

**Sunset Primary School Information**  
**School year 2023-2024**  
*A Caring Community of Joyful Learners.....You Belong Here!*

**Instructional Day**

The student instructional day is 7:50 am – 2:10 pm. Children may arrive at school at 7:40 am each school day and should not arrive earlier. Students will walk directly to their classrooms whether they arrive by bus, walking or in vehicles. Staff will be stationed around the building to welcome, supervise and support students during arrival and dismissal times.

**Arrival and Dismissal**

**Arrival**

Students may arrive at 7:40 am to line up for school outside with supervision. Our kindergarten through 2nd grade students will enter through the front doors of the building. Our 3rd through 5th grade students will enter on the side of the building through the gym door by the garden. *Please ensure that your arrival time places your child in their classroom by 7:50 am so we can start our learning together straight away!*

Walkers, please cross the street at the crosswalk where we have a crossing-guard. If you would like to park in the parking lot, please walk your child to the door using the street's sidewalk. If you wish to drop off your students in our one-way car lane, please wait until you reach one of the first two spots in the line where someone will open the car door and greet your child. This procedure eliminates pedestrians walking through the car lane.

**Dismissal**

Students will be dismissed at 2:10 pm when our school day ends. Teachers will walk students through the bus line and dismiss walkers. Students in Campfire will be taken there by a staff member. If you are picking up your child please plan to meet them in the pick up area, designated by signs by the garden side of the building.

**Safety During Arrival and Dismissal**

Please do not drop your student off across the street and allow them to cross in front of buses or moving traffic during arrival. Instead, cross with your child or direct them to cross at the designated crosswalk. There is only one staffed crosswalk, and we appreciate everyone taking a few extra steps to ensure that children know the importance of crossing only at the designated zone and with adult supervision.

*There is no pick-up or drop-off in the bus zone, unless a family has made special arrangements, even when buses have not yet arrived or there are open spaces.*

*Our procedures were designed for optimal safety and to ensure that we respect the needs of neighborhood residents. The Bus Zone is for buses only from 7:30-8:00 am & 1:45-2:30 pm. Staff will direct all families to the parking lot arrival zone. Thank you for your support!*

**Absences/Tardies**

We look forward to seeing your child at school each day. If your child is absent or tardy, they are missing important instruction and most importantly the classroom community is not complete. However, if your child is ill and not able to come to school be sure to notify us of their absence by 7:50 am.

There are three ways to report absences:

- Log in to [ParentVUE](#) and click the report absences button
- Email Carrie or Andrea at [guyc@wlwv.k12.or.us](mailto:guyc@wlwv.k12.or.us) and [boydhela@wlwv.k12.or.us](mailto:boydhela@wlwv.k12.or.us)
- Call the school office 503-673-7200

## **ParentVue**

Please be sure to log in and verify your child's information for this school year. You can access [ParentVUE](#) from our school homepage.

## **Buses**

First Student is the bus provider for our school district. [Bus route information](#) is available on our district website under the "Community" tab. Your child's bus information, if applicable, can be viewed in your [ParentVUE account](#). If you need to request changes to your child's bus service please do so within your ParentVUE account. Note that the bus company may not be able to honor all requests and requires some time to respond to new requests. If you receive a confirmed change to your child's bus service be sure to notify your child's teacher and our school office.

## **Breakfast/Lunch**

Breakfast is available for \$2.25 each morning for all students. Breakfast may be picked up as children enter the building and eaten in or near the classroom before school begins. Please let the office know if your child will be picking up breakfast each day.

Lunch is available for \$3.50 for all students. Teachers will take a count each morning to determine which students will eat a school lunch. The district will be providing two main dish options daily (one vegetarian), and milk or juice. Milk only is \$0.75.

For a breakfast/lunch menu, or to apply for free lunch, click [here](#)

## **Important to Know**

Students eat lunch in their classrooms. Please consider this as you pack foods from home; items that are easy to open/close, recyclable containers when possible. Most teachers have a time for snacks built into the school day. Snacks should be healthy, easy to eat and clean up. Water bottles are encouraged.

\*\*Please be aware that some students may be highly allergic to nuts and items that contain nut products. Staff will ensure safe eating spaces, and will be educating classroom communities about hand washing, cleaning tables, and not sharing foods.

## **Birthday Celebrations:**

Birthdays are a special time for many students and some students may want to celebrate their birthdays at school. This year we ask that families who choose to celebrate do so **by other options than birthday treats**. Children may bring a special book to read with the class, or even donate a favorite book to their community. Others may prefer to share a special game or activity with the class. Your child's teacher will share their birthday celebration guidelines, so that you can plan something special if you wish.

## **Medication**

The state requires a written physician's order for all prescription medications at school, and our district requires written parent permission for any other kinds of medication. If your child has been on medication at school in the past, please remember that we must have a new [form](#) signed every school year to continue dispensing the medication. Medication must be dropped off or picked up at school *by an adult*. **All medication should be in its original container. We cannot accept any kind of medicine for disbursement in a plastic baggie.** For more information, see the [link](#) at the Sunset School website under 'For Parents/Guardians', Nursing/Health services. Please be sure we have any current medical protocols or

information related to your child's medical needs. Questions? Reach out to Mikal Lorio RN, school nurse at 503-673-7041.

### **Volunteers**

If you are considering volunteering in our building, please be sure to register right away at this [link](#). For the health and safety of each student, caregivers may not volunteer in schools until they have received clearance through this process. Please also review this important [WLWV Volunteer Agreement](#) so you will have clarity about your role as a volunteer. We ask for your patience as our district office processes this wave of volunteer registrations at the beginning of the school year, which may take several weeks to complete. If you registered through helpcounter last year, your registration is good for 2 years.

Please be aware of these procedures in place at each building for volunteers:

- Volunteers will check in at the school office to sign in and sign out.
- Volunteers will wear school provided identification when in the building.
- Volunteers will confirm their prearranged and scheduled volunteer time when signing in.
- If a volunteer signs-in during a non-scheduled time, the office staff will confirm the need for the volunteer before the volunteer proceeds to the classroom.

### **Professional Growth Wednesdays**

As you are planning your calendar for the year, please remember that our district has built professional growth days into the calendar; on these days dismissal occurs 2 hours early (12:10 pm at Sunset). These days have been designed into the calendar as a commitment to our district's value of collaborative cultures focused on student learning and professional growth.

Those dates are: September 13 & 27, October 25, December 6, January 17, February 7 & 21, March 6 & 20, April 10 & 24, May 8.

For a full year school calendar, go to our Sunset website, and under Quick Links (on the right side), click on the 'School Year Calendar 2023-2024' link, or click [here](#)

### **Student Property**

- o Money and valuables are the responsibility of the individual student.
- o Toys should be left at home unless they are approved by the classroom teacher.
- o Playground equipment is provided by the school. Students should not bring balls or other personal playing equipment from home as those items are not allowed at recess.
- o Weapons or toy weapons of any kind are not to be taken on the bus or brought to school.
- o Some families choose to give their child a cell phone and/or smart watch. These items brought to school must be kept in student backpacks and not used to make calls or text messages during the school day without a staff member's permission. If a child needs to contact you during the school day, they should use a school phone with a staff member's permission. Cell phones are the responsibility of the child and family.