



Welcome to the 2013-2014 year. We are so pleased that your child and family are part of our beautiful Sunnyslope community and school! We have high expectations for “every child, every day, with every opportunity.” At Sunnyslope School, “we soar higher than the rest”! We have much to accomplish.

As always your support, as parents and families, is needed throughout the entire school year. Getting your child to school on time, overseeing homework daily, making sure that your child is ready for school and ready to learn are very important to your child’s academic success.

In addition we all, staff and parents, must speak the same message to our children: “No one has the right to interfere with the learning of others. No one has the right to hurt the property, feelings or body of another.” With this in mind our school will be safe and our children will learn. Have a great school year.

Sincerely,

Lori Ritz, Principal

### **General School Information**

**School Address:** 245 E. Mountain View Road

**School Web Site:** [sunnyslope.wesdschools.org](http://sunnyslope.wesdschools.org)

#### **Important Telephone Numbers:**

Office – 602-347-4300

Health Office – 602-347-4310

Attendance – 602-347-4311

#### **School Hours:**

8:15 a.m. to 3:15 p.m.

Dismissal 1:45 p.m. on Early Release Wednesdays

#### **Office Hours:**

7:45 a.m. to 4:00 p.m.

### **Sunnyslope School Vision Statement**

We value our children, families and each other as learners and teachers. We work as partners to provide, in a safe environment, opportunities for all to learn and grow.

### **Philosophy**

- Sunnyslope School is dedicated to providing children a learning environment that meets their intellectual, physical, social, emotional, linguistic and artistic needs.
- We believe that children thrive in a pleasant, orderly and safe environment where they are guided to become self-disciplined in work and play.
- We believe that children must be taught to communicate their ideas and feelings effectively in many different situations.
- We believe that children must be taught the foundational skills that will allow them to read critically, to think and process logically, to examine materials creatively and constructively and to solve problems.
- We believe that the expression of ideas through music, art and drama cultivates an appreciation for beauty. Each child’s special talents are developed through participation in creative self-expression.
- We believe that children must be guided to understand the past, identify with the present, and adjust to the demands and problems of the future.
- We believe that children must be taught to respect the dignity and worth of each individual by developing a cooperative attitude toward learning, living, and working with each other.
- We believe that children must be taught the foundations of nutrition and fitness that will allow them to make healthy lifestyle choices.

### **Overview of Classroom Environment**

Kindergarten through eighth grade students are placed in a variety of classroom setting designed specifically for their developmental, academic and linguistic needs. Students are given the time and experiences to grow in confidence and awareness of their own personal strengths and to pursue their academic interests. The curriculum includes mathematics, reading, writing, science, social studies as well as art, music and physical education.

### **Visitors**

Parents, families and community members are encouraged to visit the school and take an active role in the education of all children. In order to limit class disruption/distraction arrangements to observe a classroom must be made by contacting the teacher to set up a convenient time. To protect the safety of students, all visitors must report to the office to pick up a visitor’s badge before entering the campus or classroom. Visitors under the age of 18 must be accompanied by an adult during the entire visit.

### **School Attendance/Reporting Absences**

Consistent attendance is important in helping a child have a good attitude about school and for a child to be successful in school. Being on time for school is also important for students to start the day as part of their classroom community.

Unnecessary absences and tardiness are upsetting for students and teachers. Both conditions disrupt classroom schedules and require readjustment to the class routine.

### **Children should be in class each day unless they are sick.**

It is very important that a parent notifies the attendance clerk that a child will be absent **(602-347-4311)**. If the office does not receive a call, the absence is unexcused and therefore considered truant. Calls from students are not acceptable. Please refer to the District portion of this handbook for more specific information on reporting your child's absence.

Current telephone numbers are also needed in order to contact parents regarding student absences, illnesses or emergencies. The school principal will follow up with any parent who cannot be contacted. It is for the safety of the child that current, working telephone numbers are available.

## **Attendance/Truancy**

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has implemented a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified absences, 10 total absences or 10 unexcused tardies, the school will make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

A letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

Contact the school if the child will be out of school for a long period of time. If the office does not receive information from a parent regarding a child's absence **within 10 days**, the child will be withdrawn from Sunnyslope School.

## **Tardiness**

Students arriving at school after the second bell must report to the school office to pick up a late pass.

Tardiness causes missed instruction and classroom disruption. If a student in grades 2-8 is tardy, he or she will have lunch detention. The only exception to this consequence is a note from a doctor or dentist. Parents of habitually tardy students will be contacted by the teacher, principal or District official.

Parents of students who are continually tardy will receive a letter citing the frequency of tardies. If the problem persists, parents will be called to meet with the principal to arrange time for the student to make up the missed classroom time.

## **Breakfast and Lunch Information**

Breakfast is served each morning for all students. Children may choose to eat breakfast or not. However, children need to be on time to eat breakfast with their classroom friends.

Sunnyslope School strictly enforces the closed campus concept (Washington District policy JED). All students are expected to eat lunch at school, either the school lunch or a lunch brought from home. At the beginning of the school year all students receive a yearly menu calendar. This calendar describes the meals available each day.

Parents are welcome to join their child at lunch during the school year. Parents must sign in at the office and obtain a visitor's badge to visit or have lunch with their child. Parents need to pay for their lunch. Parents may not take food from the cafeteria.

Students are encouraged to enjoy lunchtime in a reasonable, quiet, pleasant atmosphere and be responsible for leaving the cafeteria clean and orderly for the next class of students by neatly disposing of their trash.

Students are supervised in the cafeteria and during lunch recess and are expected to follow school rules.

All lunches are planned by the District nutritionist in the kitchen under the supervision of the cafeteria manager and are prepared with utmost concern for sanitation, nutrition and flavor.

No food is to leave the campus. Water is the best drink to bring to school. **No soda, candy or gum are allowed in school.**

## **School Library Information**

Students are encouraged to read for entertainment and for information. The Sunnyslope Library is a great resource where students/families have access to a large selection of books as well as online sources of information through Destiny software program.

Students in grades two through eight are allowed to check out two books at a time. Head Start, kindergarten and first grade students may check out one book. The books are checked out for 12 school days. They may be renewed once. If a book is overdue, lost or damaged, the student will not be allowed to check out any more books until the overdue book is returned or renewed. It is the student's responsibility to return books in good condition.

## **Dress Code**

Students must be clean, neat and dressed appropriately for school. What a student wears to school affects his or her attitude and behavior in class and ability to do all school activities. What a student wears to school can disrupt student learning.

A student may be referred to the principal, given a change of clothes or possibly sent home (following parent notification) to change if his or her clothing/hair is considered inappropriate for school and/or distracts from student learning.

Examples of **inappropriate** clothing and dress are:

- bare midriffs, tube tops, off-shoulder T-shirts, strapless or see-through tops, spaghetti-strap tops, low-cut tops (spaghetti straps are acceptable for grades K-3). Clothing is to conceal undergarments at all times (e.g. colored bras and sports bras);

- obscene or suggestive T-shirts that have vulgar words or innuendos, advertisements of alcoholic/tobacco products or weapons;
- saggy pants (more than one size larger) or overly baggy shirts. (No skin or underwear should be showing between shirts and the waistband of pants/shorts. No skin should be exposed under the arms of tank tops.);
- clothing and materials (jewelry, key chains, bandannas, belts, belt buckles with letters/numbers, symbols, logos, specific colors in clothing and shoelaces) associated with or possibly associated with gang membership;
- chains or belts that hang from the waist or are attached to wallets or belt loops;
- glitter on the skin or in the hair, excessive makeup or hoop earrings (includes gage earrings and backons).
- visible tattoos, student drawn body art and body piercings, other than ears, of any sort.

Clothing is to be worn appropriately and for the purpose it is intended (e.g. shirts buttoned, hats on straight, shoes tied, etc). Pajamas and slippers may be worn only on designated days such as Spirit Week.

Hats or hoods are not to be worn during school hours except for special occasions (e.g., field trips, field days, cultural traditions, etc.). During the high heat months of the year, hats may be worn on the playground for protection from the sun. Bandannas associated with gangs/gang colors and sweat bands are not to be worn by either boys or girls.

Shorts, skirts or skorts are considered too short when they do not at least touch the bottom of the middle finger when the arm is extended at the side of the person's body. Leggings may be worn if the shorts/skirt over the leggings meets the length criteria mentioned above. Shoulders are to be covered with straps at least 3 fingers in width. Shirts/blouses/dresses are to have a modest neckline.

Please consider the safety of children when choosing shoes to wear to school. Tennis shoes are to be worn in order for children to be safe on the playground/field and in Physical Education. Flip-flops, backless sandals, or high-heeled shoes are dangerous on the playground and should not be worn to school. Closed shoes, sandals or tennis shoes should be worn for children to be safe.

Hair should be its natural color. However, hair may be streaked or tinted a lighter color. If a student has a Mohawk hair style it cannot be higher than two inches.

Backpacks may be used by children in kindergarten through eighth grade. Prohibited items found in a backpack will be confiscated.

## **STUDENT DISCIPLINE/BEHAVIOR**

### **School Discipline Policy**

In order to provide the most effective and safe learning environment and safe conditions for every student, it is essential that a school maintain positive standards of behavior.

The school staff and administration determine and consistently expect appropriate behavior that will encourage the educational and social development of each child.

School and classroom rules will be discussed with students during the first week of school. Information concerning appropriate student behavior for the playground, classroom, cafeteria, field trips, bus and auditorium activities will be explained. If a child chooses to conduct himself or herself inappropriately in any of these situations, consequences for the unacceptable behavior will be outlined. These guidelines are necessary to maintain an orderly and productive learning environment. Parent cooperation in discussing and supporting these guidelines with each child is important and greatly appreciated.

The school, classroom, cafeteria, playground and bus rules are enforced by the Sunnyslope staff including administration, teachers and support staff. It is the intention of all that enforcement of school rules is consistent so that students have the consistent message that **school is a safe place for all students.**

Students who choose to follow school rules earn:

- Satisfaction of making positive choices for appropriate behavior and learning; and
- Recognition by teachers, administrators and support staff.

Students who choose not to follow school rules receive the appropriate consequences. Discipline referrals to the office will be documented on a Discipline Referral Form **that must be signed by the parent and returned to the school office the following school day.** Disciplinary action may include:

- Loss of privileges;
- Temporary removal from group or class and placement in another classroom or ATR (Alternative Thinking Room);
- Telephone call to parents;
- School/community service;
- Referral to principal/student services specialist;
- Parent conference;
- In-school suspension;
- At-home suspension in extremely serious situations and/or other disciplinary actions determined by administration and teachers.

Students shall be provided due process of law in all disciplinary procedures.

### **Expectations of Students**

1. Students are expected to choose positive alternatives (discussion, teacher assistance, and avoidance) when dealing with:
  - conflict with peers;
  - conflict with adults;
  - out-of-control personal emotions; or
  - urge to escape problem by leaving campus.
2. Students are expected to contribute to a safe and attractive school environment by respecting school property and using it responsibly. They will refrain from deliberate intent to destroy property.
3. Students are expected to demonstrate respect for privacy and the private property of other students and staff.

4. Students are expected to treat others with respect. Bullying (such as verbal, physical, written, social networking, etc.) will not be tolerated.
5. Students are expected to allow self and others to learn and complete assignments without unnecessary disruptions or distractions.
6. Students are expected to contribute to a safe school environment by not bringing objects or possessing objects of danger to self and others (such as knives, firecrackers, sharp objects, lighters, matches, poppers etc.) and by not having or using tobacco, alcohol or illegal drugs.
7. Students are expected to use available peer and adult school resources to solve problems instead of fighting, threatening, insulting or verbally abusing other students and/or staff.

**NOTE:** Classroom teachers and students will develop details of expectations relative to their particular grade level abilities and needs.

### Articles Prohibited at School

Toys, Pokémon cards (and other collectible cards), Gameboys, cameras, TVs, tape players, CD players, computer games, MP3 players and other electronic devices are **NOT** to be brought to school by students. If, for some reason, a teacher gives permission for these items to be brought, the items must be kept in the student's classroom. If a child shows or uses these items outside of teacher supervision, the item will be confiscated and kept in the office until a parent picks up the item.

Should a student need a **cell phone**, a parent must sign a **permission slip stating that the cell phone is permitted and that the school has no responsibility should it be lost, stolen or broken**. It must be left in the school office at the start of the school day and picked up at the end of the day. Each cell phone must have the student's name on it for easy identification. If a student has a cell phone during the school day, it will be confiscated and discipline procedures will be followed.

Other items not permitted at school are weapons, knives, simulated weapons, stink bombs or any other unsafe or disturbing items.

Balloons and flowers for celebrations are kept in the office until the end of the day. They may not be in classrooms.

Water is the best drink to bring to school. **No soda, candy or gum are allowed in school.**

### Safety To and From School

The safety of all students going to and from school is extremely important. Adults need to be the role model for the students and follow safety rules as well.

### Children Who Come by Car

Parents who are dropping off students are encouraged to watch their children until they are out of traffic areas. If parents need to leave their cars, for any reason, the car must be parked in a parking space, car motors must be turned off and children must be out of the car. Accidents can happen if motors are left running with young children sitting in the unattended cars.

Parents who are picking up or dropping off their children at school are to pull into the loading area to the west of the school, **entering on Vogel and exiting on Mountain View**. Parking in other areas, such as neighborhood streets, is not safe for students. **It is the parent's responsibility to follow the directions of any supervisor on duty at dismissal.**

### Children Who Walk

It is important that students go directly home before they go to a friend's house or return to school for a school event. Students who walk to and from school must stay on designated paths and crosswalks. Parents are to discuss with and plan the safest route their children are to walk to school. Parents and children are to cross streets with the crossing guards in the crosswalks.

### Assistance by Crossing Guards

Students are to be obedient, respectful and courteous to the crossing guards at all times. A child who acts in a careless or potentially dangerous manner is reported to the principal who will notify the parents and take appropriate action.

### Children Who Ride the Bus

Riding the bus is a privilege, not a right. Students are to follow all rules and policies relating to appropriate behavior on the bus. It is important that students ride the correct bus and get on/off at the correct bus stop. Also students should go directly home before they go to a friend's house or return to school for a school event.

Only students who live in designated busing areas are to ride the bus. Students who are on open enrollment (live outside of the Sunnyslope attendance area) may not walk to a bus stop nor ride a bus.

Discipline actions will be taken for students who choose not to follow bus rules. All students have the right to be safe while waiting for the bus, riding the bus, and leaving the bus.

### Children Who Ride Bicycles

Riding bicycles to school is a privilege. Bicycles are brought to school at the owner's risk. All bicycles must be securely locked in the bike rack. Students riding bicycles must follow bicycle safety rules. Students must walk their bikes while on school grounds.

### Scooters, Skates, Skateboards

In order for students to be safe, scooters, skates, skate shoes (Heelys), and skateboards are not to be used as transportation to and from school. These items are not to be brought to school.