



SUNSET VIEW
ELEMENTARY

Sunset View Elementary School

2018 – 2019

**Student / Parent
Handbook**

Sunset View Elementary School

Heidi Guizar, Principal
Carol Sonderland, Assistant Principal

711 Center Parkway
Kennewick, Washington 99336

Main Office: (509) 222-6000

Fax: (509) 222-6001

www.ksd.org/sunsetview

Office Hours: 8:00 AM – 4:00 PM
School Hours: 8:40 AM – 3:17 PM
School Breakfast Served: 8:15 AM – 8:35 AM

Supervision Available:
Before School: 8:30 AM - 8:40 AM
After School: 3:17 PM - 3:30 PM



Hello Mustang Families!

Welcome to the 2018-19 school year. My name is Heidi Guizar and I am the proud Principal of Sunset View, the mighty Mustangs. I will be out the first few months of school while I am on maternity leave and welcome a baby girl into my family. However, in my absence, Van Cummings will be in the building in my place. You are in good hands! I look forward to meeting you throughout the school year!

Sunset View's mission is to value, recognize, and maximize the potential of all students. To accomplish our mission we have established a school-wide Positive Behavioral Interventions and Support system, also known as PBIS. The key to this program is teaching the expectations or appropriate behavior to our students in language they understand. When students meet these expectations, we will recognize and praise students in various ways. When students make mistakes, we will intervene, re-teach the expectations, and look at interventions we can implement to better support the students. We use the word "P.R.I.D.E." to communicate our school-wide expectations. Each letter in the word "PRIDE" represents a category within our school pride mission at Sunset View.

P = Participate Positively

R = Respond Respectfully

I = Improve Daily

D = Demonstrate Safety

E = Embrace Differences

You will be hearing more about PBIS throughout the year. You can also learn more about PBIS and how you can support your student and the school by going to: <http://www.pbis.org/family>.

Sunset View is a Kids at Hope School. Kids at Hope is centered on three things: we believe, we connect, and we time travel. Our belief is that **all students are capable of success, NO EXCEPTIONS!** Our staff's goal is to make a difference in our students' lives, **NO EXCEPTIONS.** We start each day by doing a student and staff pledge.

Below is the pledge that your child will say:

I am a Kid at Hope. I am talented, smart and capable of success. I have dreams for the future, and I will climb to reach those goals and dreams every day. All kids are capable of success, NO EXCEPTIONS!

Below is the pledge that the staff will say:

As an adult and a Treasure Hunter, I am committed to search for all the talents, skills and intelligence that exist in all children and youth. I believe all children are capable of success, NO EXCEPTIONS!

Below is the parent pledge:

I am an Anchor Parent. I believe that my child is talented, smart and capable of success. I am committed to helping my child reach their goals and dreams. I believe that my child will succeed, NO EXCEPTIONS!

Feel free to have your child practice the student pledge at home with you so he/she learns the pledge.

Kids at Hope is also focused on getting the families and communities rallied around the same belief that **all students are capable of success, NO EXCEPTIONS!** Our staff is really excited about working together with the common belief of believing in all kids.

In addition to believing in all students, Sunset View will continue to have high academic expectations for every student. Our staff work very hard to design engaging and rigorous learning opportunities for students so they will have the necessary skills needed to be successful now and in the future. This year we have new Science curriculum, we are in our second year with our math curriculum called, Stepping Stones, and we are in our third year of English Language Arts (ELA) curriculum, Journeys.

As a parent or guardian, I encourage you to talk with your student each day about what he/she is learning at school. Set a routine after-school to complete homework, go through papers, and read with your child! Please reach out to your classroom teacher with any questions you may have. I also encourage you to volunteer and join PTO! We have a strong PTO who puts on several fun activities throughout the year for students and families.

I look forward to an exciting and successful school year. Go Mustangs!

Heidi Guizar, Principal





2018 – 2019 SUNSET VIEW STAFF

ADMINISTRATION

Principal Heidi Guizar
 Assistant Principal Carol Sonderland

SUPPORT STAFF

Secretary, Lead Shelly Edens
 Secretary Alison Knight
 Health Rm Aid Teresa Barns
 Library Secretary Lori Roberts
 Custodian, Lead Dean Buck
 Custodian Kenneth Hathaway
 Kitchen Lauren Gonzalez
 Kitchen Angela Lilyblade
 Cashier Carol Horne

SPECIALISTS

Reading Carrie Armstrong
 L.A.P. Katie Thelin
 Music Lauren Watson
 Nurse Kim McDermott
 P.E. Nancy McLean
 Counselor Nick Paulakis
 Librarian Sandra Lee
 Technology Jennifer Coe
 Resource Stephanie Medrano
 Autism Makenzie Christensen
 S.L.P. Victoria Banks
 Psychologist Cliff Stephenson
 OT/OP Amanda Cox
 Kelley Rutherford

TEACHERS

Kindergarten	Sara Dotta	Room #1
	Pam Wood	Room #2
	Jill Kennedy	Room #3
1 st Grade	Julee Hawks	Room #5
	Melissa Trevino	Room #6
	Tracy Hamar	Room #7
	Krystal Waters	Room #8
2 nd Grade	Emily Davis	Room #9
	Kristen Davis / Morgan Valerio	Room #10
	Jessica Edminster	Room #11
	Shannon Clarke	Room #14
	Shantel Rivera	Room #15
3 rd Grade	Mary Perea	Room #16
	Evan McNeill	Room #17
	Patsyanna Morgan	Room #18
	MayRene McCabe	Room #19
4 th Grade	Isaiah McCollum	Room #20
	Debbie Pappas	Room #21
	Mariana Karnesky	Room #22
5 th Grade	Mary Manis	Room #23
	Kadi Lamberson / Andrea Escalera	Room #24 (Portable 1)
	Andrew Low	Room #25 (Portable 2)
	Steve Harmsen	Room #26 (Portable 3)

PARA EDUCATORS

Holly Brickey
 Betty Brooks
 Larelin Cartaya
 Penny Chapin
 Traci Ellig
 Christina Hamilton-Labat
 Becky Heath
 Jeslaine Low
 Sandy Melville
 Yoko Moromizato
 Amy Perrins
 Breanna Petersen
 Liz Pieros
 Teresa Stephens
 Melanie Stong
 Susie Trevino

Sunset View Snap Shot

Birthday: March 7th, 1981
Enrollment: 500 students
Grades: K through 5th
Motto: Sunset View, where all kids are capable of
Success, No exceptions!
Mascot: Mustang
Colors: Blue and Gray

Mission Statement

Sunset View's mission is to value, recognize, and maximize the potential of all students.

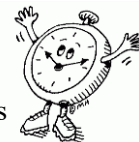


*****Note: The topics are arranged alphabetically for easy reference.*****

Attendance

One of Sunset View’s goal is to help students have a positive educational experience and build a foundation for future success. In order to do this, regular attendance is necessary. As provided in Kennewick School District Regulation 3122, regular and punctual school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. If a student is marked absent and not pre-excused, a computerized message will contact the household the same day after 12:00 PM informing parents/guardians of their student(s) absenteeism. The message will also notify parents of the potential consequences of additional unexcused absences. The attendance process is intended to make sure that all the people responsible for a student’s education – including the student, parents/guardians, and school – are taking appropriate steps to keep the student in school.

Anytime your child is absent or tardy, please call our 24-hour Absentee Line at (509) 222-6000 and leave a message providing the child’s name, room number, and reason for the absence.



Tardy / Late Arrivals

Our school day begins at 8:40 AM. It’s crucial to make sure your child is on time each day, as students arriving after 8:40 AM will be marked tardy. *Please note the Benton-Franklin County Juvenile court recognizes students who are tardy three time as equal to the student being absent or truant for one day.* When a student arrives late, parents are required to sign the student in at the office. The student then needs to go directly to class. Parents are NOT allowed to walk their students to class, as this interrupts the class’s critical instructional time.

Excused / Pre-Arranged Absences

Students, at times, may appropriately be tardy or absent from class. Please do your best to plan vacations during scheduled breaks throughout the year so that you child does not miss school. Excused absences require parent/guardian permission within 48 hours of missing school. Anticipated and pre-arranged absences for 2 or more days must be communicated to the attendance office a minimum of 72 hours prior to the absence and may be excused with a written note from a parent/guardian *if* the absence meets the statewide criteria listed below.

Any absence from school for the majority of hours in an average day will be unexcused unless it meets one of the following statewide definitions of valid excuses for absences and tardiness:

- A. Participation in a District or school approved activity or instructional program;
- B. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) – *Please note that medically-related absences are considered excessive at 5 or more consecutive days or when the absences are reoccurring and a note from the health care provider may be required;*
- C. Family emergency, including, but not limited to, a death or illness in the family;
- D. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- E. Court, judicial proceeding or serving on a jury;
- F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- G. State-recognized search and rescue activities consistent with RCW 28A.225.055;
- H. Absence directly related to the student’s homeless status;
- I. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and

- J. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence and does not adversely affect the student's educational process.

Unexcused Absences

Washington State law on school attendance (*RCW 28A.225*) requires Sunset View to closely monitor your student's attendance and communicate concerns should unexcused or excessive excused absences or tardiness occur. An unexcused absence is a truancy and will be handled using the procedures in School Board Policy 3122 and could ultimately be assessed in Juvenile Court. The "Becca Bill" (SB 5439) is Washington State's truancy law and proposed to stop truancy before it becomes a problem.

The following are Kennewick School Districts truancy process for chronic absences:

1. **After 5 or more absences** in a month, a notification letter will be mailed to the parent/guardian and an attendance contract may be discussed.
2. **After 10 days absent** in a school year for any reason, a 2nd notification letter is sent home requiring a conference with parents/guardians. The purpose of the conference is to identify barriers to attendance and provide supports and resources so that they may regularly attend school. At this conference the parent/guardian will be informed that after 15 absences each absence may be counted as a truancy.
3. **After 15 days absent** in a school year for any reason, a final letter will be sent home and an appointed WA State Superior Court Benton-Franklin County Juvenile Truancy Counselor you will be assigned to assist us in addressing the student's absences.
4. **After 2 unexcused absences** within any month during the current school year, a conference with the parent or guardian will be scheduled. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences. A student may be suspended or expelled for habitual truancy.
5. **After 5 unexcused absences in a month or 10 unexcused absences** in a school year the parent/guardians will be enter into an agreement that establishes school attendance requirements, a petition and affidavit may be filed with the juvenile court alleging a violation of *RCW 28A.225.010*, and the student may be referred to a community truancy board.

Missed Instruction & Homework

Vital things are missed if a child is absent even just one day. There is no replacement for the direct instruction and support your child receives while in the classroom. *Please make requests for missed homework assignments and activities by 9:00 AM for same day after school pickup.*

Behavioral Expectations and Procedures

Sunset View Behavioral Mission Statement:

Every day we will strive to make Sunset View Elementary a safe, positive, and welcoming school for our students, staff, and community.

Purpose of School-Wide Plan

The purpose of our school-wide behavioral expectations is to have predictable, positive, safe, and consistent expectations for our students so they can all be successful. Unfortunately, when students are

disruptive it interrupts the learning environment. So we need to create a culture of positive behavior and decision making, which will in turn support every student now and prepare them for their future.

Our Beliefs:

- Keep students and staff safe;
- Teach (and re-teach) students appropriate behavior;
- Model and encourage good choices;
- Maintain focus on learning and teaching;
- Require an atmosphere conducive to learning (in all school areas);
- Provide consistent and equitable standards;
- Reinforce responsibility for actions;
- Enforce consequences in order to meet the above; and
- Partner with parents to ensure that their children's behaviors support a safe, orderly, and academically productive learning environment for everyone.



Character traits and school-wide expectations to be modeled and reinforced with students:

Mustang P.R.I.D.E.

- P = Participate Positively
- R = Respond Respectfully
- I = Improve Daily
- D = Demonstrate Safety
- E = Embrace Differences

***SEE MUSTANG P.R.I.D.E. MATRIX FOR BEHAVIOR EXPECTATIONS IN ALL LOCATIONS OF SUNSET VIEW AT THE END OF THIS HANDBOOK.**

Each classroom follows the school-wide P.R.I.D.E. behavior expectations. Each individual teacher will share with students what it looks and sounds like to meet the expectations in his/her specific classroom. Positive behavior will be reinforced with praise and small incentives. Students who do not follow the expectations will receive interventions including:

- Non-verbal and verbal reminders of expectations
- Refocus form
- Written behavioral plan designed by the student and teacher
- Loss of recess time to review expectations and/or create a plan
- Parent contact
- Parent conference
- Referral to the principal

**If behavior is unsafe or extreme a direct referral to the office will take place.*

Our teachers and staff will provide our students with an enriching, challenging, and nurturing learning environment each day. Parents and guardians are encouraged to learn the school-wide behavior expectations and to actively work with the teacher to help their child learn to manage himself/herself in order to maximize instruction for everyone. If you have questions about the expectations, please do not hesitate to contact your child's teacher. If your child's teacher contacts you about a behavioral concern for

your child, please be supportive and responsive so we can best support your child and see an improvement in behavior.

Discipline Procedures

School-wide we will teach the behavioral expectations, discuss what the behavior looks and sounds like, model the behavior, and positively reinforce appropriate behavior. However, children will make mistakes and when this happens we will address each child and each behavior with appropriate interventions. When a student shows a pattern of misbehavior then further interventions will take place in order to protect the learning environment.

There are three levels of behaviors requiring school discipline-Level 1, Level 2 and Level 3. Level 1 behaviors will be addressed and handled by the teachers. Level 2 behaviors will be referred to the office and will be handled by the principal with intervention with the counselor. Level 3 behavior status refers to repeated incidents requiring a behavior plan and includes progressive discipline.

Prior to an office referral:

1. Parents and students must know teacher expectations and procedures.
2. Teachers and other staff members must document unacceptable (Level 1) behaviors and consequences imposed, trying several interventions to stop the inappropriate behavior.
3. Teachers will communicate with parents about concerns related to their child's misbehavior on a consistent basis.

Level one (1) Behaviors:

These behaviors will be handled by teachers, but if the misbehaviors become habitual, the school counselor and/or school principal may become involved. The teacher will contact the parents/guardians and inform them of the incident and consequence given. This can be accomplished by a phone call, email, note home or behavior slip/form.

Level 1 Behaviors may include:

- *Cheating, lying, untruthfulness
- *Open defiance
- *Disruption of the learning environment
- *Refusing to do work
- *Excessive taunting/teasing of students
- *Throwing objects
- *Electronic devices out during school and/or use of electronic devices (including Smart watches)
- *Talking back/arguing with staff members
- *Excessive talking (after multiple warnings)
- *Inappropriate gestures or language
- *Derogatory or negative notes/pictures
- *Bullying/Teasing (lower-level), as determined by staff member

Interventions and possible consequences for level 1 behaviors may include:

- *Non-verbal and verbal re-directs of appropriate behavior
- *Meeting with the student and teacher to discuss appropriate behavior and next steps
- *Refocus time from class to a "Buddy Classroom" to complete a refocus form and then return to class
- *Possible loss of part or all of recess time to discuss plan and next steps
- *Teacher contacts home to discuss behavior
- *If behaviors continue, a teacher/parent conference will be necessary (phone or in person)
- *If behaviors continue after a teacher/parent conference, an office referral to the counselor, Assistant Principal or Principal will be made.

Note: All staff complete intervention forms (pink slips) for behavior throughout the building. These are collected and tracked and for office use only; they do not go home. Some teachers also use daily, weekly, or monthly calendars to communicate overall behavior.

Certain offenses require a referral to the office after behavior from level 1 have not improved regardless of intervention and communication with parents. This is then categorized as level two (2) behavior status. When a student is referred to the office, the office will notify the parent by phone call, letter/note, and/or an email and a parent meeting is scheduled to create and sign an individualized behavior plan. Student, parents, teacher and principal discuss the plan, commit to it and sign it. The plan is reviewed and adjusted as needed.

Level Two (2) Behaviors may include:

Repeated behavior offenses including, but not limited to:

- *Continual defiance
- *Continual disruption of the learning environment
- *Talking back/arguing with staff members
- *Excessive talking (after multiple warnings and interventions)
- *Continual harassment, bullying, threats and intimidation
- *Continual physical incidents

Interventions and possible consequences for level 2 behaviors may include:

Progressive school discipline is used with appropriate consequences based on the individual student and history of behavior.

- *Administration will contact home to partner with and discuss solutions and next steps.
- *Behavioral Management Team (teacher, counselor, administration) will meet with parent to develop a behavior plan and/or begin Check and Connect.
- *Referral to counselor and/or SAT.
- *Attend before or after-school meeting with administration to discuss behavior plan and next steps.
- *Possible removal from school for the remainder of the day.
- *Possible removal from school for one or more days.
- *Expulsion

Note: When students are sent to the office, staff complete a referral form. Administration will assign an appropriate consequence for the behavior and then the form goes home for parents to sign and return to the school.

Level Three (3) Behaviors:

Safety of students and staff is our number one priority, so certain behavior offenses require a referral to the office. These behaviors are categorized as level three behaviors. This refers to more serious offenses, such as weapons, threats and intimidation, drugs and inflicting bodily harm on others. When a student is referred to the office, the office will notify the parent by phone call, letter/note, and/or email.

Level 3 Behaviors may include:

- *Fighting (two active parties/both parties involved)
- *Repeated harassment/bullying (after receiving an intervention and review of expectations) towards students
- *Ethnic, racial, gender harassment/slurs
- *Biting or intentional spitting on others
- *Vandalism
- *Physical aggression towards staff or students
- *Weapons/dangerous instruments
- *Drugs, marijuana, e-cigarettes, alcohol
- *Stealing
- *Inappropriate touching and/or word choices
- *Insubordination/refusal to follow staff directives (repeated behavior)
- *Repeated pattern of level 1 incidents after interventions and parent contact

Interventions and possible consequences for level 3 behaviors may include:

- *Administration will contact home to partner with and discuss solutions and next steps.
- *Teacher/parent conference will be scheduled with administration to create a behavior plan.

*Attend before or after-school meeting with administration to discuss behavior plan and next steps.

*Possible removal from school for the remainder of the day.

*Possible removal from school for one or more days.

*Expulsion

Note: A referral form or suspension paperwork will be completed in the office and sent home for parents to sign and return to the school.

Bicycles/Scooters/Rollerblades/Skateboards

Students riding any equipment to school must observe the following safety rules:

1. Bicycles, scooters, rollerblades, and skateboards must be walked or carried on school grounds.
2. One person per bicycle.
3. Students who ride a bike, scooter, etc. need to wear a helmet.
4. Riding equipment is to be locked to the bicycle rack.
5. Due to safety, motorized scooters are prohibited from being ridden to school.

Bus Information

Only eligible students living in areas designated as bussing zones will be allowed to ride the school bus. Students who ride the bus must follow Mustang P.R.I.D.E. and the safety rules as established by the Kennewick School District transportation department. The driver is in complete charge while students are on the bus. Any child who rides the bus to school must ride the bus home unless advance written notification is received from a parent.

Kennewick School District Policy #3240 Bus Transportation: Rules for Students Riding School Buses

“Don’t Lose Your Riding Privilege!”

1. Observe same conduct as in the classroom.
2. Be courteous and only use appropriate language.
3. No eating or drinking on the bus.
4. No littering – keep the bus clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver’s seat.
7. Don’t be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.



Remember: The bus driver is a professional, trained in techniques designed for the safe transportation of school children. Drivers have ultimate authority while in operation of the vehicle. Failure to follow the bus drivers’ safety expectations may result in losing the privilege to ride the bus.

Bully Prevention

Sunset View maintains the goal of a safe environment where bullying is not tolerated. And with a school-wide prevention system, children and adults team together to maintain a safe and respectful environment conducive to learning.

The word bullying is used often these days and it is important to know the difference between bullying, mean behavior, rude behavior, and a peer conflict. Do you and your child know the difference? The Kennewick School District and Sunset View Elementary want to ensure that we have a safe and happy environment for our students and staff to come to each day. Below are definitions to help you and your child identify the different types of behaviors:

- **Peer Conflict:** When two people say or do something *unintentionally* hurtful to each other.
- **Rude behavior:** When someone says or does something *unintentionally* hurtful and they do it *once*.
- **Mean behavior:** When someone says or does something *intentionally* hurtful and they do it *once*.
- **Bullying:** When someone says or does something *intentionally* hurtful and they *keep doing it-even when you tell them to stop or show them that you're upset*.

If a bullying incident occurs, students are expected to **recognize** the bullying, **refuse** the bullying, and **report** the bullying to a trusted adult (teacher, counselor, office staff, para educator, etc.) Staff are trained to: **Affirm** the child's report, **ask** questions to determine the extent, **assess** the situation and severity, and **act** upon the report by informing the parents, child's teacher, counselor, and/or administration. Interventions and progressive consequences will then be completed with the students involved.

Communication with the School

When parents, teachers and students work together toward a common goal, it helps students have a positive experience at Sunset View Elementary School. If you have any questions or concerns regarding your student, please contact your student's classroom teacher via phone or email and teachers will return your call or email in a timely manner, usually within 24-48 hours. After talking with the teacher, if you have additional concerns please feel free to contact the office and we can determine the next best step.



Custody Concerns

In order to protect your child from an unauthorized adult taking him/her from school, we must have a copy of a current parenting plan and/or restraining order issued by the State of Washington on file at the school. Contact your lawyer or the courts for assistance.

Departure

Please require your child to go straight home after school. Students must leave the playground and the school campus after school.

Dress Code

Our goal is to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on school campus. We hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Administrators will determine whether garments are disruptive to the educational process, including garments not specifically listed in the dress expectations. These expectations are designed to safeguard all staff and students and increase the educational effectiveness of our school. Students wearing clothing that is a disruption to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and we will contact families to bring a change of clothes. These guidelines are not intended to be all-inclusive.

In order to maintain adherence to this dress code policy students **should avoid** wearing the following:

- Clothing is to fit the individual and pants to be worn at the waistline.
- Dresses, shorts, and skirts must be modest. (Modesty is determined by administrators and teachers. The standard we expect is that when students have their hands at their sides, the dresses, shorts, holes in ripped jeans, and skirts should be at least fingertip length or lower.)
- Clothing that reveals the back, midriff, or leaves shoulders bare. Two-finger width is acceptable for straps and arm holes no lower than mid bicep.
- Shirt necklines must dip no lower in the front than even with the underarm.

- Undergarments must be completely covered. Clothing that reveals undergarments either because of large openings in the neck or arms, or because of outer garments that are too sheer should not be worn.
- Clothing or accessories with offensive pictures, symbols, or sayings.
- Clothing that advertises or promotes tobacco, alcohol, or other drugs.
- Flip-flops or heeled shoes (for safety during recess and P.E., plus they break easily).
- Jewelry or accessories that could be used to cause harm or injury.
- Clothing that is gang affiliated.
- Hats, hoods or beanies inside the building. (Hats may be brought out to recess, but need to be removed once in the building.)

A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, avoid wearing it to school.

Dropping Off and Picking Up Children

Our school is in a high traffic zone. In the morning and at dismissal there is a lot of traffic and very little parking. To help keep our students safe, we request that children ride the school bus, if bussing is available. Please do not pick up children in or near the bus zone. Avoid parking or stopping in the bus loading zone or blocking the service driveways. We ask that everyone follow the safety procedures set in place and use crosswalks supervised by staff and school safety patrol. We want all of our students and parents to think “safety” when crossing streets.



In the morning, students may arrive between 8:30 and 8:40 AM. Please do not drop students off prior to this time as we do not have supervision outside or inside the building. If you need to drop your child off prior to 8:30 AM, please contact the YMCA to look at before school options. If students are eating breakfast, they may be dropped off at 8:15 AM. All students are expected to line up with their classroom in the designated area for their grade level:

- Kinder and 1st grade line up by the bike racks near the west entrance of the building.
- 5th grade line up by their portables.
- 2nd and 3rd grade line up at the back of the building near the south entrance.
- 4th grade lines up by the gym, near the east entrance.

In the afternoon, if you know there will be a change in the pick-up plan in advance, please send a note with your child so that the teacher is aware and we can avoid any confusion at the end of the day. Also, if you know you will be picking your child up early, please notify the teacher so that we can plan accordingly. The end of the day is extremely busy in the office, so please avoid calling the office after 3:00 PM. with changes for pick up or to request to have your student picked up early. We cannot guarantee we will be able to get the message delivered.

Safety Expectations for Dropping Off & Picking Up Students

1. During the hours of 8:00 AM to 4:00 PM the bus loop is for busses only, cars are prohibited.
2. Drop students in drop off/pick up zone...it is a very short walk to classrooms.
3. Please refrain from using the parking lot as a pick up/drop off area unless you park and escort your child inside.
4. For the safety of your child, in the afternoon once staff and crossing guards return inside, students still waiting for rides will be escorted to the office. Office staff will attempt to call each family in order to ensure a ride is coming. Parents will then need to park and come into the main office to check their student out.
5. Please teach and remind your student about being safe around moving vehicles.
6. Please stay out of the bus loop. Walking between busses is very dangerous!
7. **Always** be a role model for your child by following safety rules and the guidance of the staff, volunteers, and student safety patrol.

At the end of the day, if you are picking your child up from the front parking lot, please be aware that we have two “pick-up zones” for students based on their grade level. We will have staff and parent volunteers waiting with students and they will help your child get into the car safely so you do not need to get out of the car. Please pay close attention to which zone you will find your student.

- **Kinder, 1st Grade:**

Your pick-up zone will be #1 just past the fire lane. There is a small grass area at the front of the building right in front of the two kinder classes. **When you enter the parking lot, you will need to go in the RIGHT lane along the curb so you can easily work your way to your designated pick-up zone.** Once you pick up your student, off you go! Please use your signal and merge into the other lane of traffic.

- **2nd, 3rd, 4th, or 5th Grade:**

Your pick-up zone will be #2 just past the first cross walk and right before the second cross walk. Students will be standing in the grass area right around the corner, so it is their responsibility to keep an eye out for your car and then go to the pick-up zone as you approach. Staff and volunteers will be there to help as well. **When you enter the parking lot, you will need to go in the LEFT lane so you can bypass the parents picking up younger children and then move over to the curb to your designated pick-up zone.** Once you pick up your student, off you go!

- **Families with students in more than one grade level:**

Students should be picked up based on the youngest child. If you have a 5th grader and a 1st grader, then your 5th grader will stand with your 1st grader in the first pick-up zone. Please communicate this with your children so there is not any confusion during pick-up time.

Please do not come early to wait or arrive before your pick-up time. No one can move until students are dismissed at 3:17, so coming early to line up and wait will only add to the congestion. When you arrive, if your student is not ready to load, we will ask you to loop around again. As a courtesy to those behind you, you will not be allowed to wait. If you have students in multiple grades, please come at the latest time to ensure all of your students are outside and ready to go.

- **3:17 PM: Kinder (Zone 1) & 2nd grade (Zone 2)**
- **3:22 PM: 1st grade (Zone 1) & 4th grade (Zone 2)**
- **3:25 PM: 3rd & 5th grade (Zone 2)**

In order for the pick-up zones to work, we cannot have parents parking, blocking, or waiting in areas for their students as this will block traffic. Staff and parent volunteers have been instructed to tell you to make a loop and come back through if you are blocking traffic. If your student is not outside ready to go, you may have to loop around until he/she is there. School does not get out until 3:17 PM, so if you are coming before this time it will very quickly lead to a back-up and you may end up having to loop around a few times. We do need everyone’s cooperation in order for our pick-up process to work. Please abide by the safety rules and the directions given by the staff, volunteers, and student Safety Patrol. If you refuse to follow our safety rules we may have to contact Kennewick Police Department to help resolve the matter.

Please be aware that we have approximately 500 students with the majority of those students being picked up by parents. This means we have a lot of parents moving through our parking lot after school, so it will take anywhere from five to ten minutes. Remember, our ultimate goal is safety, but we also want to get you through the line as quickly as possible. Please be patient and courteous to staff and volunteers helping your students get into their car safely. **Please remember to drive slowly**, be aware of cars trying to merge from the curb to the moving lane, and refrain from using your cell phone. Thanks for your cooperation to keep our students safe and maintain a positive environment.

Disruptive Students

A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. All staff will adhere to the school-wide behavior expectations and will address student disruption

with a variety of interventions. (See ***Behavioral Expectations and Discipline Procedures*** for a list of possible interventions.) Continual disruptive behavior will be dealt with using the Kennewick School District Disruptive Student Policy #3240, which may include suspension or alternative school.

Homework Policy

Homework requirements vary from grade level to grade level. Homework assignments will be given for incomplete work, work not finished during class time, work missed as a result of absences, and/or as an opportunity for students to practice skills at home that they have learned at school. All students will be responsible for any homework assignments and will complete these assignments to the best of their ability and make sure they get turned in. Generally, students who are performing up to their individual abilities will have no more than the following amount of homework on any given day. *Adjustments may be made with respect to individual performances.*

Grades K-1: 15-30 Minutes **Grades 2-3:** 15-45 Minutes **Grades 4-5:** 30-45 Minutes

It is recommended that students having less than this amount of homework should spend time reading, practicing math facts, studying spelling words or extending areas that are currently being studied in the classroom. Kennewick School District encourages 20-30 minutes of at-home reading for all students.

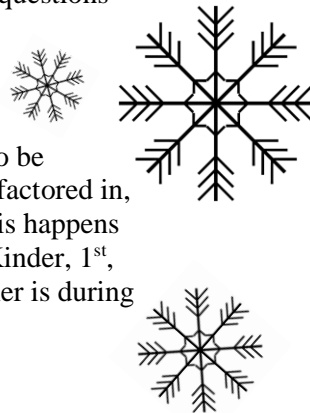
In addition the homework is an excellent way for parents to be actively involved in what their child is learning in the classroom. You may request a copy of the classroom homework policy from your child's teacher. Please direct questions about homework to your child's teacher.

Immunizations

The state of Washington has laws governing minimum inoculation standards for children in grades K – 12. Washington State requires all immunizations to be up to date to attend school. The purpose of this law is to protect every child from disease. Our school nurse will be in contact with you if there are questions regarding your child's immunization records.

Inclement Weather

Administration and the office staff watch the weather very closely to ensure students are safe to be outside. In the event of inclement weather (temperatures below 20 degrees with the wind chill factored in, extreme wind, rain, snow, or poor air quality, temperatures) we will bring students inside. If this happens in the morning, instead of students lining up outside, they will come to the gym if they are in Kinder, 1st, or 2nd grade. Students in 3rd, 4th, and 5th grade will come to the cafeteria. If the inclement weather is during recess, then we will have indoor recess.



Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen - (509) 222-5010 (doug.christensen@ksd.org)

Section 504, Title IX Jack Anderson - (509) 222-5004 (jack.anderson@ksd.org)

Kennewick School District

1000 West 4th Ave.

Kennewick, WA 99336

Library

Students learn proper book care and checkout procedures during their weekly library time. Books that are damaged or lost will need to be paid for. Children are encouraged to carry library books in a sack or backpack to prevent damage.

Lost and Found

The lost and found is located between the cafeteria and the gym. If clothing and other miscellaneous items are found, they are placed in this area. If the items are not claimed by the end of each trimester, they are given to charity organizations. Please mark all of your child's personal items with their first and last name to ensure they are returned. Also, please check the lost and found a few times each year to make sure your child has recovered all missing items.

Lunch Prices and Information

We encourage parents to purchase student lunches in advance. Students should bring lunch or milk money/checks in an envelope with their name, room, and amount of money for each child (if more than one) recorded on the envelope. These will be sent to the cashier each morning and credited to your child's account before lunchtime. Our new meal program does **NOT** allow students to "charge" a milk against their account. Students must either have monies in their account to buy milk or they will not be able to have milk. Students who reach a negative balance of \$9.99 or more may not continue to charge meals and will not be able to take a lunch. We will do our best to communicate when your child's account is negative to avoid your child from missing out on getting a full lunch.



Due to the number of students at Sunset View, we have limited seats available for parents and guardians. If parents are planning on eating with your child, please have your child place your order in the morning and send your lunch money with your child to avoid delays in the lunch line.

Application forms for free or reduced lunch will be provided. Visit ksd.org to purchase meals on-line.

Student Prices	Elementary	Secondary	Adult
Full Price Lunch	\$ 2.80	\$ 3.05	\$3.75
Reduced Price Lunch (K – 3 rd grade)	\$ FREE*	N/A	N/A
Reduced Price Lunch (PK, 4 th – 12 th grade)	\$.40	\$.40	N/A
Full Price Breakfast	\$ 1.75	\$ 1.90	\$ 2.50
Reduced Price Breakfast	\$ FREE*	\$ FREE*	N/A
Milk	\$.55	\$.55	\$.55

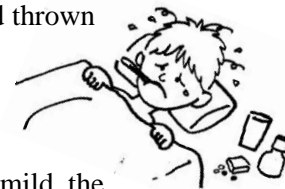
*= Students qualifying for reduced price meal benefits in these meal categories are not charged due to a grant through the State Child Nutrition Program.

Medications/Health Information

If a child needs to take medication during school hours, the following guidelines will be in effect:

1. Please remember that giving medication at school impacts an already busy office staff. Medication that can be given at home (such as once, twice or three times a day dosing) should not come to school.
2. All medication must be in the original prescription bottle, clearly labeled with all pertinent information.

3. The parent request for giving Medication at School form must be completed and signed by the parent and doctor. All over the counter (OTC) medications also require this form. Staff cannot give the medication until the school nurse has checked it in. Please plan accordingly as the nurse is not in the building every day.
4. All medications must be brought to school for inventory by the responsible parent or guardian.
5. Medications are to be dispensed only in the school office.
6. All medications will be kept in a locked cabinet in the school office unless approved by the medical professional and school nurse.
7. Students are responsible for coming to the office for their medication at the designated time.
8. Medication not claimed by the parent at the end of the school year will be counted and thrown away.



Know when to keep your child home from school. Some helpful guidelines:

- Colds are most contagious for 3 – 4 days after the symptoms appear. If symptoms are mild, the child can attend school. If your child generally feels badly, has a fever, has a persistent cough, please keep your child home. Children should not come to school with a fever (100 degrees or higher) and should be fever-free for 24 hours before returning.
- Influenza (Flu) is contagious for 3 days after symptoms appear. The flu is characterized by an abrupt onset of fever, chills, cough, and sore throat.
- Strep Throat is contagious until the child has been on antibiotics for 24 hours.
- Stomach Flu warrants keeping your child home for as long as he/she has diarrhea, a fever, or is vomiting. The child may return to school when he/she has been without symptoms (no vomiting or fever) for 24 hours.
- Pink Eye depends on the type. If the infection is bacterial, it is contagious from the time the child's eyes are red and oozy until 24 hours after antibiotics have been started. Viral pink eye is contagious for 5 – 7 days. It is best to call your physician for care and treatment.

Please keep your sick child home! If a visibly ill child appears at school, the parent or guardian will be called to take the child home. The school nurse is not at the school every day. If your child receives an injury at home, please seek medical care. It is not in the scope of practice for school staff to make a medical diagnosis.

If your child needs to be excused from PE and recess due to a medical reason, please provide a doctor's note for the nurse, which includes the restrictions and when the child can return to physical activity. Students who do not have a medical note will not be excused from PE or recess.

If your child develops a rash and the cause is unknown. Please keep him/her home until evaluated by a medical professional.

If your child has a life threatening condition, such as a severe allergy, diabetes or asthma, please remember that in order for your child to attend school, a medication at school form, the necessary medication and the individual health plan will have to be at school prior to the student starting school. These forms will need to be filled out by the physician each year. For your student's safety, your student will be excluded from school, if the school nurse does not have all the required paperwork and/or medicine.

Student Health Information

Information in student health records may be shared with school staff on a "need to know" basis to protect the student's health, safety, and education interests. This will be done at the discretion of the district's certificated nursing staff. Parents wishing this information not be shared should notify the school nurse in writing.

Head lice manifestation is a widespread problem in this country. Only the common cold has higher incidence. Remember, anyone with hair can get head lice – it is not a sign of poor hygiene.

Lice are small, wingless bugs about the size of sesame seeds. They live on human blood and are found on the hairs of the head, behind the ears, and at the back of the neck. Lice lay oval, whitish eggs (nits), which attach to the base of the hair shaft and require quite an effort to remove. Do not confuse these nits with dandruff, which can be easily removed from the hair. The most common symptom of head lice is excessive itching from lice bites.

Lice cannot hop or jump. Direct physical head-to-head contact is the usual method of transmission. Transmission is also possible via clothing, hats, coats, combs, and other personal items. Persistent head lice infection may be due to improper treatment, possible resistance, or nits not completely removed.

If your child has head lice, inspect your child's head daily. Also inspect the heads of everyone else living in your house. Your child may return to school after the first lice-killing shampoo treatment. Lice-killing shampoo is available at your local store. It is important to follow the directions carefully. **DO NOT OVER-TREAT.** After treatment, it is important to remove all of the eggs (nits) with a metal lice comb. It is important to inspect the hair daily for a week and continue removing nits. Repeat lice-killing shampoo as directed. Two products that are non-toxic are "Lice-Out" and "Lice Free" found at most stores. Call the school office to inform us of head lice and your child's absence. This will help us with better control and prevention at school. Call our school nurse if you need further advice.

Media/Students

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our school and school related topics. This may also include photos on the TV when you enter the building, our school website, and our school Facebook page. We are, at times, asked by the media to participate in these stories at Sunset View. **Parents who do not want their children to participate in news stories should notify the school in writing, and we will not include them.** Students will not be interviewed at school for stories not related to school issues.

Music/PE Rules

1. All food and gum stays out of gym and music room.
2. Proper attire for exercising and running on PE days should be worn.
3. Participation: If your child needs to be excused from PE for medical reasons, please send a note on that day. If it is due to a medical reason, please provide a doctor's note which includes when the child can return to physical activity.
4. Cooperate with classmates and teacher.
5. Be considerate: Good sportsmanship will be emphasized.



New Address/Phone Number/Daycare

If your information changes during the school year, please notify the secretary immediately. Current and accurate information is important especially when there is an emergency and for general communication. If you move out of our school boundaries or to another district and would like to continue attending Sunset View, you need to complete a transfer request immediately and turn it in to the main office.

Orchestra

Orchestra is offered for students in the fifth grade. Students who elect to participate in this program will practice each week before or after school. Throughout the school year, they have opportunities to perform for the school, their families, and the community.

Parent Teacher Organization (PTO)

You are invited to be an active part of our Parent Teacher Organization (PTO). PTO meetings are the second Tuesday of the month. You can sign up to receive an email with other PTO sponsored activities.

Personal Items

We do not want students distracted during class time nor running the risk of theft, damage, or loss of privacy during the school day. **Please leave personal items at home.** The school and the Kennewick School District are not responsible for lost, stolen, or damaged personal items. Please check with your child's teacher regarding their show-and-tell policy. Sunset View has a "no-electronic device" policy that includes iPods, MP3 players, Game Boys, cell phones, etc. These devices or similar devices need to be left at home. If students bring electronic devices and have them out, they will be taken away and will have to be picked up by a parent. Students who have a watch that has phone capabilities are not allowed to use it during the school day. If a student needs to contact home, then he/she can do that in the main office.

Playground

The playground is a large area and requires students to be safe, respectful, and responsible. Adult supervisors expect students to follow Sunset View school-wide PRIDE expectations as they apply to the playground. Only school equipment is to be used for play during recess. Please refer to the **Personal Items** for specific details.

Reading Goal

The Kennewick School District Reading Goal is to have 90% of our students reading at grade level by the end of 3rd grade. Parents will be asked to help us achieve this goal by reading at home with their children for 20-30 minutes a day. Reading is the key to success in school. It is very important that parents help support us on this goal. Children will benefit for a lifetime.

Reporting Student Progress

Report cards are issued three times during the school year. At the end of the first and second trimesters, parent conferences are held to discuss progress and goals for all students. Please feel free to contact your child's teacher to schedule additional conferences, if necessary. Also, please let your child's teacher know if a parental situation requires copies of reports be sent to more than one address.



Safety Drills

Sunset View is very serious about the safety of our students and staff. Practice of each safety drill will help our staff and students understand how to respond by being alert to any potential problems. We are required to practice emergency drills at least once a month at the school so all students are aware of these procedures. Evacuation drills are also practiced on our school buses. If the school is in an emergency/practice situation, no one will be allowed to enter or exit until it has been concluded. Drills that we practice: Fire evacuation, playground evacuation, critical and working lockdowns, and shelter-in-place.

School Closure

In winter, poor weather or unusual situations may necessitate the closing of schools. PLEASE DO NOT CALL THE SCHOOL. Listen to KONA – 610 AM, or other radio stations and local television for announcements regarding school operations. The school district website www.ksd.org is an excellent resource too. You can also sign up to receive REMIND text messages from the school.

School Deliveries/Treats

We ask that family and friends refrain from having flowers, balloons, or individual gifts delivered to children at school. It is difficult to maintain quality teaching time with these interruptions and we would like to prevent hurt feelings of others. If you bring something to school we will ask you to save it for a

nice surprise when the student comes home. We will not allow the items to be delivered to the classroom or the lunchroom. We appreciate your cooperation in honoring this policy.

If you want to provide something special for the entire class to honor your child on his/her birthday (or for another reason), then you may provide **non-food items** as a “treat.” This can include pencils, stickers, or even donate a book to the classroom library. If you drop off a food item we will not deliver the items to the classroom and will ask you to take them home. (The only exception to this is a class holiday or end-of-year party.)

School Insurance

Schools do not provide medical insurance coverage for school accidents. Parents are responsible for medical bills if their child gets hurt during school activities. School insurance is available for those who wish to participate. Information will be sent home at the beginning of the school year and is available in the school office.

School Pictures

Individual student photographs are taken in the fall and group class photographs in the spring. Information will be sent to you prior to “picture day.”



Special Programs

Choir is offered for students in fourth and fifth grades. Throughout the school year, they have opportunities to perform for the school, their families, and the community. Our music teacher, Mr. Piatt, will send out more information at the beginning of the school year for those who are interested.

Student Release

In the event that you need to have your child released during the school day, such as a doctor’s appointment, it is necessary that you come into the school office and sign your child out. Please do not ask for your child to be released by phone or written note. An advance note is encouraged, but the parent must still come into the office and sign their child out. For the safety of your child, we will require that you show a photo I.D. that matches the contact information in Power School before releasing the student to you. (See also Attendance.)

Telephone Use

Our phones are very busy. Under normal circumstances students should not need to use the phones at school. Parents can help by making sure children know each morning what they are to do after school. Students are not allowed to use the phone to make or change after school transportation arrangements. **Please do not leave messages for students except in an emergency.**

Visitors

Instructional time is extremely important, so please minimize pulling students out of school early or stopping by to visit with your child during class time. When teachers are not with your child they are working very hard to plan engaging lessons and collaborate with colleagues so that they can be the best teacher for your child. There are often times when teachers are in meetings before and after school and may not be available for impromptu meetings. Please be respectful of our teachers’ time and schedule an appointment with the teacher prior to coming in. Sending an email or leaving a voicemail so the teacher is aware you would like to talk or schedule a meeting is always the best first step. There must be a 24-hour notice for parent requesting classrooms visits/observations.

Please also be aware that if you bring a younger child to school during your visit, it is your responsibility to watch your child. The staff will not be responsible for supervising younger children inside or outside of

the building. This includes lunch and recess time. And, due to safety, younger siblings are not allowed to play on the playground equipment during the regular school-day.

Please note that when families come to eat lunch with their child, we have very limited space. We have one designated table in the cafeteria and two tables in the hallways for families to sit at with their child. You may eat with your children only at the designated table, not with the entire class. Due to safety reasons, you are only allowed to eat with your own children and not your children's friends. We also ask that when it is recess time you allow your child to go out to recess on his/her own. We do not allow parents outside watching or playing with students, again for safety purposes. Please also note that Fridays and days close to a holiday are our busiest days for families to join for lunch.

Student visitors are not permitted to attend classes with friends or relatives at Sunset View. All persons visiting campus must register at the main office, receive a visitor badge, and be given permission to enter the building. This badge may not be taken off until the visitor has left the campus.

When a student arrives late, parents are required to sign the student in at the office. The student then needs to go directly to class. Parents are NOT allowed to walk students to class, as this interrupts the class's critical instructional time.

All visitors in the building are required to abide by all school rules and follow the policies and procedures of the building administration and staff.

Volunteers

Sunset View welcomes volunteers! If you would like to help, please notify your student's teacher. Volunteers are needed before and after-school, in the classroom, to help out at lunch and other areas. Before volunteering, you must complete a registration packet which includes a background check through the Washington State Patrol. This process usually takes about a week to complete, so please plan accordingly if you are wanted to volunteer for a specific date or event. Please note that if your paperwork is not complete and/or you are not cleared, you will not be able to volunteer in our building. **The volunteer paperwork must be completed every year, prior to volunteering. After completing the form, it is your responsibility to contact the office to verify you are approved to volunteer and then communicate with your student's teacher for volunteer opportunities. We ask all volunteers to sign in each time they visit the building, wear an identification badge, and abide by all the required school rules and policies and procedures of administration and staff.** Please pick up your application form from the school office. If you are volunteering, we ask that you leave any younger children at home.

YMCA Before/After School Daycare

Our school day begins at 8:40 AM and ends at 3:17 PM. We do not have extended supervision for children who arrive early or stay late. The YMCA offers a daycare program in the cafeteria/gym before and after school each day from **6:00-8:30 AM and 3:17-6:00 PM.** **To make arrangements for this service please contact the YMCA at 509-374-1908.**



Weapons

Sunset View and the Kennewick School District have a no tolerance policy toward students who are in any way involved with a weapon on school property, including threats. Students who bring or threaten to bring an alleged weapon to school may receive an emergency expulsion while an investigation takes place. If it is deemed to be a weapons violation, the student may be expelled for the remainder of the school year at a minimum (Policy R3300.1).

Sunset View Mustangs



Student/Parent Handbook 2018 – 2019

Thank you for taking the time to read this handbook. We hope we have answered your questions and that you will refer to this resource in the future. If you have additional questions or topics for consideration in next year's edition, please contact the school.

Student's Name _____ Rm# _____

Please sign and date this form, acknowledging that you have read this handbook.
Return this page to your student's teacher by September 7, 2018.

Student's Name _____
Date _____

Signature _____

Parent's Name _____
Date _____

Signature _____