

# WELCOME TO THE 2023-2024 SCHOOL YEAR!

We are very excited about the 2023-2024 school year! This school year, we are continuing with our expansion into a preschool to 8<sup>th</sup> grade (PK-8) school. We are happy to welcome 7<sup>th</sup> graders for the 2023-2024 school year. For the 2024-2025 school year, we will welcome our first class of 8<sup>th</sup> graders. Please take some time to read over the important information in the Sunset Ridge PK-8 Parent and Family Handbook/School Calendar.

We are continuing with our 15<sup>th</sup> year of implementation of our Competency-based System (CBS) at Sunset Ridge PK-8 and in Westminster Public Schools. In our Competency-based System, we have clearly defined what students should know and be able to do throughout their educational journey. Students will move from one level to the next in all content areas by demonstrating that they have mastered content knowledge in a level before moving to the next higher level. Your child will be in a performance level for literacy (reading/writing), math, science, social studies, art, music, physical education and technology. If you have a 4<sup>th</sup> grader leveled in performance level 4 for math, your child is on-level for math. If your 4<sup>th</sup> grade child is leveled in performance level 3 for literacy, your child is one level below on-level for literacy. In all Westminster Public Schools, students are assigned a grade level, but are instructed and grouped based on their performance levels. If you have any questions about the performance level of your child, please contact your child's teacher early in the new school year. The Sunset Ridge PK-8 staff is really looking forward to build upon what your child learned last year and continuing to teach, support and work alongside your child to move him/her to the next level. As students understand and can demonstrate that they know everything in their performance levels, they will move to the next higher level.

Within our Parent and Family Handbook/School Calendar, we have included all of the school policies that will help promote a successful school experience for all students attending Sunset Ridge PK-8. It is our belief that everyone needs to be diligent and responsible to ensure that everyone is treated with respect and kindness. We are in this together and we must take care of each other. Sunset Ridge PK-8 is our community. The positive words and the kind actions we give to those around us, helps us all rise together. We are all change agents with a responsibility to bring people together and make a positive difference in each other's lives. We implore you not to stand idly by if you see something that is not right. Take action. Report what needs to be reported. At Sunset Ridge PK-8, we believe that reflection on behavioral patterns and taking personal ownership of how our actions have impacted someone else is a key to changing behavior. As a school community, we will focus on helping our students to be reflective; to be respectful; to be responsible, and most importantly, to be kind to one another. We will widely promote Positive Behavioral Intervention Supports and we will address with our students how their actions have impacted someone else. When necessary, we will work with students to seek restorative justice and find ways to move forward in a positive direction.

We believe that the education of children is a partnership between home and school. The Sunset Ridge PK-8 staff has a strong commitment to excellence and we invite parents to work together with us to achieve excellence. We strongly encourage parents to regularly help their children with homework, talk with them about what they are learning, read books to them and listen to them read. We also ask parents to continuously emphasize to their children the importance of good work and study habits. Sometimes kids have a tough night or weekend, and come to school not feeling like their normal selves. At Sunset Ridge PK-8 we want to be prepared for them. This year, we are continuing with our "Handle with Care" program. This program is designed to help parents reach out to the staff at Sunset Ridge PK-8 to inform us that your child needs to be handled with care that day (no other information is needed). If you find yourself in a situation where you want to let us know your child needs special consideration, please use DOJO to reach out by phone to Mrs. Comeaux or Mr. Ciancio. Use the phrase "Handle with Care". We will know to touch base with your child periodically throughout the day to help ensure your child's well-being.

It is a priority that our students attend school regularly and are on-time each day. We will be tracking student attendance daily and we will be in contact with parents if on-time school attendance begins to wane for any student. We appreciate your help and support to make on-time attendance to school a top priority.

A couple of reminders/updates on our school policies for attendance:

- There is a 10 day maximum on excused absences. Any absence past 10 days will be excused only with a doctor's note;
- Non-attendance for the school day means non-participation in evening activities;
- Vacations, even if properly notified, will be marked as unexcused absences;
- When a family has a sick child, the expectation is that healthy siblings attend school;
- Students arriving to school tardy must be escorted into the school by parent/guardian;
- Check out of students must be made prior 2:40 p.m. (10 minutes prior to dismissal).
- Students are only allowed to be checked out/in by people on the students list, who are over 18.

We hope the calendar will come in handy to remind you of important school dates and events. The Westminster Public Schools (WPS) Rights and Responsibilities Handbook (available on-line from the WPS website) outlines all district policies and procedures. If you have any questions, please feel free to contact us during the school year. You can phone us through the school office phone number (303-426-8907) or stop in at the front office.

Sincerely,  
 Roger Vadeen, Principal Sunset Ridge PK-8  
 Nick Ciancio, Assistant Principal Sunset Ridge PK-8

## Sunset Ridge PK-8 School Hours

First Bell – **7:55 a.m.**

Tardy Bell – **8:10 a.m.**

Dismissal Bell – **2:50 p.m.**

FREE Breakfast is served to ALL students beginning at the start of the day.

Breakfast will not be served 30 minutes after the start of the school day. Students wanting breakfast need to be on-time.

**Early Release Days:** Students will be dismissed at 1:40 p.m. on early-release days. Please refer to the district calendar for a complete list of early-release days.

## WESTMINSTER PUBLIC SCHOOLS 2023-2024 SCHOOL YEAR

July 2023						
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August 2023						
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September 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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## **Shared Vision for Sunset Ridge PK-8**

(Ideas from students, parents, and staff)

**At Sunset Ridge PK-8 it is important that we, as a community....**

**Become involved in our learners' education because "a good education is no longer just a pathway to opportunity – it is a pre-requisite."**

(PTA/School Committees and Volunteering)

**Show respect and kindness to one another.**

**Demonstrate a positive attitude and good effort.**

**Have fun while working hard together. We take advantage of opportunities to reward learners and staff for their successes.**

## SUNSET RIDGE Shared Vision



**At Sunset Ridge, it is important that we, as a community....**

**Become involved in our learners' education because "a good education is no longer just a pathway to opportunity – it is a pre-requisite."**

**Show respect and kindness to one another.**

**Demonstrate a positive attitude and good effort.**

**Have fun while working hard together. We take advantage of opportunities to reward learners and staff for their successes.**

## Sunset Ridge Code of Conduct

**In our learning environment, we will:**

- RESPECT EACH OTHER**
- BE RESPONSIBLE for OUR ACTIONS**
- WORK HARD and DO our BEST WORK**
- BE KIND to EVERYONE**
- BE SAFE**
- BE HONEST with OURSELVES and OTHERS**



## IN AN EMERGENCY TAKE ACTION



**HOLD! In your room or area. Clear the halls.**

**STUDENTS**

Clear the hallway and remain in room or area until the "All Clear" is announced.  
Do business as usual.

**ADULTS**

Close and lock the door.  
Account for students and adults.  
Do business as usual.



**SECURE!**

**Get inside. Lock outside doors.**

**STUDENTS**

Return to inside of building.  
Do business as usual.

**ADULTS**

Bring everyone indoors.  
Lock outside doors.  
Increase situational awareness.  
Account for students and adults.  
Do business as usual.



**LOCKDOWN! Locks, lights, out of sight.**

**STUDENTS**

Move away from sight.  
Maintain silence.  
Do not open the door.

**ADULTS**

Recover students from hallway if possible.  
Lock the classroom door.  
Turn out the lights.  
Move away from sight.  
Maintain silence.  
Do not open the door.  
Prepare to evade or defend.



**EVACUATE! (A location may be specified)**

**STUDENTS**

Leave stuff behind if required to if possible, bring your phone.  
Follow instructions.

**ADULTS**

Lead students to Evacuation location.  
Account for students and adults.  
Notify if missing, extra or injured students or adults.



**SHELTER! Hazard and safety strategy.**

**STUDENTS**

Use appropriate safety strategy for the hazard.

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

**ADULTS**

Lead safety strategy.  
Account for students and adults.  
Notify if missing, extra or injured students or adults.

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Throughout the year, a variety of emergency drills will be conducted. We have emergency drills in order to practice what we will do in case of an actual emergency. The following drills will be practiced by students and staff:

- FIRE DRILL – every month
- TORNADO DRILL – twice a year
- HAZARDOUS SPILL – once a year
- SECURE – twice a year
- LOCKDOWN – twice a year
- HOLD – once a year



### INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

### COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

## HOLD

"In Your Classroom or Area"

**Students** are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

**Adults and staff** are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



## SECURE

"Get Inside. Lock outside doors"

**Students** are trained to:

- Return to inside of building
- Do business as usual

**Adults and staff** are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



## LOCKDOWN

"Locks, Lights, Out of Sight"

**Students** are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

**Adults and staff** are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



## EVACUATE

"To a Location"

**Students** are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

**Adults and staff** are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



## SHELTER

"State Hazard and Safety Strategy"

**Hazards** might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

**Safety Strategies** might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

**Students** are trained in:

- Appropriate Hazards and Safety Strategies

**Adults and staff** are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



## **Title One Parent Involvement Policy and Compact Sunset Ridge PK-8**

This Parent Involvement Policy and Compact has been jointly developed and agreed upon by Sunset Ridge PK-8 and families.

### **Parental Involvement Policy**

The administration, staff, and families of Sunset Ridge PK-8 believe that the improved academic achievement of each student is a responsibility shared by the entire community, including the school district, community members, school staff, students and parents (including guardians and all members of a student's family involved in his/her education). We are committed to meeting the needs of all our students. To accomplish this, we must all work together.

Parent involvement in the school will include opportunities for:

- Families to volunteer and be involved in school activities;
- Effective communication between the school and families;
- Families to participate in school decision-making;
- Staff development and parent/guardian education;
- Families to provide home support for their student's education.

### **Title One School/Parent Compact**

The goal of the Title One program is to help every child get a high-quality education. The school's administration, staff, families, and students each have responsibilities they must meet in order to accomplish this.

#### **As a *student*, I promise to....**

- Come to school every day and be prepared to learn and participate;
- Ask for help when I need it;
- Respect and show kindness to other students and adults;
- Set academic goals and work towards the accomplishment of my goals;
- Do my homework and participate in the At-Home Reading Program.



**As a parent/guardian I promise to....**

- Help my child attend school every day;
- Find a quiet place for my child to read and complete homework;
- Read to and with my child on a regular basis;
- Provide enriching learning experiences at home;
- Assist my child with the At-Home Reading Program;
- Maintain open communication with the teachers and staff;
- Participate in decisions related to my child's education and achievement, as appropriate;
- Volunteer and be involved in school activities (when volunteer and parent opportunities are available).

**As a school, we promise to....**

- Provide a challenging, yet supportive academic environment;
- Help our parents/guardians understand Empower and learn how to use Empower to gauge the progress of their children;
- Assist families as they work to help their children achieve academic and behavioral goals;
- Be available to support reasonable requests, suggestions, and questions in regard to Title I policies and procedures;
- Provide multiple opportunities for families to build a partnership with the school, where the school will provide materials and resources to assist parents in promoting their children's academic achievement (Literacy Nights, Math Nights);
- Provide access to the Sunset Ridge PK-8 Unified Improvement Plan and this Parent Involvement Policy and Compact;
- Provide this Parent Involvement Policy to parents in a language they can understand.



# Student Drop-Off/ Pick-Up Safety

**The parking lot will be closed to traffic from 7:40-8:15 and from 2:40-3:00 (exceptions are made on bad weather days).**

For the safety of our students and staff, our parking lot will be closed in the morning for student drop-off and the afternoon student pick-up. Parents conducting business at the school during the day are welcome to use the parking lot. Please use parking spots as designated.

It is important that families and students are able to walk safely across our parking lot and to walk safely across the street using the crosswalk. Students should always be accompanied by an adult when walking across the school parking lot.

On Hooker Street, the curb between the two crosswalks in front of school is designated as '**Student Drop Off/Pick Up Zones**'. Please use these areas to park and drop off your students.

It is very important to the safety of our students that parents do not park cars within 20 feet of the crosswalks. Per Colorado law, cars can be cited for a violation if parked within 20 feet of the crosswalk.

Per Colorado law, drivers must yield the right-of-way to a pedestrian crossing the roadway within a crosswalk. It is important that when driving near a crosswalk, all drivers take care to look for pedestrians. Please do not make U-turns anywhere near the crosswalks as this poses a risk to the pedestrians in the street.

Our Bus Zone/Circle is closed from 7:40-8:05 and from 2:45-3:00. Please do not enter the Bus Zone/Circle during these times or when you see a school bus in the bus zone.

**Reminders:**

- Find a designated spot where you plan to meet your child each day. By setting up a consistent spot, your child knows where to find you at the end of each school day;
- Always drive slowly on Hooker Street and watch for children crossing the street;
- Walk on the sidewalks and cross streets using crosswalks;
- Students need to walk straight home when school is dismissed;
- Pay careful attention to all traffic signs;
- Do not park within 20 feet of a crosswalk;
- Do not make U-turns in front of the school or near the crosswalks.
- Students are only allowed to be checked out/in by people on the Infinite Campus list, who are over 18.

**ON-LINE REGISTRATION FOR 2023-2024 SCHOOL YEAR**

All parents will need to register their children to attend Sunset Ridge PK-8 next year using the Westminster Public Schools On-line Registration System. On-line registration is meant to simplify the application process that is a requirement for students to attend school in Westminster Public Schools. The on-line registration process provides a convenient method to submit an application for enrollment and provide required information to our school office prior to enrollment. Families will need to complete only the one registration per family as more than one student may be on the application. Once your application has been reviewed, verified, and all required documents presented to the school, you will be notified by our office staff of next steps in the process.

**EXISTING FAMILIES TO WESTMINSTER PUBLIC SCHOOLS:**

If you currently or previously have had a student enrolled in Westminster Public Schools, you are considered an 'Existing Family' and you will need to use the on-line registration link for existing families to verify and make necessary changes to your children's enrollment information (i.e. update phone numbers; add contacts etc.). **We have your Parent Portal username and password and you can obtain yours from our office team.** Contact us at 303-426-8907 or stop in the front office to pick up your **username and password**. Your **username and password** will give you access to your Parent Portal and to the on-line enrollment process. All families must update/verify information every year using your

Parent Portal through Infinite Campus. The on-line registration process will make things easy and efficient for you. **You can apply for free/reduced lunch online any time after July 1<sup>st</sup>.** It is VERY important that ALL FAMILIES complete the free/reduced lunch application on-line. Even if you think you will not qualify, it really helps us if ALL FAMILIES go in and fill out the application. If you have not been able to register on-line this spring, during our July registration event, you can use a computer at the school to register on-line.

Please go to [schoolunchapp.com](http://schoolunchapp.com) to fill out the 2023-2024 free and reduced lunch application. We ask that all our families fill out this form for us. Your help to take a few moments to fill out this application, whether you think you will qualify or not, is very much appreciated.

**District Fees:**

- District Technology Fee (\$40 per student) This fee helps us maintain a Chromebook for every student to use.
- Elementary Materials Fee is \$10/student). The Materials Fee can be waived if you qualify for free/reduced lunch.
- Middle Level Materials Fee is \$25/student. The Materials Fee can be waived if you qualify for free/reduced lunch.

**Required for NEW Students:**

Students must be 5 years old by October 1<sup>st</sup> to attend Kindergarten

**Current Immunizations:**

5 DTP, 4 Polio, 3 HEP, 1 HIB, 2 MMR, 2 Varicella for kindergarten through 5th grade  
(or history of chickenpox)

**Proof of Residency (new students/existing families who have moved):**

(Utility Bill, Lease or Notarized Letter from whom you are living with)

It is very important we have two emergency contact phone numbers and addresses, in the event the parents are unable to be reached.

# **GENERAL SCHOOL INFORMATION**

## **OFFICE HOURS**

The Sunset Ridge PK-8 office is open Monday through Friday from **7:30 a.m. to 3:30 p.m.** The main office phone number is 303-426-8907.

**Our Attendance Line is 720-542-4337. Please call this number to excuse your child from school.**

## **RESPONSIBILITIES AND RIGHTS CODE OF CONDUCT HANDBOOK**

The Westminster Public Schools Code of Conduct/Rights and Responsibilities Handbook is available on the main website of Westminster Public Schools. This handbook includes information regarding access to student records, discipline policies and procedures and information regarding discipline of students. Please go to [www.westminsterpublicschools.org](http://www.westminsterpublicschools.org) to access this parent handbook.

## **ATTENDANCE AND ABSENCE REPORTING POLICY**

Students enrolled in Sunset Ridge PK-8 are required to attend classes, unless excused for good reason in accordance with the Colorado Compulsory Attendance Law. Regular school attendance is essential for the student to attain the maximum benefit from school.

## **DEFINITIONS AND CONSEQUENCES FOR ABSENCES**

**ABSENCES:** are defined as the non-attendance of the student for a period of time longer than one hour during the school day.

**EXCUSED ABSENCES:** The office staff shall grant excused absences in compliance with the Compulsory Attendance Law for the following reasons:

- a. Absences caused by illness, injury, or physical, mental and/or emotional disability, or non-emergency medical/dental appointments;
- b. Religious appointments;
- c. Family emergencies or hardships;
- d. Absence required by a legal body.

Parents/guardians will receive a letter from the school after a student has accumulated 5 absences. A second letter will be sent after 10 absences. An Attendance Plan Meeting may be scheduled with families after 15 absences. An attendance contract between the school and parents will be created as needed.

**ABSENCES:**

“Colorado Law (CRS 22-33-104) requires every child who has attained the age of seven years and is under the age of sixteen to attend public school for at least one thousand and fifty six hours if a secondary school pupil or nine hundred sixty-eight hours if an elementary school pupil during each school year.”

“ Colorado Law (CRS 22-33-104) requires that any child who has more than four absences in a month and/or ten absences in a school or calendar year be considered “habitually truant”. The law requires that a meeting be held to review and evaluate the reasons for the child being habitually truant. The student and the parents/guardians are invited to this meeting. A plan for improvement of the student’s attendance will be developed at this meeting”.

To help keep the school informed, it is the parent’s responsibility to notify the school office about the students’ absences by the start of the school day. The attendance phone line is available 24 hours a day.

## **"TARDIES" ARE COSTLY**

When students come to school late, they miss out on the essential information and directions the teacher gives to set the stage for the day of learning. When parents allow their child to be tardy frequently, it subtly gives the child the message that promptness is not important and responsibility to be on time is not valued. Students need the message that school is important and you must be to school on time.

If your child is late for school they will be marked unexcused unless a parent comes into office to excuse the student. Continued tardies will be followed up by a call home and possibly other action if needed. We would like for each student to achieve his or her very best. To do this, every child needs to be at school on time. Please make sure that you and your children plan ahead to make it to school on time.

A student is tardy if they arrive more than 15 minutes past the start of the school day.

## **SCHOOL SAFETY PLANS AND PRECAUTIONS**

In order to be as vigilant as possible regarding the safety of our students and staff, we have implemented and are enforcing a strict school security procedure. As part of our school security plan, we require all adults who enter the building to come directly to the school office.

The safety and security of Sunset Ridge PK-8 students, families and staff is very important. In order to strengthen the security of our school and to better ensure we know who is in the school, we will keep the front doors of Sunset Ridge PK-8 locked before and after school. Every morning, our teachers will let all students into the school when the school bell rings. Parents and students requesting entry to the school prior to or later than our first school bell will need to request access to the school using our secured entry system which is located at the front door. To request access to the front office, press the intercom button at the front of the school which will activate our secured cameras. Office staff will use the intercom to communicate with visitors. As needed, visitors will be allowed access to the front office.

**HUG and GO**

Give your child a quick hug outside and allow your children to walk into the school by themselves. Parents or guests will not be allowed to go past the school office without prior consent of school administration.

**PreSchool Sign-In**

Our preschool team will establish procedures and protocols for preschool sign-in and pre-school dismissal. Parents of preschool students will receive specific information regarding sign-in and dismissal from our preschool team.

**A few additional ways we are working to ensure that Sunset Ridge PK-8 continues to be a safe and secure place for your child:**

- All exterior and interior school doors will be locked. Classroom doors will be locked when students are in the room.
- Parents who arrive early to pick their child/ren up must sign their child/ren out. Office staff will call students to come to the office and parents will need to wait in the office or outside.
- Only people listed on the emergency contact sheet can sign out a child and they will need to show an ID if the office staff does not recognize them.
- Staff members will always have a walkie-talkie when students are outside.
- Fire drills are practiced once per month.
- Tornado drills are practiced twice per year.
- Lockdown drills practiced at least twice during the year.
- Students are reminded frequently, throughout the year, of school rules/safety.

We appreciate your help as we strive to provide a learning environment that is safe and secure for all students and staff.

**KNOW THE RULES... For Going To and From School Safely**



1. Instruct your children to always TAKE A FRIEND, always stay in well-lit areas, never take shortcuts, and never go into isolated areas. Teach them to stay aware of their surroundings and observe all traffic rules in place to more safely share the roads and sidewalks with others.
2. Walk the route to and from school with your children pointing out landmarks and safe places to go if they're being followed or need help. Make the walk to and from school a "teachable moment" and chance to put their skills to the test. Make a map with your children showing acceptable routes to and from school. If your children wait for a bus, wait with them or make arrangements for supervision at the bus stop.
3. If anyone bothers your children or makes them feel scared, uncomfortable, or confused, while going to or from school, teach your children to trust their feelings, immediately get away from that person, and TELL you or another trusted adult. If an adult approaches your children for help or directions, remember grownups needing help should not ask children; they should ask other adults. Instruct your children to never approach a vehicle or accept money or gifts from anyone unless you have told them it is OK to accept in each instance.
4. Even though there may be safety in numbers it is still not safe for young children to walk to and from school, especially if they must take isolated routes anytime during the day or in darkness. Always provide supervision for your young children to help ensure their safe arrival to and from school.
5. Instruct your children to leave items and clothing with their name on them at home. If anyone calls out their name, teach them to not be fooled or confused. Teach your children about the tricks someone may try to use to confuse them or engage them in conversation. Children should also be taught that they do not need to be polite if approached and to get out of the situation as quickly and safely as possible.
6. Ensure current and accurate emergency contact information is on file for your children at their school. If you, or another trusted family member or friend, need to pick up your children, make sure to follow the school's departure procedures. These procedures need to include the school's confirmation of your children's departure with only those you authorize to pick them up.

7. Teach your children if anyone tries to take them somewhere they should quickly get away and yell, "This person is trying to take me away" or "This person is not my father/mother/guardian." Teach your children to make a scene and every effort to get away by kicking, screaming, and resisting if anyone tries to grab them.
8. Teach your children if anyone follows them on foot to get away from that person as quickly as possible. If anyone follows them in a vehicle they should turn around, go in the other direction, and try to quickly get to a spot where a trusted adult may help them. Advise them to be sure to TELL you or another trusted adult what happened.
9. Instruct your children to never leave school with anyone until they've checked with a trusted adult. If anyone tells them there is an emergency and they want your children to go with them, teach your children to always CHECK FIRST with you before doing anything. Also teach your children to always CHECK FIRST with you if they want to change their plans before or after school. Make sure your children always play with other children, have your permission to play in specific areas, and let you know where they are going to be. Instruct your children to TELL a trusted adult if they notice anyone they don't know or feel comfortable with hanging around them.
10. In the event your children may be lost or injured, make sure they carry a contact card with your name and telephone numbers such as work and cellular. This card should be hidden from plain view.

### **Key Tips to Reinforce With Your Children**

1. Always TAKE A FRIEND with you when walking, biking, or standing at the bus stop. Make sure you know your bus number and which bus to ride.
2. Say NO if anyone you don't know or a person who makes you feel scared, uncomfortable, or confused offers a ride. Do NOT accept a ride from anyone unless I have told you it is OK to do so in each instance.
3. Quickly get away and yell, "THIS PERSON IS **NOT** MY MOTHER/FATHER/GUARDIAN" if anyone tries to take you somewhere or is following you. If anyone tries to grab you, make a scene and every effort to get away by kicking, screaming, and resisting.

4. NEVER LEAVE SCHOOL GROUNDS before the regular school day ends. Always check with the office and me before leaving school early.

5. NEVER take shortcuts or walk through alleys to get to or from school. We will talk about which way to go to and from school. Remind me if activities you participate in cause you to leave earlier or arrive home later than usual. Remember to call me once you have arrived home.

### **Additional Safety Tips for Parents to Share with Children**

1. If an adult approaches your child for help or directions, remember grownups needing help should not ask children; they should ask other adults.
2. Do not go out alone. Always take a friend when going places or playing outside.
3. Say no if someone tries to touch you, or treats you in a way that makes you feel scared, uncomfortable, or confused. Get out of the situation as quickly as possible.
4. Tell a parent, guardian, or trusted adult if you feel scared, uncomfortable, or confused.
5. There will always be someone to help you, and you have the right to be safe.

Parents should choose opportunities or teachable moments to reinforce safety skills. If your child asks about recent events, speak frankly but with reassurance. Explain to your children you want to discuss the safety rules with them, so they will know what to do if they are ever confronted with a difficult situation. Make sure you have "safety nets" in place so your children know there is always someone who can help them.

*Originally shared from School District 12 Messenger to Parents*

## **STUDENT ILLNESS**

We believe that students should be in school everyday. However, we know that students do, from time to time, get sick. The following guidelines will help you to decide if you should send your child to school:

- **Rashes** – students should be kept at home unless a doctor’s note is provided that states that the rash is not contagious
- **Vomiting and Diarrhea** - students should be kept home until symptom-free for one day
- **Fever** – students with a high fever (over 100.4 degree) should be kept home
- **Common Cold** – students should be kept home if they have a fever, have lots of nasal discharge or a persistent cough
- **Pink Eye** – student should be kept at home and treated until your physician diagnosis the infection as not contagious
- **Persistent Cough** – students should remain at home if the cough is very persistent and painful to the student

## **HEALTH CLINIC**

The office staff assists students in the School Health Clinic. In the clinic, basic first aid is administered to students who become sick or injured at school, administer prescribed medications and maintain health records. The office staff will determine if a student needs to go home due to sickness or injury. If your child needs to go home, you will be contacted as soon as possible. We do not have the facilities to keep sick or injured students at school for extended periods of time.

## **GUIDELINES FOR SENDING ILL STUDENTS HOME FROM SCHOOL**

(Information for Parents and Staff)

Please notify school personnel of any illness or medical condition for which your child is being treated or monitored. A parent, guardian or designated contact will be notified immediately to pick up a child from school who presents any of the following conditions:

- Signs or symptoms of Covid-19
- Localized rash causing acute discomfort or systemic rash of undetermined origin as a sign of potential illness;

- An temperature greater than 100 degrees. All students must be fever free for 24 hours without the aid of fever reducing medication before returning to school.
- Signs or symptoms of acute illness, serious accident/injury;
- Vomiting (not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy food);
- Diarrhea of two or more loose watery stools;
- Asthma symptoms that do not respond to prescribed medication or no prescribed medication is available for treatment of asthma symptoms;
- Diabetes with a blood sugar greater than 400 and positive ketones or inadequate supplies to treat diabetes at school;
- Uncontrolled coughing;
- Pink eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). The student must receive treatment for 24 hours before returning to school or provide a note from a health care provider stating that the condition is not contagious and the student may return to school;
- Live head lice (defined as live insects that we see moving). The student shall return as soon as possible after treatment.

According to the assessment of the District Nurse Consultant, if staying in the classroom is counterproductive to the student's education, or the safety and wellness of others, a decision may be made to send the student home.

The parent will be expected to come for the child within an hour or a reasonable time agreed upon with the nurse or school personnel. In the event the parent, guardian or designated contact cannot be reached, a parent conference may be held at the earliest opportunity to establish correct contact numbers, school district expectations and parental responsibilities.

Any additional guidelines necessary for special needs students will be addressed in the Individualized Health Care Plan.

In the event of a student medical emergency, school personnel may call 911, and the student may be transported to a medical facility via ambulance. The cost of services provided by ambulance, private physician, clinic, hospital, or dentist remain the responsibility of the parent/guardian and will not be assumed by Sunset Ridge, Westminster Public Schools or school district personnel.

The State of Colorado requires school employees to report any issues of child abuse including medical neglect to Child Protective Services.

It is our goal to provide a safe, healthy environment that promotes learning for all students.

## **EMERGENCY HEALTH SITUATIONS AT SCHOOL**

If a student is seriously injured or becomes severely sick at school and requires care beyond the facilities of the school, an attempt will be made to contact you immediately. Depending on the situation, a phone call may be placed to emergency medical personnel (911) for emergency treatment and/or transportation to a medical facility.

## **MEDICATIONS**

For all medications, please remember, it is our policy to have a permission slip filled out by the parent **and doctor** (include child's name, amount of dosage to be given, time medication is supposed to be given, and name of medication to be given) and the original container for any medication that is needed to be taken here at school. You may obtain permission slips for medication release from the office.

Also, it is important to have the right medication for your child. We cannot give adult doses to your child. Please make sure any medication that is brought in is for the right age of your child. We are unable to dispense cough syrup or cough drops without a prescription. **Students are not allowed to keep medications with them at school.**

ANY PRESCRIPTION MEDICATIONS NEED TO HAVE THE PRESCRIPTION LABEL ON THE BOTTLE OR CONTAINER.

Please make sure your phone numbers are updated in the school. This is important because if your child has an emergency situation, we want to be able to contact you as soon as possible.

## **WITHDRAWING FROM SCHOOL**

In the event you need to withdraw your student, please contact the office to fill out a withdrawal form. It is always helpful if the parent can include where the student will be attending school next. When the office receives a request of records from the new school, the office will forward all records via mail/email.

## **PARKING LOT SAFETY**

It is very important that you drive slowly in the parking lot. It is safer if you will pull into a parking spot to drop off your student rather than stopping in front of the school. Students being dropped off need to walk on the sidewalks of the school and follow the 'wolf paws.' Your help to remind children to not walk in the parking lot without an adult is most appreciated.

Please do not enter the BUS ZONE prior to 7:30 a.m. to prevent interference with our school buses. There is no parking in the BUS ZONE – this space is for quick drop off only. The BUS ZONE is reserved for school buses only after school.

The curb between the two crosswalks in front of the school will be designated as Student Drop Off/Pick Up Zones except in the areas between the "NO PARKING" signs. No parking is permitted in this area. You may park on the opposite side of the street except between the posted "NO PARKING" signs. Please ensure that your children cross in the crosswalks

Always drive slowly. Do not park or stop anywhere near the crosswalks. It is best to park at least 10 yards (30 feet) away from the crosswalks to ensure clear visibility for pedestrians in the crosswalk. Please stop for children who are crossing the street. Do not make U-Turns in front of the school. It is not safe to stop your car on Hooker St. to drop children off. I ask that you please pull to the side of the street when stopping to let children out of the car. Instruct children to only cross at the crosswalk.

Remember that when driving, it is very important to be watchful and aware of what is around you. Take special care to slow down when you see pedestrians.

Please remind your children to always walk on the sidewalks or the side of the road when sidewalks are not available. Students should be reminded frequently to always cross in crosswalks and to obey all traffic lights. It is also important to tell your children that they should walk straight home when school is dismissed.

It is important that you follow all posted traffic signs around Sunset Ridge PK-8. There are signs posted regarding the speed limit and signs posted indicating no parking. There are signs near all the intersections by our school that say "No Parking, Stopping or Standing." Please pay careful attention to these signs and do not park or even stop your car within the arrows of these signs. The reason for these signs is to ensure clear visibility of pedestrians walking in the crosswalks.

## **MORNING and AFTERNOON SCHOOL SUPERVISION**

Adult supervision will begin 10-15 minutes prior to the start of the school day. A free breakfast will be available to all students everyday. Breakfast will be served in all classrooms starting at the beginning of the day and continuing for 30 minutes. Before breakfast, students will participate in our daily morning exercise program. As students arrive to school, they need to go to the blacktop at the back of our school and join our walking program. Everyday, students will have the opportunity to engage in walking with their peers and Sunset Ridge PK-8 staff members.

Please ensure that students do not arrive at school more than 10-15 minutes prior to the beginning of school. Parents will be contacted if their child consistently arrives too early to school.

Supervision is also provided upon student dismissal. Students not picked up 5-7 minutes after the dismissal bell will be brought back into the school and parents will be contacted.

## **AFTER SCHOOL PLANS**

In order to ensure the safety of our children, it is important to remind our children of our expectations for what we want them to do before and after school. It is school policy that students do not arrive at school more than 10-15 minutes before the first bell and leave the school grounds immediately after the dismissal school bell rings. It is also important that students know if they are supposed to walk home or wait for someone to pick them up from school. If you are picking your child up from school, please make sure that you are at the school when the dismissal bell rings. If your child is in an after school activity, please be aware of the ending time of the activity. There may be times when we do not have supervision outside following an after school activity. Parents need to be waiting in the parking lot at the end of an after school activity to take their child(ren) home.



Please talk to your child and make sure they know what you want them to do after school. If your child reports to you that a stranger has contacted them when walking to or from school, please contact the Westminster Police to report the incident. Also, stop in the office to report the incident to the principal. Remind your children that they should not bring a friend home after school if they have not been told by you that it is ok to have the friend come to your house. If your child does come home with a child from school, and you are not aware that this child has permission from his/her parents to be at your house, please call the school office immediately (303-426-8907). This will help us to quickly reunite a student who is possibly missing back to his/her family.

## **CHECKING YOUR CHILD'S BACKPACK**

It is important that our students do not bring things to school that could cause harm or that could make other students fearful. We ask that parents do periodic checks of their children's backpacks and remove any items that are not a school supply. Also, please talk with your children about the importance of not putting toys or any item that could cause harm into their backpacks. Students may forget that they put things in their backpacks, and then these items are brought to school.

Below, we have included information on items that should not be brought to school. We thank all of you for helping to ensure that items that do not belong in school are not brought to school by our students.

## **PROHIBITED ITEMS**

Students are not allowed to bring any item to school that could cause harm to self or to others. Items that could scare another student are also prohibited from being brought to school. This includes anything sharp or anything that looks like any type of weapon.

Students are not allowed to chew gum or chew on seeds. Electronic games, toys, cameras, trading cards (Digimon, Pokemon, etc.) are not allowed at school.

At Sunset Ridge PK-8, we furnish playground equipment for all grades (basketballs, 4-square balls, jump ropes, tetherball, soft footballs etc). Students are not to bring play items to school because we cannot be responsible for lost or stolen personal belongings.

**Items/toys that are prohibited include:**

- Toy weapons of any kind
- Footballs, soccer balls, basketballs etc. unless approved by Mr. Vadeen/Mr. Ciancio for recess use
- Games
- Fidget Spinners – see below for more on fidgets
- Trading cards
- Toy cell phones
- Make-up can be worn but cannot be applied at school
- Electronic devices – i.e. - Game Boy/Nintendo, iPod

If students bring any of the above items to school, the items will be confiscated and **may or may not** be retrievable at the end of the school year.

**Fidgets/Fidget Spinners:** As a reminder, fidgets (e.g., slime, sand and spinners) are not allowed at school unless pre-approved and documented on a student’s specific learning plan (Individual Education Plan or 504 plan). At Sunset Ridge PK-8, we have a supply of school-approved fidgets that we can and do provide if your child needs help with focus and attention to tasks. We ask parents not to send any fidgets to school. If you feel your child can benefit from a fidget, please consult with your child’s teacher or with Mr. Vadeen/Mr. Ciancio.

**Gum/Candy -** Gum chewing is not allowed unless under the supervision and knowledge of a teacher. Normally, we discourage candy at school. There are times when a teacher may reward a student with candy. One piece of candy at lunch is acceptable.

## **SEARCHES OF DESKS AND STUDENT STORAGE AREAS**

School desks and storage areas are school property, which the school has made available for student use for educational purposes. School officials have the right to inspect the desks and storage areas as deemed necessary. Student backpacks will be searched when there is reasonable suspicion that the search will result in the discovery of:

- substances prohibited by district/school policy and or prohibited by state law
- any material or item which presents a danger of physical harm to self or others
- materials not properly in the possession of the student (stolen items)
- any item that falls out of line of school policy (i.e. toys, gum, cell phones, electronic devices etc.)

## **CELL PHONES**

Students are permitted to bring a cell phone to school **but it must be shut off during the school day and stored in a backpack.** Students may turn their phones on after the end of the school day. Phones that are turned on will be taken by staff and parents will have to come to the school office to retrieve the phone. Continued violation of our cell phone policy will result in disciplinary actions and possible revocation of the privilege to bring a phone to school.

## **TELEPHONE USE**

Students may use a school phone with adult permission only. We discourage phone calls for forgotten homework. Students will not be allowed to call home asking to go to a friend's house. These types of arrangements will need to be made the night before. In an emergency, you may call the front office and your child will be pulled out of class to take a phone call.

## **BIKES/SCOOTERS/SKATEBOARDS/ROLLER SKATES/SHOES WITH WHEELS**

Students are allowed to ride to school using a bike/scooter/skateboard/shoes with wheels or in-line skates. Students are not allowed to ride bikes/scooters/skateboards/in-line skates/shoes with wheels on school grounds. Bikes must be pushed and in-line skates/roller skates/shoes with wheels must be taken off when students arrive at school. We provide a bike rack and encourage all bikes to be securely locked. The school or district cannot be responsible for lost or stolen

personal belongings of students. We also encourage all students to wear helmets and other protective gear when riding bikes/scooters/skateboards or in-line skates to school.

## **LOST AND FOUND**

Items that are found should be turned into the office. Coats, backpacks, lunch boxes, and clothing will be kept in the large collection box inside the school. Money, keys, glasses, wallets, purses, jewelry, and other valuable items will be kept in the front office. If you or your children lose something, check in the collection box or stop in the front office.

We will only keep lost and found items in the Lost and Found for 2-3 weeks. If you are missing any clothing from your son or daughter, please come to school and look through our Lost and Found. Lost and Found is located in the hallway by the gym.

## **STUDENT DRESS CODE**

Be sure your child is dressed comfortably but appropriately for school. We will not allow student dress to disrupt our learning environment.

School policy states clothing not suitable includes:

- Short shorts or mini skirts (middle thigh length is appropriate length for shorts/skirts). Rule of Thumb: If the student can touch skin when placing hands to their sides, the shorts are too short and students will be required to change clothes.
- Midriff shirts are not allowed and shirts will not be allowed to be tied in the back (belly must not be shown).
- Large amounts of skin cannot be exposed
- No see-through clothing
- Bras or bra straps cannot be visible
- 2-finger rule for width of straps on shirts (no spaghetti straps)
- Clothing with suggestive pictures or words
- Clothing with alcohol, drug, gang, weapon or other inappropriate messages
- Other clothing that distracts from our learning environment

- Hairstyles that disrupt the learning environment of the classroom will be brought to the attention of parents and case by case decisions will be made by administration.
- No unnatural effects added (i.e. no face gems or unnatural face modifications)

**No sagging of pants will be allowed.** Pants are to be worn appropriately, which means pants should be belted at the waist, buttoned, and not sagging off the hips. Underwear should not be visible. Students may be directed to call home to change or have a belt brought to school if pants cannot be kept on hips. Improvised belts may be assigned to students if needed.

**If student dress or use of make-up is deemed to be disruptive of our learning environment, parents will be contacted.**

**Other Prohibited Items:**

- Hazardous apparel or jewelry or other items such as spiked belts, spiked wristbands, spiked rings, etc which are likely to injure the wearer or someone else.
- Hats and caps can be worn outside but not inside the school
- Clothing with suggestive pictures or words
- Steel-toed footwear

The way a student dresses has an impact on his/her attitude and behavior at school. Clothing should be safe and not cause distractions to others. We suggest that students avoid wearing open-toed sandals/shoes to prevent toe injuries.

**All students are not to wear hoodies/headgear/hats inside the school during the school day.** The only exception to this rule would be on a school wide "Hat Day".

The administration and staff maintain the authority to determine appropriate clothing for school. Students who fail to dress appropriately will be required to change or will be sent home for a change of clothing. **Repeat dress code violations will result in disciplinary actions.**

## **FAIR WEATHER FLAG AND APPROPRIATE DRESS FOR COLDER CONDITIONS**

A red flag will be located at the front of the building if the morning temperature is below 20 degrees, or if there is precipitation, ice on the ground or very windy conditions. A red flag means students come inside.

Dressing for the weather conditions is very important. We have outside recess scheduled during the school day. If the temperature drops below 20 degrees (feels like/wind chill factor) or conditions are icy and/or wet, recess will be held inside.

**When the weather is cool, please remember to send with your child coats, hats, gloves and boots.**

## **SCHOOL BREAKFAST; LUNCH PROGRAM; AFTERNOON SNACK**

Sunset Ridge PK-8 provides a free breakfast to all students. We also provide a free lunch program for all students. In the afternoon, PK-5 students are offered a snack (vegetable/fruit). The afternoon snack is not offered to middle level students.

Students may choose to bring a sack lunch to school. We encourage families to look at the school lunch menu daily. If you notice that the lunch items being served are not preferable to your child, please send a sack lunch to school with your child.

## **PHYSICAL EDUCATION**

All students will participate in physical education classes. Exceptions to participating in the physical education class can be made in writing by a parent. A student with a temporary or chronic illness which would be adversely affected by exercise or climatic conditions can be excused from physical education classes. If your child has an illness, please provide written documentation to excuse your child from the physical education class.

## **FAMILY NEWSLETTER**

One of our main communication devices with families is our Family Newsletter. At the beginning of each month, the Sunset Ridge PK-8 Family Newsletter will be sent home with every student. Please take some time to read the Family Newsletter each month. Inside the newsletter, you will find updates and reminders of important school events, breakfast

and lunch menus, articles about school activities, highlights of student accomplishments and information about what is happening in each grade level. We will also communicate important district information through our Sunset Ridge PK-8 Family Newsletter.

## **SCHOOL WEBSITE**

The school has a website: <http://suns.westminsterpublicschools.org>. We try to keep this site up to date as much as possible. On the website, you will find information on upcoming events, special announcements, school and staff information. Check us out on the web. Also, please check out our teacher web pages. You can find all the latest updates from your child's teacher on the teacher's webpage which is accessible through our school webpage.

## **SUNSET RIDGE PK-8 IS ON FACEBOOK:**

Check us out on Facebook and look up Sunset Ridge PK-8.

## **CLASS DOJO**

Many Sunset Ridge PK-8 teachers will use Class Dojo to communicate with parents. Look for more information from your child's teacher if he/she uses Class Dojo to communicate with parents.

## **Automated Alerts from Westminster Public Schools**

Empower is used in all schools in Westminster Public Schools. Teachers record student data and track students' learning using the Empower system. Parents are able to access Empower to monitor the learning of their children. If you need access to Empower, please call the school office at 303-426-8907 and we will help you learn how to log into Empower. In order to help parents understand how students are performing, a new communication tool has been developed in Empower. With the launch of this new tool, Empower will now be able to create and email personalized messages to parents. Parents will get a message if their children are missing work. If you get a message and would like more information about the message, please log into Empower or contact your child's teacher.

## **PARENT/STUDENT/TEACHER CONFERENCES**

Parent/Student/Teacher conferences are scheduled twice each year. Our hope is to have at least TWO times during the year when parents, students and teachers can sit down to talk about the progress of students. If a parent wishes a conference with a teacher at any time during the school year, the parents should not hesitate to call the teacher or email the teacher to arrange for an appointment.

## **WE NEED YOU – OPPORTUNITIES TO BE INVOLVED**

The following are opportunities our parents may choose to get involved in at Sunset Ridge PK-8. These groups and committees will help you better understand our school and our school district.

### **PTA (Parent Teacher Association) and BAAC (Building Advisory Accountability Committee)**

The purpose of the Parent Teacher Association at Sunset Ridge PK-8 is to promote the welfare of students by acting as advocates for them, by linking home and school in “intelligent cooperation”, by increasing skills parents need to nurture their children effectively, and by joining the teachers in a united effort to promote excellence in academics. The Building Advisory Accountability Committee consisting of parents, teachers, classified staff members, community patrons, and the principal, assist in determining yearly building goals, monitoring progress of goals and reporting progress of goals to the school community, district and state.

The Sunset Ridge PK-8 PTA raises money for the purchase of materials, supplies and equipment that benefit Sunset Ridge PK-8 students.

Meeting dates and times for PTA and BAAC meetings will be communicated to all parents at the beginning of the school year. Contact the office if you are interested in joining the Sunset Ridge PK-8 PTA/BAAC.



**DAAC** (District Accountability Advisory Committee)

The purpose of the District Accountability Advisory Committee is to monitor the District's accountability process and to review and certify each school's accountability plan. The DAAC also serves in an advisory capacity for the Board of Education. Members are appointed by the Board of Education each year and the committee meets quarterly.

**WESTMINSTER PUBLIC SCHOOLS FOUNDATION**

The Westminster Public Schools Foundation is a not-for-profit charitable organization established for the express purpose of providing support for the students, faculty and citizens of the District. It is a legally separate entity created to secure and distribute contributions from individuals and organizations to programs and activities of Westminster Public Schools. Persons interested in supporting the Westminster Public Schools Foundation may call the Foundation office at (720) 542-4592.

**BOARD OF EDUCATION**

The Westminster Public Schools Board of Education meets regularly at the administration building.

**MORE PARENT INVOLVEMENT OPPORTUNITIES**

Possible opportunities for parent volunteers:

- Music Programs
- Ice Cream Social
- Back-to-School Night
- Math and Literacy Nights
- Fall Carnival
- Awards Presentations
- Coffee with the Principals
- Parking lot pick up/dropoff

## **SCHOOL CLOSURES AND STORM DELAY SCHEDULES**

Should inclement weather or emergency situations result in the closing of district schools, or in an adjustment to school start or dismissal times, the information will be posted on the district web site, communicated through a robo-call from the district, and conveyed to a number of radio and TV stations for broadcasting.

**Web Site.** Any weather-related schedule changes will be posted to a link on the district's web site [WWW.WESTMINSTERPUBLICSCHOOLS.ORG](http://WWW.WESTMINSTERPUBLICSCHOOLS.ORG) by 5:00 a.m. You may want to bookmark this address for easy access.

### **School Closure**

When early morning weather and road conditions or other emergency situations are deemed hazardous, the district will announce closure of schools or delayed start through local media.

In the event of school closure/delayed start, the Westminster Public School Remote Learning Plan MAY be implemented.

- In the event of school closure, all activities scheduled in district facilities will be canceled, including before and after school programs.
- In the event of school closure, in-district sports events and team practices are postponed. If a league event is scheduled in another district, the host district determines whether it is postponed.

### **Delayed start**

When early morning conditions are not deemed serious enough to close school, but are likely to cause delays, school bus stop pick-up times and school start times may be delayed. This information will be available on the district website [WWW.WESTMINSTERPUBLICSCHOOLS.ORG](http://WWW.WESTMINSTERPUBLICSCHOOLS.ORG) and local TV and radio stations as soon as feasible. Delayed start schedules are as follows:

High Schools: Bus pick up and school starting time will be delayed 90 minutes

Middle Schools: Delayed 90 minutes

PK-8 Schools: Delayed 90 minutes

Special programs: On delayed start days, to ensure the safety of our students, the following bus routes would be canceled for the day:

- Special Education transportation (handicapped busses)
- AM Kindergarten and AM preschool
- All field trips for the day

Afternoon dismissal times will be the same as usual for all schools unless otherwise announced

**Late dismissal** In case of dangerous weather warnings, a school may hold students past their dismissal time for safety reasons. This information will be posted on the district web site [WWW.WESTMINSTERPUBLICSCHOOLS.ORG](http://WWW.WESTMINSTERPUBLICSCHOOLS.ORG) and sent to the radio and TV stations listed as soon as possible.

**Important!!** Parents are urged to formulate contingency plans for their children in the event of an emergency. Arrangements should be made for the child(ren) to go to a neighbor's house, or to have access to the home and directions for contacting the parent. In no case will a child be released to a person without proper identification and clearance from the school office.

## ZOOM CODE OF CONDUCT

(Student Version)

 <p><b>Be on time!</b></p>	 <p><b>Sit at table or desk in a chair.</b></p>	 <p><b>Have good lighting so we can see your face!</b></p>	 <p><b>Wear your school clothes!</b></p>
 <p><b>NO FOOD OR DRINK</b></p> <p><b>Have a snack or drink <u>during a break or lunch!</u></b></p>	 <p><b>Participate! Answer questions! Listen!</b></p>	 <p><b>Turn in my work on Empower!</b></p>	 <p><b>Hold with both hands! Keep Chrome Book in the bag when you are not using it!</b></p>

- Log in on time (few minutes early)
- Use your real name
- Turn on video and keep your video on
- Use chat as directed by your teacher – do not use chat while teacher is talking
- Be in a distraction free area
- Be dressed and ready for learning
- Mute your microphone when entering and when not talking
- Sit still and listen to the speaker
- Raise hand if you want to speak
- Look into the camera
- Follow directions
- Stay focused and engaged
- Practice good digital citizenship

### BE COURTEOUS AND KIND

Show respect for everyone's rights and treat others as you would like to be treated.

### GIVE YOUR FULL ATTENTION DURING ALL ASSEMBLIES

During an assembly, you are expected to give your full attention to whatever program is being presented, to listen quietly and to show appreciation by hand clapping only. Dismissal directions will be given at the conclusion of the program. Remember to keep the fire aisles free at the center of the gym.

### LISTEN TO DIRECTIONS DURING A FIRE DRILL/BUILDING EVACUATION OR TORNADO DRILL

Fire drills are held often. When you hear our fire alarm, you need to follow your teacher's directions to exit the building. You will be asked to leave all your personal belongings in the classroom and leave the building with your class. Your safety is our concern. Once outside or in designated safety area, you are to face the building, wait for roll call and listen to the teacher's directions. During the occasional tornado drills, listen to all instructions given by your teacher.

### IF YOU GET HURT OR INJURED AT SCHOOL

If you get hurt or injured on the playground, report immediately to the building aide or teacher on duty. If you can't, ask a friend to get help for you. The building aides and school secretary are trained in first aid and CPR. Parents will get a call from the office if their child(ren) has a fever, is vomiting, has a head injury, or otherwise substantially injured.

## KNOW AND FOLLOW ALL RECESS RULES

Recess is an important and pleasant privilege given to you. Remember all the areas which are off limits during this time. These include the front grass area, parking lot and some blacktop areas. When snow or ice is on the ground, do not throw it or slide on it. This can be very dangerous. Also, stay away from water and mud puddles.

Balls and other equipment will be provided for you for recess time. Please take care of this equipment and return it to the aide or teacher who gave it to you. Students aren't allowed to bring toys or equipment from home. At no time can you climb onto the school roof or leave school grounds to retrieve any equipment or for any other reason. **Your safety is very important to us!**

## PLAYGROUND RULES

Playground equipment and balls are provided for student enjoyment at recess. Safety rules and procedures for proper care of equipment will be enforced.

The following activities are prohibited:

- Throwing rocks, gravel, snowballs, etc. at any time;
- Sitting on fences and climbing fences;
- Sliding on ice or snow;
- Pulling on other people's clothes;
- Running on the blacktop;
- Wrestling;
- Giving piggyback rides or lifting other children;
- Swinging other students around;
- Kicking, hitting, tripping or karate kicking

## **BE SAFE**

To keep each other safe, our expectation is that students will keep their hands and feet (body) to themselves. We expect our students to not engage in hitting, kicking, pushing, pulling or tripping each other. We also expect our students to refrain from hand holding, hugging, or playing any physical touching games (i.e. rock-paper-scissors; tag; Red Rover; Crack the Whip etc.). The best advice that our parents and our teachers can give to our students is to keep your hands and your body to yourself.

**SWINGS**

No pushing or jumping from swings. Wait in line in front of swings for your turn by counting out loud to 60. Do not run in and out of swings. Do not lean back or swing sideways or twist the swings.

- Any toys or playground equipment brought from home for Show and Tell must be left in the classroom during recess.
- Shoes must be left on at all times.
- No food, candy or gum is allowed on recess.
- Simple gymnastics on the grass only.

**Equipment**

- No climbing on top of the equipment
- No chasing
- No swinging on the tetherball

Students must stop playing immediately when the bell rings and line up to go inside.

**STAY COMPLETELY AWAY FROM DOGS IN NEIGHBORING YARDS. SHOULD A DOG BE LOOSE ON THE SCHOOL GROUNDS, STAY COMPLETELY AWAY FROM THE DOG.**

**POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

Sunset Ridge PK-8 is participating in the Positive Behavior Intervention Support Program (PBIS) sponsored by the Colorado Department of Education. The rationale for PBIS is to directly teach the positive behaviors that we expect from our students. As part of our school-wide Positive Behavioral Instructional Support work, we have established a common vision/approach to discipline that includes the creation of:

- A clear set of positive behavioral expectations

- Clear procedures for teaching expected behaviors
- Specific procedures for encouraging expected behaviors
- Strategies for discouraging problem behaviors
- A system for on-going monitoring and evaluation of our discipline data.

We have established a systematic reward system (WOLF PAWS) to recognize students that demonstrate positive behaviors.

Please help us by talking with your child about the Sunset Ridge PK-8 behavior expectations and encourage them to display these positive behaviors at home and at school.

## **BULLY PREVENTION**

We teach our students the importance of reporting situations where children feel unsafe. While students are not always nice to each other and are often downright mean to each other in the words they say/actions they do to their classmates, we instill in our students some strategies for dealing with students who are not nice. **STOP/WALK/TALK** are the key words and the message we consistently tell our students.

Tell the other student, "Please **STOP.**"

**WALK** away from the situation.

**TALK** to an adult if needed.



## **RANDOM ACTS OF KINDNESS PROGRAM AT SUNSET RIDGE PK-8**

At Sunset Ridge PK-8, we will be using the Random Acts of Kindness program in all classrooms to encourage appropriate behaviors and discourage bullying behaviors. Teachers will teach specific concepts through lessons which will encourage our students to actively engage in learning '**12 Kindness Concepts**'. Our goal is to promote happy classrooms and discourage behaviors that cause harm to others.

Below you will find a list of lessons that Sunset Ridge PK-8 teachers will teach students as part of this bully-proofing program.

- **Caring for Others:** Students learn to show respect and care to others
- **Creating a Kind Classroom:** Students learn about personal space and boundaries of others
- **Feelings and Behavior:** Students learn that feelings influence behavior
- **Following the Rules:** Students learn why classroom rules are needed
- **Feelings and Actions:** Students learn a variety of emotions and identify appropriate ways to express them
- **Good Manners:** Students learn that using good manners when speaking is a way to be kind
- **Learning to Listen:** Students learn effective listening skills as a way to show kindness
- **Learning to Solve Problems:** Students learn problem-solving strategies and how to make kind choices
- **How Can I Be Kind:** Students learn what it means to be kind and how to apply kindness skills at home and school
- **How Can we Be Kind:** Students learn that there are kind and respectful ways to play and work together
- **It Takes One:** Students examine what respectful behavior looks and feels like in themselves and others
- **Keep Trying:** Students learn how to stay positive and control their emotions so they can keep trying
- **Communicating with Empathy:** This builds students' abilities to put empathy into action and offer kind things to say
- **Complimenting Others:** Complimenting allows students to practice acknowledging and valuing everyone for who they are
- **Feelings and Emotions:** Students learn how to identify, label and express their emotions in kind and healthy ways
- **How I treat Myself and Others Matters:** Students learn to manage differences & interact with peers in safe and respectful ways

- **Friendship:** Students learn what true friendship is, and how to make and be a good friend
- **Respecting Beliefs and Opinions:** Students learn the difference between beliefs and opinions & how to be respectful of each
- **Stress Busters:** Students learn to identify and manage emotions induced by stressors
- **What Would You Do?:** Students learn to make responsible choices and treat others with kindness in their communities
- **Healthy Communication:** Students identify peer pressure and develop skills to make the right choices
- **Honesty and Integrity:** Students learn how to respond to various social situations with honesty and integrity
- **Taking Care of Ourselves:** Students learn to show empathy and respect for others in various social situations
- **What Influences Us?:** Students learn to recognize who and what influences their behavior & learn to make positive choices

**The information below is from the Random Acts of Kindness Foundation's website. You can find more information on this foundation and the work of Random Acts of Kindness at:**

<https://www.randomactsofkindness.org>

## **Enrichment Activities for Students**

The following activities have traditionally been a part of our Sunset Ridge PK-8 instructional programming.

### **AFTER-SCHOOL READING and MATH TUTORING**

More information on after-school tutoring will be sent home to students identified for tutoring services.

### **STUDENT COUNCIL**

Student Council is composed of representatives chosen from intermediate and middle grade classes. The Student Council meets regularly with the staff sponsors to discuss school-related activities and projects.

### **AFTER-SCHOOL CLUBS**

In past years, Sunset Ridge PK-8 sponsored the following after-school clubs: Tennis Club; Art Club; Drama Club; Sports Club; Running Club; Karate classes; Guitar Club; Dance Club; Chess Club. Look for more information throughout the year on clubs that may be offered this year.