

## **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 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,

Isaac Hurguy  
Principal

## **Vision Statement**

Sunset children, families, and staff are dedicated to creating successful students who are empowered to grow and thrive socially, emotionally, and academically.

## **GENERAL SCHOOL INFORMATION**

### **Address:**

4626 W. Mountain View Rd., Glendale, 85302

### **School Web Site:**

<http://sunset.wesdschools.org>

### **Office Hours:**

Sunset Elementary office hours:  
Mon., Tues., Thurs. and Fri. - 7:15 a.m. to 4:15 p.m.  
Wednesday only 7:45 a.m. to 3:15 p.m.

## **Important Telephone Numbers:**

Office:	602-347-3300
Health Office:	602-347-3310
Attendance Line:	602-347-3311
KidSpace:	602-347-3315

## **Arrival/Dismissal:**

### **Arrival Times**

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

### **Dismissal/Pick-Up**

School dismisses at 3:15 p.m. on Mon., Tues., Thurs., and Fri. when the bell rings.

Early Wednesday/Day Dismissal Grades K – 6  
8:15 a.m. – 1:45 p.m.

### **Parent Pick-Up/Drop-Off**

When picking up students, please adhere to posted parking areas and pickup zones. To assure safety and proper traffic flow:

- Pull up as far as possible in the drop off areas.
- Remain in a single lane next to the curb to assure safety while boarding and exiting the vehicle.
- Do not cross the driveway unless you're using the crosswalk.
- Remain in your vehicle when in drop-off/pickup lanes.

### **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.

### **Student Transportation:**

Rollerblades, skateboards, and scooters are not to be used on the campus. Motorized scooters, gas or electric are not allowed on campus. Note: The school is not responsible for items left in the bicycle rack on our campus after the end of the school day.

### **Bicycle Rules:**

The bike rack is located outside of the main gate. All bicycles ridden to school must have a lock. Students are

encouraged to wear a helmet. Students and parents must walk their bike or scooter as they approach school property.

### **Breakfast and Lunch**

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

### **Lost and Found**

Lost and found items may be taken to the front office. Please check several times to see if your article has been found. Unclaimed lost and found items are bagged and sent to a local charitable organization at the end of each quarter.

### **School Parties/Birthdays**

School parties are at the discretion of the homeroom teacher. Please contact your child's teacher before sending treats for your child's birthday so that the celebration can be planned into the day's activities. Any treats that are brought to school must be from the approved school food list on the Nutrition Services page of the WESD website.

### **Curriculum, Instruction and Assessment**

Sunset Elementary School follows the Washington Elementary School District curriculum for kindergarten through sixth grade, in all curricular areas. You can access the WESD curriculum at [www.wesdschools.org](http://www.wesdschools.org).

### **School Success**

Sunset understands that effective, comprehensive assessments to screen, monitor, and measure outcomes is essential to evaluate the effectiveness of our programs. We utilize assessments to offer data-driven interventions to meet the individual needs of our students.

We will do this by implementing procedures to collaboratively and individually identify instructional improvements related to our identified needs in the areas of reading, math, behavior, and youth development. Teachers will utilize assessment results to make data-based instructional decisions to provide interventions throughout the school day across various settings on campus.

### **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 total absences (excused, unexcused and/or unverified), families will receive an attendance notification letter. When a student reaches 10 unverified, unexcused, and excused absences, families will receive an attendance warning letter and 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 health technician 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.

### **Dress Code Information**

Please see the District portion of the handbook for 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.

## **STUDENT DISCIPLINE/BEHAVIOR**

At our school, we believe that every student is responsible for the learning, safety, and well-being of our community. To help students stay on track, we use a clear and supportive system called the **4 R's—Redirect, Refocus, Reflect, Refer**. This approach helps students correct behavior in a way that encourages learning and growth. First, if a student's behavior is affecting their learning or the classroom environment, they'll receive a redirection, which is a **gentle reminder** of our expectations. If the behavior continues, the student will be asked to move to the "**refocus**" area within the classroom to continue learning calmly. If more support is needed, the student may go to a **buddy classroom** to fill out a **reflection form** and think about their choices. At this point, if the behavior persists a **minor behavior form** will be completed, and families will receive a **phone call** to stay informed. This process helps students take responsibility, reflect on their behavior, and return ready to learn. If the behavior continues or escalates, the situation will become an **office referral** and will be shared with school administration for further support. If the behavior is of a severe nature the student will receive an automatic **office referral**. Our goal

is always to help students learn from their mistakes and grow as safe, respectful and responsible members of our school community.

## **Positive Reinforcements, Awards, and Incentives**

At Sunset Elementary, we focus on encouraging positive behavior by recognizing students when they follow expectations. Our three main goals for students are to **Be Safe, Be a Learner, and Care for Well-being** of self and others’.

To support this, we use **positive reinforcement** to build good habits. Students may earn praise, small incentives, classroom privileges, or public recognition when they make great choices. One of our favorite ways to celebrate students is through our **Sunset Buck program**. When students are seen being safe, respectful, or responsible, they receive Sunset Bucks. Each week, these go into a weekly **drawing**, and winners receive a fun incentive!

These incentives help students feel proud of their actions and encourage a positive learning environment for everyone. At home, you can help by asking your child how they earned Sunset Bucks or made good choices each day.