

# SUNDOWN ELEMENTARY SCHOOL

## STUDENT HANDBOOK

### 2026-2027



6151 WEST AVE J8  
LANCASTER CA 93536

661-722-3026  
[www.westside.k12.ca.us](http://www.westside.k12.ca.us)

JILL CULVER  
PRINCIPAL

SHEENA ROQUE  
VICE PRINCIPAL

SCOTTLAND MCCRAW  
VICE PRINCIPAL

Dear Sundown Stallion Families,

We are honored to serve as your Sundown Elementary Principal and Vice Principal Team for the 2026-2027 school year. Our administrative team this year will include Mrs. Culver as Principal and Mrs. Roque as our full time Vice Principal and Mr. McCraw as our Part-Time Vice Principal. Our management team to include Mr. Vahe Amarian as the School Psychologist along with Mrs. Chrissy Lagos and Mr. Vega as our School Counselors. We all are thankful for the opportunity to continue to serve the Sundown Elementary School students, parents, and staff!

We are so excited for this school year where we will be working on raising expectations and building student capacity and building positive relationships with the focus on “Dive Deep: Every Student. Every Day. *Where Relationships Build Confidence and Data Drives Success.*” which is our theme for the year. Together, we dive beyond the surface to understand every learner. Through strong relationships, meaningful data, rigorous instruction, and targeted MTSS supports, we ensure every student is challenged, supported, and inspired to reach their full potential.

We want to share that we have several positions open on our staff including playground supervisors and instructional assistants. For those that are interested, this could be a great opportunity to be even more connected with the school. For more information and to apply, make sure to check out <https://www.edjoin.org/westsidek12>.

As your Principal and Vice Principals we want to share our core commitments to you and your students:

- Communication is Critical- We will make sure to communicate with families regularly through the weekly phone messages and emails to keep everyone up-to-date about what is going on at the school. If there are changes occurring, we will communicate them as early and clearly as possible so families can stay informed.
- Student Academic and Social Growth is a primary focus- We are strengthening systems so that all students receive the support and enrichment they need. We want to make sure students and families understand where they are starting, what measurements are being used, and are regularly updated about their progress throughout the year.
- Strengthening connections and engagement with our families- We are encouraging all our families to connect with the school by attending any events, becoming a PTA member, or even volunteering on campus. We want our Sundown students to see the family and school connected in a partnership for their success.
- A safe environment for all students- This includes their physical and social safety where having an environment and school community that enables all students to feel safe to learn, make mistakes, and grow both academically and socially-emotionally is extremely important.
- All means All- We believe that all students can learn and grow at high levels. We believe that all students and their families will feel welcomed, safe, valued, and supported on campus.

Thank you for your continued support!

Go Stallions!

Jill Culver- Principal

Sheena Roque- Vice Principal

Sundown Elementary School  
6151 West Avenue J-8  
Lancaster, CA 93536

Scotland McCraw- Vice Principal

### **Sundown Teaching Staff**

| <u>Class</u> | <u>Teacher</u>                | <u>Room</u> |
|--------------|-------------------------------|-------------|
| UPK          | Sarah Larsen                  | 113         |
| UPK          | Kelvin Reyes                  | 115         |
| UPK          | Guisela Giron                 |             |
| Kindergarten | Delaney King                  | 105         |
| Kindergarten | Katherine Parker              | 107         |
| Kindergarten | Barbara Holtfreter            | 106         |
| Kindergarten | Jasmine Torres                | 109         |
| First Grade  | Megan Garcia                  | 101         |
| First Grade  | Kesley Tarnoff                | 102         |
| First Grade  | Michelle Vaca                 | 103         |
| First Grade  | Piamor Jacobe                 | 104         |
| Second Grade | Jessica Miconi-Paul           | 202         |
| Second Grade | Sandra Mireles                | 203         |
| Second Grade | Margaret Lopez                | 204         |
| Second Grade | Yecenia Rodriguez             | 205         |
| Third Grade  | Ciara Collins                 | 118         |
| Third Grade  | Jessica Iribarren             | 119         |
| Third Grade  | Faviola (Estrada) Clements    | 120         |
| Third Grade  | Daisy Sebunnya                | 117         |
| Fourth Grade | Denise McWilliams             | 121         |
| Fourth Grade | AnnElena Fors                 | 123         |
| Fourth Grade | Gabriela Alfaro               | 125         |
| Fourth Grade | Kenneth Luna                  | 122         |
| Fifth Grade  | Heather Hook                  | 211         |
| Fifth Grade  | Jessica Mundine               | 212         |
| Fifth Grade  | Amy Campos                    | 213         |
| Fifth Grade  | Kelli Holt                    | 214         |
| Fifth Grade  | Mary Ingraldi                 | 209         |
| Sixth Grade  | Tiffany Peck                  | 210         |
| Sixth Grade  | Sierra Moncayo                | 218         |
| Sixth Grade  | Christina Nichols             | 216         |
| Sixth Grade  | Yolanda Stack                 | 217         |
| Special Day  | Leslie Shows                  | 201         |
| Special Day  | Brooklyn Wells                | 206         |
| Special Day  | John Zopelis                  | 219         |
| RSP          | David Sinclair                | 208         |
| RSP          | Chelsea Marquez               | 207         |
| Music/Band   | Jeffrey Kaser/Janice Petersen | 220         |
| Art          | TBD                           | 124         |
| PE           | Christian Morales             | 222         |

### **OFFICE STAFF**

|              |                  |
|--------------|------------------|
| Tiffany Cass | School Secretary |
| Sandy Marmon | School Clerk     |

Katie Hiss  
Elizabeth Bayze

Clerk II Attendance  
General Clerk

Sarah Evans  
Lena Gage

School Nurse  
LVN

## GET OFF TO A GOOD START - PLAN TO DO THE FOLLOWING:

1. **Develop friendships.** Take advantage of school activities. Join in! To have a friend, be one. Start by giving classmates a smile. Students and staff are friendly and helpful. Ask other students or a staff member for help.
2. **Be well informed-in school, on time, every day.** Get acquainted with your school, its services, activities and rules. Listen to teachers as they give out directions and information.
3. **Work toward a goal.** With the help of your parents, teachers and other school staff, decide on some goals and begin to work toward reaching them.
4. **Learn to study effectively.** Use class time wisely. Listen to explanations and follow directions! Ask questions when you are uncertain. Develop your reading and comprehension. It will save you time. Ask your teacher about improving your study habits and the ability to concentrate.
5. **Keep up on all class assignments.** A few missed assignments can result in your becoming “lost” and may even lead to your failure. Do not let yourself fall behind.
6. **Develop school spirit and loyalty.** This is your school. We’re proud of Sundown and know that our school will be what we make it. We invite you to join us in making it #1! And most importantly, remember to follow the Golden Rule. Treat others the way that you would like to be treated!



## SUNDOWN ELEMENTARY SCHOOL 2026-2027 CALENDAR

### JUNE - 2026

8-30 VACATION – NO SCHOOL  
8-30 Extended Year School

### JULY - 2026

1-31 VACATION – NO SCHOOL

### AUGUST - 2026

3 *Classes Begin – Minimum Day*  
3 First Quarter/First Semester Begins  
3, 4, 31 Minimum Days

### SEPTEMBER – 2026

7 Labor Day Holiday – NO SCHOOL

### OCTOBER – 2026

2 First Quarter Ends  
5 Second Quarter Begins  
12-16 NO SCHOOL  
12 & 13 Parent Teacher Conference – NO SCHOOL

### NOVEMBER – 2026

11 Veteran's Day Holiday – NO SCHOOL  
20 Minimum Day  
23 Lincoln's Day Holiday – NO SCHOOL\*  
24-27 Thanksgiving Holiday – NO SCHOOL

### DECEMBER – 2026

7 & 18 Minimum Days  
18 Second Quarter/First Semester Ends

### December 2026 Continued

21-31 WINTER VACATION – NO SCHOOL

### JANUARY - 2027

1-8 WINTER VACATION – NO SCHOOL  
11 *Classes Resume*  
11 Third Quarter/Second Semester Begins  
15 Minimum Day  
18 M. L. King Holiday – NO SCHOOL

### FEBRUARY – 2027

15 Presidents' Day Holiday – NO SCHOOL

### MARCH - 2027

19 Minimum Day  
19 Third Quarter Ends  
22-31 SPRING VACATION – NO SCHOOL

### APRIL – 2027

1-2 SPRING VACATION – NO SCHOOL  
5 *Classes Resume*  
5 Fourth Quarter Begins

### MAY - 2027

31 Memorial Day Holiday – NO SCHOOL

### JUNE - 2027

3 Minimum Day  
4 Fourth Quarter/Second Semester Ends  
4 **Last Day of School – Minimum Day**

## SCHOOL HOURS

|                     |                                                    |
|---------------------|----------------------------------------------------|
| 7:15 am             | Campus Opens                                       |
| 7:40 am             | Line Up                                            |
| 7:45 am             | School Begins                                      |
| 9:00 am-9:20 am     | Kindergarten                                       |
| 9:20 am – 9:40 am   | 1 <sup>st</sup> and 4 <sup>th</sup> Grade – Recess |
| 9:40 am – 10:00 am  | 2 <sup>nd</sup> and 5 <sup>th</sup> Grade – Recess |
| 10:00 am – 10:20 am | 3 <sup>rd</sup> and 6 <sup>th</sup> Grade – Recess |
| 10:30 am – 11:15 am | TK – Lunch                                         |
| 10:30 am – 11:15 am | Kindergarten -Lunch                                |
| 10:50 am – 11:35 am | 1 <sup>st</sup> Grade – Lunch                      |
| 11:00 am – 11:45 am | 4 <sup>th</sup> Grade – Lunch                      |

|                                    |                                                     |
|------------------------------------|-----------------------------------------------------|
| 11:10 am – 11:55 pm                | 2 <sup>nd</sup> Grade – Lunch                       |
| 11:30 am – 12:15 pm                | 5 <sup>th</sup> Grade – Lunch                       |
| 11:45am – 12:30 pm                 | 3 <sup>rd</sup> Grade – Lunch                       |
| 12:00 pm – 12:45 pm                | 6 <sup>th</sup> Grade – Lunch                       |
| 1:45 pm (12:45 pm on minimum days) | TK and Kindergarten – Dismissal                     |
| 1:55 pm (12:55 pm on minimum days) | 1 <sup>st</sup> – 6 <sup>th</sup> Grade – Dismissal |

- Supervision will be provided at 7:15am daily when buses are scheduled to arrive at school.
- Students must be in their rooms (or with their teacher) when the final bell rings (see starting times listed above.)
- The warning bell rings at 7:40am, giving the students 5 minutes to get to class. Otherwise, the student is marked tardy.

### **ARRIVAL/DISMISSAL PROCEDURES**

In the morning, students in grades 1-6 may be dropped off in the front of the school and enter through the front gate by room 214 or on the side of the school (62<sup>nd</sup> Street) and enter through the gate by room 201. UPK and Kindergarten students must be dropped off at the UPK/Kindergarten gate (blue gate) located in the front of the school. Students are **NOT TO ENTER** the school through the office area (front doors) unless they are tardy.

After school, there will be five dismissal spots for students in grades 1-6.

- a. Bike gate (located by bike racks)\*- Gate at end of Brandon Thomas Way- Walkers or bike riders ONLY. Parents are able to park in the neighborhood to pick up their student.
- b. Bus gate (62nd street lot)- Bus Riders ONLY
- c. Front gate (Main J-8 lot by Room 214)- Drive up Pick Up ONLY, No walking to pick up from this location
- d. Side Gate (Near the music/band room) (Walkers or pick up by church)- Walkers ONLY
- e. Walker gate (62nd street lot behind classroom 201), Walkers ONLY

\*only 3<sup>rd</sup> – 6<sup>th</sup> graders can ride bikes and **MUST** have a helmet.

Sundown cannot allow parents or non-school personnel to wait in the main office for after school pick up. Due to the large number of students and confidentiality issues, we must adhere to specific dismissal procedures. Students are not allowed to be walking through the main hallways or the office after school. All students must exit in a supervised line and leave through one of the exit gates. At least one teacher at each grade level will escort students to each dismissal point. Siblings in grades 1-6 will meet at their dismissal gate (NO EXCEPTIONS).

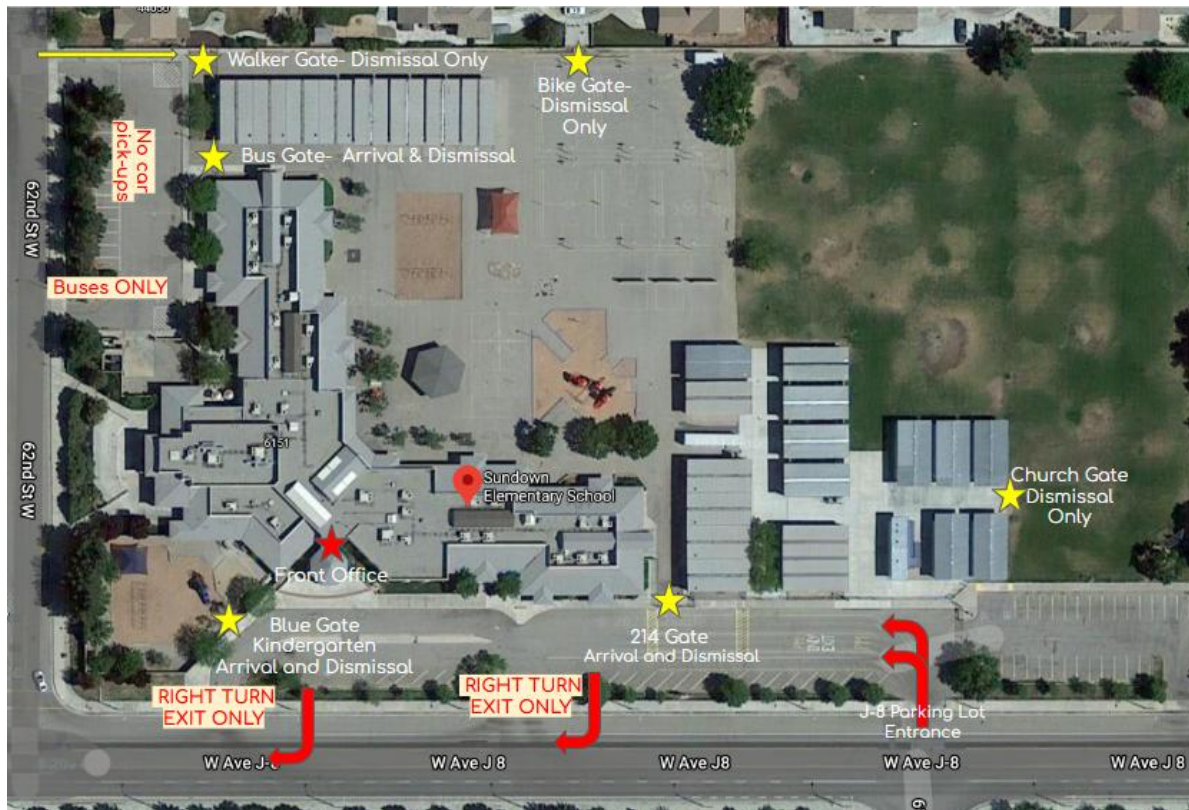
**UPK and Kindergarten dismissal will be at (TK)1:40 and (K)1:45pm. Please pick up kindergarten students and then proceed to designated areas for 1<sup>st</sup>-6<sup>th</sup> grade students.** Kindergarten students will be dismissed from their classrooms.

Due to our large number of students, we encourage students who are eligible to ride the bus to do so. We also highly recommend that students use the 214 gate exit and get picked up in the church parking lot.

**Students who are not picked up by 2:10 pm may walk home or be taken to a supervised area. The school only provides after school supervision outside until 2:10 pm. Parents or guardians must park and come into the office to sign out students picked up late.**

There is one drive in gate for the main parking lot and all cars are to enter the **EAST GATE ONLY**. When entering through the east gate, please pull into **lane one or lane three** to drop off or pick up. Lane two is for moving traffic only. **REMEMBER THIS IS A DROP OFF/PICK UP AREA ONLY & LANE TWO IS**

**ONLY FOR VEHICLES TO DRIVE THROUGH.** Please pull all the way forward to allow for the maximum number of cars to enter the parking lot. Drivers should drive very slowly when approaching the school and especially when driving into the parking lot. Also, stress with your child the importance of not dashing between vehicles. We need everyone to be extra careful. We need everyone's cooperation to make our school safe. **The curb painted red in front of the school is our Fire/Emergency Services lane. Do not park in the red zone, at any time. Vehicles left in the fire lane are subject to ticketing and towing. Vehicles stopped or parked illegally on or off campus (south side of J-8, in the parking lot entry/exit areas, double parked, parked in the cross walks, etc.) are also subject to ticketing and towing.**



## **ATTENDANCE**

Daily attendance at school is an important part of your child's school success. The staff appreciates your concern and cooperation regarding building good work habits in our children. Please be aware that California law requires verification of attendance. The only legally EXCUSED absences are those for illness, medical or dental appointments, exclusion from school for lack of immunization (limited to five days), court appearances where the student is required to be present and funeral services of an immediate family member (mother, father, grandmother, grandfather, brother, sister or any relative living in the household); one day for in state and three days for out of state. All other absences are considered UNEXCUSED.

All absences have an effect on the school's funding. We lose over \$45.00 per child per day for **any** absence. This is the same as having a portion of the family budget decreased unexpectedly. When a district budget is cut, the school budget is cut resulting in a lack of supplies and programs.

If it is necessary for your child to miss school for any reason, please call our Central Attendance Absence Line at 661-974-8573 and leave a message or you can email Sundown School's Attendance at [sd.attendance@westside.k12.ca.us](mailto:sd.attendance@westside.k12.ca.us) or the ParentSquare App. You may call the school and the office will forward your call to the Central Attendance Absence voice mailbox, ext. 17900. You **do not** have to send

**a handwritten note with your child if you called or emailed our Central Attendance Absence Line. Absences must be excused within 4 school days.**

If your child is absent for three or more days due to a medical reason, a signed doctor's note must be brought to school with your child when he/she returns to school.



**Attendance Recovery! ALL students can sign up for the Short Term Independent Study Program (STIS)**

WUSD is offering a new program for Independent Study. The link below is to a consent agreement for the **WUSD Short-Term Independent Study (STIS) program, a voluntary option for students who need to be absent from school for a short period, such as for an illness or a family vacation. It allows students to complete assigned work and receive attendance credit for the absence. By signing up for STIS, students can stay on track and avoid having absences marked as unexcused, which can impact academic progress. The**

**agreement states that students who complete their work on time will be given credit for attendance.**

If your child will miss school for any other reason than an excused absence, please contact the school so that arrangements can be made for him/her to keep up with the necessary class work through an Independent Study Program. According to state law, Independent Study must be at least 5 days long. We request at least 5 school days notice prior to a student being assigned to Independent Study. Requests for an Independent study that Independent Study Agreements must be signed prior to the student leaving and all work must be returned on the date the contract ends. Please see the Independent Study section.

If parents need to pick up their child early from school, they can report to the front office for early release. Early release is **greatly discouraged** as it takes away from the child's education and the education of the rest of the class as the teacher prepares that child to leave early. We **DO NOT allow early release after 1:30pm** unless a parent has an appointment card from their doctor (or other professional) noting the need for that early release. Picking students up early is called a reverse tardy. These count the same as a late arrival tardy.

**ATTENDANCE - EXCESSIVE ABSENCES AND TARDIES**

Students who miss more than 5 days of school each year typically don't perform as well as those in attendance everyday. The accumulation of more than three absences a month, for any reason, is considered excessive absences. Students who are absent for significant periods of time and have not arranged to make up class assignments and/or tests may be considered for retention. **Any child having 30 absences in a year, whether excused or not, will automatically be considered for retention.** Students with more than 10% of school days as absences may not be referred to tutoring or Child Study Team Meetings.

**ATTENDANCE - TRUANCY REMINDER:** Three unexcused absences or unexcused tardies in excess of thirty minutes constitute a truancy (Ed. Code, #484631). If your child is tardy for an excused reason but does not bring in a note to the teacher/office, the tardy will be considered unexcused. We recommend that an adult come in with the child(ren) to sign him/her(them) in. This is a safety precaution.

Two letters home concerning a student's tardiness and/or absences may force the school to refer the parents and student to the School Attendance Review Board (SARB). Students referred to SARB who have unexcused absences are subject to ticketing which may result in a fine and a court appearance.

### **ATTENDANCE - TARDY POLICY**

Please help your child develop good habits about punctuality by encouraging prompt arrival at school. In order for school to begin on time, all students should be on campus before 7:40 am. At 7:40 am, a bell will ring and they will line up for class. **Class begins at 7:45 am.** If a student is not with their class at that time, he/she is tardy. Sundown will have PE for the first 10-15 minutes of each day in addition to two 45-minute PE classes weekly in order to satisfy the **state mandated PE requirements**. Please have your student here on time to participate as this is part of the PE curriculum. Parents may not excuse their student for being tardy other than for reasons that would be accepted for an absence. They must bring a note for a doctor's appointment. By law, we cannot excuse tardies due to traffic problems, a flat tire, or other unforeseen circumstances. Students are encouraged to be on campus prior to 7:30am to avoid tardies; traffic is also extremely heavy after 7:30 am. Students who report to school more than 30 minutes late do have that tardy counted towards truancy.

### **ATTENDANCE - REVERSE TARDY POLICY**

When a student is picked up early from school, before 1:55 pm dismissal time, a Reverse Tardy will be marked on the student's attendance. If your child has a doctor or dentist appointment, please bring in a note from the doctor or dentist and the Reverse Tardy will be recorded as an Excused Reverse Tardy. To reiterate, early release is **greatly discouraged** as it takes away from the child's education and the education of the rest of the class as the teacher prepares that child to leave early. These count the same as late arrival tardies. **We DO NOT allow early release after 1:30pm** unless a parent has an appointment card from their doctor (or other professional) noting the need for that early release.

### **BULLY PREVENTION POLICY**

Sundown Elementary School believes that all students have a right to a safe and healthy school environment and have an obligation to promote mutual respect, tolerance and acceptance.

Sundown Elementary School will not tolerate behavior that infringes on the safety of any student.

Bullying and hazing are serious matters. **Bullying** is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. **Hazing** is any initiation into a team or group that may cause humiliation, physical or emotional harm. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

There are different types of bullying and misconduct including, but not limited to:

**Physical Bullying:** hitting, kicking, pushing or other unwelcome physical contact. *Serious physical bullying may be regarded as a criminal act, such as battery or assault.*

**Cyberbullying:** using electronic devices to embarrass, spread rumors, threaten or intimidate. This includes posting or sending inappropriate messages or images by text, cell phone or on social networking sites such as Facebook, Instagram or Twitter. *Sending nude or sexual images may be considered distribution or possession of child pornography, which is a crime.*

**Social Bullying:** leaving people out, rejecting, manipulating relationships, rating or ranking people, or trying to ruin the reputation of another.

**Verbal Bullying:** name calling, teasing, spreading hurtful rumors or gossip, making threats or rude noises. *All threats are taken seriously and may be reported to law enforcement.*

**Non-verbal Bullying:** posturing, dirty looks, stalking, damaging property, graffiti, making gang signs or other efforts to intimidate or pressure someone.

**Indirect Bullying:** getting someone to do something mean or hurtful to someone else on your behalf.

**Sexual Harassment:** any unwanted or demeaning behavior about someone's sex, sexual orientation, gender or gender identity or gender expression. *Sexual harassment may require additional investigation.*

**Discrimination:** targeting someone based on their real or perceived race, color, national origin, religion, disability or medical condition, sex, sexual orientation, gender, gender identity or gender expression may be considered an act of hate and may be a crime.

Sundown School expects students, parents and/or staff to immediately report incidents of bullying to the principal or designee. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

To help ensure bullying does not occur on our school campus, Sundown School will provide staff development training in bullying prevention. Students will participate in campus-wide bully prevention lessons which will take place during designated class times.

### **BUS TRANSPORTATION**

Many students attending Sundown Elementary School are eligible to ride the bus to school as long as they abide by the bus rules. The rules are designed to ensure the safety of all students riding the bus, and you are encouraged to stress the importance of following these rules with your child.

Requests to change buses will be granted only for emergency reasons. Students may not transfer buses to visit friends, go to athletic practices, or other social reasons. Students may be granted permission to change stops on their usual buses, with parental permission via a note to the office.

Questions about transportation, please call the Antelope Valley Schools Transportation Agency at 945-3621.

### **CALIFORNIA LOCAL EDUCATIONAL AGENCY PROGRAM**

The Westside Union School District, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing and vision screenings, health assessments) provided to eligible students at Sundown. In accordance with Local Education Agency rules and guidelines, we are notifying you that eligible students records may be forwarded to the District's billing agency. These records will be forwarded in a confidential manner. Our vendor holds a contract with the District that contains a specific confidentiality clause to ensure information is not disclosed inappropriately; further, our vendor is HIPAA compliant (Federal Health Insurance Portability & Accountability Act).

Sundown's health services currently provided to all students will not be changed by this program. Students will not be denied services they require to attend school, and parents will never be billed for services by the Westside Union School District.

## **CHILD NUTRITION SERVICES**

Hot lunches and milk are available every day in our school cafeteria. Students may either get a breakfast/lunch in the cafeteria or bring a sack lunch. Breakfast/Lunch menus will be distributed to students every month.

**PLEASE NOTE:** Good nutrition is stressed at our school. **Healthy drinks and snacks are encouraged.** Candy & soda are not considered good nutrition; *soda is not allowed to be brought to school with lunch or for a snack.* Do not send red drinks to school as they stain when spilled. If you send Top Ramen, or something similar, please put in a thermos, already prepared. Cafeteria personnel cannot stop their duties to prepare this for the students.

Sundown does allow students to carry water (only) bottles during PE class and in the classrooms. Beverages other than water are only allowed to be consumed during the lunch break, in the proper areas.

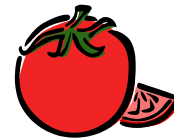
If a student forgets their lunch and a parent chooses to bring it to school, **we will not interrupt class to deliver the lunch.** Lunches brought to school after the morning delivery will remain in the office and **students will need to claim them** when they go in for lunch. Students need to be aware of this policy so they know to look for their lunch in the office, if a parent will be dropping it off. **Please make sure to put your child's first and last name on their lunch if you are going to be dropping it off. We also highly discourage doing this for your student. Students are able to get their lunch for free at the school if they forget theirs at home. Please do NOT bring in lunches that consist of fast food.**

## **BREAKFAST PRICES- 2026-2027**

Students              Free

## **LUNCH PRICES – 2026-2027**

Students              Free



## **WUSD HEALTH AND WELLNESS POLICY**

By participating in grants from the federal government, the district must maintain a Wellness Policy. The policy, adopted by the district in July of 2006, notes that only food items that fit within the Wellness guidelines can be provided at school; this includes items served in the classroom, (during parties and such) items provided by the PTA, and items provided during lunch (not items sent from home for an individual student's consumption.) This policy is in effect beginning one hour before school until thirty minutes after school. This policy only affects items consumed here at school. The policy allows **one time a month** where classes can deviate from the normal wellness guidelines. Being that a class can only do this once a month, birthday parties and such should be consolidated. We encourage parents to work with their child's teacher when it comes to bringing in sweet snacks like cupcakes or cookies. We also encourage everyone to **consider healthy alternatives to snacks** like this when it comes to parties or rewards. Items like erasers and small toys are often just as exciting for the students. This policy does not affect fundraisers and such where the items are not consumed here at school.

## **CONFERENCES WITH ADMINISTRATION/TEACHERS**

Appointments can be made with the principal or teacher by calling the school and making an appointment, or sending a note with your child to the office or teacher. Most appointments with the principal and teachers would be before/after school for teachers and at 7:15 am, or between 1:00-3 pm for administrators. Drop-in conferences are discouraged, as there are scheduled events that may be in conflict. Scheduled telephone conferences may be an effective and beneficial alternative.

## **CROSSWALKS**

Sundown currently staffs three crosswalk areas: J-8 & 60<sup>th</sup> Street, J-8 & 62<sup>nd</sup> Street; and 62<sup>nd</sup> Street & Jasper. All three of these crosswalks are staffed before and after school. **Cars are required to stop anytime staff or students are in the crosswalk.** Hefty fines are enforced for anyone violating the stop requirement or endangering the safety of students, parents, community members, or staff in the crossing zones.

## **ELECTRONICS**

Students are not to have cell phones or other electronic items on or out while on the school grounds. If a parent chooses to have their child bring a cell phone to school, the phone must remain **off and put away**. ANY cell phone (watches or other electronic signaling device) that is found on, goes off, or is not “put away” may be confiscated by school staff, given to the principal, and only returned to the parent. If a student has their cell phone confiscated more than once, they will not be allowed to have it back at school for the remainder of the year. **The school is not responsible for any lost or stolen cell phones or technological equipment.**

Cameras are not allowed at school with students at any time unless specific permission has been given by a staff member. This includes cell phone cameras.

## **EMERGENCY PREPAREDNESS**

As much as we hope an earthquake doesn't happen, we want to be prepared if it does. Earthquake, Fire, and/or Lockdown Drills are held monthly. You may arrive at school to find our doors locked with a sign indicating which drill is occurring. Be patient – we practice to help keep all of us safe. Please watch for flyers from the Safety Committee asking for needed materials.

In case of a need to **“Lock Down” our campus**, the school uses a code that may be announced over the speaker system or a portable speaker that lets the supervisors know to bring everyone into the class. **During a lock down, the entire campus will be secured** and no students or adults will be allowed to enter or leave. This means that **NO ONE**, except required emergency personnel, will be allowed on to campus during a lock down. In the event that we need to go into a lock down, we appreciate your understanding that your child's safety is our immediate concern and that you may be delayed in your ability to enter the campus to pick up your child. Please be patient and do not stop personnel who may be working to assist in the lock down.

## **EQUAL RIGHTS & OPPORTUNITIES**

It is the policy of this school to afford all students regardless of their sex, equal rights and opportunities. You may contact the District Office, (661) 722-0716 if you have questions regarding compliance.

## **HEALTHY EATING ON CAMPUS**

We recognize that when students are eating healthier foods, their brains are better able to learn and grow. We strongly encourage either eating from the cafeteria which meets specific nutritional guidelines or packing healthier foods to eat on campus. Here are some additional recommendations and guidelines:

- "Junk food" such as candy or chips are not to be shared among students
- Candy and chips are encouraged not to be brought to school, or be in individual sized portions
- **Absolutely no fast food is able to be delivered or eaten on campus.**

## **FIELD TRIP PERMISSION FORMS**

Field trip permission forms must be completely filled out before the field trip (regardless of if the trip/event is on campus or off.) Without them **completely** filled out **before** the field trip, your student can not attend. A note from the parent is not sufficient for a child to attend a field trip. Only eligible students, with completed district forms will be allowed to attend.

## **HOMEWORK POLICY- Board Policy 6154**

The Board of Trustees recognizes that meaningful homework assignments can be a valuable addition to student learning time and assist students in developing good study habits. Homework shall be assigned as necessary in order to meet the needs of the individual student. Homework shall be considered as extensions and enrichment of the regular classroom instructional program. Homework may be designed for students to research and explore essential concepts, share and discuss ideas, review and summarize materials studied, become acquainted with community resources, organize the thoughts and thinking processes of pupils in preparation for classroom activities, and make up incomplete course or subject assignments.

Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students may receive credit for work that is completed late to encourage their continued learning.

Age-appropriate instruction may be given to help students allocate their time wisely, meet their deadlines, and develop good personal study habits.

At the beginning of the school year, teachers shall communicate homework expectations to students and their parents/guardians.

## **ILLNESS OR INJURY AT SCHOOL**

Please be sure that we have an accurate address and phone number where you may be reached during the school day. Should your child become ill or injured during school, it will be necessary for us to contact you immediately. **For your child's protection, it is also necessary for you to provide us with the name of three local alternate persons to contact in the event we are unable to reach you. It is important for this information to be current at all times.** Remember, our ability to contact someone immediately may be the difference in obtaining appropriate medical care or attention for your child. If the parents cannot be reached, the numbers on the emergency card are not available or the parties do not wish to take the responsibility, we will call 911 if we feel it necessary to do so. In this event, the school or the district is not responsible for the charges, and the student will be taken to the closest hospital to the school (Antelope Valley Medical Center).

## **IN THE OFFICE**

The office staff works very hard to make sure everyone coming on to campus is being assisted. Our office can get very busy during the day, so please be patient if you are not assisted immediately. Please refrain from using cell phones and other devices while in the office as they do add to the noise level and deter from the ability of the staff to effectively assist everyone in need. We are here to help you as quickly as we possibly can.

## **INCLEMENT WEATHER INFORMATION**

If you are unsure how weather conditions are affecting the school, please tune to a local radio station for information: **610 AM, 1380 AM, 1470 AM, 103.1 AM, 106 FM, or 107.3 FM, or the district web page at [www.westside.k12.ca.us](http://www.westside.k12.ca.us).** School closures and/or shortened days will be announced as soon as the determination has been made.

## **INDEPENDENT STUDY**

If your child will miss five or more days of school for any reason, it is important that you contact the school prior to the absence so that arrangements can be made for him/her to keep up with the necessary class work through Independent Study.

### **PARENTS:**

- Notify school in advance, at least five school days prior to the planned departure from school. If a request for an independent study contract is made less than 48 hours in advance, the teacher may decline to approve the contract. It may be fulfilled by another teacher, but it is not guaranteed at that point.
- The request for short term independent study must be for a minimum of at least five consecutive days. It cannot be requested for less than 5 days.
- The principal of the school has the right to deny a new short term independent study agreement when the student has history of not completing work assigned or excessive absences.
- Except for chronic or extended medical conditions, the short-term independent study agreement must be planned, written and signed before the start of the absences and cannot be made retroactive to an earlier date. If the absence is the result of a chronic or extended medical condition, independent study shall commence on the date all required parties signed and completed the agreement.
- All assignments must be completed and returned by the due date or the date the student returns to classroom instruction, whichever occurs first. This date is final and cannot be extended under any circumstances. If completed work is sent by mail, it must be sent by priority mail and postmarked by the agreement due date.
- If the student is ill or absent from school on the due date, all assignments **must** be returned to school by the due date **anyway** by a parent or any other person designated to deliver the work.
- If assignments are completed or returned after the due date, academic credit may be given but no credit will be awarded for attendance.
- Schedule an appointment at least two days prior to departure to discuss short term independent study requirements and obtain required paperwork and pupil assignments from the supervising teacher. The supervising teacher needs to be the certificated teacher assigned to the classroom and the person responsible for facilitating and evaluating the work assigned in the agreement.
- For special education students, a short-term independent study agreement must be stipulated in the IEP if ten or more school days are requested, as this represents a change in the student's Special Education placement.
- During the term of the short-term independent study, please supervise your student and ensure that he/she completes all assignments and reports as stated in the assignments agreement.
- For the 2024-2025 school year, students cannot have any more than 14 days of short-term independent study.

### **STUDENTS:**

- Sign short term independent study agreement and assignment agreement prior to departure.
- Complete all work prior to the assigned due date and before returning to the regular classroom instruction.
- Return all completed work to the attendance office or to the supervising teacher on the assigned due date specified in the short-term independent study agreement. If completed work is sent by mail, it must be sent by priority mail and postmarked with the due date of the assignments as shown on the agreement. If absent from school on the due date, send work with parent or other designated person by due date, not when you return to school.
- If assignments are completed and returned after the due date, academic credit may be given but no credit will be awarded for attendance. Credited days of attendance will be awarded only for equivalent completed work returned on the assignment due date.

## **LEAVING SCHOOL GROUNDS**

Students are not permitted to leave the school grounds prior to dismissal unless they have been signed out in the office by their parent, guardian or other persons listed on the student's emergency card and have permission from school staff. We strongly **urge you to send a note to school** with your child so that the classroom teacher can send your child to the office at the specified time. If students return to school after being signed out, the adult needs to come into the office and sign the student back in before the student returns to class.

If your child will be going home after school any way other than what he/she normally does, a note must be sent to the teacher. Without a note, your child will be sent home his/her normal way. Students not riding the bus or walking need to be picked up promptly at 1:55 pm (*minimum days are 12:55pm*). If you are unable to do this, please make other arrangements for them to be picked up on time. We do not have playground supervisors on the grounds after school, so students are not allowed on the playground while waiting to be picked up.

## **MEDICATION**

It is usually possible to work out a schedule with your physician to administer the medication at home before and after school rather than during the school day. If this is possible, we encourage you to do this.

However, if it is necessary for your child to take medication (over-the-counter medication included) during school hours, the following procedures must be followed:

1. A Request for Medication needs to be picked up from the office, filled out and signed by the doctor and you. Then it needs to be returned to the school office by you.
2. The medication must be in the original container and properly labeled by the pharmacist.
3. Medications must be **brought to the office by the parent or guardian**. At no time may the student bring it.

**Thanks for helping us to safeguard your child's health.**

## **PHYSICAL EDUCATION PARTICIPATION**

We are aware that some illnesses and injuries require modifications in the type of activity in which students can safely participate. We will of course follow any medical doctor's specific recommendation; however, under Board Policy we will require students to "participate to the greatest extent possible." For those with serious injuries this may mean refereeing or aiding the teacher. For those with hand injuries, running may still be appropriate. Those with asthma complications, walking in place or jogging may be required. Other situations may arise where the teacher may need to modify but not completely excuse daily physical education.

### **WUSD Board policy BP6142.7**

*"Physical education will be required unless a physician's note defining the physical disability or health condition which prevents the student from full participation in P.E. is provided. The physician's note must state the length of time the student is to be excused and the extent to which the student can participate in physical education activities. A physician's written recommendations describing a student's physical limitations, restrictions, or specific permitted activities will be implemented for the length of time the physician states. Students will be expected to participate in P.E. to the greatest extent possible. A parent's/guardian's note excusing a student for no more than three consecutive school days from P.E. due to a health condition will be accepted. Students excused with a parent's/guardian's note will be expected to participate in the activities of the physical education activities to the greatest extent possible."*

**Adopted: November 18, 2008 Quartz Hill, California**

With regard to parent notes, parents will need to indicate specific problems with specific limitations.

Physical Education is an activity class provided by the district at Sundown Elementary School two days per week **and additionally for the first 10-15 minutes of each school day with their classroom teacher.** Students should bring and utilize the proper equipment including athletic shoes.

### **PETS AT SCHOOL**

Pets are not allowed on campus at anytime without specific permission from your child's teacher or the school administrator. This includes all areas of the parking lot, playground, and classrooms/building.

### **POWERSCHOOL**

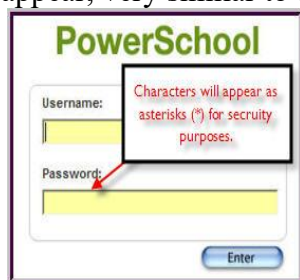
Westside Union School District is pleased to announce that all our schools will continue to use Pearson's *PowerSchool Premier* for their Student Information System for the 2026-2027 school year. PowerSchool offers parents real-time access to attendance, grades, and announcements. PowerSchool will be available anywhere if you can connect to the Internet.

Not all aspects will be fully functional at the start of the school year, however, when additional features become available, you will be notified. As soon as logon information is available *usernames* and *passwords* will be distributed. For security reasons, please keep your *username* and *password* in a safe place.

Below is basic information to get you started once you have your logon information (prior logon information should continue to work for your student.)

#### **Accessing the Site**

1. Connect to the internet.
2. Access Westside Union School District's website: [www.westside.k12.ca.us](http://www.westside.k12.ca.us)
3. Click on the 'Parents' link at the top
4. Click on the 'PowerSchool' link on the left margin
5. A login page will appear, very similar to this

A screenshot of the PowerSchool login page. It features a green 'PowerSchool' header. Below it are two input fields: 'Username:' and 'Password:'. A red callout box points to the password field with the text 'Characters will appear as asterisks (\*) for security purposes.' At the bottom right of the form is a blue 'Enter' button.

6. Type in username
7. Type in password
8. Click on 'Enter' button

#### **Accessing Student Information**

Once logged in, you will see a menu bar at the top of the screen, similar to this; however, icons may vary from this example.



After you select an icon, you will find more information specific to that category. For example, by selecting Grades & Attendance, you will see a screen similar to the example below. Note that words and numbers appearing in blue are hyperlinks. By clicking on them you can find more detailed information.

## Grades and Attendance

| Attendance By Class |           |   |   |   |   |           |   |   |   |   |                                          |          |
|---------------------|-----------|---|---|---|---|-----------|---|---|---|---|------------------------------------------|----------|
| Exp                 | Last Week |   |   |   |   | This Week |   |   |   |   | Course                                   | Q1       |
|                     | M         | T | W | H | F | M         | T | W | H | F |                                          |          |
| 1(A-B)              |           |   |   |   |   |           |   |   |   |   | Physics<br>Edwards, Karrie H             | A<br>99  |
| 2(A-B)              |           |   |   |   |   |           |   |   |   |   | AP Calculus<br>Webster, Angela N         | 0        |
| 3(A)                | .         | . | . | . | . | .         | S | . | . | . | Chamber Singers<br>Smith, Paul R         | B+<br>89 |
| 3(B)                | .         | . | . | . | . | .         | . | . | . | . | Current Affairs<br>Luhman, Jason Q       | B+<br>88 |
| 4(A)                | .         | . | . | . | . | .         | S | . | . | . | Creative Writing<br>Geraghty, Mark P     | B<br>85  |
| 4(B)                | .         | . | . | . | . | .         | . | . | . | . | Office Applications<br>Stennes, Steven P | 0        |
| Attendance Totals   |           |   |   |   |   |           |   |   |   |   |                                          | 0        |

When you are done in PowerSchool, you must log off by selecting the 'Log Out' button accessed from all pages.

## PTA ☺

Sundown Elementary PTA is an organization dedicated to improving and supporting the quality of education for students in our school. It is made up of parents, teachers, community members and other people interested in helping students have the best opportunities while they are here.

The strength of our PTA is the steadfast commitment to excellence in our school. Many educational opportunities are the direct result of members' efforts in fund raising, volunteerism, and the support of our national and state organizations which sponsor legislation for children.

You are encouraged to get involved in PTA. With everyone's help, our students reap great benefits from our efforts. Ways you can become an active part of the PTA are:

- \*Pay your membership dues
- \*Join a committee
- \*Assist with a fun/fund raising activity
- \*Be a room parent
- \*Be a classroom volunteer
- \*Correspond with your local legislators
- \*Attend general meetings
- \*Support your child's educational programs

The success of our PTA depends on each of us participating in support of our children. Remember, **"If not you, who? If not now, when?"** You children will appreciate the help and we look forward to your continued cooperation, help and support with our activities and projects throughout this year.

## SCHOOL COUNSELORS

Elementary and middle school counselors support student growth in the areas of academics, career and personal/social development. These services may address a variety of topics such as: friendship problems, goal setting, academic progress, study skills, bullying, self-esteem, working with others, decision making, managing/understanding feelings, peer relationships, career exploration, social skills, etc. It is important to establish respect and trust with students, therefore student confidentiality will be respected, with possible exceptions to high-risk behaviors, harm to self or others, or neglect requiring immediate outside services and/or law enforcement. Counseling services can be delivered in a variety of formats such as one-on-one, small group, classroom sessions, and/or large settings. School counseling services are provided on an as needed basis throughout the school year, however these services are not intended as clinical therapy.

School counselors can assist parents with understanding the developmental changes of childhood, facilitating collaboration between parents and teachers, and providing community resources. Please contact the school if you would like to refer your student for counseling services.

### **SCHOOL MESSENGER NOTICES**

Sundown and the district use the School Messenger dialing system. This system allows us to make mass phone calls to all or groups of parents in a very short amount of time. The new system can call and/or email. Please be sure we have your current phone number and email address and please update this information as necessary. New during the 2024-25 school year, ParentSquare is another way that the district and schools are communicating. ParentSquare provides you with school information and a way for you to communicate in real time with your student's teacher.

### **SCHOOL PROPERTY**

Textbooks, library books and other school property are for student's use. Students are responsible to do their part to keep their assigned property, as well as the buildings and grounds, in a manner that will make all of us proud of our school. Library books are checked out, and 3<sup>rd</sup> – 6<sup>th</sup> graders may elect to take books home; however, students are responsible for returning books on time. The privilege of checking out a book will be suspended for students with overdue books and/or outstanding fines. All lost or damaged books must be replaced by the student to whom they are assigned. It is the students' responsibility to cover all assigned textbooks. It is recommended that library books, if carried to and from school, be transported in a zip-lock plastic bag.

Report cards are not handed out to student's who have an outstanding library book, who owe for a damaged book, lunch money or any other financial obligation. Extra curricular activities such as field trips, assemblies, etc. are also removed for students who owe any school debt.

### **SCHOOL SITE COUNCIL**

The school site council helps develop our school plan in conjunction with the district. Areas that may be covered in our plan include:

- Curricula, instructional strategies and materials responsive to the individual needs and learning styles of each pupil.
- Instructional and auxiliary services to meet the special needs of non-English-speaking or limited-English-speaking pupils, including instruction in a language these pupils understand; educationally disadvantaged pupils; gifted and talented pupils; and pupils with exceptional needs.
- A staff development program for teachers, other school personnel, paraprofessionals, and volunteers, including those participating in special programs. Staff development programs may include the use of program guidelines that have been developed by the superintendent for specific learning disabilities, including dyslexia, and other related disorders. The strategies included in the guidelines and instructional materials that focus on successful approaches for working with pupils who have been prenatally substance exposed, as well as other at-risk pupils, may also be provided to teachers.
- Ongoing evaluation of the educational program of the school.
- Other activities and objectives as established by the council.
- The proposed expenditure of funds available to the school through the federal Improving America's Schools Act of 1994 (IASA) (20 U.S.C. Sec. 6301 et seq.) and its amendments. If the school operates a state-approved schoolwide program pursuant to Section 6314 of Title 20 of the United States Code in a manner consistent with

the expenditure of funds available to the school pursuant to Section 52851, employees of the schoolwide program may be deemed funded by a single cost objective.

The school site council will annually review the school plan, establish a new budget, and if necessary, make other modifications in the plan to reflect changing needs and priorities.

If you are interested in serving on the Sundown Elementary School Site Council, please email Mrs. Culver at [j.culver@westside.k12.ca.us](mailto:j.culver@westside.k12.ca.us) or call Sundown at 661-722-3026.

### **SCHOOL SUPPLIES**

Donations are accepted. Please speak with your child's teacher if you would like to donate school supplies.

### **SPECIALS AND STEAM TIME**

"Specials" is our term for the additional activities students will do each day. These include two days of PE, and one day each of Tech Time, Library, and STEAM-SEL. STEAM is an acronym that stands for Science, Technology, Engineering, Art and Math (STEAM). At Sundown this year, we will have one STEAM day specifically to address engaging STEAM activities for our students. SEL is an acronym for Social-Emotional Learning. Once a month the school counselor will be providing counseling lessons during this time that focus on various aspects of social-emotional learning. Teachers may be doing additional STEAM or SEL activities throughout the week.

### **STUDENT POSSESSIONS**

Any article which might cause damage, injury, embarrassment, disruption of the school program, or be of any nuisance should be left at home. iPods, portable gaming systems, MP3 players, radios, digital recorders, CD players, or other electronic devices are also not permitted per district policy. All privately owned audio equipment and personal athletic equipment are not permitted at school. Cell phones must be turned off and put away.

### **STUDENT RECOGNITIONS & AWARDS**

Our school is pleased to recognize student achievement by presenting awards. Students in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade will be recognized with Academic Honors if they demonstrate mastery of standards in ALL academic content areas. This is demonstrated by achieving 3s and 4s in all four academic areas. Students who demonstrate mastery of standards in ALL academic content areas AND demonstrate exemplary skills in College and Career Readiness will be recognized with High Honors. Students in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade who meet or exceed standards in English Language Arts or Mathematics as determined by the annual California Assessment of Student Performance and Progress (CAASPP test) will be recognized with the Westside Scholar Award. Parents are invited to attend these awards assemblies and share in the recognition of the students' outstanding achievement. Invitations are generally sent home with the student. Students in grades K-3 will be recognized throughout the year independently.

### **SUBSTANCE ABUSE PREVENTION EDUCATION**

Throughout the school year, students will be provided with educational opportunities that will encourage them to adopt a healthy lifestyle. One of the main components will be programs that emphasize a "Say No!" approach to drugs, alcohol, and tobacco by encouraging a strong, healthy self-concept. In conjunction with classroom instruction, nurses, teachers, administrators, and deputies from the LA County Sheriff's office and other staff members are available to provide guidance to students and their parents as necessary.

**Student possession or use of any alcohol, tobacco products or illegal drugs will not be tolerated at school or school functions** and may result in suspension from school, expulsion, and/or referral to an outside agency.

### **TITLE 1 FUNDING**

Title 1 is a federal program designed to provide additional program money for students who are identified as "at

risk” and whose teachers feel would profit from extra help in the areas of Reading, Math, and Language.

### **TOBACCO FREE SCHOOL DISTRICT**

The Westside Union School District recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

Tobacco Use is prohibited at all times on all district property, owned, leased or rented, and in all district vehicles. This policy applies to all employees, students, and visitors. Any violation of the policy will result in disciplinary action, up to and including suspension.

Smoking or use of any tobacco related products and disposal of any tobacco related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground as stated in Board Policy AR3513.3

### **UNIFORM COMPLAINT PROCEDURES**

The Westside Union School district has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protect group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Couse Periods without Educational Content
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act/No Child Left Behind
- Local Control Accountability Plans (Charter Schools as described in EC §§ 47606.5 & 47607.3)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- School Safety Plans
- Special Education
- Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Gina Rossall, Superintendent

Unit or office: Educational Services

Address: 41914 50<sup>th</sup> Street West, Lancaster, CA 93536

Phone: 661-722-0716 E-mail address: [ma.johnson@westside.k12.ca.us](mailto:ma.johnson@westside.k12.ca.us)

A pupil fee complaint is filed with the Superintendent or designee of the Westside Union School District and/or the principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filled complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

## **VISITORS**

We ask that anyone who is on campus for **any reason** to please check in with the office. If you are on campus to pick up a child or remain in the office area you do not need to sign in. If you are going to be leaving the office area, you are **REQUIRED** to have permission from staff, show identification (driver's license), sign in and wear a visitor's badge. This includes before, during and after school.

Classroom visits should be arranged with the teacher at least 24 hours in advance, and visitors are only allowed to go to the specific classroom they have arranged to visit.

## **VOLUNTEERS**

Parent volunteers are welcomed at Sundown. If you desire to assist the classroom teacher in the room on a regular basis (more than once or twice a year) or by making educational materials, please contact the teacher to arrange to do so. Classroom volunteers must sign in at the office and **MUST HAVE THESE 5 THINGS:**

**-A MANTOUX TB SCREENING**

**-FINGERPRINT CLEARANCE (done through WUSD) ON FILE WITH THE DISTRICT**

**-COMPLETED MANDATED REPORTING TRAINING**

**-SIGNED COPY OF COMPLETED PRINCIPAL MEETING**

**-VOLUNTEER BADGE WITH PICTURE**

All field trip chaperones must also meet these requirements.

## **WEBSITE**

[www.westside.k12.ca.us/sd](http://www.westside.k12.ca.us/sd)

## **WIN Time**

“WIN” stands for “What I Need.” We have developed a master schedule for the campus so all students have a dedicated WIN time. This is the time when all students will have small group instruction that is designed for their specific academic level. For some students this will include targeted interventions to either help fill in gaps or as a reinforcement of current learning. For other students, this may be an enrichment time where they are given opportunities to extend their learning. This is a protected time, and classes will not be interrupted during this time.

## **WHEELS (Bicycle Policy)**

A student must be in the third grade or above to ride a bike to school. He/she must park and **lock** the bike in the bike racks which are located on the north playground. Bicycles must not be ridden on the school grounds, and **HELMETS ARE A MUST!** If a student rides their bike to school and fails to bring a helmet, the student **WILL NOT** be allowed to ride the bike home; school officials will confiscate the bike until the student returns with a helmet. Law requires that students wear bike helmets, we enforce this policy for the safety of all students. **Skateboards, roller blades, “roller shoes”, and scooters are not allowed to be ridden to or from school.**

## **WITHDRAWALS**

When a student is being transferred to another school, you as the parent need to notify the school office and come in to complete the check out process. This will enable the staff to efficiently get the necessary paperwork taken care of to forward on to the next school.

## **WESTSIDE UNION SCHOOL DISTRICT**

**Inter-District Transfers**

For the 2026-2027 school year the following policy regarding Inter-District Transfers will be utilized. The parent can submit their request during the enrollment period to the Educational Services Department through the enrollment and transfer portal on the district website. The district office will review the transfer and available class size in the grade level and make the decision to approve or disapprove. If a student has an IEP, then the transfer will have to be reviewed and approved first by the director of Student Support Services. The Educational Services Department will contact regarding acceptance or denial at that time. If you have any questions regarding the policy, please contact Educational Services at 661-722-0716.



# SUNDOWN ELEMENTARY BEHAVIOR MATRIX



| Sundown Stallions are | Cafeteria                                                                                                                                                                                         | Gazebo                                                                                                                                                                                            | Hallways                                                                                                                                                 | Bathrooms                                                                                                                                                                                    | Playground & Field                                                                                                                                                                  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Respectful</b>     | <ul style="list-style-type: none"> <li>• Appropriate voice level</li> <li>• Use kind words</li> <li>• Use good table manners</li> </ul>                                                           | <ul style="list-style-type: none"> <li>• Appropriate language and kind words</li> <li>• Use good table manners</li> </ul>                                                                         | <ul style="list-style-type: none"> <li>• Use whisper voice</li> <li>• Do not disturb learning</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• Appropriate voice level</li> <li>• Ensure privacy of others</li> <li>• Don't use to hide</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• Appropriate language</li> <li>• Share equipment and take turns</li> </ul>                                                                  |
| <b>Responsible</b>    | <ul style="list-style-type: none"> <li>• Raise hand to be dismissed</li> <li>• Throw away trash and clean up area</li> <li>• All food and drink is finished before going to playground</li> </ul> | <ul style="list-style-type: none"> <li>• Raise hand to be dismissed</li> <li>• Throw away trash and clean up area</li> <li>• All food and drink is finished before going to playground</li> </ul> | <ul style="list-style-type: none"> <li>• Have adult permission to be in halls at appropriate times</li> <li>• Go straight to your destination</li> </ul> | <ul style="list-style-type: none"> <li>• Only in bathrooms when they need to be used</li> <li>• Not a playing or hangout location</li> </ul>                                                 | <ul style="list-style-type: none"> <li>• Follow all school rules for games</li> <li>• Return equipment that is checked out</li> <li>• Return to class on time</li> </ul>            |
| <b>Safe</b>           | <ul style="list-style-type: none"> <li>• Walking at all times</li> <li>• Only eat food that belongs to you</li> <li>• Enter and Exit through designated doors</li> </ul>                          | <ul style="list-style-type: none"> <li>• Walking at all times</li> <li>• Only eat food that belongs to you</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>• Walking at all times</li> <li>• Face forward</li> <li>• Stay out of the zone of opening doors</li> </ul>        | <ul style="list-style-type: none"> <li>• Wash hands with soap and water</li> <li>• Ensure the soap and paper towels remain in the dispensers</li> <li>• Water is only in the sink</li> </ul> | <ul style="list-style-type: none"> <li>• Walk on blacktop</li> <li>• Shadow tag only on field</li> <li>• Follow school rules</li> </ul>                                             |
| <b>Cooperative</b>    | <ul style="list-style-type: none"> <li>• Pay attention and move forward in line</li> <li>• Even if it is not your trash, help out by throwing it away</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Ensure there is seating for everyone</li> <li>• Even if it is not your trash, help out by throwing it away</li> </ul>                                    | <ul style="list-style-type: none"> <li>• Be aware of others working and learning so you do not disturb their focus</li> </ul>                            | <ul style="list-style-type: none"> <li>• Finish your business quickly</li> <li>• Wait outside if all stalls are being used</li> </ul>                                                        | <ul style="list-style-type: none"> <li>• Positive sportsmanship</li> <li>• Include others</li> <li>• Settle disagreements with respectful language/ Rock-Paper- Scissors</li> </ul> |

**FOLLOWING ADULT DIRECTIONS IS EXPECTED IN ALL AREAS AT ALL TIMES**

# Sundown Schoolwide Restorative Discipline Plan

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At Sundown Elementary School, we value the importance of maintaining a respectful, responsible, safe, and caring environment where all kids are free to learn and teachers are free to teach. Our goal is to keep every student in class where rigorous learning takes place.

At Sundown, we utilize PBIS which is a school-based intervention strategy that focuses on managing behavior, building relationships, and teaching social skills. It emphasizes preventive and proactive practices rather than reactive responses to deal with student behavior. This behavior model focuses on developing student social skills and it is designed to nurture and support student academic and social needs; which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. Attention is focused on sustaining a three-tiered or level system of support to enhance student learning. Students often need encouragement and new skills to improve their behavior and assistance in learning to do so. School staff recognize that maintaining and changing student behaviors involves a continuum of acknowledgements, supports, and interventions.

Students are supported in making appropriate behavioral choices through structures and strategies that are proactive and preventative in nature and provided at the appropriate level of personalization (school wide, group, and individual). In addition to the reward of acquiring knowledge and a love of learning that will benefit the individual for a lifetime, Sundown students who consistently conduct themselves in a positive manner may earn positive verbal recognition, positive notes/calls home, incentive tickets, certificates, merit assemblies/trips and enjoy participation in a wide variety of school wide incentives and other special events.

When students engage in unsafe, disrespectful, or disruptive behavior, interventions and consequences are assigned within a system of progressive discipline. The diagram that follows shows the general progression from low-level consequences, experienced by a larger number of students, to high-level consequences which are necessary for a lesser number of students with repeated or severe misconduct. The entry point will depend on the circumstances and severity of the incident.

## Progressive Discipline Matrix

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>High Level Four – Severe Infractions</b></p> <p>Violations of the Education code 48900/48915* which require the immediate attention of administrative staff. These include:</p> <ul style="list-style-type: none"> <li>● fighting</li> <li>● serious threat of physical injury</li> <li>● gross defiance or disrespect</li> <li>● stealing</li> <li>● possession of a weapon (real or imitation) or other dangerous object</li> <li>● possession, use, or sale of alcohol, tobacco or any controlled substance</li> <li>● progressive bullying or cyber bullying</li> <li>● sexual harassment</li> <li>● vandalism or destruction of school property</li> </ul>           | <p style="text-align: center;"><b>High Level Four Interventions</b></p> <p>The interventions and consequences used to address and correct severe infractions may include:</p> <ul style="list-style-type: none"> <li>● Alternatives to suspension such as warning, counseling, parent conference, removal of privilege, restriction of activity, detention, on-campus intervention support for 1-5 days</li> <li>● Off-campus suspension for 1-5 days</li> <li>● recommendation for expulsion and referral to law enforcement</li> </ul> <p><b>*Any EC 48915 violation is grounds for mandatory suspension and can lead to expulsion from the Westside Union School District.</b></p>                                                                                                                                                                                                 |
| <p style="text-align: center;"><b>High Level Three</b></p> <p>On the 6<sup>th</sup> or subsequent incident of low level misbehavior, the student progresses to an administrative referral. In addition, Level 3 behaviors also include these violations of Education Code 48900:</p> <ul style="list-style-type: none"> <li>● obscenity/vulgarity-racial slurs</li> <li>● repeated threats/harassment</li> <li>● causing injury to others</li> <li>● profanity toward adults</li> <li>● progressive bullying or cyber bullying</li> <li>● major defiance or disrespect to authority</li> <li>● truancy</li> <li>● defacing school property</li> </ul>                                                       | <p style="text-align: center;"><b>Level Three Interventions</b></p> <ul style="list-style-type: none"> <li>● Alternatives to suspension such as warning, counseling, parent conference, removal of privilege, restriction of activity, detention, on-campus Intervention supports for 1-5 days</li> <li>● Off-campus suspension for 1-5 days</li> <li>● recommendation for expulsion and referral to law enforcement</li> </ul> <p>*During on-campus suspension, the student is removed from his/her regular classroom activities and supervised in an alternative setting at the school.</p> <p>After two incidents of suspension, students will have a behavior contract established, be referred to the school Interventions Team (SIT) for behavior monitoring, and/or be referred to the School Attendance Review Board.</p>                                                     |
| <p style="text-align: center;"><b>Low Level Two</b></p> <p>These are continued low level misbehaviors (typically 4<sup>th</sup> and 5<sup>th</sup> offenses) managed by the teacher.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p style="text-align: center;"><b>Level Two Interventions</b></p> <ul style="list-style-type: none"> <li>● conference with student</li> <li>● 3-5 days of recess detention/s assigned by the teacher</li> <li>● conference with student &amp; parent</li> <li>● other strategies as deemed appropriate by teachers &amp; administration.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p style="text-align: center;"><b>Low Level One</b></p> <p>Low level offenses are misbehaviors managed “on the spot” (classroom, playground, common areas, etc.). These are typically 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> offenses and include:</p> <ul style="list-style-type: none"> <li>● initial/isolated/infrequent incidents of disruption (Ed Code 48900 K violations)</li> <li>● non-compliance/defiance</li> <li>● disrespect in the form of arguing back</li> <li>● property misuse</li> <li>● dress code violation</li> <li>● hands-off violation</li> <li>● inappropriate language</li> <li>● dishonesty/cheating</li> <li>● out of bounds</li> <li>● trash/littering</li> </ul> | <p style="text-align: center;"><b>Level One Interventions</b></p> <p>Intervention strategies are used to address and correct minor disruptive behaviors in class &amp; on campus. These may include:</p> <ul style="list-style-type: none"> <li>● prompt/warning</li> <li>● provide a structured choice</li> <li>● merit plan for 6<sup>th</sup> grade</li> <li>● seat or area change</li> <li>● time-out on the playground</li> <li>● campus beautification</li> <li>● partner class</li> <li>● think sheet/reflective writing</li> <li>● 1-2 days of recess detention/s assigned by the teacher</li> <li>● phone call/note</li> <li>● other strategies as deemed appropriate by teachers &amp; administration.</li> </ul> <p><b>When documented interventions show that a student has failed to comply with these strategies, parent contact is established by the teacher.</b></p> |

**Levels 1-2-3-4 Progress Upward.**

# Sundown Schoolwide Student Dress Code

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Students are encouraged to wear shoes and clothing that will enable them to participate in both classroom and playground activities. Please be sure to have your child wear a jacket or sweater when the weather is cool. Misplaced jackets and sweaters are more easily identified if they are labeled with your child's name; we encourage parents to LABEL EVERYTHING. If your child does lose something, the Lost and Found is located near the office.

Sandals with a **back strap** are appropriate for warm weather; otherwise, sandals can not be worn. This is for the child's own safety. Flip flops slides, and other footwear without back straps are not appropriate. Crocs are not appropriate to wear at school, even in sport mode. High heels, heavy boots and cleats are also more examples of inappropriate shoes. Students will be requested to call the parents to bring him/her appropriate shoes if they come to school with inappropriate clothes/footwear.

Students have PE twice a week and recess twice a day. Students must be dressed for PE and aware of the weather on these days and dress appropriately. Remember hats/caps and water bottles during warm/hot weather.

Students are to wear clothing that does not create a disruption or danger (to the student or others) in the classroom or on campus. See-through blouses/shirts, tank tops that expose the body or with straps less than 2.5 inches, wide(including jerseys), short blouses/shirts showing the mid-section (**must be long enough to enable the student to reach for the sky without skin showing**), halter tops, short shorts (**must be as long as the fingertips when arms are held straight down**), short dresses, (unless shorts are worn underneath and the hemline longer than the shorts) and cut off shorts (even the ones that are not supposed to ravel) are examples of inappropriate school clothing. Tank tops, jerseys, and similar clothing may be worn if an appropriate undershirt is worn to cover the shoulders/other body areas. Other examples of inappropriate clothing include any clothing that is gang-related (baggy shirts/pants, certain types of shoes, etc) in addition to pajamas unless participating in a designated school spirit day. As noted above, students will be requested to call home for a change of clothes if they are dressed inappropriately. **School staff has the authority to deem any articles of clothing or shoes inappropriate for school.**

Students are allowed to wear hats/caps of any color to school. Only appropriate logos are allowed. **The school reserves the right to determine appropriate logos.** Hats/caps must be worn with the bill straight forward at all times. Hats/caps must be removed anytime a student enters a school building including but not limited too: classrooms; cafeteria; and library. Students who continue to violate hat/cap rule will have the hat/cap confiscated and a parent/adult will need to retrieve the hat/cap.

Dangling or large loop earrings (larger than a dime); inappropriate jewelry; clothing advertising alcohol, drugs or displaying other inappropriate sayings; or other distracting or dangerous items are not to be worn to school. A good rule of thumb in school dress is: **If in doubt, don't wear it.** **School staff has the authority to deem appropriate clothing and earrings.**

Parents that are coming to campus should also be aware of their appearance. Bare skin, low cut clothing, baggy or gang related apparel, short skirts, inappropriate labels or logos, or otherwise inappropriate or offensive clothing can not be worn on to campus and you may be asked to leave campus if improperly attired.

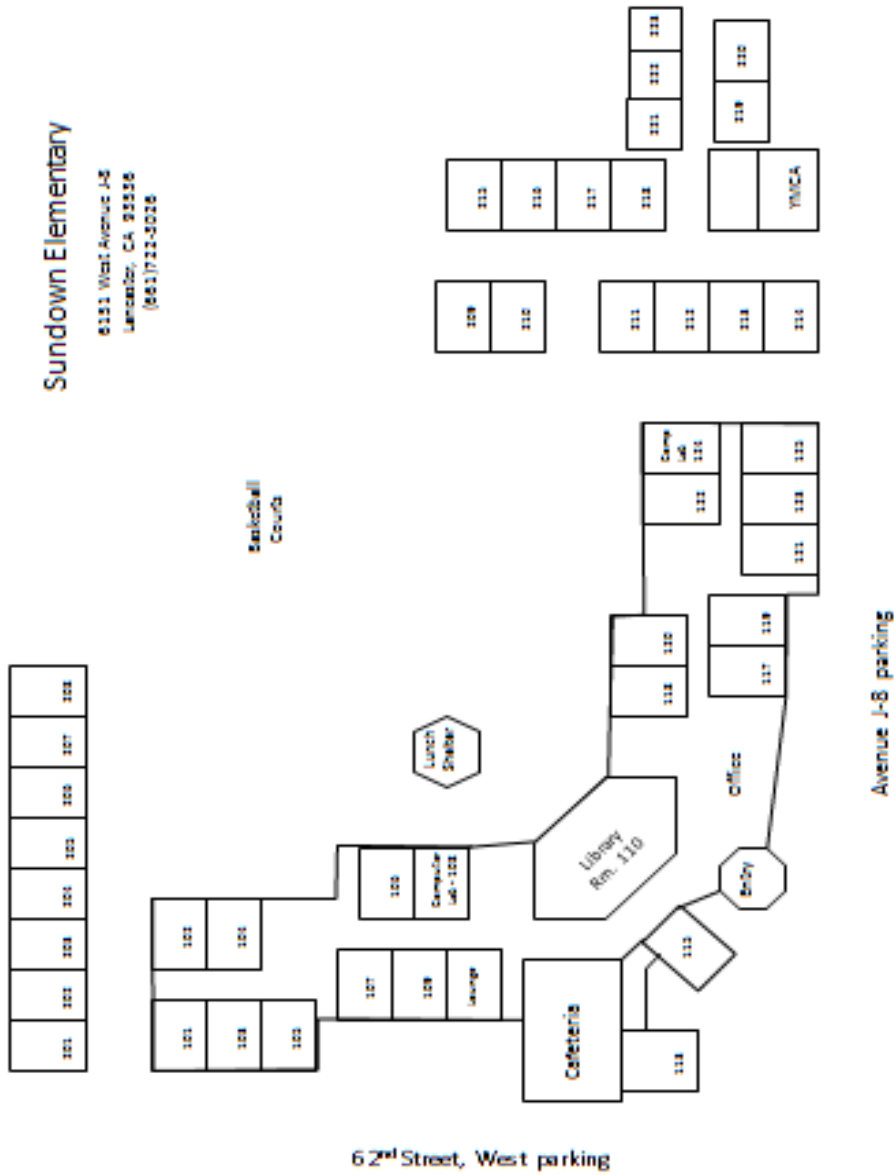
# Other Strategies for Sundown Student Conduct

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Our goal for our students is that they have a successful school experience. The time we take to discuss school wide expectations with your child/ren at school and that you spend at home will help ensure this success throughout this year. If problems do arise, however, **we will make every effort to contact you** to enlist your help and support in solving problems early. Our success with your children heavily depends upon the home and school working together to bring about the best learning situation possible. *We encourage your active involvement in your school.*

- **Students are to be courteous to their fellow students at all times. Name-calling, gossip, use of profanity, harassing other students, discourtesy and disrespect to others are not acceptable school behaviors and will be treated seriously within the framework of our schoolwide discipline plan.**
- Any form of fighting is not allowed at school. Physical fighting always begins with name calling or other verbal exchanges. If students learn to avoid those problems, physical fights should never be a problem. Sundown enforces STRICT rules for any physical fights/confrontations. Self defense is defined as “The least aggressive form of action to remove yourself from a problem.” **Hitting another student is NEVER the least aggressive form of action and may result in a suspension.** If a student is having problems with someone, they should **walk away and seek help from adults or the counselor** on campus. Sundown enforces a two fight policy, ANY STUDENT INVOLVED IN MORE THAN ONE FIGHT WILL BE CONSIDERED FOR A SITE TRANSFER OR EXPULSION!
- Gum-chewing, littering, defacing school or others' property is not permitted. Students are responsible to do their part in maintaining a neat, attractive and clean campus and will be held accountable (possibly financially) for any damage to school property.
- Students **are not to bring** items such as candy, gum or toys to sell or give to other children at school. All fund raising activities at school will be handled by the PTA.
- Students may not share any food items brought to school, either from their snack or lunch, etc. Many students have allergies and this is a safety and health concern.
- Serious accidents are caused by students who run, push, etc. in the classrooms, corridors, cafeteria, playground or restrooms. Students can avoid causing accidents by using common sense and confining their play to the playground and to acceptable ways of playing.
- Students are to leave their toys, games and athletic equipment (bats, etc.) at home. Balls from home may be donated to classroom or to the school. **Balls cannot go back and forth from home to school.**
- Students are to arrive at their classes promptly in the morning and after recess/lunch. Proper attention to promptness now can avoid serious problems later.
- Teachers in 6<sup>th</sup> grade use a merit system for student discipline. Teachers keep track of student merits and students will lose merits for breaking rules. Loss of merits will eliminate students from participating in different activities.
- All students are expected to participate in PE. If a student is not able to participate, a parent may excuse them from PE with a written note. A parent can only excuse a child from PE for three days, after that, a doctor's note is **required**. Parents and students, please keep in mind that if a child is excused from PE, (or has restrictions for PE) those same restrictions will apply to recess time.

6131 West Avenue J-8  
Lancaster, CA 93336  
(801) 722-3026



## **ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY BUS RULES**

1. Authority of the driver: Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street or highway. (Title V, Section 14103 – A, California Administration Code)
2. Cooperate with the driver. Follow directions the first time they are given.
3. Arrive at the bus stop waiting in line 5 minutes before the scheduled bus departure time. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at the bus stop could cause the stop to be moved to a less convenient location. Students must use the designated stop closet to his or her home both A.M. and P.M. Students may not use multiple stops. Any student having to use another stop in an “emergency only” situation must have a note pre-approved by the school.
4. Board and leave the bus in an orderly manner. Do not push other students. Be seated promptly. Do not “save” seats for others. Be willing to share the seat with fellow bus riders. Follow driver’s instructions concerning seating location and unloading procedures.
5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver.
6. Keep head, hands, and arms inside the bus at ALL times. Do not yell out of the windows to others outside the bus.
7. No physical contact of ANY kind is allowed. Keeps hands off other people and off others possessions.
8. Animals, insects and reptiles are not permitted on the bus with the exception of service animals. (54.2 Civil Code)
9. Large musical instruments are prohibited on the bus. Other prohibited items include glass containers or other breakable items, skate boards, roller blades/skates, balloons, playground equipment, and other large bulky items. Special arrangements must be made for transportation of athletic equipment. Cleats and or spikes must be removed prior to boarding the bus.
10. Bus aisle and emergency exits must be kept clear of feet, legs, arms, books, and lunches.
11. Keep the bus clean. Students are not to eat, drink, or chew gum or tobacco on the bus.
12. Appropriate school dress must be worn at all times while on the bus. No open cosmetics or aerosol cans are permitted.
13. Do not use obscene or profane language. Smoking, any narcotics, weapons, and lighting of matches are not permitted on the bus. No hazardous material, liquids, or gases are permitted on the bus.
14. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus are unnecessary and costly. The student will be responsible for the cost of repair.
15. Avoid loud talking, loud laughter or unnecessary confusion (it may divert the driver’s attention and could result in an accident).
16. Students living across streets, upon which the bus is stopped to unload them, should cross only when the driver indicates that it is safe to do so. Students must cross the street in front of the bus and walk straight across the street. The driver will escort Elementary and Junior High students across the street.
17. In school districts with bus passes, students MUST show their bus pass before boarding the bus and may not use another student’s pass.
18. Students are NOT allowed to use cell phones or any electronic devices while on the bus. These items must be placed in the off position and kept in the student’s possession at all times while on a bus.
19. Students that leave campus for any reason other than a school authorized, pre-approved appointment will NOT be allowed to ride the bus home in the PM.
20. If school bus is equipped with seat belts and shoulder straps, they MUST be worn at all times. Tampering with ANY seat belt or shoulder strap is PROHIBITED.

**EVEN THOUGH A TRANSPORTATION FEE IS CHARGED, TRANSPORTATION IS A PRIVILEGE. FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES.**

PUPIL MANAGEMENT  
GUIDELINES FOR STUDENT DISCIPLINE

In order to provide the safe transportation of students, we are using the following assertive discipline policy.

OUR PHILOSOPHY:

We believe all students can behave appropriately and safely while riding on a school bus. We will **NOT** tolerate students deterring drivers from doing their job or preventing other students from having safe transportation. Failure to follow the bus rules will result in a bus ticket.

Agency personnel will carry out the following consequences:

- |                         |                                                                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1 <sup>st</sup> Ticket: | Will result in a written warning notice to parents and school administrators.                                                     |
| 2 <sup>nd</sup> Ticket: | Will result in loss of bus riding privilege for 1 to 3 school days. The parent will be responsible for transporting the students. |
| 3 <sup>rd</sup> Ticket: | Will result in loss of bus riding privileges for 5 school days. The parent will be responsible for transporting the student.      |
| 4 <sup>th</sup> Ticket: | Will result in loss of bus riding privileges for 10 school days. The parent will be responsible for transporting the student.     |
| 5 <sup>th</sup> Ticket: | Will result in loss of bus riding privileges per Title V, Section 14103 #B for the remainder of the school year.                  |
- .....

THE MINOR CLAUSE

The Minor clause may be used at the discretion of the Agency. The Agency has the right to adjust the number of days the bus riding privileges can be denied. This could be anywhere from a Written Warning to 1-3 days loss of bus riding privileges.

THE SEVERE CLAUSE

The severe clause may be invoked ***WITHOUT A WRITTEN WARNING*** having been previously issued whenever the offense is of such serious nature to warrant it. ***SOME*** examples of these offenses are:

1. Physical contact of ***ANY*** kind with Driver or Student.
2. Harassment of ***ANY*** kind, sexual or disability.
3. Threatening a Driver or Student. Arguing with the Driver.
4. Use of foul or obscene language. ***ANY*** gang signs or racial remarks.
5. Any violation causing or likely to cause injury to Driver or Student.
6. Throwing objects in or out of bus.
7. Jumping out of bus window or emergency door.
8. Destroying or defacing bus or bus equipment.
9. Any action that interferes with the safe transportation of Student. Continued disorderly conduct.
10. Weapon of ***ANY*** kind.
11. Any violation of the Ed. Code.

Consequences: Students will be denied bus transportation anywhere from 1-10 days depending on the severity. If a student is denied transportation Indefinitely and IF DEEMED NECESSARY, a parent conference will be arranged with parent, student, driver and agency representative. Depending on the severity a student can also be denied transportation Permanently. Any illegal activity can result in notification of law enforcement.

We believe that the use of surveillance systems on school buses will help to deter misconduct and improve discipline, ensure the safety of students and bus drivers, and prevent vandalism. Therefore, surveillance systems may be installed and used on school buses to monitor student behavior while traveling to and from school and school activities.

## **Sundown Elementary Parent Involvement Policy**

The staff of Sundown Elementary School recognizes that parents/guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the principal or designee shall:

1. Ensure that teachers provide frequent reports to parents/guardians on their children's progress and hold parent-teacher conferences at least once per year with parents/guardians of elementary school students (if necessary and/or requested by parent).
2. Provide opportunities for parents/guardians to observe classroom activities and to volunteer in their child's classroom
3. Provide information about parent involvement opportunities through school, class newsletters, school newsletter (posted on the district web's site), the district's web site, and other written or electronic communications
4. Develop mechanisms to encourage parent/guardian input on school issues and programs
5. To the extent practicable, provide full opportunities for the participation of parents/guardians with limited English proficiency, parents/guardians with disabilities, and parents/guardians of migrant children, including providing information and school reports required under 20 USC 6311(h) in a format and language such parents/guardians can understand
6. Encourage greater parent/guardian participation by offering a flexible number of meetings and adjusting meeting schedules when practicable to accommodate parent/guardian needs
7. Build the capacity of the school and parents/guardians for strong parent involvement by:
  - a. Assisting parents/guardians in understanding such topics as the state's academic content standards and academic achievement standards, state and local academic assessments, the requirements of Title I, and how to monitor a child's progress and work with educators to improve the achievement of their children
  - b. Providing support to help parents/guardians work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent involvement
  - c. Educating teachers, student services personnel, principals, and other staff, with the assistance of parents/guardians, in the value and utility of parent/guardian contributions and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the schools
  - d. Informing parents/guardians and parent organizations of the existence and purpose of parent information and resource centers in the state that provide training, information, and support to parents/guardians of participating students
8. Engage parents/guardians positively in their children's education by helping them develop skills to use at home that support their children's academic efforts at school and their children's development as responsible members of society (Education Code 11502, 11504) through such activities as:
  - a. Providing parents/guardians with information regarding ways to create an effective study environment at home and to encourage good study habits

- b. Encouraging parents/guardians to monitor their children's school attendance, homework completion, and television viewing
  - c. Building consistent and effective communication between the home and school so that parents/guardians may know when and how to assist their children in support of classroom learning activities (Education Code 11502, 11504)
9. Jointly develop with the parents/guardians of a school-parent compact that outlines how parents/guardians, the entire school staff, and students will share responsibility for improved student academic achievement and the means by which the school and parents/guardians will build a partnership to help students achieve state standards.

This compact shall address:

- a. The school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to achieve the state's student academic achievement standards
  - b. Ways in which parents/guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television viewing; volunteering in the classroom; and participating, as appropriate, in decisions related to their children's education and the positive use of extracurricular time
  - c. The importance of communication between teachers and parents/guardians on an ongoing basis through, at a minimum:
    - (1) Parent-teacher conferences in elementary schools, at least annually (as needed or requested), during which the compact shall be discussed as it relates to the student's achievement
    - (2) Frequent reports to parents/guardians on their children's progress
    - (3) Reasonable access to staff, opportunities to volunteer and participate in their child's classroom, and observation of classroom activities
10. Convene an annual meeting, at a convenient time, to which all parents/guardians of participating students shall be invited and encouraged to attend, in order to inform parents/guardians of their school's participation in Title I and to explain Title I requirements and the right of parents/guardians to be involved.
11. Involve parents/guardians in an organized, ongoing, and timely way in the planning; review; and improvement of school programs, including Title I programs; including the planning, review, and improvement of the school's parent involvement policy and the joint development of the school's Single Plan for Student Achievement.
12. If the school's Single Plan for Student Achievement is not satisfactory to the parents/guardians of participating students, submit any parent/guardian comments when the school makes the plan available to the district.
13. The principal or designee, jointly with parents/guardians, shall annually review and update the school's parent involvement policy to meet the changing needs of parents/guardians and the school. (20 USC 6318)
14. All school organizations will communicate with parents through ALL modes of communication.
15. All volunteers must have a TB screening or test on file and be fingerprinted through the Westside Union School District.

**Sundown Elementary School  
Student Handbook  
2026-2027**

**Parents and Family, Students, Staff and Administrators Pledge:**

**I will act in such a way that I will be proud of myself and others will be proud of me, too. I came to school to learn and I will learn. I will treat others the way that I would like to be treated.**



**\*\*PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S TEACHER\*\***

I have read the information in this handbook including the attendance policy, tardy policy, bullying prevention policy, rules, behavior and academic expectations and closed campus policy with my child and explained so they understand the school rules and other information presented.

\_\_\_\_\_  
Student Name (PRINT)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student's Teacher

\_\_\_\_\_  
Date