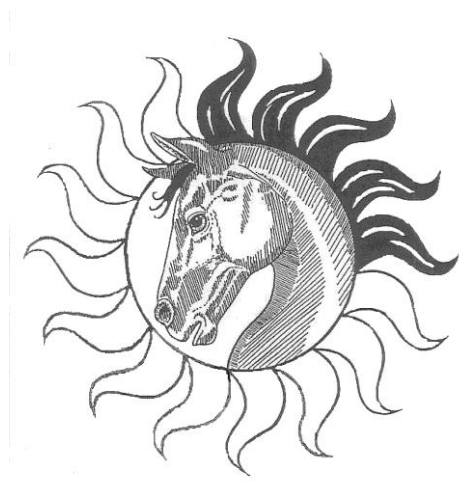


# Sunset View Mustangs



Student/Parent  
Handbook  
2011 - 2012

# Sunset View Elementary School

Tony Langdon, Principal

711 Center Parkway  
Kennewick, Washington 99336  
(509) 222-6000  
Fax (509) 222-6001  
[www.ksd.org/sunsetview](http://www.ksd.org/sunsetview)

Office Hours: 8:00 a.m. – 4:00 p.m.

## Message from the Principal

Hello Parents,

Welcome to the 2011-12 school year! It is the goal of our school community to work collaboratively with students, parents, and other members of the community to build relationships and promote effective communication. Once these relationships have been established all parties will be informed and able to encourage our students to reach their potential academically and as good citizens. Working together to build a strong foundation will help promote a positive perception of school for our students and will also promote a safe and respectful learning environment. We believe that all staff and students take responsibility for their actions and represent the integrity of our effort and results. The school will advocate for the needs of all students through high expectations of academic and social standards in place to help provide additional support to ensure all student needs are met.

We strongly believe in a positive environment, which is promoted through our Mustang Pride program. Each letter in the word "PRIDE" represents a category within our school pride mission at Sunset View.

**P=Participation**

**R=Respect**

**I=Initiative**

**D=Determination**

**E=Effort**

Each month we have monthly focus themes. Students will be looking for opportunities to get involved with their own success in achieving academic progress, helping to maintain a positive school culture and work with peers to achieve individual social, academic and safety goals.

We as a school can meet our goal of having students achieve academic success and develop good citizenship by providing rigorous and engaging learning opportunities that foster curiosity, creativity and exploration. It is our hope that students will develop a strong desire to learn because of these ideals. We will positively reinforce this desire and promote the best education possible for our students by continuing to develop the school's education programs through constant revision and evaluation of our curriculum. It is our district and building mission for effective instruction to contain four key elements: Purpose, Engagement, Rigor, and Results (P.E.R.R.).

I would like to encourage all parents to be as involved as possible with your child's education. You can do this by joining the PTO, have your student participate in after school programs or by visiting the classroom to work directly with teachers to provide an extension of the school day at your home. If you have any questions or would like to meet in person please contact the school to set up an appointment.

Tony Langdon, Principal

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**2011-2012 SUNSET VIEW STAFF**

<b>Principal</b>	<b>Tony Langdon</b>	<b><u>SPECIALISTS</u></b>	
<b>Secretary</b>	<b>Teresa Thaelke</b>	<b>Reading</b>	<b>Carrie Armstrong</b>
<b>Librarian</b>	<b>Colleen Malley</b>	<b>Resource Rm</b>	<b>Stephanie Medrano</b>
<b>Library Secretary</b>	<b>Stephanie Owens</b>	<b>S.L.P.</b>	<b>Lynn Reberger</b>
<b>Nurse</b>	<b>Laura Wingert</b>	<b>Psychologist</b>	<b>Cliff Stephenson</b>
<b>Counselor</b>	<b>Joyce Rodman</b>	<b>P.E.</b>	<b>Paul Sinclair</b>
<b>Custodians</b>	<b>Christy Smith</b>	<b>Music</b>	<b>Walt Hampton</b>
	<b>Benny Ballandby</b>		
<b>Kindergarten</b>	<b>Kelly Watts (AM)</b>	<b>Room #28</b>	<b><u>Paraeducators</u></b>
	<b>Carol Sonderland (AM &amp;PM)</b>	<b>Room #27</b>	<b>Carol Booth</b>
<b>1<sup>st</sup> Grade</b>	<b>Tracy Hamar</b>	<b>Room #24</b>	<b>Penny Chapin</b>
	<b>Nancy McLean</b>	<b>Room #26</b>	<b>Betty Goding</b>
	<b>Krystal Williamson</b>	<b>Room #25</b>	<b>Shelly Havenor</b>
			<b>Bryant Jackson</b>
<b>2<sup>nd</sup> Grade</b>	<b>Kristen Davis/Brenda Meads</b>	<b>Room #20</b>	<b>Diana Johnson</b>
	<b>Tami Ottley</b>	<b>Room #17</b>	<b>Deanna Kildall</b>
	<b>Pam McWhorter</b>	<b>Room #7</b>	<b>Greta Kirk</b>
<b>3<sup>rd</sup> Grade</b>	<b>Jolene Broz/Lori VanMeighem</b>	<b>Room #30</b>	<b>Cari McClelland</b>
	<b>Susan Crawford</b>	<b>Room #3</b>	<b>Glena Meng</b>
	<b>Julie O'Brien</b>	<b>Room #1</b>	<b>Barb Sordahl</b>
	<b>Matt Thaelke</b>	<b>Room #2</b>	<b>Elinor Woehler</b>
<b>4<sup>th</sup> Grade</b>	<b>Mary Hilton</b>	<b>Room #6</b>	
	<b>Debbie Pappas</b>	<b>Room #5</b>	<b><u>Lifeskills</u></b>
	<b>Karen Spencer</b>	<b>Room #8</b>	<b>Jenny Hammons</b>
<b>5<sup>th</sup> Grade</b>	<b>Sue Flynn</b>	<b>Room #9</b>	<b>Room #23</b>
	<b>Dorothy Hibbs</b>	<b>Room #10</b>	<b><u>Autism</u></b>
			<b>Tina Elliott</b>
			<b>Room #19</b>

# Sunset View Snap Shot

Birthday: March 7<sup>th</sup>, 1981  
Enrollment: 470-500 Students  
Grades: K through 5  
Motto: Sunset View



Where Children Shine

Mascot: Mustang  
Colors: Blue and Gray

## Mission Statement

Sunset View's mission is to value, recognize, and maximize the potential of all students. We believe in providing a challenging and engaging curriculum embedded in a climate that acknowledges each student's strengths and growth targets.



# Daily Schedule for 2010-2011

## Kindergarten

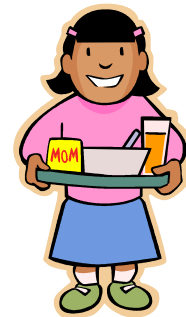
	Morning Kindergarten	Afternoon Kindergarten
Monday	8:40 - 11:27	12:30 - 3:17
Tuesday	8:40 - 11:27	12:30 - 3:17
Wednesday	8:40 - 10:55	11:45 - 2:00
Thursday	8:40 - 11:27	12:30 - 3:17
Friday	8:40 - 11:27	12:30 - 3:17

## Grades 1 – 5

Monday	8:40 – 3:17
Tuesday	8:40 – 3:17
Wednesday	8:40 – 2:00
Thursday	8:40 – 3:17
Friday	8:40 – 3:17

## Breakfast Schedule

8:15–8:35



## Lunch Schedule

<u>Grade</u>	<u>Lunch Time</u>
Grade 1	11:30 – 12:20
Grade 2	11:40 – 12:30
Grade 3	11:45 – 12:35
Grade 4	11:50 – 12:40
Grade 5	11:55 – 12:15

Arrival

Our schedule does not allow supervision of children who arrive early. Please see that your child’s departure from home will result in an arrival time as close as possible to the 8:40 bell.

Departure

Please require your child to go straight home after school. Students must leave the playground after school without stopping to play on the equipment.

Dropping Off and Picking Up Children

Our school is in a high traffic zone. At dismissal there is a lot of traffic and very little parking. To help keep our students safe, we request that children ride the school bus if bussing is available. Please pick your child up at the front of the school. Please do not pick up children in or near the bus zone. Avoid parking or stopping in the bus loading zone or blocking the service driveways. We ask that everyone follow the safety procedures set in place and use crosswalks supervised by school safety patrol. We want all our students and parents to think “safety” when crossing streets. Please avoid calling the office at the end of the day to change departure directions by making those arrangements before your child leaves for school in the morning.

*Safety Reminders for Dropping Off & Picking Up Students*

1. **Never** use the bus loop during hours 8:00 a.m. to 4:00 p.m.
2. **Always** drop students in drop off/pick up zone...it is a very short walk to classrooms.
3. **Never** use the parking lot as a pick up/drop off area unless you park and escort your child.
4. **Always** remind your student of safety around traffic.
5. **Never** walk between parked busses in the loop.
6. **Always** be a role model for following rules for your children.

Attendance

Regular and prompt attendance is a key factor to success in school.

According to the laws of the State of Washington, the only legal reason for absence is illness. If an emergency does come up which requires the whole family, please let the school know. Whenever your child is absent, a written note must be sent with the child upon returning to school. One or two absences for sickness each year is understandable and will be excused. However, when absences become excessive, chronic or a pattern develops (i.e. only missing Fridays), the teacher, principal, and parent may meet to develop an attendance plan. District policy states that the principal may excuse additional absences when parents can show justifiable cause such as long term illness. Unexcused absences are dealt with under current laws and policies. When your child is absent or tardy, please call the 24-hour Absentee Line at 222-6002 before 8:40 a.m. Leave a message with your child’s name, the date, room number and the reason for the absence.

Lunch Prices and Information

We encourage parents to purchase student lunches in advance. Students should bring lunch or milk money/checks in an envelope with their name, room, and amount of money for each child (if more than one) recorded on the envelope. These will be sent to the office each morning and credited to your child’s account before lunchtime.

If parents are planning on eating with your child, please have your child place your order in the morning and send your lunch money with your child to avoid delays in the lunch line.

	<u>Lunch</u>	<u>Milk</u>	<u>Breakfast</u>
Full Price	\$2.25	\$ .50	\$1.15
Reduced	\$ .40	\$ .50	Free
Adult	\$3.00 (\$2.90 – no milk)		

**Visit [ksd.org](http://ksd.org) to purchase meals on-line.** Applications forms for free or reduced lunch will be provided.

### Bicycles/Scooters/Rollerblades/Skateboards

Students riding any equipment to school must observe the following safety rules:

1. Bicycles, scooters, rollerblades, and skateboards must be walked or carried on school grounds.
2. Bicycles must be ridden alone.
3. Riding equipment is to be locked to the bicycle rack.
4. No motorized scooters may be ridden to school.
5. Helmets are strongly encouraged for all students using bikes, scooters, rollerblades, and skateboards.

### Bus Information

Only eligible students living in areas designated as bussing zones will be allowed to ride the school bus. Students who ride the bus must follow the safety rules as established by the Kennewick School District transportation department. The driver is in complete charge while students are on the bus.

Any child who rides the bus to school must ride the bus home unless advance written notification is received from a parent.

### **Kennewick School District Policy #3240 Bus Transportation: Rules for Students Riding School Buses**

“Don’t Lose Your Riding Privilege!”

1. Observe same conduct as in the classroom.
2. Be courteous and use no profane language.
3. No eating or drinking on the bus.
4. No littering – keep the bus clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver’s seat.
7. Don’t be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Keep head, hands and feet inside the bus.
10. Bus driver is authorized to assign seats.

Remember: The bus driver is a professional, trained in techniques designed for the safe transportation of school children. Drivers have ultimate authority while in operation of the vehicle.

### Custody Concerns

In order to protect your child from an unauthorized adult taking him/her from school, we must have on file at the school a copy of a restraining order issued by the State of Washington. Contact your lawyer or the courts for assistance.

### Safety Drills

On a regular basis, we will practice emergency drills at the school so all students are aware of these procedures. Evacuation drills are also practiced on our school buses. If the school is in an emergency/practice situation, no one will be allowed to enter or exit until it has been concluded. Sunset View is very serious about the safety of our students and staff. Practice will allow our staff and students to respond by being alert to any potential problems.

### Homework Policy

Homework requirements vary from grade level to grade level. Homework assignments will be given for incomplete work, work not finished during class time, work missed as a result of absences, or as an opportunity for students to practice skills at home that they have learned at school. Homework is an excellent way for parents to be actively involved in what their child is learning in the classroom. You may request a copy of the classroom homework policy from your child’s teacher. Please direct questions about

homework to your child's teacher. Kennewick School District encourages 20 minutes of at-home reading for all students.

### Library

Students learn proper book care and checkout procedures during their weekly library. Books that are damaged or lost will be paid for or replaced. Children are encouraged to carry library books in a sack or backpack.

### Lost and Found

The lost and found bin is located near the main office. If clothing and other miscellaneous items are found, they are placed in the bin. If the items are not claimed by the end of each trimester, they are given to charity organizations. Please mark all of your child's personal items with their first and last name to ensure they are returned. Also, please check the lost and found a few times each year to make sure your child has recovered all missing items.

### Immunizations

The state of Washington has laws governing minimum inoculation standards for children in grades K – 12. Washington State requires all immunizations to be up to date to attend school. The purpose of this law is to protect every child from disease. Our school nurse will be in contact with you if there are questions regarding your child's immunization records.

### Medications/Health Information

If a child needs to take medication during school hours, the following guidelines will be in effect:

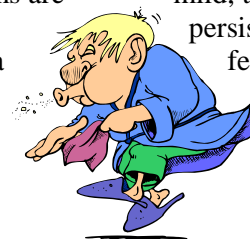
1. Please remember that giving medication at school impacts an already busy office staff. Meds that can be given at home (such as once, twice or three times a day dosing) should not come to school. Only oral meds can be given except for Epi-Pens.
2. All medication must be in the original prescription bottle, clearly labeled with all pertinent information.
3. The parent request for giving Medication At School form must be completed and signed by the parent and doctor. Over the counter (OTC) medications also require this form.
4. All medications must be brought to school for inventory by the responsible parent or guardian.
5. Medications are to be dispensed only in the school office.
6. All medications will be kept in a locked cabinet in the school office.
7. Students are responsible for coming to the office for their medication at the designated time.
8. Medication not claimed by the parent at the end of the school year will be counted and thrown away.

### *Know when to keep your child home from school*

Some helpful guidelines:

*Colds* are most contagious for 3 – 4 days after the symptoms appear. If symptoms are mild, the child can attend school. If your child generally feels badly, has a fever, has a cough, please keep your child home. Children should not come to school with a fever (100 degrees or higher) and should be fever-free for 24 hours before returning.

mild, the  
persistent  
fever



*Influenza (Flu)* is contagious for 3 days after symptoms appear. The flu is characterized by an abrupt onset of fever, chills, cough, and sore throat.

*Strep Throat* is contagious until the child has been on antibiotics for 24 hours.

*Stomach Flu* warrants keeping your child home for as long as he/she has diarrhea, a fever, or is vomiting. The child may return to school when he/she has been without symptoms (no vomiting or fever) for 24 hours.

*Pink Eye* depends on the type. If the infection is bacterial, it is contagious from the time the child's eyes are red and oozy until 24 hours after antibiotics have been started. Viral pink eye is contagious for 5 – 7 days. It is best to call your physician for care and treatment.

*Please keep your sick child home!* If a visibly ill child appears at school, the parent or guardian will be called to take the child home.

The school nurse is not at the school every day. If your child receives an injury at home, please seek medical care. It is not in the scope of practice for school staff to make a medical diagnosis.

### *Student Health Information*

Information in student health records may be shared with school staff on a “need to know” basis to protect the student’s health, safety, and education interests. This will be done at the discretion of the district’s certificated nursing staff. Parents wishing this information not be shared should notify the school nurse in writing.

### *Head Lice*

Head lice manifestation is a widespread problem in this country. Only the common cold has higher incidence. Remember, anyone with hair can get head lice – it is not a sign of poor hygiene.

Lice are small, wingless bugs about the size of sesame seeds. They live on human blood and are found on the hairs of the head, behind the ears, and at the back of the neck. Lice lay oval, whitish eggs (nits), which attach to the base of the hair shaft and require quite an effort to remove. Do not confuse these nits with dandruff, which can be easily removed from the hair. The most common symptom of head lice is excessive itching from lice bites.

Lice cannot hop or jump. Direct physical head-to-head contact is the usual method of transmission. Transmission is also possible via clothing, hats, coats, combs, and other personal items. Persistent head lice infection may be due to improper treatment, possible resistance, or nits not completely removed.

If your child has head lice, inspect your child’s head daily. Also inspect the heads of everyone else living in your house. Your child may return to school after the first lice-killing shampoo treatment. Lice-killing shampoo is available at your local store. It is important to follow the directions carefully. **DO NOT OVER-TREAT.** After treatment, it is important to remove all of the eggs (nits) with a metal lice comb. It is important to inspect the hair daily for a week and continue removing nits. Repeat lice-killing shampoo as directed. Two products that are non-toxic are “Lice-Out” and “Lice Free” found at most stores. Call our school office to inform us of head lice and your child’s absence. This will help us with better control and prevention at school. Call our school nurse if you need further advice.

### *Music/PE Rules*

1. All food and gum stays out of gym and music room.
2. Proper attire for exercising and running on PE days should be worn.
3. Participation: If your child needs to be excused from PE or Music for medical reasons, please send a note on that day.
4. Cooperate with classmates and teacher.
5. Be considerate: Good sportsmanship will be emphasized.

### *New Address/Phone Number/Daycare*

If you have information changes during the school year, please notify the secretary immediately. Current, accurate information is important especially when there is an emergency.

### *Parent Teacher Organization (PTO)*

You are invited to be an active part of our Parent Teacher Organization (PTO). Notice will be sent home when there are PTO Meetings.

### *Personal Items*

Please leave personal items at home. The school is not responsible for lost, stolen, or damaged personal items. Please check with your child’s teacher regarding their show-and-tell policy.

Sunset View has a no-electronic device policy that includes iPods, MP3 players, Game Boys, cell phones, etc. These items should not be brought to school. If students bring electronic devices to school they run

the risk of having them taken away and devices will have to be picked up by a parent. We do not want students distracted during class time nor running the risk of theft, damage, or loss of privacy during the school day.

### Playground

Only school equipment is to be used for play during recess. Please do not bring toys, electronic listening devices, or cell phones from home. The playground is a large area and requires students to be safe, respectful, and responsible. Adult supervisors expect students to follow Sunset View school rules as they apply to the playground.

### Reading Goal

Kennewick School District Reading Goal: 90% of our students reading at grade level by the end of 3<sup>rd</sup> grade. Parents will be asked to help us achieve this goal by reading at home with their children for 20 minutes a day. Reading is the key to success in school. It is very important that parents help support us on this goal. Children will benefit for a lifetime.

### Reporting Student Progress

Report cards are issued three times during the school year. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences. Also, please let your child's teacher know if a parental situation requires copies of reports be sent to more than one address.

### School Closure

In winter, poor weather or unusual situations may necessitate the closing of schools. PLEASE DO NOT CALL THE SCHOOL. Listen to KONA – 610 AM, or other radio stations and local television for announcements regarding school operations.

The school district website [www.ksd.org](http://www.ksd.org) is an excellent resource too.

### School Deliveries/Treats

We ask that family and friends refrain from having flowers, balloons, or individual gifts delivered to children at school. It is difficult to maintain quality teaching time with the interruption and we would like to prevent hurt feelings of others. We appreciate your cooperation in honoring this policy. Purchased birthday and party treats for the entire class are welcome. Please be sure to contact your child's teacher to plan ahead for appropriate time to bring them. Also, treats should be packaged together or individually wrapped with ingredients listed. Due to severe food allergy concerns, please do not send homemade treats. A healthy and appreciated alternative to treats in the classroom is a special book given to the class in honor of the child's birthday. We highly encourage non-food alternatives to food treats.

### School Insurance

Schools do not provide medical insurance coverage for school accidents. Parents are responsible for medical bills if their child gets hurt during school activities. School insurance is available for those who wish to participate. Information will be sent home at the beginning of the school year and is available in the school office.

### School Pictures

Individual student photographs are taken in the fall and group class photographs in the spring. Information will be sent to you prior to "picture day."

### Special Programs

*Choir:* Choir is offered for students in fourth and fifth grades. Students who elect to participate in this program practice each week during their lunchtime recess. Throughout the school year, they have opportunities to perform for the school, their families, and the community.

*Orchestra:* Orchestra is offered for students in the fifth grade. Students who elect to participate in this program practice each week during their lunchtime recess. Throughout the school year, they have opportunities to perform for the school, their families, and the community.

*Marimba:* A few 4th and 5th grade students are selected to participate in our touring Marimba group. The 4th grade students remain in the group through their 5th grade year. New 4th grade members are selected at the end of their 3rd grade year. This group has the opportunity to travel and perform throughout the school year. Students must complete all missed work and keep their grades up.

*ALL SUNSET VIEW STUDENTS have the opportunity to receive instruction in percussion and to enjoy the marimbas.*

### Student Dress

Our goal is to establish and maintain a quality learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on school campus. We hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career.

Students wearing clothing that is a disruption to the learning environment or hampers the safety of themselves or others as determined by the school, will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive.

In order to maintain adherence to this dress code policy students **should not** wear the following:

- ~ Shorts or skirts shorter than mid-thigh length.
- ~ Clothing that reveals the back, midriff, or leaves shoulders too bare.
- ~ Clothing that reveals undergarments either because of large openings in the neck or arms, or because of outer garments that are too sheer.
- ~ Clothing or accessories with offensive pictures, symbols, or sayings.
- ~ Clothing that advertises or promotes tobacco, alcohol, or other drugs.
- ~ Jewelry or accessories that could be used to cause harm or injury.
- ~ Clothing that is gang affiliated.
- ~ **HATS** inside the building. Hats may be brought for recess.

*A good general policy regarding the dress code is: If there is **ANY QUESTION** about an item being inappropriate, **DO NOT WEAR IT.***

### Media/Students

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our school and school related topics. We are, at times, asked by the media to participate in these stories at Sunset View. **Parents who do not want their children to participate in news stories should notify the school in writing, and we will not include them.** Students will not be interviewed at school for stories not related to school issues.

### Student Release

In the event that you need to have your child released during the school day, such as a doctor appointment, it is necessary that you come into the school office and sign your child out. Please do not ask for your child to be released by phone or written note. An advance note is welcome if it is understood that the parent must still come into the office and sign their child out.

### Telephone Use

Our phones are very busy. Under normal circumstances students should not need to use the phones at school. Parents can help by making sure children know each morning what they are to do after school. Students are not allowed to use the phone to make or change after school transportation arrangements. **Please do not leave messages for students except in an emergency.**

### Visitors

Parents are welcome to visit school at any time. If you wish to observe your student's classroom instruction, it is recommended that you schedule your visit with your student's teacher. We would like you to stop by the office when you arrive at school to sign as a visitor. Children not enrolled at Sunset View are not to visit school unless accompanied by their parent.

### Volunteers

Sunset View welcomes parent volunteers! If you would like to help, please notify your student's teacher. Volunteers are needed in the classroom, library, and other areas. All parent volunteers must complete a registration packet every year which includes a background check through the Washington State Patrol. We ask all volunteers to sign in each time they visit the building and to wear an identification badge. Please pick up your application form from the school office.

### YMCA Before/After School Daycare

Our school day begins at 8:35 a.m. Our para-educator schedule does not allow us to supervise children who arrive early or stay late. The YMCA offers a daycare program in the gym before and after school each day. To make arrangements for this service please contact the YMCA at 374-1908.

### ***Sunset View Behavioral Mission Statement:***

Every day we will strive to make Sunset View Elementary safe and inviting school for our students, staff, and community.

### **Purpose of School-Wide Plan:**

- Keep students and staff safe
- Teach students to exercise self-control
- Reinforce responsibility for actions
- Maintain focus on learning and teaching
- Model and encourage good choices
- Provide consistent and equitable standards
- Enforce consequences
- Require an atmosphere conducive to learning (in all school areas)

### ***Character Traits to be Modeled and Reinforced with Students:***

- Mustang PRIDE (Pride, Respect, Initiative, Determination, and Effort)**
- Courage
- Good Judgment
- Integrity
- Kindness
- Perseverance
- Responsibility
- Self-discipline

### **Model positive attitudes towards people, the environment, and learning by developing:**

*Commitment-Cooperation –Confidence-Creativity*

*Appreciation –Empathy-Enthusiasm-Independence-Integrity-Tolerance*

**Communication:**

When parents, teachers, and students work together toward a common goal, it helps students have a positive experience at Sunset View Elementary School. The purpose of this discipline plan is to help our students be successful. Discipline underlies the whole educational process and is the key to good citizenship and proper consideration and respect for others. Our students deserve the most positive educational climate for their educational growth. Therefore, this school-wide discipline plan will be in effect at all times.

Our teachers and staff will provide our students with an enriching, challenging, and nurturing learning environment each year. Each teacher has a classroom management/discipline plan to address procedures and discipline in the classroom. Please ensure that you and your child understand these rules and procedures. If you have questions about these, please do not hesitate to contact your child's teacher. If your child's teacher contacts you about a discipline concern for your child, please be supportive and responsive to work with us, so that your child's behavior results in positive consequences.

**Defining Discipline:**

Discipline is a process that uses teaching, modeling, and other appropriate strategies to maintain the behaviors necessary to ensure a safe, orderly, and productive learning environment by changing unacceptable behavior to acceptable behavior.

**Beliefs Related to Discipline at Sunset View:**

The misbehavior of one student will not be allowed to interfere with the learning opportunities of him/herself or other students.

The misbehavior of a student will not excuse him/her from successfully completing the learning objectives.

Every discipline situation is an opportunity to teach expected behavior.

Expected behaviors must be communicated, taught, and modeled throughout the school year.

Parents have a responsibility to ensure that their children's behaviors do not take away from a safe, orderly, and academically productive learning environment for others.

**Discipline Procedures:**

\*There are three levels of behaviors requiring school discipline- Level 1, Level 2, and Level 3. Level 1 behavior will be addressed and handled by the teachers. Level 2 behaviors will be referred to the office to be handled by the principals with intervention with counselor. Level 3 behavior status refers to repeated incidents requiring a behavior plan and includes progressive discipline.

**Prior to an Office Referral:**

1. Parents and students must know teacher expectations and procedures.
2. Teachers and other staff members must document unacceptable (Level 1) behaviors and consequences imposed, trying several interventions to stop the inappropriate behavior. Use a STOP-THINK-PLAN or an approved consequence incident reflection plan with clear expectations and a plan to improve.
3. Teachers will communicate with parents about concerns related to their child's misbehavior on a consistent basis.

**Level One (1) Behaviors:**

\*These will be handled by teachers. If the misbehaviors become habitual, the school counselor and/or school principals may become involved. The teacher may contact the parents and inform them of the incident and consequence given. This can be accomplished by phone call, email, note home, or behavior slips or forms.

\*If behaviors continue, a teacher/parent conference will be necessary (phone or in person).

\*If behaviors continue after a teacher/parent conference, an office referral to the counselor or principal will be made.

**Inappropriate Level 1 Behaviors may include:**

\*Cheating, lying, untruthfulness \*Open defiance

\*Refusing to do work \*Excessive taunting/teasing of students

\*Throwing objects \*Electronic devices out during school

\*Talking back/arguing with staff members \*Excessive talking (after multiple warnings)

\*Inappropriate gestures or language \*Derogatory or negative notes/pictures

\*Bullying/Teasing (lower-level,) as determined by staff member

**Consequences for these Behaviors may include:**

\*Loss of privileges as determined by the teacher

- \*Loss of recess (one or more days) \*Before or after school detention*
- \*Removal from class (sent to another teacher's class to sit in the back quietly in isolation)*
- \*Removal from peers in the lunchroom*

### **Level Two (2) Behaviors:**

\*Certain offenses require a referral to the office. These are categorized as level two behaviors. This refers to more serious offenses, such as weapons, threats and intimidation, drugs, and inflicting bodily harm on others.

\*When a student is referred to the office, the office will notify the parent by phone call, letter/note, and/or email.

### **Inappropriate Level 2 Behaviors may include:**

- \*Fighting (two active parties/all parties involved)
- \*Repeated harassment/bullying (after receiving clear a warning) of other student(s)
- \*Ethnic, racial, gender harassment/slurs
- \*Biting or intentional spitting on others
- \*Vandalism
- \*Physical aggression towards staff or students
- \*Weapons/dangerous instruments/drugs
- \*Stealing
- \*Inappropriate touching and/or word choices
- \*Insubordination/refusal to follow staff directives
- \*Repeated pattern of repeated level 1 incidents after warnings and parent contact

### **Level Three (3) Behavior STATUS:**

\*Certain offenses require a referral to the office after issues from level 2 behaviors have not improved regardless of intervention and communication with parents. This is categorized as level three (3) behavior status. This status is for repeated serious offenses including, but not limited to, harassment, bullying, threats and intimidation, drugs, weapons, defiance, and inflicting bodily harm on others. Progressive school discipline is taken with appropriate consequences per incident as determined by Principal with Behavior management team input (Teacher, Counselor, and Teacher-in-charge). Consequence's include, but are not limited to, detentions, suspensions, and expulsion.

*\*When a student is referred to the office, the office will notify the parent by phone call, letter/note, and/or email and a parent meeting is scheduled to create and sign an individualized behavior plan. Student, parents, teacher, and principal discuss the plan, commit to it, and sign it. After one month, the plan is reviewed and adjusted as needed.*

*Disruptive Students:* A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, on the playground, or any other area or activity at Sunset View. Students who display disruptive behaviors will be dealt with using the Kennewick School District Disruptive Student Policy #3240, which may include suspension or alternative school.

*Weapons:* Sunset View and the Kennewick School District have a no tolerance policy toward students who are in any way involved with a weapon on school property, including threats. Students who bring or threaten to bring an alleged weapon to school will receive an emergency expulsion while an investigation takes place. If it is deemed to be a weapons violation, the student will be expelled for the remainder of the school year at a minimum (policy R3300.1)

### **Student Discipline**

Each classroom operates within a written set of rules and consequences. Parents are encouraged to learn the rules of their child's room and to actively work with the teacher to help the child learn to manage himself/herself.

*The Sunset View Elementary staff thanks you for taking the time to read this handbook. We hope we have answered your questions and that you will refer to this resource in the future. If you have additional questions or topics for consideration in next year's edition, please contact the school. We want to help you get answers.*