

## **PRINCIPAL'S LETTER**

Dear Families,

Welcome to Sunset Elementary School. We are committed to doing all that we can to provide your children with a learning environment in which they feel safe, important and challenged.

In this parent/student handbook you will find general information and guidelines for our cooperative management system and school policies. Please review and discuss this information with your family.

As a parent, you are your child's first and best teacher. We value your insight and hope to foster a strong partnership with you. Throughout the school year, there will be many events for you to attend, opportunities for you to volunteer, and, if interested, school committees for you to participate in. Please contact our school office if you would like to volunteer or join Sunset's Site Council or Parent Teacher Organization (PTO). WESD also offers opportunities for you to be involved through District committees. These experiences will give you the opportunity to take on a leadership role and be even more involved in your child's education.

In an effort to provide a well-rounded educational experience, with a whole child focus, students will have opportunities to expand their involvement beyond the regular school day. Students are encouraged to participate in opportunities like girls and boys basketball, soccer, and Student Council. These engaging experiences will allow your child to make new friends, learn about the importance of collaboration and teamwork and give them a chance to discover new personal strengths.

We are in this together! We can achieve all that we set out to accomplish as we commit to respecting one another, communicating effectively and always doing what is best for our students.

Sincerely,

Mandi Jones  
Principal

### **Vision Statement**

Inspiring excellence together

### **Address**

4626 W. Mountain View Rd., Glendale, 85302

### **School Web Site**

<http://sunset.wesdschools.org>

### **Office Hours**

Sunset Elementary office hours are 7:45 a.m. to 4:15 p.m.

Wednesday only 7:45 a.m. to 3:15 p.m.

Office: 602-347-3300

Health Office: 602-347-3310

Attendance Line: 602-347-3311

KidSpace: 602-347-3315

### **Student School Day**

Students should not arrive on campus until 8:05 a.m. as that is when gates will be opened, and adult supervision begins. Students enrolled in special needs preschool and CCK will enter and exit campus through the back gate. Parents are prohibited from dropping students off and picking them up in the bus lane in the back parking lot. Kindergarten students will enter and exit through the gate near the north end of the primary playground. All other students will enter and exit the campus through the front or back gates. Students riding bikes, scooters, and skateboards will enter and exit through the front gate.

K - 6 8:15 a.m. - 3:15 p.m.

Students will be marked as tardy if they arrive after 8:15 a.m.

### **Early Wednesday Dismissal**

#### **(Lunch Served)**

Grades K - 6 8:15 a.m. - 1:45 p.m.

### **Early Dismissal for Parent/Teacher Conferences (Lunch Served)**

Grades K - 6 8:15 a.m. - 1:45 p.m.

### **Breakfast and Lunch**

Sunset provides universal free breakfast and lunch daily. Breakfast is served in the classroom at the beginning of the school day.

## **STUDENT DISCIPLINE/BEHAVIOR**

### **"Make Your Day" School-wide Cooperative Management System**

#### **Purpose**

The Make Your Day Program exists to provide a consistent campus-management system for all classes. It demonstrates that teachers hold high expectations for all students and is a cooperative management system, not merely a discipline plan. Make Your Day centers on one rule: **NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING, SAFETY, OR WELL-BEING OF OTHERS. Do what is expected. Do it the best you can.**

The system encourages students to take responsibility for their own actions and academic performance. Emphasis is placed on the importance of each student working to his or her own ability level. The program allows all students to make mistakes without punitive action. It provides time for thought and direction. The program allows students to

make decisions that develop critical thinking skills. School-wide appropriate behaviors are expected. The foundation of Make Your Day is that **ALL** students are capable of success and that making appropriate choices at school will generate student success.

### Student Behavioral Expectations

1. Students will exhibit positive behaviors at all times by respecting the rights of others to learn in a safe environment.
2. Students will: (1) not physically, verbally, emotionally, or sexually bully others; (2) help students who are being bullied; (3) include students who are left out, and (4) report any bullying to an adult.
3. Students will foster a safe environment by respecting school property, using it responsibly, and respecting the right of all students to a physically and emotionally safe environment.
4. Students are expected to choose positive alternatives (i.e., teacher assistance, avoidance of confrontations, and/or disagreement during points) to inappropriate behaviors.
5. Students are expected to be in class on time. A student must be in class to earn points. Students are expected to make proper use of the instructional setting by assuming the responsibility of being on-task and successfully completing all assignments.
6. Restroom breaks will be authorized throughout the day. Use of the restrooms and visits to the health office will be allowed when necessary.
7. Students must be appropriately dressed for PE to earn full points.

### Earning Points Through Self- and Peer-review

#### Occurs Daily

1. Students earn points inside the classroom by doing what is expected, staying on task, following directions, and maintaining a safe environment. Outside the classroom, students are expected to walk on the sidewalks, keep hands, feet, and objects to self, use kind words, and to play safely on the playground. At the conclusion of the designated instructional sessions, students are asked to review their own performance academically and behaviorally by awarding themselves from 1-10 points for that period.

Trips to the health office must be necessary. The Health Technician will call parents of students who make frequent trips to the health office.

Bathroom and drink breaks are authorized several times during the day. Students with special medical and health needs will be accommodated accordingly.

2. Once students have rated their performance, fellow students have an opportunity to give feedback to each other, under the teacher's direction. Students may offer concerns with another's points for the purpose of improving the behavior if that person interfered with their

learning, safety, or well-being. Some classroom examples of interference would include talking, making noise, touching, getting up frequently, making faces, etc.

Students who remain on Steps during the points process forfeit their right to offer concerns with other students' points.

3. If a student's choices result in adjusting 6 or less points throughout the day, the student will make his/her day and receive one Make Your Day ticket. If a student's choices result in adjusting 7 or more points throughout the day, the student will not make his/her day and will receive a form to be signed by guardians and returned to school the following day.

### Awards and Rewards

Make Your Day believes that each student is an active participant in the learning process. Children are encouraged to accept responsibility for their learning and behavior. Sunset utilizes a reward system to help students develop self-confidence, high self-esteem, and pride in one's accomplishments.

Daily self-assessment allows children to acknowledge their positive choices and behavior successes. Each classroom teacher uses the school-wide incentive system to tangibly reward each student's efforts. These rewards give teachers an opportunity to provide individualized personal recognition.

Make Your Day Tickets are given to students who earn the required number of daily points. These tickets can be exchanged for items from the Make Your Day store and special activities throughout the school year.

Golden Tickets are given to students who have displayed "above and beyond" behavior or have shown noticeable improvement academically or behaviorally. Tickets will be collected and entered into a weekly drawing.

### Inappropriate Behavior

Minor infractions that interfere with another's learning, safety, or well-being will be handled through steps in the classroom. Major infractions will be dealt with in the office. Examples of inappropriate behavior are shown below.

Minor Behavior: Managed in the Classroom	Major Behavior: Managed in the Office
<ul style="list-style-type: none"> <li>• Preparedness</li> <li>• Calling out</li> <li>• Classroom disruption</li> <li>• Refusal to follow a reasonable request</li> <li>• Put downs</li> <li>• Refusing to work</li> <li>• Inappropriate tone/attitude</li> <li>• Toys</li> <li>• Inappropriate comments</li> <li>• Eating in the classroom without permission</li> <li>• Cell phone not in backpack/turned off</li> <li>• Electronics not stored and off</li> <li>• Dress code</li> <li>• Cheating</li> <li>• Foul language at student</li> </ul>	<ul style="list-style-type: none"> <li>• Weapons</li> <li>• Fighting or aggressive physical contact</li> <li>• Threats – written or oral</li> <li>• Harassment of student or staff</li> <li>• Smoking</li> <li>• Vandalism</li> <li>• Alcohol/drugs</li> <li>• Gambling/selling</li> <li>• Theft</li> <li>• Leaving school grounds</li> <li>• Foul language at staff</li> <li>• Danger to self/others</li> <li>• Chronic minor infractions</li> <li>• Bullying</li> </ul>

## ***Inappropriate Behavior Shall Be Dealt With On A Five-step Program***

### **Step 1**

When a student displays interfering behavior, he/she will move to an alternative location in the classroom. The student will spend approximately three minutes reflecting on the choice he/she made. The teacher and student will engage in dialogue regarding the situation, and then the student will return to his/her seat.

### **Step 2**

If a student fails to follow Step 1 expectations, he/she will choose Step 2. Step 2 involves moving from a seated position to a standing position. The teacher and student will engage in dialogue regarding the situation, and then the student will further reflect on Step 1 before returning to his/her seat.

### **Step 3**

If the student fails to follow Step 2 expectations, he/she will continue standing while focusing attention on the posted Make Your Day rule and expectations. The teacher and student will engage in dialogue regarding the situation, then the student will further reflect on Steps 2 and 1 before returning to his/her seat.

### **Step 4**

If a student fails to follow Step 3 expectations, the student will be sent to the office with a Step 4 referral form. The student will complete a reflection form, discuss his/her choices with the Behavior Support Advocate, then call his or her parent/guardian to explain the situation. The BSA will be present during the phone conference and will share the consequences and next steps. The student will return to class once the consequences have been carried out.

### **Step 5/Suspension**

This step is used only when a child has progressed beyond Step 4. At this point, the BSA, principal, or designee will contact the parent and indicate whether the child will be serving an in-school suspension or out-of-school suspension. An in-person Step 5 conference will be scheduled.

When the parent comes to school for a conference, the purpose is to help the student understand the behavior choices expected at school. The Step 5 conference will be held after school or the following day. The BSA or principal will facilitate the conference with student, parent, and teacher, reflecting on the choice(s) made, the negative impact those choices have, and positive future alternatives. The student will return to class once the suspension has been served.

### **Behaviors Constituting Immediate Advancement to Step 4**

1. Willful tampering with, abusing, or destroying of school or private property while at school. Students and parents will be held responsible for the replacement or repair of abused or destroyed property.

2. Physical, verbal, emotional or sexual bullying (subject to teacher/administrator investigation/interpretation).
3. Fighting: premeditated/intended, thought-out, planned or planning, non-premeditated/impulsive, unable to deal with anger, no forethought. "Play fighting" is also prohibited.
4. Stealing (subject to teacher/administrator interpretation).
5. Cheating.
6. Extreme defiance or disrespect of staff.

### **Behaviors Constituting Immediate Advancement to Step 5/Suspension**

1. Possession and/or use of tobacco, matches, or lighters.
2. Possession and/or use of alcohol.
3. Possession and/or use of illegal drugs or related paraphernalia.
4. Possession and/or use of illegal weapons, knives, Chinese stars, firecrackers, and other dangerous objects.
5. Theft or vandalism (the severity of the infraction is subject to administrative interpretation).
6. Leaving campus without permission when rules are clearly understood (subject to teacher/ administrator interpretation).

Some consequences shall be at the discretion of the principal.

### **Attendance/Truancy**

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truancies or 10 total absences, the school may make a referral to the AU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

An attendance letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

### **Additional Dress Code Information**

Sandals should have a back strap. Flip-flops are not allowed.

"Heely" shoes are not allowed with the wheels inserted. Wheels must be removed before coming to school.

For safety reasons, students are not allowed to go to the playground wearing inappropriate shoes. Parents may be called to bring appropriate shoes for their child.

Athletic shoes should be worn on PE days.

(See the District dress code page for the rest of the dress code information.)

### **Technology and Personal Belongings**

Students are not to bring personal belongings such as music devices, headphones, cell phones, cameras, handheld electronic items, laser pens, playground balls/equipment, toys, or trading cards of any kind to school unless specifically given permission to do so by a teacher. If a student needs a cell phone for safety issues to and from school, it should be turned off and kept in the student's backpack during the school day. If a cell phone is found out of his or her backpack, it will be confiscated. Prohibited items brought to school will be confiscated. First occurrence: the student can pick up the item from his/her teacher at the end of the school day. Second occurrence: the student can pick up the item from the office at the end of the school day and parents will be informed. Third occurrence: the parent/guardian can pick up the item from the office.

### **Classroom Parties/Class Field Trips**

The main goal for parents attending these events is to be actively engaged with classroom children and assisting with the activities. Therefore, siblings may not attend classroom parties or field trips.

### **Picking Up Students During the School Day**

If you must pick up your child early for an appointment or family emergency, please pick the child up before 3:00 p.m. (on early release days, before 1:30 p.m.). Parents who arrive between 3:00 and 3:15 p.m. or between 1:30 and 1:45 p.m. on early release days will be asked to wait until the dismissal time. This will reduce the number of disruptions to our classrooms.