

SUNSET ELEMENTARY PARENT/STUDENT HANDBOOK 2023-2024

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. We strive to build a strong foundation and a culture of promise for tomorrow's leaders by educating, inspiring, and engaging young hearts and minds toward a path of lifelong learning.

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 educational journey.

Respectfully,

**Jeff Barrett
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 165 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 students are free of head lice.**
- 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**
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**
- 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 four (4) years old on or before September 1 to attend Pre-K. Children must be five (5) years old on or before September 1 to attend Kindergarten.

Birth Certificates:

Birth Certificates are required for all Pre-K students and any Kindergarten students who did not attend our Pre-K 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 Pre-K.

- **Four (4) DTAP**
- **Three (3) IPV (polio) Polio on or after 4th Birthday**
- **Three (3) Hep B**
- **Two (2) Hep A**
- **One (1) MMR**
- **One (1) Varicella 2nd Varicella at 4 years old**

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

- **Five (5) DTAP, or four (4) DTAP 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
- Three (3) Hep B
- Two (2) Hep A
- Two (2) MMR - Must be given after age one
- One (1) Varicella (chicken pox) or the date the child has had chicken pox

STUDENT ILLNESS

A student must be fever free to attend school. If a student is found to be running a fever at school, the parent/guardian will be contacted to pick up the student from school. The student will not be allowed to return to school until **THE CHILD HAS BEEN FEVER FREE FOR 24 HOURS.**

If you take your child to see a physician, always ask for a note so that we may excuse your child's absence.

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 minute of 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 a good education. We would appreciate your help in this learning process. Our students depend on you to not only get them to school, but get them to school on time. Please show them that you value their education and help them get to school each day on time. Perfect attendance awards with no tardies will be given each semester.

Absences:

Students are expected to attend all classes if possible, and are expected to attend at least ninety percent (90%) of scheduled classes per academic year. In order to receive credit for the course or grade in which the student is enrolled, a student may not miss more than 10% of classes per semester. Both excused and unexcused absences will count towards this total. If a student has more than the allotted number of absences, they can schedule a meeting with the attendance committee to justify their excessive truancy.

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. Remember, every minute of every day is important to your child's education.

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 the 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 eight (8) 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 or on the south side of the building. The north side is a bus zone. **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 at the front door for Kindergarten and the South side for Pre-K. The north door is the bus loading area. 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.** Pre-K is dismissed for pick-up at 2:45. Kindergarten is dismissed at 2:55. If you are a kindergarten parent and you get here before 2:55, please pull all the way forward so that others will not be held up in line. **DO NOT PARK ACROSS THE STREET TO PICK UP YOUR CHILD DURING DISMISSAL TIME, THIS IS ONLY FOR PARENTS THAT NEED TO GET OUT AND COME IN.** 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. All students **MUST ride the bus to the designation of the trip, but may ride home with parents/guardians.**

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. If no one is there to pick up the child, the child will be brought back to school.**
- **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 the pupils are in school. Drivers are asked to report violations to the principal's office. Students are expected to follow the WarriorWay 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.

HEALTH SERVICES

The District shall provide health services within the schools of the District by providing nurses and/or health aides to the extent practicable, 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. Students 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:

- **Apparel with slogans which promote activities prohibited by the Student Conduct Policy is not permitted.**

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

- **Pants, trousers, jeans, and shorts are to be worn at the waistline. Belts, if worn, are to be buckled.**

- Clothing or jewelry that is 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 discouraged.

Consequences for Bullying:

The principal or counselor will consider the age, relationship of individuals involved, degree of harm, surrounding circumstances, the nature and severity of the incident, past incidents 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.

District Policy on Bullying:

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from

school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, “bullying”; means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure. In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract

7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent recurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

House Bill 1775:

SECTION 1. NEW LAW A new section of law to be codified in the

Oklahoma Statutes as Section 24-157 of Title 70, unless there is created a duplication in numbering, reads as follows:

A. 1. No enrolled student of an institution of higher education within The Oklahoma State System of Higher Education shall be required to engage in any form of mandatory gender or sexual diversity training or counseling; provided, voluntary counseling shall not be prohibited. Any orientation or requirement that presents any form of race or sex stereotyping or a bias on the basis of race or sex shall be prohibited.

2. Pursuant to the provisions of the Administrative Procedures Act, the Oklahoma State Regents for Higher Education shall promulgate rules, subject to approval by the Legislature, to implement the provisions of this subsection.

B. The provisions of this subsection shall not prohibit the teaching of concepts that align to the Oklahoma Academic Standards.

1. No teacher, administrator or other employee of a school district, charter school or virtual charter school shall require or make part of a course the following concepts:

- a. one race or sex is inherently superior to another race or sex,
- b. an individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- c. an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- d. members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- e. an individual's moral character is necessarily determined by his or her race or sex,
- f. an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- g. any individual should feel discomfort, guilt, anguish or any other form of

psychological distress on account of his or her race or sex, or

h. meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

2. The State Board of Education shall promulgate rules, subject to approval by the Legislature, to implement the provisions of this subsection.

SECTION 2. This act shall become effective July 1, 2021.

SECTION 3. It being immediately necessary for the preservation of the public peace, health or safety, an emergency is hereby declared to exist, by reason whereof this act shall take effect and be in full force from and after its passage and approval.

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.

TOBACCO USE PROHIBITED

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity. Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

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 safe room located on the west side of the school.

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. for Kindergarten and 8:05-8:25 for Pre-K. Pre-K Lunch period is 10:50 - 11:30 a.m. Kindergarten lunch period is 11:50 - 12:30 p.m.

No child should ever go hungry or malnourished; therefore 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. No food or drink will be allowed to leave the cafeteria. 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 lessons using the Too Good for Drugs curriculum. A copy of the Sunset Wellness Plan is available in 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 electronic devices are not 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.