

**Sunset Hills
Elementary School**

**2009 – 2010
HANDBOOK**

GENERAL INFORMATION

BICYCLES

Students in grades 3-5 may ride their bicycles to school. Each bike rider must have a bicycle permit signed by their parents on file in the office. These are to be renewed yearly. Students are reminded that all traffic laws relating to automobiles also pertain to bicycle riders. In addition, by law, all students **must** wear helmets when riding their bikes. Helmets can be stored in the classroom during the day. Bicycles should not be ridden on the sidewalks, playground, or in hallways. A bike rack is provided for storing the bike during the day. Students should bring their own locks to secure their bicycles. The school is not responsible for damage or loss of bicycles. Skateboards and roller blades are not allowed.

CELL PHONES

Students may be permitted to have in their possession a cellular phone/pager in school, on school property and at school-related functions provided that the use of the cellular phone/pager does not disrupt the instructional process during the school day. (MTWF 8:25 – 2:50 TH 8:25 - 1:10) Cell phones must be kept in the student's backpack. With adult supervision, students are able to use the school phone to call. Cell phones cannot be used at recess or lunch. Sunset Hills assumes no liability for the loss or damage of the device or its misuse by another person. If a student's cell phone rings during class times or if a student uses their phone during the school day, they will be referred to the office. **Parents will be required to pick cell phones up from the office.**

Daily Schedule

Daily Schedule	M * T * W * F	Thursday Minimum Day
Grades K-5		
Playground Opens	8:10 AM	8:10 AM
Line up Bell	8:25 AM	8:25 AM
School Begins	8:30 AM	8:30 AM
Dismissal	2:50 PM	1:10 PM

DRESS CODE

Clothing should be neat, clean, and fit properly. Students may not dress in a manner that creates a safety hazard or that interferes with or distracts from the learning process. This includes, but is not limited to:

1. Blouses or shirts may not show the midriff even when the child is reaching. Straps narrower than 1", strapless or halter- tops will not be allowed
2. Hats and sunglasses may be worn outdoors only.
3. Appropriate shoes must be worn at all times. Beach shoes/flip-flops, open toe, and

heelies (shoes with wheels) are not to be worn at school.

4. Pants must be tailored to the waist. Undergarments should not be visible.
5. Belts may not hang down and must be tucked into the belt loops at all times.
6. Shorts, skirts, and dresses must be an appropriate length. When standing straight, the child's fingertips should not be lower than the hem.
7. Clothing, jewelry, book covers, backpacks or binders that mention tobacco, alcohol, drugs, profanity, obscenity, weapons, or violence are not permitted.
8. Attire including clothing, jewelry, and other accessories, which may be a safety hazard to the wearer or others, is not permitted (e.g. wallet chains, chain necklaces, body jewelry).
9. No makeup is permitted at school.

EMERGENCY DRILLS

Once a month students participate in a fire drill, lockdown, or duck and cover drill. Procedures and practices are taught to all students and reviewed regularly in order to ensure their safety should a disaster occur. If it becomes necessary to release students from school, only the persons whose names are listed on the Student Registration Form are allowed to take students. The forms are completed at the beginning of each year. Be sure the form is current.

HOMEWORK

All students, grades K-5, have homework during the year. Homework assignments are an extension of the skills and activities learned in the classroom. Assignments are given on a daily or weekly basis. Teachers review homework policies with parents at Back-To-School Night. See PUSD website for district homework policy.

LOST AND FOUND

Parents should **clearly mark their child's name on clothing, lunches, backpacks, and other items**. If an item of clothing is lost, students or parents should check the lost and found rack by the entry gates. Smaller, personal items are kept in the office. On a monthly basis, unclaimed items will be donated to charity. Please remember, the loss or damage to anything brought to school remains the responsibility of pupils and parents.

PARENT/TEACHER COMMUNICATION

- ❖ **BACK-TO-SCHOOL NIGHT** (September 3, 2009) Each fall, parents are invited to attend Back-To-School Night to meet their child's teacher and to hear about the materials, texts, teaching methods, and classroom procedures they use. They also discuss their expectations for student progress both academically and behaviorally. Since this is an informational meeting, we ask that children not attend.
- ❖ **CONFERENCE WEEK** (November 16-20) School will dismiss at 12:25 every day this week to allow time for conferences. During Parent Conference Week teachers meet individually with parents to discuss their child's progress and explain the progress report. If students are having difficulty, strategies are discussed and a plan developed to help them be more successful. More information regarding parent conferences will be shared at Back to School Night.

- ❖ **INDIVIDUAL CONFERENCES:** Parents are encouraged to contact the teacher with questions or concerns. Conference times can be arranged with the teacher.

- ❖ **ACADEMIC STANDARDS**
The District has determined the academic standards each student should reach in reading, writing, listening, speaking, and math by the completion of each grade level. A copy of the document is available on the District website at www.powayusd.org (Click "Instruction", then "Standards").

- ❖ **OPEN HOUSE**
Each spring, Open House is scheduled for parents to visit their child's classroom and see reports, projects, and class work completed over the year. Your child is encouraged to attend and show you their work. Open House is scheduled for May 6th from 6:30 to 7:30.

- ❖ **PTA**
The Parent Teacher Association (PTA) sponsors numerous activities and events throughout the year, including a variety of family activities. Membership dues are \$10.00. For further information, contact the school office.

- ❖ **PROGRESS REPORTS**
Report cards are given to parents during parent conferences in November and sent home in March and June. During the fall parent conference, the grading and format used on the progress report is explained.

OFFICE and SCHOOL HOURS

The office is open daily from 7:45 a.m. to 3:45 p.m. and from 8:00-3:00 on Thursdays. The playground opens for students at 8:10 a.m. **Children are not allowed on the playground prior to this time.** There is no playground supervision for students after school. Students are not allowed on the playground after school without parent supervision. Students are expected to go home unless they attend ESS (Extended Student Services). For more information about ESS, contact the ESS Office (858) 484-2982.

SCHOOL LUNCHES

Students may either bring a lunch to school or purchase a lunch in the cafeteria. If your child brings a lunch, be sure to include only as much food as your child eats. Sharing of lunches is not allowed. Lunches should have the student's name and room number on the sack or lunch box. **Please put your child's name on "Lunchables".**

Hot lunches may be purchased at the school. Menus are sent home at the beginning of each month. It is highly recommended that lunches are paid for in advance, either weekly or monthly. Prepayment envelopes are available in the school office and checks should be made out to PUSD and include the child's first and last name in the lower left corner of the check. Students who pay in advance are entitled to as many lunches as have been prepaid. Students are notified when they are about to run out of prepaid lunches. Any unused money is rollover to the next school year as long as they stay in PUSD, or refunded upon request at the end of the year. You are strongly encouraged to pay in advance as this prevents lost lunch money and unhappy students.

Cafeteria Prices:

School Lunch (Includes milk*) \$2.00
Milk (1/2 Pint) .50

Juice (4 oz.) .50
Juice (8 oz.) .75

*If your child is allergic to milk, juice can be substituted at no cost only on the presentation of a medical statement from the child's doctor. (Form provided in the office.)

TELEPHONE USE

With adult supervision, students are allowed to use the office telephone in emergency situations only. **Personal phone calls for forgotten items or after school arrangements will not be permitted.**

TRAFFIC

At arrival and dismissal times, traffic is very congested at Sunset Hills. Parents are encouraged to carpool whenever possible. Parents should drop off their children along the curb only. **Also, do not leave any cars unattended in the drop off zone.**

VISITATIONS AND VOLUNTEERS

Parents are always welcome and encouraged to visit and help in the classroom. Visits should be scheduled with the teacher ahead of time. If you want to talk to the teacher about your child, please make an appointment outside of school time. Teachers understandably need to be with their students immediately before, during and after class time.

Parents and members of the community are encouraged to become involved and volunteer at Sunset Hills. Some of the activities in which parent volunteers help are:

- ❖ Prepare materials for classroom use
- ❖ Listen to children read
- ❖ Review basic skills
- ❖ Assist in the library
- ❖ Assist with classroom projects
- ❖ Serve on School Site Council, PTA or the Foundation
- ❖ Help students with math and reading assignments
- ❖ Assist on field trips

To become a parent volunteer, contact your child's teacher. Let them know what your interests are.

IMPORTANT NOTE

You must have the Megan's Law Clearance and a current TB test (negative reading) and a signed "Volunteer Code of Conduct" on file in the office in order to do any work with students (i.e. classroom volunteer, driver on field trip)

Attendance and Health Services

ABSENCES

If a student is unable to attend school due to illness, notify the Absence Hotline (858) 679-2639 the day of the absence. Leave the student's name, teacher's name, reason for absence, date of absence, and name of the person leaving the message. Students absent due to contagious diseases may be required to have a note from their physician or the public health department before returning to school. Student attendance is important and compulsory according to state law. There are some occasions (i.e.: religious holidays, a death in the family, or other family emergencies) where students must be absent from school. Again, notify the office and, if necessary, an Off Campus Independent Study (OCIS) contract will be issued. This OCIS contract allows the student to make up the work missed for absences extending five days or more. Absences not related to illness require notifying the

office in advance so an OCIS contract can be issued. Sunset Hills has a Health Attendant to take care of first aid and emergencies. In case of student illness at school, the Health Attendant will notify parents or the emergency contact person listed on the enrollment form. Registered nursing services are not provided at the school on a daily basis.

APPOINTMENTS

A student who needs to leave school during the day for an appointment must be checked out in the office by the parent or legal guardian. If they return during the same day, they must also check back in with the office. To maximize instructional time, please try to schedule appointments before and after school.

MEDICATION

Any student who is required to take medication, whether doctor prescribed or over the counter, during the regular school day must file an "Authorization to Administer Medication" form in the office. The health attendant or other designated school personnel will then assist the student in receiving the medication **IF** the school receives the following information:

- ❖ Written statement from a licensed physician detailing the method, amount, and time schedules by which such medication is to be taken.
- ❖ Written permission from the parent or guardian indicating the desire for the school to assist the student.

TARDIES

Students who arrive after 8:30 am must report to the office before going to class to receive a late slip. Student medical appointments are considered excused tardies. All other tardies are unexcused. **If a child is tardy more than five times without a valid physician's note, a tardy letter will be sent home. Additional tardies will result in intervention by the principal.**

BEHAVIOR

At Sunset Hills all students and adults are committed to the following motto:

**WORK HARD.
BE KIND.**

ACADEMIC HONESTY POLICY

In support of the District's Academic Honesty Policy 3.40, students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all District rules of academic honesty and provide a learning environment that does not allow or tolerate dishonesty. Any student who violates the rules of the Academic Honesty Policy will be subject to disciplinary action.

REWARDS FOR POSITIVE BEHAVIOR

Students are regularly recognized for positive behavior at school. You will be hearing more about this as the year unfolds.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

While it is hoped that Sunset Hills students exemplify the message of "Work hard. Be kind." occasionally inappropriate behavior does occur. Consequences for inappropriate behavior are posted in each classroom. These consequences are

consistent and incremental. Written warnings may be given by a teacher or staff member. The warnings are sent home for parent signature. A referral to the principal by the classroom teacher or staff member is used when a serious offense occurs. Parents will be called in those situations.

HARASSMENT

We believe that every student has the right to attend school and learn without being called names, and without being threatened, harassed, or bullied for any reason. Harassment is unwanted and unwelcome behavior from another person that interferes with an individual's life and well-being. When the behavior is motivated by a prejudice against another person's race, ethnicity, sexual orientation, religion, or gender, it is discrimination and could be described as "hate behavior" in some cases. This type of intimidation and harassment will not be tolerated in our school. It is our intent to promote the rights of equality and human dignity. If someone feels that they have been the target of harassment, threats, or bullying, it is important that they tell someone they trust such as parent, teacher, principal, or another adult. They will offer advice on how to deal with the situation. The principal has additional information including a complete copy of the District policies on this subject.

POWAY UNIFIED SCHOOL DISTRICT RULES OF STUDENT DISCIPLINE

The District policy and consequences regarding weapons, controlled substances, alcohol, harassment, theft, vandalism, hate crimes, and willful disobedience is available on the PUSD Website (www.powayusd.org) under the enrollment forms section. Parents and students acknowledge that they have read the rules and acknowledge receipt of them by signing and returning the signature verification form to school.

SUBSTANCE ABUSE

The use or possession of tobacco, alcohol, or other controlled substances by students or parents on the Sunset Hills campus is strictly prohibited. If students are involved with the use, possession, or sale of any controlled substance, legal reports will be filed, parents will be notified, and a minimum five day suspension will be invoked.

School Calendar
2009 - 2010

School Begins	August 20
*Labor Day.....	September 7
*Veteran's Day.....	November 11
** Parent Conferences.....	November 16-20
*Thanksgiving Break	November 23-27
*Winter Recess.....	December 21-January 1
*Martin Luther King Day.....	January 18
*District Recess.....	February 15-19
*Spring Recess.....	April 5-9
Star Testing Window.....	April 19-30
*Memorial Day.....	May 31
**Last Day of School	June 8

* School not in session

**Minimum Day Schedule (8:30-1:10)

A NOTE FROM THE PRINCIPAL

Dear Parents and Students:

Welcome to Sunset Hills Elementary School! We look forward to getting to know you and to spending an exciting school year with each of you. This handbook contains important information about our programs, policies, and procedures. We believe it is essential for all students to accept responsibility for their actions. Therefore, we are asking students and parents to read the handbook, follow the rules, and help others to do the same. We are proud of our school and committed to providing a safe learning environment for the students at Sunset Hills. We welcome you and encourage you to be actively involved in helping achieve our goal of "All Students Learning." We look forward to a rewarding and successful year.

Sincerely,

Kathy Brown
Principal
Sunset Hills Elementary School