



SUNSET VALLEY ELEMENTARY STUDENT HANDBOOK 2024 - 2025

3000 Jones Road Austin, Texas 78745
Main Office: (512) 414-2392 Fax: (512)
<http://sunsetvalley.austinschools.org>
Office Hours: 7:30 a.m. - 3:30 p.m.

PrincipalElaine Navarro School Colors.....Gold and Purple
Asst. Principal.....Dounna Poth School
Mascot.....Cheetah
Counselor..... Yvette Griego

VISION FOR SUNSET VALLEY

Sunset Valley Cheetahs are at the forefront of progression in Whole Child Education.

SUNSET VALLEY MISSION STATEMENT

We believe that students have a fundamental right to the Whole Child tenets, so the Sunset Valley community inspires lifelong 21st century learners to be academically successful and socially responsible citizens.

WHOLE CHILD TENETS

- Each student enters school **healthy** and learns about and practices a healthy lifestyle.
- Each student learns in an environment that is physically and emotionally **safe** for students and adults.
- Each student is actively **engaged** in learning and is connected to the school and broader community.

- Each student has access to personalized learning and is **supported** by qualified, caring adults.
- Each student is **challenged** academically and prepared for success in college or further study and for employment and participation in a global environment.

SUNSET VALLEY SCHOOL SONG

(Tune: "Hey, Look Me Over!")

CHORUS: We're Sunset Valley, striving for the best
Bright as the sunshine, we shine above the rest
Looking to the future, things will be great
We'll try and work our hardest and you'll find
that we're first-rate

We said that *repeat CHORUS*

We've got kids that are super and teachers who care
And parents who really rate
Sunset Valley, always great!

SUNSET VALLEY'S "PRIDE" RULES for STUDENTS AND STAFF.

SUNSET VALLEY STUDENTS AND STAFF ARE:

Present

Respectful

Inclusive

Dedicated

Empathetic

SCHOOL DAY

3 yr. old ECSE students	7:30am – 11:06 am
3 yr. old Pre-K students	7:30 am - 11:06am (AM Session) 11:25am-3:01 pm (PM session)
4 yr. old ECSE & Pre-K students	7:40 am – 3:10 pm
K-5th Grades	7:40 am – 3:10 pm
Teachers	7:30 am – 3:30 pm
Office	7:05 am – 4:00 pm

Welcome to Sunset Valley Elementary School for the 2023-2024 school year! We invite you to join in the support and education of over 440 students. At SVE, we are committed to the district vision of reinventing the urban school experience, and to the district mission: In partnership with parents/guardians and our community, AISD exists to provide a comprehensive educational experience that is high quality, challenging, and inspires all students to make a positive contribution to society. Families can help us with this commitment in the following ways: (1) Emphasize that effort is the key to success in every classroom. In order for students to succeed, they must participate and strive to make their best effort daily. (2) Help your child realize that they have a responsibility to help their classmates succeed. If they form supportive relationships with their peers, higher quality work can result for all. (3) Take time to celebrate your child's successes. They will then strive for even higher goals. (4) Support your child's

teachers. Attend conferences, write letters of encouragement, and volunteer for school activities. (5) Help your child get to school on time every day. Regular, prompt attendance is very important. Sunset Valley is a great place for kids to learn! We are proud to have your family as part of the SVE tradition and we look forward to working with you!

2023-2024 AISD STUDENT SUCCESS GUIDE

This [2024-2025 Student Success Guide, Code of Conduct](#)
[Students Success Guide - Spanish](#)

provides important information for families and students about the rights and responsibilities of all members of the AISD community

CAMPUS ADVISORY COUNCIL

Austin ISD has organized campus and area advisory councils to address the concerns of the school communities. The purpose of these councils is to ensure that the goals and the plans of the district and campuses are focused on student learning; have been established with the involvement of parents/guardians, community and staff; and are reviewed and evaluated annually to improve the performance of students. The Sunset Valley Campus Advisory Council (CAC) involves teachers, staff members, parents/guardians and community members in establishing and reviewing educational plans, goals, performance objectives and major classroom instructional programs. The CAC is eager to hear your concerns and ideas for improving Sunset Valley. We meet @ 3:30 pm on the second Thursday of each month. You may sign-up for public comments by 4:05 pm the day before the meeting. The sign-up will be posted in the agenda via a Google Form.

PARENT – TEACHER ASSOCIATION

The Sunset Valley PTA focuses on three main goals: academic advocacy and support for our students, supporting our teachers and staff, and community building and engagement among SVE families. The PTA bulletin board by the office contains membership forms, publicizes events, volunteer opportunities, and other important information. You can also learn about upcoming PTA events, how to get involved, and become a member of the PTA on their website <https://sunsetvalleypta.membershiptoolkit.com/>. PTA membership is \$10 per person. These dues go to support technology, curriculum, teacher grants, and school events.

We invite you to become actively involved in one of the many PTA-sponsored activities such as Family Events, Staff Appreciation, Spelling Bee, Parent Programs, Bike and Walk to School Day, Green Team, Gardening and so much more! PTA general meetings will be held in September, November, February, April, and May. The PTA executive board meets on the first Thursday of each month from 5:00 - 6:00 pm. You can contact the PTA at sveptaprez@gmail.com.

PARTNERS IN EDUCATION

Businesses and other community groups through the Austin Partners in Education Program also support Sunset Valley. Our partners have shown much interest and concern for our students and have enabled us to provide opportunities to the students that could not have been accomplished without their help. If you would like to become a Partner in Education,

please contact the school office at 512-414-2392 or sign up via the APIE website <https://austinpartners.org/>.

ATTENDANCE

ABSENCES

If it becomes necessary for a child to miss any part or all of the school day for any reason, you must send a written excuse when (s)he returns to school. Students will be expected to make up missed work. Students should be in class every day, except when illness requires absence. Consistent unexcused absences or tardies will prompt a letter to be mailed to parents/guardians regarding the absences. Excessive absences can result in a mandatory court appearance and even the retention of your child.

AFTER-SCHOOL CHILD CARE

Two after school programs operate on campus.

- Extend-a-Care YMCA of Austin provides after-school childcare until 6:30 pm. For more information on enrollment procedures, tuition fees, etc... Please call their main office at 512-236-9622 or email EACY@AustinYMCA.org
- C.R.E.W a Circle C Child Development Center program provides child care after school until 6:00pm. Register at thechilddevelopmentcenter.org or call 512-288-9792.

ARRIVAL AT SCHOOL

The school doors open at 7:05 am. Students who arrive between 7:05-7:30am are expected to sit in the cafeteria until teachers pick them up at 7:30 am. Students who arrive prior to 7:05 am will not have adult supervision while waiting outside. We request that parents/guardians bring students no earlier than 7:05 am unless necessary. Sunset Valley Elementary is not responsible for students left on the premises before 7:05 am. You may drop-off students in the circle drive in front of the school beginning at 7:05 am. When dropping off, we ask that you remain inside your car. Campus staff will help students exit their cars, close doors, etc. Parents are welcome to park and walk with their children to the school's front door. Staff members will ensure students get to their holding area. We encourage parents/guardians to make a quick goodbye so that their children can start their day. The City of Sunset Valley has restricted parking on many streets by the school, so please ensure you review all parking signs before parking on any street. Students are tardy if they are not in their classrooms by 7:40 am. Arrivals after 7:40 am must stop in the office for a tardy slip. Please note that Breakfast will be served in the cafeteria 7:05am-7:35am and daily assembly starts at 7:30am. Read more about these topics later in the handbook or in the arrival and dismissal detailed procedures.

For safety reasons, no parent or non-school employee is permitted to walk a student to class or into the building. If your child needs support for the transition to the classroom, a staff member will escort them. More detailed Arrival Procedures can be found in the following links: [Arrival and Dismissal Procedures English](#)
[Arrival and Dismissal Procedures Spanish](#)

DISMISSAL

Our policy is to follow parent/guardian's directions on how a child is to go home. If there is a change in transportation arrangements, **please notify your child's teacher 24 hours in advance in writing.** If it is a same day change, please send a written note to the teacher with your child the morning of. For any last minute emergency changes, please call the school office before 1:00 pm at 512-414-2392. Teachers will escort students to their designated dismissal areas otherwise. Please do not come into the school to pick-up your child at dismissal time. Do not park in the school parking lots after 2:00pm as you might be caught in dismissal traffic and you might not be able to leave. You can park in a visitor spot, at the Burger Center and walk over to get your child. We provide placard passes to put on your car dashboard so that we know the car is authorized to pick-up your child. Teachers will distribute the placards during the Meet the Teacher Event. If you are in need of a replacement placard, you may request one in the school office. Please be ready to show your identification as we will check that you are an authorized individual to pick up a student. Cars start lining up in the circle drive and the side parking lot at about 2:30 pm.

- **PLEASE FORM A DOUBLE LINE IN THE CIRCLE DRIVE and the side parking lot.**
- **PK3, PK4, Kinder, and third party child care vans pick up students in the front driveway**
- **Older siblings 1st-5th are sent to sit with younger siblings in their waiting dismissal areas**
- **Please be kind to staff and each other during dismissal. Children are watching.**
- **Safety Patrol will start helping with dismissal sometime in September. These will be 5th grade students who will walk students to an adult.**

You may not leave your car unattended in the circle drive and side parking lot at any time. Once the children get outside, the cars start moving quickly and the line of cars is usually gone by 3:20 pm. Staff will be directing you to keep moving their cars up as far as they can. Don't worry if you pass your child, we will get them to you. Students must wait until a staff member has opened the car door.

Students will be brought inside the building at 3:20 pm (once the line has ended) and you will need to come in the building to pick-up and sign-out your student if you arrive after students and staff have entered the building at 3:20. If you pick-up your student after 3:20, you will be required to park your car, come to the main office, and show your identification. Students will be designated as "late pick-up" in our AISD Raptor safety system. We monitor the "late pick-up" for trends and are occasionally asked to provide data from the Raptor about late pick-ups by state departments that monitor student safety.

RELEASE OF STUDENTS

Because every minute of instructional time is valuable, you are discouraged from picking up students early. If a student must leave school before 3:10 pm for any reason, please come to the school office to sign them out. Only authorized adults listed on the student's electronic file will be allowed to pick-up children. You may come to the office to add "permission for pick-up" for additional adults at any time during our office hours. Showing your identification will be required the first time you pick up. We will scan your identification into Raptor for

future use. We try to take all possible precautions for the safety of our children! **Also, students released before 3:10 pm will be counted as tardy** unless they have a written doctor excuse, because they are missing part of a day.

BUS SERVICE

Parents may call the transportation department at 512-414-6500 for any questions. Parents should receive bus information from the district before the first day of school. **“Where's The Bus” App for Families:** AISD's transportation team offers families the “Where's The Bus” app, which provides timely information about the location of their student's assigned bus only, including when it will arrive at their stop. Please promote the app to your school communities. The free app is available on any device with internet access (smartphone, tablet, personal computer, iPad)—and takes less than five minutes to install. Instructions are available at <https://www.austinisd.org/transportation>.

TARDINESS

Students are counted tardy if they are not in the class when the 7:40 am bell rings. Students arriving late begin with a disadvantage. They are embarrassed when their late entry interrupts the class, and they miss hearing the instructions for the day. When students consistently arrive late or leave class early, their parents/guardians may be required to attend a “Taking Care of Business” class and even appear in court where they may be fined. Also, students who qualify for special services, including (but not limited to) special education programming, 504 programs, and GATE (gifted and talented) programs may miss their program offerings if they arrive late, and the school is not required to “make up” programming that is missed for tardies and absences.

CAFETERIA

BREAKFAST & LUNCH

Breakfast and lunch are served in the cafeteria. Breakfast is served 7:05-7:35am and Lunch between 10:30am-1:00pm depending on your child's teacher schedule. **A child arriving after 7:35 am will be too late to be served breakfast.** All students who are eligible for free or reduced meals due to eligibility will be eating free or reduced-priced breakfast and lunch. Students not eligible for free or reduced-price meals may purchase healthy, tasty school breakfast and lunch meals at a minimal cost:

Breakfast:

- Full Price (All Levels): \$1.75
- Reduced-Price (All Levels): FREE
- Adult/Guest: \$3.25

Lunch:

- Full Price - Elementary Schools: \$3.25
- Full Price - Middle & High Schools: \$3.50

- Reduced-Price (All Levels): \$0.40
- Adult/Guest: \$5.00

Families may view menus for our school, allergens, nutritional information, as well as apply for meal benefits and add funds to your students account at www.SchoolCafe.com/AustinISD. At this time we are not allowing parents/guardians/family members into school to each lunch with students. Be on the lookout for future updates related to this.

FREE & REDUCED BREAKFAST/LUNCH PROGRAM

All necessary forms to apply for free or reduced meals will be available during the Meet the Teacher event or be sent home with each child the first day of school. Extra applications will be available in the school office there after. Please allow 10 days to process the application. Applications will be processed by the food services department based on federal guidelines and will determine which families are eligible for free or reduced lunch. The first option is to apply for state funded benefits at www.yourtexasbenefits.com. Students receiving these benefits, such as the Supplemental Nutrition Assistance Program (SNAP), automatically receive free school meals. SNAP also provides funds for families to purchase food at home, while also helping our school. The number of students receiving state funded benefits helps determine funding for various education programs at our school, as well as increasing potential eligibility for programs like the CEP (free meals for all students) and after-school meals. If you have any questions, please call the school office at 512-414-2392, or contact AISD Food Services at 512-414-0255. Applications are available in the school office to apply on paper. During this time your child might be charged for meals.

HEALTH SERVICES

EMERGENCY CARE

It is very important that we have emergency care information on file for each child that has any medical diagnosis deemed a medical plan. This includes having the most up to date telephone numbers and addresses where parents/guardians, relatives, or friends may be reached in the event of an emergency. Parents/guardians are requested to submit to the office any change of address or telephone number. ****ALL PARENTS/GUARDIANS SHOULD HAVE AT LEAST ONE TELEPHONE NUMBER WHERE THEY CAN BE REACHED DURING THE SCHOOL DAY!**
**** If your child needs emergency care and we cannot reach you or others you have named, we will call EMS. Parents/guardians are responsible for paying any fees to EMS and the hospital.**

IMMUNIZATIONS

Up-to-date immunization records must be on file for all students enrolled in the school. According to district policy, a student may be excluded from school if (s)he does not have the necessary immunizations on file or have an exemption on file in the nurse's office. Please visit the AISD Student Health website for more information.

<https://www.austinisd.org/student-health>

INSURANCE

Austin ISD provides families an insurance option. Please visit the AISD Student Health website section Resources and Forms for more information. <https://www.austinisd.org/student-health>

LICE AND NITS

Any child found to have live lice or live nits should have their hair treated and the nits manually removed. Lice do not hop, jump, or fly. They crawl from one person to another by direct contact and by use of infested articles. To avoid lice and control the spread of lice, do not share hats, coats, headgear, combs, or brushes. Inspect hair weekly for presence of lice and nits. Treat promptly if you find either. Notify your child's teacher and our school nurse if you find lice or nits. The Austin ISD does not condone removing students from the school when they have lice, nor are we allowed to check an entire classroom for lice. However, we will ensure that we communicate any knowledge we have about your own child(ren)'s lice or substantial lice exposure as we are able.

MEDICATIONS

PLEASE DO NOT SEND MEDICATION OF ANY KIND TO SCHOOL FOR YOUR CHILD TO TAKE ON THEIR OWN. District policy requires all medication be kept locked up by school personnel. Parents/guardians must sign a form authorizing school personnel to administer necessary medication. All medication must be in the original container, labeled with name, date, and dosage and be age appropriate. (Most pharmacies will issue a second container for home use upon request.) All medications (prescription and over-the-counter) must be dispensed from the office. All medications will require a doctor's medical plan. Please visit the AISD Student Health website for more information. <https://www.austinisd.org/student-health>

NURSING SERVICE

The school nurse and the student health assistant (SHA) are assigned to Sunset Valley for only part-time each week. The office staff attends to health needs when the nursing staff is not here. Children must receive a pass from their teacher before coming to the nurse's office. In most cases, the child's temperature is taken and the child is observed to determine the seriousness of the complaint. We try to encourage staying at school; however, we will contact the parents/guardians if the situation warrants. It is our policy to always notify parents/guardians whenever an injury to the head occurs. A current telephone number where you can be reached is extremely important!

Reasons to keep a child at home include:

- Fever (100° +) – Stay home until fever free **without medication** for 24 hours.
- Vomiting or diarrhea – Stay home for 24 hours after ceasing.
- Irritating, frequent cough
- Chickenpox – Stay home until blisters have crusted over and no new blisters erupt.
- Covid-19 Positive must stay home for 5 days from the day they tested positive. May return to school on the 6th day, but are required to wear a mask on day 6 to 10.

MISCELLANEOUS ITEMS

AWARDS

Believing that success and positive reinforcement are important to all students, we attempt to give recognition through school-wide activities, as well as grade-level and individual classroom activities.

BIRTHDAY PARTIES

Birthday invitations may be handed out at school only if there is one for every child in the class. Otherwise, please send them in the US mail. **Please notify the teacher** if you would like to bring cupcakes during the last period of the day to celebrate your child's birthday. Teachers will distribute to students the last 15 min of the day.

COMMUNICATIONS

Communication between parents/guardians and the school is essential for each student's progress. In addition to weekly newsletters and as needed messengers from the principal, classroom teachers will keep you informed about school activities through class newsletters and about student progress through the student planners and the weekly folder. This folder (or an electronic equivalent) will go home on Fridays starting the first Friday of the school year so please watch for important information. You are always welcome to contact the teacher through notes, emails, phone calls, or conferences. Classroom teachers are directly supervising students at all times during the day except for lunch and their planning period, so we ask for patience in waiting for return phone calls.

In addition, the school will send important information by phone or email through our Messenger system. The system sends a recorded message, text, and/or an email to the phone number and email address(es) you list for online enrollment. When you receive a call from a 414 number, please answer the call if at all possible. If not, PLEASE listen or read the message first before calling the school. Your call to our office to identify who called you ties up our phone lines and prevents us from taking or making emergency calls. If you have questions AFTER hearing our message, feel free to call us.

COMMUNICATION

- Save the Principal Smore to your favorites. Here is the Principal Smore link for the 23-24 school year where all weekly messages will be archived:
<https://www.smores.com/sar6e>
- Find important information on the school website <http://sunsetvalley.austinschools.org> and the PTA website <https://sunsetvalleypta.membershiptoolkit.com/>.
- There is a PTA bulletin board outside the office that will publicize events, volunteer opportunities, and other important information.
- Like and follow the Sunset Valley Elementary facebook page!
- Register for SeeSaw when your teacher sends you the access codes! This might take a week or so to set up with the teacher the first week of school.

DRESS CODE

The purpose of the dress code is to create the proper learning environment and model good citizenship. Both the student and parent/guardian share the responsibility for age appropriate dress and grooming because the selection of clothing often sets the pattern for behavior. The student's dress and grooming shall not lead school officials to believe that such dress and grooming will disrupt, interfere with, disturb, or detract from school activities. Emblems or writings that are obscene or that may reasonably be expected to cause a disruption on campus should not be displayed on campus. Clothing depicting the use of alcohol or displaying

vulgar language shall not be worn. The student's dress and grooming shall not create a health hazard to the student's safety or the safety of others. Shoes should be worn at all times. Students should wear appropriate shoes to participate in indoor and outdoor PE activities on their PE class days. Sunset Valley Elementary staff will be following AISD student dress code policy found in the following website <https://www.austinisd.org/family-support/dress-code>

FUNDRAISING

In order to reduce the need for numerous small fundraisers, several large scale fundraising opportunities will be announced by the principal. One is a simple "Love Your School" donation campaign. Funds will be used to purchase materials, fund our part time lunchroom monitor, special field trips, teacher appreciation, student recognitions, pay substitutes for grade level data meetings and planning, student and staff recognitions or incentives and more. In addition, there are library book fairs, class, and PTA fundraisers during the school year. Parents/guardians are invited to pick and choose fundraisers with which they want their children involved.

LOST AND FOUND

When items are found at school, they are placed in the "Lost & Found" rack. Unclaimed articles are donated to charity at the end of each 9 week period. Please make an effort to put your child's name on all sweaters, jackets, coats, mittens, etc. This is the best way to ensure retrieval of lost items.

MORNING ASSEMBLY

Students meet in the cafeteria every morning and sit by class. The morning assembly begins at 7:30 am everyday with special recognitions on Friday. Assembly includes announcements, celebrations, PRIDE ticket winners for the week on Fridays, pledges, and the school song. Please ensure your child arrives by 7:30am, so they do not miss the assembly.

ELECTRONICS

In order to allow students to better communicate with their families, all students may now possess cell phones on school property. All cell phones MUST remain turned off and "out of sight" during the school day on school property. This includes lunch periods, hallways, cafeteria, gymnasium, etc. "Out of sight" means in a backpack, NOT in a student's hand under a desk but put away in their backpacks. The same also applies to other electronic devices, which include portable music players, personal tablets, and handheld gaming devices that store, record, or play auditory and or visual information. Violation of this rule will result in confiscation of the device. Parents/guardians will need to pay a \$15 fee in order for the device to be returned. Student possession of telecommunication devices is a privilege rather than a right, and is subject to cancellation for misbehavior or other reasonable cause. Smart watches are allowed but will be confiscated if they become a distraction to the learning environment.

PARENT PORTAL

Parents/guardians are required to register for the AISD Parent Portal at my.austinisd.org. This web portal provides access to many important student resources in one place, including:

- Student registration

- Attendance
- Bus stop locations
- Lunch money balance

VOLUNTEERS

You are an important part of Sunset Valley Elementary. The school makes available a room for parent/guardian use (pending student population). It may be used for volunteers, training, PTA Executive Board meetings, or just to visit. ALL PARENTS/GUARDIANS ARE WELCOME! To volunteer, contact the PTA at sveptaprez@gmail.com or contact the school office at 512-414-2392. ALL VOLUNTEERS MUST BE REGISTERED THROUGH THE DISTRICT (This is for the safety of the students). [Click here to complete a form to share how you would like to volunteer at SVE.](#) All volunteers are required to be cleared by AUSTIN PARTNERS IN EDUCATION (APIE). Please visit their website here: <https://austinpartners.org/get-involved/austin-isd-school-based-volunteer/>

PARKING

Front Drive – Cars are not to park on either side of the circular drive. The Sunset Valley Police Department issues tickets to those who park in the fire lanes. During the hours of 7:10 – 7:40 am and 3:10-3:20 pm Staff and Safety Patrol students are on duty to assist children in getting out of and into vehicles. Please be aware of these Staff Members and Patrols and follow their directions. We try to keep a smooth traffic flow, but there are times when we need your patience.

Front Parking – For convenience, you may park in the front parking lot 7:40-2:00pm if there are available parking spaces. We do ask that you only park in a visitor parking space and do not double park. This causes a problem for others waiting to enter and exit the parking lot. This area is reserved for bus loading and unloading as well.

Back Drive – The back parking lot is reserved for teachers and staff. The area becomes very busy from 2:20 –3:10 and Please plan to park on permitted roads or in the Burger Center parking lot. PK3 families will drop-off and pick-up their students in the front parking lot.

Neighborhood Parking - Our neighbors in the City of Sunset Valley have respectfully asked that you park in the areas listed above and not in the neighborhood. You will be ticketed.

Parking during arrival and dismissal is prohibited as visitors will not be able to leave due to traffic congestion.

PETS AT SCHOOL

Generally pets are not allowed at school. However, there may be occasions when a class is studying a particular animal that is a family pet and a class visit from the animal would be academically appropriate. In these cases, the following guidelines must be followed:

- Written permission to bring the pet to school must be obtained from both the classroom teacher and from an administrator.
- Parents may bring the pet for the specified amount of time that the teacher has designated for the pet to be present for the lesson.
- The pet must be in a latched, non-breakable container.
- There must be a purpose for the animal to be at school.

- No pets are allowed on the school bus.
- Pets are not to be left overnight at school.
- At times, AISD staff or campus staff might bring an emotional support pet for a visit. These instances are only limited to visits approved by the principal.

PRINCIPAL'S COFFEE CHAT

Parent/guardian involvement has a powerful impact on the academic success of each child. It is also important for the future of Sunset Valley that we hear the thoughts and ideas of our parents/guardians. Principal's Coffee Chats are held to give parents/guardians the opportunity to learn more about education at SVE and to share their ideas and concerns. Please check the weekly principal message for upcoming dates.

REPORT CARDS

Report cards are issued every nine weeks. Teachers will also provide regular communication to parents/guardians, indicating satisfactory or unsatisfactory progress in academics, homework, and behavior. This information is sent home in the weekly folder as needed. Conferences for every child are held at the end of the first and third nine-week periods. During the conferences, teachers will discuss the written report card and work in the student's portfolio. Conferences are another way for you to give your input.

SAFETY WHILE VISITING SCHOOL

All school visitors (defined as anyone who is not staff or a student of Sunset Valley Elementary) must enter the school through the front door so we may properly check our security cameras before allowing entrance. Upon entering, visitors must report to the office to present their ID and sign-in to our RAPTOR security system. This system generates a temporary identification badge that must be worn at all times while on campus. Visitors without a badge will be escorted to the office by Sunset Valley staff so they may get one. Volunteers must be screened through the Austin Partners in Education (APIE) website: <http://austinpartners.org>. Completing this background check at least one week before any volunteer opportunity is highly encouraged so that volunteers do not have to complete this task last minute on the day of the event. Ongoing volunteer opportunities may only require one background check. We log volunteer hours into the RAPTOR system, so please let us know when you are here to volunteer so we may log those hours!

SCHOOL SUPPLIES

A list will be posted on the school website, school front door, in the principal weekly, and in stores in the community near our campus.

STUDENT USE OF THE TELEPHONE

Students need permission from their teacher to use the telephone. Please make arrangements about going home with friends, etc. at home the day before. Students are not allowed to make transportation plans from school.

STUDY/FIELD TRIPS

Parents/guardians will be notified in advance whenever children are to leave campus on study trips. Permission forms will require parent/guardian signature if the children will be transported in ways other than an AISD bus. Sometimes parents/guardians will be asked to drive students for a field trip. Only the parent of the child will be allowed to do this. However, parents may provide other parents a ride but the school will not be held liable.

SCHOOL CAFE ONLINE LUNCH MONEY

School cash online is an easy and safe way to pay for your children's school fees. Their web address is: <https://www.schoolcafe.com/>. This can be accessed in the parent portal for easier access.

- Convenient- Make secure payments 24/7 from the comfort of your home.
- Easy to use- Online shopping with various payment methods.
- Safe- Your child won't be carrying cash or checks to and from school.
- Saves Time- Manage your school expenses and view payment history in one place

Go to the AISD website and log-on to austinisd.schoolcashonline.com (You will need your child's student ID to register).

TEXTBOOKS & LIBRARY BOOKS

It is the responsibility of the school to issue, collect, care, and account for all state adopted textbooks. The school furnishes book covers as required by law. Textbooks that are lost, damaged, or destroyed by a student must be paid for at the state-established price. The same applies to library books. All library books must be checked out through the library system. Any library books that are lost, damaged, or destroyed by a student must be paid for at the listed purchase price.

TECHNOLOGY DEVICES

Austin ISD is a one to one device district. This means that all students will be assigned a district technology iPad or Chromebook. PK3-1st grade students will be assigned an iPad and 2nd-5th students will be assigned a Chromebook. Grade level teachers will determine the use of the devices in each classroom. Please note that devices are used for supplementary instructions and practice after teachers have delivered initial instruction. Often this means students use technology to submit final assignments, practice math skills in applications, complete assessments and quizzes, read books, etc. **This year AISD will not be allowing devices to go home. Please note that when you registered your child you signed off on the AISD Acceptable Use Policy.**

TOYS AT SCHOOL

Although toys may be instructional, they often are disruptive to classroom instruction. For this reason, toys of any kind are only to be brought to school upon teacher request. If students bring toys or personal items that disrupt instruction in any way, the teacher will take them up. The teacher may decide to return the object at the end of the day, or they may choose to bring the objects to the office for safe storage. In this case, the student will be given a notice to inform parents/guardians that the object will remain in the office until a parent/guardian comes to claim them. We believe it is important for children to know that the school and parents/guardians are working together, and that we both value the instructional time at school, so please discuss this policy with your child.

SPECIAL NOTE: Nintendo, PSP, and all other handheld players, including MP3 players, and collector cards (i.e. baseball and Pokemon) are usually small and expensive, and very easy to steal. They are not allowed at school for any reason.

SCHOOL-WIDE BEHAVIOR PLAN

It is our intent to establish and maintain discipline that is conducive to an orderly learning environment. It is our philosophy that each student deserves respect, and that each student should show respect to others. Every classroom will have rules that are compatible with and build upon the school-wide PRIDE rules (see page 1). Our goal is to produce students who are able to demonstrate self-discipline. SVE students will receive many rewards for good behavior. Your child should share with you times when they receive praise, recognition, applause, special privileges, "good" notes, badges, etc. The consequences are intended to build student understanding of their actions and the consequences of these actions. When a student misbehaves in class, they will receive (1) a verbal warning from the teacher; (2 - if needed) loss of privilege, time out, change of seating arrangement or other logical consequence; (3) contact parent/guardian(s) through note or phone call; (4) formal conference with a parent/guardian. WHEN ALL CLASSROOM BEHAVIORAL STEPS HAVE BEEN TAKEN, AN OFFICE DISCIPLINE REFERRAL WILL BE WRITTEN. Please note that the state of Texas does not allow for discretionary removal of students in grades PK-2nd grade. Also, **it is against the Family Educational Rights and Privacy Act (FERPA) for any staff member to share information regarding the behavior of any student, or the consequences of that behavior, with anyone who is not the legal guardian of that student. The school may only speak to you about the behavior of your own child(ren).**

BEFORE & AFTER-SCHOOL EXPECTATIONS

BEFORE

- Students are to go to the cafeteria.
- Students are to sit and read quietly. Please ensure your child has a book to read.

AFTER

- Students are to walk to the front or back of the school with a teacher.
- Students are to get on their bus. If waiting for a bus to arrive, students are to sit and watch for their bus quietly. Students must follow all bus driver or bus monitor instructions and follow bus rules.
- Students in carpool areas and park and walk must stay seated and watch for the car that is to pick them up.
- Walkers and Bike Riders will be picked up by a staff member and collect all students in the library then walk them out all at one time. This will ensure siblings are united before releasing them.
- Students are not to go back to their classroom after dismissal.

BIKE RIDERS

- Students are encouraged to ride their bikes to school, but must secure them with a lock to the bike rack.
- Bikes are to be walked on campus, never ridden.

SAFETY PATROL

- Students are expected to respect and obey Safety Patrols.
- If a patrol has to “write up a student” for breaking the rules, the student will be talked to by the Patrol sponsor.
- If a student is “written up” a second time, the patrol sponsor may contact the student’s parents/guardians.

CAFETERIA RULES

- Children should go to the restroom before lunch.
- Enter lunchroom single file.
- Quietly stand in line while waiting to get your tray.
- Respect yourself and others while waiting in line.
- Be sure to pick-up all your choices.
- One trip through the line – no seconds.
- Pick up silverware, napkins, etc. before sitting down.
- Wait your turn.
- Practice good table manners. Do not play with your food.
- Raise your hand for assistance from an adult.
- Sharing food is not allowed.
- Remain seated until you have permission to get up.
- Level 1 and 2 voices while sitting at the table.
- Stand up quietly to leave when you are dismissed.
- Line up quietly and leave in an orderly way.

HALL RULES

- Keep hands to yourself, not on others or walls.
- Walk quietly.
- Level 0 voices

ASSEMBLIES/PROGRAMS EXPECTATIONS

- Be seated and ready to begin on time.
- Sit on your bottom, cross-legged, hands to yourself.
- Listen to the speaker using level 0 voices.
- Obey “Gimme 5” rule.
- Only clapping and cheering is allowed. Boo’s are not permitted.

PLAYGROUND RULES

Stay away from buildings, windows, and P.E. classes.

Avoid muddy areas.

- Sit down to eat snacks, then play.
- Do not bring toys from home.

- Do not pet stray animals. Tell an adult.
- Do not throw or kick sand, rocks, or sticks.
- One person at a time on play equipment.
- Do not run or play tag on the playscape, run only on the track.
- Play with sports balls inside the track area or on the blacktop.
- Get a teacher if the ball goes over the fence.
- No pushing, tugging, or shoving.
- Keep equipment away from swings, bars, and slides.
- Sit upright on the swings, holding on with both hands.
- Keep a safe distance from the swings.
- Do not jump from bars or swings or get on top of them.
- Hold on to bars with both hands and travel in one direction.
- Go down only on slides, one at a time, feet first, sitting on your bottom.

WHEN IN THE OUTSIDE THEATER AREA or CHEETAH SERENITY SPOT

- Use Classroom (inside) voices.
- Use the same rules as when in the classroom. Do not stand on tables or benches, and do not look in classroom windows.
- Pick-up your trash. Leave the area cleaner than you found it.
- Make sure the gravel and plants stay on the ground.
- A teacher or adult should be with the students at all times.

CAMPUS SAFETY

Sunset Valley Elementary School is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity and equity among all students. School should be a fair place where people treat each other with respect. It is difficult to have fairness and respect when people are treated in ways that make them feel bad or uncomfortable. Many students experience some form of bullying during their school careers. These aggressive behaviors interfere with learning. Sexual harassment is a form of disrespect that consists of abusive, unwanted, or unwelcome conduct of a sexual nature. Bullying and sexual harassment deprive children of their right to be educated in a safe and secure environment. Without effective adult intervention, these behaviors progress into more serious forms of sexual harassment, sexual assault, and gender violence as students reach middle and high school. Austin ISD encourages parent/guardian and student support in its efforts to address and prevent bullying and sexual harassment. Students and parents/guardians are encouraged to discuss their questions or concerns about this area with a teacher, counselor, or principal.

CONSEQUENCES

Students must not participate in unwanted and unwelcome verbal, nonverbal, or physical conduct of a sexual nature directed toward another student, a teacher, or a staff member. All students are expected to treat other students and school district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. A complaint against a student for breaking these rules that is found to be true will result in appropriate disciplinary action, according to the nature of the offense.

and the Austin ISD Student Success Guide. In some circumstances, the student may be reported to the police.

REPORTING

Sexual harassment will not be tolerated. Students who believe they have been the target of sexual harassment by a student, employee of the school district, or any third party on the campus should immediately contact a counselor, teacher, or school administrator. Anyone may report sexual harassment, and we encourage any person who has seen sexual harassment, has knowledge or belief of conduct which is considered inappropriate, or thinks another student may feel uncomfortable or unsafe to report the problem to school administrators, teachers, counselors, or staff members. Students are not required to talk about the problem in front of the person who hurt or offended them. There is no time limit on making a sexual harassment report, but reporting the problem as soon as possible helps us in investigating and finding correct information. Upon receiving any report of sexual harassment, a school administrator will investigate and make a written recommendation. The name of anyone who reports a problem will be kept secret to the greatest extent possible.

RETALIATION & FALSE REPORTING

Sunset Valley Elementary School will not tolerate retaliation for reporting sexual harassment. School staff will discipline any student who acts against anyone who reports an incident or who testifies or helps in an investigation. Retaliation includes, but is not limited to any form of intimidation, revenge, or harassment, whether physical or verbal. False accusations of sexual harassment can hurt innocent people. Sunset Valley Elementary School will not tolerate false reporting. If the school discovers someone made a false report on purpose, the person making the false report will be disciplined.

PROCEDURES

- Report each incident to the classroom teacher.
- Parent/guardian will be notified; if the student reports the incident to a parent/guardian first, then that person will notify the classroom teacher.
- School officials will have an individual meeting with the student to determine the frequency and severity of the behavior, the impact on the student, and the need for safety and follow-up services.
- Anytime an incident results in physical or emotional harm, or is perceived as such, the principal will be notified, as will the parents/guardians of both parties. Action will be taken.