

Sun Valley Elementary School
Family/Student Handbook
2026-2027

5490 Leon Drive
Sun Valley, NV 89433
Phone: (775) 674-4420

www.washoeschools.net/sunvalley
www.facebook.com/sunvalleylionpride

Table of Contents

Introduction Section

Letter from the Principal ..... pg. 3
Staff List ..... pg. 4

Identification Section

Statement of Purpose & Mission Statement ..... pg. 5

Procedures Section

WCSD 2026-2027 Calendar ..... pg. 6
Sun Valley Daily Schedule ..... pg. 7
Important Phone Numbers/Websites ..... pg. 8

Sun Valley Elementary School Policies and Procedures ..... pg. 9-12
- Arrival/Dismissal ..... pg. 9
- Parking Lot Procedures ..... pg. 9-11
- Transportation ..... pg. 10
- Health ..... pg. 12
- Scooters/Bicycles/Roller Blades/Wheelie Shoes ..... pg. 12
- Meals & Snacks ..... pg. 12

Attendance ..... pg. 12-13
- Leaving School Early ..... pg. 13
- Registration/Withdrawal ..... pg. 13
- Infinite Campus ..... pg. 13

After-School Programming ..... pg. 14
Parent Communication & Counseling ..... pg. 14-15
- Class Dojo ..... pg. 14
- Connect Ed ..... pg. 14
- Report Cards ..... pg. 14
- Parent Teacher Conferences ..... pg. 14
- Home Visits ..... pg. 15
- Emergency Information ..... pg. 15

Visitors, Volunteering & Fieldtrips ..... pg. 15-16
Social Emotional Learning & Positive Behavior Supports ..... pg. 16-17
- Schoolwide Behavior Expectations Matrix ..... pg. 17

Personal Belongings, Electronic Devices, Lost & Found ..... pg. 18
Bullying & Harassment ..... pg. 18
Emergency Procedures ..... pg. 18
Dress Code ..... pg. 19

A Message from the Principal

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

Ashley Mattick, Principal
Erin Smith, Assistant Principal

Dear Sun Valley Families,

Welcome to the 2026–2027 school year at Sun Valley Elementary School!

As we begin a new year together, we are excited to introduce our school theme: **"Here We Grow – Rooted in Excellence."** This theme reflects our commitment to nurturing the growth of every student, every staff member, and our entire school community. Just as a strong plant develops deep roots before it blooms, we believe that strong relationships, high expectations, and a supportive learning environment provide the foundation for lifelong success.

At Sun Valley, our mission remains clear: we are a community of students, staff, and families who foster positive relationships and ensure that all students achieve at high levels while feeling safe and loved. Our vision continues to guide our work as we strive to provide student-centered learning experiences that promote perseverance, growth, and collaboration.

Growth happens in many ways. Students grow academically as they develop new skills and knowledge. They grow socially as they build friendships and learn to work with others. They grow emotionally as they gain confidence, resilience, and independence. This year, we will celebrate growth in all its forms while continuing to challenge and support every student on their journey.

Last year, our students demonstrated remarkable progress in academics, attendance, and English language development. Those accomplishments were made possible through the hard work of our students, the dedication of our staff, and the partnership of our families. Together, we created an environment where students could thrive, and we look forward to building on that success in the year ahead.

As we embark on this new school year, we invite you to join us in cultivating a community where every child feels valued, supported, and inspired to reach their fullest potential. We know that when schools and families work together, amazing things can grow.

Thank you for your continued trust, partnership, and support. We are excited for all that lies ahead and look forward to another wonderful year at Sun Valley Elementary School.

With appreciation,

Ashley Mattick
Proud Principal
Sun Valley Elementary School

Sun Valley Elementary School Staff

Ashley Mattick –Principal

Erin Smith – Assistant Principal

Early Childhood
Kelly Bodtke
Margarita Botello (Aide)

Pre-K
Rosa Mamani
Karissia Cruz (Aide)
Sheena Shourappa (PreK/K Aide)

Kindergarten
Karen Avila-Sheffield
Jacqueline Cortez
Bianca Martinez
Amber Niebauer

First Grade
TBD
Adriana Kenny
Lori Saling
Samantha Sidman
Diane Wilkinson

Second Grade
Janet Bierman
Yesenia Rangel-Falcon
Roxanne Tuggle
TBD

Third Grade
Katie Gaeckle
Erica Hansen
Fabienne Hansen
Andy Levandowski

Fourth Grade
Kaylin Aytes
Mitchell Brill
Stephanie Hodnett

Fifth Grade
Alanna Mayo
Hernan Rios
Alejandra Vazquez
TBD

SPED-Strategies
Andrea Cortez
Heidy Rios
Mirna Murillo (Assistant)
Trudy Warner (Assistant)

SPED-Resource
Andrea Torres
Justina Whittemore

Psychologist
Molly Fallon

Speech
Gina Lazzarone

ELL
Alanna Brady
Sherry Coops
Nancy Sandoval

Intervention
Odalis Gusman-Marquez
Ezekiel Jacinto

English Language Facilitator
Londy Hidalgo

Office
Charleen Stevens-Secretary
Lilia Guzman – Bilingual Clerk

Counselor
Teesha Lane

School Social Worker
Jazmyn Horton

Computers
Stephanie Mendez-Valenzuela

Library
Dana Bothe

Music
Lisa Ellison
Tyler Wheaton

Health Clinic
Maribel Florez (Nurse)
Michelle Montano (Clinical Aide)

Nutrition Services
Teri Braunworth
Stephanie Corey
Andrew Serrano

Boys and Girls Club
Andrew Beach

Team Up Tutoring
Casey Cortez (Coordinator)
Camila Cruz (Assistant)
Rebecca Wiese (Assistant)

Facilities Maintenance
Rose Jeffers (SFC)
Yanet Mora
Billy Weaver

Sun Valley Elementary School

Mission

Sun Valley Elementary School is a community of students, staff and families who foster positive relationships and ensure that all students achieve at high levels while feeling safe and loved.

Vision

Sun Valley Elementary students will achieve at high levels through student-centered learning, perseverance, and continuous community collaboration.

We show our ***Lion Pride*** by being:
Safe, Respectful, and Responsible

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

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

Sun Valley 2026-2027 School Year Calendar

July 2026

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

No School on Shaded Days
# of School Days = 0

August 2026

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

No School on Shaded Days
# of School Days = 16
August 4 - 6 - Teacher Professional Dev. Day
August 7 - Teacher Work Day
August 10 - First Day of School for Students

September 2026

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

No School on Shaded Days
# of School Days = 21
September 7 - Labor Day

October 2026

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

No School on Shaded Days
# of School Days = 16
October 5 - 9 - Fall Break
October 12 - Teacher Professional Dev. Day
October 16 - End of Grading Period
October 23, 26-29 - Conference Week
October 30 - Nevada Day

November 2026

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

No School on Shaded Days
# of School Days = 17
November 3 - Teacher Professional Dev. Day
November 11 - Veterans Day
November 25 - 27 - Thanksgiving Break

December 2026

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

No School on Shaded Days
# of School Days = 13
December 17 - End of Grading Period
December 18 - Teacher Work Day
December 21 - January 1 - Winter Break

January 2027

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

No School on Shaded Days
# of School Days = 19
December 21 - January 1 - Winter Break
January 4 - Teacher Professional Dev. Day
January 18 - Martin Luther King, Jr. Day

February 2027

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

No School on Shaded Days
# of School Days = 19
February 15 - President's Day
February 23 - College and Career Readiness Assessment for high schools only.

March 2027

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

No School on Shaded Days
# of School Days = 15
March 12 - End of Grading Period
March 22 April 2 - Spring Break

April 2027

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

No School on Shaded Days
# of School Days = 20
March 22 April 2 - Spring Break

May 2027

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

No School on Shaded Days
# of School Days = 20
May 31 - Memorial Day

June 2027

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

No School on Shaded Days
# of School Days = 4
June 2 - 4 Contingency Days in Session
June 4 - End of Grading Period
June 4 - Last Day of School
^June 7 - 9 - Teacher Work Days if school is canceled
June 19 - Juneteenth

Sun Valley 2026-2027 Daily Schedule

Campus Opens	9:15	Students may enter playgrounds
1st Bell	9:25	Students may enter the buildings
School Day Begins	9:30	Tardy bell rings
Lunch		
1st & 5th	11:30-11:50	
Kinder & 3rd	12:00-12:20	
2nd & 4th	12:30-12:50	
Lunch Recess		
1st & 5th	11:50-12:05	
Kinder & 3rd	12:20-12:35	
2nd & 4th	12:50-1:05	
Dismissal	3:30pm	



Early Release Days (Wednesdays): **Dismissal is 2:45***

Conference Week (10/24-30): **Dismissal is 1:20**

*Delayed Start Procedures

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

In the event of a 2-hour delayed start, school will begin at 11:25 am. School will end at the regular 3:30 pm dismissal time. If a 2-hour delayed start is called on a Wednesday, early release will be cancelled and dismissal will be at 3:30 pm. Students are NOT to arrive at school until 10 minutes before the delayed start times, as there will be NO playground supervision in the morning and there will be NO before-school programming.

Important Phone Numbers & Websites

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

WCSD Website:	www.washoeschools.net
WCSD Homework Policy:	https://tinyurl.com/WCSDHomeworkPolicy https://tinyurl.com/WCSDHomeworkPolicy2
WCSD Student E-mail Policy:	https://tinyurl.com/WCSDStudentEmailPolicy
WCSD Plagiarism and Cheating Policy	https://tinyurl.com/WCSDCheatingPolicy
WCSD Internet Safety Policy	https://tinyurl.com/WCSDInternetSafety
WCSD Service Animals Policy	https://tinyurl.com/WCSDServiceAnimals
WCSD Gender Identity Policy	https://tinyurl.com/WCSDGenderIdentityPolicy
WCSD Student Records/Info Policy	https://tinyurl.com/WCSDStudentRecords

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



Sun Valley Policies and Procedures 2026-2027

Arrival 9:15 AM

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

Dismissal 3:30 PM

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

Parking Lot Procedures – "Kiss and Drop"

It is our number one priority to keep all our students, staff, and parents safe while here on our school campus. Each year, we experience safety concerns in our parking lot and surrounding streets. We ask that all families plan ahead, arrive early, and practice patience and kindness towards others during pick up and drop off times. We are asking that all families adhere to the parking lot and driving expectations to keep everyone safe. Please contact the office at 674-4420 if you are interested in supporting us as a Parking Lot Parent Volunteer.

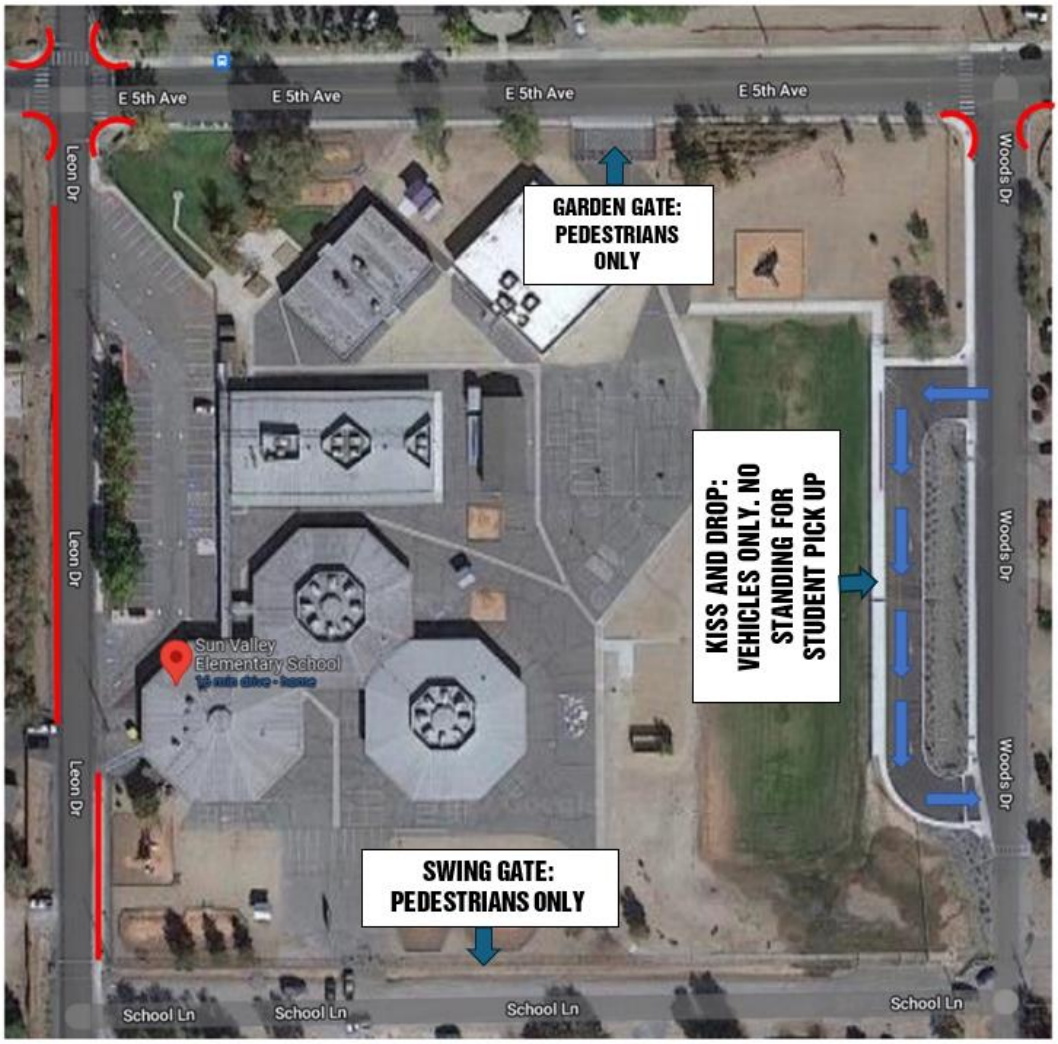
- The front parking lot is for **bus loading and unloading ONLY from 9:10-9:30 am and 3:15-3:45pm.** The front parking lot is for staff parking and parent use from 9:30 am to 3:15 pm, only when there are no busses present in the front parking lot.
- The front parking lot is **not for picking up and dropping off students before and after school.**
- If the orange cones are placed out in the front parking lot entrance or busses are parked there, please do not enter the parking lot.
- Please be aware of the "Do Not Enter" and "No Parking" signs at the front parking lot and do not use this area to enter the parking lot.
- There is a **Parent Pick-Up,** AKA "Kiss and Drop" area behind (east) the school building. Please meet your child here after school. **Parents are expected to drop off and pick up their students without exiting their cars.** Please pull up alongside the green curb and remain inside your vehicle while your students load/unload from your vehicle independently. Please pull forward as space along the green curb becomes available. Please arrive early, be patient, and alert to the traffic patterns. Thank you!
- Students are not permitted to step off the green curb without an adult escort.

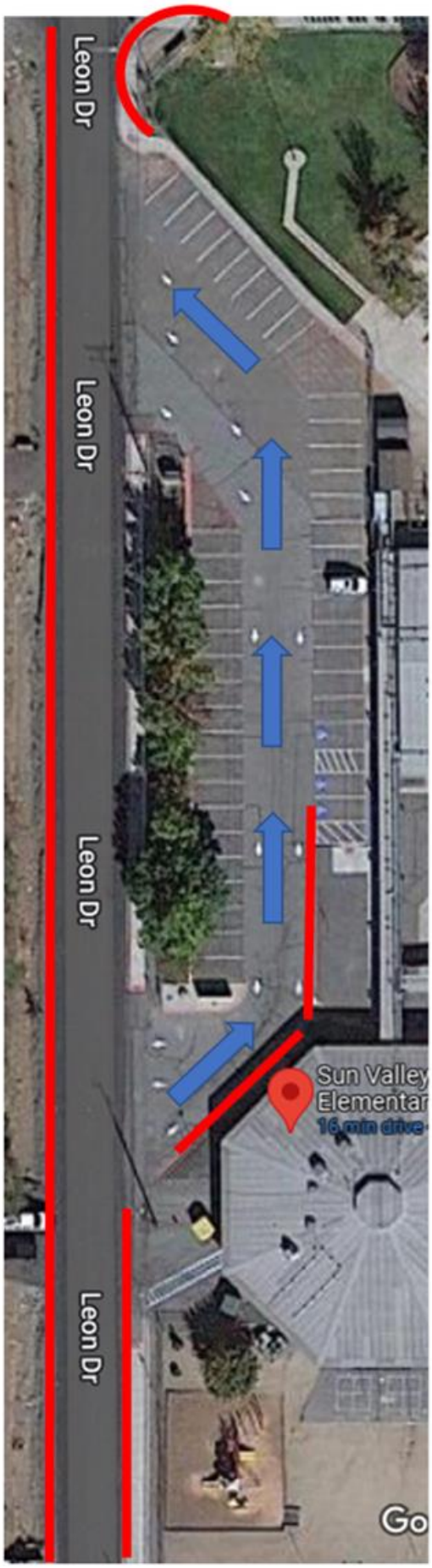
- Please do not double park, park in areas that are not parking spaces or block the crosswalk when stopped at a stop sign or while waiting to make a turn.
- Please do not stop in the middle of the street to drop your child off from your vehicle. All student drop offs must occur while pulled up against a curb.
- Please stop and yield to pedestrians using the crosswalks.
- Avoid any distractions while driving and remind your children to do the same when walking to or from school.
- Please remember to obey all traffic laws and the traffic patterns that have been put in place here at Sun Valley Elementary and in the community along your commute.

If you would like to join our Parent Parking Lot Committee, we will be holding trainings for interested parents throughout the year. Please contact our front office at Sun Valley ES at 775-674-4420 if you would like to volunteer to be a part of this very important Parent Parking Lot Task Force. Together, we can help our children and our students have a safe experience coming to and from school.
We appreciate your support in following and enforcing these safety expectations in our parking lot and surrounding areas.

Transportation

If you have any questions or concerns about transportation, please contact the Transportation Department at (775) 353-5900.
WCSD Transportation of Students Policy: https://tinyurl.com/WCSDTransportationofStudents





Please note the following:

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

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

Thank you.

Health

- Please call the school and notify the office of the reason for your child's absence (775-674-4420).
- Please note that ANY absences unaccompanied by doctor's note are **unexcused absences and count toward your child's chronic absenteeism rate**.
- Please let the nurse know of any medical needs that your child might have as soon as possible.



Scooters/Bicycles/Roller Blades/Wheelie Shoes

Any student riding a scooter or bicycle to school must supply a lock. The school is not responsible for any loss, damage, or theft. Scooters, bikes, skateboards, roller blades are not to be ridden on school grounds. Once students are on school grounds, they will walk their bike, scooter, etc. to the bike rack.
Students must remove and leave at home the wheel from any wheelie shoes if they are worn to school.

Meals and Snacks

- Breakfast:
    - All students will be offered breakfast each morning in the classroom between 9:30 and 9:45am. This is a **free** meal that we encourage all students to partake in.
- Lunch:
    - Students may bring a sack lunch or a "cold" lunch or may choose a **free** lunch served in the cafeteria.
    - Menus are sent home with the students each month.
    - If you will be providing a lunch for your child, please refrain from packing any glass bottles, sodas, or energy drinks.
    - For the health and safety of all students, the sharing of cold lunches is not permitted. If sending your child with cold lunch, please pack single-sized portions of food items for your child to consume during the lunch period.
- Snacks/Birthdays:
    - Our assigned day for snacks/treats is the last Friday of the month (see Parent Calendar for dates for each month's "Treat Day"). Please communicate with your child's teacher to arrange for a short snack/treat if you wish to celebrate something special for your child on the last Friday of the month.



Attendance

- **Your child's daily attendance at school is imperative to their academic success. Our goal is for all students to achieve an attendance rate of at least 90%.**
- Help your child find success in the following ways:
    - Send your child to school every day.
    - If your child is ill with vomiting, diarrhea or fever, please keep your child home and call the office. These absences are **NOT EXCUSED**, unless accompanied by a doctor's note.
    - As much as possible, schedule appointments for your child outside of school hours.



- If your child goes to a medical appointment or misses school for a medical reason, send a doctor's note to the school with your child. Absences accompanied by a doctor's note are **excused**.
- Plan any family trips/vacations during the school's scheduled breaks (see School Calendar on page 6 for dates). Please note that absences from school for family travel, family emergency, inclement weather, or other family related needs are coded as "domestic" and are **unexcused.**
- On delayed start days, plan ahead and use the extra 2 hours to travel to school with your child safely and to be on time.
- Communicate often and regularly with your child's teacher via phone, email, or ClassDojo.

- Please call the school and notify the office of the reason for your child's absence (775-674-4420). Please note that medical absences unaccompanied by doctor's note are **unexcused absences** and count toward your child's chronic absenteeism rate.
- When your child returns to school, if you have not contacted the office, please send a signed note stating the date and the reason for his/her absence.

The entire attendance policy, WCSD Board Policy 5400, is available on the Student Accounting Department website at https://tinyurl.com/WCSDStudentAttendance,

Leaving School Early

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

Registration/Withdrawl

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

Infinite Campus

- Infinite Campus allows you to follow your student's progress throughout the year, as well as communicate with the teachers. We recommend that you check your child's Infinite Campus at least monthly, if not weekly.
- Please keep your Infinite Campus password until your child graduates. If you have a change in phone number or address, please notify the office so that your Infinite Campus can be updated and teachers know how to best get ahold of you.
- Some of the advantages of checking your Parent Portal on a daily/weekly schedule are:
    - Grades
    - Class Assignments
    - Attendance

- Behavior
- To-Do list of assignments that are due or overdue
- Assessment Data (State testing results – SBAC, MAP, etc.)
- Immunization records
- Family calendar that organizes all of your children even if they attend different schools
- A graduation planner

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

After School Team Up Tutoring

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



Parent Communication & Counseling

Class Dojo

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

Connect Ed

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

Report Cards

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

Parent/Teacher Conferences

Sun Valley Elementary School will be holding one Parent/Teacher Conference week this year (October 23-29, 2025). The students will have early release on those days (1:20pm). Please make every attempt to attend. Parents are also encouraged to schedule a conference with teachers at any time during the year.

Counseling and Family Resources

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



Home Visits

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

Emergency Information

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

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

Visitors

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

For allowable visitors (during soccer games, music performances, district personnel, etc.), all visitors must enter through and check in at the front office where they will sign in and receive a Visitor's badge; visitors will be required to wear the badge during their entire visit.
WCSD Protocols for Visitors to District Policy: https://tinyurl.com/WCSDVisitorsPolicy

Volunteering

Thank you!

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

School Volunteer Application

New this year! Beginning July 1, 2025, all volunteer applications will be submitted online to the school district's online volunteer management system, Raptor: https://tinyurl.com/WCSDVolunteerApplication. Please be mindful that the approval process may take up to three (3) weeks.
WCSD Volunteer Screen and Background Checks Policy: https://tinyurl.com/WCSDVolunteers

Fieldtrips

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

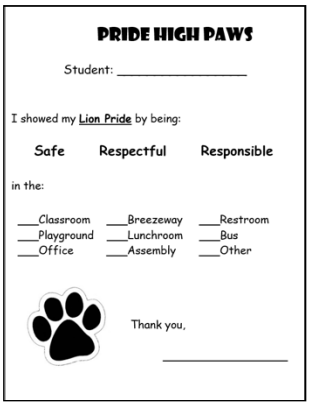
Social Emotional Learning & Positive Behavior Support

The Sun Valley Philosophy is to provide a challenging academic program in a safe, nurturing environment.
WCSD Student Behavior Policy: https://tinyurl.com/WCSDBehavior
WCSD Student Behavior Manual: https://tinyurl.com/WCSDBehaviorManualSY24

Positive Behavior and Intervention Support (PBIS)

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

When students demonstrate these positive and expected behaviors on campus, they will earn "High Paws"! These tickets can be redeemed once per month at the Student Store, to participate in fun schoolwide activities, or for various prizes!


PRIDE HIGH PAWS

Student: _____

I showed my Lion Pride by being:

Safe Respectful Responsible

in the:

___Classroom ___Breezeway ___Restroom
___Playground ___Lunchroom ___Bus
___Office ___Assembly ___Other

Thank you,

_____

Additionally, we are a Restorative Practices school. We work with our students through all their choices to support them in identifying why they have chosen to engage in particular behaviors, how their behavior may have impacted others and identify which alternative behaviors they could have tried and will do differently next time. We then support our students in finding ways to restore any relationships in need of repair following the incident.
As a parent, you are our greatest partner in encouraging positive behaviors in our students and working alongside our school team as we help our students navigate any bumps in the road along their school journey.

Awards & Recognition

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

Sun Valley ELEMENTARY	We show our LION PRIDE when we are being:		
	Safe	**Respectful**	**Responsible**
All School Grounds	• Go *down* the slide/swing straight • Keep hands, feet, and objects to yourself • Stay in adult-supervised locations	• Follow adult directions • Use appropriate language • Use good sportsmanship while playing with others	• Dispose of trash in appropriate receptacles • Share playground equipment • Line up as soon as the bell rings
Classrooms	• Use sanitizer when entering/exiting • Remain in assigned location • Use walking feet	• Follow directions • Raise your hand • Use appropriate language and tone	• Employ active listening • Participate actively • Stay in assigned spot
Cafeteria	• Keep hands, feet, and objects to self • Remain in assigned location	• Follow directions • Exhibit good table manners (keep food on your tray, chew with mouth closed) • Keep food in the cafeteria	• Stay seated in assigned area • Clean up your eating area and floor around you • Keep food on your plate or in your mouth
Breezeways	• Pass on the right • Use walking feet to your destination • Keep hands, feet, and objects to yourself	• Smile & wave to acknowledge adults and peers • Listen to and follow adult directions • Use your quiet inside voice	• Carry a valid hall pass • Go straight to your destination • Pick up litter
Restrooms	• Report problems, vandalism, etc. to an adult immediately • Wash hands before leaving	• Be considerate of others' privacy • Keep restroom clean for yourself and others.	• Do your business & leave • Flush the toilet • Throw trash in appropriate receptacles
Busses	• Stay in your seat • Enter and exit in an orderly fashion • Report any incidences	• Listen to and follow directions from the driver • Wait in line • Use appropriate language and volume	• Keep your body and belongings inside the bus • Sit in assigned seat
On the Way To/From School	• Use walking feet • Stay out of the streets and use crosswalks when necessary • Avoid talking to/approaching strangers	• Use kind words with students and neighbors • Keep off other peoples' property • Keep our community clean of trash	• Go straight to your destination • If there is a problem, tell a trusted adult as soon as you see them • Dispose of trash in appropriate receptacles

Personal Belongings/Toys

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

Electronic Devices



Please leave all electronics at home. If your child must bring a cell phone or Smart Watch to school, it must be kept off and in their backpack throughout the school day.
If a student must bring a cell phone or Smart Watch, it is not to be carried into classrooms during assessments, semester exams or other testing situations.
If you must talk with your student during the day, please call the office.
WCSD Use of Personal Electronic Device by Student Policy: https://tinyurl.com/WCSDPersonalElectronicDevices

Student Laptops & iPads

School-issued laptops are provided to support learning and are to be used only for educational purposes as directed by the teacher. Students may not change settings, backgrounds, screensavers, or other device configurations, download unauthorized programs, or use the device for non-instructional activities. Any misuse or tampering with a school-issued device may result in disciplinary action and/or loss of technology privileges.

Lost & Found

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



Bullying & Harassment

The administration and staff at Sun Valley Elementary School take bullying reports very seriously. Please let your child know that if they do not feel safe they must notify their teacher, administrator or any staff member of the school so that we can assist your child immediately.
Please call the school at 775-674-4420 if you have any questions or concerns about this issue.
WCSD Safe & Respectful Learning Environment Policy: https://tinyurl.com/WCSDSafeRespectfulLearing
WCSD Student Bullying & Harassment Policy: https://tinyurl.com/WCSDBullyingPolicy

Emergency Procedures

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

Evacuation Plan (Fire Drill Bell – Exit Out of the Building)

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

Parent Reunification Procedures

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

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

Dress Code

Sun Valley Elementary School has a school uniform which is enforced on a daily basis.
WCSD Student Uniforms Policy: https://tinyurl.com/WCSDStudentUniforms

Student attire consists of the following:

Shirts:

· SVES logo navy (dark) blue or black polo shirt (can be purchased through Kate's Logos @ kateslogos.com)
· Plain navy (dark) blue or black polo shirt (can be purchased at Walmart or other clothing retailers)

Pants:

· Khaki, navy (dark) blue, or black pants, capris, shorts, or skorts. Jeans, free of holes, are permitted
· Students are not permitted to wear cut-off pants, sweats, or pajamas

Sweatshirts:

· Navy (dark) blue or black crewneck or SVES logoed hoodie (for purchase)

Shoes:

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

Other:

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

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