson</p> <p><u>Second Grade</u> Irene Ayala Sky Baumbach Lou Ann McCarthy Olga Quiroz Samantha Sidman</p> <p><u>Third Grade</u> Marijke de Hoop Lisa Ellison Katie Gaeckle Alanna Mayo</p> <p><u>Fourth Grade</u> Mitchell Brill Adriana Bonett-Kenny Candee McGraw</p> <p><u>Fifth Grade</u> Maya Merlis Hernan Rios Alejandra Vazquez</p>	<p><u>SPED-Strategies</u> Darci Hill Heidy Rios Jennifer Anderson (Assistant) Mirna Murillo (Assistant) Florence Cox (1:1 Aide) Kathryn Gifford (1:1 Aide)</p> <p><u>SPED-Resource</u> Andrea Torres</p> <p><u>Psychologist</u> Molly Fallon</p> <p><u>Speech</u> Gina Lazzarone</p> <p><u>ELL</u> Alanna Brady Jessica Freda Nancy Sandoval</p> <p><u>Learning Facilitator</u> Sherry Coops</p> <p><u>Family and Community Engagement (FACE) Liaison</u> Odalis Gusman Marquez</p> <p><u>Counselor</u> Tiare Pincolini</p> <p><u>School Social Worker</u> TBD</p> <p><u>Intervention</u> Phillip Vaughn Hulbert</p>	<p><u>Computers</u> TBD</p> <p><u>Library</u> Dana Bothe</p> <p><u>Music</u> Art Lyon</p> <p><u>Core Arts</u> Abigail Abrahamzon</p> <p><u>Health Clinic</u> Kimberly Icenhour (Nurse) Gloria Buleje (Clinical Aide)</p> <p><u>Nutrition Services</u> Teri Braunworth TBD</p> <p><u>Boys and Girls Club</u> Lesly Guillen</p> <p><u>Team Up Tutoring</u> Barbara Hawkins (Coordinator) Daniel Cerillo Neri (Assistant) April Barker (Assistant)</p> <p><u>Facilities Maintenance</u> Rose Jeffers (SFC) Cynthia Chagolla Juan Chagolla</p> <p><u>Office</u> Charleen Belcher-Secretary Lilia Guzman – Bilingual Clerk</p>
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Sun Valley Elementary School



MISSION

Sun Valley Elementary School grows all students into achievers and positive problem solvers.

CORE VALUES

We are a collaborative and effective community who values positive relationships and delivers quality instruction to all.

We show our ***Lion Pride*** by being:

Safe, Respectful, and Responsible

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District's website at <https://www.wcsdpolicy.net/>

2022-2023 SCHOOL YEAR CALENDAR

August 15	Monday	First Day of School for All Students
August 15-19	Monday – Friday	Kindergarten Testing Week
August 22	Monday	First Day of School of Kindergarten Students
*September 5	Monday	Holiday - Labor Day – School and Office Closed
September 30	Friday	Fall Portraits
*October 3-7	Monday – Friday	Fall Break – School and Office Closed
October 21	Friday	End of Grading Period
October 21-October 27	Friday - Thursday	Conference Week#1 (School day releases at 1:20)
*October 28	Friday	Holiday – Nevada Day Observance – School and Office Closed
*November 8	Tuesday	Election Day – School Closed for Students
November 9	Wednesday	Picture Day Makeups
*November 11	Friday	Holiday – Veteran’s Day – School and Office Closed
*November 23-25	Wednesday – Friday	Thanksgiving Break – School and Office Closed
December 22	Thursday	End of Grading Period
*December 23	Friday	Teacher Work Day – School Closed for Students
*December 26-January 6	2 Weeks	Winter Break – School Closed to Students
January 9	Monday	2 nd Semester Starts
*January 16	Monday	Holiday – Martin Luther King, Jr. Day – School and Office Closed
January 23	Monday	Kindergarten Grad Picture Day
February 13-February 17	Monday – Friday	Conference Week #2 (School day releases at 1:20)
*February 20	Monday	Holiday – Presidents’ Day – School and Office Closed
March 7	Tuesday	Spring Picture Day
March 17	Friday	End of Grading Period
*March 20 – March 31	2 Weeks	Spring Break – School Closed to Students
May 1-5	Monday – Friday	Teacher/Staff Appreciation Week
*May 29	Monday	Holiday – Memorial Day – School and Office Closed
June 9	Friday	End of Grading Period & Last Day of School
June 12	Monday	Inclement Weather Contingency Day
June 13	Tuesday	Inclement Weather Contingency Day
June 14	Wednesday	Inclement Weather Contingency Day

*Indicates no school for students



SUN VALLEY ELEMENTARY SCHOOL

2022-2023 DAILY SCHEDULE

<u>1st Bell</u>	9:25	Students may enter the buildings
<u>School Day Begins</u>	9:30	Tardy bell rings
<u>Lunch</u>		
Kindergarten & 5th	11:45-12:05	
2 nd & 3 rd	12:10-12:30	
1 st & 4 th	12:35-12:55	
<u>Lunch Recess</u>		
Kindergarten & 5th	12:05-12:25	
2 nd & 3 rd	12:10-12:30	
1 st & 4 th	12:55-1:15	
<u>Afternoon Recess</u>		
1 st	2:30-3:00	
2 nd & 3 rd	2:45-3:00	
<u>Dismissal</u>	3:30pm	



Early Release Days (Wednesdays):
Conference Week (10/21-27 & 2/13-17):

Dismissal is 2:45*
Dismissal is 1:20

***DELAYED START PROCEDURES**

In the event of a bad storm, the TV and Radio Stations will begin announcing DELAYED START of school by 6:00 am. In addition, you will find all information on the district website @www.washoeschools.net, on the WCS D Facebook page, and/or on the Sun Valley ES Facebook page @ www.facebook.com/SunValleyLionPride. You can also call the Snow Hotline at 775-334-8373 at 6am for updates.

In the event of a 2-hour delayed start, school will begin at 11:25 am. School will end at the regular 3:30 pm dismissal time. If a 2-hour delayed start is called on a Wednesday, early release will be cancelled and dismissal will be at 3:30 pm.

Students are NOT to arrive at school until 10 minutes before the delayed start times, as there will be NO playground supervision in the morning and there will be NO before-school programming.

Important Phone Numbers and Websites

Sun Valley ES Office (24 hour voicemail):	674-4420
WCSD Main Office:	348-0200
Snow Hotline (for school cancellations or delays)	334-8373
Boys and Girls Club (Before/After school Program):	331-5437
WCSD Police Department:	348-0285
WCSD Nutrition Services:	353-5930
Washoe County Library (North Valley's Branch):	972-0281
Washoe County Social Services:	784-7301
Washoe County Health Department:	328-2400
Children's Cabinet:	856-6200
Child Find:	689-2854
Crisis Call Center:	784-8090

WCSD Website:	www.washoeschools.net
Sun Valley ES Website:	www.washoeschools.net/SunValley
Sun Valley ES Facebook Page:	www.facebook.com/SunValleyLionPride



Sun Valley Elementary School

Policies and Procedures 2022-2023

ARRIVAL 9:15 AM

- Supervision of the playground begins at 9:15am. Students may not enter the playground until school staff are on the playground. Students are also not permitted to be in the hallways or buildings before the morning bell (9:25 am) rings. Please make arrangements with our before- and after- school provider if you need to drop your child off prior to 9:15am or cannot pick your child up at dismissal.
- 9:25 am – 1st bell rings to line up
- 9:30 am – Tardy bell rings – instruction begins.
- Tardy students (not in the classroom when the 9:30 am bell rings) are to report to the office as soon as they arrive at school. This VERY important so that parents do not receive a call in the morning reporting a student absent.

DISMISSAL 3:30 PM

- It is imperative that all students are picked up each day at the 3:30 pm bell and are safely accounted for by 3:40 pm. Any child not picked up will be expected to wait for an adult in the school office. This should only happen on rare, emergency occasions.
- In the event of an emergency that will result in you being late (after 3:40 pm), please contact the school and we will keep your child in the main office safely.
- A morning and after school program sponsored by an outside agency is available on campus.

PARKING LOT PROCEDURES – “Kiss and Drop”

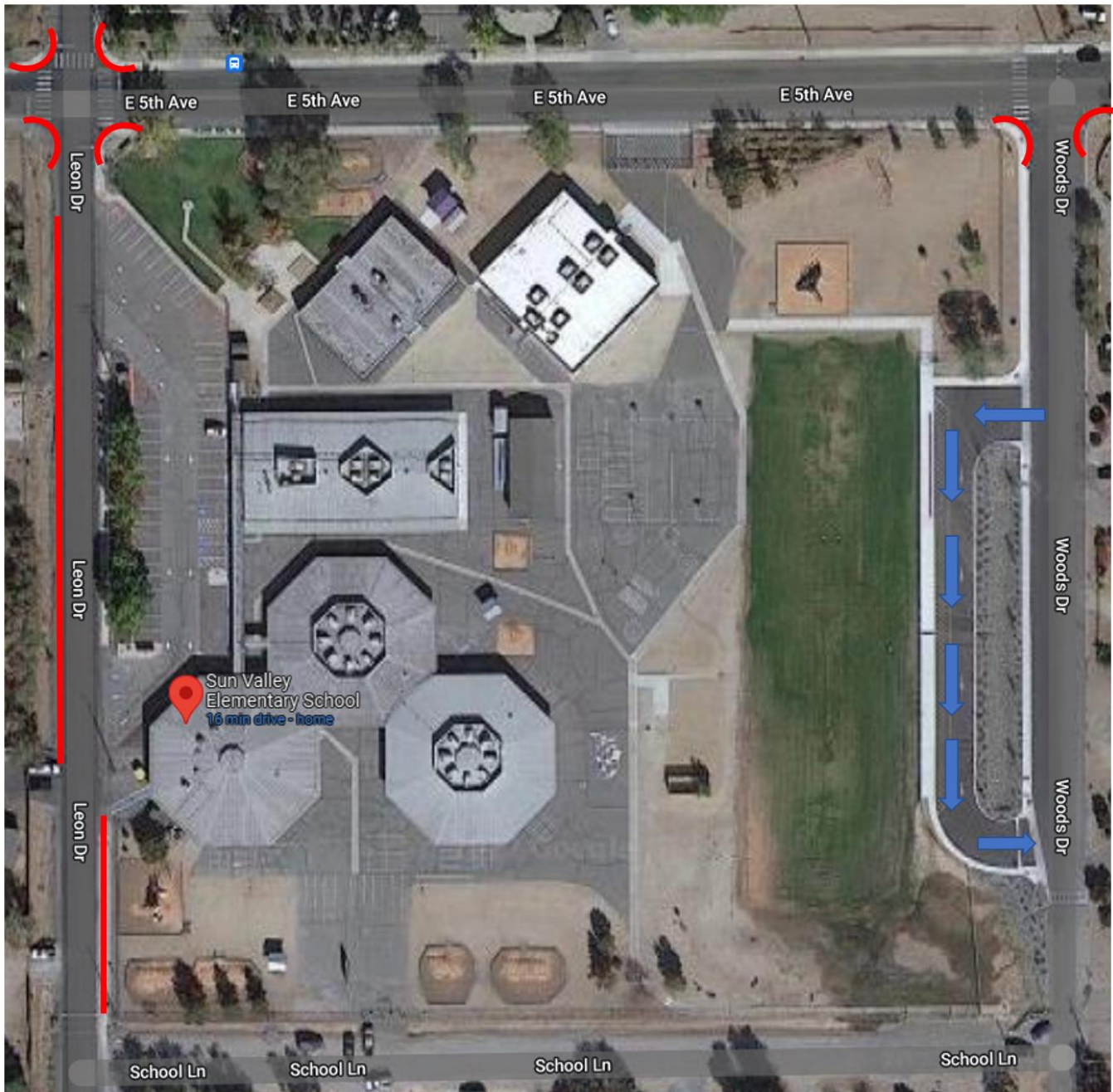
It is our number one priority to keep all of our students, staff, and parents safe while here on our school campus. Last year, we experienced an increase in safety concerns in our parking lot and surrounding streets. To mitigate this, we have repainted curbs, will be increasing signage, and we are also looking for parent volunteers to support in parking lot supervision. Please contact the office at 674-4420 if you are interested in supporting us as a Parking Lot Parent Volunteer. We are asking that all families adhere to the parking lot and driving expectations to keep everyone safe.

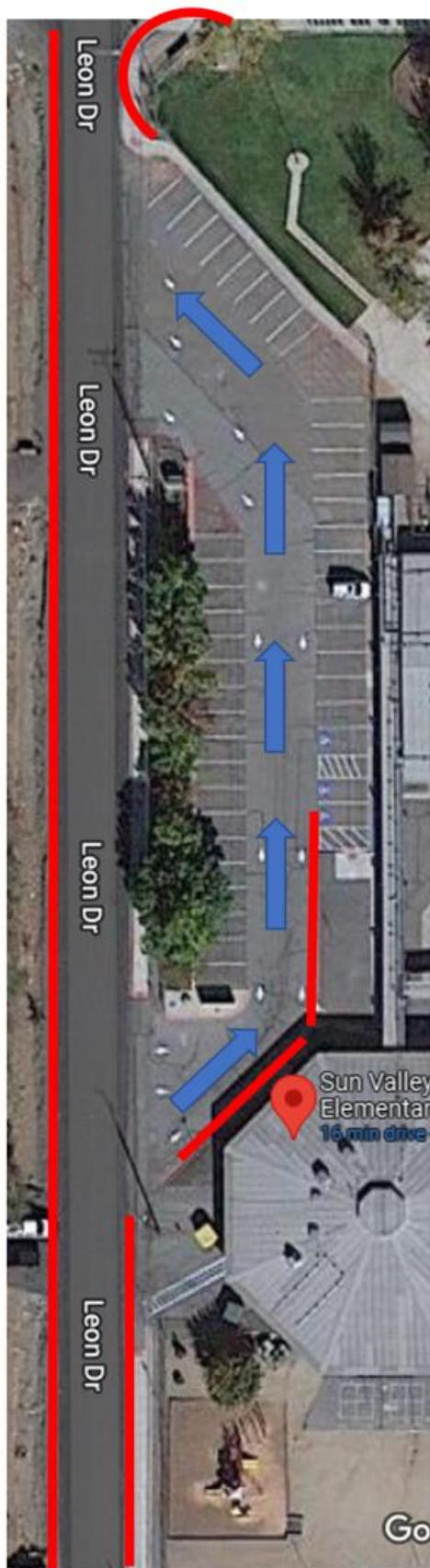
- The front parking lot is for **bus loading and unloading ONLY from 9:10-9:30 am and 3:15-3:45pm**. The front parking lot is for staff parking and parent use from 9:30 am to 3:15 pm, only when there are no busses present in the front parking lot.
- If the orange cones are placed out in the front parking lot entrance or busses are parked there, please do not enter the parking lot.
- Please be aware of the “Do Not Enter” and “No Parking” signs at the front parking lot and do not use this area to enter the parking lot.
- There is a **Parent Pick-Up**, AKA “Kiss and Drop” area behind (east) the school building. Please meet your child here after school. **Parents are expected to drop off and pick up their students without exiting their cars.** Please pull up alongside the green curb and remain inside your vehicle while your students to load/unload from your vehicle independently. Please pull forward as space along the green curb becomes available. Please arrive early, be patient, and alert to the traffic patterns. Thank you!
- Students are not permitted to step off of the green curb without an adult escort.
- Please do not double park or park in areas that are not parking spaces or block the crosswalk when stopped at a stop sign or while waiting to make a turn.
- Please stop and yield to pedestrians using the crosswalks.
- Avoid any distractions while driving and remind your children to do the same when walking to or from school.
- Please remember to obey all traffic laws and the traffic patterns that have been put in place here at Sun Valley Elementary and in the community along your commute.

If you would like to join our Parent Parking Lot Committee, we will be holding trainings for interested parents throughout the year. Please contact our Family and Community Engagement Liaison, Odalis Gusman, at Sun Valley

ES at 775-674-4420 if you would like to volunteer to be a part of this very important Parent Parking Lot Task Force. Together, we can help our children and our students have a safe experience coming to and from school.

We would appreciate your support in following and enforcing these safety expectations in our parking lot and surrounding areas.





Please note the following:

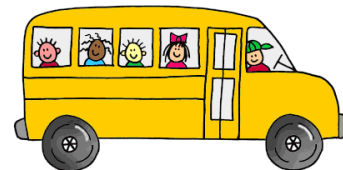
- **There is no parking within 30 feet of any intersection.** This supports visibility for all drivers, keeps our crosswalks clear for pedestrians, and allows for enough spaces for our busses to turn.
- **There is no parking along the west side of Leon Drive on the dirt shoulder.** This causes Leon Drive to become too narrow, reduces visibility for cars, as well creates a bottleneck of traffic for all.
- **There is no parking or student drop off permitted alongside the red curb in our parking lot.** This area is reserved for school buses only. Cars parked here, even for short time, block the parked cars when they are trying to exit. This includes during our before and after school programming hours. Please find a parking spot and exit your vehicle. All student drop off is to be conducted on the east side of our campus at the "Kiss and Drop".
- **All cars must enter the parking lot from the south side of the lot.** Our parking lot is one-way only to support | student and parent safety as well as alleviate traffic.
- **There is no parking alongside the red curb south of our parking lot (front of 1st grade playground).** This causes Leon Drive to become too narrow, reduces visibility for cars, as well creates a bottleneck of traffic for all.
- **Kiss and Drop:** Please only allow your student load/unload from your car if you are pulled up alongside the Kiss and Drop curb. Please do not wave your child off the curb to cross the street or traffic to your vehicle. We want to keep all students safe and they should be using the crosswalk with an adult to cross the street.

Please keep in mind that all of these measures and reminders are simply to help keep your child safe.

Thank you.

TRANSPORTATION

If you have any questions or concerns about transportation, please contact the Transportation Department at (775) 353-5900



HEALTH

- To help our school and our community curtail the spread of COVID-19, please keep your child home from school if he/she, or anyone in the home, is feeling ill, has a fever and/or a cough. Please follow WCSD COVID guidelines for self-screening and adhere to the district's most recent health guidelines (<https://www.washoeschools.net/Page/15199>).
- Families are responsible for taking their child(ren)'s temperature at home before sending their child to school each day. Please keep your child(ren) home if he/she has a temperature over 100.4 degrees Fahrenheit.
- Please call the school and notify the office of the reason for your child's absence (775-674-4420).
- Please let the nurse know of any medical needs that your child might have as soon as possible.



SCOOTERS/BICYCLES/ROLLER BLADES/WHEELIE SHOES

Any student riding a scooter or bicycle to school must supply a lock. The school is not responsible for any loss, damage, or theft. Scooters, bikes, skateboards, roller blades are NOT to be ridden on school grounds. Once students are on school grounds, they will walk their bike, scooter, etc. to the bike rack.

Students must remove and leave at home the wheel from any wheelie shoes if they are worn to school.

MEALS AND SNACKS

- Breakfast:
 - All students will be offered breakfast each morning in the classroom between 9:30 and 9:45am. This is a **free** meal that we encourage all students to partake in.
- Lunch:
 - Students may bring a sack lunch or a "cold" lunch or may choose a **free** lunch served in the cafeteria.
 - Menus are sent home with the students each month.
 - If you will be providing a lunch for your child, please refrain from packing any glass bottles, sodas, or energy drinks.
- Snacks/Birthdays:
 - Please communicate with your child's teacher to arrange for a short snack/treat if you wish to celebrate something special for your child. Our assigned day for snacks/treats is the last Friday of the month.



Attendance

ATTENDANCE

- Please follow the most up-to-date WCSD Screening Tool to assess your child's health and symptoms prior to sending them to school each morning.
- Call the school at (775) 674-4420 by 9:45 am to report your child's absence.
- When your child returns to school, if you have not contacted the office, please send a signed note stating the date and the reason for his/her absence.
- The entire attendance policy, WCSD Board Policy 5400, is available on the Student Accounting Department website at https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance-v4.pdf.

LEAVING SCHOOL EARLY

- Please check in to the front office and bring your Photo ID to pick up your child from school early, or if your child is arriving late to school. **Students will not be released from class until a parent has checked them out from the front office.**
- The parent or legal guardian must complete a signed approved release form (available in our office) to grant permission for someone other than the parent or guardian to pick up their child. This includes step-parents. These forms are available in the front office and are valid for one year.

REGISTRATION/WITHDRAWAL

- All students returning to any school in Washoe County, including Sun Valley Elementary School, must have an updated, completed registration for every school year. Registration information must be completed on-line through your Infinite Campus Parent Portal.

INFINITE CAMPUS

- Infinite Campus allows you to follow your student's progress throughout the year, as well as communicate with the teachers. We recommend that you check your child's Infinite Campus at least monthly, if not weekly.
- Please keep your Infinite Campus password until your child graduates. If you have a change in phone number or address, please notify the office so that your Infinite Campus can be updated and teachers know how to best get ahold of you.
- Some of the advantages of checking your Parent Portal on a daily/weekly schedule are:
 - Grades
 - Class Assignments
 - Attendance
 - Behavior
 - To-Do list of assignments that are due or overdue
 - Assessment Data (State testing results – SBAC, MAP, etc.)
 - Immunization records
 - Family calendar that organizes all of your children even if they attend different schools
 - A graduation planner

If you have any questions regarding your parent portal, please call Ms. Lilia Guzman, our wonderful clerical aide, and she will be happy to assist you.

Team Up After School Tutoring

Sun Valley offers Team Up After School tutoring for students needing additional academic supports, as space allows. Please contact your child's teacher to see if Team Up After School Tutoring would be appropriate for your child.



Parent Communication & Counseling

CLASS DOJO

In order to provide better communication between home and school, your student's teacher will encourage you sign up for Class Dojo to receive at least weekly communication about what is happening in your child's classroom and at our school! We hope that you will join our Class Dojo community for these important messages and updates.



CONNECT ED

Connect-Ed is the school and district's communication system. The system will make phone calls to homes each day for student absences. Parents will be notified by phone of upcoming events and important school and district information. School delays and closures will be announced via Connect-Ed as well. It is important that the school has your most recent phone numbers so the system can make its calls. **Please notify the office of any changes in your phone numbers and we can make sure the corrections are in the phone system.**

REPORT CARDS

Report cards are issued on a quarterly basis (4 times per year). They are designed to give you a written report on the educational progress of your child.

PARENT TEACHER CONFERENCES

Sun Valley Elementary School will be holding two Parent/Teacher Conference weeks (October 21-27, 2022 and February 13-17, 2023). The students will have early release on those days (1:20pm). Please make every attempt to attend. Parents are also encouraged to schedule a conference with teachers at any time during the year.

COUNSELING & FAMILY RESOURCES

Sun Valley Elementary School has full-time school counselor. Our counselor offers classroom guidance, friendship groups, grief counseling groups, and can assist families and children in helping to identify those children who may need assessment testing. Our counselor, as well as our School Social Worker, have helpful information on parenting and community referrals.

FAMILY RESOURCE CENTER

We are proud to have a robust Family Resource Center, "The Lion's Den", where our Family and Community Engagement Liaison, Odalis Gusman-Marquez, works with our families to keep them engaged in their child's education, facilitates volunteer opportunities for parents on our campus, and connects our families with resources in our community that they may need. These resources may include clothes, food, classes/workshops, and more!



HOME VISITS

We are a proud Home Visits school! We have a team of teachers who are excited to visit the homes of as many of our students as possible this year! Home visits are 30-minute visits with you and your family that can take place in your home or another central location so that we can learn more about your child and your family, your hopes and dreams for you child(ren) and anything else that you'd like to share with your teacher visitors! We typically schedule two visits per family; one in the fall semester and one in the spring semester. Please contact our School Counselor, Tiare Pincolini, at 674-4420 to schedule your home visits!

EMERGENCY INFORMATION

For the safety of your child due to an illness or accident, it is imperative that the school have your current telephone numbers for work and home, as well as updated cell phone numbers. We have Parent/Guardian Update Information Forms in the front office, which you can use to update any important information.

If you plan on being out of town for a day or longer, please let the school know who will be responsible for your child in case of an emergency, i.e. illness or accident.

Visitors

In order to keep our students and staff members safe, as well as to maintain a standard of consistency and uninterrupted instruction for our students, visitors are not permitted in classrooms, with the exception of parent volunteers (see below).

For allowable visitors (during soccer games, music performances, district personnel, etc.), all visitors must enter through and check in at the front office where they will sign in and receive a Visitor's badge; visitors will be required to wear the badge during their entire visit.

Volunteering

THANK YOU!

We encourage parent volunteers at Sun Valley Elementary School and wish to thank you in advance for your support. When volunteering in a classroom or for a fieldtrip, please check in at the front office to sign in and get your volunteer badge. For the safety of all children, WCSD has a volunteer screening policy. We appreciate your patience and compliance in keeping our school safe.

SCHOOL VOLUNTEER APPLICATION

All volunteers must complete a **School Volunteer Application yearly** and submit it to the school office, along with a picture ID. IDs need to be official, such as a driver's license, passport or identification card. Volunteer Applications will be available at our school office or on the WCSD webpage at www.washoeschools.net/Page/3688. The approval process may take up to three (3) weeks.

OVERNIGHT CHAPERONES

If you wish to volunteer as an Overnight Chaperone on a field trip, you must be fingerprinted at least eight (8) weeks in advance of the field trip date, but no sooner than 6 months before the trip. In addition, you will receive a WCSD Volunteer Handbook.

To be fingerprinted for overnight chaperoning, you must take the **School Volunteer Application with an Authorized School Personnel Signature**, as well as your picture ID to the Fingerprint ID and Background Office. Fingerprinting personnel will give you a confirmation notice on the bottom of the form, which you must return to Sun Valley ES's front office.

The Fingerprint ID and Background office is located at 425 E. Ninth Street in Reno. The office is located in the back on the left side of the building. Fingerprinting can be done from 8:00am-12:00pm and from 1:00pm-4:00pm every Monday through Friday (excluding holidays).

Once you are cleared, please remember to check in through the office and take a volunteer/visitor badge to wear EACH TIME you are in the school.

FIELDTRIPS

If you are volunteering for a field trip, please commit to attending the entire field trip and returning with the students to the school in the school bus. For the safety of all children, WCSD has a volunteer screening policy. We appreciate your patience and compliance in keeping our school safe.


Social Emotional Learning & Positive Behavior Support

The Sun Valley Philosophy is to provide a challenging academic program in a safe, nurturing environment.

POSITIVE BEHAVIOR & INTERVENTION SUPPORT (PBIS)

- At Sun Valley Elementary School, all students are taught our schoolwide expectations that we **show our Lion Pride** by being:
 - Safe
 - Respectful
 - Responsible

When students demonstrate these positive and expected behaviors on campus, they will earn "High Paws"! These tickets can be redeemed once per month during lunchtime in the Lion's Den for various prizes and school events!


PRIDE HIGH PAWS		
Student: _____		
I showed my <u>Lion Pride</u> by being:		
Safe	Respectful	Responsible
in the:		
Classroom	Breezeway	Restroom
Playground	Lunchroom	Bus
Office	Assembly	Other
		Thank you, _____

Additionally, we are a Restorative Practices school. We work with our students through all of their choices to support them in identifying why they have chosen to engage in particular behaviors, how their behavior may have impacted others and identify which alternative behaviors they could have tried and will do differently next time. We then support our students in finding ways to restore any relationships in need of repair following the incident.

As a parent, you are our greatest partner in encouraging positive behaviors in our students and working alongside our school team as we help our students navigate any bumps in the road along their school journey.

AWARDS & RECOGNITION

- **Student of the Month Awards:** Students who are exemplifying our **Lion Pride Behavior of the Month** (Safe, Respectful, Responsible) each month will be awarded a Student of the Month award and will get a special celebratory lunch that day!
- **Attendance Awards:** There will be many opportunities throughout the year for your child to receive special awards and accolades for their positive attendance behaviors; being on time and present every day! We hope that you will support your child's academic success by ensuring that they arrive on time to school each and every day!

	We show our LION PRIDE when we are being:		
	Safe	Respectful	Responsible
All School Grounds	<ul style="list-style-type: none"> Go down the slide/swing straight Keep hands, feet, and objects to yourself Stay in adult-supervised locations 	<ul style="list-style-type: none"> Follow adult directions Use appropriate language Use good sportsmanship while playing with others 	<ul style="list-style-type: none"> Dispose of trash in appropriate receptacles Share playground equipment Line up as soon as the bell rings
Classrooms	<ul style="list-style-type: none"> Use sanitizer when entering/exiting Remain in assigned location Use walking feet 	<ul style="list-style-type: none"> Follow directions Raise your hand Use appropriate language and tone 	<ul style="list-style-type: none"> Employ active listening Participate actively Stay in assigned spot
Cafeteria	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Remain in assigned location 	<ul style="list-style-type: none"> Follow directions Exhibit good table manners (keep food on your tray, chew with mouth closed) Keep food in the cafeteria 	<ul style="list-style-type: none"> Stay seated in assigned area Clean up your eating area and floor around you Keep food on your plate or in your mouth
Breezeway	<ul style="list-style-type: none"> Pass on the right Use walking feet to your destination Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Smile & wave to acknowledge adults and peers Listen to and follow adult directions Use your quiet inside voice 	<ul style="list-style-type: none"> Carry a valid hall pass Go straight to your destination Pick up litter
Restrooms	<ul style="list-style-type: none"> Report problems, vandalism, etc. to an adult immediately Wash hands before leaving 	<ul style="list-style-type: none"> Be considerate of others' privacy Keep restroom clean for yourself and others. 	<ul style="list-style-type: none"> Do your business & leave Flush the toilet Throw trash in appropriate receptacles
Busset	<ul style="list-style-type: none"> Stay in your seat Enter and exit in an orderly fashion Report any incidences 	<ul style="list-style-type: none"> Listen to and follow directions from the driver Wait in line Use appropriate language and volume 	<ul style="list-style-type: none"> Keep your body and belongings inside the bus Sit in assigned seat
On the Way To/From School	<ul style="list-style-type: none"> Use walking feet Stay out of the streets and use crosswalks when necessary Avoid talking to/approaching strangers 	<ul style="list-style-type: none"> Use kind words with students and neighbors Keep off other peoples' property Keep our community clean of trash 	<ul style="list-style-type: none"> Go straight to your destination If there is a problem, tell a trusted adult as soon as you see them Dispose of trash in appropriate receptacles

Personal Belongings/Toys

All toys must remain at home as they cause a disruption to your child's learning. We are not responsible for loss, theft or damage to any items that your child brings to school or stores/leaves on campus.

Electronic Devices

Please leave all electronics at home. If your child must bring a cell phone or Smart Watch to school, it must be kept off and in their backpack throughout the school day. If a student must bring a cell phone, it is not to be carried into classrooms during assessments, semester exams or other testing situations. If you must text or talk with your student during the day, please call the office.



Lost & Found

Please mark your child(ren)'s name on all lunchboxes, sweaters, coats and personal belongings for easy identification and so that staff can return lost items to your child directly. If your child has lost an item, you may come to the school and check our Lost and Found Bins.

Bullying & Harassment



The administration and staff at Sun Valley Elementary School take bullying reports very seriously. Please let your child know that if they do not feel safe they must notify their teacher, administrator or any staff member of the school so that we can assist your child immediately.

Please call the school at 775-674-4420 if you have any questions or concerns about this issue.

Emergency Procedures

The District has emergency procedures in place for staff and students which are practiced school wide on a regular basis. We will practice one drill per month, per state procedures, even in the cold weather. Throughout the school year we plan on practicing all three steps of our evacuation plan as well as stay put procedures. The best thing we can have in an emergency is a plan and the knowledge that comes from practicing it before we need to use it in a true emergency.

EVACUATION PLAN (Fire Drill Bell – Exit Out of Building)

Each classroom has an assigned spot on the school yard as their first step to go to and account for all members of the class. Any and all persons in the building must evacuate when the fire bell rings.

PARENT REUNIFICATION PROCEDURE

In the event that a school has an emergency incident and it is appropriate to send students home, the reunification procedure will be as follows:

- Parents will be notified by the school district where to report to reunite with their child. Photo ID will be required to release your child to you.

Dress Code

CLOTHING

Sun Valley Elementary School has a school uniform which is enforced on a daily basis.

Student attire consists of the following:

Shirts:

- SVES Logo Navy Blue or Black Polo Shirt (can be purchased through Kate's Logos @ kateslogos.com)
- Plain Navy Blue or Black Polo Shirt (can be purchased at Walmart or other clothing retailers)

Pants:

- Khaki, Navy Blue, or Black Pants, Capris, Shorts, or Skorts
- Students are not permitted to wear cut-off pants, jeans, sweats, or pajamas

Sweatshirts:

- Navy Blue or Black crewneck

Shoes:

- Closed-Toe Shoes
- Students are not permitted to wear slippers, sandals, or open-toed shoes

Other:

- Hats, beanies, and hoodies are not permitted to be worn indoors

Throughout the school year, students will have opportunities to "purchase" Free Dress Days with the Pride High Paws that they earn for exhibiting their Lion Pride Behaviors (Safe, Respectful, Responsible). All WCSD dress code rules and expectations are enforced in order to maintain a productive, safe, learning environment. You may refer to the full dress code rules for Washoe County School District at

https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.pdf.

COVID-19 and the School Environment

Due to the COVID-19 pandemic, Sun Valley Elementary School, in collaboration with and under the directives of the Washoe County School District, has developed a plan to help best keep students and staff members safe and to help mitigate the spread of COVID-19. We appreciate your support in talking with your child(ren) about these continued protocols and procedures and the importance of following these expectations as we work through this new look of our school and classroom norms during this time. Please see the district website for the most up to date COVID-19 mitigation guidance (<https://www.washoeschools.net/Page/15199>).

CLASSROOM ENVIRONMENT

- A sanitizing station with a pump bottle of hand sanitizer will be set up directly inside each classroom door. Any person entering the classrooms will sanitize their hands upon entry into the room, even if they have just washed them elsewhere.



At Sun Valley Elementary School,
everyone is FAMILY.