

Silver Valley Elementary
Student Handbook
2024-2025





Mission:

Queen Creek Unified School District empowers each student to achieve excellence in all pursuits and lead with integrity.

Vision:

Queen Creek Unified School District supports the development of the whole child by modeling positive academic, social and emotional learning through an innovative and challenging curriculum. Learning is maximized by empowering the community, and its members, to partner with us to create safe and secure learning environments for all students. Queen Creek Unified School District expects their students to be successful, compassionate, and productive in their learning so that the next generation of ethical citizens can lead our community both locally and globally.

Our Priority Areas and Goals:

Student Success	Safe and Healthy Environment	Exceptional Personnel	Effective Partnerships	Effective Operations and Systems
<ul style="list-style-type: none">• Inspire all students to meet or exceed annual, individual, and academic goals.• Prepare all students for post-graduation opportunities, responsible citizenship, and competition in a global economy.• Empower each student with skills and tools that support being a confident, resilient, and healthy individual.	<ul style="list-style-type: none">• Ensure a safe and secure environment.• Teach kindness, respect, and integrity.• Provide opportunities that result in meaningful connections, resiliency, and coping skills.• Raise Awareness of mental health.• Enhance diversity related educational opportunities.	<ul style="list-style-type: none">• Value and support all personnel.• Recruit and retain highly qualified, diverse personnel.• Maximize purposeful professional development to empower personnel.• Encourage new and innovative ideas that foster collaboration, efficiency, and growth within the work environment.	<ul style="list-style-type: none">• Increase partnerships as a way to build mentoring opportunities, internships, and community business involvement.• Communicate effectively to promote involvement and maximize opportunities for collaboration with all stakeholders.• Ensure transparency by providing information used in the decision-making process.	<ul style="list-style-type: none">• Optimize use of funds through fiscal responsibility.• Strategize use of resources through balanced planning.• Manage district systems efficiently through key performance indicators.• Continuously improve facilities and technology.

Dear Silver Valley Families and Students,

Welcome back to another exciting school year! I hope you had a wonderful summer break filled with fun, adventures, and lots of rest. We are so excited to have you back with us and we cannot wait to see what you will achieve this year.

As your principal, I want you to know that our school is a place where everyone is valued, respected, and encouraged to be their best selves. We have an amazing team of teachers, staff, and administrators who are dedicated to supporting you in your learning and growth. Together, we will work hard to ensure that this year is a successful one for you.

At Silver Valley Elementary, we believe that learning is an adventure that should be enjoyed. We will be exploring new topics, discovering new talents, and having fun along the way. We want you to feel excited and curious about the world around you and we will do our best to make sure that you have the tools and resources you need to succeed.

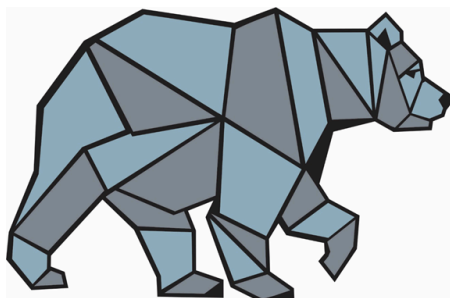
I encourage you to be kind to one another, to work hard, and to always do your best. We believe in you and we know that you can achieve amazing things this year. Let's work together to make this school year a memorable one!

Sincerely,

Kelli Frazier

SVE Principal

The last page of the handbook needs to be read, completed, and returned to school as soon as possible.



Silver Valley Elementary School

Mission Statement

Empower all students with the tools to become resilient leaders while achieving individual academic and social success.

Vision Statement

Using the tools of Leader in Me, and Positive Behavior Intervention Strategies (PBIS) we will create a vibrant and dynamic learning environment that fosters the growth and development of each and every student. We believe that every child has the potential to be a resilient leader, and we will provide them with the tools and resources they need to succeed.

Goals

Engage: We are committed to engage students in hands-on, interactive activities to learn perseverance and to become life learners.

Explore: We are committed to exploring so that students have the ability to apply their knowledge and skills in real world application.

Explain: We are committed to providing a safe environment where students explain their learning and communicate their ideas daily.

Elaborate: We are committed to elaborating a deeper understanding of concepts to become future leaders and innovators in our global community.

Evaluate: We are committed to evaluating students daily, both socially and academically, so that they can reflect on becoming contributing members of society.



Silver Valley Elementary 2024-2025 Faculty and Staff

Kelli Frazier, Principal

Tschoepe, Denise	Preschool	Bushnick, Lisa	Admin Assistant
Elliott, Shelly	Preschool	Connolly, Jennifer	Admin Clerk
Upah, Madi	Preschool	Haunschild, Crystal	Office Clerk
Bonenberger, Stacey	Kindergarten	Lemond, Christina	Health Assistant
Devorkin, Jill	Kindergarten	Sprosty, Shari	Health Assistant
Heize, Jena	Kindergarten	Gissel, Josh	Dean
Ossentjuk, Bailey	Kindergarten	Hayes, Rachelle	Dean
Singer, Becca	Kindergarten	Incardone, Jamie	Data Interventionist
von Miller, Cortney	Kindergarten	Murphy, Pia	Reading Specialist
Beveridge, Tiffany	First Grade	Brodersen, Cyn	Media Aide
Kilner, Stephanie	First Grade	Wagner, Candice	Cafeteria Manager
Elliott, Jeff	First Grade	Hibbs, Hannah	Counselor
Perez, Lynn	First Grade	Lang, Tim	Technology
Romero, Melody	First Grade	Ruiz, Irad	Custodian, Day
Wiesner, Janelle	First Grade	Gardoni, Joe	Custodian, Night
Apodaca, Rachel	Second Grade	Williams, Carmen	Custodian, Night
Combs, Jenelle	Second Grade	Sterling, Javonna	Custodian, Night
Davis, Reide	Second Grade	Analla, Selena	Custodian, Night
Heitzman, Sisely	Second Grade	Graham, Desiree	ELP
MacEwen, Sherry	Second Grade	Ramus, Tyler	Self-Contained
Smith, Haley	Second Grade	Bagge, Jayden	Self-Contained
Hundal, Ricki	Third Grade	Harden, Alyssa	Resource Teacher
Justus, Liberty	Third Grade	Milik, Joseph	Resource Teacher
Peek, Emily	Third Grade	Schoenfeld, Debbie	Resource Teacher
McLaughlin, Allyson	Third Grade	Cochran, Jacqueline	Speech
Ray, Meghan	Third Grade	Callahan, Julie	Speech
Rover, Jenna	Third Grade	Latona-Besthoff, Tina	Psychologist
Schumaker, Macayla	Third Grade	Woody, Tara	Sped Aide
Sitzer, Kelly	Third Grade	Fragoso Sanchez, Beatriz	Sped Aide
Grove, Alyssa	Fourth Grade	Griffin, Jenna	Sped Aide
Gutierrez, Kristie	Fourth Grade	Laningham, Emma	Sped Aide
Hanson, Elizabeth	Fourth Grade	Connolly, McKenzie	Sped Aide
Nunez, Patricia	Fourth Grade	Pratt, Kerry	Sped Aide
Seymour, Kelly	Fourth Grade	Broersma, Brianna	Sped Aide
Spencer, Cassidy	Fourth Grade	Murillo, Gladis	Sped Aide
Doud, Ariel	Fourth Fifth Combo Class	Rowell, Amanda	Sped Aide
Bailey, Melinda	Fifth Grade	Morrison-Vega, Brittany	Sped Aide
Demgen, Marina	Fifth Grade	Lynde, Lisa	Smart Lab Aide
Marquette, Mallory	Fifth Grade	Meade, Ralph	Playground Aide
Hughett, Ashley	Fifth Grade	Johler, Tina	Playground Aide
Palmer, Kristen	Fifth Grade	Pellegrin, Gloria	Playground Aide/Crossing Guard
Diffenderfer, Shelby	Fifth Grade	Colebeck, Cori	Cafeteria Aide
Balcik, Amanda	Sixth Grade	Korpita, Wendy	Cafeteria Aide/Crossing Guard
Cattelino, Christina	Sixth Grade	Lindner, Nichole	Reading Aide
Hamlin, Chris	Sixth Grade	Malinak, Cindy	Reading Aide
Moctezuma, Daily	Sixth Grade	Mastroianni, Marissa	OT
Schmidt, Mike	Sixth Grade	Sanstedt, Jill	PT
Jarvis, Breanna	PE	Plavic, Carolyn	Child Nutrition
Lindstrom, Bob	PE	Beach, Mary	Child Nutrition
McDonald, Aubrey	PE	Norman, Brenda	Child Nutrition
Abbott-Rhodes, Ethan	Music	Carbajal, Magdalena	Child Nutrition
Anthony, Ashley	Music	Dimas, Denise	Preschool Aide - Tschoepe
Mescher, Ryan	Band	Burke, Jennifer	Preschool Aide - Tschoepe
Brines, Chad	Orchestra	Forristal, Shannon	Preschool Aide - Elliott
		Johnson, Maria	Preschool Aide - Elliott
		Madril, Diana	Preschool Aide - Upah

QCUSD District Administration

Dr. Perry Berry	Superintendent
Dr. Erika Copeland	Associate Superintendent
Dr. Adam Wolf	Assistant Superintendent

QCUSD Governing Board

Jennifer Revolt	Board President
Samantha Davis	Vice President
Patty Campbell	Board Member
James Knox	Board Member
Matthew Riffey	Board Member

SVE PTSO

Laurel Weather	President	president@sveptso.com
Catherine Wilson	Asst. President	president@sveptso.com
Joyce Dodson	Co-Vice President of Fundraising	
Amanda Fuentes	Co-Vice President of Fundraising	
Aila Aldrich	Treasurer	treasurer@sveptso.com
Lauren Hamlin	Secretary	
Rachael Wunderlich	Social Media	
Alexa Mann	Member at Large	

SVE SCHOOL HOURS & GENERAL INFORMATION

Students are not allowed on campus until 7:45

Office Hours	7:45-4:00
Teacher Work Day	7:30-3:30
Instructional School Day	8:15-2:55
Early Release Schedule (Every Wednesday)	8:15-12:55

PHONE NUMBERS

Office Phone	(480) 474-6920
Fax Number	(480) 279-2022
Secretary Phone	(480) 474-6929
Attendance Phone	(480) 474-6921
Transportation	(480) 987-5982
District Office	(480) 987-5935

WEBSITES/SOCIAL MEDIA

District Website:	www.qcusd.org
School Website:	www.sve.qcusd.org
Facebook:	www.facebook.com/qcsve/
Twitter:	twitter.com/sve_qcusd
School Instagram:	www.instagram.com/sve_qcusd/
PTSO Instagram:	@silvervalleyptso
PTSO Facebook:	www.sveptso.com

PHYSICAL ADDRESS

9737 E. Toledo Avenue
Mesa, AZ 85212

ATTENDANCE AND TARDY POLICY

Arizona Law (ARS 15-803) states that EVERY person who has custody of a child between the ages of 6 and 16 shall send the child to school for the full time school is in session within the school district in which the student resides.

Regular attendance is essential for success in school. A student not only misses work on the day of absence, but also is not prepared for the next day because of missed instruction. Tardiness is disruptive to the learning process. Instructional time is from 8:15-2:55; please do not take your child out of school early as this disrupts the learning of our students and could result in a half day absence. A picture ID (driver's license) will be required when signing your child out.

A written note or call to the attendance line within 24 hours explaining the absence or lateness **must** account for every absence or tardiness. Your call to us will save time and help protect your child. **It is vital that we have one or more telephone numbers to contact you during the school day. If your contact numbers change, let us know right away.** A student arriving after the late bell rings (8:15 AM) must report to the office to obtain a late pass which is then given to the teacher. This allows the office to correct the attendance report.

After a student has incurred 18 absences (for any reason), every absence thereafter will be reported as unexcused. Arizona Law (ARS 15-901A 1) defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of-school

suspension. The Department of Education delegates the decision of family vacations as an unexcused absence to individual school districts and charter holders. All absences in excess of a cumulative 10% of the instructional days for the school year shall be reported as unexcused.

To report an absence or a tardy please call:

(480)474-6921

ABSENCE AND TARDY PROTOCOLS

1. A parent/guardian should call the attendance office as early as possible. **Siblings may not excuse absences.** Absences must be excused within 24 hours.
2. Call **before** 8:10 AM. Please specify the student's name, the teacher and reason for absence.
3. If the parent/guardian cannot call the office, a note must be sent in upon the student's return to school explaining the absence. Illness absences lasting three (3) days or longer may require a doctor's excuse.
4. **Autodialer**: When a student is marked absent by their teacher in the classroom, the automated system will call families within approximately one hour. This phone call will notify parents that their child is not present for the day. If you called in advance to excuse your child and the registrar has already entered it in the system you will not receive a call. If you have not called to excuse your child's absence, the phone call will serve as a reminder to call the school back to inform us of the reason for your student's absence.
5. If you do not call the school the absence will be recorded as unexcused.

PBIS: Positive Behavior Intervention Supports

SVE teachers and staff are committed to our mission of high academic and social success for all our students. The only way to accomplish our goals is in partnership with our families and students.

Please see our school rules below.

Our school expectations are to: **Be Kind, Be Respectful, and Show Integrity.**

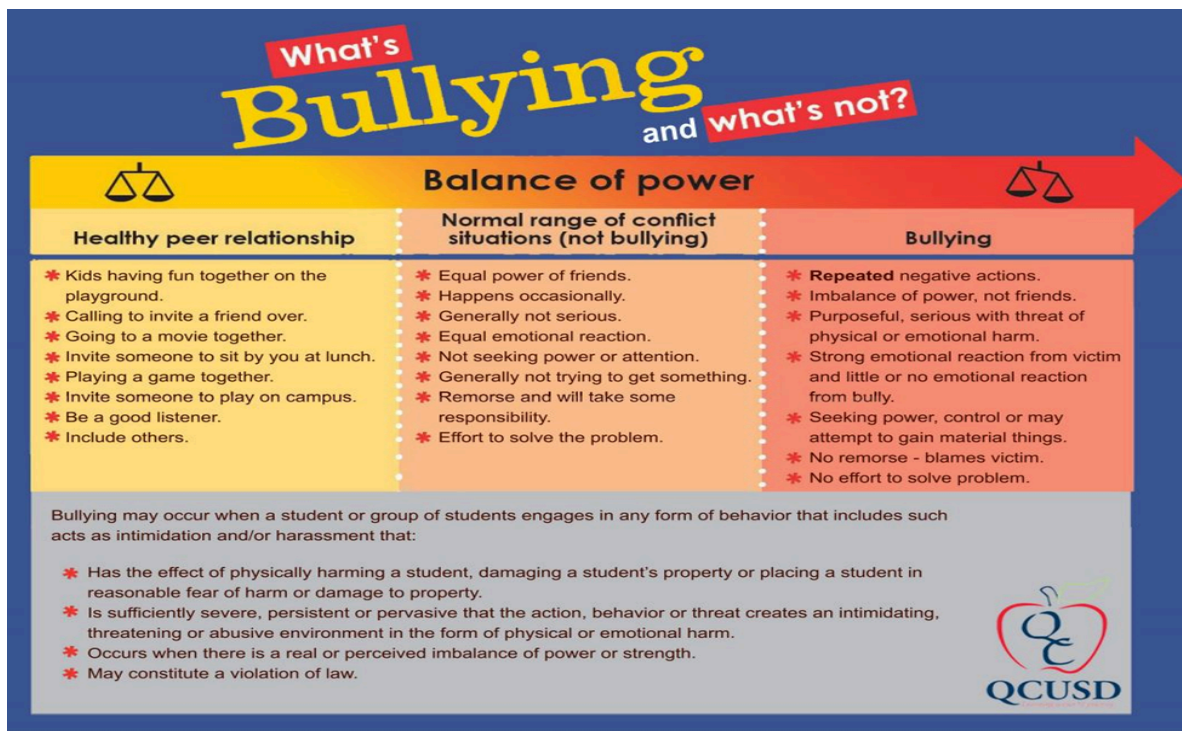
Students who model these expectations, Bear Tracks will be reinforced for demonstrating expected behaviors. These may be tools like: praise, Bear Track Tickets, rewards, congratulatory messages, positive recognition, etc..

Students who must be reminded, a.k.a. re-taught expected behaviors prior to any form of consequence. Students who continue to not meet our Bear Tracks, even after having been re-taught, will practice the expectations through a variety of methods in the classroom. Once the teacher has exhausted his/her tools of classroom management and PBIS reinforcement, your student may be served a referral initiating the involvement of the PBIS team to review documents as well as potential causes for lack of adherence to the school rules.

See QCUSD code of conduct for more specific information on egregious behavior protocol.

**Be Kind****Be Respectful****Show Integrity**

	Classroom	Hallway	Restroom	Cafeteria	Playground
Be Kind	<ul style="list-style-type: none"> • Use courteous words • Seek first to understand, then to be understood • Synergize 	<ul style="list-style-type: none"> • Use courteous words • Keep personal space • Use “silent heart” or “silent wave” to greet 	<ul style="list-style-type: none"> • Use courteous words • Be private • Keep personal space 	<ul style="list-style-type: none"> • Use courteous words • Seek first to understand, then to be understood • Keep the cafeteria green and clean • Line up safely 	<ul style="list-style-type: none"> • Use courteous words • Seek first to understand, then to be understood • Keep the playground green and clean • Think Win-Win to solve conflicts
Be Respectful	<ul style="list-style-type: none"> • Keep self to self • Use an inside voice • Actively participate by using PAWS 	<ul style="list-style-type: none"> • Keep self to self • Use “peace and quiet” • Walk • Stay in line • Walk on right side of hallway 	<ul style="list-style-type: none"> • Keep self to self • Use an inside voice • Flush • Wash hands 	<ul style="list-style-type: none"> • Keep self to self • Use an inside voice • Stay in seat • Raise hand for help • Keep tables and floors clean 	<ul style="list-style-type: none"> • Keep self to self • Use equipment properly • Share • Take turns
Show Integrity	<ul style="list-style-type: none"> • Report health and safety problems to teacher • Be proactive by coming to class prepared to learn • Accept responsibility for your actions • Do your own work 	<ul style="list-style-type: none"> • Report problems to an adult • Keep hallway green and clean • Walk with purpose 	<ul style="list-style-type: none"> • Report problems to an adult • Keep restroom green and clean • Use water and paper wisely • Be timely 	<ul style="list-style-type: none"> • Report health and safety problems to cafeteria staff • Treat your body well and eat healthy • Eat only your own lunch • Buy only food for yourself 	<ul style="list-style-type: none"> • Report health and safety problems to an adult • Follow rules of the games • Clean up equipment when done • Be Proactive



Policy © 5-409 Prohibition on Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying are prohibited on school grounds and property, on school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology and electronic communication on school computers, networks, forums, and mailing lists.

Harassment means any unwelcome conduct by one student toward another student on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity), or disability and that is sufficiently severe, pervasive, and objectively offensive so as to effectively deny a person equal access to the District's education program or activity.

Intimidation means any behavior by one student toward another student intended to induce fear of physical or emotional harm.

Bullying means any aggressive behavior by one student toward another student that involves an observed or perceived power imbalance and is repeated multiple times. Bullying may inflict physical, psychological, social, or educational harm or distress on a targeted student. It is not bullying when:

- Students of similar age, strength, and size quarrel or fight with each other.
- A student provokes another into a verbal or physical confrontation.
- A student acts aggressively toward another student in the absence of an imbalance of power.

GENERAL SCHOOL INFORMATION

Classroom Information

Grading Policy

QCUSD uses Synergy grading program for grades and report cards. Grades are taken on a weekly basis for assigned lessons, homework, quizzes, and tests. Parents can check grades at any time using their parent ID.

Report card grades are as follows:

For grades 3-6 there will be 2 levels of recognition: Principal's List and Honor Roll. Students who meet the criteria will be recognized.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Honor Roll: 80% and above with A's and B's. No C's, D's, F's, or N's in any category or subcategory.

Principal's List: 90-100% with no B's, C's, D's, F's, or N's in any category or subcategory.

Honor Roll and Principal's list is determined on a quarterly basis and is based on grade level or above grade level work.

The penmanship grade will not be included in the calculations. Synergy will be used to determine percentages.

Curriculum

Silver Valley Elementary's curriculum is the master learning model called Beyond Textbooks. The courses offered are those required by the Arizona Department of Education as well as those that the faculty considers necessary for the intellectual growth of our students. Course content is aligned with Arizona's State Standards, National Common Core and the AzMERIT Assessment Instrument.

ParentVUE Activation Instructions

Welcome to ParentVUE!

We hope you use the capability that you find here to facilitate your child's education. ParentVUE is a wonderful tool to monitor your child's education. It will provide you with the latest information about your child's attendance and grades. To logon to the website for the first time:

1. Please enter the website name below into the browser. We support either Internet Explorer or Firefox as a browser.
https://qc.apsc.org/PXP2_Login.aspx
2. On the login page, click on the link that states "I am a parent".
3. On the following page, click on the Activate My Account link.
4. In the next screen enter the first name, last name and activation key exactly as it appears below.
5. Click on the Go to Step 2 button.
6. The system will prompt you to select your own username and password. The password must have a minimum of 6 characters, and can consist of numbers and

letters.

7. Also enter your primary email address. This address will be used to recover your password if you lose it.
8. Click on Complete Account Activation to finish setting up the account.

Clubs and Activities

Student Council/Leadership

Student Council sponsors student activities, fundraisers and promotes school spirit. Students will meet outside of class time. All Student Council officers and representatives will:

- Follow school rules and policies (Discipline issues will be considered.)
- Maintain good character and citizenship
- Completed the application packet and have been accepted by the sponsor

Communication During School Day

We understand that emergencies/situations come up and that you may need to relay an important message to your child(ren). Please call the office and we will be able to deliver a message to your child(ren). If your child has an emergency and needs to communicate with you during the school day they need to request permission. Please refrain from texting or calling your child during the school day. Cell phones and smart watches are not allowed to be used during the school day. Students are asked to keep their cell phones in a zipped pocket of their backpack while on campus. If a student is caught using a cell phone or smart watch during the school day, the device will be placed in the office and may be retrieved by a parent/guardian after school.

Counseling

The counselor is available for all students. If a student wants to talk to the counselor they make an appointment with the counselor. A signed consent form will be requested for any student needing extended 1:1 or group counseling services. Appointments will be set so as not to interfere with the student's academic schedule if possible. All attempts will be made to render service as quickly as possible.

Peer mediation is available to students and is encouraged to work through conflicts. Peer mediation may be requested by students and/or staff.

Emergency Plan

SVE follows ALICE (Alert, lockdown, inform, counter, evacuate) for lockdown and emergency procedures as do all QCUSD schools. Fire drills occur on a monthly basis. Bus evacuations drills are held twice a year for all students. Lock down drills occur once per semester.

Enrollment Information

SVE serves a hyper growth area here in both Eastmark and Cadence communities. Due to this

adversity, the school often must hire more teachers to accommodate increases in our student population. Upon hiring new teachers, the school will use a system of requiring the most recent enrollees as well as any open enrollment students to potentially be moved into the classrooms accommodating growth. If this is the case, your family will be notified by the registrar of the new teacher's name, room assignment and start date for your student.

Health Office

The school has a full time health aide to administer our health program. The health office is an emergency station and is not equipped to take care of any serious illness. Students who become ill or injured at school should report the injury to an adult immediately. **The health aide is not a doctor, he/she can not make a diagnosis regarding an illness or injuries.** In instances where students are sick and need to go home parents' will be responsible for taking their child home.

Students with any of these symptoms must be kept home from school until they are symptom free for at least 24 hours; A fever greater than 99.9 degrees, vomiting, or diarrhea.

Library

The library is open from 8:15 -3:30. It is the center for information and research. The collection of books, magazines and audiovisuals is a source of genuine pleasure. Students are encouraged to use the library as much as possible. Students must have a student I.D. in order to check out library books. Students may check out a maximum of two books at a time for a two-week period. Library books may be checked out and/or turned in before school, during lunch, after school, or during class time if the class is in the library.

Students are required to pay a replacement fee for lost or damaged library books. If a student has outstanding books at the end of the year they may not attend specific activities. These activities may include assemblies, yearbook signing activity, and various other activities. Students with overdue books and/or fines are unable to check out books from the library.

Lunch Schedule-Cafeteria Information

Regular Lunch Schedule					
Grade	EAT	PLAY	CLASS	Total Time	
Kindergarten	10:20	10:00	10:40	10:00-10:40	40 min
1st	10:45	11:05	11:25	10:45-11:25	40 min
2nd	11:10	11:30	11:50	11:10-11:50	40 min
4th	11:35	11:55	12:15	11:35-12:15	40 min
3rd	12:00	12:20	12:40	12:00-12:40	40 min
5th	12:25	12:45	1:05	12:25-1:05	40 min
6th	12:50	1:10	1:30	12:50-1:30	40 min

Early Release Lunch Schedule				
Grade	EAT	PLAY	CLASS	Total Time

Kindergarten	9:50	9:30	10:05	9:30 - 10:05	35 min
1st	10:10	10:30	10:45	10:10 - 10:45	35 min
2nd	10:35	10:55	11:10	10:35 - 11:10	35 min
4th	11:00	11:20	11:35	11:00 - 11:35	35 min
3rd	11:25	11:45	12:00	11:25 - 12:00	35 min
5th	11:50	12:10	12:25	11:50 - 12:25	35 min
6th	12:15	12:35	12:50	12:15 - 12:50	35 min

Student Meal Prices:

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.75	\$3.00
Free and Reduced	No Charge	\$.40
Adult	\$1.75	\$3.75

We provide meals at a free or reduced rate depending on your income level. Meals applications are available at your school site, at the district office, or online at www.qcUSD.org. Applications will also be available to fill out online at <http://family.titankk12.com>. The site will provide you with your approval status once it is processed.

You are welcome to eat with your child at any time. When you arrive at school, please sign in at the school office, and get a visitor's sticker before heading to the Cafe.

For more information about our Food and Nutrition Department please visit the QCUSD Family Handbook.

Lost and Found

Lost items may be claimed in the lost and found bin located near the . All unclaimed items are donated to a worthy cause at the end of each quarter.

Off Campus Jurisdiction

The jurisdiction of the school is primarily limited to the school premises and school-sponsored functions. However, violations in conduct by students:

- At any school activity/athletic event (home or away, day or night)
- To and from school or school activities, including bus stops
- In classrooms
- On campus

- On any district property

Could result in disciplinary action, as per Arizona Revised Statutes 13-201.

It is becoming increasingly popular for students to post material on social media websites such as Facebook, Instagram, and Twitter. Please be aware that material posted, either at home or at school, could be viewed as disruptive to the educational environment. This is not limited to the above named sites alone. Material sent via email, text messaging, voicemail or any other electronic means, could be viewed as disruptive to the educational environment. Conduct off campus during non-school hours could lead to the disruption of the educational environment. In cases where it is harassment, or leads to the disruption of the educational environment, students will be subject to disciplinary action.

School rules and other reasonable expectations of acceptable student behavior are extended to include student conduct while off campus during the regular school day. This includes the student's conduct while going to and from school, during the lunch hour, and before and after school. School authorities may discipline a student for any misconduct while off campus during the times specified above. This information can be referenced in Governing Board Policy JIC.

Personal Property

Any personal property including instruments (music, toys, electronics etc.) or other materials for classroom use or demonstration is at the risk of the owner. The school is not responsible for personal property brought to campus. Personal toys and playground equipment are prohibited from being on campus at any time.

Product Sales on Campus

Groups and individuals who wish to sell products on campus must be officially recognized school organizations and must have the sale approved by the principal. All funds collected must be deposited in the school's student funds account.

Seasonal Festivities/Celebrations

In SVE and QCUSD, our primary focus is teaching and learning. With that being said, we do participate in a variety of fun celebrations at our school. We have spirit days, seasonal activities and festivities to celebrate these special times of the year. These types of events generally take place for a short period of time at the end of the school day and/or include educational activities so that we can continue to focus on our mission of teaching and learning. Therefore, we ask students and parents to celebrate these activities off campus before or after school.

Grade level celebrations, including end of quarter, end of semester, and end of year events, (ex. *grade level dances, swim parties, etc.*) are for students who earn enough PBIS points by demonstrating the Silver Valley standards of "be kind, be respectful, and show integrity." Students without sufficient points may receive alternative assignments in a different location during the celebration. SVE Administration will make the final determination on participation.

Each classroom is allowed to choose two 30 minute non-instructional parties per year. All other celebrations will include instructional activities.

Student Attire

QCUSD Policy 5-302 Student Attire

Student attire may be regulated as necessary and appropriate to maintain order and decorum within the educational system and to avoid material and substantial interference with schoolwork or discipline.

Prohibited Attire

Attire may be prohibited when it:

- Significantly interferes with the District's ability to maintain order; such as disrupting schoolwork, school programs and activities, creates disorder, or prevents any student(s) from achieving educational objectives.
- Affects the health or safety of students, personnel or visitors.
- Conveys affiliation with a criminal street gang.
- Exposes the undergarments, or undergarment areas.
- Contains or conveys obscene language, symbols or messages.
- Promotes or depicts the unlawful use of alcohol, tobacco, or drugs.
- Is inconsistent with or prohibited by the course, program, or activity.

When necessary, parents will be contacted for a change of clothing. Refer to the QCUSD Family Handbook for complete details.

Student Checkout

A student being called out before the end of the school day requires a parent /authorized person to report to the office and sign the child out. Proper identification is required. Dismissal procedures begin around 2:45. Checking out a child after this time is challenging due to the dismissal procedures. In addition, students miss instruction whenever they are out, so please try to schedule medical and dental appointments outside of school hours.

Site Council

The Site Council is composed of parents, staff, administration and students that take an active role in making decisions for Silver Valley Elementary. The Site Council plays an important role as the voice in our community. Quarterly meeting dates and times will be determined at the beginning of the year. Please get involved and contact the office for further information.

Teacher Assignment

There will be no teacher assignment changes. Our staff works efficiently to ensure each classroom is staffed with a highly effective teacher. Further, our staff plans with grave detail to ensure all classes are balanced in a variety of categories including but not limited to: academics, gender, special needs, etc.

In the case of increases to the student population that lead to the addition of classrooms, those who have enrolled most recently along with any eligible open enrollment students will be first added to these rosters. This may mean that your teacher changes mid-year. Families will be notified by the registrar if this were to occur with the new teacher's name, room number, and start date.

Transportation Information

Bus Riders

Your child's transportation information can be found by visiting the QCUSD website under the Parents icon. You may contact transportation, register your child for transportation, and use the address finder to determine where your home is on the bus route. If you have further questions you can contact the transportation department.

For a safe and enjoyable ride to and from school children should adhere to the PBIS rules and model good behavior on the bus. Any infractions to the bus rules that jeopardize the safe transportation of any passengers will be reported directly to the transportation director and/or school administration. Consequences may range from assigned seating to loss of bus privileges. The transportation Department will administer all infractions and disciplinary measures that occur on the bus and at the bus stops.

Students must ride on their assigned bus to and from school, and must get on and off the bus at their assigned bus stop. In the event that your child needs to ride a different bus or get off at a different stop a temporary bus pass must be obtained from the school office personnel. Written request or a phone call from the parent/guardian must be received in order for children to ride a bus other than their assigned bus/route.

Bus Policy

1. A written note or a documented phone call from a parent is necessary for a pupil drop off point to be changed.
2. No student is allowed to ride a bus, other than his/her own, **WITHOUT PREVIOUS PARENT NOTIFICATION.**
3. A student must have a bus pass to show change of destination before entering a bus. A Bus pass may be obtained through the office.
4. A student can obtain a new bus pass from the front office for a \$5 replacement fee if they lose their original pass.
5. Please send all change of transportation to the front office first thing in the morning so buses do not get held up at the end of the day.
6. No bus student will be allowed to wait for a ride at Parent Pick Up **WITHOUT PARENT NOTIFICATION.**
7. If a student normally rides a bus and does not have a note nor has a parent called to say that s/he will be picking the student up, that student is to be **PUT ON HIS/HER USUAL BUS..**
8. **IF THERE ARE ANY CHANGES IN TRANSPORTATION (Bus or parent pickup) PLEASE NOTIFY THE FRONT OFFICE.**
9. A parent is the only person, other than school staff, who may remove a child from the bus unless the classroom teacher is otherwise notified.

Kindergarten through 2nd Grade- a parent must be at the bus stop to receive your student each day. If a parent is not there, your student will not be let off the bus. They will be returned to the school at the end of the route. Parents may complete a Release of Responsibility Form found on the QSUSD website under Departments/Transportation. The completed form must be submitted to the Transportation office by fax or email.

Carline | Parent Transportation | Drop Off

Kindergarten thru 6th grade students are able to be dropped off, starting at 7:45 AM in the drop off zone in front of the school. Please drive all the way forward before letting your child(ren) out of the car. Do not, at any time, PARK in the drop off zone. Parents wanting to park should do so in the parking lot and escort their child(ren) into the building. Please avoid prolonged goodbyes. Ensure that your child can unlatch their seatbelt for a safe and quick drop off.

The staff parking lot on the west side of the building can NOT be used to drop off or pick up your child.

For safety reasons, please drop off and pick up in the designated areas ONLY.

Carline | Parent Transportation | Pick Up

Afternoon pick up is busy and following these expectations will help us dismiss children safely. When picking up your child(ren) stay in your vehicle and pull all the way forward as close to the car in front of you as possible. Display student(s) name(s) on a piece of paper on your dashboard and remain off your phones while in the carline.

The staff parking lot on the west side of the building can NOT be used to drop off or pick up your child.

Please be sure your children are able to buckle themselves in and that they can load on the passenger side of the vehicle.

Scooter/Skateboarders/Walkers/Bikers

The following rules are to be observed by all bike, scooter, skateboard and walkers entering and leaving the school property:

1. All ordinances concerning bicycle/scooter/skateboard safety must be observed.
2. Students who violate city wheeled-vehicle guidelines will jeopardize their privilege of bringing a bike, scooter, or skateboard to campus.
3. Students may not access campus before 7:45 AM.
4. SVE cannot accept responsibility for the safety of bikes, scooters, or skateboards and is not responsible for theft of parts or damage while bicycles, scooters, skateboards are parked in the bike rack.
5. All wheeled-vehicles must be stored in the bike rack area and we encourage you to lock your item for safety purposes.

Student Transportation Changes

Please contact the school office with any transportation changes. A written note or phone call from the parent/guardian to the office will ensure your changes are made. You may email the teacher as well, but the message may not be received in a timely manner. The end of the day can be a bit hectic, so please make all transportation changes whether temporary or permanent with the office.

We ask that all transportation changes be made prior to 2:15.

Requests made after this time may not reach the student in time for dismissal.

Toys, Trading Cards, Tablets, and Electronic Games

These items are not allowed on campus. If these types of items are seen at school they will be taken away and kept by the teacher until a parent/guardian can come to pick them up. These items are a distraction to the learning environment and the school will not be responsible for theft or damage of items brought to school by students.

Visitor Policy

At Silver Valley Elementary the safety and security of our students are our top priorities. To ensure a safe and conducive learning environment, we have implemented a new visitor management system for the 2024-2025 school year called *School Gate Guardian*. Below is a comprehensive guide to our updated visitor policy. ***Please read through the details carefully and adhere to the guidelines during your visits.***

School Gate Guardian System

As part of our commitment to maintaining a secure campus, **all visitors must check in at the main office upon arrival.** We have adopted the School Gate Guardian software, which enhances our campus security by requiring all visitors to provide a state-issued photo ID for scanning. The system performs a quick check against the national sex offender registry and helps manage custodial restrictions effectively.

Here are the key features of the School Gate Guardian system:

- **ID Scanning:** Upon entering, you will be required to scan your ID at the office or at a self-service kiosk. The system captures your name, photo, and date of birth.
- **Background Check:** Instant cross-referencing with the national sex offender registry ensures that individuals posing potential threats do not gain access to the school premises.

- *Custodial Alerts:* If you have provided the district with court documents concerning custodial issues, the system will alert district personnel during any unauthorized attempt by a non-custodial parent to visit.
- *Emergency Notifications:* The system is equipped with features to manage emergency communications for situations such as lockdowns or other urgent scenarios.

Visitor Behavior Expectations and Protocol

- *Check-In:* All visitors must check in at the main office to obtain a visitor label, which must be worn at all times during the visit.
- *Appointments:* To minimize disruptions, parents are to schedule appointments with teachers in advance. Unplanned visits can interfere with teachers' preparation time and classroom activities.
- *Classroom Visits:* Please obtain teacher approval before entering classrooms. Direct classroom visits during instructional time can disrupt the learning process. Conferences or meetings with teachers should be scheduled outside classroom hours.
- *Young Visitors:* Children from other schools or younger siblings are not allowed in the classrooms. We kindly ask you to respect this policy without seeking exceptions.
- *Check-Out:* Upon completing your visit, please return to the office to sign out and return your visitor badge. This helps us ensure all visitors are accounted for throughout the day.

We appreciate your cooperation and participation in securing our school environment. This new system will aid us significantly in ensuring that our students remain safe while allowing us to welcome our valued visitors in an organized and efficient manner.

Volunteers

Volunteers are always welcome and needed at Silver Valley Elementary. Classroom teachers will communicate with parents/guardians volunteer opportunities. If you're volunteering all day or do not have a child in a classroom you would like to volunteer in, you will need to undergo a background check. If you wish to volunteer and are not the parent or legal guardian of a student at Silver Valley Elementary please apply for a volunteer position on our district website. We also encourage you to help our Parent Teacher Student Organization. The PTSO is made up of parents, staff, and community members who take an active role in the school.

Withdrawal from School (Records)

If it becomes necessary for the student to withdraw from school during the school term, parents should notify the registrar in advance to prepare transfer records. Parents may come to school and

make the withdrawal at any time. Having the forwarding address of the new school is very helpful. All school issued books, materials and uniforms must be turned in prior to withdrawal.

SVE Student Handbook Acknowledgement

Please read, sign and return this page to your child's teacher.

I, _____, acknowledge that the Silver Valley Elementary
(Print Student's Name)

Student Handbook has been read and discussed with me and I understand and will adhere to its contents.

Student Name: _____ Teacher: _____

Student Signature: _____ Date: _____

Parent Name: _____

Parent Signature: _____ Date: _____

