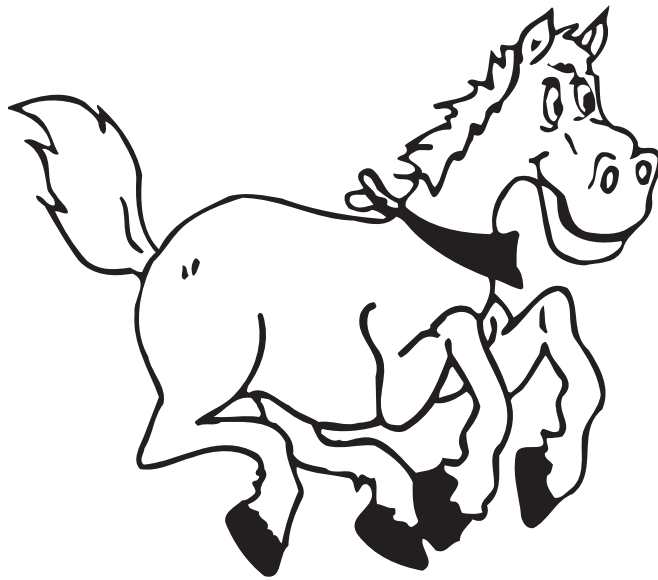


# **Sunset Park Elementary**

**John Hull, Principal**



# **Student Handbook/Planner**

**Grades 3–5**

**2016-2017**

# PUEBLO CITY SCHOOLS

315 W. 11th Street  
Pueblo, Colorado 81003

## BOARD OF EDUCATION

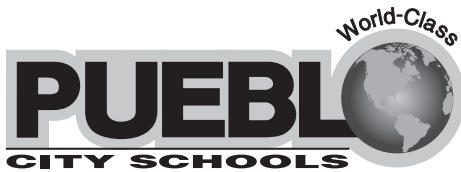
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Geri Patrone ..... Secretary/Assistant Treasurer

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TBA



## MISSION STATEMENT

### *Pueblo City Schools – World-Class*

Our mission in Pueblo City Schools – a unique educational community strengthened by its diversity, culture and traditions – is to guarantee a “**world-class education that prepares graduates to succeed in a global society.**” This will be accomplished in a safe, secure environment through innovative state-of-the-art technologies, superior curricula, and highly-skilled educators driven by active partnerships with students, families and communities.

Pueblo City Schools does not discriminate on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, age, disability, religion, or other status protected by law in admission or access to, or treatment and employment in, its programs and activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities, programs and employment. The following individual has been designated to handle inquiries regarding the non-discrimination policies: EEO/Affirmative Action/Title IX/ Section 504 Compliance Officer, 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100.

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

---

2016–2017  
STUDENT HANDBOOK/PLANNER

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***This handbook/planner  
belongs to:***

NAME \_\_\_\_\_

GRADE \_\_\_\_\_

ROOM # \_\_\_\_\_

TEACHER \_\_\_\_\_



# PUEBLO CITY SCHOOLS

Current as of February 23, 2016

## 2016 – 2017 TRADITIONAL INSTRUCTIONAL CALENDAR

August 2016							September 2016							October 2016							November 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28*	29	27	28	29	30				
														30	31												

December 2016							January 2017							February 2017							March 2017								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3	1	2	3	4	5	6	7					1	2	3	4					1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31*			

April 2017							May 2017							June 2017							July 2017													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
						1						1	2	3	4	5	6							1	2	3	4							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8							
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15							
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22							
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29								
30																					30	31												

### IMPORTANT DATES TO REMEMBER

Teachers Begin.....August 23  
 Classes Begin.....August 29  
 Principal Led Professional Dev./Bldg. Meetings .....August 23  
 District Professional Development Day (full day) ....August 24;  
 October 14; February 17  
 Teacher Work Days (full day) .....August 25, 26;  
 October 31; January 23; April 3; June 7  
 Labor Day ..... September 5  
 Thanksgiving ..... November 21, 22, 23, 24, 25  
 Winter Vacation..... December 19, 20, 21, 22, 23,  
 26, 27, 28, 29, 30  
 Holiday.....January 16; February 20  
 Spring Vacation.....March 20, 21, 22, 23, 24  
 Early Release ..... All Fridays  
 Memorial Day ..... May 29  
 Graduation: Central .....Friday, June 2, 7:00 p.m.  
 South ..... Saturday, June 3, 8:00 a.m.  
 East ..... Saturday, June 3, 12:30 p.m.  
 Centennial..... Saturday, June 3, 5:00 p.m.  
 Classes End ..... June 6  
 Teachers' Last Day ..... June 7

### SEMESTER / NINE WEEKS

1st Semester Begins .....August 29  
 1st Grade Period Ends .....October 28  
 2nd Grade Period/Semester Ends.....January 20  
 2nd Semester Begins .....January 24  
 3rd Grade Period Ends.....March 31  
 4th Grade Period Ends..... June 6

### KEY

- All Students Begin and End
- ★ Teachers Begin / End
- Holiday
- \* Grade Period End
- ⌋ Semester Ends
- Teacher Work Day (full day) – Students Excused
- ◊ District Led Professional Development (full day) – Students Excused
- △ Principal Led Professional Development/Building Meetings
- Kindergarten Testing
- Parent/Teacher Conference Window: 1st semester  
 Second semester conferences scheduled by each school
- IB Articulation Day – IB Schools Only – Students Excused
- ⋮ Graduation

### PUPIL CONTACT DAYS

August .....	3	February .....	18
September.....	21	March.....	18
October.....	19	April.....	19
November.....	17	May.....	22
December.....	12	June.....	4
January.....	20	July.....	0
		<b>Total.....</b>	<b>173</b>

### DAYS PER SEMESTER

1st Grade Period.....	43	3rd Grade Period .....	42
2nd Grade Period .....	43	4th Grade Period.....	45
1st Semester .....	86	2nd Semester.....	87
		<b>Total.....</b>	<b>173</b>

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APPROVED BY THE BOARD OF EDUCATION 02/23/2016

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## DEAR PARENTS AND STUDENTS,

Welcome to Sunset Park Elementary School. We are an exceptional school with an outstanding tradition of excellence. The Sunset Park staff and I are committed to providing the best learning experience for all students. We value your insight and input and we encourage all parents to be actively involved with their child's education.

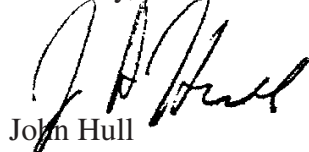
We at Sunset Park strive to provide a safe and inspiring learning environment that promotes understanding and respect for all students. Our top priority is to increase student achievement. We want all Sunset Park students to leave our school with the tools and knowledge necessary to reach both their educational and career goals.

To ensure maximum effectiveness of and efficiency regarding student learning environment, Sunset Park has a behavior management plan. We will continue to implement the PBS (Positive Behavior Support) Plan we began in the 2006–07 school year to ensure we spend more time teaching and rewarding positive behavior. Please review the information provided for you in this handbook. If you or your child has any questions regarding the discipline process please feel free to contact us for clarification. We, as a staff, count on your support and participation as parents to make our discipline process successful.

We welcome parent involvement at Sunset Park Elementary. Please consider joining and/or serving as a member of our PTCA and our volunteer programs. Please don't hesitate to contact us at 549-7610 if you have any comments, concerns or questions that we may be able to help you with.

We believe that by working together we can provide your child the best possible learning experience.

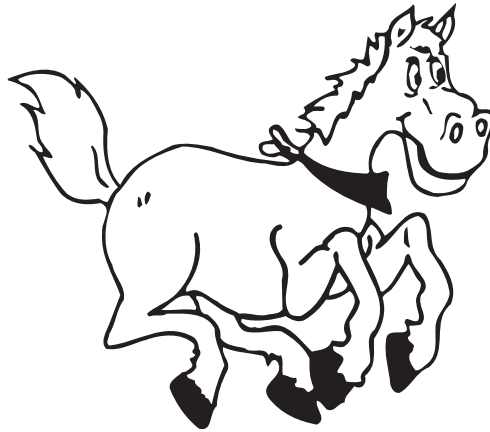
Sincerely,



John Hull

Principal - Sunset Park Elementary

# Sunset Park Elementary School



## **MISSION**

Sunset Park will provide a safe and nurturing learning environment that empowers ALL students to achieve high academic expectations as determined by the Colorado State/Common Core Standards. The staff at Sunset Park will partner with parents and the community to develop a moral foundation used to anchor a student's ability to think, communicate, demonstrate and advocate for themselves to their greatest individual potential.



# SUNSET PARK ELEMENTARY SCHOOL

## 2016-2017 FACULTY

John Hull.....	Principal
Teresa Poteet .....	Secretary
Sherry Musso .....	Office Clerical Assistant
Katie Brown .....	Guidance Counselor
Rachel Cory .....	Preschool Site Coordinator
Kim Martinez.....	Preschool Site Coordinator
Margaret Cruz .....	Preschool Group Leader
Kelsie Housman .....	Preschool Group Leader
Tammy Cappellucci .....	Kindergarten
Derek Flowers .....	Kindergarten
Andrea Incitti .....	Kindergarten
Colleen Beauvais.....	First Grade
Debra Maxwell.....	First Grade
Kelly McCarthy.....	First Grade
Linda Kliesen.....	Second Grade
DeAnn Stinchcomb.....	Second Grade
Casey Christenson.....	Second Grade
Ingrid Tonneman .....	Third Grade
Larissa Turner .....	Third Grade
Candice Taravella.....	Third Grade
Lorie Galli.....	Fourth Grade
Linda Pumphrey.....	Fourth Grade
Gina Mattivi .....	Fourth Grade
Chelsea Pool.....	Fourth Grade
Timi Terry .....	Fifth Grade
Amber Latella .....	Fifth Grade
Layne Nicholas .....	Fifth Grade
Leslie Ridpath .....	Art
Allan Colletti.....	Vocal Music
Veronica Miller .....	Physical Education
Loretta Burns .....	Physical Education/Math Resource
Trina Byrd.....	SLD Teacher
Megan Betts .....	Special Education, Speech Therapy
Marissa Ortiz .....	ESS-ID Teacher
Janice Brotherton .....	ESS Paraprofessional
Lonnie Coombs.....	ESS Paraprofessional
Lei Lani Cortez .....	ESS Paraprofessional
Kristen Potter .....	ESS Paraprofessional
Karen Purkey.....	Media / Technology
Ruby Manzanaras.....	Head Custodian
Greg Garner .....	Custodian
Grace Drum.....	Cafeteria Charge

# DAILY SCHEDULE

No student should be on school grounds before 8:05 a.m. and after 3:35 p.m. There will be no school supervision during this time. For students participating in extra-curricular programs or additional learning opportunities, please follow the guidelines handed down by your sponsor. Thank you students and parents for your support. **Parents, please remember that there is NO supervision for students who choose to leave school to the park across the drop off lane.**

## Preschool: Monday–Thursday

### *Morning*

Sign In.....8:00 a.m.

Sign Out .....11:00 a.m.

### *Afternoon*

Sign In.....12:00 a.m.

Sign Out .....3:00 a.m.

## Kindergarten – 5th Grade

### *Full Day*

First Bell.....8:15 a.m.

Tardy Bell.....8:20 a.m.

Release .....	3:25 p.m.	Monday–Thursday
	1:45 p.m.	Friday

## Lunches

Kindergarten.....	11:45 a.m. - 12:25 p.m.	with lunch first
First Grade .....	11:45 a.m. - 12:25 p.m.	with recess first
Second Grade .....	12:00 p.m. - 12:40 p.m.	with recess first
Third Grade.....	12:15 p.m. - 12:55 p.m.	with recess first
Fourth Grade .....	12:30 p.m. - 1:10 p.m.	with recess first
Fifth Grade .....	12:40 p.m. - 1:20 p.m.	with recess first

# CURRICULUM

While Sunset Park School uses the “self-contained concept,” a combination of approaches suited to the learning process and style of each student is used. Team teaching and collaboration is utilized to enhance the total school program. Flexible skill groupings are utilized to meet the individual needs of students.

The progress of students is continually assessed throughout the school year using performance assessments, curriculum projects, writing assessments as well as other measures of applied learning.

Materials used in our educational program include basic texts adopted by the district and many supplemental aids to increase interest and extend learning experiences. The reading program is a literacy approach that encourages the child to develop an appreciation for literature through phonics, sight vocabulary, skill development, spelling and writing.

The math program is student centered using active learning, which includes problem solving, and computation. All grades also consider the developmental level of the child as well as the academic skills.

**RESEARCH HAS PROVEN THAT STUDENT ACHIEVEMENT INCREASES WHEN PARENTS ARE INVOLVED IN THE LEARNING PROCESS.** Sunset Park has a high level of parent involvement which is reflected in our high student achievement levels.

# MEDIA CENTER

Students may have two books checked out at a time. The books are checked out for one week.

## **Procedure for overdue books:**

The media center personnel will print overdue slips every two weeks.

1. 1st Notice - This notice will be sent home with a student when a book is first overdue.
2. 2nd Notice - If that overdue book is still not returned, a second notice will be given to the student and the parents or guardians will be called.
3. 3rd Notice- If the same book continues to be overdue, a third notice will be sent home. This notice will state the price for the book and the book will have to be purchased or returned within one month.
4. Refunds will be made if a lost or damaged book is returned after it has been paid for.
5. Please return all books even if they are damaged.

Feel free to call the school at 549-7610 or come into the media center to talk if you have any questions.

## MEDICATION AT SCHOOL

Pueblo City Schools Policy on Medication at School is as follows:

**The responsibility for dispensing medication lies with the parent(s), legal guardian(s), or legal custodian(s) of the student.**

**If, under exceptional circumstances, a student is required to take medication during school hours and the parent(s), or legal custodian(s) cannot be at school to legally administer the medication, the principal of the designee, on behalf of the District, may agree to administer the medication. They shall administer the medication in compliance with regulations established by the District and State of Colorado.**

**Any non-prescription medication shall be dispensed to students with the same procedure outlined for prescription medication.**

Written instructions and a form to be signed by a physician and by the parent may be obtained from the school's office. Non-prescription medication is included in this policy. **Students are not to bring medication of any kind to school. Parents are required to deliver medication to the office in the original pharmacy bottle.**

## IMMUNIZATIONS

Please see the letter and chart on pages 7 and 8 for immunization requirements.

January 2016

Dear Parents of Kindergarten-12th Grade Students in Colorado Schools (School Year 2016-17):

Immunizations are an important part of our children's and the community's health. Colorado law requires students attending a public, private or parochial school to be immunized against certain vaccine-preventable diseases. The purpose of this letter is to remind parents about the need for back-to-school immunizations and to provide immunization information. The chart on page 2 shows which vaccines are **required** for school attendance, along with **recommended** vaccines which provide more protection against vaccine-preventable disease. **There are no changes to the vaccines required from the previous school year.** It is helpful to share this letter with your child's healthcare provider or your local public health agency (LPHA) where your child receives immunizations.

Colorado follows the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices schedule. This schedule is approved by the American Academy of Pediatrics, the American Academy of Family Physicians and the American College of Obstetricians and Gynecologists. This is the immunization schedule which will best protect your child from vaccine-preventable diseases and is the national standard for health care providers who vaccinate your children. *Please note: In Spring 2016, it is anticipated the Colorado Board of Health will approve a recommendation that will require all students to receive their final doses of DTaP, Polio, MMR and Varicella (chicken pox) vaccine before kindergarten entry and one dose of Tdap vaccine before 6th grade entry.*

Starting **July 1, 2016**, parents/guardians seeking non-medical (religious or personal belief) exemptions for children in kindergarten-12<sup>th</sup> grade must submit non-medical exemption forms annually. Medical exemptions only need to be submitted once and require the signature of your child's doctor or advanced practice nurse. To submit a non-medical or medical exemption, go to [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption) and follow the instructions. Children with an exemption may be kept out of school during a disease outbreak.

Parents may have questions or want more information about children's immunizations and vaccine safety. Resources for parents about the safety and importance of vaccines are available at: [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).

Colorado law requires schools to provide school-level immunization and exemption information to the Colorado Department of Public Health and Environment (CDPHE) by December 1, 2016. Immunization and exemption rates for each school will be posted on the CDPHE website as soon as they are verified. Many parents, especially those with children who can't be vaccinated due to a medical issue, may want to know which schools are best protected against vaccine preventable disease.

Please discuss your child's vaccination needs with your child's healthcare provider or LPHA and bring your child's updated immunization records to school each time your child receives an immunization. To find your LPHA or learn about free or low cost vaccines, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777. **For questions about school immunization requirements, please contact your school.**

Sincerely,

Jamie D'Amico, RN, MSN, CNS  
CDPHE Immunization Branch - Schools and Community Coordinator  
303-692-2957 | [jamie.damico@state.co.us](mailto:jamie.damico@state.co.us)  
[www.coloradoimmunizations.com](http://www.coloradoimmunizations.com)



**MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION**  
 Kindergarten through 12<sup>th</sup> grade: 2016-17 SY - Required for School Attendance

VACCINE	Grades K-12 (4-18 Years of Age)	
	Number of Doses	Vaccines administered ≤ 4 days before the minimum age are valid
<b>Diphtheria/Tetanus/ Pertussis</b> <i>DTaP or DT only licensed through 6 yrs of age. (Tdap can be given as early as 7)</i>	5 to 6	5 DTaP or DT (if dose 4 was administered on or after the 4 <sup>th</sup> birthday, the requirement is met). The final dose of DTaP must be given no sooner than 4 years of age. Tdap is required at 6 <sup>th</sup> grade entry and through 12 <sup>th</sup>
<b>Tetanus/Diphtheria/ Pertussis</b> <i>For students 7 years of age or older who did not have full series of DTaP or DT</i>	3 or 4	3 or 4 appropriately spaced tetanus/diphtheria containing vaccines (DTaP, DT, Td, Tdap). Intervals between doses include 4 wks between first 2 (or 3) doses and 6 mos between last 2 doses. (Note: If 1 <sup>st</sup> dose is given before 1 year of age, the student will need 4 doses).
<b>Polio (IPV)</b>	3 to 4	4 IPV (or 3 doses if 3 <sup>rd</sup> dose is given on or after 4 <sup>th</sup> birthday). Students who were compliant with 3 or 4 doses prior to August 7, 2010 have met the requirement if at least 4 weeks between doses.
<b>Measles/Mumps/Rubella (MMR)</b>	2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 <sup>th</sup> grade).
<b>Varicella (Chickenpox)</b>	2	The 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for students entering Kindergarten. (2 doses are required through 12 <sup>th</sup> grade). <i>Note: no vaccine required if there is documentation of chickenpox disease by a health care provider.</i>
<b>Hepatitis B</b>	3	The 2 <sup>nd</sup> dose must be administered at least 4 weeks after the first dose. The 3 <sup>rd</sup> dose must be administered at least 16 weeks after the 1 <sup>st</sup> dose and at least 8 weeks after the 2 <sup>nd</sup> dose. The final dose must be administered no sooner than 24 weeks of age. <i>Note: there is a specific 2-dose series is for ages 11-15 years only.</i>

**RECOMMENDED VACCINES FOR THE BEST PROTECTION AGAINST VACCINE-  
PREVENTABLE DISEASE**

VACCINE	Number of Doses	Grades K-12 (4-18 Years of Age) <i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
<b>Influenza (Flu)</b>	1 to 2	2 doses initially if under 9 yrs of age with a minimum interval of 28 days between doses, then 1 dose annually, thereafter. Recommended for children 6 months of age and older.
<b>Meningococcal Meningitis (MCV)</b>	1 to 2	Adolescents 11-18 years of age
<b>Human Papillomavirus (HPV)</b>	3	Adolescents 11-18 years of age
<b>Hepatitis A (Hep A)</b>	2	All children 1 year of age and older

**Immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. There are three ways to be in compliance with the school immunization law:**

1. Student's immunization record shows they are fully immunized with required vaccines. A laboratory test showing immunity is also acceptable.
2. For the student who is catching up on receiving required immunizations, the school will notify the parent/guardian that the student has 14 days to receive the required immunization(s) or to provide written documentation of the plan to receive the next required immunization(s) following the minimum intervals of the Advisory Committee on Immunization Practices (ACIP) schedule. If the plan is not completed, the student shall be excluded from school for non-compliance.
3. Valid medical exemption signed by a healthcare provider or non-medical exemption (religious or personal) submitted by a parent/guardian.



# STUDENT ABSENCES AND EXCUSES/TARDINESS

— *STRIVE FOR FIVE or Less Absences or Tardies* —

**Regular and punctual attendance is a significant factor in a student's ability to succeed in school. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence.**

Procedure to address unexcused absence and excused absence attendance issues:

The schools shall monitor all student absences and keep separate daily breakdowns of unexcused absences, unexcused tardies, excused absences and excused tardies.

1. On a daily basis, when the school has not been notified by a parent/guardian of a student absence at the parent's/guardian's initiative by 11:30 a.m. School personnel or volunteers under the direction of school personnel shall make reasonable efforts to notify the parents personally. Recorded messages are permissible as a last resort. Personal telephone calls to a parent at work and at home is required. In addition, machine telephone calls may be used.

2. On the second unexcused absence in a semester a school administrator, counselor or attendance clerk shall contact the parent(s) concerning the matter of student absences and make an effort to resolve the situation. Letters shall be sent to parents/guardians if the parents cannot be reached by telephone.

3. On the 3rd occurrence of an unexcused absence a telephone call from the school to the parent/guardian shall be made for the purpose of establishing the district's standard attendance intervention plan pursuant to school law 22-33-107(3)(b). The attendance plan is designed to help keep the student actively engaged in school and the telephone call shall also include a discussion concerning possible court involvement and supported by a letter indicating the substance of the concerns.

4. When the unexcused absences for any child strikes 4 unexcused absences in any one month or 10 unexcused absences during a school year the school shall contact Office of Student Support immediately and shall provide the appropriate supporting documentation, including a truancy report. After 10 excused absences during a school year, the school may recommend that the Office of Student Support send a letter home thereafter requiring a doctor's excuse, or a health plan, or principal approval for additional absences. If none of these are provided, each additional absence will be considered unexcused and the Office of Student Support shall then determine whether a truancy petition should be filed.

5. Excused absences:

## A. Illness/Injury

Absences by a student who is temporarily ill or injured are excused if such illness/injury is documented by the student's parent/guardian.

## B. Appointments/Serious Circumstances:

Absences shall be excused if a student has an appointment or a circumstance of a serious nature which cannot be resolved before or after school hours on a case-by-case basis. The parent/guardian must obtain pre-authorization for said appointment or serious circumstances from the school principal in order for the absences to be excused.



## TARDIES

All students will be expected to arrive to school on time. Students who miss breakfast due to a tardy will not be allowed to eat late as this would interfere with instructional time. We believe that attendance habits are one of the key characteristics in school success as well as being crucial to employability later down the road. Thanks for getting your child to school on time. We appreciate your effort.

**There is weekly recognition of the classroom in each grade with the best attendance and students with zero absences or tardies for the week will be entered into weekly drawings for prizes.**

## STUDENT RELEASE

If a student must leave school during school hours, the parent or guardian must check out the student through the office and check back in through the office when returning to school. **Students will not be called for until the parents arrive at the office.** This will ensure that they are able to take advantage of the maximum amount of instructional time during the day.

Taking a child out of school prior to the regularly scheduled dismissal time, before weekends, holidays, and the closing of school is discouraged. This tends to give children the attitude that school is not important and may lead to attendance problems.

Students who have perfect attendance (no absences and no tardies) are recognized at the end of the school year.

## ARRIVAL TIME AT SCHOOL

The Sunset Park playground is supervised **ONLY** between 8:05 a.m. and 3:35 p.m. (1:55 p.m. on Friday). Students should **NOT** arrive at school before 8:05 a.m. or stay after 3:35 p.m. unless they are in a school sponsored program. Students who are in these programs need to stay in the designated areas.

**Parents, please keep in mind that there is NO supervision of students that choose to play in the park after school.**

## VISITORS

While we welcome and encourage parents to visit the school, we must insist that our school children not bring other children (relatives or friends) to school. All visitors must check in at the school office before visiting the school.

## BAD WEATHER POLICY

Children will be outdoors before school, at noon, and at recess unless the weather is extremely inclement (Below 20 degrees Fahrenheit). “Red Flags” will be flown in the front and back of the building to let parents know that weather is too severe to be outdoors. On “red flag” days the 3rd through 6th grade children will report to the gymnasium at 8:05 a.m. for supervision, and the kindergarten, 1st, and 2nd grade children will report to the cafeteria for supervision. Door number five in the back of the school will be unlocked on “Red Flag” days to allow parents to use the student drop off lanes. **Please make sure your child is dressed appropriately.** In case school is to be canceled for inclement weather, please do not call the school. Instead listen to the radio or watch the television for the announcement. (That is what the staff does also.) If you would like to have your child abstain from recess on cold days please send a note with them that states your intentions so that we do not let them go outside when you feel it is too cold.



## HOME SCHOOL COMMUNICATION

School newsletters will be sent home monthly to keep you informed on school events. PLEASE read these newsletters and other notices sent home throughout the school year. Ask your child daily if he/she has any school information for you to read or any homework. The Sunset Park web site is another valuable resource for parent information. Please refer to it regularly if possible.

## TELEPHONE

The school office is open between 7:45 a.m. – 4:15 p.m. Instructional hours are 8:15 a.m. - 3:25 p.m. (1:45 p.m. on Fridays). During the school day, leave a message or a phone number with the secretary for the teacher. The school will see that your child gets a message at a time when it will not interrupt an entire class. **PLEASE CALL ONLY FOR EMERGENCIES. WE WILL NOT GIVE MESSAGES EVERYDAY FOR A CHILD. PLEASE MAKE ARRANGEMENTS FOR CHILD TO BE PICKED UP BEFORE THE CHILD GETS TO SCHOOL.** Student's use of the telephone is limited to emergencies. After school plans must be made ahead of time.

## FIRE DRILLS/EMERGENCY EXIT DRILLS

Fire drills and other emergency drills are required and are held at regular intervals. These drills are important and are required by law for safety precautions. It is essential that when the alarm sounds or a warning given, that everyone obeys instructions and clears the building by the prescribed route as quickly as possible in an orderly manner. The teacher in each classroom will give their students specific instructions.

## PARENT VISITS

Parents are always more than welcome to visit the school. Parents should not restrict their visits only to the parent-teacher-student conference weeks. Students often take an increased interest in their schoolwork when parents learn more about the school program. Face-to-face meetings also answer many of the questions that arise from children's interpretations of school events. Parents may schedule a mutually convenient time with their child's teacher to discuss issues concerning the child. **When you come into the school to visit, please check in at the school office.**

## VOLUNTEERS

Sunset Park and Pueblo City Schools could not make it without the services and skills of the wonderful volunteers we have in the community. In order to maintain the safety of our staff and students, we are asking that anyone interested in volunteering in the classroom undergo the screening process directed by the PCS Human Resources Department. All teachers will maintain a volunteer calendar for their classroom to maximize the positive impact of our valuable volunteer time. Thank you for honoring the volunteer calendar. This will be more important than ever as we will have some crowded classrooms at times and we also need to make the very best use of the many talents our great volunteers possess. If any volunteer finds that they would like to give more time than is available in their child's classroom, they may check with the Media Center where there is always need for a helping hand. Thanks so much for your interest in supporting Sunset Park Elementary. We couldn't do it without you.

## EMERGENCIES

In case of serious injury or illness of any child at school, the home is called first. If parent cannot be reached at that number, the person listed on the emergency data card is called next. If no response at this number is found, the family physician is called. If the family physician cannot be reached, the child will be taken to the emergency room of the hospital of your choice. Please complete the emergency/enrollment care form very carefully. Complete, accurate information is very important. **It is essential that you notify the office if you change your phone number. It is most important that we have a current emergency phone number (other than you own phone number) so that we can contact someone else when we can't reach you.** Please put as many numbers as possible so we can reach someone in case of an emergency. Please notify the office when you change your address and/or phone number. We have to be able to reach you or someone who can be responsible for your child.

## STUDENT SAFETY (ARRIVING OR LEAVING SCHOOL)

Students should leave school immediately after being dismissed. They should go directly home after school. Students are to cross streets only at crosswalks. It is the responsibility of the student to follow the directions they have been given by parents and teachers. If there is any question about where they should go they should report directly to the office so parents may be notified. We discuss safety rules at school, especially about accepting rides, or even talking to strangers. We need parents to volunteer to be crossing guards. If you could volunteer one day a week, it would help tremendously.

## ACADEMIC RECOGNITION

All student achievement will be recognized in the 2nd and 4th quarter awards assemblies.

## PARTIES AT SCHOOL

**PLEASE** make arrangements with your child's teacher ahead of time for birthday parties. Parties will be scheduled around classroom instruction time and at the teacher's discretion. Please keep refreshments simple. **ONLY** bring clear drinks such as 7-Up that do not contain food dye. Drinks with dye that are accidentally spilled stain the classroom carpet. Your child will be allowed to distribute birthday party invitations at school **ONLY** if all children in the class are invited. Also, please check with your child's teacher in regards to classroom allergies. Many of our rooms possess students with allergies to nuts, eggs, strawberries, etc. We would hate to not be able to accept your child's Birthday treats. Thank You.

# NUTRITION PROGRAM

All enrolled students will receive breakfast free of charge. All Kindergarten through 6th grade enrolled students will receive lunch free of charge as well. For any adults or non-enrolled students that are visiting for lunch, the cost is \$3.00 without milk and \$3.60 with milk.

**Please know that it is still very important to complete and submit the “Family Economic Data Survey”. This will help provide accurate school demographic information and help support the district in accreditation and funding. Thanks for your support.**

## Universal Meals

Pueblo City Schools is participating in a Universal Lunch and School Breakfast Program for the current school year (2016-2017). If your children attend Pueblo City Schools, Pueblo School for the Arts and Sciences or Chavez Huerta Preparatory Academy, breakfast and lunch will be available to them at no charge. All students enrolled at these schools may participate in the breakfast and lunch program at no charge to them. Snack items and adult meals will be available for sale each day.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

**Non-discrimination Statement:** This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

## DRESS CODE

Our requirements are based on comfort, modesty, safety, and consistency of expectations for a learning environment. The following **MAY NOT** be worn to school:

- **Short shorts or skirts (desirable length is no more than two inches above the knee). Shorts will only be allowed in the 1st and 4th quarters of school.**
- Fishnet or see-through clothing
- Tank tops, muscle shirts, or shirts with large arm holes.
- Large drooping necklines or armholes
- Small strap tops or dresses or sunsuits
- Sagging pants or shorts
- Belts that hang low toward the knees
- Clothing with language or graphics considered offensive
- Makeup, such as eye shadow or lipstick and anything considered inappropriate by the teacher or principal
- Any other clothing considered distracting to learning by the school staff.
- No unnatural body piercing, ear lobe only. No hoop earrings of any kind.
- Heelies

Tight fitting shorts and pants, such as Lycra, knit, and stirrups are acceptable if worn under other clothing.

Hats, hoods, kerchiefs, gloves, sunglasses, and other outdoor items may be worn to school but may not be worn in the building. They may be worn during recess when the weather makes them necessary.

## ITEMS BROUGHT TO SCHOOL

Personal items, clothing, and school supplies should all be permanently marked with the student's full name.

“Show-n-tell” time is scheduled at the individual teacher's discretion. Please make advance arrangements for live animals or other unusual show-n-tell items. **NO TOYS ARE ALLOWED IN SCHOOL.**

Cash (or checks) brought to school should be sealed in an envelope with the child's name, room number, amount, and purpose written outside.

Certain items are not to be brought to school due to health and safety reasons (see the Discipline Guide and medication sections of this handbook). Also, we recommend that students do not bring expensive personal possessions or large amounts of cash to school; secure storage is not available and replacement for losses is not possible.

Trading, buying, and selling of personal items is not allowed due to the number of student conflicts that may arise from such transactions. The school will not be responsible for toys that are brought to school and confiscated. Although it is not recommended that students bring cell phones to school, we realize that it is not realistic to tell students that cell phones are prohibited. The rules in regards to phones at school are that all phones are turned off and put away during student instructional time, 8:15 – 3:25. It is our hope that phones will not be a distraction to the learning environment or an invasion of student privacy while at school. If students do not comply with the cell phones rule their phone will be confiscated and made available in the office for the parent or legal guardian to pick up before or after school. **The school is not responsible for lost, broken, or stolen cell phones. Students are prohibited from making calls on their personal cell phones without prior approval from a staff member.**

## FIELD TRIPS

The purpose of field trips is to provide real-life experience to enhance learning of specific topics selected by teachers. Students are expected to participate. Permission slips will be provided for all field trips. Written permission is required by the date noted; phone-in permission is not allowed. For all trips, notes will be sent home in advance to announce the trip and any special preparations that may be necessary. **Remember that field trips are extra learning opportunities that have been earned through positive student behavior.**

A student that has received multiple office referrals or a suspension in a nine week period may not be allowed to participate in the following field trip. Parents are always welcome on a field trip, however, if the child was excluded from the trip for inappropriate behavior, parent shadowing is not an option.

### SPECIAL CONDITIONS

Field trips are a privilege and opportunity to portray the class in which a Sunset Park Yearling carries him/herself in the community. Therefore, any student with five or more “Dug Out” referrals, an office referral and/or a suspension during any nine-week grading period will lose the opportunity to participate in the next scheduled field trip at their grade level. Any student receiving three or more office referrals over the course of the year risks losing all field trip privileges.

Parents are always welcome on a field trip. However, if the child was excluded from the trip for inappropriate behavior, parent shadowing is not an option. Parents must provide their own transportation and pay their own costs.

A child may be excluded from a field trip learning activity if the child does not have the proper permission. Once the class has left the building, a child may not secure permission and join the class.

The teacher will make arrangements with other staff for the excluded child to work and to be supervised at school. No siblings may participate in the field trip. The field trip is for enrolled Sunset Park children in the classes participating in the trip. No phone calls may be made on the day of the field trip to get parent permission or to have parents bring items needed for the field trip. The natural consequence for not having permission is to not participate. The teacher should notify (in writing) the parent and principal when the child is being excluded from a field trip.

CONTACT THE SCHOOL AT 549-7610 IF YOU HAVE CONCERNS OR QUESTIONS.

Si hay preguntas sobares esta informacion por favor de llamar la escuela al numero 549-7610.

## CHECK POLICY – PUEBLO CITY SCHOOLS

For a check to be an acceptable form of payment it must include the payer’s current full and accurate name, address, and telephone number. When paying by check, the check writer authorizes checks returned unpaid and any ***state allowed fee of \$25.00*** to be recovered electronically or by draft. Alternative forms of payment may be used instead of a check payment (cash or money order). Payments by check may be denied when multiple checks have been returned from the same account or check writer.

# SUNSET PARK POSITIVE BEHAVIOR SUPPORT PLAN

## GOAL

Sunset Park Elementary School will build an environment that is positive, efficient, and meets the needs of our learners.

1. We will be implementing 6 components to our PBS plan.
  - a. Common approach to discipline
  - b. Clear set of behavior expectations
  - c. Procedures for teaching expected behaviors
  - d. Continuum of procedures for encouraging expected behavior
  - e. Continuum of procedures for discouraging problem behavior
  - f. Procedures for on-going monitoring and evaluation
2. We will be collecting data to drive our decision-making and provide analysis to determine our effectiveness. Therefore, we will be using a new discipline referral form, which is aligned with a computer software program.
3. New posters will be developed to highlight our logo and key rules
4. Like our previous behavior expectations — all teachers will teach the behavior expectations and with frequent review and reteaching of the behavior expectations. See teaching matrix.
5. Building a framework to address the minor and major behavior infractions
6. Building a system-wide procedure for acknowledging positive behavior.
7. Setting a time to discuss the behavior plan with parents at our “Open House” — Back to School Activities

### School Wide Rules:

**Pride**

**Accountability**

**Respect**

**Kindness**



During the first two weeks of school, all staff will teach the school-wide rules. Staff will be expected to continually review school wide as well as classroom rules and consequences with students. School-wide and classroom rules will be posted for students to see.



Sunset Park School Behavior Management System insures a safe and orderly learning environment for all students. The policy fosters respectful behavior and helps children become productive citizens of our community. All discipline procedures described in this handbook are subject to, and may be superseded by, the current discipline policy adopted by Pueblo City Schools Board of Education.

To help make our school wide behavior management system more consistent, effective, and easy to understand, we have aligned a uniform color system across all grade levels that will be monitored, graphed and recorded by our students on a daily/weekly basis. These colors will be consistent from Kindergarten – 6th grade. We are sure this will assist parents in quickly understanding how their child is behaving and what issues they may be having if the child is struggling in certain areas. This will also help the school identify trends and create/monitor behavior plans and supports.

### Sunset Park Universal Color Communication System

- |               |  |
|---------------|--|
| <b>Green</b>  | Student has carried themself appropriately and has participated sufficiently in regards to classwork and participation in Special Classes. |
| <b>Blue</b>   | Homework or Classwork has not been completed sufficiently  |
| <b>Pink</b>   | Student had a behavior issue outside of the homeroom class   |
| <b>Orange</b> | Student had a behavior issue in homeroom   |
| <b>Red</b>    | Student had a major behavior issue and/or office referral  |
| <b>Gold</b>   | Student had a fantastic day or performed a particularly helpful deed   |

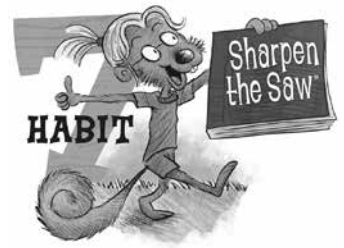
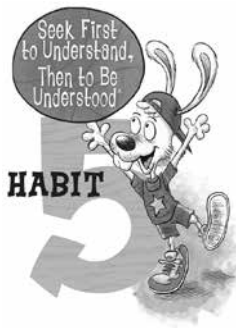


## SPARKY'S KEYS TO SUCCESS

**THESE ARE THE CHARACTERISTICS THAT WERE CONSIDERED TO BE  
PARAMOUNT  
TO A STUDENT'S SUCCESS OF SUNSET PARK ELEMENTARY.**

<i><b>Pride</b></i>			
Classroom	Keep a presentable work space	Give your best effort	Honesty
	Participate in school activities		Manners
Hallways	Keep them clean	Eye contact and smile	Manners
	Appreciate the work of others		
Restrooms	Personal hygiene	Cleanliness	
Cafeteria	Clean personal space/table	Manners	Personal hygiene
Activities	School spirit	Appropriate participation	Best behavior
In Public	Positive 1st impression	Eye contact, smile, firm handshake	Manners
Office	Speak clearly w/appropriate volume	Show appreciation	Manners
Specials	Best effort	Sportsmanship, citizenship	Improve every day
Recess	Appropriate language	Sportsmanship, citizenship	Keep grounds clean
<i><b>Accountability</b></i>			
Classroom	Complete and turn in assignments	Be a good partner/group member	Safety
	Organized	Use time wisely	Read
Hallways	Be where you should be	Follow directions the first time	Volume
	Proper pace		
Restrooms	Use time wisely	Aim	
Cafeteria	Remember your ID #, lunch and/or lunch money	Volume and helping your table	Clean your area
	Take care of medical responsibilities (Blood sugar, inhaler, etc.)		
Activities	Remember your permission slip and have it signed	Follow directions the first time	Safety
	Best behavior and manners	Keep track of personal belongings	
In Public	Personal behavior	Manners	Safety
Office	Proper signature/papers	Manners	
Specials	Follow directions the first time	Be a good partner/Teammate	Safety
	Bring appropriate shoes	Manners	
Recess	Playground equipment	Personal whereabouts	Safety
	Ask for help if you need it	Tell an adult if there's a problem	
<i><b>Respect</b></i>			
Classroom	Personal space and property	Follow directions the first time	Appropriate volume
	Raise your hand and wait your turn	Focus on the speaker	Manners
Hallways	Stay to the right	Personal space and property	Manners
	Appropriate volume	Stay with your class	Have a pass
Restrooms	Flush	Wash hands	Manners
	Use time wisely	Turn off faucets	Keep clean
Cafeteria	Personal space and property	Clean up after yourself and table	Proper volume
	Ask permission to leave your seat	Manners	Walk
Activities	Personal space and property	Follow directions the first time	Focus on the speaker
	Appropriate applause and participation	Proper volume	Manners

In Public	Proper greetings	Personal space and property	Manners
Office	Patience, wait your turn	Proper volume	Manners
Specials	Sportsmanship	Personal space and property	Manners
	Follow directions the first time	Raise your hand and wait your turn	Focus on the speaker
Recess	Personal space and property	Know the rules and play by them	Sportsmanship
	Appropriate language	Tolerance	
<b>Kindness</b>			
Classroom	Celebrate and acknowledge the success of others	Help others when appropriate	Supportive
	Be a good partner	Practice positive communication skills	Empathy
Hallways	Help others when appropriate	Ladies first	Smile
Restrooms	Allow for personal space	Wash hands	Manners
Cafeteria	Practice positive communication skills	Help others when appropriate	Manners
	Allow for personal space	Only 16 to a table	Ladies first
Activities	Help others when appropriate	Show appreciation	Manners
In Public	Help others when appropriate	Show appreciation	Manners
Office	Help others when appropriate	Show appreciation	Manners
	Practice positive communication skills	Be patient	
Specials	Help others when appropriate	Be a good partner	Empathy
	Celebrate and acknowledge the success of others	Practice positive communication skills	Supportive
Recess	Help others when appropriate	Practice positive communication skills	Tolerance
	Sportsmanship	Appropriate language	Rumor free zone





## Positive Recognition and Reinforcements

The PBIS/Conscious Discipline committee has recognized that often students have deficits upon entering school in regards to recognizing and/or positively acting upon their feelings. We are integrating Conscious Discipline/Feeling Buddies into our comprehensive student behavior management system. We hope this will ensure that our students will have the tools they need to recognize and constructively act upon their feelings. This will then assist the students to form and sustain positive relationships and engage in the instruction provided by our staff. We welcome your input on how we can improve as we navigate this process.

### Every Day Positive Reinforcement

- **Positive praise**
- **Signature Cards: (Positive Passports)** Each student will receive signature cards that they will keep with them at all times. When a student is caught modeling positive leadership or following the rules a staff member may sign their card. There will be 15 slots for signatures on each card. When a card is full it will be turned in to the office for public recognition, credit at the school store and a quarterly drawing.

### Weekly to Semester Rewards

- **Attendance Trophy:** There will be a traveling attendance trophy for each grade level. This will be passed on weekly.
- **Pays to be in School:** 4th – 6th graders will continue to get placed into a drawing for perfect attendance.
- **Grade Level Yearling Chart:** This will allow for group rewards based on positive office referrals. Sparky will remove one slot for every 10 positive office referrals a grade level receives. At 100 that grade level will receive a reward.
- **Monthly/Quarterly Movie Nights**
- **Class or Grade Level Celebrations**
- **Bringing Back the 5th Grade Cooperation**

### School Rules

- Be respectful to all staff, students, visitors, and property.
- Stay within supervised areas at all times.
- Complete all work as expected by the teacher to the best of their ability.

### Goals

- To provide a positive atmosphere for learning.
- To provide incentives to students who contribute to a positive atmosphere.

