

**SUNSET ELEMENTARY SCHOOL
FAMILIES OF SUNSET PTA**

HANDBOOK



2008 – 2009

www.sunset-pta.org

Sunset Elementary School

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KEEP THIS HANDBOOK FOR YOUR REFERENCE

We hope this handbook will answer some basic questions and be a resource to your family all year long. This handbook will assist you in finding ways in which your involvement in the Sunset Elementary School Community can make a difference. Everyone is welcome to come to our General PTA meetings and feel free to call any one of the PTA Officers listed in this handbook if you have any questions. Join us in making your child's time at Sunset exciting and memorable. We look forward to meeting you!

PRINCIPAL'S MESSAGE

Welcome to Sunset Elementary School. Sunset School is a unique and diverse community of students, parents, staff, and principal committed to providing outstanding educational opportunities for children. We appreciate the cultural and linguistic diversity that children bring to our learning community. We share a vision of academic excellence and engage all students to participate actively and to reach their maximum potential – academically, emotionally, physically and socially. The dedicated and experienced staff maintains a safe, caring and nurturing environment where learning is accessible to every student. As principal, I am proud to have a school that provides high academic standards in our rigorous curriculum. We are the proud recipient of the **California Distinguished Award, State Title I Academic Achievement Awards**, and nominated for the **National Blue Ribbon Award** by the California Department of Education.

Parents are our partners to ensure a quality educational program. We welcome the opportunity to work with parents so that our children will get a quality education. In partnership with parents, we help our students become independent learners and leaders to accomplish their goals. Parent involvement is a key to our success and families are encouraged to participate in the School Site Council, the Parent Teacher Association, school-wide activity days and events, field trips, and in the classrooms.

Over the years I had the pleasure of working with very enthusiastic and talented parents who supported our school programs: Technology projects integrated with the curriculum; Outdoor Science; Visual and Performing Arts offering dance, rhythm, visual arts, and choral music; a library with an automated check-out system and new books; garden workdays to cultivate our gardens throughout the school premises; school wide programs and events such as the Caring School Community Program, activity days, Winter Gala and silent auction, student performances, Read Aloud Day, Family Projects Fair, Water Week and Environmental Fair, Adventures in Music ensembles, Fun Run and Carnival, and many more.

I deeply appreciate the outstanding work of our caring and committed teachers and the support I have received from parents. Sincere thanks for all you do for Sunset School and our students. We will continue to build on our successes. I look forward to working together with the staff and parents on planning the school's strategic plan and The Balanced Scorecard. Sunset Elementary School is indeed a hidden gem – a very special place for children. Our children come to school every day ready to enjoy their day of learning.

Sincerely,
Sophie Lee,
Principal

PTA PRESIDENT'S MESSAGE

Dear Parents and Caregivers,

The Parent Teacher Association (PTA) would like to extend a warm welcome to all new and returning Families at Sunset Elementary School. We have a wonderful school community at Sunset. The Families of Sunset PTA works with all the members of our community to help create the best environment for our children.

The PTA supports our outstanding Sunset teachers with Teacher Appreciation days, Teacher stipends, and through grants for project based learning for their class. The PTA also works to create a strong community, inviting families to weekend and evening events such as our Garden Days, School-wide Picnic, Movie Nights, and Family Potlucks. We hope you will join us for these fun events. All of these help in creating a supportive learning community for our children. You are important to Sunset Elementary's success. We need your help and by joining the PTA membership, you are taking the first step.

We rely heavily on the funds raised from the PTA membership and donations to provide academic, emotional, physical, and social enrichment for every student. We also need you to support our fundraising efforts throughout the school year. Some of this year's fundraisers are the Gift Wrap Sale, the Winter Gala Auction, Read-A-Thon, the Spring Fun Run/ Carnival, and dining events.

Last year the PTA was able to fund the P.E. program, an outdoor science consultant, and the technology consultant. We also continued the Sunset After School Enrichment Program with classes in Spanish, Cantonese, Mandarin and Science through Tree Frog Treks. This year we will continue these programs and hope to add a parent-organized arts program.

Sunset Elementary is an environment that will be nurtured and strengthened by your involvement, and our PTA needs your time and financial support to help preserve the many special attributes of the school. Talk to your child's teacher or Room Parent to see how you can volunteer in the classroom. Please feel free to contact any board member or committee member listed in this handbook. No commitment is too small and every action strengthens the school. We also have a Sunset PTA Yahoo group where you can log on and ask questions. Please join Families of Sunset PTA and support your school community! Your participation will ensure Sunset's progress toward a creative and innovative school where children are challenged and supported as talented and creative thinkers.

Sincerely,
Sarah T. Love
PTA President

School's History and Achievements

Founded in 1996 at a small school site in San Francisco's Sunset District, Sunset Elementary has continued to serve the community in accommodating a growing student population. We moved to our current location in 2000 into a considerably larger building, set next to a public library and more easily accessible for families by public transportation. In 2002, our outdoor science program was started with the school gardens planted and maintained by students, parents and staff.

Our academic program is designed to be challenging; emphasizing literacy, language development, math, social studies, and science. The visual and performing arts program features dance, visual art, rhythm, theater arts, instrumental and choral music, and involvement with the San Francisco Symphony. Emphasis on the Caring School Community program includes class meetings, cross-age buddies and school wide activities. Student enrichment programs have activities for gifted and high-potential learners, participation on the Student Council, and a plethora of activities such as the Outdoor Science Program, Family Projects Fair, and Water Week culminating with an Environmental Fair. These student-centered programs help increase students' level of accountability and involvement in their own education, provide self-esteem and character-building tools, and make students proud to be contributing members of the Sunset Elementary School community. Staff participates in ongoing professional development focusing on increasing literacy, strengthening teaching strategies, and behooving academic learning.

We embrace our cultural, linguistic, and economic differences. Many of our students live in the surrounding Sunset District, known for its diversity of residents. Some of our families are recent immigrants and English Language Learners. Special education services are provided to assist in the identification and the support of students with disabilities. Special support is also provided for those at-risk academically, within general education classrooms.

With the help of our district, energetic community and PTA, we have undertaken various school improvement projects. Our schoolyard was resurfaced, the interior and exterior of our building were painted, and a new roof and fire alarm were installed. Furthermore, our yard has been beautifully re-landscaped, painted tile murals adorn the building's exterior, and we boast thriving outdoor student garden areas. Our goals for having internet access in all classrooms and a new play structure in our school yard became a reality this past school year. As part of our ongoing efforts to improve the school, Sunset Elementary will be going through ADA improvements and modernization in the near future. We are extremely proud of our campus and the pride is evident!

But we are not the only ones that think our school is special. In the spring of 2006, we were awarded a **California Distinguished School Award** as well as the **Title I Academic Achievement Awards in 2006, 2007, and 2008**. We were one of 35 schools throughout California to be nominated for the **National Blue Ribbon Award**. We have also received many grants in the past years to support Sunset Elementary School Library:

- Library Collection Modernization Project purchased over 3,000 new library books, bookcases, area rug, and rocking chair for our school library.
- "Literacy Through Creativity" grant of \$10,000 to develop language through multi-sensory participation in story plays and to purchase art materials, supplies, and musical instruments.

- "Sunset Stars Advance Toward Library Technology" grant of \$10,000 to upgrade our library check out system for automation with an online catalog system.

San Francisco Education Fund grants received include:

- Early Guided Reading team grant of \$5,000 to support first grade literacy and professional development.
- "Inquiry-Based Outdoor Science at Sunset" team grant of \$7,000 to support our Outdoor Science Program with gardening tools and supplies as well as an Outdoor Science coordinator to work with all classes.

Other Grants include:

- San Francisco School Volunteers selected Sunset E.S. for the 2005 Honor Rolls of School award and gave \$1,000 to the school.
- Through the ExCEL School Health After School Program grant, we opened our first after school program (at no cost to families) for second through fifth graders.
- Wells Fargo in conjunction with the San Francisco Giants awarded Sunset Elementary \$10,000. The funds were used for the new play structure along with PTA funds.
- Sunset Parkside SPEAK Art offered 10-week sessions of visual arts for 2nd-5th grade students.
- San Francisco Ballet offered a Dance/Movement class for all second grade students.
- In collaboration with Melody of China music ensemble, Sunset offers after school Chinese instrumental music lessons.
- PG&E Solar Schools Grant

We also look forward to greater achievements in the future.

Sunset School 2008-2009 Calendar

JUNE & JULY

6/21	SAT	Summer Garden Workday, 10:00 am-1:00 pm
6/28	SAT	New Kindergartener Play Date, 10:00 am Parkside Square, 28 th /Vicente

AUGUST

8/12	T	PTA Executive Board Meeting, 6:30 pm, Library
8/16	SAT	New Kindergartener Play Date 10:00 am Parkside Square, 28 th /Vicente
8/22	F	PTA Luncheon for Teachers, 12:00 pm
8/22	F	Kindergarten Families Meet and Greet, 4:00-5:00 pm
8/25	M	First Day of School, PTA Social, 9:00-10:30 am, Cafeteria
8/26-9/26		Brigance Screening Grades K-1
8/26-10/31		California English Language Development Test (CELDT) Grades K-5

SEPTEMBER

9/1	M	LABOR DAY (No School)
9/3	W	PTA Membership Drive Kick-off
9/9	T	PTA Executive Board Meeting, 6:30 pm, Library
9/11	TH	Back-to-School Night, 6:00 pm, Auditorium & Classroom Visits
9/13	SAT	Garden Workday, Potluck & General PTA Meeting, 10:30 am-1:30 pm
9/25	TH	Gift Wrap Fundraiser Assembly Grades K-5, 1:45 pm, Auditorium
9/25-10/10		Gift Wrap Fundraiser (school wide)
9/26	F	Solar Celebration
9/27	SAT	Annual Sunset Community Festival at Recreation Center, 28 th & Lawton 11:00 am-4:00 pm

OCTOBER

10/2	TH	School Picture Day
10/13	M	COLUMBUS/INDIGENOUS PEOPLE'S DAY/EL DIA DE LA RAZA (No School)
10/14	T	PTA Executive Board Meeting, 6:30 pm, Library
10/18	SAT	Sunset School Picnic at Golden Gate Park, 11:00 am-2:00 pm
10/20-10/24	M-F	Parent Teacher Conference - Early dismissal at 1:40 pm
10/24	F	Movie Night, 6:30 pm
10/31	F	Halloween Parade, 12:45 pm, School Yard

NOVEMBER

11/1	SAT	Garden Workday & Potluck, 10:30 am -1:30 pm
11/3-11/25		Annual Food Drive (school wide)
11/4	T	Student Council Election
11/8	SAT	District Enrollment Fair
11/11	T	VETERAN'S DAY (No School)
11/12	W	PTA Executive Board Meeting, 6:30 pm, Library
11/13	TH	Picture Make Up/Retake Day, Auditorium
11/18	T	Family Night Multicultural Potluck & PTA General Meeting, 6:00 pm
11/26-11/28	W-F	THANKSGIVING BREAK (No School)

DECEMBER

12/6	SAT	Sunset Elementary School Winter Gala 2007, 12:00-4:00 pm Entertainment, Auction, & Raffle, Sunset School Auditorium
12/18	TH	Winter Program, Grades K-2 at 9:30 am; Grades 3-5 at 10:30 am
12/22-12/31		WINTER BREAK (No School)

JANUARY

1/1-1/2	TH & F	Winter Break & New Year's Day (No School) School Resumes 1/5
1/9	F	Movie Night, 6:30 pm
1/13	T	PTA Executive Board Meeting, 6:30 pm, Library
1/19	M	MARTIN LUTHER KING JR. DAY (No School)
1/20	T	TEACHER PROFESSIONAL DEVELOPMENT DAY (No School)
1/22	TH	Activity Day (school wide)
1/26	M	LUNAR NEW YEAR OBSERVANCE (No School)
1/31	SAT	Garden Workday/Potluck 10:30 am-1:30 pm/e-waste Day, 9:00 am-4:00 pm

FEBRUARY

2/3	T	PTA Executive Board Meeting, 6:30 pm, Library
2/4-2/27		Read-a-thon Fundraiser (school wide)
2/9-4/10		Physical Education Testing Grade 5
2/10	T	School Site Council Community Meeting #1 & Dinner, 6:00 pm Cafeteria, All parents are invited
2/16	M	PRESIDENTS' DAY (No School)
2/19	TH	Afro-Caribbean Program
2/23-2/27	M-F	Book Fair (school wide)
2/26	TH	School Site Council Community Meeting #2 & General PTA Meeting, 6:00 pm, Library

MARCH

3/2	M	Read Aloud Day (school wide)
3/3	T	California Writing Standards Test Grade 4
3/10	T	PTA Executive Board Meeting, 6:30pm, Library
3/11	W	Family Projects Fair, 6:00 pm, Auditorium All parents are welcome to attend.
3/16-3/20	M-F	Parent Teacher Conference - Early dismissal at 1:40 pm
3/19	TH	Spring Pictures
3/26	TH	General PTA Meeting, 6:00 pm, Cafeteria
3/30	M	CESAR CHAVEZ DAY (No School)

APRIL

4/1	W	Talent Show & Potluck, 6:00 pm
4/6-4/10	M-F	SPRING BREAK (No School)
4/14	T	PTA Executive Board Meeting, 6:30pm, Library
4/18	SAT	Garden Workday, Potluck, PTA General Meeting for Election & Budget Approval, 10:30 am -1:30 pm
4/27-5/15		STAR Testing for Grades 2-5

MAY

5/2	SAT	Fun Run & Carnival (school wide)
5/5	T	Teacher Appreciation Luncheon by PTA, 11:15 am-1:00 pm
5/25	M	MEMORIAL DAY (No School)
5/26-5/29	M-F	Water Week & Environmental Fair (5/29)
5/27	W	Volunteer Appreciation Reception, 8:15 am, Library
5/30	SAT	PTA Executive Board Retreat

JUNE

4	TH	School Wide Picnic
8	M	5 th Grade Promotion, 10:00 am
9	T	Last Day of School

Sunset School Staff Roster

Certificated Staff	Name	Location
Principal	Ms. Sophie Lee	Office
Kindergarten	Ms. Susan Cuevas	Room 103
Kindergarten	Ms. Josephine Varona	Room 105
Kindergarten	Ms. Georjan Lee	Room 116
1st Grade Teacher	Ms. Hannah Huey	Room 102
1st Grade Teacher	Ms. Judy Chow	Room 106
1st Grade Teacher	Mr. Craig Berger	Room 117
2nd Grade Teacher	Ms. Kate Paping	Room 1
2nd Grade Teacher	Ms. Sharlene Montoya	Room 104
2nd Grade Teacher	Ms. Leah McDonough	Room 108
3rd Grade Teacher	Ms. Lisa Lee	Room 2
3rd Grade Teacher	Ms. Lynn McGaully	Room 5
3rd Grade Teacher	Ms. Susan Heller	Room 7
3rd Grade Teacher	Mr. Dylan Riley	Room 110
4th Grade Teacher	Ms. Monica Edler	Room 3
4th/5th Grade Teacher	Ms. Kimberly Adams	Room A2
5th Grade Teacher	Mr. Alex Hertz	Room A1
RSP/Inclusion Teacher	Rosalie Friedman	Room 114
Speech Teacher	Cindy Peterson	Room 112
Psychologist	Chau Tran	Room 4
Learning Support Professional	Timothy Farner	Room 4
Classified Staff	Name	
Secretary	May Zheng-Lo	
Custodian	Jean Zhen	
Custodian	Wendy Fung	
SpEd Paraprofessional	Todd Murdock	
SpEd Paraprofessional	Kaori Nakano	
SpEd Paraprofessional	Margaret Wong	
SpEd Paraprofessional	Yan Hong Yang	
School Cafeteria AM	Tiffany Yip	
School Cafeteria PM	Sheila Liao	

GENERAL SCHOOL INFORMATION

School Schedule

Grades K – 5 8:40 am to 2:40 pm

- Supervision in the yard begins at 8:25 am. For your child's safety, please do not bring your child to school earlier than this time. (Students who come for breakfast should arrive at 8:15 am.)
- Dismissal is at 2:40 pm. Please be on time to pick-up your child(ren).

Cafeteria Service

- Students may bring lunch or purchase a school lunch.
- Breakfast and Lunch are served daily. The Student Nutrition Department requires all students to complete a lunch application for their records.
- Students must pay until an application has been received and approved for Free or Reduced price meal benefits.
- Meals are:

Breakfast	\$1.50
Lunch	\$2.00
- For safety reasons, children should not bring glass bottles or jars with their lunches.

Bussed Children

- Walking to the Bus Stop and Waiting for the Bus in the Morning:
 - Arrive at least 5 minutes early
 - Practice “Be Safe, Be Respectful, Be Responsible”
- All children who take the school bus will be put on the school bus each day unless the child's teacher is notified in writing about alternate plans.
- Parents of Kindergarten children must be at the bus stop to meet their child when the bus arrives.

Before and After School Programs

The YMCA offers a before school program from 7:00 am to 8:30 am and an after school program from 2:40 to 6:30 pm. Families can choose before school, after-school, or both program options. While this program is open to all grades (K-5), most of the program is filled with K-1 students due to the Beacon after-school program. Please see the YMCA for the cost of the program. The YMCA phone number is (415) 242-7145.

Sunset Elementary offers an after-school program through the Sunset Neighborhood Beacon Center for students in Grades 2 to 5 based on academic need and available space. The program reinforces skills in reading and math, offers homework support and provides academic enrichment activities. Please contact Alice Tam at (415) 759-3690. This program is offered at no cost to Sunset families.

Attendance

Our goal is to have all students attend school each and every day. Please call the school in the morning whenever your child is ill or absent for any reason. The phone number is (415) 759-2760.

- For absences send a note to school with the reason when your child returns to school.

- Please do not send children to school if they have any symptoms of illness, i.e. colds, coughs, skin rashes, infections, fever, etc.
- Students who arrive after 8:40 am are considered tardy and must check in at the office and obtain a tardy pass.
- Please send a note when your child is to be excused early or picked up early. No child will be dismissed without written permission. Please try to schedule appointments after school hours. Your child's education is important and instruction time is valuable.

Change of Address – Phone Number – or Place of Employment

Please send a written note when you change your address, telephone or place of employment. We need this information in order to keep our records up-to-date and in case we need to reach you in the event of an accident, illness or emergency. Keep all numbers on your child's emergency card current.

Medication

- Your child may take medication at school only when it has been prescribed by a doctor or other health care provider.
- The district *Medication Form* must be completed by you and your doctor before your child can take medication.

Personal Possessions

- Personal possessions such as cell phones, radios, video games, game-boys or cards are not allowed at school.
- Be sure to label your child's coats, sweaters, lunch box and backpack so these articles can be returned easily if lost. Check the Lost and Found in the cafeteria for lost belongings.

Textbooks / Library Books

- Your child is responsible for ALL textbooks and library books that are issued during the school year.
- If any of these books are lost and/or damaged, you will be requested to reimburse the school for the full value.

Expectations For Students

Respect yourself, Respect our adults, Respect your peers, Respect our school and community.

- Come to school daily and on time.
- Be prepared to work each day.
- Do homework each night.
- Candy, gum and toys are not to be brought to school.
- Keep cell phones, toys, electronic games, playing/trading cards, radios or other items that interfere with learning at home.

Homework

- Homework is regularly assigned by the classroom teacher to supplement class instruction, provide additional practice, or extend learning of a particular skill or concept.

- Homework is given Monday -Thursday.
- Assignments will be sent home in a homework folder and must be returned to school.
- The school district's recommendation for homework:

Grades K - 3	20 minutes per day
Grades 4 - 5	30 minutes per day

Back-to-School Night

- The purpose of this evening is to meet your child's teacher and learn curriculum, standards, classroom expectations, communication, etc. and to set a positive tone for the school year. Back-to-School Night is on Thursday, September 11, 2008 at 6 pm.

Parent / Teacher Conferences

- There will be a parent/teacher conference in the fall (October 20-24) and in the spring (March 16-20) to discuss your child's progress in school. Dismissal from school is one hour earlier at 1:40 pm during those weeks.

Visiting the School

- Parents and community members are always welcome at Sunset Elementary School. We are proud of our school and we encourage visitors.
- Please sign in at the office and obtain a visitor's pass.
- If you wish to talk to a teacher, you need to make an appointment.

School Site Council / English Learner Advisory Committee

- The elected staff and parent members of the School Site Council and the English Learner Advisory Committee meet monthly and represent the larger school community. The members will assist in developing The Balanced Scorecard with goals, objectives and initiatives to ensure that the needs of all students are addressed.

Parking & Parking Lot Etiquette

- Parking passes for the school parking lot will be issue to all Sunset families. One pass per student will be sent home. Additional passes can be obtained from the front office. Any car not displaying a parking pass may be ticketed or towed.
- Temporary parking passes are available for visitors in the front office.
- The speed limit in the parking lot is 5 mph or less. Please watch carefully for children and other pedestrians.
- If you are escorting your child into the school, please park in a legal parking space.
- If you are dropping off your child, please pull up to the white zone directly in front of the school entrance and have your child exit the car quickly. Once your child reaches the sidewalk, you should exit the parking lot.
- If you feel you must watch your child enter the school, please park in a legal parking space since this additional time will impede the flow of traffic.
 - Short term Parking (5 minutes):
park in the upper area across from the cafeteria and herb garden on either side.
DO NOT PARK IN FIRE LANE, DISABLED PARKING OR LANE NEXT TO DISABLED PARKING.
 - Long Term Parking (more than 5 minutes):
park on the school side of the parking lot (west of the main entrance)

THE PTA AND ITS MISSION

Parent / Teacher Association (PTA)

We encourage all families to join the PTA and participate in school events. The PTA Executive Board meets once a month and there are General Meetings throughout the year.

- To enhance the quality of education for our children
- To provide a forum for discussion and issues
- To support and empower families
- To encourage parents to become active in their child's education
- To provide experiences for children that go beyond the scope of the school curriculum

PTA EXECUTIVE BOARD

Name	Phone	Child	Email
Sarah T. Love President	C: 601-2555 H: 661-2067	Sean Grade 3	loves@cpmcni.org
Yannie Wong, Treasurer	C: 510-715-5561 H: 665-6231	Wesley Grade 3	yannie_wong@earthlink.net
Sophia Wong Louie VP Membership	C: 407-2945 H: 566-2464	Jessica Grade 2	sophiakem@comcast.net
Martine Paris Recording Secretary			martineparis@yahoo.com
Matt Brauer Corresponding Secretary	C: 290-6766 H: 504-9552	Fiona Grade 2	mbrauer@gmail.com
Eran Stone VP, Fundraising	C: 203 5332 H: 759 9444	Emma Grade 1	erastone@yahoo.com
Tiffany Cheong Program Chair	H: 661-4862 C: 845-8316	Spencer Grade 3 Elisabeth Grade 1	rtcheong@earthlink.net
Toniko Searles VP, Hospitality	H: 504-6047	Akiko Grade 5	tko98@sbcglobal.net
Corine Woo VP, Hospitality	C: 999-0122 H: 337-8886	Maddie Grade 2	bestdesserts@yahoo.com
Shannon Collins Historian	H: 753-3752	Grace Grade 2	shannoncollins@yahoo.com
Sophie Lee, Principal	W: 759-2760		Lees5@sfusd.edu
Susan Cuevas, Teacher	W: 759-2760		susancuevas54@gmail.com

ABOUT THE PTA

WHAT IS THE FAMILIES OF SUNSET PTA?

Families working together for our school and our children

The Families of Sunset PTA is part of a renowned, century-old, nationwide organization with national and state structures – but all PTA activities directly support Sunset Elementary School students, families, teachers and programs. We pay \$3.50 per member to the district, state and national PTA. All other money we raise remains at Sunset. All PTA activities are chaired and handled by volunteers. We have no administrative overhead except for minor expenses such as printing costs for informational materials.

The Families of Sunset PTA represents every Sunset family and staff, working together to support our school and our children. Advocating for children and education is a PTA tradition. To give just one example, the statewide PTA was instrumental in passage of the law that reduced K-3 class size to 20 students. The members of the Families of the Sunset PTA encourage you to become actively involved in helping us:

- Provide wonderful and enriching programs and activities for your children
- Develop educational and leadership opportunities for you, as parents and guardians
- Offer support and encouragement to the students, teachers and staff at Sunset

Opportunities for involvement within the school community are varied and rewarding. Your talents are needed for everything from formal committees and board positions to supervising a field trip, typing, making phone calls, doing language translation or helping in the library, to name but a few things. If there is something you would like to see changed or improved – you can help. We can't do it without you!

PTA Membership Information – How do I join?

PTA membership is vital to Sunset! It reflects the level of family participation in the school and it provides the pool of volunteers we need to support our school programs. PTA membership also translates into finances for the school. A membership campaign begins with each school year; contributions begin as low as \$10 and can be as high as one is able and willing to contribute. The suggested amount is \$200 per family to help fund our many activities and programs. Look for membership forms sent home with your child or in the school office. You can also attend the PTA general meetings and other school functions. The PTA has a non-profit status so all donations are tax-deductible.

Structure of the PTA

Families of Sunset PTA is made up of elected executive positions, committee chairs and the general membership. The elected positions include President, Vice President of Membership, Vice President of Fundraising, Vice President of Hospitality, Recording Secretary, Corresponding Secretary, Treasurer, Program Chair, and Historian. Each year the new slate of board members is presented to the general membership and voted in at a PTA general membership meeting in the spring. The committee chairs are volunteer positions. PTA Board meetings are held once a month (see the school calendar for details). Each Board Meeting will have a public forum in the first 15 minutes; however, only Board members and Committee Chairs may vote on Board Meeting issues.

The PTA hosts general membership meetings. Often there is a featured speaker or a topic of interest presented to the Sunset parents and discussion and/or an opportunity to vote on school-wide issues. Some of these meetings are for the whole family to participate, such as potlucks, math or literacy activities. It is a good time to meet with others, especially for working parents who don't get to visit the school as often as they would like.

Parent feedback is essential to the PTA. We need to know if our programs are working, how they can be improved and how you would like to be involved. Any PTA board member or committee chair can be reached by leaving a written message in the PTA box in the school office.

Questions, Concerns or Problems:

If you have a specific question or concern, or if problems arise, we urge you to contact the Room Parent of your child's classroom, your child's teacher, a board member, the school principal, leave a message in the PTA mailbox in the school office or send an e-mail message via the PTA Yahoo group e-mail. We want to keep the lines of communication between home, school and staff at Sunset open. Let's continue to work together for our children and their education.

We hope you'll find this information we've compiled helpful. One of the main goals of the PTA is to foster good communication between parents and the school. We urge you to join us, get involved and voice your opinions! Come to our board meetings; join us at the General Membership meetings; become an active part of the Families of Sunset PTA. We have several volunteer committee chair positions open this year. If you are interested in volunteering, let us know – we need your assistance and support.

GET INVOLVED

San Francisco School Volunteers

We logged hundreds of volunteer hours at Sunset last year. The San Francisco Unified School District requires all schools to keep a record of volunteer hours. Sunset's volunteer log book is located in the school office. Please make sure you sign the book every time you help out at Sunset – whether it is for PTA activities, fundraisers, field trips or time assisting in the classroom.

The San Francisco School Volunteers (SFSV) organization assists in the placement of parent and community volunteers in San Francisco schools. SFSV provides limited insurance coverage for all school volunteers who have properly registered with completed forms; appropriate forms are handed out at the beginning of the school year or can be obtained from the school office. Volunteers who are not parents will need to have their fingerprints checked and on file at SFSV.

Experience Corps has a long-standing partnership with Sunset Elementary. This valuable program has brought many older adults into the classroom assisting Sunset's teachers, and providing valuable mentors to our children.

How do I get involved?

Your support and assistance are essential

Family involvement and participation are a vital component to the curriculum at Sunset and had been shown to be a critical factor in school success. Parents who are interested in their child's education are sending an important message to their child: "what you are doing is important" and "what you are doing matters." We encourage you to be involved in your child's school experience at Sunset.

Involvement means many things, not just volunteering at school

It's terrific if you can participate in your child's classroom. If you aren't able to, there are other ways to be involved. Show an active interest in your child's schoolwork. Work with them when they are doing their homework. Find out about and discuss what they're studying during the school day. Another great way to be involved is by joining the PTA; your membership helps immensely.

Working full time doesn't rule out getting involved

Volunteering your time and expertise for the Sunset Elementary School community will help you to maintain that critical link between home and school. Many of our parent volunteer opportunities are on nights and weekends to accommodate working parents. Can you donate your time, materials or expertise? Do you have a special skill or interest that can educate and/or interest a classroom? Can you write, edit, type or make photocopies or weed and build planters? These are a few ways that your interests and skills can make a difference for Sunset.

You and the PTA are an invaluable resource for the school

Here are some of the ways for you to get involved:

- Volunteer in the classroom
- Join a PTA committee
- Be a Room Parent for your child's room
- Attend and participate in events
- Solicit donations for printing, paper, envelopes, the Play Structure, Winter Gala Auction and the Fun Run
- Set up or clean up at the Sunset Community Festival, Back-to-School Night, School Picnic, Family Multi-cultural Potluck, Winter Gala, Family Projects Fair Night or Fun Run and Carnival
- Supervise lunch and the recess yard
- Attend Saturday Garden Days
- Volunteer for classroom field trips
- Collect Box Tops from boxes such as General Mills cereal
- Recycle ink cartridges and cell phones
- Assist in the main office to answer the phone when necessary
- Take digital pictures of classroom activities or special events to share in the newsletter or website
- Attend fundraising events such as dining at Chevy's or Pasta Pomodoro on specified days
- Call volunteers to organize them for events
- Purchase snacks for the kickball team
- Purchase snacks and juice for STAR Testing
- Organize a class to do something special for Teacher Appreciation Day
- Organize classroom Scholastic book orders
- Translate the newsletter in Chinese, Spanish or Vietnamese
- Sign up for the Escrip or S.H.A.R.E. program online
- Come to the General PTA Meetings
- Read the monthly Sunset Star News

Why Should I get involved?

Why should you get involved? Some of the reasons are obvious: maintaining the many programs we provide for Sunset students, the support we give the staff, the resources and the materials we offer – all benefit our children. None of this can happen without parent involvement. Some reasons are just as important, but less obvious: an involved parent helps decide how the PTA funds are raised and how they are used. Involved families are sending an important message to their children: their education matters!

The Sunset Elementary School community is small – each member's participation makes a difference. We hope you'll become an active participant in our community and the Families of Sunset PTA.

The PTA Board strongly encourages everyone from parents to grandparents to **volunteer 2 hours per month, that's 30 minutes per week**. Imagine how strong our school community would be if everyone participates:

10 FAMILIES = 20 HOURS
25 FAMILIES = 50 HOURS
50 FAMILIES = 100 HOURS
100 FAMILIES = 200 HOURS
300 FAMILIES = 600 HOURS

The Importance of a Room Parent

Please consider volunteering to become a Room Parent. The Room Parent acts as the connection between the teacher and other parents, PTA and parents, and most important, parents and other parents. We hope to have one to two Room Parents per class.

Room parent general responsibilities:

- Organize phone list for class
- To meet with teachers regularly to find out what help is needed in the classroom, ie. supplies, volunteers
- Notify class parents about upcoming school/PTA events

Additional suggestions:

- Organize parties for class with teacher
- Work with Volunteer Coordinator for school-wide events
- Collaborate with teachers to coordinate classroom volunteers
- Organize teacher wish list
- Organize Teacher Appreciation week gift
- Translation help, if possible

Contact Kara Wright at KaraKWright@gmail.com or Linda Pfiffner at lindap@lppi.ucsf.edu for more information and to volunteer to be a Room Parent.

PTA COMMITTEES AND COORDINATORS

➤ **Garden Committee**

Our Garden Committee is committed to maintaining the school gardens, giving direction at the school-wide Garden Days and working with the teachers and the Outdoor Science Consultant to create child-friendly and educational garden areas.

Deborah Taylor, Chairperson

➤ **Library Committee**

The Library Committee continues to be dedicated to maintaining Sunset Elementary's extensive Library. The committee has a 5 year plan for improving the Library as a resource for Sunset students and teachers. Committee members make decisions on book purchases, shelve books, help classroom teachers utilize the Library and maintain the computerized logging system.

Annie Malley and Jessica Ferrari, Co-Chairpersons,
library@sunset-pta.org

➤ **Technology Committee**

This committee is a joint committee of the PTA, School Site Council, teachers and the principal. The committee prepared a 5 year technology plan and began implementing it last year. The proposal focuses on integrating computers into the curriculum.

Sarah Allen & Christian Lotito, Co-Chairpersons, tech@sunset-pta.org

➤ **Winter Gala and Auction Committee**

This committee is responsible for organizing the Gala event including the food and entertainment as well as organizing the donations to be used in the auction.

Christie Stokes, Sheryl Jang, Jenny Gibson and Tiffany Cheong

➤ **Read-a-Thon Committee**

This committee will organize our school wide Read-a-thon event including creating the guidelines and coordinating the donations.

Melissa McGee, Chairperson

➤ **Book Fair Committee**

The week long Scholastic Book Fair is the focus of this committee. This includes organizing the classrooms, parents, donated books and volunteering at the fair.

Joanna Warrens & Jessica Ferrari, Chairpersons

➤ **Grant Writing Committee**

Many projects the school and the Families of Sunset PTA take on require funds outside of the allocated site budget provided by San Francisco Unified School District. The Grant Writing Committee will help research applicable grants for Sunset and will complete the application process.

Jared Washkowitz, Chairperson

➤ **Fun Run Committee**

This committee organizes the Fun Run Fundraiser event including coordinating the donations and the event as the children complete their run in the school yard.

Tiffany Cheong, Chairperson

- **Carnival Committee**
This committee organizes the Carnival fundraiser event in conjunction with Room Parents. Lisa Lim, Chairperson (co-Chair TBA)
- **Water Week Committee**
This committee will help the teachers coordinate the Water/Environmental Fair. This includes volunteering to help at an activity station, escorting the Kindergarten children around to the stations, coordinating supplies and refreshments for volunteers.
Chairperson TBA
- **Family Projects Fair Committee**
This committee will help the teachers coordinate the school wide Family Projects Fair Night, develop plans to create a PTA sponsored project and/or solicit community partners to participate.
PTA Liaison TBA
- **School Beautification Committee**
This committee will coordinate School Clean Up Days and finds ways to improve the overall look and comfort of the school.
Ria German-Carter, Chairperson
- **Disaster Committee**
The Emergency Preparedness and Response Committee is a group of parents, teachers and staff who work to develop and maintain the school's Emergency Operations Plan. In addition to making sure that the school is ready for emergencies that may happen during school hours, our goals include helping our Sunset families and neighbors increase their level of preparedness at home.
Matt Brauer, Chairperson
- **E-Waste Committee**
This committee coordinates days for the collection of old electronic equipment into a recycling facility. This event is a fundraiser for the school and is offered to anyone who has electronic equipment to be recycled. The committee also coordinates the recycling of used printer cartridges.
Randy Pon, Chairperson

Other Coordinators include:

Sunset After-School Enrichment Program: Ria German Carter

Student Store Parent Coordinator: Roya Nikia

Volunteer Coordinator: TBA

Teacher Appreciation Day Coordinator: TBA

PTA Bulletin Board Coordinator: Toniko Searles

October School Wide Picnic: Jenny Gibson

Movie Nights: Bruce Allen

Special Events Coordinator (Potlucks and Picnics): TBA

Talent Show: TBA

Gift Wrap Fundraiser & T-shirts: Roxanne Munyon & Hanne O'Grady

Boxtops: Karen Lee & Margaret Walsh-Bogan

Arts Committee: Deborah Taylor

Community Thrift: Linda Chen

SCHOOL PTA PROGRAMS

Sunset After School Enrichment Program

This PTA sponsored after school program began last year with great success! Classes are available for children to attend:

- Beginning Cantonese Language and Culture
- Beginning Mandarin Language and Culture
- Beginning Spanish Language and Culture
- Tree Frog Treks

Two levels were set up: one for children in Kindergarten and another for First Grade and above. Look for information to come home with your child to sign up for the class. These programs are popular and space is limited, so sign up quickly. Also, look for scholarship information to be available.

The Sunset After School Enrichment Program is coordinated by Ria German-Carter. You can contact afterschool@sunset-pta.org.

Technology Program

There are internet connected computers in each classroom, as well as mobile carts of laptops which can be used throughout the school. Sunset has a five year technology plan which was developed by a joint committee of the School Site Council and the PTA, including parents, teachers and the principal.

In January 2008, we hired a technology consultant (funded by the PTA). This innovative program introduces students to using technology as tools for learning. Examples of successfully implemented Classroom technology projects from Spring 2008 include:

- K: "My Favorite Things about Kindergarten" slideshows
- Grade 1: Life Cycle of a Plant Clay Animations, "Help the Earth" illustrated movie
- Grade 2: Silly Story Clay Animations, Animal Habitat and Ocean Creatures Slideshows
- Grade 3: Animal Habitat Clay Animation Movies
- Grade 4 : Animal Research Projects using Powerpoint
- Grade 5 : Social Studies Internet Research and American Revolution Powerpoint presentations

Outdoor Science Program

The purpose of the Inquiry-based Outdoor Science program is to enhance children's learning options (both indoors and outdoors) in Physical, Life, and Earth Sciences; to encourage a science-based curriculum that fosters ecological awareness and land stewardship; to beautify the schoolyard; to provide healthy exercise and fresh-air learning. Classes meet regularly throughout the school year.

Student Store

The Student Store is open on designated months during lunch time. Children can purchase school supplies at that time.

Sunset Elementary Merchandise for Sale

Show your spirit and wear any one of our fun items available with the Sunset Elementary School logo. Children and Adult sizes available.

Buy anytime. Sunset Elementary merchandise makes great holiday gifts! Order forms are always available in the school office or at the front entrance on the display case.

What's for Sale?

Shooting Stars Logo (Royal Blue)	Sizes	Cost
Adult zip hoodie	M L	\$35
Adult long sleeve T-shirt	M	\$20
Adult short sleeve T-shirt	M L	\$12
Kids pullover hoodie	S L	\$25

Smiling Stars Logo (Royal Blue)	Sizes	Cost
Adult short sleeve T-shirt	L	\$12
Adult pullover sweatshirt	L XL	\$20
Kids short sleeve t-shirt	S M L	\$10

Smiling Stars Logo (Navy)	Sizes	Cost
Adult zip hoodie	L	\$35
Kids zip hoodie	S M L	\$25

Sunset Stars Logo	Sizes	Cost
Kids Short Sleeve Tshirt	S M L	\$10
Kids Long Sleeve Tshirt	M	\$15
Canvas Bags		\$20

Please make check payable to FAMILIES OF SUNSET PTA.

COMMUNICATION AND CONNECTION

Clear and open communications between school and home are essential to the success of children's school experience.

Weekly Folder

This Star Folder contributes to the school's effort to enhance communications with families. It serves as a vehicle every week for your child to bring home important notices, newsletters and informational flyers. Parents are expected to review folder materials each week (usually on Wednesday), acknowledge this by signing the back of the folder, and assure that the folder is returned the next day to your child's teacher.

The Sunset Star News

The Families of the Sunset PTA will communicate with families via the Sunset Star News on a monthly basis. Please review this newsletter for event and school information, fundraising opportunities and volunteer opportunities. If you have any information that you feel should be communicated in the newsletter, please write a note and leave it in the PTA box in the staff workroom or e-mail a message on the Yahoo e-mail group.

The PTA Yahoo Group

The Families of Sunset PTA has a general PTA Yahoo E-mail Group: <http://groups.yahoo.com/groups/sunset-pta>. Log on and join the e-mail group to stay connected on a daily basis to the Sunset community. You can also use the e-mail group for any questions or concerns you have for the PTA. Information is posted on the e-mail group from summer camp advice to school event information. Reach out to a parent of an older student that may have the answers to your questions.

To subscribe, go to: <http://groups.yahoo.com/group/sunset-pta/>. Please be mindful of proper e-mail etiquette. E-mails sent to one person or that are not necessarily for the whole group should be kept to a minimum. We do not want to flood your In-box.

The PTA Website

Please log on to the Families of Sunset PTA website, www.sunset-pta.org, for school information throughout the year.

FUNDRAISING EVENTS



▪ **Fall—QSP Readers Digest Home Gift Wrap**

40% to 50% of profits go directly to Sunset

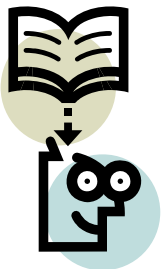
Raise money for the general PTA fund, to support programs such as Physical Education, Outdoor Science, Technology, Visual and Performing Arts by encouraging friends, family and neighbors to purchase items from the Reader's Digest catalog.



▪ **Winter—Gala and Auction**

100% of profits benefit Sunset

Raise funds to support our school consultants and /or coordinators, including the Garden/ Outdoor Science Coordinator, Technology Coordinator, PE Program.



▪ **Spring—Read-a-thon**

100% of profits benefit Sunset

Promote literacy and the joy of reading! Raise funds to support literacy programs, the library, and other curricular programs. Invite friends and family to support your child's effort by making a pledge and/or reading along.



▪ **Spring—Fun Run and Carnival**

100% profit and health benefits to Sunset

All funds from the Fun Run will support the PE program. Carnival will support all Families of Sunset PTA programs and encourage in our students the joy of physical activity!

Easy Shopping Guide

Do you shop at Lucky's? Safeway? Macy's?

Do you buy products like General Mills cereal or printer cartridges?

We created this handy guide to help you fundraise without any extra spending.

ONLINE SHOPPING

<http://www.sunset-pta.org/shopping/>

If you start your shopping by clicking on any of the links on the sunset-pta shopping page, then some of your purchase price will go to Sunset PTA. 4-30% of each purchase (depending on the store) will be donated. This is an easy way to raise money for Sunset. We'll add more links as we are approved for additional stores.

EVERYDAY SHOPPING

Lucky S.H.A.R.E.S. Card

What is it? A Card linked to school fundraising to use each time you shop.
How to get one: Sign up at Sunset Elementary and we will send you your cards
How to use it: Give the card to the checker each time you shop and a percentage will go to Sunset Elementary.

Safeway Card

What is it? Safeway's "Preferred" card that allows you to get special deals in the store.
How to get one: Ask your Safeway grocery store clerk for a Safeway Preferred card.
How to use it: Sign up on eScrip (see below for instructions) to register the card for Sunset. Each time you shop, hand Safeway your card – even when you use cash.

Target Credit Card

What is it? A real credit card or a credit card specifically to use at Target.
How to get one: Apply for a Target Guest Card or VISA online or at the store and ask to designate Sunset Elementary as your school of choice for fundraising.
How to use it: Each time you shop online or in the store using your Target card, Sunset gets a percentage.

www.Escrip.com

What is it? Online fundraising program that lets you shop with your grocery cards, credit cards and Macy's card while helping out Sunset.
How it works: Sign up online or call (800) 254-5404. Register for free. It's completely safe. Add, change or delete cards during the year. You must renew at the start of each year!

How do I sign up? Visit www.escrip.com. Register and then select Sunset Elementary School/Families of Sunset PTA. Register your card(s). That's it! In less than five minutes you'll start helping Sunset at no added expense.

Office Depot

How it works: Buy qualifying student school supplies at Office Depot. Designate your qualifying purchases for Sunset Elementary School by giving them our group number: 70014089 (or ask them and they will look it up). Office Depot will award the designated school 5% of the qualifying purchases in credits the school can use for FREE SUPPLIES!

Cole Hardware

How it works: When you are checking out, request that the goods or gift cards purchased be posted to the Families of the Sunset PTA account. Once per year, we will receive a "gift card" for 10% of the monies spent on that shopper account for which we can buy supplies to support Sunset Elementary.

MISCELLANEOUS

Box Tops For Education

What do I save? Cut off "Boxtops for Education" on many food products (have the kids do this!)

How it works: Please send boxtops in an envelope to school with your child or bring to the main office.

Printer Cartridge and Cell Phone Recycling

What do I save? Save your printer cartridges, cell phones and cell phone accessories.

How it works: Please place the cartridges or cell phones in designated boxes located at the entrance to school cafeteria or in the school office.

Chevy's/Pasta Pomodoro Nights

20% of profits benefit Sunset and it is a great opportunity to meet wonderful Sunset Families.

Community Thrift

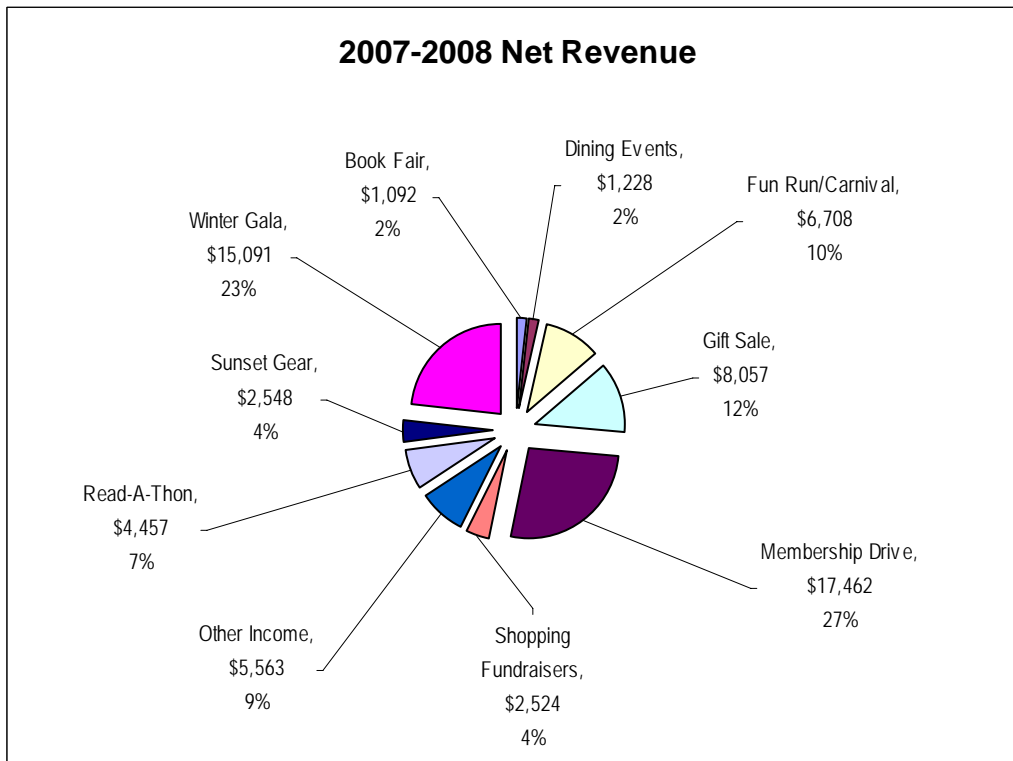
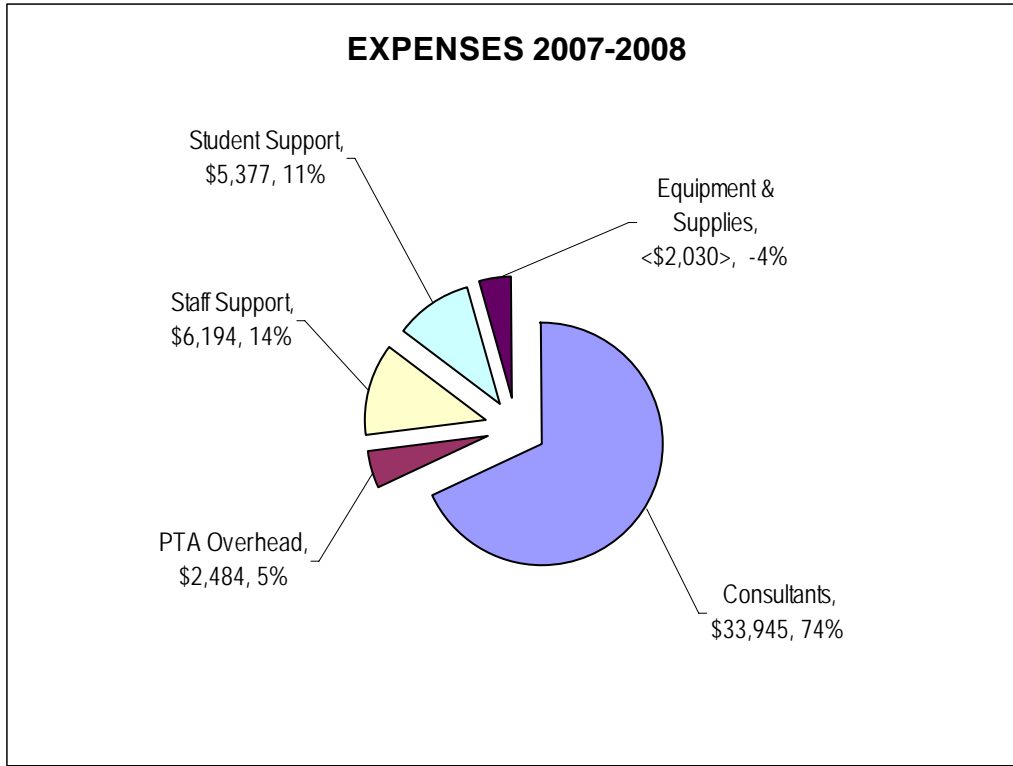
The Community Thrift Store accepts donations from the public, re-sells to the community with proceeds going to non-profit organizations like our Sunset Elementary School PTA. Please use **code #113** or mention "**Sunset Elementary**" when donating for Sunset to receive credit. Individual donations made personally are eligible for a tax deductible receipt

For more information, visit their website at: www.communitythrift.bravehost.com or call them at 415-861-4910. **623 Valencia Street**, San Francisco. Drop off for donations is on the south side of the building on Sycamore Alley, between 17th and 18th Street.

Friends and relatives can sign up for any of the above. Please pass this along!

THANKS FOR HELPING SUNSET ELEMENTARY WITH YOUR SHOPPING!

PTA 2007 - 2008 Expenses & Net Revenues



2008 - 2009 Budget

Expenses	2007-08 Actual	2008-09 Proposed	Revenue	2007-08 Actual	2008-09 Proposed
Membership Drive	\$1,033	\$1,600	Membership Drive	\$18,494	\$16,000
Gift Sales	\$6,748	\$7,000	Gift Sales	\$14,805	\$14,000
Winter Gala	\$2,632	\$3,000	Winter Gala	\$17,723	\$16,000
Read-A-Thon	\$0	\$200	Read-A-Thon	\$4,457	\$4,000
Book Fair	\$3,422	\$4,000	Book Fair	\$4,515	\$5,000
Fun Run	\$777	\$1,000	Fun Run	\$7,485	\$7,000
Sunset Gear Sales	\$1,495	\$1,000	Sunset Gear Sales	\$4,043	\$3,500
PTA Admin	\$438	\$500	Amazon.Com (4-8.5%)	\$201	\$200
PTA Meetings (cleaning & child care)	\$620	\$500	Books, Inc (20%)	\$280	\$0
PTA Handbook	\$591	\$700	Box Tops (\$0.10 each)	\$110	\$100
PTA Riso Copier	\$0	\$1,000	Cartridges	\$142	\$150
PTA Hospitality	\$834	\$1,000	Chevy's Nights (25%)	\$681	\$300
Principal's Dscretionary Fund	\$937	\$1,000	Community Thrift	\$146	\$200
Staff Stipends	\$4,200	\$4,350	e-Scrip (various %)	\$1,713	\$1,500
Staff Luncheons	\$604	\$600	e-Waste	\$ 777	\$750
Staff Bottled Water	\$453	\$500	Pasta Nights (20%)	\$416	\$300
Movie Nights	\$971	\$500	Movie Nights	\$1,324	\$500
Family Projects Fair	\$119	\$200	Family Projects Fair	\$295	\$200
Student Store	\$362	\$500	Student Store	\$313	\$500
After School Enrichment Program	\$15,687	\$18,000	After School Enrichment Program	\$17,532	\$18,000
Classroom Project-Based Learning Grant	\$2,306	\$4,000	Classroom Project-Based Learning Grant	\$95	\$0
Visual & Performing Arts	\$0	\$3,000	Visual & Performing Arts	\$775	\$0
Water Week	\$90	\$800			
Star Test Snacks	\$384	\$400	Pizza Nights (10%)	\$131	\$250
Kindergarten Promotion	\$0	\$100	SHARES (Lucky's Supermarket) 3%	\$122	\$350
5 th Grade Promotion	\$75	\$450	Misc. Income & Gen Donation	\$1,540	\$0
Outdoor Science Consultant	\$5,070	\$5,000			
PE Program	\$19,761	\$21,000			
Technology Consultant	\$9,114	\$15,000			
Garden Maintenance	\$1,437	\$3,000			
Library Maintenance	\$1,274	\$800			
Play Structure Maintenance	\$4,549	\$2,000			
Recess Equipment	\$175	\$500	Recess Equipment	\$7,137	\$0
School Beautification	\$0	\$500			
Technology Supplies	\$290	\$2,000			
Total Expenses	\$86,492	\$105,700	Total Revenue	\$105,251	\$88,800