

SUNSET ELEMENTARY SCHOOL
FAMILIES OF SUNSET PTA

HANDBOOK



2009 – 2010

www.sunset-pta.org

Sunset Elementary School

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KEEP THIS HANDBOOK FOR YOUR REFERENCE

We hope this handbook will answer basic questions and remain a useful resource all year. 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. 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 you are encouraged to participate in the School Site Council, the Parent Teacher Association, school-wide activity days, school 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 such as technology, outdoor science, visual and performing arts offering dance, rhythm, visual arts, and choral music, and physical education. Parents have been active with our garden workdays to cultivate our gardens, school wide programs and events, activity days, Winter Gala and Silent Auction, Read Aloud Day, Family Projects Fair, Water Week and Environmental Fair, Fun Run and Carnival, and many more.

The dedicated and experienced staff maintains a safe and nurturing environment where learning is accessible to every student. I deeply appreciate the outstanding work of our caring and committed teachers and the support I receive from parents. Sincere thanks for all you do for the students of Sunset Elementary School. We will continue to build on our successes. I look forward to continue our work on the District's Strategic Plan and 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,

On behalf of the Families of Sunset Parent Teacher Association (PTA) I'd like to welcome all new and returning families to the new school year. Each of the three years I've been a parent at Sunset I've watched as improvements have been made to the school environment and to the enrichment opportunities available. In the short time I've been here we've added a new play structure to the yard, turned the school landscape into one of native and edible plant gardens and added phenomenally successful technology and outdoor education programs.

The trend continues this year. Our school building has been extensively renovated, and we have implemented long-range plans for technology, outdoor education and library programs. Much of what we've accomplished has been the result of a close collaboration between parents, teachers and staff, each of us sharing the goal of maximizing the educational experience of every child at the school.

As energetic and talented as our teachers and staff are, the partnership with parents has been critical to the school's progress. Chronic budget difficulties mean that the school district no longer has the resources to guarantee what public school parents once took for granted. And the national focus on test score performance has put teachers in the position of having to teach an extensive and detailed curriculum, with little time for such vital activities as PE, art and music. The responsibility of ensuring that the school offers more than the bare basics increasingly falls on parents.

There are many avenues for parent involvement, but the PTA offers one particularly powerful one. By combining our efforts, we are able to take on projects that are too large for smaller groups of parents. The PTA supports the PE, tech and outdoor science programs. We acquired and installed the large play-structure. Although their work is less visible in the wake of the heavy construction, the PTA Garden Committee has done a fantastic job of bringing to life attractive and functional gardens.

In addition to these projects, the PTA works to support our teachers with yearly stipends and mini-grants for classroom materials. We coordinate the Room Parent program, which makes sure that every teacher who wants organized parent help can get it. We also represent the parents to the school administration, and represent the school to the wider community.

Sunset Elementary is infused with a spirit of cooperative involvement and shared responsibility for our children. We invite you to join with us to help ensure that every child here has the opportunity to learn and grow to his or her maximum potential. Please read through this handbook for ideas about how you can help.

Sincerely,
Matt Brauer
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. In 2000 we moved to our current location in 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.

Over the past three years, as part of our continuing commitment to technology education, we have acquired nearly 100 laptops for student use, and all faculty have been provided with desktop computers. These resources have been used in our extremely successful technology enrichment program.

This year we are excited to be coming back to a newly renovated building, which is now fully ADA (American Disability Act) accessible. This renovation has taken place in record time: thanks to the cooperation of the whole community, the project was completed months ahead of schedule. Other upgrades have included new windows, ceiling, lighting and flooring, as well as renovated bathrooms and classroom plumbing fixtures. In addition, our aging bungalows have been replaced by three modern modular classrooms. With the completion of the ADA retrofit, we have become eligible for funds towards remaking our yard into a green landscape. The coming year will see the initial planning phases of the Green Schoolyard project, which will completely change our children's playground environment from one dominated by asphalt.

Sunset's success has been reflected in the awards and grants we've won over the past several years. 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

Please join us as we work towards even greater achievement in the future.

Sunset School 2009-2010 Calendar

JULY 2009

7/18 SAT New Kindergartener Play Date, 10:00 am Parkside Square, 28th/Vicente

AUGUST 2009

8/16 SUN New Kindergartener Play Date, 2:00 pm Parkside Square, 28th/Vicente
8/19 T PTA Executive Board Meeting, 6:30 pm, Library
8/21 F PTA Luncheon for Teachers, 12:00 pm
8/21 F Kindergarten Families Meet and Greet, 4:00-5:00 pm
8/24 M First Day of School, PTA Social, 9:00-10:30 am, Cafeteria
8/24-9/25 Brigance Screening for Kindergarten and Grade 1 students
8/24-10/30 California English Language Development Test (CELDT) Grades K-5

SEPTEMBER 2009

9/2 W PTA Membership Drive Kick-off
9/7 M LABOR DAY (No School)
9/8 T PTA Executive Board Meeting, 6:30 pm, Library
9/12 SAT Ice Cream Social & General PTA Meeting (1:30-2:30 pm) Garden Workday
(2:30-4:30 pm)
9/17 TH Back-to-School Night, 6:00 pm, Auditorium & Classroom Visits
9/24-10/9 Gift Wrap Fundraiser (school wide)

OCTOBER 2009

10/1 TH School Picture Day
10/2 F Solar Celebration
10/12 M COLUMBUS/INDIGENOUS PEOPLE'S DAY/EL DIA DE LA RAZA (No School)
10/13 T PTA Executive Board Meeting, 6:30 pm, Library
10/17 SAT Sunset School Picnic at Golden Gate Park, 11:00 am-2:00 pm
10/19-10/23 M-F Parent Teacher Conference - Early dismissal at 1:40 pm
10/30 F Halloween Parade, 12:45 pm, School Yard

NOVEMBER 2009

11/3 T Student Council Election
11/4-11/24 Annual Food Drive (school wide)
11/5 TH Picture Make Up/Retake Day, Auditorium
11/7 SAT District Enrollment Fair
11/10 T PTA Executive Board Meeting, 6:30 pm, Library
11/11 W VETERAN'S DAY (No School)
11/14 SAT Garden Workday, Potluck & General PTA Meeting, 10:30 am-1:30 pm
11/25-11/27 W-F THANKSGIVING BREAK (No School)

DECEMBER 2009

12/5 SAT Sunset Elementary School Winter Gala 2009, 12:00-4:00 pm Entertainment, Auction, & Raffle, Sunset School Auditorium
12/17 TH Winter Program, Grades K-2 at 9:30 am; Grades 3-5 at 10:30 am
12/21-12/31 WINTER BREAK (No School)

JANUARY 2010

1/1	F	New Year's Day (No School) School Resumes 1/4
1/12	T	PTA Executive Board Meeting, 6:30 pm, Library
1/15	F	End of Fall Semester
1/18	M	DR. MARTIN LUTHER KING JR. DAY (No School)
1/21	TH	Activity Day (school wide)
1/22	F	Movie Night, 6:30 pm
1/29	F	TEACHER PROFESSIONAL DEVELOPMENT DAY (No School)

FEBRUARY 2010

2/3-2/26		Read-a-thon Fundraiser (school wide)
2/6	SAT	Garden Workday & Potluck, 10:30 am-1:30 pm
2/8-4/9		Physical Fitness Testing Grade 5
2/9	T	PTA Executive Board Meeting, 6:30 pm, Library
2/15	M	PRESIDENTS' DAY & LUNAR NEW YEAR (No School)
2/18	TH	Afro-Caribbean Program
2/22-2/26	M-F	Book Fair (school wide)
2/25	TH	General PTA Meeting & Lunar New Year Dinner, 6:00 pm, Library

MARCH 2010

3/2	T	California Writing Standards Test Grade 4
3/5	T	Read Aloud Day (school wide)
3/10	W	Family Projects Fair, 6:00 pm, Auditorium All parents are welcome to attend.
3/11	T	PTA Executive Board Meeting, 6:30pm, Library
3/15-3/19	M-F	Parent Teacher Conference - Early dismissal at 1:40 pm
3/18	TH	Spring Pictures
3/29-4/2	M-F	SPRING BREAK & CESAR CHAVEZ DAY (3/30) (No School)

APRIL 2010

4/9	F	Talent Show & Potluck, 6:00 pm
4/13	T	PTA Executive Board Meeting, 6:30pm, Library
4/17	SAT	Garden Workday, Potluck, PTA General Meeting for Election & Budget Approval, 10:30 am -1:30 pm
4/21-5/11		Standardized Testing and Reporting Program (STAR) Grades 2-5

MAY 2010

5/1	SAT	Fun Run & Carnival (school wide)
5/7	F	Teacher Appreciation Luncheon by PTA, 11:15 am-1:00 pm
5/19	W	Volunteer Appreciation Reception, 8:15 am, Library
5/22	SAT	PTA Executive Board Retreat
5/24-5/28	M-F	Water Week & Environmental Fair (5/28)
5/31	M	MEMORIAL DAY (No School)

JUNE 2010

TBD		School Wide Picnic
3	TH	5 th Grade Promotion, 10:00 am
4	F	Last Day of School

General School Information

School Schedule

The first day of school for students is Monday, August 24, 2009.

- Grades K – 5 school hours: 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.
- Dismissal is at 2:40 pm. Please be on time to pick-up your child(ren) in the yard.

Cafeteria Service

- Breakfast and Lunch are served daily. All families should complete and return the meal application form and return it to the school office. Even if your child does not plan to participate in the breakfast and lunch meal program SFUSD Nutrition Department would like you to complete the application by filling in the first and last name, school name and writing *Not Interested* on the application.
- Cost of breakfast and lunch are the following:
 - Free & Reduced Status: No cost
 - Full Price Meals: Breakfast \$1.50 Lunch \$2.00
- For safety reasons, children should not bring glass bottles or jars for lunch. Please send children to school with nutritious food for morning snack and/or lunch.

Children on the School Bus

- Waiting for the School Bus in the Morning:
 - Arrive at least 5 minutes early.
 - Practice good pedestrian behavior and respect property of those who live in the buildings near the bus stop.
- All children who take the school bus after school will be put on the school bus each day unless your child's teacher is notified in writing about alternate plans.
- Parents of Kindergarten children must be at the bus stop to meet their child.

Before and After School Programs

The YMCA offers a before school care program from 7:00 to 8:30 am and an after school program from 2:40 to 6:30 pm. Please contact the YMCA at (415) 242-7145 for the cost and availability of the program.

Sunset School offers an ExCEL After School Program with Sunset Neighborhood Beacon Center for 2nd to 5th grade students. Please contact David Mac at (415) 531-3938 for information.

Attendance

- Our goal is to have all students attend school every day. Call the school in the morning whenever your child is ill or absent for any reason. The phone number is (415) 759-2760.
- Send a note when your child returns to school and state the reason for the absence.
- 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 to obtain a tardy pass.
- Please send a note when your child is to be picked up early. No child will be dismissed early without written permission. Please schedule your child's appointments after school hours and your vacations during our holidays and breaks. 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 to school 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. A change of address form must be completed with the school district.
- Keep all information on your child's emergency card current.

Medication

- Your child may take medication at school only when a doctor or other health care provider has prescribed the medication.
- You and your doctor must complete the School District Medication Form before any medication can be administered.

Personal Possessions

- Be sure to label your child's jackets, sweaters, lunch box and backpack so these articles can be returned easily if lost. Please check the Lost and Found in the cafeteria for your child's lost belongings.
- Personal Possessions such as cell phones, radios, video & electronic games, game-boys, toys, and trading/playing cards are to be kept at home.

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

****BE RESPECTFUL
 **BE RESPONSIBLE
 BE SAFE

****BE HELPFUL
 **BE FAIR
 BE CARING

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

Homework

- Homework is regularly assigned by your 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.
- SFUSD recommendation for homework:

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

Back to School Night

- An evening for the teachers to share curriculum, standards, classroom expectations, communication, etc. and for parents to visit the classroom.

Parent / Teacher Conferences

- There will be two parent/teacher conferences to discuss your child's academic progress, one each in the Fall and Spring. Dismissal for these two weeks is one hour earlier at 1:40 pm.

School Site Council / English Learner Advisory Committee

- The School Site Council/English Learner Advisory Committee meet once a month with elected representatives of parents, teachers and support staff. The members' primary role is to guide the site planning process and budget to ensure that the needs of all students are addressed in the Balanced Scorecard. The councils are involved in the overall decision-making structure of the school.

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 particular teacher, you will need to make an appointment.

Parking and 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)

Communication and Connection

Clear and open communications between school and home are essential to the success of children's school experience. The school and the PTA have several channels for communicating with parents.

Weekly Folder

The 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 Newsletter

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. Also, messages should generally be non-commercial in nature (unless directly related to child well-being), and not conflict with the programs and goals of the PTA.

The PTA Website

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

The PTA and its Mission

The Families of Sunset Parent / Teacher Association (PTA)

The Families of Sunset PTA represents Sunset families, teachers and staff, working together to support our school and our children. Our PTA is part of a renowned, century-old, nationwide organization with national and state structures – but with the mandate to directly support the Sunset Elementary School community. All money raised by the PTA remains at Sunset Elementary except for combined district, state and national PTA dues (which amount to \$3.50 per member). All PTA activities are chaired and handled by volunteers, and we have no administrative overhead except for minor expenses such as printing costs.

The goals of the PTA are:

- 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

Parent feedback is essential. 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. More importantly, we encourage all families to join the PTA and participate in school events.

Opportunities for involvement are varied and rewarding. Your talents are needed for everything from formal committees and board positions to supervising field trips, typing, making phone calls, doing language translation or helping in the library. 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?

A membership campaign begins with each school year. The suggested minimum contribution is \$10, but we really need about \$200 per family in order 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 and all donations are tax-deductible.

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 or the school principal. You can also 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.

PTA Organizational Structure

The PTA includes all parents, teachers and staff who have paid their dues for the year. An executive board comprises elected officers and appointed committee chairs, all of whom are parents or teachers themselves.

The 2009-2010 Executive Board includes:

President	Matt Brauer	Fiona, 3 rd Annabelle, K	mbrauer@gmail.com	290-6766
Treasurer	Martin Hoyt	Benjamin, 1 st	martinhoyt@sbcglobal.net	
Recording Secretary	Kim Freudenberg	Kurt, 1 st	gatorfreud@gmail.com	902-1912
Corresponding Secretaries	Leslie Lacko-Cave	Cayenne, 1 st	recles@sbcglobal.net	794-5557
	Christina Wong	Hannah, 2 nd Isabel, K	christinaandrandy@hotmail.com	994-5618
VP Programs	Tiffany Cheong	Spencer, 4 th Elisabeth, 2 nd	rtcheong@earthlink.net	845-8316
VP Membership	Sophia Wong-Louie	Jessica, 3 rd	sophiaken@comcast.net	407-2945
VP Fundraising	Eran Stone	Emma, 2 nd	eranastone@yahoo.com	203-5332
	Christie Stokes	Ella, 2 nd William, 1 st	Christie.stokes@sbcglobal.net	
	Jenny Gibson	Ella, 3 rd Parker, K	liamandjenny@yahoo.com	279-0793
VP Hospitality Auditor	Kara Wright	Ian, 3 rd	karakwright@gmail.com	664-6301
	Corine Woo	Maddie, 3 rd	bestdesserts@yahoo.com	999-0122
	Linda Sam	Connor, 2 nd Keira, K	Linda.l.sam@wellsfargo.com	
Principal Teacher	Sophie Lee		Lees5@sfusd.edu	759-2760
	Susan Cuevas		Susancuevas54@gmail.com	759-2760

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 have been 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 <http://www.sunset-pta.org/tech/techcoordinator.html> (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.

Student Council

The PTA-funded Student Council allows students to meet to propose and carry out projects for school spirit and for philanthropic causes. (Last year the student council raised \$150 for UNICEF by selling popcorn at kickball games.)

Room Parents

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
- Meet with teachers regularly to find out what help is needed in the classroom, such as supplies or volunteers
- Notify class parents about upcoming school/PTA events

Other possibilities:

- 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 the room parent coordinators for more information and to volunteer to be a Room Parent.

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 and student 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 board members are from families with working parents. Many of our parent volunteer opportunities are on nights and weekends to accommodate this. 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.

Here are some ideas for how you can get involved:

*Volunteer in the classroom (perhaps as a room parent) • Work with a PTA committee
Attend and participate in events • Solicit donations for the Winter Gala Auction and the Fun Run • Help set up or clean up at Back-to-School Night, the School Picnic, the Winter Gala, Family Projects Fair Night or Fun Run and Carnival • Supervise lunch and the recess yard • Help out at Saturday Garden Days • Volunteer for classroom field trips • Recycle ink cartridges and cell phones • Collect Box Tops from boxes such as General Mills cereal • 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 • Organize classroom Scholastic book orders • 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 • Translate the newsletter into Chinese, Spanish or Vietnamese • Sign up for the E-scrip or S.H.A.R.E. program online • Come to the General PTA Meetings • Read the monthly Sunset Star Newsletter • Serve on the School Site Council*

San Francisco School Volunteers and Experience Corps

Volunteer opportunities are not limited to parents, or to PTA activities. The San Francisco School Volunteers (SFSV) organization assists in the placement of parent and community volunteers in San Francisco school, and provides limited insurance coverage for all school volunteers who have properly registered with completed forms (which can be obtained from the school office). Volunteers who are not parents will need to have their fingerprints checked and on file at SFSV.

Similarly, 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.

The San Francisco Unified School District requires all schools to keep a record of volunteer hours. Sunset's volunteer logbook is located in the school office, and volunteers are encouraged to sign the book every time they help out at Sunset – whether it is for PTA activities, fundraisers, field trips or time assisting in the classroom. We routinely log *hundreds* of volunteer hours at Sunset, providing assistance and services that would otherwise require the attention of one or more paid staff.

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

Fundraising Events



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

40% to 50% of profits go directly to Sunset

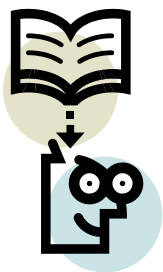
Raise money for the general PTA fund, to support programs such as Physical Education, Outdoor Science, Technology, Visual and Performing Arts by encouraging friends, family and neighbors to purchase items from the Reader's Digest catalog.



▪ **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

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.

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.

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

These local restaurants have in the past donated 20% of profits to Sunset. Look in the weekly fliers and the newsletter for details on this opportunity to meet other Sunset Families while benefitting the school.

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.

Sunset Elementary Merchandise

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.