



1671 Frankfurt Way Livermore, California 94550 ~ (925) 606-5230
Tom Jones, Principal

Sunset Elementary Handbook 2019-2020

Table of Contents

<u>Bell Schedule</u>	2
<u>Behavior Norms</u>	4
After School	4
Before School	4
Kindergarten Playground	4
Lunch	4
Playground	4
<u>Communication</u>	5
Goal Setting Conferences	5
Parent-Teacher Communication	5
Complaint/Concern Procedures	6
Report Cards	6
<u>Student Discipline</u>	7
<u>Health and Wellness</u>	7
Contagious or Infectious Disease	7
District Nurse	7
Immunizations	8
Medication at School	8
School Health Technician	9
<u>Policies</u>	9
Attendance/Long-Term Absences/Independent Study	9
Bicycles & Skateboards	9
Birthdays/Birthday Parties Away From School	10
Cell Phone & Electronic Devices	10
Checking In & Out of School	10
Classroom Visitors & Volunteers	11
Emergency Procedures	11
Field Trips	11
Homework	12
Parking/Drop Off/Pick Up	12
School Lunch	12
School Property/Vandalism	13
Student Dress Code	13
Tardies	13
<u>School Programs</u>	
Library	13
PTO	13
Science	13

BELL SCHEDULE

Transitional Kindergarten Schedule:

8:30am -1:30pm

Kindergarten Schedule:

8:30am -1:30pm (staggered start 1)

9:15am -2:15 pm (staggered start 2)

Wednesday:

All Kindergarten students attend 8:30am -1:30pm

Grades 1-5:

8:30am-2:40pm Grades 1-3

8:30-2:50pm Grades 4-5

Recess:

10:00-10:15 Grades 1 and 2

10:20-10:35 Grades 3 and 4

10:40-10:55 Grade 5

Lunch:

11:35-12:15 Grades TK, K, and 1

12:05-12:45 Grades 2 and 3

12:35-1:15 Grades 4 and 5

Dismissal:

2:40 Grades 1-3

2:50 Grades 4-5

Wednesday dismissal is at 1:30pm

BEHAVIOR NORMS

BEFORE SCHOOL

Students may arrive on campus at or after 8:15 a.m. when there is supervision, with the exception if they are participating in Fun Runners. Students should go to the blacktop area inside the red boundary lines for supervision. On rainy days, students are to report to the Multi-Purpose Room and wait for the 8:27 bell.

SUPERVISION ON THE YARD PRIOR TO 8:15 A.M. IS **NOT PROVIDED** and gates will remain closed. However, if your child is participating in the Fun Runners program he/she may access campus through the gate located next to the MPR by displaying their runner pass.

AFTER SCHOOL

Children will be supervised from 8:15 until their dismissal time. For issues of safety and to protect our children while respecting the teacher's workday we ask that students and parents exit the courtyards at dismissal time. Siblings and parents who are waiting for students from the 4/5 classes will be asked to wait on the blacktop area. Students still on campus 15 minutes past dismissal will be directed to the office to call parents. All perimeter gates are locked at 4:00 p.m.

Students are not to play on playground structures before or after school.

KINDERGARTEN PLAYGROUND

The Kindergarten playground adjacent to rooms 1-3 is to be used solely by our TK and Kindergarten students during their school hours of 8:30 a.m. -2:15 p.m.

LUNCH

Sunset students are permitted to eat inside or outside depending on the weather. For issues of security and safety, Sunset is a closed campus and all students are expected to remain on campus to eat lunch. Lunchroom rules are discussed with all students and are enforced by our staff. Students are expected to:

- Sit appropriately at the lunch tables (both inside and outside).
- Use "inside voices" while in the cafeteria.
- Clean up their eating space.
- Support Sunset's recycling program.
- Follow the directives of our noon supervisors.

PLAYGROUND

Students are expected to play and behave in ways that are safe for themselves and others. Our shared expectation is that:

- All students know and follow playground, school, and district rules.

- All students follow the direction of the adult(s) in charge.
- All students treat fellow students and adults with kindness and respect.
- All students use playground equipment for its intended purpose.

During the first week of school, classroom teachers and the principal will discuss behavioral norms on the playground with our students. Additionally, our PE specialist reviews playground rules with every class during their first class.

Students will be reminded that, for their safety, certain areas are defined as “off limits”. These areas include classrooms, the areas marked behind the red lines and other designated spaces. This ensures appropriate supervision of students.

Playground and general school rules help create a predictable atmosphere, encourage children to use self-control, and make wise choices. In the initial weeks of school, we model appropriate behavior and instruct our students in the “basics” of playground and campus safety. We encourage you to review the basics defined above with your children. If you have any specific questions, please do not hesitate to contact us.

Toys should remain at home and not be brought to school. This includes cards, balls and other such items, as they provide a distraction to instruction and can often end up lost or taken.

COMMUNICATION

GOAL SETTING CONFERENCES

During the Goal Setting Conferences in the Fall, parents will learn about the academic skills that will be taught during the school year. Parents will also learn how they can support the instructional program of their child. The conference also provides parents with early notification if their child is not meeting grade level standards.

The Goal Setting Conference will also provide the opportunity for teachers to share with parents any behavioral concerns, which may hinder the academic growth of the student.

PARENT/TEACHER COMMUNICATION

Prompt, open communication between home and school is essential. In order to give parents adequate time in meeting with staff, we ask that parents schedule a specific time with teachers to discuss the child's progress, etc. When phoning a teacher, please note that teachers are responsible for providing instruction during the school day and their phones go to voicemail during that period. As a result, they may not be able to get back to you before the end of the day.

Teachers can be reached by email: FirstNameInitialLastName@lvjUSD.org (For example, esmith@lvjUSD.org). Principal can be reached at tomjones@lvjUSD.org.

To protect classroom instructional/learning time, office staff will call classroom prior to recess or lunch only to alert teacher of a food item for pickup. All other items delivered to office for students will be placed in teacher mailbox.

To limit interruptions to classroom instruction and learning, we will call classrooms for snacks, lunches or if student is being signed out of school. All other items will be placed in teacher's mailbox. Our front office will only deliver messages to students in cases of emergency.

Please, NEVER go directly to the classroom to give your child a message. All parents must go to the office. Forgotten homework, lunches, birthday treats, etc. will be placed on the counter in the office for students to pick up and classroom teacher emailed.

Complaint/Concern Procedures

It is the primary goal of Sunset staff to work with you in resolving any questions or concerns you may have about your child's educational program. The first step with any concern is to have open communication with your child's teacher. It is in these personal, informal conversations that we can best work together to address issues.

If there is an issue, please speak directly with the staff member(s) involved whenever possible. Discuss the problem openly and make every attempt to work out a solution. We find that most problems are resolved at this first step. Our expectation is communication by all parties is done in a respectful and calm manner.

If after meeting with the staff member directly involved, you feel you need support in resolution, we encourage you to arrange an appointment with the Principal and the involved staff member. We are dedicated to working together to make your child's educational experience a positive one.

REPORT CARDS

The purpose of a standards based report card is to **inform students and parents about a student's performance on the grade level standards.** It measures progress against a uniform standard rather than subjective assessment. Information related to growth and overall strengths and needs is captured in the Comment section. The student performance levels indicate whether students have met the expectations set by the Standards and indicate whether the student has mastered the necessary skills and concepts to be successful in the next trimester or at the next grade level.

STUDENT DISCIPLINE

Sunset's discipline approach is to proactively and explicitly teach students expectations while holding students accountable for their behavioral choices. Emphasis is on empowering students to make positive choices in how they treat others, navigate campus, and respond to the actions of others. When assigned, consequences are consistent with the LVJUSD discipline code and the California State Educational Code.

We believe that positive reinforcement is a powerful strategy as part of our overall discipline system. Your support in the form of follow up and discussions with your child is much appreciated and another powerful strategy for helping students learn and develop. Together our aim is creating an atmosphere that is safe, positive, and predictable.

Our site utilizes yard slips, classroom referrals, and office referrals to document discipline concerns. Each serves a purpose and carries with it expectations for communication.

- Yard slips are produced by staff on duty at recess or lunch and passed along to classroom teacher. A timeout may be indicated on the slip to notify the teacher a consequence was assigned in the moment.
- Classroom referrals are produced by teaching staff and may carry a consequence, as well. A parent must be contacted via phone or email by the teacher issuing the classroom referral.
- Office referrals are produced by staff for behaviors, which necessitate principal involvement (i.e. defiance, profanity toward staff, physical incidents) and will result in an email or phone call to parent by the principal. Office referrals are documented in PowerSchool and SWIS, our student information systems.

HEALTH AND WELLNESS

CONTAGIOUS OR INFECTIOUS DISEASE

A child may be sent home if he/she is vomiting, has a fever, or is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (Ed. Code 48211) Students must be without fever 24 hours before returning to school.

DISTRICT NURSE

Health and wellness have a tremendous impact on student learning.

Additionally, it is a District and site goal to promote a life-long healthy lifestyle with a focus on health, physical education, and nutrition. School Nurses are uniquely qualified in preventative health, health assessments, and referral procedures for students.

You can support the success of your child by communicating with the nurse regarding any health related barriers or concerns which may affect your child's ability to learn.

IMMUNIZATIONS

California law requires that, before children under the age of eighteen may be admitted to any California public school, an immunization record must be presented to school staff by the parent or guardian. An immunization record must include at least the month and year each dose was received and be in the form of a yellow immunization record. Students are required to be protected against diphtheria, tetanus, whooping cough, polio, mumps, Rubella (German measles), varicella (Chickenpox) and Hepatitis B.

MEDICATION AT SCHOOL

Medicine can be administered in school only if the following requirements are met:

- ✓ Students who require the administration of any medication during the school day, pursuant to a physician's prescription, must have both a parent/guardian and physician signed Permission to Assist with Medication During School Hours Form on file at the school site.
- ✓ The Medication Administration Consent Form must be completely filled out annually or whenever the prescription changes and must be signed by both the parent/guardian and the child's physician before the child can be assisted by school personnel.
- ✓ It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing related to the administration of medication to his/ her child.
- ✓ Parents/guardians are to provide the prescribed medication(s) and supplies and are to replace the expired medications when notified. The parent/guardian must immediately notify the school in writing of any changes.
- ✓ Medication must be in its original pharmacy labeled container or over the-counter container and brought to the school office by the parent/guardian. At the end of the school year, parents/guardians must pick up all medications. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.

SCHOOL HEALTH TECHNICIAN

Some of the activities provided by the Health Clerk, under the supervision of the District Nurse, include first aid, medication administration, immunization compliance, Hearing & Vision screening, and communicable disease control.

POLICIES

ATTENDANCE

Good attendance is critical to academic success. Whenever your child is absent, please remember to call the school line prior to 9:00 am by calling 925.606.5230 option 2. A notification of absence call should be made on the first morning of the absence, as well as subsequent days, if applicable. Calling an absence in does not necessarily qualify as an excused absence. We follow the guidelines of the State of California when documenting absences.

The Livermore Valley Joint Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments so that a student misses none or only a small portion of the school day. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families that plan vacations around traditional holiday periods, and thereby minimize student absences.

Long-Term Absences

Students who are absent for more than 10 consecutive days may lose their enrollment at Sunset. Please notify us before creating long term absences. If the grade level is impacted students may be diverted to other district schools upon their return.

Independent Study

In the event that absence during the school year is unavoidable, contact the office about Independent Study. This program is designed for students who will be out of school for 5 to 10 days. Independent Study provides your child with continuity of his/her instructional program, but cannot replace the daily instruction, collaboration with peers, and learning experiences of the classroom. Work is to be done while absent and is due back the morning the student returns to school. Independent study must be requested a minimum of 5 days in advance of first day of absence.

BICYCLES & SKATEBOARDS

Students in grade TK-5 may ride bikes, skateboards, or scooters to school. We provide bike racks, but the school is not responsible for theft or damage. Parked

bikes should be locked as our bike cage located near room 1 remains unsecured at all times. Riding a bike is not permitted anywhere on campus, including school sidewalks.

Riders must comply with directions from the School Staff or Volunteer. All children must wear helmets. Roller blades, scooters, skateboards, or any type of shoes with wheels may not be worn/ridden on school grounds either.

BIRTHDAYS

If your child wants to share a snack on his/her birthday the snack may be purchased and sent to school for either lunch or a snack; please arrange with teacher regarding delivery or pick up by teacher in the office. All snacks must meet the State Board Policy for nutritional guidelines. If you have questions regarding snacks, ask your child's teacher.

Having flowers and balloons delivered to the school is disruptive to the learning environment, so please plan for those items to be given at home, as they will not be permitted in the classroom. We value our instructional time, therefore teachers will not be hosting birthday parties in their classrooms.

BIRTHDAY PARTIES AWAY FROM SCHOOL

If your child is planning a party at home, we ask that you or your child contact those children invited by phone or mail. Distribution of party invitations at school frequently leads to hurt feelings on the part of our children. Thank you for considering the feelings of all our students by issuing your invitations off campus via phone, mail or Internet. Thank you for your cooperation on this issue. Birthday goodies at school during the day are fine as long as they meet the district's snack policy guidelines.

CELL PHONES & ELECTRONIC DEVICES

Student cell phones must remain turned off during school hours and kept in a backpack or other safe location during the day. Student use of cell phones before and after school while on campus is limited to the front of the school. Cell phones and devices used for instructional support will be the responsibility of the student and requires permission from their classroom teacher. Students who access or use cell phones/electronic devices during school hours or in locations other than the front of the school will have their phones/devices confiscated and held in the office for a parent to pick up.

CHECKING IN AND OUT OF SCHOOL

When it is necessary to check a student into school late or to check a student out for an early dismissal, please sign your child in/out at the office. **Please do not pick up your child directly from the classroom, lunchroom or playground. Students leaving campus during the school day must have an adult sign the student out in the office. All adults picking up students must be listed as an emergency contact.**

CLASSROOM VISITORS and VOLUNTEERS

Classroom Volunteers are welcome in our classrooms when coordinated with the classroom teacher. All volunteers must complete the application/clearance process online via either Sunset or LVJUSD webpage link. To minimize potential interruptions to learning, we ask that the following guidelines be followed:

- Schedule any visits ahead of time with the teacher.
- The time and length of stay will be at the discretion of the teacher based on his/her needs and that of the students.
- Please check in and out of the office and wear a visitor sticker at all times.
- Please do not bring siblings, as you will not be permitted to enter campus.

Parents are encouraged to share their time and talents with students as classroom volunteers. Please remember that all volunteers must comply with the observance of confidentiality when working with children (i.e. academic performance, behavior, etc.). Volunteers failing to comply with the privacy rights of students will not be permitted to work in the classroom.

EMERGENCY PROCEDURES

In the event of an earthquake or another emergency, we follow established procedures in caring for and releasing students. Should a disaster or emergency event occur, please walk to school to pick up your children, as the streets may be blocked. In the event that it would be necessary to put our Disaster Plan into action, children will be taken to a safe location on campus and kept there. In the event of an emergency, we would utilize our Blackboard Messaging system to alert via phone, email, and/or text message. Our primary concern is to assure student safety at all times.

FIELD TRIPS

Parent Chaperones are generally needed on field trips. If a parent would like to assist in this activity, notify the teacher of your availability. **Please keep in mind that the school does not allow a chaperone to bring other children from home or siblings enrolled in our school on trips.** While serving as chaperone for our children, all of the adult's attention must be on those students being supervised.

For most field trips, we rely on parents to drive students to the destination. Drivers are to drive directly to the destination and school only, with no additional stops. Chaperones are required to stay for the entire trip and not leave, until the teacher has excused them. Those who arrive back at school before the teacher must stay with the students from their group until the teacher arrives.

If a parent uses his/her own vehicle to transport Sunset students, the following documentation is required prior to driving on the field trip:

- Insurance policy documenting \$100,000/300,000 bodily injury, 50,000 property damage, and \$5,000 medical
- Valid driver's license
- Shoulder restraints for all students in car
- Car/Booster seats for children under eight years old
- Students who are 8 and 4'9" or taller may be secured by a seat belt in the back seat

HOMEWORK

LVJUSD has established guidelines for homework in grades K-12. The stated purpose of homework is to reinforce learning through practice and application. Additionally, homework encourages independent learning and develops study skills, work habits, and a sense of personal responsibility.

Each teacher will communicate his or her homework policy to parents early in the academic year. We encourage you to communicate with your child's teacher if you have specific questions regarding homework.

PARKING AND DROP-OFF/PICK-UP

Please pull into the Sunset driveway according to the signs posted. Cars should pull as far forward as possible and as directed by school staff. Students must exit/enter from the curb from/into the car. Once your children are safely on the sidewalk or in the car, please pull out into the second lane and exit the school parking lot. Make note: signage states no left turn into our driveway from Frankfurt and no exiting left onto Frankfurt from our driveway during posted hours.

SCHOOL LUNCH

Students may buy lunch at school or bring one from home. School lunches are available daily, starting the first day of school. All students are issued a student lunch card to purchase lunches and drinks. To activate or add money to your student's lunch card, you may provide a check or cash directly to front office staff located in the front office. Please make checks payable to Sunset Elementary and be sure to include your child's first and last name and the room number on it in the memo section. You may also create an account for your student from the district website where you can monitor and add money to accounts online. The use of cash in the lunch line is discouraged.

Application for State-provided free and reduced-price lunches are to be completed on our District webpage via Child Nutrition Services formerly known as Campus Catering. Once approved, the application entitles the student to lunches for the remainder of the school year and 2 weeks into the following year while updated applications are processed. Applications must be renewed yearly.

SCHOOL PROPERTY/VANDALISM

Students are responsible for the care of textbooks, classroom books, library books, classroom P.E. equipment, and other school property. These materials must be returned at the end of the school year in the same condition that they were received.

STUDENT DRESS CODE

The tone and learning environment of a school are greatly improved when students maintain a standard of appearance. Students should wear clothing that is conducive to schoolwork. To avoid foot injuries and torn toenails from playing on the playground and at P.E., sandals are discouraged; if worn, they must have a back strap. Flip flops are not permitted. For the safety of your child, PLEASE send him/her to school wearing athletic shoes on his/her P.E. day. Dress shoes, sandals, boots, and shoes with heels are not conducive to P.E. class.

TARDIES

To help maximize instruction during the school day, Sunset initiates a bell at 8:27 signaling to students it is time to report to their classrooms. Students must be lined up outside of their classroom door with materials and supplies in hand by 8:30 or risk being marked tardy. Students arriving after 8:30 are expected to enter through our school office and receive a pass before reporting to class.

SCHOOL PROGRAMS

LIBRARY

Our Library Media Specialist assists our students by encouraging both reading for enjoyment and class-related reading and research. It is our shared purpose to provide access to books thus building a relationship with the library and a love of reading. Toward that end, the librarian instructs students in the procedures for locating books, browsing for specific-interest books, and spending time with books for fun and information. Teachers bring classes to the library regularly. Everything taken out of the Sunset Library must be checked out. Students may check out one to two books per week, depending on the grade level. Books may be kept for one week. At the end of this period, books should be either returned or renewed.

PTO

Sunset benefits from an active Parent Teacher Organization ("PTO"). The goal is to support and assist the faculty and staff in their mission of educating our children, to raise money for the school, and to create a strong sense of community among our families. Parents are strongly encouraged to become a member of Sunset's PTO. Board meetings are held monthly. Open membership meetings are held throughout the year.

SCIENCE

LVJUSD is a leader in elementary science programming. Sunset students are learning the Next Generation Science Standards (NGSS), which were adopted by the California Department of Education (CDE) and LVJUSD in 2013. NGSS classrooms are student driven; students question, test, gather information/evidence, and find meaning in lessons. Teachers do not provide all the answers, but rather facilitate learning and discovery. Practices build on depth from year to year and includes communication skills, mathematical thinking, problem solving, and developing/using models. The CAASPP Science Testing builds on core science concepts introduced in grades K-2 and covers information from grades 3-5. The California Science Framework was adopted in November 2016 and includes environmental principles and concepts for each instructional segment.