



Student/Parent Handbook

2023-2024





Megan Biever, Principal
Suzy Hudon, Assistant Principal

711 N Center Parkway
Kennewick, Washington 99336

Main Office: (509) 222-6000
Fax: (509) 222-6001
www.ksd.org/sunsetview

Office Hours: 8:15 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

Recess Times (M, T, Th, F):
K-2 Morning Recess: 10:00 - 10:15 am
3-5 Afternoon Recess: 2:00 - 2:15 pm

Recess Times (Wed):
K-2 Morning Recess: 10:00 - 10:15 am
3-5 Morning Recess: 10:20 - 10:35 am

Grade Level	Lunch	Recess
Kindergarten/1st Grade	11:25 – 11:45	11:45 – 12:10
2nd Grade/3rd Grade	11:50 – 12:10	12:10 – 12:35
4th Grade/5th Grade	12:15 – 12:35	12:35 – 1:00

Hello Mustang Families!

Welcome to the 2023-2024 school year. My name is Megan Biever and I am the Principal of Sunset View, the mighty Mustangs. I look forward to meeting you throughout the school year as we learn and grow together.

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. Please keep this in mind if you are arriving when we are doing the pledge, we will complete the pledge and our announcements first, then happily help you and your student get checked in!

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; We believe 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. We will have a strong focus on academics this year to ensure ALL students achieve at high levels.

As a parent or guardian, I encourage you to talk with your student each day about what they are 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! Please reach out if you need anything.

Megan Bieber, Principal



Sunset View Elementary: Staff List 2023-2024

Administration		
Principal	Megan Bieber	
Assistant Principal	Suzy Hudon	
Support Staff		
Counselor	Nick Paulakis	Rm 127
Student Support Coord.	Katie Toth	Rm 12
Nurse	Alexis Nieffenegger	
Health Room Aide	Michelle McFadden	
Lead Secretary	Shelly Edens	
Attendance Secretary	Lori Roberts	
Library Secretary	LaRae Hopkins	
Teachers		
Kindergarten	Jill Kennedy	Rm 1
	Pam Wood	Rm 2
	Jessica Skinner	Rm 3
1st Grade	Tracy Hamar	Rm 7
	Krystal Waters	Rm 8
	Nicole Whitlow	Rm 9
2nd Grade	Shannon Clarke	Rm 14
	Melissa Trevino	Rm 15
	M. Valerio/A. Escalera	Rm 16
3rd Grade	Claire Clark	Rm 17
	Patsyanna Gadeberg	Rm 18
	Shantel Rivera	Rm 19
4th Grade	Suzy Armstrong	Rm 21
	Mariana Karnesky	Rm 22
	Mary Manis	Rm 23
5th Grade	MayRene McCabe	Rm 20
	Steve Harmsen (P2)	Rm 25
	Isaiah McCollum (P3)	Rm 26
Building Support - Custodial		
Lead Custodian	Paul Stevens	
Custodian	Matthew Lesperance	
Specialists		
Technology	Jenn Coe	
PE	Kristen Davis	
Library	Sandra Lee	
Music/Orchestra	Jared Bailey	
MTSS Academic and Behavior Specialists		
Academics	Katie Gregerson	Rm 13
Behavior	Mary Perea	Rm 10
Special Education		
Autism Room	Michaela Ledford	Rm 4/5
Resource Room	Stephanie Medrano	Rm 11/6
Speech LP	Tiara Cox	Rm 158
Psychologist	Cliff Stephenson	Rm D
OT/PT	W. Brown/A. Butts	Rm I
Para Educators		
AU Para	Jordan Merrick	Rm 4/5
AU Para	Mekinna Redman	Rm 4/5
AU Para	James Tobery	Rm 4/5
RR Para	Erikka Siegel	Rm 6
RR OL Para	Heather Berg	Rm 6
Reading Para	Gina Schrank	Rm A
Reading Para	Kristy Smith	Rm G
Reading Para	Becky Heath	Rm B
Recess Para	Elise Reel	
LAP Para	Nichole Owen	Rm C
LAP Para	Kara Leonard	Rm F
LAP Para	Angie Saenz	Rm H
Kinder Para	Breanna Peterson	
Kinder Para	Melanie Stong	
Building Support - Kitchen		
Lead Cook	Brandy Saari,	
Cook	Angie Lilyblade	
Cashier	Carol Horne	

Sunset View Snapshot

Birthday:	March 7 th , 1981
Enrollment:	390 students
Grades:	K - 5
Motto:	<i>"Sunset View, where all kids are capable of success, no exceptions!"</i>
Mascot:	Mustang
Colors:	Blue and Yellow

Mission Statement

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

We are a Kids at Hope School where all kids are capable of success, no exceptions!

Students can and will be successful in life's four major destinations:

- *Home & Family*
- *Education & Career*
- *Community & Service*
- *Hobbies & Recreation*

Students will be supported and empowered by all staff through the three universal truths:

- *We believe*
- *We connect*
- *We time travel*

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

Attendance

One of Sunset View's goals 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 to 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 is crucial to make sure your child is on time each day, as students arriving after 8:40 AM will be marked tardy. If a student is marked tardy a computerized message will call home. *Please note the Benton-Franklin County Juvenile court recognizes students who are tardy three times 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 your 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 recurring 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.

Excused/Unexcused Absences

Chronic Excused Absenteeism Procedures		
ABSENCES	ACTION	Person/People Responsible
5 excused absences in a month	1st Notification Letter sent home with Attendance Contract explained in letter.	*Mrs. Roberts sends letter *Mr. Paulakis does follow-up call
10 absences (any reason)	2nd Notification Letter sent home. Conference is required.	*Mrs. Roberts sends letter
15 absences in a school year for any reason	Final Notification letter sent home. Juvenile Truancy Counselor assigned.	*Ms. Biever & Mrs. Hudon attend Board
Chronic Unexcused Absenteeism Procedures		
ABSENCES	ACTION	Person/People Responsible
3 unexcused absences in a month	Call/Contact with Parent/Guardian.	Classroom Teacher (Document any calls/messages made regarding attendance)
5 unexcused absences in a month	1st Notification letter sent home with Attendance Contract explained in letter. Conference scheduled with parent/guardian and Attendance Contract signed.	*Katie Toth calls and sets up Contract / Incentive Chart
No later than 7th unexcused absence (per OSPI, 1 of the 3 must be completed)	1. Attendance Contract signed, 2. Refer the student to a Community Engagement Board or 3. File a Petition with Juvenile Court. (Petition MUST be filed if 7 or more unexcused absences in a month or 15 in a year.) May be filed earlier. Unexcused absences accumulated in another school or district may be counted.	*If Contract is not signed, Mrs. Hudon calls with Petition warning
10 absences (any reason)	2nd Notification Letter sent home. Conference is required.	*Mrs. Roberts sends letter
After 7th unexcused absence in a month & No later than 15th cumulative unexcused absence in a school year	Petition filed with Juvenile Court.	*Mrs. Hudon and Mr. Paulakis file Petition
15 absences in a school year for any reason	Final Notification letter sent home. Juvenile Truancy Counselor assigned.	*Ms. Biever & Mrs. Hudon attend 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 the same day after school pick up.*

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 accountability and utilize consequences and restorative practices,
- 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. POSTER FOR BEHAVIOR EXPECTATIONS IN ALL LOCATIONS OF SUNSET VIEW. THE MATRIX IS 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
- Written behavioral plan designed by the student and teacher with support from our Sunset View Behavior Support Team
 - o May include: Parent contact or Parent conference
- Principal and Assistant Principal will be involved in the behavior support process

**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.. Our Behavior Support Team includes: Principal, Assistant Principal, Counselor, Learning Facilitator, Community in Schools Coordinator. When a student shows a pattern of misbehavior then further interventions will take place in order to protect the learning environment. A member of the Behavior Support Team will contact parents for plans, interventions, and possible consequences based on the needs of the student.

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.

Below and on the following page are the district bus rules and expectations. 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.



Kennewick School District #17

BE RESPONSIBLE

USE SAFETY

SHOW RESPECT

WAITING FOR THE BUS	<ul style="list-style-type: none"> • BE AT YOUR STOP 5 MINUTES EARLY • BE PREPARED AND READY TO GET ON BUS 	<ul style="list-style-type: none"> • STAND 10' AWAY • WAIT UNTIL BUS STOPS & DOORS OPEN • WAIT FOR DRIVER'S SIGNAL TO CROSS 	<ul style="list-style-type: none"> • KEEP HANDS, FEET, OBJECTS TO SELF • BE COURTEOUS WHILE WAITING
ENTERING THE BUS	<ul style="list-style-type: none"> • WALK IN A LINE TO BUS • QUICKLY FIND YOUR SEAT • HAVE BUS PASS WHEN RIDING TO ANOTHER STOP 	<ul style="list-style-type: none"> • USE HANDRAILS • USE STEPS • WAIT YOUR TURN AND GET ON BUS ONE AT A TIME 	<ul style="list-style-type: none"> • GREET BUS DRIVER • FIND A SEAT QUICKLY • MOVE OVER IN YOUR SEAT FOR OTHERS TO SIT
RIDING THE BUS	<ul style="list-style-type: none"> • USE LEVEL 1 QUIET VOICE • RAISE YOUR HAND TO SPEAK TO DRIVER • ASK DRIVER FOR PERMISSION TO CHANGE SEATS • BE PREPARED AND READY FOR YOUR STOP • THROW ALL TRASH IN GARBAGE CAN 	<ul style="list-style-type: none"> • KEEP AISLE CLEAR • KEEP EMERGENCY EXITS CLEAR • KEEP HANDS, BODY & OBJECTS INSIDE BUS • STAY SEATED AND FACE FORWARD • FOLLOW DRIVERS INSTRUCTIONS • KEEP FOOD AND CANDY IN BACK-PACKS 	<ul style="list-style-type: none"> • KEEP HANDS & FEET TO SELF • RESPECT BUS PROPERTY • USE GOOD LANGUAGE • BE POLITE TO OTHERS • USE HEAD-PHONES WITH ELECTRONICS • NO THROWING ITEMS
EXITING THE BUS	<ul style="list-style-type: none"> • REPORT ISSUES OR DAMAGES TO DRIVER • WAIT YOUR TURN AND GET OFF ONE AT A TIME • CHECK MAIL AFTER BUS LEAVES • WALK DIRECTLY HOME 	<ul style="list-style-type: none"> • STAY SEATED UNTIL BUS IS STOPPED AND DOOR OPENS • USE HANDRAILS • USE STEPS ONE AT A TIME • WAIT FOR DRIVER'S SIGNAL TO CROSS 	<ul style="list-style-type: none"> • WAIT YOUR TURN AND WALK DOWN AISLE • KEEP HANDS & OBJECTS TO SELF • BE COURTEOUS OF OTHERS PROPERTY WHILE WALKING HOME
EVACUATION	<ul style="list-style-type: none"> • USE LEVEL 0 SILENT VOICE • STAY CALM 	<ul style="list-style-type: none"> • LISTEN AND FOLLOW ADULT INSTRUCTIONS • MOVE TO SAFE AREA AS DIRECTED OR 100' AWAY 	<ul style="list-style-type: none"> • EXIT QUICKLY, SAFELY AND ONE ROW AT A TIME • HELP OTHERS



Bus Expectations

Be Use Show
Responsible Safety Respect

Demonstrate respect, responsibility and safety towards other students, the driver and attendant.



Follow the directions of the Driver/Attendant or Substitute Driver.



Remain seated, keeping your hands and feet to yourself.



Keep the aisle clear & Always use your inside/classroom voice.



Keep food or drink in backpack.



Bullying is NEVER allowed.



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 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, email, or through Schoology (for grades 3-5) and SeeSaw (for grades K-2) and teachers will return your call or message 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. There will be a weekly communication home from the school that goes to the email address that we have on PowerSchool, so please make sure that this is up-to-date to ensure you are getting all the most up-to-date information.

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 appropriate (preferably mid-thigh).
- 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 (509-947-5764) to look at before/after school options. *Please note: Public schools are Mandatory Reporters, so children repeatedly left before or after these times will be reported to DSHS Child Protection Services for neglect.

All students are expected to line up with their classroom in the designated area for their grade level:

- Kinder (rooms 1, 2, 3) line up by the bike racks near the west entrance of the building.
- 5th graders line up by their portables (rooms 25, and 26)
- 1st (rooms 7, 8, 9), 2nd grade (rooms 14, 15, 16) and 3rd grade (rooms 17, 18, 19) line up at the back of the building near the south entrance.
- 4th grade (rooms 21, 22, and 23) and 5th grade (room 20) line 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 buses only, cars are prohibited.
2. Drop students in the 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 buses 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.

Dismissal

All students at Sunset View will be dismissed at 3:17pm

In the front parking lot, all students will be picked up at the same location. We will have staff helping to load students at designated cones. Please do not wave your child to your car unless you are at a designated cone. There will be one lane of traffic in the parking lot.

Kinder and 1st grade: We will have these students waiting in the grass area and only release them when the family member is at a designated cone in the pick-up lane.

2nd, 3rd, 4th, and 5th grade: have the option to get picked up from the back of the building. This will hopefully reduce the congestion and the number of cars going through the front parking lot.

If you have a meeting or need to park, go in the through lane, which is the LEFT lane all the way around until you get to a parking spot. Please drive slowly and do not stop in a crosswalk, fire lane, or block another lane. Please be patient and wait until the car in front of you is moving. Refrain from using your phone during pick up time. Please keep the handicap parking spaces open for those with a handicap sticker. You will be asked to move if you do not have the appropriate identification. Everyone must abide by the staff and student Safety Patrol's direction at all times. Thanks for your cooperation in keeping our students and staff safe!

If you refuse to follow our safety rules we may have to contact Kennewick Police Department to help resolve the matter. If you have any questions about these expectations, please contact the office. Thank you!

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.

Students 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, 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 and medically certified 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

The Kennewick School District watches 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 hallways to line up outside their classrooms. 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 B.J. Wilson - (509) 222-6488 (bj.wilson@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

All breakfast and lunch for the 2023-24 school year will be offered free of charge again. Our new meal program does NOT allow students to just get milk. So, if your child wants milk, he/she will need to take a full meal OR they may choose to get a “fuel pack,” which includes a milk, fruit, and a vegetable at no cost.

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.

Medications 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 stay out of the 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 provide a doctor’s note which includes when the child can return to physical activity. Without a doctor’s note, your child will be expected to participate.
4. Cooperate with classmates and the 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.

Office

Office hours are from 8:15 am until 4:00pm daily. The best time to call the office is between 9am and 2:30pm or from 3:30-4. If no one answers the phone, please leave a concise message stating student name, room number or teacher name and the reason for the call. If you would like a return call, please indicate that in your message and we will get back to you.

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 run 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 Apple Watches, Androids/Iphones, and gaming devices, 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. The playground is only available during students' designated recess time. It is not available for use directly before or after school.

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

The safety of our students and staff is our number one priority at Sunset View. Each month the building will participate in a required safety drill. 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 the drill has been concluded. Drills that we practice include: fire evacuation, playground evacuation, critical and working lockdowns, earthquake, 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. Check social media, 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 ParentSquare 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), **please communicate with the teacher**. We encourage **non-food items** as a “treat.” This can include pencils, stickers, or even donate a book to the classroom library. If you drop off any item, the office staff will deliver it to the classroom for you as long as you have already communicated this to the teacher. All food items **MUST** be store bought and in its original packaging. We do not allow parents to personally deliver the items to the classroom as this is a disruption to the learning environment.

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.”

Sexual Harassment Policy

Sexual harassment occurs when submitting to the harasser’s sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit. When submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; when unwelcome sexual or gender-directed conduct or communication interferes with an individual’s performance or creates an uncomfortable, intimidating, hostile, or offensive environment, sexual harassment is present.

Informal Complaint Process: Informal reports may be made to any staff member. Staff shall inform an appropriate supervisor when they receive complaints of sexual harassment. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated. However, any type of complaint will be thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment. The Superintendent or designee shall receive and investigate all formal, written complaints. Complaints shall be in writing; preferably to be signed by the complainant; and shall set forth the specific acts, conditions, or circumstances alleged to have occurred. When the investigation is completed, the Superintendent or designee shall assemble a written report including the results of the investigation. The Superintendent or designee shall communicate in writing to the complainant and the accused within thirty days. Corrective measures deemed appropriate will be instituted as quickly as possible, ranging from detention to expulsion and/or a change in placement depending on the severity of the incident.

Special Programs

Marimba and Choir may be offered for students in 3rd, 4th, and 5th grades. Throughout the school year, they may have opportunities to perform for the school, their families, and the community. Our music teacher, Mr. Bailey, will send out more information at the beginning of the school year for those who are interested.

Student Release

If 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. We will NOT call the student up until you arrive and your identity is verified. For the safety of your child, we will require that you show a photo I.D. that matches the contact information in PowerSchool 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 minimum 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. In addition, due to safety, younger siblings are not allowed to play on the playground equipment during the regular school day.

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. Parents visiting classrooms must also wear a visitor badge and fill out the appropriate paperwork in the main office. (Parents must turn a request into the office prior to visiting a classroom.) 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.

RCW28A605.020 Parent's access to classroom or school sponsored activities – Limitation. Every school district board of directors shall, after following established procedure, adopt a policy assuring parents access to their child's classroom and/or school sponsored activities for purposes of observing class procedure, teaching material, and class conduct: PROVIDED, that such observation shall not disrupt the classroom procedure or learning activity. (1979 ex.s. c 250 & 8. Formerly RCW 28A.58.053)

In addition, as per the Kennewick School district Board Policies, 4310, 4311 & R4311, **each teacher has the right to receive a twenty-four-hour notice before receiving a visitor.**

GUIDELINES: (As per the RCW's these are intended to minimize classroom disruption when visitors/parents are present.)

Please ask the teacher where he/she prefers you to be seated.

Follow the classroom rules that the students are expected to follow. (These rules generally include no talking to others, wandering around the room, etc.)

Please do not dialogue with the teacher(s) about your child while the class is in progress. (The appropriate time for this is a separate, scheduled conference either before or after the visit.)

Unless specifically asked to do so by the teacher, please avoid instructing/tutoring your child or others while the class is in progress.

Please keep in mind that reporting to the office before AND after a visit is a safety requirement so that we know who is in the building for your child's protection, as well as that of all others.

Volunteers

We are excited to have the opportunity to have volunteers! Before volunteering, you must complete an online registration form <https://www.ksd.org/Resources/Community/Volunteer> that includes a background check through the Washington State Patrol. This process usually takes about a week to complete, so please plan accordingly if you want 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 online 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 direction of administration. If you are volunteering, we ask that you leave any younger children at home. Unfortunately, if you bring a younger child when you come to volunteer, you will not be able to volunteer.

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 at various schools, including Sunset View, before and after school each day from 6:30-8:30 AM and 3:17-6:00 PM. **To make arrangements for this service please contact the YMCA at 509-374-1908 or visit: <https://ymcatricities.org/>**

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 Elementary Mustangs



All Children Are Capable
of Success...
NO EXCEPTIONS!



Student/Parent Handbook 2023 – 2024

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 8, 2023.

Student's Name: _____

Signature: _____

Date: _____

Parent's Name: _____

Signature: _____

Date: _____



Media Release

There are a variety of ways that a student’s photograph or image might be used at Sunset View and we want to be sensitive to the fact that many families would prefer to not have pictures of their children made public. This includes any sort of media exposure, photographs on our website, school Facebook, PTO Facebook and our yearbook. We understand that sometimes families may also have certain exceptions to this rule and shared images may be desired for certain things such as the yearbook. We do not want to accidentally exclude anyone from our publications or include them against your desires.

Please complete this form and return it so that we can be certain of how you would like us to proceed.

Thank you for your time.

Student Name (s) _____	Room # _____
_____	Room # _____
_____	Room # _____
_____	Room # _____

Please check all that apply, sign and return this form to the office.

- You have my permission to use photographs or video of my child(ren) at school events to put on display in any of the manners listed above.

----- OR -----

- **I do not** want my child(ren) to be in **ANY publications.**

----- OR -----

- I would like my child(ren) to be **kept off** the Welcome TV at the front door.
- I would like my child(ren) to be **kept out** of any school website photography.
- I would like my child(ren) to be **kept out** of any social media photography or videography.
- I would like my child(ren) to be **kept out** of any news media photography or videography.

Printed Name _____

Signature _____

Date _____