
Sunset View



... a whale of a school!

We would like to extend a warm welcome to each of you. It is our hope that this handbook will provide you with useful information about Sunset View. The education of your children is a partnership between home and school. It is in everyone's best interest to know about our school and seek ways to become involved. The secret of Sunset View's success is the collaboration among all members of our school community and its long history of parent involvement.

Sunset View exists to provide all students with an enriched educational program that assists all children in reaching their fullest potential. A strong academic focus is supported by the knowledge that each child develops intellectually, socially, emotionally, and physically in the course of a school

year. We also know that children do not develop at the same rate. Our staff and support services assist children through this process. Attendance, good citizenship, high standards, active participation, and encouragement are critical factors to student success. It is the intent of this handbook to provide you with information that will assist you in supporting your child in this process.

Communication is the key to a successful school. During the school year, you may have questions or concerns about your child's classroom. Your primary relationship with the school is with the classroom teacher. Contact the teacher first should you have questions about your child. If you have questions or need information regarding the school, programs, or activities, please call the office at (619) 223-7156. You may also visit the school website at www.sandi.net/ssv.

This handbook is in addition to the district's publication, "Facts for Parents" sent home the first week of school. "Facts for Parents" contains some basic information about the school district and explains your rights and responsibilities as a parent. It also contains information we are required by state and federal law to provide to all parents or guardians.

ABOUT SUNSET VIEW

Sunset View is a K-4 elementary school with a student population of approximately 400 students. We are a Voluntary Ethnic Enrolment Program (VEEP) school. There are three enrollment options for possible attendance at Sunset View. All students who live within the immediate boundaries of the school have resident priority to attend Sunset View. All schools within the San Diego Unified School District that do not reflect the ethnic balances in the city at large are either VEEP schools or Magnet Schools as a result of court order integration. Sunset View falls within that category. VEEP schools are paired with one or more sister schools in the San Diego community. The students in the sister school may attend the VEEP school on a space available basis. Transportation is provided to all qualified VEEP students. A school like Sunset View creates a high quality program focus that attracts students of different ethnic backgrounds who may attend on a space available basis. A third enrollment option for students who are residents of San Diego Unified School District, but where Sunset View is not their immediate neighborhood school is the School Choice Program. Transportation is not provided for Choice students. VEEP students have priority over Choice students.

Sunset View typically has a waiting list for non-resident students. Sunset View Elementary School provides children with multiple opportunities for the development and enrichment of learning. Elements of our program include an affiliation with local colleges and universities, developmental instruction, technology assisted learning, Spanish language instruction, fine arts enrichment, school/community involvement, and cultural diversity with mutual respect.

Sunset View has a long reputation for excellence. Academically, we continue to be one of the top elementary schools in San Diego, public or private. Our highly trained staff members are selected to ensure their success in working in a school where expectations are high.

Parent involvement at Sunset View is extensive, positive, and supportive. PTA, the Sunset View Foundation, and a host of parent volunteers provide resources and materials that ensure maximum enrichment for all students.

PARTNERSHIP IN EDUCATION

Point Loma Nazarene University has had long-time relationship with Sunset View. Student teachers and observation students from the Education Department have had opportunities to learn in our classrooms for many years. This has lowered the student adult ratio in both our classrooms and playgrounds. We have a formal agreement to work together with several other departments. PLNU has a lot to offer to all of our students. We will be working with them to implement ways in which we can all benefit.

SCHOOL SITE COUNCIL/GOVERNANCE

SSC/Governance meets once a month, typically on the second Thursday of the month, unless otherwise announced. The SSC is composed of equal numbers of parents and staff members. The members are elected by their constituents. This group assists in the areas of the school site plan, programs, and school budget. They also monitor our programs toward commonly established goals and objectives.

SUPPORT SERVICES

A number of support services are in place at Sunset View to ensure student success. They include:

- ◆ Before and after school child care
- ◆ Resource Specialist Program to assist children with learning disabilities
- ◆ School Nurse- one day a week
- ◆ Specialized instruction for those learning English as a second language
- ◆ Speech and Hearing services
- ◆ Adaptive Physical Education Services
- ◆ Student Study Team- a group of supportive personnel who assess, recommend, and coordinate services for students
- ◆ School Psychologist- provides testing and evaluation of students with special needs
- ◆ Study Skills program for all students
- ◆ GATE instruction (Gifted and Talented Education)
- ◆ Media Center offering a variety of reading materials in English and Spanish for all students
- ◆ Computer Technology Center
- ◆ Physical Education/Physical Fitness Program
- ◆ Student Teachers/Observers from several area colleges and universities
- ◆ Biliteracy (World Language-Spanish- in the Elementary School Program)
- ◆ Art Corps
- ◆ Parent Education
- ◆ Parent Volunteers
- ◆ Interpreters available for Spanish speaking families

BELL SCHEDULE

8:20- 8:35 AM	Running Club
8:35 AM	Five Minute Warning bell
8:40 AM	School begins (Students must be lined up or in classrooms)
10:45- 11:00 AM	Recess
12:20- 12:40 PM	Lunch for grades K-2 (Grades 3-4 on lower playground recess)
12:40- 1:00 PM	Lunch for grades 3-4 (Grades K-2 on upper playground recess)
3:10 PM	Dismissal (Thursday Dismissal is at 12:20)

ARRIVAL AND DEPARTURE OF STUDENTS

Supervision of students in grades 1-4 begins at 8:20 am on the lower field for Running Club. Students **should not** arrive to school prior to this time. Kindergarten students should report to school at 8:25 am and proceed directly to the Kindergarten playground. Kindergarten students will be able to join the Running Club in January.

Children in grades 1-4 are to go directly to the lower playground in the morning. If your child is not going to participate in the morning running program, he/she should NOT come to school before 8:35 am.

Children arriving late to school cause classroom disruption, require additional teacher time for directions and assignments already presented, delays on field trip departures, and disruptions during morning Flag Ceremonies. Tardy students also begin the day feeling left out of the loop. Additionally, the office staff consumes time processing tardies. A warning bell rings at 8:35 am. The final bell rings at 8:40 am.

PLEASE BE SURE YOUR CHILDREN ARRIVE TO SCHOOL ON TIME. ALL CHILDREN (EXCEPT KINDERGARTNERS AT DISMISSAL TIME) ARE TO ENTER AND LEAVE THE SCHOOL THROUGH THE LUNCH COURT, USING THE STAIRS BY THE FLAG POLE. This allows us to monitor their safety coming to and going home from school. DO NOT PICK UP OR DROP OFF CHILDREN AT THE BUS LOADING ZONE, CROSWALK AREA OR THE STAFF PARKING LOT.

STUDENT DISMISSAL/RELEASE OF STUDENTS

Students are dismissed at 3:10 pm each day except Thursday. On Thursdays, they are dismissed at 12:20 pm. Please have an alternate plan for transportation if you are not able to meet your child at dismissal. Not picking up your child on time keeps his/her teacher from getting lunch prior to the Thursday staff meeting. It is also very difficult for the office staff to supervise students in the office as our office staff is reduced in the afternoons. We realize emergencies occur at times that will prevent you from picking up your child on time, but your cooperation in this matter is greatly appreciated.

Parents are reminded that students are expected to remain on school grounds during school hours and at lunch time. Students are not to leave the site during the school day except with the permission of the school office. If you wish to have your child released from school during school hours, please come to the office to obtain a "blue release slip" first prior to going to the classroom. For your protection as well as the student's, children will only be released to parents, guardians, or other authorized persons whose names are listed on the student's enrollment card. Identification is necessary and in the case of a person acting for the parent, there must be a written request from the parent.

BEFORE AND AFTER SCHOOL CHILD CARE

Social Advocates for Youth (SAY) currently provide a licensed before and after school child care program from 7:00- 8:40 am daily, 3:10- 6:00 pm. Mon.-Wed. & Fridays, and from 12:20- 6:00 pm on Thursdays for children who enroll directly through the SAY program. Applications are available on-line by going to their website, www.saysandiego.org or call 858-565-4148 for more information. For a complete schedule of fees and services offered, please contact the SAY office.

AFTER SCHOOL ENRICHMENT PROGRAMS

The PTA sponsors and organizes several after school programs on Thursdays only. They usually run for 6-8 week long sessions. These programs offer instruction in fencing, chess, science, theatre, art, aerobics, and tennis. Information on registering for these classes is sent home with the students a few weeks prior to the beginning of each session.

ATTENDANCE POLICY

Attendance is a crucial part to the success of your child's education. Good attendance habits begin in elementary school and stay with your child throughout his/her educational career. We here at Sunset View believe in the early implementation of healthy attendance practices early on and therefore, we strictly follow the attendance policies set in place by the San Diego Unified School District. We believe that it is the parent's/guardian's responsibility of informing the school office of all absences. Teachers take attendance by 9:00 am every day. Simply informing the teacher does not clear unverified absences off your child's attendance record. Please call the school at 619-223-7156 to report an absence prior to your child being absent. This will avoid your receiving a call from the attendance clerk later on. All uncleared absences will turn into unexcused absences after 5 days. The district, not the school, automatically generates a truancy letter for all unexcused absences over 3 days and tardies of more than 30 minutes. We urge you to please make vacation arrangements during non school days. It is very difficult, at times, for the teacher to catch up a child on missed work upon their return from an extended absence. Below is a guideline of excused and unexcused absences.

Excused Absences, as defined by the state are,

- ◆ Illness - This includes medical, dental, and chiropractic appointments, lice, under a doctor's care, medical quarantine, and hospitalization. Illness does not include overtired, depressed, fatigue, parent or sibling ill. Students absent as ill because of lice can be coded as "I" for as long as they are absent, but will be referred to the nurse after three days.
- ◆ Bereavement- death of a family member

Other Excused Absences

- ◆ Students may be excused from school for justifiable personal reasons. Such reasons include, but are not limited to court appearances, attendance at special religious ceremonies, attendance at religious retreats (not to exceed four hours per semester), students excluded for 5 days because they are missing the 1st grade physical exam, other family emergencies provided the student's absence is requested in writing by the parent/guardian and approved by the principal or designee, and attendance at Polinsky Center or other temporary agencies and shelters.
- ◆ School-initiated absences, including suspensions.
- ◆ Juvenile Hall, because students are confined.
- ◆ Students absent pending exemption or placement. Such students are carried on the school roll and included in the enrollment count until the date of placement.

Unexcused Absences

- ◆ Absences for reasons other than those listed above or non-approved personal emergency are unexcused. A non-approved personal emergency is a situation that **school authorities** find could have been handled in some other manner, even though approved by the parent or guardian.
- ◆ Truancy - includes absence or tardiness in excess of 30 minutes for reasons that are not acceptable to the school *nor* approved by the parent or guardian; or absence where evidence shows that parent or guardian **(a) has misrepresented facts regarding the absence with the intent to have it excused**, or **(b) has refused to cooperate to keep the student in school as required by law**.
- ◆ Trips not covered by a written Contract Independent Study.

Contract Independent Study (CIS)

Procedure No. 4316 outlines the administrative procedures governing short-term Contract Independent Study (CIS) during the regular school year. CIS allows students to complete academic requirements during a pre-approved short-term absence of **no less** than 5 days and no more than 20 days from the school. When a student misses school using CIS, those days are not counted as absent if the contract is completed. The forms must be obtained in the front office **FIRST**. The CIS forms include two parts. The **Master Agreement** is the first part and incorporates language required by the California Department of Education (CDE) and the signatures required. The **Assignment Contract for Master Agreement** is the second part and contains additional language required by the CDE, space for the teacher's assignments, and the teacher's signature. **All of the information mentioned in this paragraph must be completed before the pupil leaves, or the contract is invalid.** The following steps describe the standard operating procedure for handling CIS:

1. Before the student leaves, the student, parent, and teacher complete the Master Agreement and the Assignment Contract for Master Agreement forms, the teacher gives work assignments to student, and student/parent receive a copy of the two forms along with assignments.
2. Before the student leaves, **Attendance** reviews forms and checks that all signatures are complete, dates are correct, and that number of days agrees with dates of contract.
3. Upon the student's return, the work is turned into the teacher for review and attendance credit is given once teacher's signature is received in the attendance office.

SUNSET VIEW SAFETY PROGRAM

Student safety is very important at Sunset View. We provide supervision for our students at all times during school hours. All school children receive periodic safety instructions regarding a variety of situations. We enlist your active support in this program and urge you to take the following actions:

1. Please take the safest route to and from school (or the bus stop) with your child.
2. Monitor your child's route from time to time.
3. Instruct your child to respect private property and walk only on sidewalks wherever possible.
4. Instruct your child when crossing streets at intersections and/or crosswalks to never cross between parked cars. Likewise, **DO NOT** allow your child to cross the street to meet you while you wait in the car. Please use the crosswalks at the corners of either Amiford and Hill Street or Alexandria and Hill Street. These crosswalks are the only authorized routes for students crossing Hill Street going to and from school.
5. Develop a plan for your child if your child misses the bus to or from school.
6. If your child is picked up at school, instruct him/her where to wait for their ride.
7. Be sure your child is clear about where he/she is to be after school. If they are going home with a friend or another adult, make arrangements BEFORE they come to school. Please notify the school of any *alternate* plans.
8. Children will only be released to an adult whose name appears on the enrollment card. If you plan otherwise, please inform the office in writing.
9. Please **DO NOT** drop off or pick up your student/s in the Staff Parking Lot unless dropping off or picking up a handicapped person identified with a DMV placard.
10. Please **DO NOT** double-park across the street in front of the school to drop off your child and have him/her cross the street. Even if you are sitting in the car watching, this is a very unsafe practice. Please **do not** park your cars or leave them unattended at the bus loading zone. **This is for buses only.**
11. Please be aware of **ALL** children at **ALL** times.

BICYCLES

Students in grade 4 may ride bicycles to school. They are required to obey traffic laws regarding bicycle safety. They are required to wear a helmet. Please instruct your children to always lock their bikes. **The school is not responsible for lost or stolen bicycles.** They must be licensed and may not be ridden on school grounds. By law, skates, roller blades, and skateboards are not allowed on campus.

TRANSPORTATION

Bus transportation is provided to eligible non-resident Sunset View students enrolled in the VEEP program. Students need to arrive at their designated stop 10 minutes before the scheduled pickup time before returning home to inquire about late buses. In the event a bus is late, please call the transportation office at 858-496-8460 prior to calling the school.

PARKING

Unfortunately, parking is limited around Sunset View. The school parking lot is reserved for staff only, especially those marked specifically for site staff. Do not assume the Principal is not on site or not returning to the school simply because his spot is empty. The principal, school secretary and BSS often run errands to the district office or other places throughout the day and they each have a designated spot for this purpose. Other spaces are used for many district employees who come and go throughout the day. Handicapped spaces are available with DMV placard only. Parents who are driving students on field trips also need to park on the street. Do not drive on the school grounds.

VISITING THE SCHOOL/CLASSROOM OBSERVATIONS

Parents have the right to visit their child's classroom to observe activities. We welcome these visits by parents. We would suggest delaying your initial visit until after the first week of school so that you can see the regular program in operation. The second and fourth Wednesdays have been designated for visitations. *It is important you keep these visits to your child's classroom only.* The actual time and date of the visitation must be arranged in advance with the teacher so as to minimize the impact of disruption to classroom instruction. ***Classroom observations are reserved only for parents who presently have a child in the classroom they are wishing to observe and not for purposes of evaluating a teacher for future teacher requests.***

Before entering the classroom, we would like you to remember that classroom visits are:

- ◆ To observe your child at work in the classroom
- ◆ To better understand how your child is relating to his/her classroom activities and to other pupils
- ◆ To learn about the curriculum

We request that you avoid interrupting a lesson. If you feel a conference is necessary, please contact the teacher at another time to make an appointment.

California State Law requires that all non-students and others without official business in a school building or on the school grounds must register at the school office. This means that *all visitors to the school, including parents, must report to the office and sign in.* A visitor tag will be issued when you sign in permitting you to remain on school grounds. Although this requirement may be an inconvenience, it was designed to maintain the security and safety of all children while at school.

VOLUNTEERS

All school volunteers must have a volunteer application and a current TB test on file. TB test results are considered current for 4 years. All volunteers must sign-in in the Volunteer book and get a volunteer badge. Please remember to sign out. Volunteer hours are recorded for an end of year tally.

DOGS ON CAMPUS

Do Not bring your dogs on campus or with you to drop off or pick up your child. District and school safety codes strictly prohibit dogs on site. Do not chain dogs to the fence. This includes the sidewalk in front of the school.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served from 8:20 am to 8:40 am daily. This time may be extended for students who ride the bus only and only when the bus is running late. Breakfast may be purchased for 50 cents. Some students qualify for free and reduced priced meals. Children who qualify for reduced priced meals will pay 75 cents for breakfast.

Sunset View has hot food service, which is prepared at Correia Junior High and brought to Sunset View on a hot food cart. Sample menus will be sent home for your reference once a month. Changes will be posted in the cafeteria.

Each lunch will include milk for a cost of \$1.50 each meal. It is recommended that children eating lunches on a regular basis purchase multiple meals to eliminate the need to bring money each day. Milk only may be purchased separately for 25 cents. These purchases may be made in the cafeteria. Lunch, however, cannot be sold without milk. Free and reduced meal applications will be sent home the first week of school.

Parents can prepay for school meals by sending cash or a personal check to the school cafeteria. Visa, MasterCard, or Discover card payments can be made over the phone at (888) 994-5100 and via the internet at www.paypams.com. Students who qualify for free and reduced-price meals will still receive free meals after completing the appropriate paperwork.

PERSONAL VALUABLES

Students should not bring anything of value to school. Toys, trading cards, yo-yo's, sports equipment, walkman, electronic games, etc. are not to be brought to school.

LOST AND FOUND

Articles found on school site are placed in the "Lost and Found" storage located in the lunch court. Small valuable items are kept in the front office. See one of the office staff if you need assistance locating an item. It is the students' responsibility to check for lost items. PLEASE MARK ALL PERSONAL ITEMS WITH YOUR CHILD'S NAME. All unclaimed items will be periodically donated to a charitable organization.

CARE OF TEXTBOOKS AND OTHER SCHOOL MATERIALS

Students are issued books and materials needed for their studies. They will be responsible for all books and supplies entrusted to them. Children are expected to maintain these materials in good condition and return them when requested by the teacher. Students may be required to pay for books and supplies that are lost or damaged.

STUDENT OPPORTUNITIES

The Sunset View staff encourages student participation in school activities as a necessary ingredient for overall development and success. Many extra-curricular activities are available. Participation in some of these activities may hinge classroom behavior and academic performance. Activities include but are not limited to, Cafeteria helpers, Classroom Buddies and Office Messengers.

HEALTH AND ACCIDENT PROCEDURES

The nurse is on campus on Fridays only. The office staff tends to the needs of minor daily injuries only on the days she is not on site. Children that have a fever, undiagnosed rash, the flu, vomiting, or any type of eye discharge should not be sent to school that day or they will be sent home. The office staff is simply a means for first aid in the absence of the nurse and cannot diagnose a condition. If your child is ill, he/she should remain home until he/she is no longer contagious.

Children may not be given any kind of non-prescription medicine at school unless he/she has a written statement from a physician. Parents must submit a "Physician's Recommendation for Medication" for any pupil who must take medication prescribed by a physician during the school day on a regular basis. The medicine container must include 1/ name of student, 2) name of prescribing physician, 3) identification number of the prescribing container, 4) name of pharmacy, 5) the amount of medication to be taken and time(s). No injections may be given at school except when the registered school nurse is on campus.

Medication must be given to the school nurse or one of the office staff for safe keeping and dispensing at the appropriate time. Children should not be sent to school with medication in their backpacks or lunch boxes. Please do not instruct your child to self medicate with over the counter medications that they have been sent to school with. Likewise, short term cold

medications, aspirin, Tylenol, ointments, etc. cannot be administered to students at any time by the teacher or the office staff. Likewise, while statistics indicate that more accidents occur away from school than at school, children never the less do injure themselves occasionally at school. Staff members will usually take care of minor injuries at school. In the event of a more serious injury, parents are always notified and requested to come to school for their child. Parents are also notified of ALL head injuries, minor or major, whether or not your presence is required. EMERGENCY NAMES AND PHONE NUMBERS MUST BE ON FILE FOR EACH CHILD LISTING THOSE PERSONS WHO ARE LEGALLY EMPOWERED TO TAKE CHARGE OF AN INJURED CHILD IN THE EVENT A PARENT CANNOT BE REACHED.

Parents are urged to study the student insurance brochure sent home with each child the first week of school. The plan is entirely voluntary.

HOMEWORK/ HOME LEARNING POLICY

Regularly assigned homework is an official policy of the San Diego Unified School District and is a very important part of our students' education at Sunset View. Each classroom teacher will schedule homework on a daily basis. Teachers are given flexibility regarding whether homework is sent home daily or in weekly packets. Teachers will keep a record of completed and returned homework. Homework assignments will be made in the areas of reading, mathematics, language arts, science, social studies, handwriting, book reports, and computer assignments where appropriate. Some assignments may integrate these curriculum areas or take the form of projects. *While parents are encouraged to assist and supervise their children's home learning, they should not do it for them. If you have a concern about the quantity or efficacy of your child's homework, please contact the teacher immediately.* Homework should extend or reinforce concepts presented in the classroom. Each teacher will send home a letter informing parents of their homework plan. Further discussion will be presented at our Curriculum Night.

THE CLASSROOM

The Sunset View classroom offers an innovative and enriching academic environment for all children. A variety of state-of-the-art teaching and learning strategies are used to support an integrated curriculum. As listed previously, a number of support systems exist to support classroom instruction. Each classroom incorporates a balanced approach to teaching reading, writing, listening, and speaking. Additionally, literacy is incorporated into content areas of math, science, health, social studies, music, and art. World Language is also a part of the core curriculum. Instruction of the Spanish language to all students helps develop critical thinking, expands literacy skills, and provides the vision and skills necessary to be global citizens.

TEACHER REQUESTS

As a staff, our commitment is to provide a quality education to every child in this school. There are many factors that go into placing children in classrooms. We feel our teaching staff is one of the best in the district and all equally qualified to provide an excellent education to students. Therefore, we do not accept teacher requests for student placements. If there are special factors about your child, such as I.E.P. or medical needs that need to be taken into consideration when assigning a teacher to your child, you are welcome to fill out a form in the front office for that purpose only.

PHYSICAL EDUCATION

Sunset View's Physical Education program is based upon the *Physical Education Framework* for San Diego City Schools and is an integral part of the educational program for all students. According to the U.S. Surgeon General, regular physical activity is one of the most important things that people can do to maintain and improve their physical health, mental health, and overall well-being. A student who is physically educated is more likely to become a healthy adult who is motivated to remain healthy and physically active throughout his or her life.

Students at Sunset View are able to achieve these standards with excellent instruction. They are also taught the rules of fair play and good sportsmanship through all PE activities. Students with special needs are provided with appropriate accommodations, adaptations, and modifications.

Our PE coach has developed a quality physical education program that provides students with essential skills and knowledge to establish and maintain a physically active and healthy lifestyle. Students are taught how their bodies move, how to perform a variety of physical activities, games, eating healthy snacks, the health-related benefits of regular physical activity, and specific skills that will allow them to adopt a physically active, healthy lifestyle. It also provides learning experiences that meet the developmental needs of students. "High soled" shoes of any kind are not safe active children on the playground, neither are sandals, unlaced, or fancy dress shoes. Please send an extra pair of athletic shoes for physical education.

REPORTING STUDENT PROGRESS

Sunset View has been instrumental in building and implementing a Standards-based system where instruction, assessment and progress reporting are in close alignment. The teachers report via a computer program the progress their students are making toward proficiency in content areas by the end of the year. The Standards-based Report Cards (SBRC) are distributed three times a year. These dates will occur in November, March, and June. Minimum days are scheduled during the first two reporting periods for parent conferences. Your child's teachers will contact you if a conference is necessary. However, a conference to discuss your child's progress may be scheduled at any time with the teacher. It is also

possible to request a periodic progress report for your child if you and your child's teacher deem it necessary.

OUTSTANDING STUDENTS

During the course of the year, each child is acknowledged for achievement in an area that he/she has most excelled in per the teacher's opinion. Award ceremonies are held the last day of the month, unless otherwise posted, at 8:45 am. The teacher will send home an announcement/invitation for such award with date and time. During the award ceremony, the child is presented with a certificate and award by the teacher in the classroom, has his/her picture taken in the lunch court, and is treated to refreshments compliments of the PTA. Parents are encouraged to attend. In the event a parent or parent designee is unable to attend, the student will have his/her picture taken with the principal.

SUNSET VIEW DISCIPLINE POLICY

SCHOOL STANDARDS AND PLAN FOR POSITIVE BEHAVIOR

At Sunset View, we are committed to providing quality education in a joyful and safe environment. All students have dignity and worth. All students can learn appropriate, respectful, and responsible behavior. We believe that achieving self-discipline and self-direction is a learning process, which results in responsible citizenship and the development of the necessary skills for success in life. Our students understand standards and expectations and are anticipated to make appropriate choices and learn to accept the consequences of their decisions.

Just as important is the recognition of these individuals who demonstrate appropriate, respectful, and responsible behavior. Our goal is to create a high level of student morale. We feel the responsibility for and the recognition of student behavior is shared by all- the student, the parents, and the staff.

EXPECTED STUDENT BEHAVIOR:

AT ALL TIMES

- ◆ Students should be kind to other students and not do anything that will hurt another student.
- ◆ Students are not to engage in name calling, teasing, or delivering verbal threats as well as actions that cause physical harm such as hitting, kicking, and scratching.

IN THE CLASSROOM

- ◆ Students are expected to obey all rules and standards established by the classroom teacher. Each teacher has the right to establish the rules and standards for his/her classroom.
- ◆ Students are asked to line up quietly when required to get into a line. Students will be asked to walk in line when the class is moving from one location to another.
- ◆ Students should demonstrate respect for the teacher and all other adults on the school site.
- ◆ Students should not borrow or take the property of others.
- ◆ Students should not damage school property or the property of others.

ON THE PLAYGROUND

- ◆ At recess and lunchtime, students should go directly to one of their assigned play areas.
- ◆ Students have the option of not playing at recess or lunchtime. If they choose this option, they should sit at a table on the play area.
- ◆ Students should follow the rules that have been established for the game they are playing. Some of the games we play, such as 4-square, have a common set of rules that are to be followed by all students.
- ◆ Student should follow the directions of the playground supervisors at all times.
- ◆ Student may use the restroom and drinking fountains during recess and lunch play periods. They are encouraged to do this early in the period. (Once the bell signals the end of recess or lunch play, students are expected to freeze, then line up immediately once the supervisor instructs them to do so. As the bells sounds, use of the restrooms and drinking fountains should come to an end.)
- ◆ Students should not leave the playground during recess or lunchtime play. A pass is required for the student to leave the play area.
- ◆ A student should seek adult assistance if he/she is hurt or if there is any problem that the student cannot resolve.
- ◆ Students may only play on the playground equipment with the direct adult supervision and only when their class is scheduled to use it.
- ◆ Please note that a parent must closely supervise students who choose to use the playground equipment before or after school or on weekends.

ON THE BUS

- ◆ Students should enter the bus in an orderly manner and sit in their assigned seat.
- ◆ Students should use a soft voice at all times.
- ◆ Students are to remain seated at all times.
- ◆ Students are not to place their head, hands, or arms out of the windows.
- ◆ Students should not throw any items into, off, or inside the bus.
- ◆ Students may not eat anything or chew gum while on the bus.
- ◆ Students are not to harass the other students riding the bus.

- ◆ Students should obey the directions of the bus driver.

IN THE CAFETERIA

- ◆ Students are to walk in line to the cafeteria/lunch court areas with their class
- ◆ Students waiting in line for cafeteria service should wait quietly, without bothering other students.
- ◆ Students should be courteous and respectful to the cafeteria staff and noon duty supervisors.
- ◆ Students should observe "good table manner." These include: remaining seated while eating, speaking quietly only to those students seated at their same table, and not playing with food or drink.
- ◆ All students are expected to keep their lunch area clean. After eating, students should raise their hands and receive permission to get up and put away their trash and/or lunch tray. Students should wait for dismissal by the lunch duty supervisors. Students are dismissed by clean table areas. Once dismissed, students go to their designated areas.

OTHER SCHOOL EXPECTATIONS

- ◆ Observe practical safety rules when at the drinking fountain and in the bathroom.
- ◆ Students will not damage school property in any way.
- ◆ Students should stay out of buildings at all times except when in the class or as directed by a staff member.
- ◆ Follow all safety rules that have been established by teachers and all school staff.
- ◆ Do not sit, play, or slide on banks or railings.
- ◆ Students should not enter planter areas.
- ◆ Be aware that throwing rocks, sand, or any other object is a serious offense.
- ◆ Students are to remain silent and orderly during emergency drills.
- ◆ Students are to use the restrooms properly. Trash is to be placed in trash cans. No objects are to be placed in toilets or thrown on ceilings. Yelling and screaming is not permitted; the echo disturbs surrounding classrooms.
- ◆ Personal objects, such as cell phones, toys, games, electronic devices, or trading cards should not be brought to school. The school will not assume any responsibility for the loss or damage to items brought to school by student.
- ◆ Students should walk, not run, across the school site, in the classroom and in all buildings. The only time running is acceptable is during P.E. time as directed by the teacher, and at recess and lunchtime play when participating in a game that requires running.
- ◆ Gum is not allowed on site at any time.
- ◆ Students are to walk in a quiet and orderly manner through the hallways.

- ◆ For the children's safety, open toe shoes are not allowed at any time during the school day.

DURING ASSEMBLIES AND FIELD TRIPS

- ◆ Students should be on their best behavior during assemblies and field trips.
- ◆ Students should be courteous to performers and speakers.
- ◆ Students should enter and leave the auditorium in a quiet, orderly manner.
- ◆ On field trips, it is especially important for all students to listen to directions carefully and follow them promptly.

SUNSET VIEW'S GENERAL PROCEDURE FOR RESOLVING BEHAVIOR PROBLEMS

1. The resolution of problems originating in the classroom will begin with the classroom teacher. The teacher may use a variety of techniques and strategies to resolve the problem and to determine when further assistance or parent contact is needed.
2. If the teacher is unsuccessful in resolving the problem, the teacher will contact the parents to alert them to the difficulty and offer suggestions or seek assistance in solving the problem.
3. There times when the resolution of a specific problem requires additional information from the principal, school nurse, resource specialist, etc. dealing with the cause of a problem.
4. If all efforts fail by the teacher and the discipline problems continue to exist, the teacher will write a referral to have the ultimate disposition made by the principal or designee. All written referrals are recorded in the students discipline record.
5. The principal or designee may exercise the following disciplinary actions:
 - Denial of special privileges, such as recess, assemblies, films, and free activity time.
 - Schedule a student "time out" in the office.
 - Parent phone call to have the student explain to his/her parents the details of their actions.
 - Require a conference with the parent before the child is readmitted to class.
 - In-school suspension.
 - Suspension (According to District Student Discipline Procedure #6290, suspension is the last resort after other interventions have failed.)
 - Possible recommendations for outside assistance.
 - Recommendation for school expulsion. (California Education code requires that each school implement interventions prior to recommending expulsion.)