

# Puesta del Sol Elementary School



## 2011-2012 Student/Parent Handbook

3810 132 Avenue SE  
Bellevue, WA 98006

<http://www.bsd405.org>

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Adrienne Nestor-Principal  
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## Welcome to Puesta del Sol Elementary School

On behalf of the staff, welcome to Puesta del Sol. Puesta del Sol has high standards we expect you to meet. You will find that by doing so, you will help build a reputation of which you, your family, and the school can be proud. We have a limited number of rules and regulations to follow. We wish you success and happiness while you are here.



There are four “**Guidelines for Success**” that we proudly put on the sun burst above and on the front cover of our handbook. At Puesta del Sol, students:

**Have Positive Attitudes:** (*Tenemos Buena actitud*) Our students always give their best effort, accept differences in others, show appreciation for others’ efforts, give compliments, use positive language, are friends to others, and encourage others.

**Are Responsible:** (*Somos responsables*) Our students are good citizens, are helpful to others, are accountable for their actions, are honest and trustworthy, clean up after themselves, and practice a strong work ethic.

**Make Good Choices:** (*Tonamos buenas decisiones*) Our students follow rules, show good sportsmanship, share and take turns, play safely and fairly, and think before acting.

**Are Respectful:** (*Somos respetuosos*) Our students use kind words, are tolerant, respect others’ property, are considerate, appreciate others, are polite, care about others, appreciate differences in others, and respect for all adults.

### **PUESTA DEL SOL SCHEDULE**

9:05	Doors Open/School Begins
9:10	Seated/Attendance
11:25-11:45	K/1 Lunch
11:45-12:10	K/1 Recess
11:45	AM Kindergarten dismissal
11:50-12:10	4/5 Lunch
12:10-12:35	4/5 Recess
12:15-12:35	2/3 Lunch
12:35-1:00	2/3 Recess
1:55-2:10	Intermediate Recess
2:10-2:25	Primary Recess
1:10	(Wednesday Dismissal Time)
3:30	Dismissal

### **Mission Statement**

Puesta del Sol is a Spanish Immersion School that provides a diverse educational program ensuring a multi-cultural, second language learning experience in which all students can grow academically, socially, and as individuals in a caring and safe community.

### **El Juro al Puro Espanol**

Every week the students of Puesta del Sol recommit to speaking Spanish while on school grounds. The pledge stated by all students follows.

### **El Juro al Puro Espanol**

Juro usar puro Espanol en lo que pienso, en lo que hago y en lo que digo. Es mi trabajo, mi placer y mi futuro. Por eso juro al puro Espanol.

¡ Viva el Espanol ! Viva !  
¡ Viva el Espanol ! Viva !

### **Parent Access to the Curriculum Web**

This is the new website for parent access:

<https://grades.bsd405.org/piv>

The Bellevue School District web-based curriculum is a powerful resource that teachers have been using for the past several years. The amount of information housed on the curriculum web has grown significantly over the years. The contents of the curriculum web are available to families and students in the Bellevue School District. Parents and students have access to nearly the same information that classroom teachers use to plan instruction. It is important to remember that while numerous resources are provided to teachers, teachers are expected to tailor their instruction and use of materials based on the needs of students in their class. Additionally, while suggested pacing guides are found on the curriculum web, teachers, likewise, adjust the pacing of their class to meet the varying needs of their students. We look forward to sharing our curriculum web with you as we know it will enhance the learning experience for all students and create a stronger, more vibrant home-school connection that supports student learning.

### **Student Attendance**

Good attendance is one of the keys to student success in school. Most of the experiences that take place in the classroom cannot be duplicated for each student, individually. The discussions and the student-to-student interactions that are a vital part of each classroom day are not recovered once missed. At Puesta del Sol attendance is reported at the beginning of the school day. Absences and excessive lateness to class is a negative impact on the child's education.

### **Attendance Procedures**

If it is necessary for a student to be absent, the parent/guardian should **call the Puesta del Sol office attendance line 456-6152** by 9:00 a.m. Please leave your son/daughter's name and reason for the absence on the 24 hour recording.

### **Excused Absences**

To be considered excused, an absence must fit into any of the following categories: illness/injury, medical emergency, medical or dental appointments, family emergency, funeral, religious observance, legal appointment, pre-arranged trips. Immediately upon returning from such absences, a note from parents is necessary. If absent for medical or dental appointments, a note from the physician or dentist is necessary. If your son/daughter will be absent for a pre-planned trip/vacation, please put that request in writing to the school office prior to leaving for your trip.

### **Unexcused Absences and Lateness**

An absence or tardy is considered unexcused if it fits into any of the following categories: oversleeping, missing the bus, not having a ride to school, taking care of siblings, tardiness, car trouble, traffic, sports, "Mommy and Me" day, etc. Class work missed due to an unexcused absence may not be made up. Students are expected to be on time. If a student is tardy more than five times in a semester, it could result in a parent conference, letter home, or parent phone call. If you arrive late with your student, please escort him/her into school and sign them in. **We would like parents to sign their student(s) in and not the students themselves.**

**Please note that, according to District policy, "inter-district transfer" (students that do not live within BSD attendance area) students may be asked to return to their home school/district if attendance/tardies are excessive and if behavior is chronically inappropriate.**

### **State-Mandated Attendance and Becca Law**

While the goal of the Bellevue School District is to intervene with students to improve their attendance, schools are required by State Statute to report to the courts unexcused absences (including tardies) totaling 7 in any month or 10 (excused or unexcused) overall. Court petitions are required even if attendance has improved due to interventions.

## **Vacation Absence and Homework**

We discourage student absences for vacations during non-student break times and during designated state testing dates. When absences are unavoidable, the teacher and parent may identify some basic homework to be completed during the vacation. Basic assignments can't always be provided in advance due to instruction provided during the course of the school day. When the student returns to school, the teacher may identify critical assignments that have been missed and allow reasonable time for completing them.

## **Bullying and Harassment**

### **What is bullying?**

Bullying happens when someone hurts or scares another person on purpose. The person being bullied has a hard time defending him-self or herself. Usually, bullying happens over and over. Sometimes bullying is easy to notice, such as with hitting or name calling, and other times it's hard to see, like with leaving a person out or saying mean things behind someone's back. Both boys and girls bully, and both boys and girls get bullied. Bullying is not fair, and it hurts.

### **How to deal with bullying:**

Tell your parents or other trusted adults. They can help stop the bullying. If you are bullied at school, tell your teacher, school counselor, or principal. Telling is not tattling. • Don't fight back. Don't try to bully those who bully you. Try not to show anger or fear. Students who bully like to see that they can upset you. Calmly tell the student to stop...or say nothing and then walk away. Use humor, if this is easy for you to do. (For example, if a student makes fun of your clothing, laugh and say, "Yeah, I think this shirt is kind of funny-looking, too.") Try to avoid situations in which bullying is likely to happen. You might want to avoid areas of the school where there are not many students or teachers around. Make sure you aren't alone in the bathroom or locker room. Sit near the front of the bus. Don't bring expensive things or lots of money to school. Sit with a group of friends at lunch. Take a different route through hallways or walk with friends or a teacher to your classes.

### **What Can Students and Youth Do to "Lend a Hand?"**

Bullying happens when someone hurts or scares another person on purpose. The person being bullied has a hard time defending him-self or herself. Usually, bullying happens over and over. Sometimes bullying is easy to notice, such as with hitting or name-calling, and other times it's hard to see, such as with leaving a person out or saying mean things behind someone's back. Both boys and girls bully, and both boys and girls get bullied. Bullying is not fair, and it hurts.

### **What do YOU do when you see someone being bullied at school?**

Ask yourself, "Is it my job to help?" Think about how YOU might feel if the bullying was happening to you. You and other kids can lend a hand, even when you aren't close friends with the kids who are bullied. Your school will be a better place if you help stop bullying. And making your school a better place is EVERYONE'S job!

### **What can I do?**

Lots of things! Think about what may work for you. Don't just stand there-SAY SOMETHING! Kids who bully may think they're being funny or "cool." If you feel safe, tell the person to STOP the bullying behavior. Say you don't like it and that it isn't funny. DON'T BULLY BACK! It won't help if you use mean names or actions, and it could make things worse.

### **What if I don't feel safe telling a bully to stop?**

That's okay. No one should put themselves in an unsafe situation. How ELSE can you lend a hand when bullying happens? Say kind words to the child who is being bullied, such as "I'm sorry about what happened," and "I don't like it!" Help them understand that it's not his or her fault. Be a friend. Invite that student to do things with you, such as sit together at lunch or work together on a project. EVERYONE NEEDS A FRIEND!  
Tell the student who is being bullied to talk to someone about what happened. Offer to help by going along. Pay attention to the other kids who see the bullying. (These people are called "bystanders." Are any of them laughing or joining in with the bullying? If yes, these kids are part of the problem. Let those students know that they're not helping! DON'T be one of them! Tell an adult. (This is IMPORTANT!!) Chances are, the kid who is being bullied needs help from an adult. The kid who is doing the bullying probably does, too. Often, the bullying does not get reported. But, who should you tell? Think about who you could tell in your school:

- Teacher (which one would you talk to?),
  - School counselor,
  - Cafeteria or Playground Aid,
  - School nurse,
  - Principal,
  - Bus driver, or
  - Other adults you feel comfortable telling.
- If you need help telling, take a friend along.

## GENERAL BEHAVIOR GUIDELINES

### Restroom Expectations

Go  
Flush  
Wash  
Leave

### Recess

Recess Expectations  
Stay in the boundaries  
Treat the recess supervisors with respect  
Get a pass from a recess supervisor if you need to go in to the building for any reason  
Leave sand, dirt, rocks, sticks, and any other objects you find on the ground  
Walk on the big toys  
Slide down slides  
Play tag only on the ground  
Include others in games  
Use conflict resolution strategies if you have a problem  
Find a recess supervisor to help solve problems that are too big to solve alone  
Students will play outside for recess every day, including rainy and/or cold days.

### Rainy Day Recess

During rainy season/winter months students should wear appropriate clothing for the weather. That apparel should include waterproof and warm coats and hats or gloves when extremely cold. Please make sure you send your child to school with clothing suited for cold and wet weather. In the event of thunder/lightning or extremely heavy rain, students will be directed to the covered areas during recess. During extreme weather we will open up inside spaces for recess when scheduling permits.

### Lunchroom Expectations

When it's time to eat:  
Sit at your table  
Use an inside voice  
Keep food on your plate or in your mouth  
Pick up your trash  
When it's time for recess:  
Listen for the signal for attention  
Stop, look, and listen to the adult  
Raise your hand to show you are listening  
Clean your area  
Wait for an adult to dismiss you  
Walk around your table and down the center aisle to throw away your trash and stack your tray  
**Walk** to recess

### Assembly Expectations

During assemblies, the audience is expected to enter the gym safely and stay seated on the floor. Respectful audience behavior, including attention to the speaker(s) and appropriate clapping or laughing, is requested. Audience members are encouraged to stay seated, and in their own personal space, to demonstrate responsibility for their behavior. Finally, kindness toward and respect for presenters or performers should be demonstrated through clapping at the conclusion of an assembly. Audience expectations are taught at the Back-to-School Assembly and reinforced throughout the school year.

### After School Expectations

Follow the directions given by the Safety Patrol  
Treat Safety Patrol members with respect  
Stay off playground equipment, unless supervised by an adult  
If you're being picked up, wait in line in the pick-up area of the school  
Come to the office if your ride home doesn't arrive.

## **Weapons-Zero Tolerance**

State Law, Puesta del Sol and the Bellevue School District has a no-tolerance policy when it comes to weapons on campus. The use of fingers, motions or any object used to replicate weapons along with verbal weapon sounds is considered a form of intimidation, harassment and bullying and is prohibited. This includes guns, knives, sling shots, laser pointers and replicas of dangerous weapons. This also includes the use of any object in a threatening or dangerous manner. Having in possession other dangerous weapons will result in suspension, expulsion or other disciplinary action.

## **Discipline Information**

School discipline has two main goals:

- 1) To ensure the safety of students and staff
- 2) To create an environment conducive to learning

The following is a listing of unacceptable behaviors with probable consequences. This list is intended to be informative and provide examples. When a student has seriously violated school rules, she/he is referred to the office to meet with the principal. Repeated infractions will raise the consequence to a higher level.

## **Unacceptable Behaviors**

- Chewing gum
- Running
- Off-task/not paying attention
- In possession of electronic devices or games
- Leaving supervised areas
- Throwing things (food, rocks, sand, etc.)
- Harassment of others (if ongoing, send directly to office)
- Mean statements
- Unsafe behavior
- Trash and Graffiti
- Use of obscenity
- Lying
- **Disruption of Instruction \***
- **Non-compliance to adult directive \***
- **Physical contact / altercation \***
- **Threats \***
- **Weapons \***

## **Sequence of Consequences**

1. Warning / conference with teacher
2. Teacher consequences (to include phone call home / parent conference)
3. Sent to office – meet with Principal and automatic loss of class and/or recess time
4. Principal phone call home / parent conference
5. Suspension (either for multiple offenses or first time egregious act)
6. Expulsion

**\* Student to be sent directly to office**

## **Lunchroom consequences**

1. Warning / conference with supervisor
2. Helping clean up
3. Wall time-out
4. Removal from lunch room
5. Phone call to parent
6. Conference with Principal
7. Suspension (either for multiple offenses or first time egregious act)
8. Expulsion

## **Recess consequences**

1. Warning / conference with supervisor
2. Laps
3. Wall time-out
4. Removal from recess

### **Fighting on School Grounds**

When students are involved in fights at school, school staff work with them on problem solving and devising a plan for handling disputes. Parents are notified when fights occur and when serious. Consequences can include suspension for one or more days or emergency expulsion. Copies of the full text of the *Bellevue School District Student Rights and Responsibilities* can be found on the BSD website under <http://www.bsd405.org/Default.aspx?tabid=806>

### **Transportation**

All bus riders pay a fee to ride the school bus. That fee can be paid by the month or by the semester or by the year. Fees are mailed to or paid in person to Sue Gray/ESC accounting office. Transportation fee forms are available on the BSD web or from the Bellevue District Accounting office. Extras are also kept in the school office. You will be notified by Transportation the week prior to school starting where the shuttle buses will pick up and drop off. The BSD Transportation Department will send you an informational newsletter in regard to policies, procedures, student discipline and emergency procedures. If you are in doubt about whether or not you may or may not ride the bus, please call 425.456.4512. Students may have guest riders on a limited basis. If your child is going home on the bus with another student after school, please write a note giving your child permission and listing the other student's name, date and the bus route number. Your child should bring the note to the office before school to obtain a signature from the office staff. Your child's safety is of utmost concern to all of us. Please make certain that your son/daughter know the after school plans and remind them to check in with the office if they are unsure of where to go at the end of the school day.

### **Bus behavior**

Students are expected to show the same level of respect and courtesy to drivers on the bus and to adults and students at the bus stop as outlined below. Driver's have the ultimate say on the bus in dealing with discipline issues. Any behavior on the bus that interferes with the driver safely transporting students may result in discipline and /or the loss of bus riding privileges.

### **School Lunch Program**

The Bellevue School District uses a computerized lunch accounting system. Each student in the district is issued a personal identification number (PIN). In the first days of the school year your child, will receive his or her PIN number. Please help your child memorize this 4 digit number. Knowing the number dramatically increases the speed of the lunch line. Students who wish to purchase a hot lunch enter their PIN on a key pad. The cost of the lunch is subtracted from their account. The same system is used to purchase milk. Students deposit their money in to their accounts BEFORE school in the gym. Checks or cash are given to the lunch cashier to deposit before the 9:05 bell rings. You may also pay online by going to [www.paypams.com](http://www.paypams.com) or over the phone at 1.888.994.5100. Beginning this school year automatic recorded messages will go to your home phone number twice a week to tell you if your students' lunch balance is low. Please pay close attention to your child's lunch account balance. Red notes will also go home with students on a daily basis to notify you of low funds. Families in need of financial assistance can fill out a "free and reduced lunch" form to see if you qualify for a reduced or free lunch for your child.

### **Nutrition at Puesta del Sol**

In order to promote the well-being of students, it is BSD policy (#8400) to provide students access to nutritious food. School staff will encourage non-food alternatives as student rewards. Due to food safety issues, allergies and the rise of childhood obesity, teachers and parents are strongly encouraged to celebrate holidays and birthdays with healthy snacks or non-food items and activities.

### **Snacks at School**

Many students choose to bring a snack from home to eat mid-morning or in the afternoon. These snacks should be healthy choices such as crackers, cheese, granola bars, or fruit. There are times when families bring a snack to share with a child's entire class, so it is important to check with the teacher about appropriate foods to bring. Thank you for respecting students' special dietary needs and food allergies. Students are urged not to bring candy, gum, and soda to school for snack or for lunch.

### **Student Dress Code**

Students are expected to dress for school in a manner consistent with the following guidelines:

1. Wear clothes that are neat, clean, well fitted and in good taste.
2. Wear proper footwear at all times.
3. Clothing with inappropriate messages (drug related, advertising or promoting the use of, or displaying the registered name and/or trademark of tobacco or alcohol products, sexually suggestive
4. or with sexual implications, obscene and or profane material, etc.) is not appropriate to a school setting and is prohibited.
5. NO sunglasses, short shorts, micro-mini skirts, halter-tops, spaghetti strap tanks, swimwear, or bare midriff shirts.
6. No gang-related attire or markings.

7. No hats or jacket hoods may be worn in class. Head covering for religious purposes is permitted.

As with any policy, inclusion of all possible aspects is difficult. Please remember, the Puesta del Sol administration may sometimes have to use discretion regarding student dress. Students wearing inappropriate attire to school may be asked to change or may be provided with alternative clothing for the day.

### **Lost and Found**

Lost clothing items are kept in the Lost and Found bin in the gym. Books, notebooks, and all items with names on them other than clothing are returned to the student. Valuable items are kept in a safe place in the office. We ask that students do not bring valuables to school. Lost and found items will be kept for a limited time only. We donate all lost and found items to a non-profit clothing bank after displaying found items at various times of the year.

### **Telephone**

Puesta del Sol has an integrated telephone system that allows calls to be made from all classrooms and offices. If absolutely necessary and if a real emergency and with permission and supervision, students may call home during non-instructional hours. Those times would be lunch, recess, etc. The telephone in the office is a courtesy phone available to visitors and to students who have a real emergency and have explained their urgency and have asked permission to use the phone. Students who constantly request to use the phone will not be allowed to do so. Parents should make after school plans with students before students leave for school in the morning. Please do not count on last minute messages for ride changes or instructions to be delivered your child during the school day. Teachers check their voice messages only during their planning periods and during their lunch/personal break time. The office will not interrupt instruction in the classroom by using the intercom. If you need to speak to your child's teacher, call either the classroom directly or call the main office and ask to be transferred to the classroom.

### **Cell Phone Policy**

Student use of cell phones at any time is prohibited on campus. **NO EXCEPTIONS!!** Students that do carry cell phones may do so at their own risk. The school is not responsible for lost, damaged or stolen phones. If students are found using a cell phone during the school day, the phone will be confiscated and will remain in the principal's office for parent pick-up.

### **After-School Plans/Play Dates**

**All change of routine plans should be arranged in advance, at home with the parent/student and NOT changed during the school day.** Should your child wish to go home with a friend or anywhere else other than the normal after school destination, written permission from a parent or guardian must be brought to the office in the morning where it will be initialed by a staff member. No child will be allowed to ride a school bus other than his/her own without first showing the driver a signed permission slip. Student will not be dismissed early for school or released to anyone other than their parent or guardian without prior arrangement with the teacher or office staff. These measures are taken in a joint effort between school and home to insure each child's safety. In addition, after school plans are to be made while at home before your son/daughter leaves for school in the morning. School phones are not available to students to make last minute after school play date plans.

### **Electronic Equipment**

Electronic equipment (such as, but not limited to: radios, tape recorders, MP3 players, walkman radios, electronic games, CD players, laser pointers and pagers) is not allowed at Puesta del Sol. If such equipment is brought to school, it will be confiscated and held for parent/guardian pick-up.

### **Personal Articles of Value**

Electronic equipment, stuffed animals, jewelry, trinkets, and trading cards that have value to the student are subject to loss at school. We ask that things of value remain at home to prevent such loss.

### **Volunteers**

Parents may volunteer in the classroom in various capacities, always working under the direction of the classroom teacher. Adults who have unsupervised access to students who volunteer for class parties or field trips, work in the gym during lunch or help supervise on the playground, must complete a **background volunteer clearance form**. Those forms are available in the school office or on the BSD website under "volunteers". Christine Clodfelter-School Secretary in the Main Office is our school volunteer coordinator.

### **Visitors**

During the school day, all visitors must check in at the Main Office immediately upon arriving on school grounds and obtain a visitors pass/nametag. If a parent/guardian wishes to visit a classroom, we request that you make an advanced appointment with the teacher to do so. Students may not bring minor friends or relatives to school with them at any time due to liability issues. We truly appreciate your support of Puesta del Sol students and want you to feel welcome and safe. Thank you for understanding that the safety of all students is a high priority for us.

### PTSA (Parent, Teacher, Student Association)

The Puesta del Sol PTSA is another way to be involved with the school. The PTSA organizes volunteers to support a variety of school programs, activities, and special events. Many parents tirelessly volunteer their time on committees through the PTSA. You may be interested in helping with the Reflections, Fund Raising, Field Day, or any of the other PTSA committees. Contact Co-Presidents Barbara Mullen or Anne Douglas for more information at 425.456.6143

### Counselors/Psychologist/Multi-Disciplinary Team

The school counselor/psychologist assists children in developing self-understanding and a positive self-concept. She helps students make useful decisions and relate effectively with others. Small groups of students meet frequently to work on social skills. The school counselor/psychologist also coordinates parent/teacher/resource meetings when concerns exist related to student learning. If deemed necessary, the psychologist tests the student in various areas of learning and reports results to the parents. At that time it is decided what services will help the student be most successful. The meeting described above is called the Multi-Disciplinary Team (MDT) comprised of the psychologist, classroom teacher, special education teacher, Nurse, Speech/ Language Pathologist (SLP), Principal, parent and, from time to time, other people who can give important information about the student.

### Guest Teachers

Guest teachers are to be treated with respect and total cooperation. Classroom disruptions and rudeness toward guest teachers will not be tolerated and will result in disciplinary action.

### Guest Students

Guest students are *not* permitted to be in school due to liability issues. If you have out-of-town children visiting, they may not accompany your child to school at any time without having a guardian with them.

### Health Clinic

The clinic is located in the office. The nurse is on present one and one half days per week. When the nurse is not available, a first aid certified person supervises the clinic. Students who become ill or injured should check-in with their teacher before coming to the clinic. If a student is too ill to attend class, a parent/guardian will be contacted. Otherwise the student will be sent back to class when appropriate.

### Medication at School

If medication(s) is to be taken while at school, written permission instructions from the prescribing physician **MUST** be obtained for **EACH** medication. A medication authorization form is available in the main office and must be completed by a physician and returned or faxed to the school nurse. If more than one medication is to be taken, additional authorization forms can be obtained. All medications will be kept and dispensed (as ordered by the physician) by a designated school employee. Prescriptions and non-prescription medications must be sent in the original pharmacy container. Non-prescription (over the counter) must be clearly labeled with the child's name, dosage, and time to be given. Please include a measured dosage cup for all liquid medication. **NO MEDICATION** (Prescription or non-prescription) **CAN BE GIVEN WITHOUT A PHYSICIAN'S ORDER.**

### Early Pick-up/Release

If it is necessary for you to pick your child up early from school, **send a note with your child in the morning** (with details as to what time your son/daughter should report to the office) to hand deliver to the classroom teacher. Parents should then come to the office to sign him/her out. **Do not go to the classroom to pick-up your child.** Either the teacher will automatically send your child to the office or he/she will be called to the office. We have a "no intercom" policy at Puesta del Sol so we try to not interrupt class time with departing student announcements. When you follow these procedures you will keep all Puesta del Sol children safe.

### Drop Off/Pick up Area

Drivers should drop off and pick up students in the turn-around near childcare/pre-school **ONLY**. Students should never be dropped off in the bus lane in front of the school office. That includes before and after school and during the school day. Buses for field trips, Enrichment and Child-care use that lane during the school day.

Please follow these safety rules:

- \*Remain in car in the student drop off/pick up zone.
- \*Pull forward as space becomes available.
- \*Pull up to the curb for drop off and pick up.
- \*Park only in designated parking spaces.

## Puesta del Sol Parking / Drop-off and Pick-up



### Safety

Student SAFETY is of utmost concern so we asked that students do not arrive on campus before 8:50 AM. Limited supervision is provided prior to the start of the school day at 9:10 AM. Students are also asked not to use playground equipment before or after school. If you accompany and supervise your child, use of playground equipment is permitted before and after school but for safety and legal reasons, we ask that you take responsibility for your child only and not for others.

### Emergency Information

It is **EXTREMELY** important that each child has an *Emergency Information Form* on file in the office. Forms are distributed the first week of school and due back in the office by the end of that week. This form provides names and phone numbers of emergency contacts. If your child is sick or injured, or if there is an emergency at the school, the office first calls the parents/guardians listed at their home, work, cell and pager numbers. To insure that the school always has access to family or emergency contacts, please advise us when any of the contact information changes.

### Emergency School Closure

In unplanned cases, when the school must be closed due to weather conditions or for other reasons, announcement will be made on local radio and television stations. Students and/or parents or guardians should refrain from calling the school office in these cases. For up to date information, 24 hours a day, call the *School News Line* at (425) 456-4111 or check the Public Schools Emergency Communications System (PSECS) Internet website, [www.psec.wednet.edu](http://www.psec.wednet.edu). Select the Bellevue School District from the King County school list.

### Emergency Procedures

Regular emergency disaster drills are scheduled during the school year, including fire, earthquake, and lockdown drills. To ensure efficiency and safety, students need to treat each drill as if it is a real emergency.

When the alarm sounds, students will:

1. Follow teacher directions.
2. Know the proper exit/evacuation routes and proper assembly area.
3. Wait for the teacher to give the signal and to leave the room
4. Exit the building quietly, quickly, and in an orderly manner.
5. Wait with the teacher until cleared by a school official to return to the building.

### **Progress Reports**

School wide progress reports are sent home via email three times per year. Please make sure that your child's teacher has your most current email address. The first will arrive before the second week in December, the second in March, and the third in June. Progress for academic areas is noted with numbers 1 through 4 as follows:

4= Exceeds Standard

3= Meets Standard

2= Approaches Standard

1= Below Standard

There may be indicators that are not relevant to a particular grade level, not introduced as yet or those that are adapted for special needs students as follows:

NI= Not Introduced

A= Adapted Program

There are also Social/Learning Skills and Effort grades as follows:

E= Exceptional

S= Satisfactory

I= Inconsistent

U= Unsatisfactory

### **Field Trips**

Teachers plan field trips throughout the school year to enrich and enhance the classroom curriculum. Volunteers are needed for each field trip, and teachers will alert their classroom families when field trips are in the planning stages. If you elect to drive and/or chaperone on a field trip, please remember the following: Puesta del Sol students, staff, and chaperones represent our school when on field trips. It is very important that we demonstrate to others in our surrounding communities the value we place on appropriate behavior while on field trips. All members of the Puesta del Sol community are expected to follow "The Guidelines for Success" during field trips. Teachers will provide chaperones with any additional expectations for student behavior during the field trip. Classroom teachers will support you for reinforcing safe, respectful, responsible, and kind behavior within your small group of students. Thank you in advance for supporting the many field trips your children will experience during their years at Puesta del Sol. We appreciate your understanding and cooperation in helping to reinforce safe, respectful, responsible, and kind behavior away from school.

### **Birthday Celebrations**

There are many wonderful ways to celebrate a child's birthday at Puesta del Sol. Non-food activities are events that students enjoy. A sample of activities that have been well received by the students include a birthday book donation to our library, playing a favorite game or puzzle, stickers, pencils or bookmarks. Please no balloons allowed. Each teacher will clarify his or her birthday and food policy for celebrations. If the celebration is to include sweets, the school encourages a "balanced" offering of foods so that students can choose between sweets and healthier alternatives. Please respect the wishes of those teachers and parents that prefer a "sweet" free environment for their children. A list of celebration suggestions can be found later in this packet. Invitations to off-campus birthday parties can not be distributed at school or through the classroom teacher. No exceptions please!

### **Bikes/Skateboards/Roller Blades and Wheelies**

A bicycle rack is provided for those who wish to ride their bicycles to school. King County law requires all bike riders to wear helmets. Puesta del Sol is not responsible for damage or theft of parts while bicycles are parked in the racks. Skateboards, roller blades and wheelies (shoes) are not allowed on campus at any time day or night.

### **Pets**

Due to liability issues and because some students have allergies to pets, we can not have pets at school or on school property. Service dogs are always welcome.

**Puesta del Sol Staff and Administration is proud to offer the following enrichment to our student's school day.**

- ✓ Monthly assemblies in Spanish
- ✓ Morning newscasts conducted by students in Spanish
- ✓ ASB
- ✓ Student Patrol
- ✓ Band/orchestra for 5<sup>th</sup> graders
- ✓ Library helpers
- ✓ Library Book Club
- ✓ Math Olympiad
- ✓ Enrichment Program
- ✓ Choir
- ✓ Marimba band
- ✓ Field trips
- ✓ LAP Club
- ✓ Art Appreciation
- ✓ Passport
- ✓ Robotics





