

Pacifica School District



Sunset Ridge Elementary School

340 Inverness Drive

Pacifica, CA 94044

(650) 738-6687

www.pacificasd.org

STUDENT HANDBOOK 2023-2024

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*375 Reina del Mar Ave.
Pacifica, CA 94044
(650) 738-6600*

Dr. Darnise Williams, Superintendent

Will Lucey, Executive Director Curriculum

Josephine Peterson, Chief Business Official

Dr. Carla Chavez-Torres, Human Resources

John Bartfield, Student Services & Special Education

Dr. Ellie Cundiff, Principal

Anthony Corten, Vice Principal

Board of Trustees:

Elizabeth Bredall

Lynda Brocchini

Kai Doggett

Nidhi Patel

Laverne Villalobos

You can access all information about the Pacifica School District on our website, www.pacificasd.org.

MISSION STATEMENT

The Pacifica School District, the community it serves, and the children they cherish, together prepare each child to meet the challenges of the future by providing an equitable, rigorous academic program which nurtures curiosity and inspires joy, confidence and achievement in learning.

Principal's Welcome 2023-2024

Dear Families,

Welcome to the 2023-2024 school year at Sunset Ridge Elementary School. I am so pleased to be here as your principal and look forward to a fabulous year.

This summer we have had construction projects for the expansion of our kitchen, acoustic upgrades in D and E wing, and some electrical upgrades. The kitchen construction will continue through December, but meals will continue to be provided.

As always, we are eager to build an active and cooperative learning environment where literacy continues to be the foundation for all learning and each child is excited and engaged in their learning. We are excited to build on culturally relevant learning experiences for all in the coming years. Our goal is to provide a diverse, comprehensive education that sparks the love of learning in every child. We know that we are not alone in educating your children. It takes all of us – parents, teachers, staff, and administrators – to meet the needs of all of our students and help them reach their potential.

We are kicking off an attendance campaign to bring the importance of children being in school to everyone's attention. We know that students that miss more than 10% of the school year quickly lose academic and social skills and in turn are more than likely to drop out of high school. You can support your children's future success by getting them to school.

Sunset Ridge is a special place with an outstanding community that supports children. We ask that you help us by being proactive in your child's education. Please plan doctor's appointments and vacations after school hours or during school breaks.

This handbook is designed to provide you with a better understanding of our school so you'll be informed of the policies and procedures we have in place to ensure a warm and welcoming environment. If you have any questions please feel free to call or email me.

On behalf of the Sunset Ridge staff, I would like to extend a warm welcome to our Sunset Ridge community. We have learned a great deal over the past few years and I know that we can accomplish great things when we work together. Let's be positive role models for our children and make a difference for their future.

Sincerely,

Dr. Ellie Cundiff, Principal

Sunset Ridge School

ecundiff@pacificasd.org

650-738-6687

Sunset Ridge Statement of Beliefs

We believe: That all students can and will learn; That all students will attain the standards we set; and That we are dedicated to teaching students how to be independent learners in a community of learners who support each other and foster self-esteem.

Sunset Ridge Mission Statement

Sunset Ridge is dedicated to providing an enjoyable and rigorous education in a nurturing learning community that addresses the needs of the whole child. Teachers and staff embrace balanced literacy through the workshop model by providing students with state-of-the-art teaching methods in reading and writing.

Our Spanish program develops speaking, listening, reading and writing skills that foster global citizens with an understanding and appreciation for other cultures.

Our Math and Science programs engage all learners and provide the students with critical thinking and collaborative opportunities. Sunset Ridge's comprehensive program fosters creativity through Art and Music. Our school community is dedicated to physical, social, emotional, and academic well being.

We use iReady diagnostic assessments and individual learning lessons to support student learning.

Sunset Ridge Elementary School

High on the hills, at the northernmost part of Pacifica, is Sunset Ridge Elementary School. This TK-5 school is one of the best-planned school facilities in the Pacifica School District, and boasts arguably some of the most breathtaking views of any school in California. A rocky outcrop, called Inspiration Point, arouses the poetic nature of our young writers and artists. This school now has an actual whale deck where migrating greys, blues and humpbacks can be seen breaching and feeding in the blue waters of the Pacific.

To take further advantage of the beautiful views, a track has been installed that runs a circuit around the rear of the school for running or walking. One wing off the main entrance houses the library and media center, which is a marvel of architectural design. This jewel at the heart of the school symbolizes the school's goal: every child is a reader and a writer.

Sunset Ridge has a strong curriculum with an emphasis on literacy/language arts and mathematics. Literacy is the foundation for learning and is therefore the key program focus at Sunset Ridge. We are implementing the workshop model that teachers have embraced because of the effectiveness of the approach. Technology further enhances the curriculum. Each classroom has access to laptops that are used to support, integrate and strengthen the curriculum under the direction of the teacher. Additionally, every class is set up with the latest in educational technology, including short throw projectors, Apple TV, and document cameras.

Recognizing the importance of serving the whole child, Sunset Ridge has additional support for our families and students. We offer before and after-school tutorials, on-site counseling services, and parent education classes. Sunset Ridge provides a breakfast program and boasts two on-site daycare providers to meet the needs of parents.

Sunset Ridge hosts several community programs such as Spindrift School of the Performing Arts, Poetry, Chess Club, STEAM, and several other after school programs. Hosting programs like these helps position the school as a pillar of the community. Tours of the school are offered on a regular basis. Please call the school to register for a tour of the facility and the wonderful programs offered at Sunset Ridge.

Sunset Ridge School Wide Rules

At Sunset Ridge we believe all students and adults should be respectful to each other, be responsible for their actions, and be ready to listen and learn.

In an effort to abide by these guidelines the following school wide and playground rules were developed by Sunset Ridge students and staff:

1. Show respect towards self and others.
2. Play with kindness as the focus and use playground equipment appropriately.
3. All objects (for example- tan bark and rocks) are to remain on the ground.
4. All school play equipment is to be shared.
5. Stay in designated areas on the playground.

PBIS - Positive Behavior Intervention & Support

PBIS is a proactive approach to building a sense of community at our school. Together the staff created behavior expectations for all students, and can be seen posted throughout the school. Our goal is to support students making good choices.

Successful students:

- Engage in their learning
- Arrive to class on time
- Have learning materials
- Complete homework
- Follow directions
- Always do their best

Parental Rights Notification

At the beginning of each school year, the District provides a copy of your parental rights. You are asked to read the brochure and acknowledge receipt of side 2 of the Student Registration/Emergency Card.

District Policies On-Line The Pacifica School District has adopted two Board/Administrative policies regarding Sexual Harassment (BP5145.7) and Uniform Complaint Procedures (AR1312.3). Parents may view the text of these policies by examining the District Handbook/Annual Parent Notification as well as Pacifica School District website, www.pacificasd.org, or at the District Office.

The public can view the Pacifica School District's Board Policies and Administrative Regulations from the district web site: www.pacificasd.org. Choose 'District Information' then 'Board Policies and Administrative Regulations.' Follow on-line directions.

Pacifica School District's student behavior and discipline guidelines

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the problem behavior of the student, one or more of the following actions may be taken, not necessarily in the order listed.

Interpretation of the guidelines by school administrators will take into account frequency, severity, and the age at which problems occur. School administrators may involve the intervention of other community resources. Any action will be in accordance with Administrative policy, Board policy, and State law.

Problem Areas

The following is a list of problem areas and possible interventions and disciplinary actions that may be utilized:

Tardiness	Destruction of Property
Unexcused Absence	Fighting
Defiance of Authority	Alcohol
Disorderly Conduct	Physical Assault/Battery
Dress Code - if inappropriate to instructional setting	Arson
Verbal Abuse	Drugs
Forgery	Any Weapon Including any Knife
Theft	Extortion/Robbery
Possession of Tobacco or Products	Terroristic Threats
Sexual Harassment	Explosive Devices, Firecrackers

DEFINITIONS OF POSSIBLE INTERVENTIONS and DISCIPLINARY ACTIONS

Informal Conference	A school official (teacher, administrator) may talk to the student and try to reach an agreement regarding how the student should behave.
Conference	A formal conference held between the student and one or more school officials. A record will be kept of the conference.
Detention	A disciplinary action in which students are detained in school for a maximum of 1 hour after the close of the school day.
SARB	A School Attendance Review Board (SARB) established to help students and their parents with school attendance or behavior problems.
In-School Suspension	A student is assigned to an in-school suspension program by the principal or designee for offenses when suspension is permitted. Saturday School may also be utilized in lieu of suspension.
Suspension	Suspension is a disciplinary action, which excludes a pupil from regular classroom instruction for adjustment purposes for a period of time not to exceed five (5) consecutive school days, ten (10) consecutive school days for Special Education students.
Expulsion	Expulsion means the removal of a student from enrollment in a school or the District by order of the Board of Trustees when all other means of correction have failed or if the continued presence of the student causes danger to the physical safety of others. State law provides for due process rights in any order of expulsion.
Community Resources	Police, Youth Service Bureau, Pyramid Alternatives, Children's Protective Services, Community Mental Health, Clergy, Department of Health Services, etc.

Rights and Responsibilities

RIGHTS

Students

- To receive appropriate educational programs.
- To be informed about school and District rules and regulations pertaining to students.
- To attend school in a climate that is safe and secure.
- To attend school and classes unless removed under due process as specified in the Education Code and District procedures.
- To receive fair and reasonable treatment from those who are responsible for enforcing standards for student behavior.

Parents

- To be informed of District policy and school rules and procedures related to their children.
- To be informed of school actions related to their children.
- To inspect their child's records with the assistance of a certificated staff member.
- To be informed of their child's academic progress.

Teachers

- To expect students to behave in a manner which does not interfere with their learning or that of other students.
- To have parental support related to the academic and social progress of students.
- To expect students to put forth effort and participate in class activities.
- To suspend a student from class within the limits of the law.

Administrators

- To expect students to behave in an orderly manner in school and on their way to and from school.
- To take appropriate action in dealing with students guilty of misconduct.
- To detain, suspend, exempt, or exclude students within the limits of the law. To recommend expulsion when the situation demands.

RESPONSIBILITIES

Students

- To attend school regularly and on time.
- To be prepared for class with appropriate materials and work.
- To obey school rules and procedures.
- To respect the rights and property of others.
- To be respectful and cooperative with school employees, volunteer personnel, and other students.

Parents

- To visit school periodically and to participate in conferences with school staff members on the academic progress and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing.
- To assure that their children will attend school daily and on time, unless they are ill.
- To be familiar with District policies and school rules and procedures.
- To cooperate with school staff in matters of discipline, attendance, and progress related to their children.

Teachers

- To inform parents about the academic progress, school citizenship, and general behavior of their children.
- To conduct a well-planned and effective instructional program to meet the needs of all students.
- To initiate and enforce a set of classroom regulations consistent with school and District policies, rules, and procedures.
- To be a positive role model for students.

Administrators

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To provide assistance in matters concerning serious instructional, behavioral, emotional, health, or attendance problems.
- To grant access to pupil records by parent/guardian or others with proper authorization.
- To provide prompt and equitable handling of grievances and insure due process for all parties.

Sunset Ridge Elementary School Staff

Ellie Cundiff
Anthony Corten

Principal
Vice Principal

Office Staff

Janeen Castaneda
Jennifer Arciniega

Office Manager
School Assistant

Teachers

May Ryan - K1

.....
Primary

Madeline Ham - K2

Primary

Diana Chau - K3

Primary

Morgan Mooney - K4

Primary

- C1

Literacy Teacher

Jessica Talsky- C2

Primary

Kari Trainor - C3

Preschool

Mario Martinez - C4

Primary

Halie Wheatly - C5

Primary

Isabella Elmore - A2

Primary

Jennifer Sam- A3

Primary

John Collins - A4

Primary

Stephanie Trelogan- B1

Primary

Mathew Reilly- B3

Primary

Stephanie May- B5

Spanish

Jennifer Rose - D2

Intermediate

Claire Swetlin - D3

Intermediate

Tom Stafford - E1

Intermediate

Stephanie Neutz - E3

Intermediate

Ashley Blackmon- E4

Intermediate

Mark Unbehagen - P1

Music

Support Staff

Felipe Palma

Valerie Zyck

Ileana Sugawara

Jay Stevens

Speech and Language

Resource Specialist

Occupational Therapist

Counselor

Classified Staff

Gia Ramsay

Darin Chavarria

Janet Jackson

Jennifer Nicoscia

Rolando Ramis

Ericka Orozco

Gemma Selinger

Enid Zimmerman

Rosie Templin

Paula Sutor

Beth Smerdon

Lilian Spranza

Marcella White

Jeraldine Dayao

Alicia Barraza

Lauren Reynolds

Carolyn Goodnol

Lynda Sanderson

Sharon Pointer

Maria O'Campo

Jared Larson

Behaviorist

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

School Assistant

School Assistant

Librarian

Kitchen Asst.

Kitchen Asst.

Kitchen Asst.

Custodian - Day

Custodian - Night

Sunset Ridge School Holidays and Important Dates 2023-2024

Labor Day
September 4, 2023

First Student Day
August 16, 2023

Indigenous People's Day
October 9, 2023

Last Student Day
June 6, 2024

Veterans' Day
November 10, 2023

Back to School Night
August 31, 2023

Thanksgiving Recess
November 20 - 24, 2023

Back to School Conferences
September 7 - 8, 2023

Winter Recess
Dec. 25, 2023 - Jan. 5, 2024

Fall Picture Day
October 12, 2023

Martin Luther King Jr. Day
January 15, 2024

Family Conferences
November 13 - 17, 2023

Presidents' Week
February 19 - 23, 2024

Report Cards Go Home
November 17, 2023

Spring Break
April 8 - 12, 2024

Spring Picture Day
March 13, 2024

Memorial Day
May 27, 2024

Spring Conferences
March 7 - 8, 2024

Professional Development Days - NO SCHOOL
August 14, 2023
October 6, 2023
April 5, 2024

Outdoor Ed for 5th Graders
September 25 - 29, 2023

Open House
April 25, 2024

Report Card
June 6, 2024

Sunset Ridge Minimum Days
August 17, 18, 31 Sept. 7, 8, October 31, November 13, 14, 16, 17, March 7, 8, April 25, June 4
District Minimum Days
December 22, April 5, June 6
PFT (Physical Fitness Testing) Grade 5 - May
California Assessment of Student Performance and Progress (CAASPP) April-June

Sunset Ridge Elementary School Bell Schedules 2023-2024

REGULAR DAY

*TK (Transitional Kindergarten) 8:45am – 1:15pm (PARKING LOT)

Kindergarten 8:45am – 2:20pm (PARKING LOT)

1st - 3rd Grade 8:35am – 2:30pm (PARKING LOT)

4th - 5th Grade 8:25am – 2:45pm (HICKEY BLVD)

TK will run short days August 16th - September 15th. All TK students will be dismissed at 12:00pm.

EVERY WEDNESDAY – MINIMUM DAY SCHEDULE

*TK (Transitional Kindergarten) 8:45 – 1:15pm (PARKING LOT)

Kindergarten 8:45am – 1:15pm (PARKING LOT)

1st - 3rd Grade 8:35am – 1:30pm (PARKING LOT)

4th - 5th Grade 8:25am – 1:30pm (HICKEY BLVD)

LUNCH TIMES

TK/Kindergarten	11:10am – 11:50am
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1 st Grade	11:10am – 11:50am
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2 nd and 3 rd Grades	11:50pm – 12:30pm
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4 th and 5 th Grades	12:30 pm – 1:10 pm
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AM RECESS

TK/Kindergarten	9:45 am – 10:00 am
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1 st Grade	10:00am – 10:15am
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2 nd Grades	10:15am - 10:30am
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3 rd Grades	10:30 am – 10:45am
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4 th and 5 th Grades	10:45 am – 10:58am
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Pacifica School District

PACIFICA SCHOOL DISTRICT CALENDAR 2023-2024 SCHOOL YEAR

JULY	<table> <tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	M	T	W	TH	F	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					JANUARY	<table> <tr><th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	M	T	W	TH	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			SCHOOL HOLIDAYS
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180 Days of Instruction
 184 Work Year for Teachers
 ♥ New Teacher Orientation Day – 8/11/23
 \$ Teacher Work Day – 8/15/23
 * First Day of Student Attendance – 8/16/23
 ↑ Staff Development Days – 8/14/23, 10/6/23, 11/9/23
 ☉ District-Wide Minimum Days – 8/16/23, 12/22/23, 4/5/24, 6/6/24
 ♦ Last Day of School – 6/6/24

Trimesters:

1st 8/16 – 11/8 58 Days
 2nd 11/13 – 3/1 59 Days
 3rd 3/4 – 6/6 63 Days
 180 Days

Board Approved: December 7, 2022

General School Information

ATTENDANCE: Students that miss 10% of the school year are more likely to fall behind academically and more likely to drop out of high school. We want to work with families. If you are having a difficult time getting your child to school, let us know. We can help.

- **ABSENCES** If your child is absent from school, you must phone the school office at 650.738.6687 before 9:00 am. You may leave a voicemail message any time, day or night. Sunset Ridge utilizes an automatic phone call to verify your student's absence. If you have not called in to verify the absence you will receive a phone call stating that you need to call and verify the absence. If your child is absent five (5) consecutive days you must bring in a doctor's note stating the reason for the absence. Excessive absences may result in a SARB (Student Attendance Review Board) letters and meetings to improve attendance.
- **TARDINESS** Students are expected to arrive at school on time. If a student is late to school, he/she must report to the office for a pass. If the child is going to be 30 minutes late or more, please call the school office. Habitual tardiness disrupts the classroom instruction and **significantly** impacts your child's education. Excessive tardiness may result in a SARB (Student Attendance Review Board) meeting.
- **EARLY PICK UP** Taking your child out of school early should be avoided except in emergency situations. This is a disruption to the education of all students and impacts the teacher's instruction. This also results in SARB process and you will be notified and asked to improve.

CAFETERIA: **UPDATE-** for the 23-24 school year, breakfasts and lunches will be provided free of charge.

Students may bring or purchase their lunch. Students wishing to purchase multiple or single day meal tickets can do so before school in the cafeteria or turn the money into their teacher. Lunch price is \$3.25 per meal, or add \$97.50 to your child's account and they will receive the 31st meal free. You can purchase your child's meal tickets online using Visa/MasterCard (credit or debit). Just go to EZSchoolPay.com to prepay. A parent/guardian can also monitor the child's meal account balance online. You will need to know your child's student ID number. If you do not know your child's number, call the school office or ask the person working in the cafeteria. When you visit EZSchoolPay.com, simply click under the "Parents Register Now." After you complete a simple web form, you'll receive a confirmation e-mail. Follow the directions in the e-mail and you will be logged in and ready to manage your child's account. Checks and cash are also accepted. If you have any questions, please call Child Nutrition Services at 650-738-6622. **(Prices are subject to change without notice.)** Students are not allowed to leave the school grounds for lunch.

COMMUNICATION: Sunset Ridge utilizes email as a way to keep our families up to date on what is going on at our school. You will receive a “Weekly Update” each week. The email will contain current information. Paper copies can be requested from the school office. Please be sure to read through our emails each week, if you have any questions please contact your child's teacher or the school office. We also have a communication platform called ParentSquare. You are encouraged to sign-up so you can receive updates and information from your child’s teacher, the PTO, and the office.

CHEWING GUM: Gum chewing is not allowed

DRESS GUIDELINES: Clothing is to be appropriate and not interfere with the instructional program. We suggest that parents assist children in using proper discretion in selecting neat and comfortable clothing and shoes. If there is a concern with a child’s clothing choices, we will reach out to you to share our concerns. Please label all items.

EARTHQUAKE PROCEDURES/DISASTER DRILLS: In the event of a severe earthquake during the school day, students will be kept on the school site with the faculty until such time as it is declared safe by the principal to dismiss the students. The principal will be in close contact with other agencies and make decisions based upon her judgment for the welfare of the students. The school has resources for each child including water/food for up to five days.

Once each month, a drill is held at school. Fire, earthquake and dangerous intruder drills are held throughout the school year. These drills are carried out for the safety of the students in case of an emergency. It is vital that your student has an updated Emergency Form on file in the school office so you or your designated representative can be notified.

EMERGENCY FORMS: Each student attending school must have a completed Emergency Form on file in the school office. Parents are requested to keep data current by notifying the office of changes in home and/or work telephone numbers as soon as they are made. Communication is very important. In order to keep you informed of what is going on at school we are requesting to have your email address so that we can share important information regarding school and district events/activities.

FIELD TRIP CHAPERONES: Chaperones should abide by the following rules and will be asked to sign the “Guidelines for Field Trip Chaperones” form before each field trip. 1. All school rules apply on school sponsored field trips. Chaperones are expected to comply with school policies, follow directions given by the teacher, work cooperatively with other volunteers and school staff members, and model appropriate behaviors for students. Modeled behavior promotes respectful behavior. 2. While you are responsible for student behavior, it is the responsibility of the teacher to discipline a student. Behavior concerns should be brought to the attention of the teacher. When speaking to a student, use gentle reminders to redirect the student's behavior. 3. For the protection of both the student and the chaperone, chaperones should never place themselves in situations in which they are alone with a student. 4. Siblings and minors may not participate in school sponsored field trips.

Please make childcare arrangements prior to the field trip. 5. Avoid personal or inappropriate conversations while on the trip. Little ears don't miss very much. 6. Chaperones need to participate in activities as they relate to the field trip and be helpful to your group and the entire class. 7. Due to food allergies, do not share food. 8. Use cell phones for trip related business or emergencies only.

IMMUNIZATION REQUIREMENTS: For the most recent changes to immunization requirements, please visit the district website: www.pacificasd.org/District/1586-New-Immunization-Requirements.html

INDEPENDENT STUDY: If your child must miss school for reasons other than illness, we strongly encourage parents to contact the classroom teacher or the school office a week prior to the absence. Upon notification, we will design an Independent Study packet, which will assist your child in keeping up with class assignments while away from school. Independent studies will only be issued for five (5) days of absence or more.

LEAVING SCHOOL GROUNDS: We have a "closed campus" which means students may not leave school during school hours without a parent signing the student out at the school office. Please remember to bring a photo ID when signing your child out.

LIBRARY: The teachers will arrange for student use of the school library. Most of the books may be checked out for one week only. A student who has lost or damaged a library book will not be allowed to borrow any additional books until he/she pays for the lost or damaged book.

LOST AND FOUND: Sunset Ridge maintains a lost and found cupboard in the cafeteria for clothing and other personal items. Students and/or parents may check the cupboard during lunch or after school. **It is imperative that all items be labeled with your child's name.** Items not claimed by the end of the school year are boxed and given to a non-profit, non-denominational agency.

MEDICAL: School personnel cannot diagnose or treat illnesses or previous injuries. **ONLY** first aid can be administered at school. When a sick or injured student is brought into the office, the school secretary will administer first aid and notify parents for more serious problems. If a child is too ill to be in class, he/she is too ill to remain in school. If it is necessary to take medication during school hours, a [Prescription Drug Form](#), signed by the parents, must be on file in the office. Provisions for storage of medication must be arranged with the school secretary.

PARENTAL RIGHTS: At the beginning of each school year, the district provides a copy of your parental rights. You are asked to read the brochure and acknowledge receipt on side two of the Student Registration/Emergency Card.

PERSONAL ITEMS AND MONEY: We encourage students at Sunset Ridge to utilize equipment available at school. Toys, balls, electronic devices, cell phones, trading cards, scooters, skateboards, and large sums of money should not be brought to school unless the child is given permission to do so by the teacher or principal. The school is not responsible for lost or stolen items.

POLICE INVOLVEMENT ON SCHOOL CAMPUS: School staff will cooperate with law enforcement officers as needed to maintain a safe and orderly environment. Police investigations are conducted independently from the school district and school officials cannot interfere in police investigations. School officials shall provide support and privacy for the student to the extent possible.

By law, parents/guardians do not need to be informed or to give consent before the law enforcement officer interviews a student on school premises (PC 830.1). However, the school official will ensure that the student's parents are notified that the interview took place unless instructed otherwise by the police.

PTO/ VOLUNTEERS: The Sunset Ridge PTO is a very active group and is open to all members of this school community. Our PTO works very hard to provide opportunities that build a strong community and parent network, and financial support to our school programs. If you have questions, please stop by the PTO Room, located in A1 or you can email them at admin@sunsetridgepto.com. The children at Sunset Ridge reap the benefits of community volunteerism in the classroom through the efforts of the Pacifica School Volunteers. All parent and/or community volunteers should sign in at the office upon arrival and sign out when leaving. All volunteers are required to wear yellow I.D. stickers when they are either in a class or on campus. We also have a very up-to-date PTO website. Please visit <https://srepto.org/>.

RAINY DAY PROCEDURE: During inclement weather, students arriving at school for breakfast will be permitted into the cafeteria at 8:00 a.m. Those students not having breakfast are to report to their classrooms no earlier than 10 minutes prior to their start time.

SUPERVISION: There is no supervision on the playground. Your child should be dropped off no earlier than 10 minutes prior to their scheduled start time and report directly to their classroom. **Please make sure your child is not dropped off too early in the morning.** Day Care is provided on-site by Temporary Tot Tending (650-355-7377), which opens at 6:30am, or the City of Pacifica's Day Care Center (650-738-7465), which opens at 7am. By the same token, there is **no supervision** at dismissal time. **Students need to be picked up promptly**, no later than 15 minutes after release time or administrative action will be taken. Thank you for your cooperation in this important matter as it concerns **your child's safety and well being**.

TELEPHONE: Students are allowed to use the school telephone in case of an emergency. Forgetting something for class or going to someone's house after school is not considered an emergency. Telephone messages for students cannot be delivered unless it is an emergency. **Students carrying cell phones at school must keep them turned off and secured during school hours.**

TEXTBOOKS: Students are responsible for the textbooks assigned to them. There will be a charge for lost or damaged books. If a book is misplaced, please report it to the teacher.

VISITORS: Parents are always welcome at Sunset Ridge. Please make arrangements in advance with your child's teacher. **According to State law, all visitors are required to check in at the school office.** All visitors are required to wear a name badge. Friends or relatives who attend other schools are not allowed to visit during school hours or while they are on vacation from their own school

WELLNESS POLICY: All foods available on our campus during the school day support the district adopted federal nutritional guidelines and objectives of promoting student health and reducing childhood obesity in accordance with Board Policy 5030 and the District Student Wellness Plan. The Board believes that foods and beverages available to students at district schools should support the district health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students during school hours or within a half-hour before/after school meet or exceed state and federal nutritional standards. These foods include beverages provided through the district & food service program, student stores, vending machines, or other venues. School staff shall encourage parents/guardians or other volunteers to support the district nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. A maximum of four class parties or celebrations per year shall be held after the lunch period whenever possible as a way to promote student health and maximize the use of instructional time. In support of this policy, staff, students and parents are strongly encouraged to refrain from bringing snacks to share for birthdays or other celebrations unless it is for one of the four school sanctioned celebration days.

Instructional Program

In a brief handbook, it is difficult to explain the entire instructional program at our school.

Back-to-School Conferences, Open House, Spring Parent Conferences, coupled with frequent articles in the Sunset Ridge Newsletter and presentations at both PTO and School Site Council meetings, will afford you additional opportunities to hear more thorough explanations. The following is a synopsis, by content area, of the instructional program your child will receive during his/her tenure at Sunset Ridge School. If you have any questions or need more information, please feel free to contact your child's teacher or the principal.

ENGLISH AND LANGUAGE ARTS: All teachers at Sunset Ridge have been trained to provide targeted instruction based on individual needs. Sunset Ridge has a strong curriculum with an emphasis on literacy, language arts, and mathematics. The staff receives additional support throughout the year by district specialists and professional development opportunities. Technology enhances the curriculum. Each classroom has computers, which are used to support, integrate and strengthen curriculum under the direction of the teacher.

The Sunset Ridge staff shares the philosophy that listening, speaking, reading and writing are crucial interdependent skills, which cannot be taught in isolation. Therefore, our school focuses on teaching these skills in an integrated and meaning-centered fashion so that students will perceive reading as a joyful experience. Our key responsibilities lie in teaching primary students how to read and write and in teaching intermediate students how to gain fluency and confidence in reading and writing so that they may become independent learners.

All K-5 students at Sunset Ridge are engaged in the implementation of the Balanced Literacy approach to reading and writing. The Writers and Readers Workshop immerses children in a two and one-half hour literacy block each day, which focuses on predictable rituals, routines, and artifacts. Through mini-lessons, teachers instruct students on issues related to writers' craft, skills, grammar, as well as author and genre studies. The workshop format allows maximum time for students to work while teachers provide targeted instruction based on individual needs. Each month a book selected by the Principal is used to teach a core lesson or value. This helps develop common understanding and a common culture at the school. In addition, each classroom teacher uses a selection of core books, which are used to exemplify good literary writing. Children are encouraged to use these authors as models and writing mentors.

TK – 1st grade students are involved in the Overnighter Book Program in which each student takes home a grade-level appropriate book each night, four days a week. This book is read by, or read to, the student by the parent and returned to school the next day. It is our goal to build a love of reading and learning in every child.

HISTORY AND SOCIAL SCIENCE: A variety of materials, resources, primary sources, strategies, and technologies are used to engage students. Much of the literature used to enhance history-social science in kindergarten through fifth grade emphasizes heroes, adventure, moral challenges, faraway places, and distant times so that students' imaginations are captivated. The elementary program encompasses numerous opportunities for interdisciplinary studies, enriched with primary documents and varied genres of literature, culminating in role-playing and simulations utilizing the visual and performing arts. We augment the history-social science program at all levels with field trips, assemblies, docent visits, projects, artifacts, children's literature, and community projects.

MATHEMATICS: The goal of our mathematics program is to produce mathematically powerful thinkers and problem solvers who are confident and feel comfortable using mathematics in their daily lives. Rather than simple rote memorization of computational skills and math facts, Sunset Ridge students are exposed to all of the strands.

Our district has adopted the Bridges for K-5 grades. This math series provides a balanced math curriculum that focuses on conceptual understanding and problem solving. Students will be actively engaged in math lessons and will be encouraged to explain the mathematical reasoning they used to solve problems.

MUSIC: Our students in TK-5th grade are provided music education. Mr. U and the Pacifica Education Foundation support the 3rd-5th grade program. The music program prepares our students for a life of music appreciation.

PHYSICAL EDUCATION: Physical Education is addressed at each grade level by their classroom teacher and a certificated PE teacher that helps support the required minutes. Our goal is to have our children active and making healthy choices in every aspect of their lives.

SCIENCE: In our science program, students discover and learn about the natural world by using methods of science as extensions of their own curiosity and wonder. Students acquire scientific knowledge and understanding from a balanced science curriculum which incorporates a study of physical, biological and earth sciences as well as understanding the environment. Building on their understanding of science concepts, students learn the techniques of the science laboratory and the applications of science process skills which are the "critical thinking skills" of science: observing, communicating, comparing, organizing, inferring, relating and applying. The six major themes of science, (1) energy, (2) evolution, (3) patterns of change, (4) scale and structure, (5) stability, and (6) systems and interactions are interwoven throughout the program and serve to link the various areas of science.

VISUAL AND PERFORMING ARTS: Children express themselves in their own unique way through a variety of art media. Many children can draw or paint thoughts and ideas which they cannot express in words. As they produce works in art, students have the opportunity to communicate in nonverbal ways. Art experiences are drawn from other curriculum areas such as language arts, history- social science, science, and music with many occasions for the development of skills in handling tools and materials. The focus is on creative endeavors and satisfying experiences rather than on artistic perfection. We have a wonderful partnership with the Sanchez Art Center. They provide funding for our art teacher that allows every child to have the experience of creating art. Furthermore, both Sunset Ridge's PTO and School Site Council provide funding for school assemblies presented throughout the year by musicians, actors, storytellers, and poets. Anyone who enters our school sees, hears, and feels the presence of the arts through exhibits, projects, and performance. Our new adoption curriculum is Carolina Science.

Homework Policy

PHILOSOPHY:

The staff at Sunset Ridge believes that homework and home study are an important extension of classroom learning. Teachers are thoughtful and work collaboratively as a grade level when planning homework for your children.

Homework assignments and home study encourage responsibility by providing activities the child can successfully perform independently or with the family, outside of the school setting.

Our goal is that homework is not seen as a punishment. We view homework as a positive learning experience and feel that it completes the circle of communication between the child, parent and teacher. If your child is unable to complete homework please write a note to your child's teacher.

PURPOSE:

Homework should supplement, complement, extend and reinforce classroom teaching and learning.

Homework/home study assignments will be based on one or more of the following purposes:

Practice: Assignments involving practice help students master specific skills.

These practice assignments strengthen skills introduced in the classroom.

Preparation: Helps students gain maximum benefit from future lessons.

Participation in research activities locating facts and data prior to class discussion provides a greater challenge and offers much more stimulation.

Extension: Determines whether students can transfer specific skills or concepts to new situations. Extension assignments attempt to encourage individualized and often creative and imaginative pursuit of various subject areas.

Enrichment: Enrichment activities may be short-term or long-term projects as well as reading for pleasure and enjoyment.

READING: Homework is daily at-home reading for every child. The old adage of practice, practice, practice holds true, especially for reading. In order to build the love of reading, we recommend at least 20 minutes of reading for grades TK-3rd, and at least 30 minutes for grades 4th and 5th beyond the assigned homework.

FEEDBACK: Students will be given regular and specific feedback on their homework assignments. Each teacher will establish procedures in a manner that is appropriate for their individual classrooms.

ACCOMMODATIONS: We understand that when homework is presented in a developmentally appropriate manner, students benefit. If your child is having a difficult time, if assignments are taking too long or your child is showing signs of frustration, then it is important that you communicate with your child's teacher to find accommodations that will support your child. Students will not be disciplined for missing homework assignments.

HOMEWORK FOR ABSENT STUDENTS: Homework will be provided when students are to be absent more than two days. When homework is requested, parents should call the office early in the day and let us know how long the anticipated absence will be. Homework will then be available to pick up from the office after 3pm of the second day of absence. Students are encouraged to check with classmates about assignments.

STRATEGIES FOR ESTABLISHING HEALTHY HOMEWORK ROUTINES:

- Maintain a homework routine
- Utilize student planners or calendars to keep track of assignments and projects
- Establish homework time limits (10 minutes per grade level, individualized according to child's individualized needs)
- Provide a quiet space
- Encourage your child and ask questions about what they are learning
- Reading every day is required and necessary for children to progress

Reporting and Grading

REPORT CARDS AND PARENT CONFERENCES: Sunset Ridge uses a Standards-based Report Card that will be distributed three times a year. Back to School Conferences will be held with all families in September. Additional conferences will be held with parents after the first and second grading periods.

TELEPHONE AND EMAIL: If at any time during the school year you wish to speak with your child's teacher, please call the secretary at (650) 738-6687, leave a message on our automated system, and your call will be returned within 24 hours. It is important that we work together in order to provide your child with a positive learning experience. All staff members have email access and can also be contacted by using their first initial plus their last name followed by pacificasd.org. (example: ecundiff@pacificasd.org). Please make sure you have made the day's arrangements before school, as it interrupts the school activities to call into the class.

GRADING: Standards-based Report Cards use a four-level Assessment Rubric. These rubrics indicate whether a student is *Making minimal progress toward the Standard*; *Making progress toward the Standard*; *Meeting the Standard*; or is *Consistently above the Standard* in each of the subject areas. A *Not applicable* indicator will be used for subjects taught at a different time. Explanations of each of the Standards are available at the Back to School Conference.

STANDARDIZED TESTING/MINIMUM PROFICIENCY/ALTERNATIVE ASSESSMENT:

State mandated standardized testing occurs each spring in grades 3-12. Students are given the CAASPP (California Assessment of Student Performance and Progress), in areas of reading, language, and math. The individual student's scores are given to parents, inserted in the cumulative file, used for program analysis, and to monitor student progress. Assessments are completed on computers.

At Sunset Ridge, we use a variety of assessment measures in addition to those mentioned above. Classroom assessment measures, observations, anecdotal records, and report card grades are used to monitor student progress. Teacher-made assessments and running records assist the staff in evaluating our instructional program, as well as the individual strengths and weaknesses of each student. We believe that utilizing multiple assessment measures gives parents, students, and staff a more balanced perspective of each student's success.

PROMOTION/RETENTION: The Pacifica School District has adopted a policy (BP 5123) for student promotion/acceleration and retention that states that students must demonstrate growth in learning and meet grade level standards of expected student achievement. These standards go hand and hand with high school graduation requirements and the exit exam established by the state. The text of Board Policy (#5123) can be viewed online through the district website, www.pacificasd.org. A copy is also available at our district office located at 375 Reina Del Mar Ave., Pacifica, CA 940447.

SOCIAL EMOTIONAL LEARNING: Sunset Ridge is dedicated to embedding the Social Emotional Learning framework into the our curriculum to help children acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

School Services and Special Programs

TITLE I POLICY PARENT INVOLVEMENT: Sunset Ridge recognizes that parents/guardians are their children's first and most influential teachers and that parent involvement is crucial to student success and a positive school environment consistent with BP 6020.

- Sunset Ridge will continue to provide information and strategies for parents around assisting their child at home so that their children will be responsible members of society.
- Sunset Ridge will also inform parents that they can have a direct impact on the academic success of their child and encourage them to be active parents.
- Sunset Ridge will provide parent education meetings, parent conferences, as well as school wide meetings where parents hear about programs and opportunities to be involved and engaged in their children's education as equal partners

PSYCHOLOGIST: We have a school psychologist on campus who is available to attend Student Success Team (SST) meetings, Screen Team meetings, and Individualized Education Plan (IEP) meetings. The school psychologist can assess students' cognitive and academic abilities and help develop IEPs and support families.

RESOURCE SPECIALIST PROGRAM: We have a full time resource specialist teacher at our school. In this program, the child remains in his regular class and is scheduled for individual or small group instruction with a special teacher. A child in this program has an individual learning plan (IEP) and is scheduled for specialized instruction. In order to qualify for this program, a child must be assessed and found eligible.

SPEECH: We have a speech language therapist at our school . The therapist assesses students for speech services through the IEP process. They work closely with staff to ensure that the educational needs of our students are met.

OUTDOOR EDUCATION:

Fifth grade students in the Pacifica School District attend the San Mateo County Outdoor Education Program which is a five-day residential nature study program held at the San Francisco YMCA Camp at Jones Gulch near San Mateo County's Memorial Park.

Outdoor Education develops the students:

- Knowledge about the environment
- Appreciation of nature
- Involvement as citizens in an increasingly interdependent world Students learn firsthand from experiences that develop their understanding and skills. All 5th graders attend outdoor education. Currently the PSD School Board has voted to pay for the cost of this program.

CONFLICT RESOLUTION STRATEGIES: Conflict is a normal part of life and isn't necessarily a bad thing when it is handled effectively. We encourage children to use conflict resolution strategies to solve conflicts with their peers. We use restorative practices guidelines as we support students solve conflicts.

The following steps help our students to THINK of ways to solve conflicts together.

- Stop. Cool off.
- Talk and listen to each other
- Find out what you both need
- Brainstorm solutions
- Choose the idea you both like best
- Make a plan. Go for it.

FAMILY DAY: For the past 16 years we have implemented a cross grade level monthly activity program to foster positive student interactions and build community. We call it "Family Day". Students TK through 5 are assigned to a school family composed of one student at each grade level. The 5th grade students lead the activity. The children really enjoy getting together with their Sunset Ridge Family.

PAWS POINTS: Students that are caught being problem solvers, always kind, willing to try, and staying safe are acknowledged for their good work and given a PAWS Point which they can submit to the office for a chance to be randomly selected at our Monday Morning Meetings. Students whose name is called are given a popcorn voucher to be used at the PTO snack window.

Three Way Pledge

Note: This is only a sample. You and your child will be asked to sign this contract at Back to School Conference.

SUNSET RIDGE SCHOOL THREE-WAY PLEDGE

2023 - 2024

Staff Section We understand the importance of the school experience to every student and our role as educators and models. Therefore, we agree to carry out the following responsibilities to the best of our ability:

- provide motivating and interesting learning experiences in my classroom
- strive to address the individual needs of your child
- communicate with you regarding your child's progress toward grade level standards
- provide a safe, positive and healthy learning environment for your child
- communicate homework and class work expectations

Teacher's Signature

Date

Principal's Signature

Date

Child Section I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- get to class on time every day
- return completed homework on time
- be responsible for my own behavior and self discipline
- be a cooperative learner
- ask for help when needed

Child's Signature

Date

Parent Section I understand that my participation in my student's education will help his/her achievement and attitude. Therefore, I will continue to carry out the following responsibilities to the best of my ability.

- Support the disciplinary actions taken by school personnel
- Monitor the completion of my child's homework
- Attend Back to School Conferences, Parent/Teacher/Student Conferences, and Open House
- Encourage my child to read for at least 20 minutes every day
- Provide a quiet place and time for my student to do homework
- Make sure my student has a healthy diet, adequate sleep and arrives and is picked up at school on time
- Support the school homework, discipline and attendance policies

Parent Signature

Date

Sunset Ridge Anti-Bullying Pledge 2023-2024

This is only a sample. You and your child will be asked to sign this on the first day of school.

Sunset Ridge Anti-Bullying Pledge – Students / Parents

We the students/parents of Sunset Ridge School agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone either in person or through the use of technology. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never responsible for being a target of bullying.

Student Pledge By signing this pledge, I agree to:

1. Value student differences and treat others with respect
2. Not become involved in bullying incidents or being a bully.
3. Be aware of the school policies and support systems with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms and corridors.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.
12. Be responsible and respectful when using technology and social media.
13. Report any inappropriate use of technology to teacher or school staff.

I acknowledge that whether I am being a bully or see someone being bullied, that I am just as guilty if I don't report or stop the bullying.

Date

Signature Printed Name of Student

Parents Pledge By signing this pledge, we the parents agree to:





1. Keep ourselves and our children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about schoolwork, friendships and relationships.
4. Inform faculty of change in our children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert faculty of any issues/concerns that have occurred at school or through social media/technology.
6. Discuss with your child the importance of using technology/social media appropriately.

Parent

Signature: _____ Date: _____

Pause for PAWS!

Cougars are:

	Character Focus	Playground	Cafeteria	Restrooms	Hallways
Problem Solvers 	<ul style="list-style-type: none"> Resilient Resourceful Positive Independent 	<ul style="list-style-type: none"> Make good choices Be a role model 	<ul style="list-style-type: none"> Make good choices Be a role model Limit landfill trash 	<ul style="list-style-type: none"> Make good choices Be a role model Return to class/yard 	<ul style="list-style-type: none"> Make good choices Be a role model
Always Kind 	<ul style="list-style-type: none"> Caring Empathetic Considerate Respectful Honest 	<ul style="list-style-type: none"> Treat others how you like to be treated Talk through problems Take turns Play fair 	<ul style="list-style-type: none"> Respect the space of others Help kitchen staff 	<ul style="list-style-type: none"> Respect privacy Use only what you need 	<ul style="list-style-type: none"> Respect the space of others Keep voices low
Willing To Try 	<ul style="list-style-type: none"> Cooperative Team Players Creative Flexible Responsible Engaged 	<ul style="list-style-type: none"> Take Care of equipment Freeze at the first whistle, walk to line up at the second 	<ul style="list-style-type: none"> Clean up after yourself Use bowls correctly. 	<ul style="list-style-type: none"> Clean up after yourself Wash your hands Use only what you need 	<ul style="list-style-type: none"> Take care of personal items and school supplies
Staying Safe 	<ul style="list-style-type: none"> Reporters, not tattlers 	<ul style="list-style-type: none"> Report unsafe conditions Walk through structure areas Stay within boundaries (red lines) Ask for a pass 	<ul style="list-style-type: none"> Always walk Report unsafe conditions Eat quietly while sitting down 	<ul style="list-style-type: none"> Carry your bathroom pass Walk calmly Report unsafe conditions 	<ul style="list-style-type: none"> Walk calmly Carry a pass Report unsafe conditions