

# Green Valley Elementary

*Exploring Greatness as Learners and Leaders*

## Important Campus Times

<b>School Day Hours</b>	7:40am-2:50pm
<b>Front Office Hours</b>	7:00am-3:30pm
<b>Doors Open Daily</b>	7:00am
<b>First Bell Rings</b>	7:30am
<b>Tardy Bell Rings</b>	7:40am
<b>Daily Attendance</b>	9:35am
<b>**Cut off time for change of transportation</b>	1:45pm
<b>Cut off time for students being allowed to get checked out early</b>	2:00pm
<b>**Change of transportation must be provided in writing to the front office</b>	

Green Valley Elementary  
1694 Green Valley Rd.  
Schertz, TX 78154

(210) 619-4450



**Green Valley**

**Elementary**

## Did you know?

Students should be dropped off at the front doors. We need to keep our foyer vacant so that students may walk through it safely. Parents that are going past the foyer doors **MUST** check in with our receptionist to receive a visitor's pass to visit the gym and/or cafeteria.

## Student Absences

If your student has been absent for any reason, a written excuse **MUST** be submitted to the teacher or through the campus website within **THREE** days of returning to school!

## Meet Your GVE Front Office Team!

<b>Principal</b>	Amy Denman
<b>Assistant Principal</b>	Kristal Falcon
<b>Counselor</b>	Kelly Krueger
<b>Nurse</b>	Susan Olsen
<b>Secretary</b>	Monica Valles
<b>Attendance Clerk</b>	Wendy Parker
<b>Receptionist</b>	Molly Hayslip

# Exploring Greatness as Learners and Leaders

## General ARRIVAL Information

- Doors open at 7:00am for students.
- Students who eat breakfast at school will go directly to the cafeteria.

## MORNING ARRIVAL PROCEDURES

- Pre-K, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades will report to the **GYM**
- Kindergarten and 1<sup>st</sup> grades will report to the **CAFETERIA**
- Teachers will pick up their students at 7:30am.

## General DISMISSAL Information

- Teachers will teach up to 2:50pm each day and will then dismiss their students.

### Dismissal Schedule

2:50pm	Classroom pack-up
2:50pm	Bus riders & Daycares are released
2:55pm	Car riders are released
3:00pm	Bike riders and Walkers are released
3:05pm	YMCA students are released

## Car Rider Information and Locations



Enter on Wynn Brook and exit on Misty Hollow

