

TO THE PARENTS OF SUNSET ELEMENTARY:

The staff at Sunset welcomes you and your child to our school. We are looking forward to providing your child with a wonderful school experience. Our teaching staff includes knowledgeable, caring, and diligent people who set high expectations for your child. They strive to provide opportunities for success for every student by creating an environment that encourages risk-taking and provides opportunities for growth.

Parent involvement creates success, therefore I strongly encourage you to play an active role in your child's education. I welcome you to volunteer in the classroom in any way at any time. Please take the time to read to, and with your child every night. I also challenge you to turn off the T.V., video games, and phones and have conversations with your child, this increases vocabulary, knowledge, and builds strong relationships.

My door is always open. If at any time you have a problem, please feel free to call or come by the office at Sunset. We are here to work with you to ensure that your child receives the best start to their many years of education.

**Respectfully,
Rhonda Tallent
Principal**

The Warrior Way is a district wide expectation of respect and behavior. Sunset Elementary works hard on the expectations of being respectful, being responsible, being safe, and being proud. Common procedures are posted throughout Sunset to help students understand what the expectation looks like in each area of the school. Our goal is that our students learn the value of respect, responsibility, safety, and pride.

Our classroom discipline plans are written as positive with expectations and procedures. There are class consequences when the procedures are not followed.

GENERAL STUDENT POLICIES

School Calendar:

The school year shall consist of 175 teaching days as provided in the school calendar and shall be divided into two (2) semesters.

School Day:

A school day shall consist of not less than six (6) hours devoted to school activities except as allowed by law. Students are expected to attend a minimum of six (6) hours each day. The Administration shall establish the school hours within the school day and class schedules for the schools within the District, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling.

Closed Campus:

All students are to remain on the school grounds between the time of arrival and the close of the school day unless:

- **Going to school sponsored events**
- **Checked out by a parent through the office**

Students who leave the school grounds without permission shall be subject to disciplinary action.

Visitors:

For our students' safety, all parents and visitors are required to sign in at the principal's office immediately upon entering the building where visitor badges will be assigned. This will allow for minimal disruptions in the classrooms. Appointments with teachers can be scheduled in the office when necessary.

Head Lice:

In order to attend school, students must be free from head lice. If a student is identified as having head lice, the parent or guardian will be contacted to pick up the student from school. The student will not be allowed to return to school until:

- **The parent or guardian submits a written statement from a health professional which states that the student is free from head lice.**
- **The District's nurse, counselor, or school personnel verifies that the student is free of head lice.**

Medication Policy:

Sunset Elementary school must follow the State of Oklahoma laws and procedures for administering medications to students. The procedure is very strict because medication can be very dangerous if it is misused; therefore the following procedures will be followed:

- **School personnel can only administer medication that has been prescribed for a student by a physician. This includes over-the-counter medication.**
- **Medication brought to school to be administered by school personnel will be in a prescription vial with the pharmacy label that states the physician's name, the name of the medication, and the directions for use.**
- **Prescription medication will only be dispensed if a physician has made a diagnosis and has directed that specific medication be given.**
- **Non-prescription medicines must be in the original container and accompanied by the written instructions.**
- **A written request signed by the parent or guardian must accompany the medication, stating the student's name, the name of the medication, the amount to be given, and the time it is to be given.**

School Nurses/Students Nurses:

Anadarko Public School's Registered Nurses can access, evaluate, screen, treat, and give prescription and over the counter medications to any students enrolled in the school system unless there is a Refusal Form on file. The school nurses occasionally provide preceptor services(teach student nurses) to local nursing schools. Student nurses, working under the supervision of the Registered Nurse, can provide services as allowed by their educational background to school staff members and students.

ADMISSION, IMMUNIZATION, AND WITHDRAWAL

Admission:

The following students shall be admitted to the District if they meet the age, immunization, and good standing set forth in this policy:

- **Students who are legal residents of the District;**
- **Students who have a legal transfer into the District;**
- **Students who have been accepted by the District on a tuition basis;**
- **Foreign students who have been accepted by the District as Nonimmigrant(F1)students.**

Age:

Children must be five (5) years old on or before September 1 to attend Kindergarten. They must be six (6) years old on or before September 1 to enroll in the First Grade.

Birth Certificates:

Birth Certificates are required only for children who are enrolling in Kindergarten and for all children in the First Grade who did not attend our Kindergarten last year. Certificates may be obtained by writing to the Bureau of Vital Statistics, State Department of Health, 3400 North Eastern, Oklahoma City, OK.

Immunizations:

No student shall be permitted to enroll in the District unless the student presents to the school at the student's initial enrollment either:

- **Certification from a licensed physician or authorized representative of the State Department of Public Health that such a student has received or is in the process of receiving immunizations required by the Department of Public Health, or that such student is likely to be immune as a result of the disease or**
- **A Certificate of Exemption stating that the child is exempt from immunization requirements on the grounds that (1) the physical condition of the student is such that immunization would endanger the life or health of a student, signed by a physician, (2) the parent, guardian, or person having legal custody of the child objects to such tests or immunizations for religious reasons, (3) the parents, guardian, or person having legal custody of the students claims exemption for personal reasons. A copy of Certificate of Exemption will be forwarded to the Department of Public Health for review and approval.**

The following immunizations are required in order for a student to be enrolled in Kindergarten or First Grade.

- **Five (5) DPT, or four (4) DPT if the fourth dose is given on the student's 4th birthday or after**
- **Four (4) Polio or three (3) Polio if the third dose is given on the student's 4th birthday or after**
- **Two (2) Hep A**
- **Three (3) Hep B**
- **Two (2) MMR – Must be given after age one (1)**
- **One (1) Varicella (chicken pox) or the date the child had chicken pox**

Withdrawals:

If it becomes necessary to withdraw a student from school because of a change of district residence the parents must come to the office and sign a withdrawal form. Lunch money and/or any lost book money will be due at that time.

ATTENDANCE

General:

Regular attendance is necessary for students to fully benefit from the school setting. Being on time teaches respect, self-discipline, and responsibility. Because these are the foundation years of your child's education it is very important that each child is here every day. We realize that our students are young. Good habits start at this age. We want to start each child on the positive road to good education. We would appreciate your help in this learning process. Our students depend on you to get them to school. Please show them that you value their education and help them get to school on time. Perfect attendance awards will be given monthly.

Absences:

Oklahoma State Law requires that students miss no more than 10 days in a semester or 4 days in four weeks without a valid excuse. Excused absences include, but are not limited to: student illness, doctor appointments, serious illness, or accident involving family members, religious observances, a death in the family, or attendance at a funeral. If a student is absent more than two days due to illness, a doctor's note is requested in order for the absence to be excused. Unexcused absences include, but are not limited to, truancy, transportation problems not caused by the District, and tardiness.

Tardiness:

The bell rings at 8:05 a.m. Each child should be at school in time to eat breakfast and be in the classroom by the 8:05 bell.

Early Dismissal:

If it becomes necessary to remove a child from class before dismissal time, the parent or guardian must come to the office to sign the child out. The teacher will be notified and child will come to the office. The teacher will not dismiss a child without prior notification from the office. If someone other than the parent or guardian is to sign the child out the office must be notified.

Truancy:

The District may take reasonable measures to enforce the provisions of the compulsory attendance laws to ensure that all students attend school on a consistent basis. During the times when school is in session, the District's attendance officer or any District administrator may detain and assure temporary custody of any student enrolled in the District who is subject to the compulsory attendance laws, who is found away from home, and who is absent from school without excuse. The District's attendance officers are the building principals, and they are responsible for enforcing the attendance requirements. The building principal shall maintain a record of student's attendance and shall notify a student's parent or guardian of the student's unexcused absence. If a student has four (4) or more unexcused absences within a four-week period or is absent without excuse for ten (10) or more days per semester, the principal shall advise the student's parent or guardian and report the absences to the court's district attorney.

ARRIVAL AND DEPARTURE FROM SCHOOL

Arrival:

Preparation for class work begins at 8:00 a.m. Classes start promptly at 8:05. It is very important to be on time for the start of classes. Those arriving after 8:05 will be counted as tardy. Students may be dropped off only at the front door (east side). If you need to enter the building please park your car on the far side of the street. The north side and south side are bus zones. PARENTS BRINGING STUDENTS TO SCHOOL AFTER 8:05 MUST COME TO THE OFFICE AND SIGN THE CHILD IN SO THAT A CLASSROOM PASS CAN BE GIVEN.

Departure:

Students may be picked up after school only at the front door. The north door is the bus loading area. Please do not attempt to pick up your child from any area other than the front door of the building. If you need to enter the building at pick-up time please park your car on the far side of the road. DO NOT LEAVE YOUR CAR UNATTENDED IN THE MIDDLE OF THE STREET. Kindergarten is dismissed for pick-up at 2:45. First Grade is dismissed at 2:55. This allows for the Kindergarten parents to pick-up and get on their way when the First Grade is dismissed. Please be prompt in picking up your child. IF THERE ARE ANY CHANGES IN HOW YOUR CHILD GOES HOME, PLEASE SEND A NOTE OR CALL THE SCHOOL BEFORE 2:00.

PROGRESS, PROMOTION, RETENTION

Reports:

Progress reports will be issued at the end of each semester. In addition, teachers may use parent/teacher conference days to discuss student progress as well as telephone calls and letters to keep parents informed. Please feel free to schedule additional conferences with the teacher if you are concerned about any area of your child's progress.

Retention:

According to the Reading Sufficiency Act, if a student's reading deficiency is not remedied by the end of third grade the Student shall be retained in the third grade. This is Oklahoma State Law. Deficiencies are identified based on classroom assessments in kindergarten, first, second, and third grade. By scoring at the unsatisfactory level on the reading portion of the third grade criterion-referenced test the student shall be retained.

Testing:

No minor student shall be required to submit to psychiatric or psychological examination, testing or treatment without prior written consent of the parent or guardian. This policy does not require parental consent of regular classroom activities, the curriculum or any teaching techniques or methods.

Homework:

Teachers may assign homework to students. The teacher-based on the needs of the students and the subject matter being taught – shall determine the type, frequency, and quantity of homework to be assigned.

Transcripts:

A transcript is any record of a grade or grades given to a student by a teacher. Students requesting a copy of their transcript shall be provided a copy. However, if a student has failed to return any textbook or failed to make payment for a textbook which has been returned, the district shall withhold the transcript until such time as payment is made.

FIELD TRIPS

Field trips may be scheduled and conducted by the individual instructor subject to the approval of the Superintendent. Field trips are considered appropriate extensions of the classrooms and should stimulate student interest and inquiry in the subject being taught. Students who exhibit inappropriate behavior while at school may be excluded from school field trips at the discretion of the school principal.

BUS TRANSPORTATION

- **Notes will be required to ride another bus or go home with another person**
- **No food shall be eaten on the bus.**
- **Nothing shall be thrown in the bus or out of the window.**
- **Pupils shall not extend arms or other parts of the body out of the window.**
- **Loud talking or unnecessary confusion can momentarily divert the bus driver's attention and may result in a serious accident.**
- **All riders shall conduct themselves as ladies and gentlemen at all times.**
- **Buses will only let students off at school and their homes or bus stops.**
- **Any damage to a bus by a student must be replaced and such actions will be dealt with immediately.**
- **School authorities may suspend the student from the privilege of riding the bus because of disorderly conduct. In that event, it becomes the responsibility of the parents to see that the child gets to school.**
- **Drivers will have the same control over the pupils while riding on buses as teachers have while in the pupils are in school. Drivers are asked to report violators to the principal's office.**
- **Students are expected to follow the Warrior Way while on the bus. Students must remain seated while on the bus.**

Questions concerning drivers, buses, or routes may be answered by phoning 405-247-5212.

STUDENT SERVICES

Health Services:

The District shall provide health services within the schools of the District by providing nurses and/or health aides to the extent practice able, who shall be responsible for administering first aid, assisting with any health-related instruction, conducting screening tests as necessary and appropriate, and maintaining health records on students enrolled in the District. A nurse or health aide may

administer medicines to students when authorized in writing by the student's parent or guardian provided by law.

Special Education Students:

The District shall provide those necessary services for handicapped and/or disabled students that are required by law and /or regulation.

Gifted Student Programs:

The District shall provide programs for gifted students in accordance with the District's plan for gifted and talented students to be prepared, implemented, and maintained by the Administration.

School Counselor:

The District employs school counselors who may serve as liaisons between students, teachers, and parents. They may provide personal counseling, educational planning, enrollment, and individual and group testing. Teachers or principals can refer students to a school counselor. In addition, parents who wish to meet with a school counselor may schedule an appointment. Student may request an appointment through their teacher.

STUDENT RECORDS

General:

The District shall make and keep such student records as are necessary and are required by law, policy, or regulation.

Notification of Rights:

The District is subject to and complete with the Family Educational Rights and Privacy Act (FERPA).

Requests for Disclosure:

Any person requesting to inspect or obtain copies of student records shall submit a written request for disclosure to the Superintendent of the Superintendent's designee as specified in the Administrative Regulations. Student Records shall not be released without consent

of the parent or guardian except in accordance with the provisions of FERPA and state law.

STUDENT DRESS CODE

General:

There exists a correlation between the quality of student performance, conduct, and appearance. Therefore, all students are expected to be groomed and dressed appropriately. Clothing and grooming must be such that they do not constitute a health or safety hazard. Grooming and dress must not constitute a distraction or interfere with educational opportunities of other students.

Standard of Dress:

The following standards of dress are required of all students while attending school or participating in school activities:

- **Apparel with slogans which promote activities prohibited by the Student Conduct Policy, is not permitted.**
- **Pants, trousers, jeans, and shorts are to be worn at the waistline. Belts, if worn, are to be buckled.**
- **Bare midriffs, backless, strapless/dresses/or tops, tops with spaghetti straps and see-through blouses are not permitted.**
- **Dresses, shorts and skirts must cover two-thirds of the thigh.**
- **Frayed, purposely torn clothing and cut-offs are not permitted.**
- **Clothing or jewelry that related to violence, gang activity, drugs or alcohol is not permitted.**
- **Hats or caps shall not be worn in any District building.**
- **Shoes must be worn at all times.**

With ever-changing styles, additional guidelines may be established to help maintain high standards. There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the code or will be sent home to correct the situation and will be considered absent. Failure to comply will be grounds for disciplinary actions.

STUDENT CONDUCT

Parents send children to school with the expectations that the child will receive a good education. The school expects the child to follow the school procedures, which are taught within the basic curriculum. When the school is faced with students who continually misbehave or disrupt the learning process of the other students, disciplinary action will be taken. The action taken shall depend upon the nature and severity of the violation and the student's past record of behavior. Actions taken can include suspension. Students shall at all times respect the rights of fellow students and of district personnel. Students shall not provoke any other individual or inflict physical harm upon another student.

BULLYING

Anti-Bullying Statement:

At Sunset, we do not condone harassment, intimidation, or bullying in school, on school grounds, in school buses, at bus stops, or at school events.

Definition of Bullying:

Bullying is intentional hurtful behavior, often repeated over time. It may be, but is not limited to:

- **Physical: kicking, tripping, hitting, or pushing**
- **Verbal: name-calling, insults/or threats of violence**
- **Nonverbal: staring, intimidation, damaging property or stealing**
- **Emotional: intentional exclusion or spreading rumors**
- **Cyberbullying: spreading harmful information through online chats, social-networking sites or text messages**
- **Sexual: unwanted touching, obscene gestures or comments**

Reporting Procedures:

The Sunset Elementary staff is expected to report bullying to the principal or counselor. Students and parents are encouraged to report any act that may be a violation of this policy. All reports will be taken seriously and will result in a full investigation. Retaliation against a person who files a report is not allowed. Making false reports is not allowed either.

Consequences for Bullying:

The principal or counselor will consider age, relationship of individuals involved, degree of harm, surrounding circumstances, the nature and severity of the incident, past incidences and the context in which the incident occurred to determine appropriate consequences.

In addition to disciplinary actions, the District, acting through the superintendent or principal, may refer matters to local law enforcement for investigation and prosecution and may pursue criminal complaints and/or charges, when a student's actions are criminal in nature.

STUDENT SEARCHES

Searches:

As allowed by law, the superintendent, any principal, teacher, or security personnel who has reasonable suspicion shall have the authority to detain and search, or authorize the search of any student of property of a student for dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, wireless telecommunication devices, or missing or stolen property. In addition, any police officer in possession of a valid warrant or with probable cause may search a student or a student's locker or desk.

Students are personally responsible for any items found in their lockers, desks, book bags, backpacks or other personal items. Students shall not have any reasonable expectation of privacy in the contents of school lockers, desks, or other District property. District personnel shall have access to lockers, desks, and other district

property and shall not be required to have any reasonable suspicion to search lockers, desks, and other District property.

SAFE CALL HELPLINE

You may call anonymously, when you witness any illegal activity that threatens our school. Call 877-SAFE—call extension OK 1 9877-723-3225, Extension 651)

SCHOOL OFFICE

The office is the administrative headquarters of your school. If you have a problem or question, a visit to the office is welcome. We want to help you. We ask that you remember and model for our students the main rule of our school: *“Treat everyone the way you want to be treated.”*

SCHOOL TELEPHONE

(247-2503)

Parents will be notified by the office in the case of illness, injury, the need for medication or if the school changes plans unexpectedly. *Students will not be called to the telephone during the school day.* If it is necessary for a child to receive a message, the office staff will deliver the message to the student. Incoming calls to teachers during school classroom hours should be rare and brief. Calls will be taken in the office and referred to the teacher during a planning period. *Please communicate with your child before he or she leaves for school each day so he/she will know what to do when school is out for the day.* If your child needs to do something different, please write a note telling the teacher where the child needs to go after school. Students will not be allowed to change what they normally do after school without a note or phone call from the parent.

INCLEMENT WEATHER SCHOOL CLOSING INFORMATION

The District will always err on the side of safety when considering the closing, early departure, or late start for the school day. Student and

staff safety will always be the first consideration during inclement weather events.

In the event that severe weather of any type is indicated by the National Weather Service that will affect the district boundaries, the district will continually monitor the weather by television, radio, and computer for the most current conditions during the weather event.

The following will drive district decision pertaining to school closings, late starts, and early departures:

- 1. The imminent weather threat to the safety and well-being of all students and staff members.**
- 2. The ability of district buses to pick up students throughout the district boundaries and deliver them safely to and from the school sites.**
- 3. The ability of all students and staff members to arrive safely at and to depart safely from the school sites.**

The Oklahoma City television stations and local radio stations will be notified once the decision has been made to delay the start of the school day, early release, or the closing of school for the day.

School Messenger Notification System will also be utilized to contact parents and staff of any school closings, late start, or early release during inclement weather. For more information about School Reach, please see the link on the homepage of the district website.

If at any time you are unsure of school closings, early departure, or late start, please contact the office of your child's school.

SEVERE WEATHER AND EMERGENCY NOTIFICATION

The fire signal will be two repeated tones. All students will walk in single file with their teachers from the classroom to the designated fire exit. When outside, teachers will take roll to be assured that all have safely cleared the building.

The storm signal will be one repeated beep. All students will move to the designated area in the hallways. Students will line the walls in a sitting position and cover their heads with their hands.

The lockdown signal will be either a doorbell sound or an announcement, “Teachers, we are in lockdown.” In the event of an emergency situation please do not take your child from the school building or grounds without notifying the teacher.

SCHOOL CAFETERIA

The school cafeteria will prepare and provide for both a breakfast and a lunch program. It is very important that students be on time if they plan to eat breakfast. Breakfast will be served from 7:30 – 8:00 a.m. Kindergarten Lunch period is 10:50 – 11:30 a.m. First grade lunch period is 11:35 – 12:15 p.m.

Our cafeteria strives to serve the most well-balanced meals possible. Unless a doctor’s statement is on file that states your child cannot drink milk, the carton must be placed on the child’s tray. We discourage bringing soda pop or other drinks for breakfast or lunch. No food or drink will be allowed to leave the cafeteria. Any meals brought from home will be eaten in the cafeteria.

Lunch bills must be paid regularly. The charge limit will be \$5.00. All parents will be given free and reduced lunch forms at the time of enrollment. If you feel you qualify for free or reduced meals, fill out the necessary information, and the application will be processed immediately. If at any time during the school year there is an income change in the family, please contact the Principal’s office. No student should be hungry or undernourished while attending school at Sunset. Any meals brought from home will be eaten in the cafeteria.

SAFE AND HEALTHY SCHOOLS

Sunset Elementary participates in the Healthy, Hunger-Free Act of 2010. School meals provided meet nutrition guidelines. Fundraising efforts allow students healthy choices such as water and juice and healthy snack options such as peanut butter crackers and fruit

snacks. Students are encouraged to eat school meals and make healthy choices during classroom guidance sessions using Too Good for Drugs curriculum. A copy of the Sunset Wellness Plan is available through the Counselor's office upon request.

PLAYGROUND RULES

Sunset students are expected to follow the playground rules presented by the teachers.

- 1. Misbehavior or any conduct that is unsafe or hazardous to another student or staff member will not be tolerated.**
- 2. Students must have a note to stay in.**
- 3. During inclement weather, the students will not go outside. The classroom teacher will instruct students in the specific rules of the playground. This list is posted in each classroom.**

SCHOOL PARTIES

School parties will be scheduled during the year. The time for all parties will be announced in each classroom newsletter. Birthday parties must be scheduled with the child's teacher. Invitations for after-school parties should be sent through the mail, not handed out at school, unless all classmates are invited. If you send balloons or flowers to school they will not be delivered to the classroom until after 2:00.

CROSSWALK

All Students arriving or leaving Sunset School who need to cross Mission Street must cross in the crosswalk at Virginia and Mission Streets. A crossing guard is provided for the students' safety from 7:30 – 8:30 in the morning and from 3:00 – 3:30 in the afternoon.

PERSONAL ITEMS

Personal items such as trading cards, toys, radios, balls and other items will not be permitted at school without permission from the classroom teacher. *Toy guns and knives are not allowed at school. No replicas of any weapon should be brought to school for any reason.* The school is not responsible for missing personal items.