



1671 Frankfurt Way Livermore, California 94550 ~ (925) 606-5230  
Tom Jones, Principal



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8:30am -1:30pm

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8:30am -1:30pm (staggered start 1)  
9:15am -2:15





Teachers can be reached by email: [FirstNameInitialLastName@lvjUSD.org](mailto:FirstNameInitialLastName@lvjUSD.org) (For example, [esmith@lvjUSD.org](mailto:esmith@lvjUSD.org)). Principal can be reached at [tomjones@lvjUSD.org](mailto:tomjones@lvjUSD.org).

To protect classroom instructional/learning time, office staff will call classroom prior to recess or lunch only to alert teacher of a food item for pickup. All other items delivered to office for students will be placed in teacher mailbox.

To limit interruptions to classroom instruction and learning, we will call classroom

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Sunset's discipline approach is to proactively and explicitly teach students expectations while holding students accountable for their behavioral choices. Emphasis is on empowering students to make positive choices in how they treat others, navigate campus, and respond to the actions of others. When assigned, consequences are consistent with the LVJUSD discipline code and the California State Educational Code.

We believe that positive reinforcement is a powerful strategy as part of our overall discipline system. Your support in the form of follow up and discussions with your child is much appreciated and another powerful strategy for helping students learn and develop. Together our aim is creating an atmosphere that is safe, positive, and predictable.

Our site utilizes yard slips, classroom referrals, and office referrals to document discipline concerns. Each serves a purpose and carries with it expectations for communication.

Yard slips are produced by staff on duty at recess or lunch and passed along to classroom teacher. A timeout may be indicated on the slip to notify the teacher a consequence was assigned in the moment.

Classroom referrals are produced by teaching staff and may carry a consequence, as well. A parent must be contacted via phone or email by the teacher issuing the classroom referral.

Office referrals are produced by staff for behaviors, which necessitate principal involvement (i.e. defiance, profanity toward staff, physical incidents) and will result in an email or phone call to parent by the principal. Office referrals are documented in PowerSchool and SWIS, our student information systems.

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A child may be sent home if he/she is vomiting, has a fever, or is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (Ed. Code 48211) Students must be without fever 24 hours before returning to school.

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Health and wellness have a tremendous impact on student learning.

Additionally, it is a District and site goal to promote a life-long healthy lifestyle with a focus on health, physical education, and nutrition. School Nurses are uniquely qualified in preventative health, health assessments, and referral procedures for students.

You can support the success of your child by communicating with the nurse regarding any health related barriers or concerns which may affect your child's ability to learn.

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California law requires that, before children under the age of eighteen may be admitted to any California public school, an immunization record must be presented to school staff by the parent or guardian. An immunization record must include at least the month and year each dose was received and be in the form of a yellow immunization record. Students are required to be protected against diphtheria, tetanus, whooping cough, polio, mumps, Rubella (German measles), varicella (Chickenpox) and Hepatitis B.

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Medicine can be administered in school only if the following requirements are met:

Students who require the administration of any medication during the school day, pursuant to a physician's prescription, must have both a parent/guardian and physician signed Permission to Assist with Medication During School Hours Form on file at the school site.

The Medication Administration Consent Form must be completely filled out annually or whenever the prescription changes and must be signed by both the parent/guardian and the child's physician before the child can be assisted by school personnel.

It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing related to the administration of medication to his/ her child.

Parents/guardians are to provide the prescribed medication(s) and supplies and are to replace the expired medications when notified. The parent/guardian must immediately notify the school in writing of any changes.

Medication must be in its original pharmacy labeled container or over the-counter container and brought to the school office by the parent/guardian. At the end of the school year, parents/guardians must pick up all medications. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.





bikes should be locked as our bike cage located near room 1 remains unsecured at all times. Riding a bike is not permitted anywhere on campus, including school sidewalks.

Riders must comply with directions from the School Staff or Volunteer. All children must wear helmets. Roller blades, scooters, skateboards, or any type of shoes with wheels may not be worn/ridden on school grounds either.

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If your child wants to share a snack on his/her birthday the snack may be purchased and sent to school for either lunch or a snack; please arrange with teacher regarding delivery or pick up by teacher in the office. All snacks must meet the State Board Policy for nutritional guidelines. If you have questions regarding snacks, ask your child's teacher.

Having flowers and balloons delivered to the school is disruptive to the learning environment, so please plan for those items to be given at home, as they will not be permitted in the classroom. We value our instructional time, therefore teachers will not be hosting birthday parties in their classrooms.

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If your child is planning a party at home, we ask that you or your child contact those children invited by phone or mail. Distribution of party invitations at school frequently leads to hurt feelings on the part of our children. Thank you for considering the feelings of all our students by issuing your invitations off campus via phone, mail or Internet. Thank you for your cooperation on this issue. Birthday goodies at school during the day are fine as long as they meet the district's snack policy guidelines.

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Student cell phones must remain turned off during school hours and kept in a backpack or other safe location during the day. Student use of cell phones before and after school while on campus is limited to the front of the school. Cell phones and devices used for instructional support will be the responsibility of the student and requires permission from their classroom teacher. Students who access or use cell phones/electronic devices during school hours or in locations other than the front of the school will have their phones/devices confiscated and held in the office for a parent to pick up.

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When it is necessary to check a student into school late or to check a student out for an early dismissal, please sign your child in/out at the office.

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Classroom Volunteers are welcome in our classrooms when coordinated with the classroom teacher. All volunteers must complete the application/clearance process online via either Sunset or LVJUSD webpage link. To minimize potential interruptions to learning, we ask that the following guidelines be followed:

Schedule any visits ahead of time with the teacher.

The time and length of stay will be at the discretion of the teacher based on his/her needs and that of the students.

Please check in and out of the office and wear a visitor sticker at all times.

Please do not bring siblings, as you will not be permitted to enter campus.

Parents are encouraged to share their time and talents with students as classroom volunteers. Please remember that all volunteers must comply with the observance of confidentiality when working with children (i.e. academic performance, behavior, etc.). Volunteers failing to comply with the privacy rights of students will not be permitted to work in the classroom.

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In the event of an earthquake or another emergency, we follow established

- Insurance policy documenting \$100,000/300,000 bodily injury, 50,000 property damage, and \$5,000 medical
- Valid driver's license
- Shoulder restraints for all students in car
- Car/Booster seats for children under eight years old
- Students who are 8 and 4' 9" or taller may be secured by a seat belt in the back seat

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LVJUSD has established guidelines for homework in grades K-12. The stated purpose of homework is to reinforce learning through practice and application. Additionally, homework encourages independent learning and develops study skills, work habits, and a sense of personal responsibility.

Each teacher will communicate his or her homework policy to parents early in the academic year. We encourage you to communicate with your child's teacher if you have specific questions regarding homework.

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Please pull into the Sunset driveway according to the signs posted. Cars should pull as far forward as possible and as directed by school staff. Students must exit/enter from the curb from/into the car. Once your children are safely on the sidewalk or in the car, please pull out into the second lane and exit the school parking lot. Make note: signage states no left turn into our driveway from Frankfurt and no exiting left onto Frankfurt from our driveway during posted hours.

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Students may buy lunch at school or bring one from home. School lunches are available daily, starting the first day of school. All students are issued a student lunch card to purchase lunches and drinks. To activate or add money to the card, please call 951-275-1234 or visit [www.lvjUSD.org](http://www.lvjUSD.org).

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LVJUSD is a leader in elementary science programming. Sunset students are learning the Next Generation Science Standards (NGSS), which were adopted by the California Department of Education (CDE) and LVJUSD in 2013. NGSS classrooms are student driven; students question, test, gather information/evidence, and find meaning in lessons. Teachers do not provide all the answers, but rather facilitate learning and discovery. Practices build on depth from year to year and includes communication skills, mathematical thinking, problem solving, and developing/using models. The CAASPP Science Testing builds on core science concepts introduced in grades K-2 and covers information from grades 3-5. The California Science Framework was adopted in November 2016 and includes environmental principles and concepts for each instructional segment.