

Silver Valley Elementary
Student Handbook
2023-2024





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.

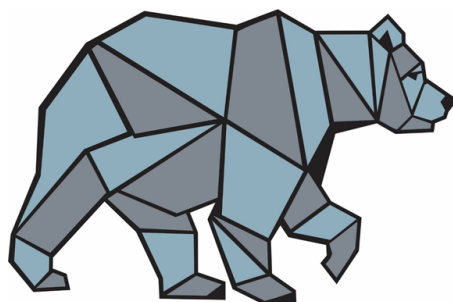
I encourage you to be kind to one another, to work hard, and to always do your best. We believe in you and we know that you can achieve amazing things this year. Let's work together to make this school year a memorable one!

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

Where leaders create their own silver lining.

Goals

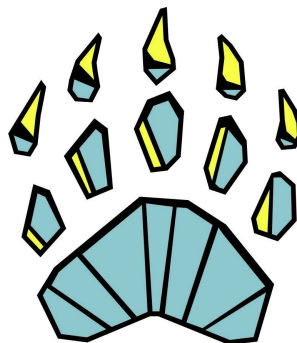
Engage: We are committed to engage students in hands-on, interactive activities to learn perseverance and to become life learners.

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 2023- 2024 Faculty and Staff

Kelli Frazier, Principal

Tschoepe, Denise	Preschool	Bushnick, Lisa	Admin Assistant
Elliott, Shelly	Preschool	Connolly, Jennifer	Admin Clerk
Gale, Brandy	Preschool	Wilson, Cecily	Office Clerk
Devorkin, Jill	Kindergarten	Lemond, Christina	Health Assistant
Crane, Nell	Kindergarten	Sprosty, Shari	Health Assistant
Ossentjuk, Bailey	Kindergarten	Gissel, Josh	Dean
Singer, Becca	Kindergarten	Hayes, Rachelle	Dean
von Miller, Cortney	Kindergarten	Incardone, Jamie	Data Interventionist
Upah, Madison	Kindergarten	Murphy, Pia	Reading Specialist
Beveridge, Tiffany	First Grade	Brodersen, Cyn	Media Aide
Kilner, Stephanie	First Grade	Wagner, Candice	Cafeteria Manager
Cosby, Taylor	First Grade	Soremekun, Kristina	Counselor
Elliott, Jeff	First Grade	Lang, Tim	Technology
Perez, Lynn	First Grade	Ruiz, Irad	Custodian, Day
Romero, Melody	First Grade	Darby, Jerry	Custodian, Night
Wiesner, Janelle	First Grade	Perez, Yolanda	Custodian, Night
Apodaca, Rachel	Second Grade	Gardoni, Joe	Custodian, Night
Combs, Jenelle	Second Grade	Analla, Selena	Custodian, Night
Davis, Reide	Second Grade	Graham, Desiree	ELP
Heitzman, Sisely	Second Grade	Ramus, Tyler	Self-Contained
MacEwen, Sherry	Second Grade	Bonine, Lisa	Self-Contained
McBay, Lindsey	Second Grade	Bosch, Alison	Resource Teacher
Shankle, Shyla	Second Grade	Milik, Joseph	Resource Teacher
Smith, Haley	Second Grade	Schoenfeld, Debbie	Resource Teacher
Watts, Kelsi	Second Grade	Bagge, Jayden	Resource Teacher
Beale, Meghan	Third Grade	Cochran, Jacqueline	Speech
Justus, Liberty	Third Grade	Callahan, Julie	Speech
Peek, Emily	Third Grade	Latona-Besthoff, Tina	Psychologist
McLaughlin, Allyson	Third Grade	Woody, Tara	Sped Aide
Rover, Jenna	Third Grade	Fragoso Sanchez, Beatriz	Sped Aide
Schumaker, Macayla	Third Grade	Griffin, Jenna	Sped Aide
Sitzer, Kelly	Third Grade	Harden, Alyssa	Sped Aide
Hanson, Elizabeth	Fourth Grade	Gomez Martinez, Erika	Sped Aide
Enard, Mallori	Fourth Grade	Murillo, Gladis	Sped Aide
Foster, Nicole	Fourth Grade	Rowell, Amanda	Sped Aide
Kozielek, Julia	Fourth Grade	Lynde, Lisa	Smart Lab Aide
Martinez, Vanessa	Fourth Grade	Meade, Ralph	Playground Aide
Nunez, Patricia	Fourth Grade	Haunschild, Crystal	Playground Aide
Spencer, Cassidy	Fourth Grade	Pellegrin, Gloria	Playground Aide/Crossing Guard
Bailey, Melinda	Fifth Grade	Tantonie, Michael	Cafeteria Aide/Crossing Guard
Demgen, Marina	Fifth Grade	Krumwied, Trenton	Cafeteria Aide/Crossing Guard
Marquette, Mallory	Fifth Grade	Liberatore, Marty	Crossing Guard
Hughett, Ashley	Fifth Grade	Lindner, Nichole	Reading Aide
Palmer, Kristen	Fifth Grade	Durnan, Diane	Reading Aide
Diffenderfer, Shelby	Fifth Grade	Dachtly, Jennifer	OT
Cattelino, Christina	Sixth Grade	Sanstedt, Jill	PT
Balcik, Amanda	Sixth Grade	Plavic, Carolyn	Child Nutrition
Gust, Christine	Sixth Grade	Beach, Mary	Child Nutrition
Hamlin, Chris	Sixth Grade	Norman, Brenda	Child Nutrition
Murphy, Tyler	Sixth Grade	Carbajal, Magdalena	Child Nutrition
Gordon, Nick	PE	Dimas, Denise	Preschool Aide
Lindstrom, Bob	PE	Alvarado, Desiree	Preschool Aide
Peterson, Samantha	PE	Forristal, Shannan	Preschool Aide
Abbott-Rhodes, Ethan	Music	Madril, Diana	Preschool Aide
Anthony, Ashley	Music	Johnson, Maria	Preschool Aide

QCUSD District Administration

Dr. Perry Berry	Superintendent
Erika Copeland	Assistant Superintendent of Elementary
Casey Eagleburger	Assistant Superintendent of Secondary
Amber Stouard	Chief Operations Officer
Jessica Johnston	Chief Financial Officer
Dr. Patty Rogers	Director of Human Resources
Cole Morris	Executive Director of Operations and
Construction	
Dr. James Cowdy	Director of Athletics and Student Services

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

Alexa Mann	Co-President	president@sveptso.com
Laurel Weathers	Co-President	president@sveptso.com
Chantel Buchler	Vice President	
Erin Cross	Treasurer	treasurer@sveptso.com
Joyce Dodson	Secretary	

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](https://www.instagram.com/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.

Silver Valley Elementary Bear Tracks



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

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.apscc.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 QCUUSD 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	
Kinder A Lunch	10:00	10:20	10:40	10:00-10:40	40 min
Kinder B Lunch	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
Kinder A Lunch = Devorkin, Upah, Hanson, Ossentjuk					
Kinder B Lunch = Singer, von Miller, Elliott, Crane					

Early Release Lunch Schedule					
Grade	EAT	PLAY	CLASS	Total Time	
Kinder A Lunch	9:30	9:50	10:05	9:30 - 10:05	35 min
Kinder B Lunch	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
Kinder A Lunch = DeVorkin, VonMiller, Singer, Upah					
Kinder B Lunch = Crane, Elliott, Ossentjuk, Murphy					

Student Meal Prices:

	<u>Breakfast</u>	<u>Lunch</u>
Full Pay	\$1.50	\$2.90
Free and Reduced	No Charge	\$.40

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 library. 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. They do not include student costumes during the school day. 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.

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

Student Appearance

Wearing neat, clean clothes helps children feel good about coming to school to learn. Clothing that distorts the student's identity or disrupts the learning process will not be allowed.

- Clothing displaying alcohol, cigarettes, drugs or any sexual connotations is not appropriate
- See through, spaghetti straps, **bare-midriff shirts**, or clothing which is backless or revealing is not suitable for school wear.
- Short shorts (must meet the fingertip rule), ripped or torn jeans, or sagging pants are unfit for school.
- Hats are only permitted on spirit days
- Flip-flops, backless sandals, and high heels are discouraged for safety reasons.
- Heelys (shoes with built in wheels) and slippers are not allowed
- For safety reasons, tennis shoes are a must on PE days.

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.

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. Do not use the staff lot for student pick up and 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.

Visitors

Parents are always welcome to visit our campus. For the protection of our students, all visitors are required to check in at the office and wear a visitor's sticker while in the building. Prior to being admitted to the building the office will check with the teacher to announce your arrival.

Unplanned visits before or after school are disruptive to the teachers' prep time. In addition, unplanned visits during instructional time are disruptive to the classroom learning environment. If you need to meet with your child's teacher, please schedule an appointment with the teacher. Children from other schools and younger siblings are not allowed to visit in the classroom; please do not ask for an exception to this restriction.

We ask that you have teacher approval prior to entering the classroom. The teacher is not able to conference with a parent while students are in the classroom. Conferences/meetings must be scheduled for another time. Volunteers/visitors must report back to the office and sign out before leaving the campus.

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: _____

