

SPRING VALLEY ELEMENTARY

Established in 2007



THE WILDCAT WAY INFORMATION GUIDE 2018-2019

Revised 7-26-18

Spring Valley Mission Statement

The mission of Spring Valley Elementary School is to provide a positive, safe, and orderly environment that fosters the development of lifelong learners who are creative, productive citizens in a global society.

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

TABLE OF CONTENTS

*The information included in this guide is not meant to be all inclusive in regards to school procedures.
Please contact the principal if you need additional information.*

SECTION I—ATTENDANCE	5
Student Arrival.....	5
Student Dismissal.....	5
Parent Guidelines for Absences and Tardies	5
Moving/Transferring Prior to the End of the School Year	6
Bus Transportation.....	6
SECTION II—STUDENT MANAGEMENT AND CLASSROOM SAFETY	6
Appropriate Dress	6
Animals	7
Administrative Guidelines Emergency Safety Interventions (ESI).....	7
Safety.....	8
Student Behavior Management Plan.....	8
Bully Prevention	9
Visitors to the Building.....	10
Bicycles/Skates/Scooters/Skateboards.....	10
SECTION III—CURRICULUM, HOMEWORK, ASSESSMENT & SPECIAL PROGRAMS	11
Curriculum.....	11
Recognition Assemblies	11
Homework Guidelines.....	11
Parent Involvement Opportunities.....	11
Principal's Programs	11
Program Procedures (After Hours).....	12
State Report Cards.....	12
Student Activities.....	12
SECTION IV—SCHOOL GUIDELINES	13
Breakfast.....	13
Cell Phones/Smart Watches	13
Celebrations	13
Communication with Parents.....	13
Dropping Off & Picking Up Students	14
Field Trips	15
Lunch	15
Lunch Procedures.....	16
Open Door Policy	16
Personal Items/Toys at School.....	16
Recess/Earned Time.....	16
Snacks	16
SECTION V—HEALTH SERVICES & SCREENINGS	17
Allergy Information.....	17
Illness.....	17
Team Nutrition School.....	17
Screening.....	17

Dear Parents,

Welcome to Spring Valley Elementary. My name is Sierra Jackson and I am looking forward to being your child's principal. This year marks the eleventh year since Spring Valley opened and I am very excited to start my 34th 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). Prior to coming to Spring Valley Elementary in 2007, I was the principal at Custer Hill Elementary for twelve years. My teaching experience includes four years teaching fourth grade and six years teaching Intellectually Disabled children. My husband is a Captain for the Junction City Fire Department and we have two wonderful children. Our daughter is a social worker and our son attends Junction City High School.

As a parent, I expect 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 every child is treated with respect and is safe at school. Academic, social, and emotional well-being will be fostered at Spring Valley Elementary. The staff and I are committed to making our school the best possible place for children. For the past three years we have been collaborating to strengthen our student behavior management plan to focus on proactive and positive corrective responses toward misbehavior. We believe all students can be successful and we will guide students toward personal responsibility and developing decision-making skills they will need to be productive in society. We are committed to learning for all, whatever it takes.

On behalf of the Spring Valley Elementary staff, welcome to our school family. Serving as principal is a joy and I know that by working together we can make this a successful year for your child(ren). Please stop by if you have questions or concerns, my door is always open.

Respectfully,

Sierra K. Jackson
Principal

Section I—ATTENDANCE

STUDENT ARRIVAL--

School begins at 8:00 a.m. We ask that **students do not arrive at school before 7:45 a.m. unless they are eating breakfast. There is no adult supervision until 7:45.** Prior to school teachers are attending meetings or preparing for the school day and are not available to supervise students who arrive early.

Students enter the building through the Gym Entrance at 7:45. They sit with their class in their designated spot in the gym. Our Family Welcome begins at 8:00. Students arriving at or after 8:00 should enter through the front doors and go to the office. 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.

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 come to the office. **It is important to note that when a student leaves prior to 3:15 he/she will be counted tardy according to District Policy.**

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.

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

- Please make every effort to see that your child arrives ontime.
- 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 (truancy) according to the state attendance statute K.S.A. 72-1111. 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 their classroom 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 office to sign their child in when he/she is 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 office to pick up their child when he/she is 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 give adequate time for the processing of school records. **All original records must be requested by the student's new school.**

BUS TRANSPORTATION--

Busing to Spring Valley Elementary is provided by the district for students in the Spring Valley attendance area who reside in western Geary County (outside the city limits) and in areas north of K-18 Hwy and west of US Hwy 77. More information about bus transportation can be found in the USD 475 Pupil Transportation Guidelines posted in the Enrollment section at www.usd475.org

Section II—STUDENT MANAGEMENT AND CLASSROOM SAFETY

APPROPRIATE DRESS--

Spring Valley celebrates our school pride by wearing our Spring Valley T-shirts on Fridays. T-shirts may be purchased through the front office. Please see the district guidelines for appropriate dress in the USD 475 Family Handbook. The following are not considered appropriate dress at Spring Valley:

- Oversized tank tops, see-through shirts, or strapless tops/dresses
- Clothes that expose the stomach
- Sagging; pants must be pulled up and worn above the hip bone at all times
- Clothing/accessories with illegal drugs, tobacco, alcohol ads, inappropriate language, etc.
- Hats, hoods, or headgear of any description may not be worn inside the building except for diagnosed medical conditions or in connection with school sponsored activities

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 him/her 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.

This policy shall be made available on the district website with links to the policy available on any individual school pages. You may read the full policy at:

[https://www.usd475.org/Documents/Information for Parents After Emergency Safety Intervention Incident 08%2019%2016 Final .pdf](https://www.usd475.org/Documents/Information%20for%20Parents%20After%20Emergency%20Safety%20Intervention%20Incident%2008%2019%2016%20Final.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/Intruder—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 MANAGEMENT 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 manage their behaviors and actions, our school behavior management 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 uses 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 he/she 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.

Spring Valley Behavior Management (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

BULLY PREVENTION--

The Olweus Bullying Prevention Program (OBPP) is used to address bullying and other negative behavior among school children. In January of 2009 our school began implementing the program. This program involves the total effort of all school staff, as well as students and parents. The school's efforts will include: establishing school-wide rules and applying consistent consequences against bullying, identifying children who bully and their victims in order to address their individual problems and needs, holding regular classroom meetings to discuss problems of bullying, recognizing children for good social behaviors, and making use of videos, books, and other resources on bullying. Spring Valley will strive to make certain that all children feel safe in our school and have the greatest opportunity to learn. We have implemented a Bucket Filler program to encourage children to do and say positive things.

VISITORS TO THE BUILDING--

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.

As stated in the Geary County Elementary School Family Handbook, "Parents are welcome to visit school but all classroom visits must be prearranged with the building principal and kept to 20-30 minutes to prevent disruption of the instructional program. We welcome volunteers. Please talk to your child's teacher about helping in the classroom or school". Parents do not accompany students to class or visit the classroom unless it is prearranged so learning is not disrupted.

BICYCLES, SKATES, SCOOTERS, & SKATEBOARDS--

Students who ride bicycles to school must obey traffic rules, wear a helmet, and stay off private property. Bicycles must be locked while parked at school to avoid being stolen. If you have concerns or questions please visit with the principal. To ensure students' safety and avoid storage problems, we ask that rollerblades, scooters, and skateboards not be ridden or brought to school for any reason. Shoes with skates should not be worn to school.

Section III—CURRICULUM, HOMEWORK, ASSESSMENT, SPECIAL PROGRAMS

CURRICULUM--

Math- Engage NY

Reading- Success for All (K-1), Journeys (2-5)

Science-FOSS

Social Studies-Integrated into Curriculum

In USD 475, students benefit from a STEM (Science, Technology, Engineering and Math) coach we share with other buildings who plans lessons with the teachers.

Students in grades 3-5 have the privilege of checking out a computer that is used regularly in their classroom. Parents must sign a permission form prior to their student bringing home their device. These devices are used regularly in the classrooms. Please make sure that it comes to school fully charged each day.

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. Awards for Honor Roll for qualifying students in grades 4 & 5 will also be given. 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 posted on our web page and included in the orientation folder for homework information.

PARENT INVOLVEMENT OPPORTUNITIES --

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'S PROGRAMS--

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 Tuesday 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.

STATE REPORT CARD--

For a link to the State Report Card for USD 475 visit <http://www.usd475.org> or ask in the school office for a copy. You may also visit <http://intranet.usd475.org/school/sv/default.aspx> to access a direct link to the State Report Card for Spring Valley and USD 475. Please note that the 2007-08 school year was the first year for Spring Valley so a building report card will not be available for previous years.

STUDENT ACTIVITIES--

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

- Wildcat Jobs (by application, grades K-5)—students work in various capacities around the building.
- Student Council (selection process, grades 2-5)—council members participate in activities to improve our school and community.
- Girls on the Run (grades 3-5)—girls participate in an after school program teaching Lifeskills through activities and running. See www.girlsontherun.org for more information.
- Spring Valley Singers (grades 4-5)—students sing for our school and community.
- Coding Groups (grades 3-5)

Section IV—SCHOOL GUIDELINES

BREAKFAST PROGRAM--

Breakfast is served daily. Students eating breakfast should use the main entrance, door #19, near the flagpole. The cost of a student breakfast is \$.30 for reduced and \$1.80 for full price. An adult breakfast is \$2.25. We encourage families to keep money in the child's account, however, students may pay daily. 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 7:30 to 7:50. If your child is late to breakfast he/she will not be able to eat.** Meals are prepared at the Central Kitchen and delivered to our school and picked up according to a strict schedule. If you would like to eat breakfast with your child, please notify the office a day in advance.

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.

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 and pencil and sticker given during our Family Welcome
- 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

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 sent home prior to the beginning of each month and posted on school web page
- Parent Orientation/Open House held in August and Parent Teacher Conferences in fall and spring
- Reminders for special events and days when there is no school are sent electronically
- Weekly classroom update from classrooms
- Spring Valley Website--<http://springvalleyelementary.usd475.org/>
- Facebook--Spring Valley Elementary USD 475

Office notices are on golden paper and usually on Thursdays. Please check your child's backpack.

DROPPING OFF & PICKING UP STUDENTS--

PARKING LOT A— Drivers going North or South on Hickory Lane should drop off students 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
- Your child(ren) should exit vehicle on the passenger side so they will be safely on the sidewalk
- 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—Parking in a space to walk student to Gym Entrance

- Park in a designated space
- Walk with your child to the building or his/her pod door

PARKING LOT C— Drivers heading West on Kathie Drive should drop off students 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
- Your child(ren) should exit vehicle on the passenger side so they will be safely on the sidewalk
- 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

All parents and visitors who are parking are required to park in a designated parking space. Please do not park by the yellow curbs, in the lanes or handicapped spaces, unless you have a handicapped permit or tag.

ENTRANCES/EXITS When students arrive at school they should walk on the sidewalks to the Gym Entrance. Parents do not accompany students into the building/classrooms.

- **Door 1/Main Entrance**-- All parents and visitors should use this entrance. This entrance is located on the west side of the building near the flagpoles. Students eating breakfast should enter through the doors adjacent to the main entrance (door #19). Students in second grade will 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. First grade students will exit through this door at dismissal.
- **Door 3-4**—Kindergarten students exit through these doors at dismissal.
- **Door 9**—Fourth and fifth grade students will exit through this door located on the south side at dismissal.
- **Door 10/Gym Entrance**—All students line up at their designated spots at these doors before school. Doors open for students at 7:45 a.m. Third grade students will exit through these doors located on the south side at dismissal. 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 when planning to enter the building.
- 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.

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 must ride the bus to and from the field trip in order to participate. 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, his/her 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.

LUNCH PROGRAM--

A hot lunch is provided each day. As part of our Team Nutrition efforts, students in grades 1-5 may choose either the lunch of the day, turkey sandwich or roast beef sandwich. Salad may be a choice for students in grades 3-5. Children may participate in the lunch program or bring a sack lunch from home. The cost of a student lunch is \$.40 for reduced and \$2.65 for full price. The cost of an adult lunch is \$3.70.

When you enroll your child a meal account number is assigned to him/her. The assigned account number remains the same until your child leaves USD 475. We encourage that money be put into your child's account on a regular basis. You may make on-line deposits using your Skyward account or send payment to school with your child. If you send money/check to be deposited for more than one child, please send a note or use the "Memo" section on your personal check. Please put all money/checks in a sealed envelope with the child's name and the purpose for the money clearly marked on the outside of the envelope.

Sack lunches should be placed in a small lunch sack or a lunch box. Please do not send soda. If you bring a meal from outside (i.e., McDonalds) and plan to eat with your child he/she may have soda. We understand that when parents/grandparents come to eat with a student it is a special time and that is why we make the exception to allow soda. However, if you are dropping off the lunch please do not bring soda. Your child may purchase milk for \$.50 or bring juice or water.

If you or another family member will be eating a school lunch, please call by 8:25 on the day you plan to eat lunch. Our meals are brought in by the district's Central Kitchen, which requires us to preorder.

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 his/her 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 and will receive an additional 15 additional minutes to interact with their peers.

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. To assist in our efforts to teach children proper nutrition, our school has been accepted to participate as a "Team Nutrition School". 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 information in Section V on page 17 in the Allergy Information and Team Nutrition sections.

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 his/her 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: "Students are to stay home from school until they have no fever, vomiting or diarrhea for 24 hours (without taking medication)."

TEAM NUTRITION SCHOOL--

Spring Valley Elementary is a Team Nutrition School. This USDA program encourages students to make healthy food and physical activity choices for a healthy lifestyle. The healthy snacks, lunch options and guidelines at Spring Valley are all in place to promote a healthy lifestyle for our students.

These include:

- Eat a variety of foods
- Eat more fruits, vegetables and grains
- Eat lower fat foods more often
- Eat calcium-rich foods
- Be physically active

SCREENINGS--

Please see the Health Services section in the Geary County Schools Family Handbook, which can be found on the USD 475 district web page or you may request a paper copy from our school office.