

PRINCIPAL'S LETTER

Dear Sunburst Family,

I am excited to welcome you to the 2020-2021 school year. Our goal at Sunburst is to educate the “whole child.” A “whole child” approach ensures that each student is healthy, safe, engaged, supported, and challenged. This approach sets the standard for comprehensive, sustainable school improvement and provides for long-term student success. Sunburst staff emphasizes rigorous academics balanced with modeling the importance of community.

In addition, the Sunburst staff is in an educational partnership with our students, parents and community members. This partnership honors our community’s positive impact on student achievement (academically, socially, and emotionally). At Sunburst, we are proud that our community continually takes an active role in Sunburst students’ education. Your support is essential in helping us meet our goals.

The purpose of this handbook is to acquaint you with information pertaining to the general organization, operation and policies of our school. You are encouraged to review this information with your child. If you have any questions, please do not hesitate to reach out to me directly.

Sincerely,

Jennifer Dial

CONTACT INFORMATION

School Address: 14218 N 47th Ave., Glendale, AZ 85306

School Web Site: <http://sunburst.wesdschools.org>

School Facebook:

<http://www.facebook.com/sunburstelementary>

Important Telephone Numbers:

Office.....602-896-6400
Health Office.....602-896-6410
Attendance.....602-896-6411
KidSpace.....602-896-6415
Fax.....602-896-6420

MISSION

STATEMENT/PHILOSOPHY

All schools in the Washington Elementary School District are committed to achieving excellence for every child, every day, every opportunity. The mission of Sunburst School, in partnership with its community, is to provide an atmosphere that will instill pride and responsibility; where students have opportunities to reach their individual potential in academic, emotional and social growth, which will result in students becoming contributing members of society.

GENERAL SCHOOL INFORMATION

Arrival/Dismissal Times & Information

Regular Release (M, T, Th, F) - 7:30 a.m. - 2:30 p.m.

Early Release (Weds. only) - 7:30 a.m. – 1:00p.m.

Student drop-off begins at 7:10 a.m., which is our scheduled supervision time. Students will not be able to have access to playgrounds before the scheduled supervision time of 7:10 a.m. The school cannot assume responsibility for the safety of students who arrive before that time. If parents’ employment obligations so require, arrangements for early supervision should be made with neighbors or Sunburst extended day, KidSpace at 602-896-6415. As always, the safety of your children is our primary concern. At 7:30 a.m., all students should be in their classroom. Pupils in all grades dismiss at 2:30 p.m. At dismissal, students not in day care are to leave school or board buses immediately, unless they are involved in a sanctioned school activity.

Breakfast and Lunch Information

Breakfast is served at 7:30 a.m. in the classroom. Lunch is served based on grade levels from 10:30 a.m. to 12:15 p.m. Lunches are served in the cafeteria daily. Students are welcome to bring a lunch from home. If you have any dietary restrictions, please contact Nutrition Services.

Illness and Emergency

When a student is ill and needs to be sent home, the health technician will phone a parent/guardian who will be asked to come for the child. The parent will need to sign the child out in the office. If there is an emergency, the health technician will assess the child, then either she or the designated person will make the proper phone calls to the appropriate people.

Lost and Found

Everything that a student brings to school should be plainly marked inside with the student’s first and last name. Found items will be in a designated area. Items left in lost and found will be donated to a local charity twice each year: once during Winter Break and again at the end of the year.

Lost & Damaged Textbook/Library Book Charges

If a student loses or damages a textbook or library book, appropriate charges will incur. In the event a lost textbook is returned by the student who lost it and paid for it, a refund for the book will be issued providing that it is returned in good condition.

Student IDs Cards

All Sunburst students are required to wear IDs while on the Sunburst campus and on buses. These IDs must be on a lanyard around their neck and visible. Students will be provided a picture ID at the beginning of the school year at no cost. Students will be checked for compliance throughout the school day. Students may not be allowed on the bus if an ID is not present. If students deface, destroy, render their ID unreadable or lose their ID, they will be required to purchase a replacement entire ID set for \$2.00 (includes lanyard, pouch, ID, Zpass for buses). Lanyards/pouches are 50 cents each.

School Parties/Birthdays

School parties and birthday celebrations are at the discretion of the homeroom teacher. With teacher approval, parents may make arrangements with to send in prepackaged birthday treats from the WESD Food Guidelines list. Please do not send or have items delivered for your student such as lunches or select invitations to parties. These items may create interruptions and/or hurt feelings. **Flowers and balloons are not allowed on campus.**

Class Field Trips / Chaperones

We follow all District policies and procedures for chaperones on field trips (ARS 15-512). Only parents and guardians listed in our system can go on field trips without being fingerprinted. If a volunteer/chaperone is not a parent or guardian of a student, he or she must be fingerprinted and have a background check performed prior to allowing him or her to provide services. Please be aware that these can take up to one month to process and be cleared. Volunteers who are not cleared must be with a certified teacher while providing services with students. Visitor badges must be worn at all times, including on field trips. Siblings may not attend field trips.

Parent/Teacher Contact

Parents/Guardians who need to talk to their child's teacher(s) are asked to leave a message with office personnel or on the teacher's voice messaging service. Teachers may also be contacted via e-mail. Teacher e-mail addresses follow the format of firstname.lastname@wedschools.org. Please do not call during the instructional day and expect to talk with the teacher or leave a message for your child. The teachers will check their messages at the end of their instructional day. Parents dropping off students before school need to schedule appointments to talk with teachers at a more convenient time. Teachers are preparing for the day's instruction and should be afforded the courtesy of a scheduled meeting. If you have an emergency and need to get a message to your child, please call the school office at 602-896-6400.

PE Dress/Excuses

Students are requested to wear tennis shoes or rubber-soled shoes, approved by the PE teacher. Students will not be allowed to participate if they wear inappropriate shoes to class and will be marked down for nonparticipation. The parent must send a note requesting the child be excused from PE. The reason for the excuse must be stated and the dates to be excused included. Students needing to be excused for longer than one week will need to bring a note from a physician stating the reason for the excuse and the length of time the student will be out of classes. Parents need to inform our health tech in writing of any special problems that your child may have, that would preclude them from participating in any PE or outdoor activities

ATTENDANCE

School Attendance/Reporting Absences

If a child must be absent from school, please call the Attendance line prior to 8 a.m. at 602-896-6411. To accommodate working parents, we encourage you to call any time and leave a message. When you know in advance that your child will be missing school, notify the Attendance line (602-896-6411) *before* the absence date. Arizona State Law requires a specific reason for absence, i.e., chicken pox, cold, etc. Do not just say "ill." Please refer to the District portion of this handbook for more specific information on reporting your child's absence.

Late Arrivals

Being prompt is a valuable lifetime habit and should be encouraged by parents. A student who arrives at school after 7:30 a.m. should report to the office where a late pass will be issued. Upon receiving the late pass, the student should proceed to class. Students who are tardy 10 or more times will receive a warning letter. For more information, see Intervention Procedures in the District Appendix on page III.

Leaving School Before Dismissal

Parents wishing to pick up students during the day for medical appointments, etc., must come to the office in order to have them paged. Parents will be asked to "sign out" their child in a notebook kept in the office. **Families are urged to make such appointments before or after school to avoid absences or interruptions to instruction whenever possible. In an effort to minimize interruptions to the classrooms at the end of the day, students cannot be checked out any later than 2:15 p.m. This time is reserved for announcements, homework assignments and end-of-the-day instructions. Please keep this in mind when making appointments.**

These occurrences will be counted towards a student's attendance as a tardy.

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 an Attendance Unit (AU). The AU 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 truanancies or 10 total absences, the school will make a referral to the AU 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. An attendance 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.

COMMUNICATION

Sunburst wants you to be connected to all the amazing things happening; from classroom updates, PTO/community events to celebrations and fundraisers. Keeping your contact information updated in the school system is vital. See below for our platforms on how Sunburst Families can stay connected:

Sunburst Facebook

This is a digital tool to inform, engage, and foster collaboration for all stakeholders in the Sunburst Community. We love sharing the stories about our hardworking students, terrific teachers and staff and committed community volunteers. Search for "Sunburst Elementary" or visit facebook.com/SunburstElementary. Find our profile picture of our logo, click "like" to receive updates. Under notifications, select "See First" and make sure notifications are set to "ON" to be sure you don't miss any of our posts! "Share" with your family and friends and ask them to "like" our page too. "Review" us and all the great things that are happening at our school.

Peachjar Digital Flyers

The WESD is committed to educational excellence and ensuring that parents stay informed about important activities and events that enhance their child's life. To improve parent and community engagement, the WESD implemented Peachjar to send digital flyers and school newsletters directly to parents via email. Additionally, all flyers and newsletters are posted to each school's Web site. Parents

will be able to click to register their children for youth sports, enrichment programs, and community events. **Sunburst's Peachjar link:** <https://app.peachjar.com/flyers/all/schools/47859/>

School Newsletter

The Sunburst Elementary newsletter contains a monthly calendar of events, dates to remember, student recognition and other pertinent news about your school. This will go out via email and/or the Peachjar site.

ParentVUE

This is our District-wide program that supports parents by providing 24-hour access to your child's grades, records and school information. For first time users, you will first need an activation key. To obtain an activation letter, please visit the Sunburst office and show your photo ID. ParentVUE accounts can only be processed for the student's parent(s)/legal guardian(s). If you are having trouble creating/logging into your account, email WESDParentVUE@wesdschools.org.

STUDENT EXPECTATIONS

The Washington Elementary School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. The Sunburst staff is charged with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement, and maintaining an appropriate learning and behavioral environment.

School Grounds and Building Rules

A complete list of expected student behaviors is found in the Student Code of Conduct, which is issued to each student at the beginning of the year. Students are expected to conduct themselves anywhere in the school in such a manner as to avoid distracting or interrupting normal activities. Courtesy and proper behavior, as generally recognized by most people, are expected from students. Students are to be aware of and make every effort to prevent acts that will endanger themselves or other students and adults. Students are encouraged to use common sense in conducting themselves in a responsible manner that allows learning and safety for everyone in school.

Articles Prohibited at School

Students are not allowed to use cell phones on campus for any purpose, including receiving calls, taking pictures or text messaging. If you desire that your child carry a cell phone for non-school time emergency purposes, the phone must be turned off and kept, at the student's risk, in his or her backpack. Cell phones, iPods, skateboards, Heelys (shoes with wheels), toys, card collections, personal computers/tablets and electronic games are not permitted anywhere on campus. Items confiscated by teachers will be turned into the office for parent pickup. We ask that students not bring personal property to school. Toys, dolls, etc., often cause distractions or problems within the classroom. Many problems have been encountered because toys have been lost, stolen or destroyed. **THE SCHOOL DISTRICT DOES NOT INSURE OR ACCEPT LIABILITY FOR STUDENT PROPERTY.**

Severe/Chronic Behavior

Severe or chronic behavior will be referred to administration (Achievement Interventionist, BSA and/or the principal). They will administer enforcement of the school code of conduct. The

Achievement Interventionist and/or the principal reserves the right to determine the severity of the infraction.

Bullying Prevention

Bully situations may be reported to any teacher on campus. Bully reports are available in the front office and will be handled in accordance with District guidelines. Teachers will have periodic classroom meetings to discuss bullying behavior and will involve the school social worker to discuss bullying concerns.

SUNBURST PARTNERSHIPS

All Things E.Q. (ATEQ)

Sunburst consistently provides students with a strong academic foundation lead by the amazing teachers who work hard to deliver an academic program (Intelligence Quotient or I.Q.) to students. Because I.Q. alone does not make successful children and adults. Sunburst partnered with All Things E.Q. to develop the Emotional Intelligence (Emotional Quotient or E.Q.) in students. E.Q. is often referred to as social and emotional learning. To raise a student's E.Q., Sunburst will focus on three key areas: Leadership Development, Social and Emotional Skills, Positive Campus Culture. To view the ATEQ Parent Video and sign up for the parent newsletter, please visit: <http://sunburst.wesdschools.org/All-Things-EQ>.

Site Council

Site Council functions as a school-based leadership group. The mission of the Sunburst Site Council is to make quality decisions focused on the needs of children that include a safe, effective learning environment and high expectations for students. Facilitating school improvement planning regarding agreed upon school qualities. The Council shall consist of a maximum of 15 voting members to include: Principal, up to 5 Certified Personnel, up to 2 Community Members, Up to 2 Classified Personnel, Up to 5 Parents/Guardians. If you are interested in applying/attending site council, please contact our Parent Liaison at 602-896-6400.

Sunburst Parent Teacher Organization (PTO)

Sunburst PTO is a support organization for Sunburst students, parents and faculty. It provides services, materials, educational opportunities and is an outlet for communication among parents, students and school. Everyone is invited to attend the PTO board meetings as an observer or participant. Ideas and suggestions are always welcome.

Sunburst PTO Google Site:

<https://sites.google.com/wesdschools.org/sunburst-pt/home>

Sunburst PTO Facebook page:

<https://www.facebook.com/SunburstPTO/>

If you are interested in volunteering for PTO or for general inquiries, please contact Dawn Kane: sunburstpto@gmail.com.

SAFETY PROCEDURES

Office Hours

Sunburst School's office is open daily from 7:10 a.m. – 3:30 p.m. On Wednesdays, the office is open until 3:15 p.m. To minimize interruptions to the classrooms at the end of the day, students cannot be checked out any later than 2:15 p.m. on a regular school day and 12:45 p.m. on early release days. This is a critical time of day and we support bell-to-bell instruction. Please keep this in mind when making appointments.

Office Procedures

All visitors are required to check in at the office. Please sign in the Visitors Log and take a visitor's badge. Let the office know where you are headed and the expected time you will be on campus. The office will then call ahead and let the teacher know you are coming. While on campus, visitors **MUST** always display their visitor's pass. This is for the safety of our Sunburst students and staff. Please be prepared to show proper ID when coming to pick up your student during school. This is for the safety of the student that we check IDs.

Visitors

We welcome parents and guardians to visit the school and take an active role in the education of their child. **To protect the safety of students, all visitors to school campuses must report to the office to sign in and pick up a visitor's badge before entering the campus. The only visitors allowed will be parents/guardians of that current student.**

Arrangements to visit a classroom should be made by contacting the child's classroom to set up a convenient time. If parents are working in the classroom, we ask that cell phones be turned off or set to vibrate so the class will not be disrupted. We ask that parents avoid conferences with the teacher during the visit, so that the teacher may conduct class as usual. Please schedule teacher conferences before or after school at a time when students are not in class. Students are not allowed to bring visiting children, either friends or relatives, to school with them. Children who are not enrolled at Sunburst must remain in the company of an adult. They are not permitted on the playground due to safety and insurance reasons.

Volunteers

Volunteers provide a tremendous service for the students and staff of the Sunburst and we encourage volunteer participation in the schools. The varied talents and expertise of parents and community members greatly enhance the educational process. All Volunteers must follow the WESD Code of Conduct. All volunteers are required to sign off on the information on a yearly basis as well as go through a background check. To learn more about the WESD Volunteer guidelines, please reference the WESD Volunteer Handbook. If you are interested in volunteering, contact the school office or the WESD Volunteer Coordinator at 602-347-2680.

Fire and Crisis Drills

All schools must have a fire drill at least once a month. Crisis drills will also be conducted. Crisis drills involve various "lockdown" scenarios. Sunburst has a crisis/lockdown plan in place in the event of an emergency. If we need to evacuate the school, students will be evacuated to Christ Community Church (4530 W. Thunderbird Rd) and ASU West Campus. Parents, guardians and designated childcare people will pick children up at that location.

Parking Lot Safety

Vehicles are not to park, drop off or pick up students in the fire lane (curb painted in red) that surrounds the school. If you are planning on getting out of your car, please park your vehicle in the front or rear parking lot when you arrive. If you are remaining in your vehicle, please keep the flow of traffic moving through the parking lot and only drop off and pick up in the drop-off/pickup zone (curb painted in blue). There is a designated area for commercial day care vehicles and school buses. Other vehicles are not to occupy these areas. **Everyone's assistance is needed to keep our parking lot a safe one for our students. Students are not allowed to walk through the**

parking lot unless they are accompanied by their parent/guardian.

Bicycles Procedures

Students are always expected to follow bicycle safety regulations. Bicycles must be locked and parked in the racks provided. The school will make every effort to protect bicycles; however, *we cannot assume financial responsibility for bicycles*. Riding a bicycle to school is the student's choice, and the student/parent/guardian must assume the risk of breakage or theft. Bicycles are to be walked to the bike compound from the corner or wherever school property is entered. Likewise, bikes are to be walked off campus at dismissal. Parental support is requested with this practice. Please model this safety rule. Theft of bicycles from the school grounds should be reported to the police by the parents. Bicycles are to be walked across 47th Ave. at Acoma Dr. or Redfield Rd. under the direction of the crossing guard and are always to be walked on the school grounds. Skateboards, Razor scooters, Heeleys (shoes with wheels) and rollerblades present safety and storage problems. **These are not allowed at school.**

HONORS/AWARDS

Perfect Attendance

Students with perfect attendance earn an attendance award and are recognized for their effort and accomplishment. Tardies and leaving early from school may count against any award for perfect attendance.

Honor Roll/Principal's List

Criteria for Academic Honors

Principal's List and Honor Roll pupils will receive recognition at an assembly, ribbons or certificates will be received.

Principal's List - Straight As - effort and behavior must be satisfactory or above

Honor Roll - All As and Bs - effort and behavior must be satisfactory or above

Student of the Month

Sunburst's Student of the Month program is a long-standing tradition. Once a month, every teacher can choose one student from their class(es). Each student chosen is a model student who strives for success in both academics and behavior. Then each of the winners gets to have "Pizza with the Principal" during one of their lunch times. This is their chance to be recognized and receive fun goodies. Business partners donate pizza, chips, and water.

Sunburst Spirit Assemblies

Students are recognized during the year at Sunburst Spirit Assemblies for Academic Achievement, Extra Effort and Citizenship. In addition, individual teachers provide special student recognition throughout the school year.