

SPRING VALLEY ELEMENTARY

Established in 2007




THE WILDCAT WAY INFORMATION GUIDE 2021-2022

Revised 8-19-21

Spring Valley Mission Statement

The Spring Valley Mission is as easy as:

 *Maintaining a Safe Environment*

 *Building Connections*

 *Engaging Students to Achieve*

School Motto

Every Child, Every Day, Whatever It Takes

School Mascot

Wildcat

School Colors

Purple & Silver

Geary County USD #475

NOTICE OF NON-DISCRIMINATION

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact: Executive Director of Personnel Services at
123 N. Eisenhower, Junction City, KS 66441 Telephone
785.717.4000

For questions or complaints based on disability, please contact: Executive Director of Special Education Services at
123 N. Eisenhower, Junction City, KS 66441
Telephone: 785.717.4000

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Please contact the principal if you need additional information.*

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Dear Parents,

Welcome to Spring Valley Elementary. My name is Sierra Jackson and I am looking forward to being your child's principal. Serving as principal is a joy and I look forward to walking into our school every day. This year marks the fifteenth year since Spring Valley opened and I am very excited to begin my 37th year in education. I am blessed to be part of the wonderful team of teachers and support staff that will be working with your child(ren).

Academic, social, and emotional well-being will be fostered at Spring Valley Elementary. The staff and I are dedicated to making our school the best possible place for children. We strive for our students to feel they are loved, valued and we want them to be contributing members of our school family. We believe all students can be successful and we are committed to learning for all, whatever it takes.

As a parent of two children, I expect my children to be treated with respect and to learn in a safe and caring environment. As an educator, I will make every effort to ensure that all children are treated with respect and are safe at school.

The information in this handbook is based on our regular practices/routines in hopes that we will be back to those routines soon. Changes due to Covid restrictions will be shared on our Spring Valley Facebook page and our school website. Please contact me if you have questions or concerns, sierrajackson@usd475.org, 785-717-4792. I know that by working together we can make this a successful year for your child(ren).

Respectfully,

Sierra K. Jackson, Principal

Section I—ATTENDANCE

STUDENT ARRIVAL--

Students enter the building through their designated entrances at 7:45. They either pick up breakfast or go directly to their classroom to begin a morning activity. Our Family Welcome begins at 8:00. Students arriving at or after 8:00 should enter through Door #1. It is very important that your child arrive to school on time. The beginning of the day sets the tone for the entire school day.

DROPPING OFF STUDENTS--

PARKING LOT A— DROP OFF ONLY—Parents of students in grades PreK-2 or students eating breakfast should drop off in this lot

- ❖ Pull up to the next available cone.
- ❖ Please have children prepared to exit as you pull up to cone so the line will not get backed up
- ❖ Child(ren) should exit vehicle on the passenger side so they will be safely on the sidewalk. Parents should remain in the vehicle.
- ❖ Please exit the drop off space as soon as your child(ren) has/have exited the vehicle so the next car can pull forward.
- ❖ Please remain in the line to exit and do not pull around other cars.

PARKING LOT B—Parents walking students to their designated door should park in this lot

- ❖ Park in a designated space.
- ❖ Walk with your child to the building or their designated door.

PARKING LOT C—DROP OFF ONLY—Parents of students in grades 3-5 should drop off in this lot

- ❖ Pull up to the next available cone.
- ❖ Please have children prepared to exit as you pull up to cone so the line will not get backed up
- ❖ Child(ren) should exit vehicle on the passenger side so they will be safely on the sidewalk. Parents should remain in the vehicle.
- ❖ Please exit the drop off space as soon as your child(ren) has/have exited the vehicle so the next car can pull forward.
- ❖ Please remain in line to exit and do not pull around other cars.

ENTRANCES/EXITS--

- ❖ **Door 1/Main Entrance**—Students in first and second grades enter and exit through this door. Students arriving at school at 8:00 or later should enter through this door.
- ❖ **Door 2**—This is the small door located on the west side of the building to the left of the flagpoles. Students in Pre-K and Kindergarten students enter through this door. Students in Pre-K will exit through this door.
- ❖ **Door 3-4**—Kindergarten students exit through these doors.
- ❖ **Door 11**—This door is located on the south side of the building. Fifth grade students enter and exit through this door.
- ❖ **Door 12**—Spring Valley Singers enter through this door for practices.
- ❖ **Door 13/Gym Entrance**—Third grade and Fourth grade students enter and exit through this door. This door is also used for after-hours school events, programs and community events.

REMINDERS:

For the safety of all students:

- 🐾 Please park in a designated parking space.
- 🐾 Please do not block the driving lane when dropping off or picking up your child.
- 🐾 Please refrain from entering the Bus and Staff Parking Lot C after school.
- 🐾 Please refrain from driving on, parking on, or blocking the Emergency Access Road located along Hickory Lane and Kathie Drive. This is the road around and behind the school with the gates at each end.
- 🐾 Please do not pull forward into the driving lane; back up out of the space to exit the lot.
- 🐾 Please do not pull around cones or move them; they are there to block off the lane so children can cross safely.

STUDENT DISMISSAL--

School ends at 3:15 p.m. Please be prompt when picking up your child(ren). Teachers and staff have meetings and other obligations after school. If you need to pick your child up from school prior to 3:15 please call the office. It is important to note that when a student leaves prior to 3:15 they will be counted tardy according to District Policy.

PICKING UP STUDENTS—

- 🐾 We do not have pick up lanes. Please park in Lot A or B and walk to pick up your child from their designated area.
- 🐾 Please park in a designated parking space.
- 🐾 Do not park by yellow curbs, in lanes or in handicapped spaces (unless you have a handicap permit or tag).

PARENT GUIDELINES FOR ABSENCES, APPOINTMENTS AND TARDIES--

Spring Valley Elementary staff believes that a direct correlation exists between regular school attendance and academic achievement. We believe that students must begin at an early age to develop habits of regular and punctual attendance. Parents of elementary children share with the school the responsibility for guiding students so they will develop a good attendance record. If a student is entered in Skyward as absent by the classroom teacher, an automated system called Skylert will alert parents. If a student is tardy, and the teacher has already completed attendance, you may still receive this alert. Please call the school when you receive the Skylert alert to notify the office of the reason for the absence.

We ask that parents/guardians cooperate with the school in the following manner:

- 🐾 Please make every effort to see that your child arrives on time.
- 🐾 When possible, medical and dental appointments should be made outside of school hours.
- 🐾 When your child is absent please phone the school, 785-717-4790.
- 🐾 If your child is absent over a period of days due to illness, verification from the doctor should be provided.

It is the building principal's responsibility to report chronic absenteeism/tardies and truancy according to the state attendance statute K.S.A. 72-1111. **Chronic absenteeism is when a student is absent for more than 10% of the days school has been in session. Truancy is defined as per the amended statute**

72-1113 as inexcusable absence from school for a significant part of a day either three consecutive days or five or more days in any semester.

The district defines a **tardy** as anytime a student is not in attendance for less than 3 hours. Students are also tardy if they are not in class at 8:00 a.m. when school begins. **The only tardies that are excused are for medical/health appointments.**

Parents are required to come to the main door (Door #1) to sign their child in when they are late to school. The office will issue a pass and send the student to class. In an effort to reduce classroom disruptions, parents do not accompany the student to class. A staff member will be happy to walk the student to class if the parent requests. The parent also needs to come to the main door to pick up their child when they are leaving early. A child will be released only to the parents or emergency contacts, unless the parent has notified the school that they have granted permission for someone else to pick up their child. **All persons other than a child's parents will be required to show identification when picking up the child.** Teachers will not release a student from the classroom or playground unless office personnel have notified them.

Excused Absences-The following absences will be considered excused if notification is received from parent within 24 hours of the absence:

- ✿ Illness (The school may request verification from medical authorities in situations of excessive absences.)
- ✿ Medical appointments (The school may request verification from medical authorities in situations of excessive absences.)
- ✿ Death in the immediate family
- ✿ Personal family reasons, ONLY when cleared **in advance** by the building principal

Inexcusable Absences-The following is not intended to be a complete list, however these are examples of absences that will be unexcused:

- ✿ Any absence without the knowledge and consent of the parents
- ✿ Shopping
- ✿ Vacations
- ✿ Baby-sitting

MOVING/TRANSFERRING PRIOR TO THE END OF THE SCHOOL YEAR--

Please notify the office two weeks in advance of the scheduled move in order to provide adequate time for the processing of school records. **All original records must be requested by the student's new school.**

Section II—STUDENT MANAGEMENT AND CLASSROOM SAFETY

ANIMALS--

The Kansas Department of Health and Environment has defined strict guidelines pertaining to the topic of animals on school grounds. We understand that children like to bring pets for "show and tell" however; we have to abide by the guidelines. Please do not bring any type of animal on school grounds without prior approval of the principal. It is a district policy that **under no circumstances should a pet be on school grounds before or after school.**

ADMINISTRATIVE GUIDELINES EMERGENCY SAFETY INTERVENTIONS (ESI)--

Safety for students and staff is always our number one concern. There are times when a student may demonstrate physically dangerous and/or destructive behaviors. In those situations, the student, peers and school personnel are at an increased risk for injuries and the student's behaviors may require an immediate use of Emergency Safety Interventions (ESI) by school personnel. The purpose of using ESI is to safeguard and help the student regain control so that learning may continue. In such situations, school personnel may physically restrain the student to protect them from injury, from hurting other students or adults, and from violent actions that may be destructive to property. Another intervention may be to remove a student from the scene of imminent danger or injury for a brief period of time. The purpose of this temporary removal is also to prevent students from harming themselves or others.

Emergency Safety Interventions

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

The full board policy may be read at the link below:

<https://web.usd475.org/depts/communications/Documents/!03%202019%20Updated%20USD%20475%20BOE%20Policies%20-%20KASB%20Dec%202018%20changes.pdf>

SAFETY--

Entering Spring Valley— A priority of Spring Valley is to keep all students and staff safe. To assist in this, it is necessary for all guests to follow the procedures outlined in the Visitors to the Building section of this guide. All doors around the building are locked and visitors must enter through the front doors and bring identification.

After Hours Activities—After school activities require a safe and orderly environment. All children in attendance at after school activities need to be accompanied by a parent or responsible adult who will be accountable for their behavior. Anyone not following building procedures will not be allowed to participate.

Drug Free Schools and Community—The unlawful possession, use, distribution, and/or sale of alcoholic beverages, illicit drugs, drug paraphernalia, improper use of legal drugs, and other controlled substances by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act-P.L.102-226.

Fire/Tornado/Safety—Spring Valley will hold fire drills, tornado drills, intruder drills and various other safety drills throughout the school year. Teachers will instruct students of the procedures and behavior expected during the drills.

Kansas School Safety Hotlinks—The Kansas Highway Patrol staffs a statewide school safety hotline for students and parents with knowledge of impending school violence. The information given will then be forwarded to the building administrator. The toll-free number is 1-877-626-8203.

STUDENT BEHAVIOR SUPPORT PLAN--

The Spring Valley Staff are committed to high expectations for all students. We will teach and model acceptable school behavior and work to develop appropriate self-discipline in all students.

Management is a process of teaching, organizing and structuring procedures and routines. In an effort to provide students with the necessary skills to help them regulate their behaviors and actions, our school behavior support plan includes the following programs:

Safe and Civil Schools (Developed by Randy Sprick, PhD)

FOUNDATIONS is a Schoolwide Positive Behavior Support (PBS) program. Research shows that the most effective way to transform a school climate into a civil and respectful one is to implement a schoolwide behavioral plan that stresses proactive and positive corrective responses toward misbehavior. The expectations/procedures developed at Spring Valley involve all staff and are taught and practiced with all students. Expectations/procedures are posted and reviewed regularly.

CHAMPS is a proactive and positive approach to classroom management. Geary County USD 475 utilizes this program across the district in all grades. CHAMPS is an acronym standing for C-Conversation, H-Help, A-Activity, M-Movement, P-Participation, S-Success. It is a framework designed to improve classroom behavior, establish clear classroom behavior expectations with logical and fair responses to misbehavior, motivate students to put forth their best efforts and increase academic engagement, resulting in improved test scores.

Lifeskills (Developed by Susan Kovalik)

The Lifeskills are used throughout the school, in the lunchroom, and on the playground. Each week one of the Lifeskills is designated as the "Lifeskill of the Week". During the morning announcements the Lifeskill selected is announced and explained. However, teachers may choose to teach the Lifeskills in a sequence that best integrates into their curriculum. Students can earn cards for using their Lifeskills. When a student earns five cards they may redeem the cards for a small prize. The Lifeskills:

- | | | | | | |
|-------------|--------------|-----------------|----------------|----------------|--------|
| Caring | Common Sense | Cooperation | Courage | Curiosity | Effort |
| Flexibility | Friendship | Initiative | Integrity | Organization | |
| Patience | Perseverance | Problem-Solving | Responsibility | Sense of Humor | |

Second Step (Developed by Committee for Children)

Students are taught to reduce impulsive and aggressive behavior, which increases their level of social competence. The program addresses skills in empathy, impulse control, and anger management. The students learn through modeling, practice, and reinforcement.

Sanford Harmony (Developed by Sanford Harmony at National University)

Sanford Harmony social emotional learning (SEL) program to build healthy relationships and develop boys and girls into compassionate and caring adults.

Spring Valley Student Self-Monitoring (Developed by the Faculty)

Each morning, as a school family, students recite the Wildcat Pledge together. It is a promise that we make to each other about how we plan to move forward with our day.

As a Wildcat I will:

- ✿ **C**-cooperate with others
- ✿ **A**-act responsibly
- ✿ **T**-treat everyone with respect
- ✿ **S**-strive for my personal best

Each classroom has a Regulation Area with regulation tools available when students need a place to regulate their emotions. We also have a PAWS break room at the office where students can self-regulate. Students can obtain a PAWS break pass from their teacher to go to the office.

VISITORS TO THE BUILDING—WE WILL NOT HAVE PARENT VOLUNTEERS/VISITORS THIS YEAR DUE TO COVID

In an attempt to provide security and prevent disruptions of learning, we ask **that all parents and visitors stop at the school office to sign in and pick up a visitor's badge and sign out when they leave.** This is a USD 475 policy practiced in all schools. Visitors must bring an I.D. The doors are locked 10 minutes after school begins. Please press the intercom button that is located near the far right door to speak with the office. Please look at the camera and be prepared to present identification, as all staff members may not know all parents. When the entry buzzer sounds, pull hard on the far right door (the one with the wildcat) to enter the building.

Section III—CURRICULUM, HOMEWORK, ASSESSMENT, SPECIAL PROGRAMS

CURRICULUM--

Math- Eureka Math

Reading- Wonders

Science-FOSS

Social Studies-Integrated into Curriculum

RECOGNITION ASSEMBLIES--

Recognition Assemblies will be held at the end of each quarter by grade level to celebrate students' use of Lifeskills as well as attendance. Parents will be notified in advance as to when the celebrations will be held.

HOMEWORK GUIDELINES --

We encourage parents to have their child read every day. Research shows that children who read daily have higher achievement in school. Please refer to the Spring Valley Homework Guidelines that are included in the orientation folder for homework information.

PARENT INVOLVEMENT OPPORTUNITIES -- WE WILL NOT HAVE PARENT VOLUNTEERS/VISITORS THIS YEAR DUE TO COVID

Spring Valley has many opportunities for parents to be involved. Parents are welcome to volunteer in the classroom when prearranged with the classroom teacher, support the class by completing volunteer jobs at home, eat lunch with their student, present to the class about their profession when students study careers, attend Booster Club meetings and volunteer at events, attend D.E.A.R., attend Student Recognition Assemblies at the end of each quarter, attend the Parade of Costumes in October, attend the Holiday Sing Along in December, attend Family Fun and Fitness Night in April and volunteer for Wildcat Fun Day in May.

PRINCIPAL/STUDENT RECOGNITION--

The following are programs/activities I have designed to help me to get to know the children better and to recognize their academic accomplishments:

- ✿ **Birthday Lunches with the Principal**—The first Monday of each month I eat with children that have birthdays during that month.
- ✿ **Principal's Personal Best Board**—Children's work is displayed on the board for approximately two weeks. I return the work and the student selects a small prize.
- ✿ **Read to the Principal**—Children come to my office to read to me. They receive a pencil and get their picture taken which is displayed on a board near the office.

PROGRAM PROCEDURES (After Hours)--

Prior to the beginning of a program the chimes will be rung or the Five Sign will be used to let the audience know it is time for a zero voice level and to direct their full attention to the presentation. We ask that there be no talking during programs. Please silence all electronic devices. A safe and orderly environment must be maintained for any after school event. A responsible adult who will be accountable for the child's behavior must accompany all children in attendance. If problems arise in this regard, individuals involved may be asked to leave the program/activity.

STUDENT ACTIVITIES--

Spring Valley Elementary has many opportunities for students to be involved. The following are some examples:

- ✿ Wildcat Workers (by application, grades 2-5)—students work in various capacities around the building.
- ✿ Student Ambassadors (selection process, grades 3-5)—members participate in community service activities to improve our school and community.
- ✿ Spring Valley Singers (grades 4-5)—students sing for our school and community.
- ✿ We hope to add additional opportunities throughout the school year

Section IV—SCHOOL GUIDELINES

BREAKFAST PROGRAM--

Breakfast is served daily. Students eating breakfast should use the main entrance, door #19, near the flagpole. The federal government is providing free breakfast for all students for 2021-2022 school year.

As outlined in the Geary County Elementary Schools Family Handbook, "children will eat the school breakfast if they come through the line. They cannot bring an outside breakfast to eat." **The breakfast program is scheduled from 7:45 to 8:00. If your child is late to breakfast they will not be able to eat at that time.** Spring Valley offers a Second Chance Breakfast for students who did not arrive on time for breakfast at school. They will have the opportunity to purchase a breakfast on a schedule 8:45-9:15 and take it to their class. Please notify the office if you would not like your child to participate in Second Chance Breakfast.

CELL PHONES/SMART WATCHES--

Parents who wish their child to bring a cell phone or smart watch for safety purposes before and after school should speak with their child's teacher. The phone/smart watch must be turned off and in the student's book bag during school hours. If this procedure is not followed, parents will be contacted.

CELEBRATIONS--

Parents are invited to celebrate with their child by attending a special school wide Parade of Costumes in October and Holiday Sing Along in December. Students celebrate Halloween and Christmas in their classrooms with a healthy snack made with ingredients purchased by the school. Students celebrate Valentine's Day by sharing Valentine cards with classmates and enjoying a healthy treat provided by the school. Students may have a candy or trinket attached to their cards. To keep everyone safe, this candy will not be consumed at school. It will be sent home. Prior to Valentine's Day, the office will send home a note to the parents of students with known food allergies to gain their permission to send the candy home with their student.

Please do not send in any food to share with your child's class. Due to the high number and variety of allergies, we do not allow any food to be brought in for birthdays or classroom celebrations. It will be returned home.

Birthdays are celebrated at school in the following ways:

- ✿ Birthday Lunch with the principal
- ✿ Birthdays announced during morning welcome and pencil and sticker given by principal
- ✿ Names are displayed on a special bulletin board in the lunchroom
- ✿ Parents are welcome to come and have lunch with their child
- ✿ Teacher recognition in classroom
- ✿ Parents may send in a non-food favor/trinket to share with the class
- ✿ Spirit Sticks sold at the office

It is our procedure that birthday invitations are not passed out at school, unless there is an invitation for every child in the class. This will avoid classroom disruptions and hurt feelings. Please do not send or bring flowers or balloons to your child for birthdays and holidays. We are unable to deliver them to the classroom. Please have them sent to your home.

COMMUNICATION WITH PARENTS--

- ✿ Monthly newsletter at beginning of each month posted on Facebook and our school web page
- ✿ Parent Orientation/Open House after school begins and Parent Teacher Conferences in fall and spring
- ✿ Reminders for special events and days when there is no school are sent through Skyward
- ✿ Weekly classroom update from classrooms
- ✿ Spring Valley Website—<http://springvalleyelementary.usd475.org/>
- ✿ Facebook—Spring Valley Elementary USD 475
- ✿ Parent Wildcat Weekly—sent through Skyward each week and posted on Facebook.
- ✿ Wildcat Wednesday Folders

Office notices are on golden paper and usually sent home on Wednesdays. Please check your child's backpack for notifications

FIELD TRIPS--

District and school field trips are planned throughout the school year. Notification for each trip will be sent home. All Spring Valley Elementary students will ride the bus to and from the field trip. If parent chaperones are needed, parents are asked to drive their own vehicle and meet the bus at the designated location. Field Trips are for Spring Valley students only; parent chaperones are asked to make arrangements for other siblings.

When your child orders a sack lunch from the school for a field trip, their account will be charged. Please note that even if your child decides to bring a lunch from home, if the lunch you ordered was not cancelled at least two days prior to the trip, the **sack lunch will be charged to your child's account.** *Accounts will not be charged this school year since the federal government is providing free lunch for all students for 2021-2022 school year.

LUNCH PROGRAM--

Children may participate in the lunch program or bring a sack lunch from home. The federal government is providing free lunch for all students for 2021-2022 school year.

Sack lunches should be placed in a small lunch sack or a lunch box. **Please do not send soda.** Your child may purchase milk for \$.50 or bring juice or water. It is a district policy that the student must have money in their account to purchase the milk or bring \$.50 at the time of purchase. The extra milk is not covered in the federal government's free lunch program this year.

LUNCHROOM PROCEDURES--

Students benefit from having a fifteen-minute recess period prior to lunch. We have established a five-minute quiet eating time which takes place after all students are seated. The designated quiet time is implemented to encourage students to eat their lunch. We ask that all visitors participate.

OPEN DOOR POLICY--

Please feel free to visit with the building principal whenever you have questions, concerns, or you want information about a program or procedures at Spring Valley. Communication is the key to a successful school year. We are very proud of our school and all the hard work that goes into making Spring Valley a caring and safe environment. Parents, students, staff, and community members are a vital part of our success!

PERSONAL ITEMS/TOYS AT SCHOOL--

Personal toys, sports equipment, and/or electronic devices **should not be brought to school** unless the student is given special permission from the teacher for Show and Tell/Star Student or a Spirt Day. If items are brought to school the classroom teacher will request the student put it in their book bag or may take the item for safekeeping. Your cooperation will help avoid distractions and problems with loss, theft, or damage of items for which we cannot be responsible.

RECESS--

Students receive approximately 15 minutes of recess each day prior to lunch.

Procedures for using the playground are essential to student safety. Students are taught the playground procedures, procedures are posted in classrooms and reviewed regularly.

SNACKS--

One of the responsibilities of the school is to teach students proper nutrition habits. One way we can reach our goals is by requiring all snacks brought to school BE HEALTHY and meet the allergy guidelines established to protect children. Please refer to the Allergy Information in Section V.

Section V—HEALTH SERVICES

ALLERGY INFORMATION--

Children with a serious nut allergy can have an allergic reaction by merely touching a nut-containing food or a surface with nut residue or nut oils. For the safety of our children, we are putting the following safety guidelines into effect:

- Foods containing nuts are **not allowed in the classroom for snacks**. Items not meeting guidelines will be sent home with the student.
- Foods with nuts and homemade items **may be brought in your child's lunch** as long as the item is in a closed bag or container.
- We will not complete any projects that involve nuts or nut products (ex: bird feeders).
- Students will wash their hands with soap and water to clean their hands prior to returning to the classroom after lunch if nuts/nut products are eaten. This will remove any nut oils from their hands before returning to the classroom. Similarly, if your child eats nuts/ nut products for breakfast, we would greatly appreciate your making sure that their hands are washed with soap and water before leaving for school. Water alone does not do the trick.
- Food items provided by the school will meet the allergy guidelines.

ILLNESS--

Please be sure that phone numbers and emergency contact information are up to date in case your child is ill or injured. As stated in the Geary County Elementary Schools Family Handbook: "A student may return to school when symptom free for 24 hours **without** any fever reducing medications or other medications to relieve symptoms".