

Sunset Hills Elementary Parent/Student Handbook 2011-2012

SUNSET



HILLS

9291 Oviedo St
San Diego, CA 92129
Phone (858) 484-1600
Fax (858) 538-9451
Absence Hotline (858) 679-2639
ESS (858) 484-2982
Preschool (858) 484-1600 ext. 3125
Website www.powayusd.sdcoe.k12.ca.us/pusdshes/

Dear Sunset Hills Students and Parents:

Welcome to the 2011-2012 school year! I am looking forward to a wonderful year of learning and working together. As we begin this new school year, we ask you to review this important handbook that we have especially prepared for Sunset Hill students and parents. It contains pertinent information about Sunset Hills as well as our expectations for students and parents that are part of our school. Please take time to discuss the contents of this handbook and then save it for handy reference.

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. This will be another exciting year for our students and staff here at Sunset Hills. We welcome volunteers on our campus as they assist us in a number of very important endeavors. We appreciate your support to ensure that Sunset Hills is a safe and caring place. Together, we can achieve great things for our students.

We look forward to another wonderful year and our partnership in promoting a safe environment that instills respect and caring.

Sincerely,
Tina Ziegler,
Principal, Sunset Hills

Character Counts

Trustworthiness, Respect, Fairness, Caring, Citizenship, Responsibility

GENERAL INFORMATION

Grades K-5 Daily Schedule		Kindergarten Transition Days August 24 th - September 30 th		Conference Week Schedule November 14 th - 18 th	
Playground Opens	8:10 am	Playground Opens	8:10 am	Playground Opens	8:10 am
School Begins	8:25 am	School Begins	8:25 am	School Begins	8:25 am
Tardy Bell	8:30 am	Tardy Bell	8:30 am	Tardy Bell	8:30 am
Dismissal	2:50 pm	Dismissal	1:10 pm	Dismissal	12:25 pm
Thursday Dismissal	1:10 pm	Thursday Dismissal	1:10 pm		

*Note - Students may not remain at school following dismissal unless they are enrolled in ESS or enrichment classes.

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; be sure to sign-in whenever visiting the school. The school phone number is: (858) 484-1600.

ABSENCES

“EVERY DAY COUNTS”

DID YOU KNOW?

- A student must work twice as hard the next day to catch up on missed information and homework. The U.S. Department of Education maintains that for every missed day of school, it takes a student two days to catch up.
- A teacher loses class time by having to teach one student something that was taught the day before. This impacts other students as well, and valuable learning time is lost.
- Parents can assist in the education of their children by getting students to school each day, unless a child is ill.
- Since 1998 California schools are funded on actual student attendance each day, not on enrollment. The district does not receive funding for excused absences. At Sunset Hills in 2010 total revenue missed due to absences was \$328,999.45!
- Poway Unified’s school calendar contains fall, winter and spring breaks. Please consider these vacation weeks for family vacations.

REPORTING YOUR CHILD'S 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 must be absent from school.

Again, notify the office and, if necessary, an Off Campus Independent Study (OCIS) contract will be issued.

This OCIS contract allows the student to make up the work missed for absences extending five consecutive days or more. Absences not related to illness require notifying the office in advance so an OCIS contract can be issued.

Sunset Hills has a Health Technician to take care of first aid and emergencies. In case of student illness at school, the Health Technician will notify parents or the emergency contact person listed on the enrollment form. Registered nursing services are not provided at the school on a daily basis.

TARDIES

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

MEDICATION

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

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

SCHOOL LUNCHES

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

Hot lunches may be purchased at the school. Menus are sent home at the beginning of each month. It is highly recommended that lunches are paid for in advance, either weekly or monthly. Prepayment envelopes are available in the school office and checks should be made out to PUSD and include the child's first and last name in the lower left corner of the check. Students who pay in advance are entitled to as many lunches as have been prepaid. The first lunch cost \$2.50 and any additional lunches purchased the same day will cost \$3.50. Students are notified when they are about to run out of prepaid lunches. Any unused money is rolled over to the next school year as long as they stay in PUSD, or refunded upon request at the end of the year. You are strongly encouraged to pay in advance as this prevents lost lunch money and unhappy students.

Cafeteria Prices:

School Lunch (Includes milk*) \$2.50 Juice (4 oz.) .50

Milk (1/2 Pint) .50 Juice (8 oz.) .75

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

TRAFFIC / PICK UP AND DROP OFF

At arrival and dismissal times, traffic is very congested at Sunset Hills. Parents are encouraged to carpool whenever possible. Parents should drop off their children along the curb only.

- As you drop off your child in the morning, please follow the flow of traffic.
- 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.
- Wait until you reach the sidewalk to drop off your child. 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 cognizant of the buses and allow them the right of way. Stay behind them as often as possible.
- Use the pedestrian crosswalks. Do not dodge in and out of the traffic flow to cross the parking lot.

If you are picking up your child at the end of the day, please follow the flow of traffic in the parking lot.

- 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.
- While in your car, you need to stay in a single lane in front of the school.

- 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.
- Please be patient.

Do not leave any cars unattended in the drop off zone.

TRRFCC THURSDAYS

Character Counts! Sunset Hills embraces the six pillars of good character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship (TRRFCC). WE come together twice a month on Thursdays at the start of school to celebrate good character, citizenship and school pride. It is a community gathering and families are welcome!

BACK TO SCHOOL NIGHT

A special night 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, September 1st. This is an adult only event.**

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 the week of November 14th – 18th. Parents requesting additional conferences are encouraged to contact their child's teacher for a convenient time to meet.

VISITATIONS AND VOLUNTEERS

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

*** You must have the Megan's Law Clearance and a current TB test (negative reading) and a signed "Volunteer Code of Conduct" on file in the office in order to do any work with students (i.e. classroom volunteer, driver on field trip). **For our student's safety all visitors must check in the front office prior to entering the school.**

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 develop and approve the "Single Plan for Student Achievement" (SPSA) and review applicable advisory committees. Parent representatives are elected by the parent community at large and serve a two-year term.

EMERGENCY INFORMATION

In case of an earthquake or other disaster, 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 Duck, Cover, and Hold and Intruder 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 file out of 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, or the office will ring an "All Clear" bell.
- DUCK, COVER and HOLD DRILL: Duck, 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, this is a 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 arms, protecting the head. Close eyes tightly. Stay in this position until instructed to leave. 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.

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 additional information, please call Cheri Gracey, ESS Coordinator at (858) 484-2982.

GENERAL SCHOOL RULES

“Children learn best when they feel safe, valued and successful.” Jim Fay ,Love and Logic

Each classroom teacher provides a variety of rewards and incentives for reinforcing appropriate classroom and playground behavior. Repeated or serious violations of classroom, playground, or school rules can result in a referral to the principal.

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.

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. 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 from your principal including a complete copy of the District policies on this subject.

BICYCLES

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

CELL PHONES

Students may be permitted to have in their possession a cellular phone in 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. Cell phones must be kept in the student's backpack. With adult supervision, students are able to use the school phone to call. Cell phones cannot be used at recess or lunch. Sunset Hills assumes no liability for the loss or damage of the device or its misuse by another person. If a student's cell phone rings during class times or if a student uses their phone during the school day, they will be referred to the office. **Parents will be required to pick cell phones up from the office.**

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. Please review the following with your child/children:

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.
- Tops need to have straps over the shoulder. Tops that are strapless, see-through, low-cut, or expose the midriff, are not permitted.
- Shorts or skirts need to be meet or be longer than the tips of the fingers when arms are extended down the side of the body. We encourage all girls to wear shorts underneath their skirts.
- 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.
- We prefer that students wear closed-toe shoes suitable for running club, PE and recess. Sandals may be worn as long as they fasten securely on the feet with a strap around the ankle. Tennis shoes are the best choice. The staff will address new fads that occur during the school year.

If a child does not meet these requirements they will be asked to change into office provided clothing or wait in the office until appropriate clothing can be provided by the parent.

BRINGING THINGS TO SCHOOL

- Gum is not permitted at school.
- Playthings such as balls, marbles, cards, toys, radios, tape recorders, iPods, 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.

LUNCH AREA RULES

- Remain seated at all times while in the lunch area.
- Do not run or skip when coming to or from the lunch area.
- No throwing food at anytime (not at another person or under the table).

PLAYGROUND RULES

“Is it fair? Is it safe?” This is a common phrase your students will hear from our staff in regards to the playground. The official purpose of recess is to provide students with an opportunity to get a drink, use the restrooms, and get some exercise.

Please go over these general playground rules with your students:

- The restrooms are not to be used for hiding or playing. They are to be left as clean as possible.
- The drinking fountains are to be used for drinking, not squirting or playing.
- Children are not allowed to return to their classroom during recess time without permission for any reason.
- All ball games such as kickball and soccer are to be played on the grass field.

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.

Please sign below and turn in to teacher by **Monday, August 29th**.

I have read the Sunset Hills 2011-2012 Parent/Student Handbook.

Parent Name Printed

Parent Signature

Date

Student Name Printed

Student Signature

Date

Student Name Printed

Student Signature

Date

Student Name Printed

Student Signature

Date