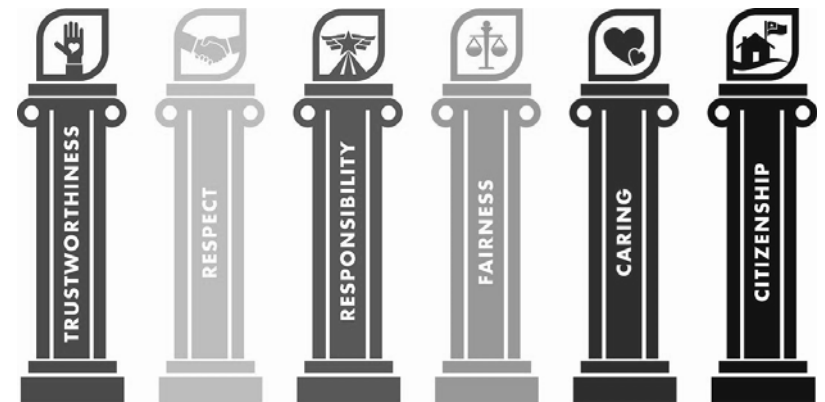


No Excuses University

Sunset Hills Elementary

Parent-Student Information Handbook

2019-2020



9291 Oviedo Street, San Diego, CA 92129
Phone (858) 484-1600 | Fax (858) 538-9451
Absence Hotline (858) 679-2639
ESS (858) 484-2982

Website - www.powayusd.com/pusdshes

The Poway Unified School District (PUSD) is an equal opportunity employer/program and is committed to an active Nondiscrimination Program. PUSD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, ethnic group identification, ancestry, religion, gender, gender identification, mental or physical disability. For more information, please contact Tracy Hogarth, Associate Superintendent, Personnel Support Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406.

Dear Sunset Hills Parents and Students:

Welcome to the 2019-2020 school year! I am looking forward to a wonderful year of learning and working together.

Whether you are new to our school or continuing, we ask you to review this important handbook. It contains pertinent information about Sunset Hills as well as our expectations for students and parents. Please take time to discuss the contents of this handbook and save it for a handy reference. Please sign the handbook acknowledgement form and have your child turn it in to his/her teacher.

Included in this handbook are the behavioral expectations that we have for all of our students. Each year these expectations are reviewed with all students at the beginning of the year. We teach the expectations focusing on the six character traits: Trustworthiness, Responsibility, Respect, Fairness, Caring and Citizenship. The school has the responsibility to clearly communicate and enforce “TRRFCC” behaviors in a fair, consistent manner. We ask parents to reinforce the expectation of the school and to help their children become responsible citizens. We appreciate your support to ensure that Sunset Hills is a safe and caring place. Students share the responsibility to follow the TRRFCC behaviors and to make good choices. Together, we can achieve great things for our school, community and of course our students.

The Sunset Hills staff look forward to a TRRFCC year of learning while partnering with families to ensure a safe and respectful environment for all seagulls.

Sincerely,
Lisa Wilken, Principal
Sunset Hills Elementary

IMPORTANT DATES

School Begins	August 21
Labor Day	September 2
Professional Growth Day	September 30
Professional Growth Day	November 1
Veteran's Day	November 11
Conference Week (12:30 dismissal)	November 18-22
Thanksgiving Break	November 25-29
Winter Recess	December 23-January 3
Martin Luther King Day	January 20
Pro Growth Day	February 1
Pro Growth Day	January 31
Pro Growth Day (12:30 dismissal)	March 20
Spring Recess	April 13-17
Memorial Day	May 25
Last Day of School	June 11
Last Day of School	June 13



SCHOOL OFFICE

The school office is open from 7:30 am until 4:00 pm Monday through Friday, excluding holidays. Our doors are always open to parents. All guests must be sure to sign-in when visiting the school.

School phone number: (858) 484-1600

Lisa Wilken, Principal - lwilken@powayusd.com

Bridgette Padilla, Administrative Assistant -

bpadilla@powayusd.com

BELL SCHEDULE

Grades K-5 Daily Schedule	Transitional Kindergarten Daily Schedule	Kindergarten Introduction Days August 21 - September 27	Conference Week Schedule November 18-22
Playground Opens 8:10 am	Playground Opens 8:10 am	Playground Opens 8:10 am	Playground Opens 8:10 am
First Bell 8:25 am	First Bell 8:25 am	First Bell 8:25 am	First Bell 8:25 am
School Begins 8:30 am	School Begins 8:30 am	School Begins 8:30 am	School Begins 8:30 am
Dismissal 2:50 pm	Dismissal 12:20 pm	Dismissal 1:10 pm	Dismissal 12:30 pm
Thursday Dismissal 1:10 pm		Thursday Dismissal 1:10 pm	

Students are expected to be lining up to start the school day at the first bell. Students may not remain at school following dismissal unless enrolled in ESS or enrichment classes.

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CALENDAR OF EVENTS *(Subject to Change)*

Principal's Welcome Coffee.....	August 21
Back to School Night.....	August 22
Ice Cream Social.....	August 23
Back to School Bash.....	September 6
Picture Day.....	September 11
Football Friday/Paper Picnic	September 13
Walk to School Day	October 2
Halloween Carnival.....	October 19
Red Ribbon/Character Counts Week.....	October 21-25
Reflections Due	October 1
Halloween Parade.....	October 31
TRRFCC Friday/Veteran's Day Celebration.....	November 8
Pajama Jam.....	December 6
Adopt-A-Family	November 8 - December 13
Book Fair.....	December 9-13
Pastries with Parents.....	December 13
Science Fair/Egg Drop	January 23
Sock Hop.....	February 8
Jog-a-thon.....	February 13
Variety Show	tbd
Pasta for Pennies.....	March 16-April 3
Around the World Night	March 27
Spring Picture Day	March 31
Spelling Bee.....	April 23
Staff Appreciation Day.....	May 5
Annual Spring Auction & Art Gala.....	May 15
Volunteer Breakfast.....	May 22
Fifth Grade Dance	June 7
Fifth Grade Promotion	June 10

community and school pride. Each TRRFCC Friday closes with our students, staff and parents enthusiastically pronouncing our Sunset Hills Seagull Chant: *"Sunset Hills is the Place to go. Setting goals is how we grow. Responsible is what we'll be. Fair, Caring and Trustworthy, Respectful Citizens, Respectful citizens of Sunset Hills. Seagulls!"*

The cornerstone of this educational parent community is the partnership of the Sunset Hills PTA and Foundation. Here at Sunset Hills we are lucky to have two parent-driven organizations that work collaboratively to ensure that our students have what they need to flourish and enjoy the very best elementary school experience. Our PTA strives each year to bring us programs that are academically enriching while the Sunset Hills Foundation works behind the scenes to fund essential academic resources. Our PTA sponsors programs like the Science Fair, Art Gala, Art Odyssey, Spelling Bee, Sock Hop, Talent Show, Shoe Box Science, Running Club and the new Lego League. Parents have many opportunities to assist at school such as classroom support, instructional support like Read Naturally and Morning Reads. Parents and community members volunteer in classrooms regularly, with more than 275 volunteers donating over 15,000 hours last year. Our Foundation has raised funds for instructional supplies, online learning tools, technology resources, Computer Resource Assistant, Kindergarten Instructional Assistant and Impact Teachers and an additional day of School Counselor to make world class learning a reality for all students.

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No Excuses University Code of Conduct

“Where Seagulls Soar and Character Counts!”

At Sunset Hills, we value student safety and Character Counts. We follow 3 rules, “Be respectful to yourself, others and property, be responsible and be safe.” These rules apply anytime students are on campus, traveling to and from school or on a school-sponsored field trip or activity. School staff members, students and parents all share responsibility for student behavior. The school has the responsibility to clearly communicate and enforce student behaviors in a fair, consistent and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the code of conduct and to make choices that align with school rules.

NO EXCUSES UNIVERSITY **ACADEMIC EXPECTATIONS**

Sunset Hills is part of the No Excuse University family of schools. We are one of six PUSD elementary schools designated a No Excuse University. We have high expectations for all students and believe if students work hard, they can be successful. In addition, we strive to provide each and every student at Sunset Hills with the academic and social skills necessary to be successful in middle school, high school and life.

ABOUT SUNSET HILLS

Sunset Hills Elementary School, established in 1974, has a reputation for providing an excellent learning environment for students. We pride ourselves on implanting a positive school wide climate where “Seagulls Soar and Character Counts!” Sunset Hills currently serves approximately 450 students in Transitional Kindergarten through Fifth grade. The families of Sunset Hills represent more than 30 languages. Twenty(20%) of our population are English Language Learners. Sixteen percent (16%) of our students qualify for the Free and Reduced Lunch Program. Enhancing the schools diversity is the self-contained special education classes. Twenty two (22%) of our total population are designated students with disabilities. Many of our Special Education Students are mainstreamed into the general education classes. This provides a valuable experience for all.

Sunset Hills Elementary School is a proud member of the **NO EXCUSES UNIVERSITY (NEU)** national network of schools. College readiness is not the expectation that all students will attend college, but instead, it is the belief that we must prepare all students to have a full range of postsecondary education and training options available to them after high school. We believe that elementary education is the foundation for all future academic achievement. All of our classrooms have adopted a College or University and we proudly wear a college shirt or “No Excuse” shirt every Monday to kick off each week.

All staff at Sunset Hills commit to a culture of “Universal Achievement” for all students. Visitors regularly comment about the friendly and welcoming environment of our school and the intense level of commitment every staff member has for each student’s success. Character Counts lessons are embedded in many activities on campus including our TRRFEC Friday assemblies where we come together to celebrate good character, friendship, our

STAY INFORMED

In an effort to reduce costs and to reduce our school's carbon footprint, we have moved away from paper flyers as much as possible. As a result, there are several different ways to receive information from our school.

Sunset Hills Elementary

- Website: www.powayusd.com/pusdshes
- Facebook: www.facebook.com/pusdshes
- Online flyers: peachjar.com/index.php?a=28&b=138®ion=52519
- Check your email inbox for weekly connectEd messages from our Principal, Mrs. Wilken.
- Check out the glass display case at the front gate.



Sunset Hills PTA

- Facebook: www.facebook.com/SunsetHillsPTA
- Website: sites.google.com/site/sunsethillsselementarypta/
- Check your email inbox for the monthly PTA Newsletter

Sunset Hills Education Foundation

- Facebook: www.facebook.com/SHEFoundation
- Website: www.shesfoundation.org



STAYINFORMED.
STAYAHEAD.



SUNSET HILLS CODE OF CONDUCT

All students will be asked to follow the Sunset Hills Code of Conduct. The students will be asked to sign a poster hanging in the class committing to the Sunset Hills Code of Conduct.

Code of Conduct:

- Be Respectful of yourself, others and property
- Be Responsible
- Be Safe

At Sunset Hills, we are TRRFCC students:

We value...

Trustworthiness: We are loyal and honest.

Respect: We follow directions and treat others the way they want to be treated.

Responsibility: We work hard to complete our assignments and come to school every day on time.

Fairness: We share and take turns with each other.

Caring: We do kind things for each other and for members of the community.

Citizenship: We do our share to improve our school and community.



Learning Partnership Pledge

The Teacher Pledge

As a teacher at Sunset Hills, I am committed to the academic accomplishments of all students, and I will nurture the social and emotional growth of the children. I understand the importance of fostering a positive school experience for every child.

I pledge to:

- Hold all students to high standards with the belief that all children can learn and have the right to be prepared for college.
- Commit to a school culture where students, parents and staff members are spoken to and spoken about with courtesy and respect.
- Acknowledge that challenges exist, but I refuse to accept excuses.

The Student Pledge

I pledge to be a college bound scholar of Sunset Hills. I will show TRRFCC behaviors at all times. I will try my best to learn, study, and make no excuses. I will be responsible for completing all my work. I will work hard, cooperate with others, and never give up. I will be a good listener and follow directions the first time. I will stand up for what is right, include everyone, and use kind words.

- I will...
- Respect myself
 - Respect others
 - Respect property
 - Be responsible for my words, choices and actions
 - Show *SLANT* in class
 - Be safe in the classroom, on the playground and in all others areas on campus
 - Practice the 6 pillars of character

The Sunset Hills Education Foundation is a non-profit 501(c)(3) organization under the United States IRS code. Contributions may be tax deductible to the fullest extent of the law. Please consult your tax advisor for more information. Make donations at www.seagullparents.com.

SUNSET HILLS FOUNDATION BOARD

Executive Board

President	Lucien Dupont
Vice President	Eric Wall
Secretary	Joey Elwell
Treasurer	Missy Lathram
PTA President	Jennifer Crumrine
Principal	Lisa Wilken
Staff Representative	Bridgette Padilla
Teacher Representative	TBD

Directors

- Annette Feldman

The Foundation is always looking for new members to make important decisions on how we can support our teachers, school and children's education. If you would like to join the Foundation, please contact Foundation President Lucien Dupont at lwdupont@mac.com.

More details can be found at www.shesfoundation.org
Like us on Facebook: www.facebook.com/SHEFoundation

SUNSET HILLS FOUNDATION

The Sunset Hills Education Foundation works hard throughout the year to raise money in support of our students. All money raised provides programs, services and supplies that are essential to the success of our students. **Our number one priority is to help alleviate challenges with large class sizes by providing additional staff, resources and technology directly in the classroom.** For the 2019-20 school year, the Foundation has been able to provide funding for the following resources for your child:

- Innovation Space: Tools, furniture, Technology
- Computer Resource Assistant
- One additional full day of school counselor
- Partnering with the PTA to support PTA programs and school field trips for our kids.
- Two IMPACT teachers to assist instruction in smaller groups for foundational learning.
- Instructional Reading Assistant in Kindergarten
- Professional development for teachers

The Foundation has streamlined our school's fundraising. The Foundation coordinates our major fundraisers:

- **Blue Envelope SOAR Campaign** - A direct ask fundraising program. Families are asked to support our school with a monetary pledge.
- **APEX Fun Run** - Kids run to raise money for our school. All kids receive a free t-shirt.
- **Annual Spring Auction and Art Gala** - A long standing tradition that brings our community together while raising money for our children.
- **Pajama Jam**— An evening out for parents while teachers supervise students after school hours.

The Parent Pledge

As a parent of Sunset Hills Elementary School, I pledge to be actively involved in my child's education. I understand that my child's education today is essential for their success in life.

I Pledge to:

- Be proactive, informed, and supportive of my child's teacher and the school community.
- Read with my child daily, and make sure homework is completed.
- Support the NO EXCUSES philosophy by modeling appropriate behavior and holding my child accountable.
- Commit to bringing my child to school on time, well rested, and properly nourished

TEACHER
+ STUDENT
+ PARENT

SUCCESS

CAMPUS RULES

Any Sunset Hills Staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. Character violations will be referred to the office for further disciplinary actions as needed. If parents or guardians have any questions, they may contact the office.

ACADEMIC HONESTY

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.

DRESSING FOR SUCCESS

Dressing for success applies to all school activities.

- Clothing needs to be appropriate for classroom and outside play.
- Clothing should fit properly. Clothing that is offensive or advertises, promotes or glamorizes drugs, alcohol or tobacco products, is not permitted.
- Shorts or skirts that are revealing are not permitted. We encourage all girls to wear shorts underneath their skirts.
- Tops that are strapless, see through, low cut or expose midriff, are not permitted.
- Pants and shorts must fit at the waist and not sag.
- Hats may be worn in the common outdoor areas on campus: lunch tables, hallways and playground. Hats will be allowed on the playground, but may not be used as a keep away game. Hats in the classroom will be the decision of the individual teacher.
- Undergarments should not be seen.

(continued on next page)

SUNSET HILLS PTA BOARD

Executive Board

President - Jennifer Crumrine, crumrine@mac.com	
1st VP Ways & Means	Christine Litton
2nd VP Membership	Nikki Horne
3rd VP Volunteers	Open position
4th VP Programs	Open position
Secretary	Divine Grace Buszka
Treasurer	Miranda Lieburn
Auditor	Jenny Hodge
Historian	Melvi Francisco
Parliamentarian	Jennifer Johnson-Patel
Foundation President	Lucien Dupont
Foundation Vice President	Eric Wall
Principal	Lisa Wilken
Teacher Representative	TBD

- 5th Grade Events - Open position
- Adopt-A-Family - Jenny Hodge
- Around the World Night - Olamide Esan, Payal Patel
- Art Odyssey - Tara Tomaini
- Book Fair - Shelley Porter
- Character Counts/Red Ribbon Week - Open position
- Halloween Carnival - Lissandra Lins
- Hospitality - Open position,
- Legislation - Jennifer Crumrine
- Lego League - Casey Chan Ruthenback, Marco Grubert
- Math Olympiad - Purvi Shah, Marcela Rueckert
- New Family Liaison - Jennifer Crumrine
- NFL/College Basketball Day - Shelley Porter
- Paper Picnic - Open position
- Reflections - Open position
- Running Club - Miranda Lieburn, Katy Farrell
- Science Fair - Jennifer Johnson Patel, Hemal Patel
- Shoebox Science - Jennifer Johnson Patel
- Sock Hop - Chrissy Litton
- Special Ed Liaison - Keelia Meathe
- Spelling Bee - Katy Farrell
- Staff Appreciation - Open position
- Talent Show - Lana Patel, Jenni Martinez
- Veteran's Day - Open position
- Walk to School Day - Lana Patel, Payal Patel
- Website - Jennifer Crumrine
- Yearbook - Open position

PARENT TEACHER ASSOCIATION (PTA)

The National PTA is the largest child advocacy group in the world. Sunset Hills is honored to have a PTA unit. The Sunset Hills PTA not only advocates for our children, it provides fun and engaging programs and events that help to foster our Sunset Hills community. Programs and events sponsored by our PTA include:

- Popsicle Party
- Running Club
- Shoebox Science
- Halloween Carnival
- Spelling Bee
- Science Fair
- Art Odyssey
- Talent Show
- Book Fair
- Reflections
- Character Counts/Red Ribbon Week
- Staff Appreciation
- Assemblies
- Football Friday
- Paper Picnic
- Movie Night
- Fifth Grade Events

Volunteers are always needed to help plan, run and facilitate these programs and events. When volunteers are needed, the Sunset Hills community will be asked to help. If you would like to help, look out for information via our school website, newsletters and social media.

Please consider joining the PTA. Anyone can join! Sign up yourself, spouse, kids, friends, neighbors and relatives. Your membership provides the voice for child advocacy and support of our school PTA programs and events. Membership is \$15. Join anytime throughout the school year.

For more information, please contact Jennifer Crumrine, PTA President at crumrine@mac.com.



DRESSING FOR SUCCESS (cont.)

- We prefer that students wear closed-toe shoes suitable for running club, PE and recess. Tennis shoes are the best choice.
- Roller shoes are not permitted at school.
- Flip flops are not permitted.
- The staff will address new fads that occur during the school year.

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 this behavior is sexual in nature, it is "sexual harassment". 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 and is also inappropriate in our society. We follow all board policy as well as the California Education Code when addressing issues regarding harassment.

It is our intent to promote the rights of equality and human dignity basic to our American ideals. If a student feels that he/she has been the target of harassment, threats, or bullying, it is important that you tell someone you trust like a parent, teacher, principal, or another adult. They may offer some excellent advice on how to deal with the situation or they may need to intervene on your behalf. Additional information is available upon request including a complete copy of the District policies on this subject.

The Poway Unified School District recognizes that harassment on the basis of sex or gender is a violation of Federal and State discrimination laws as well as District Policy and Administrative Procedures. The District is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any District employee, student, or other person at school or at a school sponsored activity. Any person with a complaint of sexual harassment suffered by a student should implement the complaint process contained in the administrative procedures. For more information, please contact the Title IX/Equity Compliance Officer, Associate Superintendent of Personnel Services, Poway Unified School District, 15250 Avenue of Science, San Diego, CA 92128-3406, 858-521-2800, extension 2761.

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.

TO AND FROM SCHOOL

Student safety and behavior to and from school as well as on campus is subject to the same rules and consequences as when the students are in school.

PLAYGROUND USE AFTER DISMISSAL

Organizations and individuals must have authorization from the school district to use school playgrounds, fields and/or facilities after dismissal. All school playgrounds are reserved for the exclusive use of Extended Student Services (ESS) during ESS program hours (2:50pm - 6:00pm). To avoid interference with the ESS program, students that are not enrolled participants of ESS may not remain on campus to use the playgrounds. Parents and students on the playgrounds will be asked to leave. We appreciate your cooperation when asked to do so.

CLASSROOM VOLUNTEERS

Parents and members of the community are always welcome and encouraged to visit and help in the classroom. Visits are scheduled with the teacher ahead of time. Help needed in the classroom varies from teacher to teacher. Some examples of classroom help are room parents, morning read volunteers and classroom helpers. Volunteers that are unable to come to class during school hours can do work at home such as placing book orders, collating papers, preparing projects with the teacher's direction, organizing classroom activities, etc. Inquire with your child's teacher.

LIBRARY VOLUNTEERS

Volunteers are welcome and greatly appreciated in our school library. Volunteers will assist our school librarian, Shelley Porter. Duties include shelving books, working with classes during library time, helping with displays, assistance with buying books (with library funds) and assisting with other library programs.

SCHOOL SITE COUNCIL (SSC)

The Sunset Hills School Site Council is made up of elected representatives of parents, teachers, and other school employees who meet periodically throughout the school year to review and approve the "Single Plan for Student Achievement" (SPSA) as well as discuss all school safety and learning conditions. Parent representatives are elected by the parent community at large and serve a two-year term. This year we are looking for three new parent representatives to join the SSC. For more information, inquire in the office.

PARENT INVOLVEMENT

Parents and members of the community are encouraged to become involved and volunteer at Sunset Hills. The Sunset Hills volunteer program provides opportunities for parents and community members to help children, support teachers, and enrich lives.

Volunteers can work directly with children or on a variety of other tasks or projects. Work can be done in classrooms or at home.

Volunteers at Sunset Hills help to free up your child's teacher to focus on your child's education. Last year, our volunteers donated over 15,000 hours of their time.

All volunteers must have Megan's Law Clearance, 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,). Please inquire at the office for more information.

For our student's safety all visitors must check in the front office prior to entering the school.

There are a variety of organizations and ways for parents to get involved. These include classroom volunteers, the School Site Council, the Parent Teacher Association (PTA) and the Foundation.



GENERAL SCHOOL POLICIES

ABSENCES

ATTENDANCE MATTERS!

- At Sunset Hills we encourage all students to be a HERO; Here Everyday Ready On Time.
- Attendance has a direct effect on student achievement.
- Since 1998 California schools are funded on actual student attendance each day, not on enrollment. The district does not receive funding for excused absences.
- The Poway Unified school calendar contains fall, winter and spring breaks. Please consider these vacation weeks for family vacations.

REPORTING AN ABSENCE

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 will 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 consecutive days or more.

TARDIES

The main gate will close promptly at **8:30a.m.** Students who arrive after 8:30a.m. 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. Additional tardies will result in an intervention by the principal.

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.

ARRIVAL AND DISMISSAL

BEFORE SCHOOL CAMPUS SAFETY

All students and family members grades 1st-5th must enter campus through the main playground gate. Parents are welcome to spend time with their children on the playground until the first bell rings at 8:25 am. Students will place their backpacks on the classroom room number designated on the blacktop. The inner perimeter of the school will be secured and accessible to staff only from 7:30-8:25 am.

TRAFFIC - PICK UP AND DROP OFF

At arrival and dismissal times, traffic can be very congested at Sunset Hills. Parents are encouraged to carpool whenever possible. Parents should drop off their children along the curb only. Please keep the following rules in mind when bringing your children to school:

- Be patient, kind and courteous.
- **Do not leave any cars unattended (parked) in the drop off zone, or along the red curb.**
- **Parking in red zones may result in a ticket issued by the City of San Diego, even if you are sitting in red zone.**

THINGS TO KEEP AT HOME

- Gum is not permitted at school.
- Toys are not permitted at school.
- Playthings such as balls, marbles, cards, stuffed animals, computer games, skateboards, roller skates, roller shoes, rollerblades, etc. are not to be brought to school without prior teacher approval.
- Weapons, including squirt guns, knives, air-powered guns (BB, pellet, paintball) and other dangerous objects are not to be brought to school.
- To avoid the many complications which may arise, there is to be no selling, trading, buying or giving away of items at school.

TREATS FROM HOME

To ensure food safety, all food to be shared with other students should be commercially prepared, prepackaged, unopened, and, when possible, individually wrapped. Foods prepared at home may be used only for individual student and staff lunches/snacks, and consumed by staff members only on a voluntary basis. (PUSD Policy, Article 5, Section 5.31)

BIRTHDAY TREATS

Student birthdays will be honored at school without food. Sunset Hills recognizes that birthdays are a special day for our students. As our school district and country move toward healthier choices for our kids, 28-35 rounds of sweet birthday treats is a big bite to swallow! In lieu of sending in your child's favorite dessert item to share with the class, please choose a favorite book to donate to the classroom library, or special birthday pencils, erasers, or bookmarks. Thank you for your cooperation with this effort.

TRAFFIC - PICK UP AND DROP OFF (cont.)

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 available on the school and district websites. It is highly recommended that lunches are paid for in advance, either weekly or monthly. This prevents lost lunch money and unhappy students. Prepayment envelopes are available in the school office. Checks should be made out to "PUSD Food and Nutrition". Include the child's first and last name in the lower left corner of the check. You may also purchase lunches online at www.powayusd.com/nutrition.

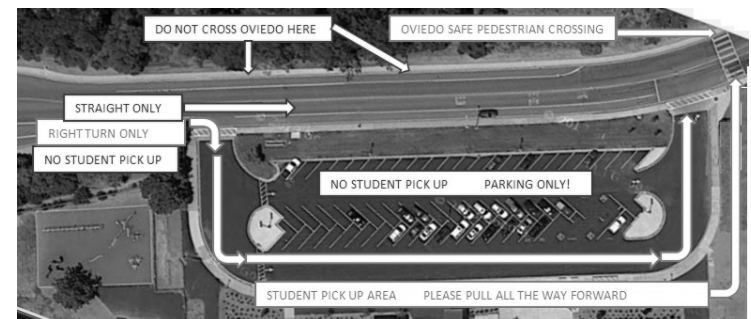
Students who pay in advance are entitled to as many lunches as have been prepaid. Students are notified when they are about to run out of prepaid lunches. Any unused money is rolled over to the next school year if they stay in PUSD or refunded upon request at the end of the year.

Cafeteria Prices:

- School Lunch (includes milk*) - \$3.25
- Additional, *same day* lunch (includes milk*) - \$3.75
- Juice (4 oz.) - \$.50
- Juice (8 oz.) - \$.75
- Milk (1/2 Pint) - \$.75

*If your child is allergic to milk, a soy based substitute is available at no cost only on the presentation of a medical statement from the child's doctor. (Form provided in the office.)

- While in your car, you need to stay in a single lane in front of the school.
- Have your child on the right (passenger) side of the car with materials ready to go.
- Continue to move forward as far as possible before stopping to let your child out. Do not let them out of the car until you are in the yellow zone.
- For your child's safety, **do not drop your child off in the middle of the parking lot** or anywhere on Oviedo Street.
- Please do not get out of your car to assist or escort your child.
- Please be aware of the buses and allow them the right of way. Stay behind them as often as possible.
- **ONLY** use the pedestrian crosswalks to cross the parking lot. Do not dodge in and out of the traffic flow to get through the parking lot.
- Right turns into the parking lot are permitted in the right turn lane only. If there is a line, wait your turn.
- Do not park in the aisle of the parking lot, get out of your car to get your child, or expect him/her to cut through the parking lot on their own.
- Please continue to move forward as far as possible before stopping for your child to get into the car.
- The teachers are on parking lot supervision. Thus, this is not a good time to converse with your child's teacher.



PARKING LOT MAP

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.

RAINY DAY/SEVERE WEATHER

PROCEDURES

Morning Line Up: In the event of early morning rain, students will come to the MPR.

Rainy Day Recess: Recess times will remain the same on rainy days. An announcement will be made just before the first recess to inform everyone as to whether recess will be “blacktop only” or held in the classroom. If recess is in their classroom, “quiet” activities will be permitted. If recess is “blacktop only”, the playground play is restricted to blacktop only. The grassy areas, the swings, climbing structures and halls are off limits for safety reasons.

Rainy Day Lunch: Students may play quiet board games (grades 3-5) and/or watch a movie (grades K-2) in the multipurpose room and then eat lunch in the covered lunch area.

EXTENDED STUDENT SERVICES (ESS)

Our ESS (extended day care) program is available before school beginning at 6:30 am and again after school until 6:00 pm. For information, please call Cheri Gracey, ESS Coordinator at (858) 484-2982.

POSITIVE REINFORCEMENT (cont.)

Individual classes are also given a “Caught Being TRRFCC” award (yellow slips) for making good choices as a collective class. When they have collected ten of these awards, they are rewarded by a variety of incentives such as an additional recess, game time or an alternative teacher approved activity.

TRRFCC FRIDAYS

Character Counts! Sunset Hills embraces the six pillars of good character: **T**rustworthiness, **R**espect, **R**esponsibility, **F**airness, **C**aring and **C**itizenship (TRRFCC). We come together once a month on Fridays at the start of school to celebrate good character, citizenship and school pride. It is a community gathering and families are encouraged to join us!

PRINCIPAL COFFEE CHATS

Principal Coffee Chats are informal gatherings that take place three times a year following TRRFCC Fridays. It gives our parents an opportunity to hear about and discuss various school topics, face-to-face, in an open forum with our principal. Coffee and pastries are served and all parents are invited to attend.

PROGRESS REPORTS AND PARENT CONFERENCES

Progress reports indicate achievement in relation to the PUSD academic exit standards for that grade level. Progress reports are issued three times a year and parent conferences are scheduled November 18th-22nd. Parents requesting additional conferences are encouraged to contact their child’s teacher for a convenient time to meet. If you want to talk to the teacher about your child, please make an appointment.

LOST AND FOUND

Coats, book bags, lunch boxes, etc. should be marked clearly with the student's name to permit easy identification. Parents are invited to check the lost and found area anytime for missing items. The lost and found is located just inside the main gate of the school. Keys, glasses, cell phones and other valuables can be found in the office. Items that are not claimed by winter break, spring break and the end of the school year will be donated to a local charity organization.

PARTY INVITATIONS

If students are planning to distribute party invitations to all or all of the same sex classmates, they may distribute them via classroom mailboxes. Students planning to invite only a few classmates should distribute invitations outside of the school setting. Birthday functions are not allowed to begin on campus at the end of a school day.

POSITIVE REINFORCEMENT

Each classroom management plan includes positive reinforcement. School-wide rewards for exceptional behavior and hard work include Super Seagull Awards, which are given to children when they are caught being a person of good character. Students who have modeled one or more of the Character Counts Pillars are recognized through a weekly drawing. Students who receive a Super Seagull Awards are eligible to have their name put into a drawing to be recognized by our Principal on Monday mornings and at TRRFCC Friday assemblies. Each week, one student from each grade level is announced as a Super Seagull. These students are invited to sign the Character Counts poster in the principal's office.

BACK TO SCHOOL NIGHT

An evening for parents to meet their child's teacher and learn about the curriculum will be held at the beginning of the school year. It is a time when teachers will explain their programs and expectations. Parents are encouraged to make babysitting arrangements on Back-To- School Night, *Thursday, August 22nd*. ***This is an adult only event.***

DIGITAL DEVICE ETIQUETTE:

CELL PHONES

Cell phones must be kept in the student's backpack and turned off. Cell phones cannot be used at recess or lunch. Sunset Hills assumes no liability for the loss, damage, misuse including by another person of personally owned cell phones brought to school. If a student chooses to not follow cell phone etiquette, parents may be asked to pick up the device from the office. Students may be permitted to have a cellular phone in their possession at school, on school property and at school related functions provided that the use of the cellular phone does not disrupt the instructional process during the school day.

MOBILE DEVICES

(smartphones, iPads, tablets, iPods, laptops, netbooks, eReaders etc.)

Teachers at Sunset Hills may, throughout the year, have a "Bring Your Own Device" (BYOD) day. This allows students to bring their own mobile devices to school for use in the classroom. Students will only use appropriate technology at teachers' discretions and appropriate educational applications on their device. Students may not bring devices to lunch and recess. Similar to other personally owned items, Sunset Hills is not liable for the loss, damage, or theft of personally owned devices brought to school.

EMERGENCY INFORMATION

In case of an emergency, the staff will stay at school until the emergency is over and all children are safely returned to their parents. The staff has been trained in emergency procedures.

- We will NOT release students in an emergency unless dismissal can be conducted with complete safety.
- A parent, guardian, or designee of the parent must sign the student out and a record will be kept of the time the child was taken and by whom.

The students will be practicing Fire Drills, Duck, Cover, and Hold Drills and Lockdown exercises throughout the year.

- **FIRE DRILLS:** Once a month a fire drill will be held, at which time all students, teachers, volunteers, and other employees shall be required to leave the buildings. Children are to leave their classroom silently and orderly in a single file line and walk to their assigned area. The principal will dismiss classes to return to their classrooms.
- **DROP, COVER and HOLD DRILL:** Drop, Cover, and Hold Drills will be held a minimum of four times each year. The intercom is used and a voice will say, "This is an earth quake drill." In case of an earthquake, and you are inside the building, get under the desk or table. Drop to your knees and keep knees together. Clasp both hands firmly behind the head, covering the neck. Bury face in knees.
- **LOCKDOWN DRILLS:** Lockdown drills are held two times a year where all students and staff are instructed on proper situational procedures. As a precaution, those procedures are not published in this handbook.
- **DISASTER DRILLS:** Disaster Drills are held twice a year.

The instructions will depend upon circumstances and the extent of damage to buildings, and will come from an adult. If outside of a building during an earthquake, get clear of all buildings, sit down on the ground and remain there until further instructions are provided.

Parents who are on campus at the time of any safety drill are expected to follow all procedures.

HEALTH OFFICE

Sunset Hills has a Health Technician to take care of first aid and emergencies. In case of student illness at school, the Health Technician will notify parents.

MEDICATION

If your child is on medication, a "Physician's Recommendation for Medication" form must be obtained from the school, completed by the physician, and returned to the school. No medication may be given at school without this form. An adult must bring the medication to the school office in the original container medication is dispensed. Students may carry their own medication only if they are responsible and an Authorization to Carry Medication While at School form (H-26B) has been signed by the physician, parent, and student. This includes aspirin, inhalers, cough drops, etc.

IDENTIFICATION BADGES/SIGN-IN

PROCEDURE

All non-students must have an identification badge in clear view at all times while on campus during school hours. This includes, but is not limited to, all staff, substitute teachers, visiting officials, parents and students from visiting schools. All non-students must sign-in at the office to obtain an identification badge. All staff and regular volunteers will have a premade picture identification badge. Substitute teachers must wear a "Substitute Teacher" badge. All other visitors will be issued a "Visitor" badge. Any non-student found on campus without signing in and/or not displaying an identification badge will be escorted off campus immediately. When leaving our campus, please sign-out in the office and return your assigned badge.