Sunset Elementary School
PARENT AND STUDENT HANDBOOK
2015-2016

4229 W. Lake Sammamish Pkwy SE
Bellevue, WA 98008

Office Phone: 425-837-5600
Attendance Hotline: 425-837-5650
Fax Number: 425-837-5660

School Website: www.sunset.issaquah.wednet.edu
Sunset PTA Website: www.sunsetsockeyepta.org
District Website: www.issaquah.wednet.edu

Amanda Dorey, Principal

School Mascot: Sockeyes

School Colors: Sky Blue and Navy Blue

School Motto: Learning to Care and Caring to Learn

Mission Statement:
Sunset Elementary, in cooperation with the community, provides an enthusiastic and caring learning environment.

Our high expectations for academic achievement and responsible behavior empower children to become independent and responsible lifelong learners.

We believe that appreciating diversity and learning to work together cooperatively are important skills for success in an increasingly interdependent world.
Dear Parents and Students,

Welcome to Sunset Elementary School! This handbook will provide important information to help parents and students have a successful learning experience at school.

We enjoy our work at Sunset. We enjoy teaching and learning. We enjoy sharing the world with students and helping them learn to get along with one another. Most of all, we just enjoy kids! We work hard and hold high expectations for our students and ourselves.

We encourage your active participation in the educational life of your child at Sunset. Together, we will provide your child with a safe, nurturing and stimulating educational experience. Please don’t hesitate to contact your child’s teacher or the office if you have concerns, questions or suggestions.

Amanda Dorey
Principal

1. DISTRICT ELEMENTARY SCHOOLS PARENT HANDBOOK

For information regarding the following topics:

- Admission and Registration
- Arrival and Dismissal
- Athletic Events
- Attendance
- Buses
- Computers/Technology
- Curriculum
- Discipline
- Distribution of Printed Materials at School
- Dress for School
- Drug-Free, Gun-Free, Smoke Free Zones
- Emergency Closures of Schools
- Family Educational Rights and Privacy Act
- Field Trips
- Food Services
- Fund Raisers
- Gifts
- Guidance/Special Services
- Harassment
- Health
- Home/Hospital Tutoring
- Homework
- Insurance
- Laser Pens/Pointers Prohibited
- Lost and Found
- Non-Discrimination for Employment
- Parties/Celebrations
- Pets
- Photographs
- Problems/Concerns
- Records & Student Information
- Reporting to Parents
- Rights/Responsibilities
- Safety
- Supplies
- Telephone Use
- Testing
- Transfers
- Visiting the School
- Volunteers/PTA
- Voter Registration
- Weapons

2. ATTENDANCE

Absences. Regular attendance has a positive effect on student learning and achievement. According to Washington State law (Revised Code of Washington 28A.225.010 and 28A.225.015), students six years of age and older and their parents are responsible for ensuring the student’s daily attendance. While good attendance is encouraged, if the child has a temperature of 100 degrees F or higher, or is obviously ill, please keep them at home. We also encourage the scheduling of doctor appointments during off-school hours to minimize the time away from class. If your child will be absent, please call our 24-hour attendance line at 425-837-5650.

Excused Absence. The office must be notified by a parent or guardian for absences to be excused. If parents do not notify the office as to the cause of absence, it will be marked as an unexcused absence. Notification should include the:

- Student’s name
- Date(s) of absence(s)
• Reason for absence
• Name of the parent or guardian.

You may notify the school through one of the following ways:

1. A voicemail message may be left on the attendance hotline, 425-837-5650, or
2. Complete a “Family Trip Approval Request” form. This form is available on the Sunset website or at the school and should be filled out prior to the trip or absence.

Excused absences include:

- Illness/health
- Religious observances
- School approved activities
- Family emergencies
- Family trips with prior principal approval
- Scheduled court appearance

When your child returns from an excused absence, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. Make-up assignments are not provided in advance. (District Elementary Schools Parent Handbook)

Unexcused Absence. An unexcused absence includes absences for personal reasons that do not meet the criteria of excused absences. Your child will be considered absent in the AM if they arrive after 10:30 a.m. Examples of unexcused absences are:

- Oversleeping
- Errands
- Stopping at the store
- Missed bus

Tardy. Daily punctuality is necessary to avoid classroom disruption, maximize student learning and is a basic principle of responsibility and common courtesy. This policy’s goal is to inspire daily punctuality, instilling it as a valuable life skill for our children. The policy:

- “Tardy” is defined as not in class at 9:15 a.m. Students who arrive late must go to the office and obtain a tardy slip before entering the classroom.
- Dental, doctor appointments and late bus arrivals are considered excused reasons for being tardy.
- An office slip will go home with the student on the day he/she is tardy.
- After 3 tardies, a letter of notice from the principal is sent via the US Postal Service mail to the parent or guardian describing the future consequences.
- At 5 tardies, the student serves a detention (loss of recess) at a lunch recess.
- At 7 tardies the student serves an after school detention. A notification letter will be sent home prior to the detention. The detained student must be picked up in the office by a parent or guardian. A parent or guardian may serve the detention in the student’s place.
- After the 7th tardy, each subsequent tardy results in an after school detention as above.
- Due to age appropriateness and supervision requirements, school administrators will determine the time and date detention will be served.
- The tardy count begins anew with each trimester.

Students arriving by school bus after school start time are not marked tardy. These students are directed to their classrooms and do not need to stop at the office for a tardy slip.

Check-A-Child is a service the school offers to enhance student safety and communication between school and home. About an hour after school starts, an automated dialing service will contact families who may have an unexcused absence for the day. If you receive a message that your child is absent and you believe your child to be at school, please call the office, 425-837-5600. Your child may have been tardy and not checked into the office or out of the classroom when attendance was taken.

Early Dismissal. If your child needs an early dismissal, please send a note stating time and reason, and check in at the office for sign-out and pick-up. Your child will NOT BE CALLED FROM CLASS UNTIL YOU ARRIVE. The parent/guardian must report to the office to sign their child out of school. Students will be called to the office when the parent/guardian has arrived. Teachers will not release students directly to a parent or guardian unless they are certain the student has been signed out. Students will be released only to those persons designated on the Emergency Information form. A picture ID is required if the office staff is unfamiliar with the parent or family
member. Parents are advised that picking up students early from school on a regular basis is an extreme disruption to the child and the classroom. This should only occur when there is an emergency or a medical appointment that could not be scheduled after school hours. Excessive early dismissals will be covered under the tardy policy. Students arriving after 11:15 a.m. (11:00 a.m. on Wednesdays) are marked absent for a ½ day. Students who leave school before 2:08 p.m. (11:45 on Wednesdays) are marked absent for a ½ day.

3. ARRIVAL, DISMISSAL AND SAFETY

Before School. Students are to arrive at school no earlier than 9:00 a.m. There is no supervision for students prior to this time. Students enter the building at 9:05 a.m. Line up locations:

- Kindergarteners line up in front of A wing (preschool/kindergarten) entrance. Kindergarten teachers escort their students to their classrooms
- First graders line up in front of the main entrance.
- Second, third, fourth and fifth graders line up at the main entrance.

An Educational Assistant (EA) will dismiss first-fifth graders to enter the building. Students go directly to their classrooms. Students enrolled in the Sockeye Club (school-age child care) go directly from the program to line up at the main entrance. Students must line up outside the classroom until their teacher, or other responsible adult allows them to enter the room.

After School. Kindergarten and first grade teachers escort students to the bus loading zone. For everyone’s safety, Educational Assistants are stationed at the crosswalks on West Lake Sammamish Parkway, parking lot crosswalks and the bus loading zone. In addition, School Safety Patrol students assist families in using the parking lot crosswalks.

- Bus riders are to immediately load buses if the bus has arrived or wait quietly in line for buses that have not arrived. An EA will check to see if every class is out of the building before dismissing buses. For safety reasons, students who live in a bused area may not walk to school.
- Car riders may go directly to cars parked along the curb. Parents parked in the lot must pick up their child in the sidewalk area fronting the school. Children may not go into the parking lot unless accompanied by an adult. Students may only enter the passenger side car door for safety in the pick-up zone area.
- Walkers. Parents are encouraged to walk with their child or transport their child if they live in an area not served by school buses. (More information below under Walking To/From School)

School Buses. Students are expected to behave safely and properly on the bus and at bus stops. The Transportation Department provides a School Bus Information for Parents and Students handout at the start of the school year. It includes information about student conduct, school bus rules, emergency evacuation procedures, bus passes, parent-driver communication and other important information. Bus stop information is available on the district website: www.issaquah.wednet.edu. For further information, call the Transportation Department at 425-837-6333.

Bus Passes are required for students who wish to depart the bus at a different authorized stop or to ride a different bus to or from school. Passes are issued on a space available basis only. Therefore, there is no guarantee that a pass will be approved. To obtain a bus pass, parents are required to send a note from home stating the date, current and new bus route number and person he/she is going with. Students should give their note to the teacher who will issue the bus pass. No bus passes are issued the first two weeks of school or the last two weeks of school, except in emergencies.

Release of students. Students will not be released to any person other than a parent or guardian unless authorized by the parent or guardian. This authorization must be written on the student’s Emergency Information form. Verification of the authorization by school personnel is appropriate, if there is any doubt about the authenticity of the request. In addition, once students have arrived on school grounds, they may not leave without permission. Students who are not picked up on time must sit in the office lobby to wait for parent/guardian.

Students Staying After School. After school is dismissed, students are expected to go directly home, or to pre-arranged childcare. Only students enrolled in supervised school activities may remain at school. Arrangements must be made in advance between students, parents, guardians and teachers for permission to attend these activities.

Walking To/From School. Students should never accept a ride from a stranger. Please talk to your students about the following points to be observed on the walk to and from school:
• Walk on the shoulder or sidewalk; preferably single-file if space does not allow for walking with another person.
• It is usually best to walk on the left-hand side of the road, facing traffic (so cars are going the opposite direction you are).
• Avoid taking shortcuts through woods or private property.
• Arrive at the crosswalk when the Crossing Guard is on duty – no earlier than 9:00 a.m.

Bicycle Rules. Bicyclists must:
• Be in grades 3-5 to ride to school.
• Wear helmets (King County ordinance).
• Walk their bicycles off and onto the school grounds, using the marked crossings. They are to follow the directions of the school patrol.
• Give pedestrians the right of way on the sidewalks.

All bicycles must be parked in the designated racks and locked. The school is not responsible for stolen and damaged bicycles. Skateboards, roller skates, in-line skates, shoes with wheels, and scooters (including motorized) are prohibited.

Vehicles must be parked in marked stalls if the driver leaves the car. There is absolutely no double parking. When dropping off or picking up students, parents may wait WITH their vehicles in the loading zone fronting the school. If it is necessary for the driver to leave the car it must be moved out of the fire lane and parked in a stall. School personnel may have cars towed if left unattended in the fire lanes. The speed limit in the parking lot is five miles per hour.

4. STUDENT DISCIPLINE POLICY

Sunset embraces the “Love and Logic” approach of teaching children how to make good choices. This involves the use of logical consequences. Consequences are imposed based on the discretion of the adult and/or the frequency or severity of the incident.

General Behavior and Discipline. The school staff and parents are jointly responsible for teaching students the importance of respectful behavior to enhance student learning. Students are taught to be responsible for their own behavior. Discipline is the process of holding students accountable for their actions. It should always be a learning experience for the individual. Discipline protects the rights of the group, as well as the individual. It is a process where anger management and conflict resolution skills are learned and applied by the student. Most problems are minor and infrequent and can be corrected by a staff member and the student working together. It is our hope that in maintaining high expectations at school, students will be able to generalize the acceptable standards of conduct and problem solving skills into their larger world.

Successful Sockeyes Expectations will:
1. Be Respectful
2. Be Responsible
3. Be Safe
4. Be Caring

Staff Responsibilities. All members of Sunset Elementary share responsibilities for developing and enforcing behavioral expectations, a code of conduct and a discipline system. Staff members are expected to respect all students, parents and other staff. Teachers will discuss classroom and school rules at the start of each school year.

Student Responsibilities. Students have the responsibility of following these expectations and making good choices using problem solving and conflict resolution skills appropriate for the situation. In addition, students learn to accept the consequences for their actions.

Parent Responsibilities. Parents are asked to communicate regularly with teachers about their child’s social development. Parents are asked to keep the school informed of any changes in the child’s life that may have an effect on his/her behavior. Parents are asked to work with staff and support the school as needed in solving problems.
**Classroom Discipline.** Each teacher will develop and visibly display a progressive discipline system for his/her classroom, consistent with school and district policies. The teacher will make the system known to students and parents.

**School Discipline Plan.** The School Discipline Plan is used in the following situations:

1. As the last step of the classroom discipline plan.
2. As the last step of the playground/lunchroom discipline plan.
3. For severe discipline issues as described in the Severe Discipline section below.

The School Discipline Plan is a progressive plan so each incident will have a progressively severe consequence. Consequences for unacceptable behaviors depend upon the severity of the offense, student’s age, and number of previous incidents. Consequences may include, but are not limited to: warning/verbal reprimand, problem solving, loss of privileges, removal from class, missed recess, service to school, time out, think paper, and/or parent contact/conference.

**Severe Discipline.** Unacceptable behavior that is severe in nature can result in more immediate disciplinary action that may include, but is not limited to: removal from class, removal from school, in-school suspension, out-of-school suspension, or expulsion. Severe, unacceptable behavior includes:

- Insubordination (refusal to follow directions)
- Fighting or causing physical injury
- Threats, harassment, bullying, intimidation
- Swearing, obscene gestures, racial slurs
- Damaging or defacing property, arson
- False alarms
- Repeated misconduct
- Use or possession of drugs or alcohol (expulsion)
- Possession of weapons or facsimiles thereof (expulsion)

**GENERAL RULES AND EXPECTATIONS**

1. Being respectful to myself and others helps me be a good citizen.
2. Keeping my hands and feet to myself and sharing only kind words with others helps me make friends and be a good friend.
3. Being prepared for class each day and leaving unnecessary items such as toys and gum at home will help me be a better student.
4. Keeping the walls, floors and grounds clean and neat will provide a better learning environment.
5. Following the rules established for my classroom teaches me personal responsibility.
6. Coming prepared for the day will help me to be a successful learner.

**LUNCHROOM RULES AND EXPECTATIONS**

1. Please enter and exit lunchroom quietly and orderly.
2. You may talk in a calm voice to your neighbors.
3. Practice good manners.
4. Enjoy your own food.
5. Make sure food is kept in the lunchroom.
6. Feel free to raise your hand for support from an adult.
7. Please keep your area clean.
8. When dismissed, leave in an orderly manner. Walk to the playground.
10. Lunch Helpers assist with cleaning (two per table).
11. Disruptive students may be asked to do community service.

**ASSEMBLY RULES AND EXPECTATIONS**

1. Enter and wait quietly for the assembly to begin.
2. Give your attention to the performance or speaker.
3. Show your appreciation in positive ways such as clapping or applauding. Whistling, booing, screaming or hooting are not acceptable behaviors.
4. Remain seated until given directions by your teacher.
5. Leave in a quiet and orderly manner.
6. Students who chose to be disruptive in an assembly may be removed from the current or future assemblies.

RECESS RULES AND EXPECTATIONS
The playground is a great place for students to play and visit with friends and classmates. Our priority on the playground is safety. Students need to respect each other, the playground supervisors and equipment. All equipment on the playground must be shared.

Boundaries
- Walk to the playground – no running.
- Play in designated areas.
- Keep off all fences, basketball poles, large boulders, trees and storage sheds.
- Off limits: the field drainage ditch, behind the covered play area by the fence, outside the fences, beyond the play equipment at the end of C wing, grass areas just outside C and D wing classrooms.
- Remain outside the building, unless you have a bathroom pass.

Hall Pass
- Have a pre-arranged hall pass to leave the playground or lunchroom for study hall or to work with a teacher.
- The teacher must contact the lunchroom supervisor or a recess supervisor about which students will be allowed into the building.

Recess Rules
- Play fair, be a good sport and have fun!
- Play in designated areas.
- Call a recess supervisor if you are hurt or know someone who is hurt.
- Ball kicking is limited to the field area.
- The following are not allowed:
  - Pushing, fighting, wrestling, karate, pig piling or pulling other students’ clothes
  - Throwing or kicking of objects (except playground balls) such as wood chips, rocks, sand, sticks or pinecones
  - Spitting
  - “Cuts” in any game
  - Running through others’ games
  - Going up the slide
  - Tackle sports
  - Hanging from basketball hoops
  - Climbing poles
  - Game locks (not allowing others to play)
  - Bats or hard balls
  - Digging (except sandbox), dirt sliding.
- Big Toys (playground equipment)
  - No standing on the top of beams or monkey bars
  - No running on the Big Toy equipment
  - No running, chasing or playing Tag on Big Toys or in the Big Toy play area
- Rings and Bars
  - Wait for the person in front to cross before starting
  - Go in one direction
  - Always use two hands on the bars
  - No Dead Drops or Cherry Bombs
- Covered Play Area
  - Basketball games are ok
  - Wall ball on the outside wall.
  - No kicking balls (only kick on the field)
- No tennis or small balls

- **Basketball**
  - Equal teams
  - Call your own fouls, majority rules. Take ball out for a foul, no free throws

- **Football**
  - Equal teams
  - One hand touch or flag football
  - No pushing or tackling
  - “Freeze” punting, no rushing the punter. Punter may kick or throw the ball.
  - No fumbles. Ball is dead when it hits the ground.

- **Four Square**
  - Server bounces the ball in his/her own square and hits the ball into another player’s square
  - If a player is out, he goes to the end of the line
  - You are out if:
    1. The ball doesn’t bounce before you hit it
    2. You hit the ball out of bounds
    3. The ball hits you before it bounces in your square
    4. You step into another player’s square
    5. You kick or fist the ball
    6. You catch the ball or carry the ball (holding)
  - Those waiting in line make the calls on the rules
  - No chanting!

- **Hand Toys**
  - Jump ropes are only for jumping
  - Both handles of jump ropes must be in hands (no twirling or swinging)
  - Basketballs, jump ropes, hoops and games can be used on the black top
  - Soccer balls, footballs and kickballs can be used on the field

- **Softball and kickball**
  - Equal teams
  - Pitcher pitches from the pitching mound
  - New pitcher each inning
  - One catcher, no umpire
  - The team waiting to bat or kick waits in the dugout or behind the backstop.
  - No fielder is in front of the pitcher
  - No stealing. Leaving the base before the ball is hit or kicked is out.
  - No more than 7 pitches or rolls
  - 3 fouls and you’re out
  - 3 outs per team per inning
  - Limit of 5 runs per team per inning
  - If there is any interference by an offensive player, the runner is out.
  - Kicker must kick the ball within 6 feet of home plate (kickball)
  - When throwing a ball at the runner, the ball must be below the runner’s waistline (kickball)

- **Soccer**
  - Equal teams
  - No hands, feet only (except goalie)
  - When out of bounds, ball is dead. One person throws the ball in with two hands over the head.
  - No slide tackles
  - Play the ball, not the player

- **Tetherball**
  - One player in each (half) zone
  - The server tosses the ball in the air and hits it. Ball must go one time around the pole before the receiving player hits it.
  - Hit with only the hands or forearms
  - Touching the pole is out
  - Touching the rope (roping) is out
  - No catching or throwing the ball
No “chances” or “babying” (to make it easier for an unskilled player in order to prolong the game)
No stepping over the center line
Do not hang on the ball
Players waiting in line must give enough room so that they will not interfere with players
Those waiting in line make the calls on the rules
The game is over when the rope wraps all the way around the pole or a person makes one of the fouls listed above
Winner of three straight games “retires” as Ace

- **Food**
  - All lunch items must be eaten in the lunchroom.
  - Litter belongs in the garbage containers, not the playground, hallways or rooms
  - Jawbreakers, gum, hard candy, suckers or powdered candies are not allowed at school.

- **Inclement Weather and Rainy Days**
  - Students will be allowed outdoors for recess in light rainy days.
  - Students need to wear a coat during wet weather.
  - Students need to stay out of mud, mud puddles and off ice in winter.
  - Snowball throwing is not allowed.
  - Students may have indoor recess on heavier rainy days. Students will remain in their classrooms and have activities pre-approved by the teacher such as board games or drawing. Recess supervisors are responsible for student supervision.

- **End of Recess**
  - Listen for the recess bell and return to the designated line-up area immediately.
  - Return all recess equipment to their proper places.

- **Personal Play Equipment, Electronic Devices, and Toys**
  - Students may bring their own allowable play equipment from home, at their own risk. Names should be written on personal items in permanent marker before it comes to school.
  - Electronic games or music devices are not allowed in school, unless prearranged with a teacher. Examples of electronic items, but are not limited to Game Boys, Dual Screens, Tomogachis and other similar games, CD and cassette players, and MP3s and I-Pods.
  - The recess supervisors or any other staff member may “take and hold” any inappropriate personal items. The items will be turned in to the office and may be picked up at the end of the day. For repeated offenses, parents will be contacted and the items may be picked up by only a parent or guardian. Disciplinary action may include community service, loss or recess or suspension.
  - Contraband items are not allowed in school. Contraband items (knives, guns [real and toy], bullets, lighters, slingshots or other potentially dangerous items) will be turned over to the principal or program assistant. Parents will be contacted and the items may be picked up by only a parent or guardian. Possession or use of contraband items may result in suspension or expulsion.

- **Game privileges are subject to change due to unsafe behaviors at any time by Sunset administrative staff.**

**BUS RULES.** Bus rules are posted in each bus and a copy has been given to all bus riders. Students riding the buses should be familiar with the rules. The driver is required by law to enforce the rules. Knowing the rules and cooperating with the bus driver will help promote safer and more pleasant transportation to and from school. The rules and regulations were prepared by the State Superintendent of Public Instruction by and with the advice of the Chief of the Washington State Patrol and the Director of Highways for the State of Washington and apply to all school buses operating in the State of Washington.

**5. CALENDAR**

The district calendar is available on the district website: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

**6. PARENT COMMUNICATION, CONFERENCES AND VISITATION**

**Sunset News.** Sunset publishes a bi-monthly newsletter highlighting past and upcoming events. The newsletter is sent via email on Mondays and is also available on the school’s website: [www.sunset.issaquah.wednet.edu](http://www.sunset.issaquah.wednet.edu). Information is also available on the district website: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu). Click on Schools, then Sunset.
Sunset E-News. The PTA E-News is sent out on opposite weeks from the Sunset News. Subscriptions are voluntary and may be updated or removed by the subscriber. www.sunsetsockeyepta.org or www.sunset.issaquah.wednet.edu

Parent-Teacher Communication. Parents are welcomed to call or email their child’s teacher about academic or social concerns. Teachers will be able to respond by the following day or may request a conference. In addition, teachers publish class newsletters and many have a classroom website.

Parent Teacher Conferences. Parent-teacher conferences give parents and teachers the opportunity to discuss student progress and concerns. The fall conferences for grades 1-5 are scheduled in December. Check the district/school calendar for dates. Many teachers will have parent conferences sign ups at your child’s Curriculum Night. Parents/guardians may request a conference at any time during the school year as needs arise, arranged through the classroom teacher. Kindergarten teachers hold parent conferences in the fall and/or winter as needed.

Visiting the School. We appreciate your interest in your child’s progress and learning experiences. All visitors must sign-in and sign-out in the school office. Volunteers may wear an approved school identification badge. All others must wear a sticker identification badge available at the sign-in area. Parents are welcomed to visit their child’s classroom. However, to avoid classroom disruption, please call the teacher to schedule a specific visitation time. Individual conferences with a teacher should be scheduled before or after the school day. Observations of a student must be approved by principal and require a staff escort.

7. HOMEWORK POLICY

The purpose of homework is to:

- Promote increased student achievement
- Increase communication between home and school
- Involve parents in encouraging students to become life-long learners

The following is a list of the kinds of homework you may see throughout the year in your child’s grade level.

Kindergarten
- Reading library books with parent/guardian.
- Child talks with parent/guardian about books, experiences and interests.
- Review papers and projects brought home.
- Provide free choice activities such as coloring, cutting, clay and board games.
- Occasional assignments based on a theme being studied in the classroom. Projects will involve parent and child participation. The emphasis is placed on the process and not the end product.

Benefits:
- Increased interest in reading.
- Increased expressive and cognitive language.
- Increased fine motor skills.

Time Expectations: 3 – 4 nights per week.

First Grade
- Weekly spelling packets.
- Various assigned projects and reports.
- Eager Reader at-home reading program
- Math facts practice (+ / -)

Benefit to student:
- Support from family in academic areas.
- Increased competency in skills with home practice.
- Improved oral and silent reading.
- Practice and mastery of spelling words.

Time Expectations: 15 – 20 minutes per night, 4 times per week.

Second Grade
- Spelling words: Weekly packet to help review and practice with parent.
- Math facts (+/-) to 18 review and practice with parents.
- Various math homework assignments that will reinforce in class topics.
- Science/ Social Studies: occasional special projects as assigned—some parental supervision and involvement required
- Completion of incomplete or missed class work in all subject areas.

**Benefit to student:**
- Additional practice and mastery of weekly spelling words and math facts.
- Fluent oral reading practice.
- Develop stronger reading comprehension skills.
- Develop research and study skills.
- Enrichment for all levels of achievement.

**Time Expectations:**
- Approximately 20 - 30 minutes per night, 3 – 4 times per week.
- Short practice sessions, no more than 15 minutes per session for math and spelling.
- Reading together, 4 – 5 nights per week for 10 – 20 minutes, emphasizing enjoyment and comprehension.
- Homework as needed to meet requirements of special assignments.

---

**Third Grade**

- Math Homework
- Memorize +, -, x, ÷ facts
- Study spelling – review and practice with parent/guardian.
- 20 – 30 minutes oral reading child to parent or individual silent reading.
- Special projects in science, language arts, social studies – some parent involvement and supervision required.
- Completion of unfinished or missed work in all subject areas

**Benefit to student:**
- Additional practice.
- Enrichment.
- Develops good study habits.
- Develops student responsibility for own actions.
- Develops independent research skills.
- increased reading fluency, vocabulary, and comprehension.
- Increased math understanding

**Time Expectations:**
- Approximately 30 – 45 minutes per night.
- Spelling daily.
- Oral reading daily.
- Large block of time over several days for special projects.
- Homework needs to be turned in on time, papers turned in after due date will be marked late.

---

**Fourth Grade**

**Nightly:**
- Finish any work from the day
- Read 20 minutes

**Weekly may include:**
- Spelling packets
- Friday Packets (one activity per night)
- Vocabulary Activities
- Math Packets
- Language Review Activities
- Problem Solving Activities

**Monthly may include:**
- Book Projects
- Science Projects

**Benefit to student:**
- Additional practice.
- Enrichment.
- Develops good study habits.
- Develops student responsibility for own actions.
- Develops independent research skills.
- Increased reading fluency, vocabulary, and comprehension.
- Increased math understanding.

**Time Expectations:**
- 45 – 60 minutes per night, including 20 minutes of reading.

**Fifth Grade**
- Read books and prepare book reports when assigned, 15 minutes per night.
- Complete math homework.
- Complete long-term projects assigned.
- Do makeup work from absences.
- Prepare for tests.
- Work that is not completed at school.
- Review daily lessons.

**Benefit to student:**
- Develops discipline and responsibility.
- Develops good study habits, time management, and self-motivation.
- Develops research skills.
- Enrichment.
- Increased academic achievement.

**Time Expectations:**
- 30 – 60 minutes each night, 4 – 5 nights per week.

---

**8. EMERGENCY PROCEDURES**

It is very important that you notify the Sunset office throughout the school year of any changes in your work, home, or emergency contact numbers. As we think about potential emergency situations, we ask that you review with your child what they should do, according to their Emergency Plan, in the event school is dismissed early during the day. During a snowstorm, power outage, earthquake, etc., there is always the possibility this could happen. **Expecting the school to contact you by telephone or your calling the school to make plans is not a realistic expectation.**

Announcements are made over various radio stations in the event school is cancelled, starting late or dismissing early. Go to the district website for the most up-to-date information: [www.issaquah.wednet.edu](http://www.issaquah.wednet.edu).

1. In the event of an emergency or disaster, all students will be asked to follow their Emergency Plan. A new Student Emergency Information form is to be filled out each year. One copy of the completed form is kept in the child’s classroom, and another is kept in the office.

2. If an emergency occurs, the student will be taken to a safe area of the school or Sambica. A check-in/check-out point will be established and will be clearly marked. You will be notified via phone and email if an emergency occurs and given specific directions. Parents/Guardians should go directly to the designated **checkpoint** when coming to pick up a child.

3. If you come to the school to pick up a child during an emergency, please maintain a calm and positive attitude in the presence of the children.

4. If an emergency should occur, please keep in mind that the school needs to keep phone lines clear for communication with the school district and emergency services. During power outages, the telephone lines could be unavailable.

- To be prepared for the worst-case scenario, the school has basic emergency supplies provided through the school district and Sunset PTA. The basic food supplies will cover 72 hours.
School Closures Due to Snow, Ice, etc. A general district bulletin regarding this subject will be issued early in the school year. The bulletin will instruct you to listen to your radio or television on the mornings of inclement weather. If there is no announcement about the Issaquah School District, regular school hours will be observed. Check the district website for the latest information: www.issaquah.wednet.edu.

9. GENERAL SCHOOL INFORMATION AND POLICIES

After School Activities. Parents have responsibility for managing their child's behavior at after school activities at Sunset. Parents should be sure children are attentive during assemblies/programs. Children are expected to follow the same rules as when school is in session. Children should not be in the school without an accompanying adult. Food can be eaten in the cafeteria only, unless other arrangements have been made with the principal. For your child’s safety, monitor his/her activities on the school grounds beyond school hours and on the weekend.

Siblings and Other Children. When bringing siblings and friends onto the campus for invitational events, please be sure that they also follow the school’s behavior rules and expectations. When at school during the school day or school functions, parents should refer any discipline matters regarding other parents’ children to staff. For safety reasons, children are not allowed in the workroom.

Birthday Celebration Policy. Each classroom teacher will develop and then discuss the celebration of birthdays on Curriculum Night. Parents are asked to adhere to the guidelines established in each individual classroom. Students may pass out invitations in school to private, out-of-school birthday parties only if they are inviting the entire class. Teachers will acknowledge each individual student in a unique way such as students singing to their classmate, creating a class book for that individual, or wearing a special birthday crown. Your child’s birthday will be recognized in the classroom, however, without food such as cake, donuts or ice cream or balloons or other special treats.

Pets. For health and safety reasons, pets are not allowed in the school building or on campus, except for publicized special days or with prior approval of the principal.

Progress Reports (Report Cards) are distributed at the end of each trimester of the school year. A student must be in enrolled at least 20 school days in each trimester to receive a progress report.

Dress Code. Clothing should be neat, clean and presentable. Clothing that is disruptive to the educational process or presents health or safety problems will not be permitted. Hats are allowed at school, but must be removed when inside the building. Headwear is acceptable indoors for health or religious reasons. Hoodies must be down inside the building. Parents/guardians will be contacted if it is felt that their child’s dress is inappropriate. The following items are not allowed:

- Clothing with obscene or questionable pictures or words
- Short-shorts and skirts (fingertip length with hands on the side)
- Halter, midriff, tube or tank tops
- Oversized attire, saggy pants
- Flip flops or other unsafe footwear

Lost and Found. Clothing, lunch containers, backpacks; etc. should be plainly labeled with your child’s name. Lost items are located on the Lost Racks in the atrium. Small items are to be brought to the office. Monies found are given to the finder if there are no claims within a month of turn in. Unclaimed items are given to charitable organizations at mid-year and at the end of the year. Parents/Guardians are welcome to come to the school to look for missing items.

Phone Use Policy. Students are limited in their use of school phones except in emergency situations. Cellular phone or personal pager use is also prohibited during the school day. Please help your child to organize for the day by planning which school books, papers, materials, and clothes will be needed. Voice mail is available on all district telephones for messages and announcements. (District Elementary Schools Parent Handbook)

Restraining Orders. In the State of Washington, both parents have equal access to their child’s school records. Both parents can ask to see their child at school. Only a current, court-issued restraining order or a divorce settlement outlining parental rights and responsibilities concerning access to school records gives the school authority to deny parental access. Please provide the office with a copy of the order.
**Food Services.** School lunches are available every regular school day. School lunches may be purchased via the computer by depositing any amount into your child’s account. Monthly menus with pricing information are sent home monthly, or available on the district website. Applications for free and reduced lunches may be obtained in the school office. Parents are encouraged to help their child learn their lunch ID #. Students may also bring lunch from home.

**Sunset PTA** supports the school through fund raising and involvement with dozens of projects throughout the school year to help students meet learning goals. Board meetings are held monthly in the school. PTA goals include:

1. To continually advocate for the success of our children at Sunset Elementary by sponsoring, coordinating and promoting activities that enrich our fundamental curriculum.

2. Ensure timely and effective communication between the PTA, staff and parents of Sunset Elementary through *Sunset News* (electronic version), the school messaging system, the PTA eNews, (newsletter) and by the use of the PTA website.

3. To continually inform the Sunset community on the progress of the school’s Continuous Improvement Plan focus to improve curriculum and awareness for the benefit of all students.

4. To increase financial support to the school by holding fundraising activities.

5. Achieve 100% PTA membership to ensure that every child that attends Sunset Elementary has an adult representative and voice.

**Sunset Elementary Site Council.** The goal of the Sunset Elementary Site Council is the active collaboration of parents, community members, staff and administration to ensure the success of Sunset Elementary School students. The goal is to create a learning environment that celebrates the diversity of our students’ backgrounds and enlists every member in an active learning community. The Site Council emphasizes self and mutual respect and high expectations in order to foster confidence, excitement and openness in the learning process. Monthly meetings are held on the third Tuesday morning.

**Student Directory.** The Sunset PTA provides a copy of the Sunset Student Directory to its members that includes names, addresses, phone numbers, email addresses of all Sunset families, excluding parents who request to be exempted. Also included are PTA Board and Committee Chair contacts and Sunset staff phone numbers.

**10. HEALTH**

It is essential that emergency notification information be on file at the school and that it be kept current. Be sure to designate other individuals who can be contacted in case of emergencies. Although staff are trained to provide first aid, 911 will be called and parents will be notified in case of serious injury or medical emergency. The district website contains links to school nurses, current health issues, district health policies and forms, and health resources for parents.

**Communicable Diseases.** Parents will be asked to pick up their child if a health problem occurs. A student with an oral temperature of 100 degrees or over should remain at home until free of fever for 24 hours. A school nurse is available for consultation and may be contacted through the school office.

**Other Health Concerns.** To prevent the spread of head lice and scabies, please notify the school if your child has one of these conditions. Children who have head lice or scabies will be excluded from school until treatment has been completed, and, in the case of head lice, until all nits (eggs) have been removed.

**Immunizations.** All students in Washington state must comply with immunization standards. Exceptions are allowed for religious, philosophical, or medical reasons. A completed Certificate of Immunization Status form must be submitted to the school on or before the first day of attendance. Students may not attend school until immunizations requirements are met.
**Medications.** The Issaquah School District is authorized to administer prescriptions and over-the-counter oral medications to students in accordance with state law. Medication administration forms are available in the school office and on the district website.

The medication of any prescription or over-the-counter medication to a student by a district employee must be requested and authorized in writing by both the parent and a licensed health care provider, along with specific instructions for administration. Epi Pen or Epi Pen, Jr. are the only injectable medications school staff are trained to administer.

All medications must be in their original containers, labeled with the name of the student, name of the medication and the dosage, and they must be hand delivered by an adult. Students are not allowed to carry medications with them during the school day. If the student must carry emergency medication, please contact the school nurse.

**Emergency Health Care Plans.** If your child has Diabetes or a Life-Threatening Condition, the laws require that a nursing care plan, medication orders and the medication(s) are in place at school before the child comes to school. Life-Threatening Conditions are defined as a health condition that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place. Contact the school nurse to discuss these conditions before your child comes to school each year.

**11. CIVILITY POLICY**

**Purpose.** The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student’s ability to learn and a school’s ability to educate its students.

The Issaquah School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:
1. To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
2. To provide our students with appropriate models for respectful problem-solving; and
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

**Definitions.** For purposes of this policy, “uncivil conduct” includes the following: direct[ing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one’s voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual’s exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual’s belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.
**Expectations.** In support of this policy, the Superintendent shall be responsible for the development of District training, written and oral communications, resource lists and other tools for the use of staff, students and community members in achieving the purposes of this policy. Specific procedures appropriate to the needs of staff, students, and parents/community members will be available to all persons who have legitimate business within the District. In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District’s policies against harassment and sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

The Superintendent and appropriate staff shall review this policy annually.

**Severability Clause.** If any part of this policy or its related procedures is found to be unlawful or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect to the full extent permitted by law.
After reading and reviewing the *Sunset Parent and Student Handbook* with your children who attend Sunset Elementary School, please sign and return a separate slip for each of your children.

---

**Child #1**

My child and I have read and discussed the importance of each student’s individual responsibility for this information so that Sunset will be a safe and positive learning environment that promotes the Issaquah School District motto *All Students Learning Well*.

Parent Signature

Student Signature

Student’s Teacher

---

**Child #2**

My child and I have read and discussed the importance of each student’s individual responsibility for this information so that Sunset will be a safe and positive learning environment that promotes the Issaquah School District motto *All Students Learning Well*.

Parent Signature

Student Signature

Student’s Teacher

---

**Child #3**

My child and I have read and discussed the importance of each student’s individual responsibility for this information so that Sunset will be a safe and positive learning environment that promotes the Issaquah School District motto *All Students Learning Well*.

Parent Signature

Student Signature

Student’s Teacher