

# PRINCIPAL'S LETTER

Dear Sunburst Family,

I am excited to welcome you to the 2022-2023 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 are 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 47<sup>th</sup> 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.

## PARENT INVOLVEMENT

The staff and administration at Sunburst welcome your involvement and participation in your child's education. We believe you are your child's first and most important teacher. We realize that your life is busy. However, we provide many ways for you to be involved, and you will find many great rewards.

1. Read to your child every day. Reading is not limited to young children. Reading to an older child lets him or her know how important reading is to you and to his or her success.
2. Make sure your child comes to school every day and that he or she is on time. Setting the habit of coming to school must be done from kindergarten.

3. Attend parent/teacher conferences. Two days have been set aside during each semester for conferences. Our staff will accommodate your needs at other times if additional conferences are needed.
4. Attend school events with your child. There are several school-wide and classroom events throughout the school year. We hope you will share as many of these as possible with your child
5. Read and discuss communications with your child. Teachers will use various methods to send communications out to families (flyers and newsletters)

## COMMUNICATION

Our children come first and are top priority at Sunburst. If you have a question or concern about your child's progress, please make an appointment with your child's teacher immediately. While the principal is available to meet with you, we ask that you address your concerns with the teacher first. We ask that you make an appointment that is convenient for you and the teacher. We ask that the appointment be before or after school hours. Let us work together to solve your concerns and issues. Visit our website at <http://sunburst.wesdschools.org> for the latest contact information.

### **Voicemail**

It is our goal to protect instructional time by ensuring that classes are not interrupted with messages from home. With voicemail, you may leave a message for a teacher at any time. If you have an emergency, you will need to call the school office because voicemail may not be checked until the end of the school day.

### **WESD Email**

Teachers may also be contacted via email. Teacher's email addresses follow the format of [firstname.lastname@wesdschools.org](mailto:firstname.lastname@wesdschools.org). The teachers will check their messages at the end of each 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. If you have an emergency and need to get a message to your child, please call the school office at 602-896-6400.

### **Student Cellphone/Personal Device Usage**

Telephone use by children is reserved for emergency purposes only. Cell phone usage is not permitted during the school day. Cell phones should be off and put away while on campus and during AM Arrival and PM Dismissal. All Smart watches should only be used to check the time. Be sure your child knows where they are to go at the end of each school day.

## GENERAL SCHOOL INFORMATION

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

(Office Hours: 7:00 a.m. - 3:30 p.m.)

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

(Office Hours: 7:00 a.m. - 2:30 p.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. The first bell rings at

7:25. The late bell rings at 7:30 a.m. and all students should be in their classroom.

## Breakfast and Lunch Information

Cafeteria Manager: *Sandra Tippetts* | (602) 896-6400 | [Sandra.tippetts@wesdschools.org](mailto:Sandra.tippetts@wesdschools.org)

Breakfast is served at 7:30 a.m. in the classroom. Lunch is served based on grade levels from 10:15 a.m. to 12:40 p.m. Lunches are served in the cafeteria daily. Students are welcome to bring lunch from home. If you have any dietary restrictions, please contact Nutrition Services

## Custodial Services

Facility Manager: *Edwardo Velasquez* | (602) 896-6400 | [Edwardo.Velasquez@wesdschools.org](mailto:Edwardo.Velasquez@wesdschools.org)

Custodians have the responsibility of keeping the buildings and grounds in order. They have an especially important job and requires the help of all students to make their jobs easier. Students are required to pick up litter and books from the floor before leaving the classroom. Students who make unnecessary work for custodians, through abuse or destruction, may be required to clean up the damage. Remember that custodians are valued members of the school staff and must always be treated courteously and respectfully.

## Gifted Services

Gifted teacher: *Jessica Lester* | (602) 896-6409 | [Jessica.Lester@wesdschools.org](mailto:Jessica.Lester@wesdschools.org)

In accordance with Arizona law, gifted services are provided to students of lawful school age identified as gifted in one or more of the verbal, quantitative, or nonverbal reasoning areas. Service is provided in the identified area. A gifted child is one who is at or above the 97th percentile in one or more of the aforementioned areas.

## Health Office

Nurse Tech: *Ms. Nicole Knight* | (602) 896-6410 | [nicole.knight@wesdschools.org](mailto:nicole.knight@wesdschools.org)

When a student presents symptoms, he/she will be assessed by our Nurse Tech. If a child 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. If a student is sent home sick, the student can return 24 hours later if the student is symptom free, medication free, and fever free.

We encourage parents to reach out to the teacher if a student is not going to be at school for any reason. All injuries that occur at school should be reported to the school health tech. If the injury occurs in the classroom, the teacher in charge should be notified. If the injury occurs on the playground, the teacher on duty should be notified. The staff member will administer minor first aid when necessary and if necessary, send the student to the health office or call for assistance from the health tech.

## Library / Media Center

Library tech: *Jen DeFrancesco* | (602) 896-6409 | [Jennifer.Defrancesco@wesdschools.org](mailto:Jennifer.Defrancesco@wesdschools.org)

The library is seen as the hub of learning instruction. Teachers and students rely upon it to enrich literacy and to supplement learning instruction. Classes visit the library once a week. Books may be checked out on your child's library day and must be returned his or her

following library day. Renewing of library books is allowed, if needed. Please encourage your children to return their library books on the due date. This will help keep books in circulation for all students to enjoy. Should your child lose or damage a book, payment for the replacement is the family's responsibility. This will help us maintain our library and give a sense of responsibility to our students.

## 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.

## Lost and Found

Everything that a student brings to school should be clearly marked with the student's first and last name. Found items will be placed in a designated area. Items left in lost and found will be donated to a local charity throughout the year.

## Social Worker

*Rachel Bryan* | (602) 896-6400 | [Rachel.Bryan@wesdschools.org](mailto:Rachel.Bryan@wesdschools.org)  
Sunburst offers services to students who are in crisis or who have personal, sensitive or private issues that they wish to discuss. Parents can request services as needed. Please contact the front office to be connected with our Social Worker.

## Student IDs

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 with 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 sole discretion of the homeroom teacher. Please check with your child's homeroom teacher about their birthday celebration protocol/procedure. With teacher approval, parents may make arrangements to send in prepackaged/individually wrapped 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.

## Physical

Tennis shoes or rubber-soled shoes are required every day that the student has physical education. Clothing should be worn that is appropriate to the weather and conducive to active play. All notes excusing a student from physical education activities must be given to the health tech before school starts and are good only for the day specified or up to one week. Excuses for more than one week must be accompanied by a doctor's note. We are very understanding of special problems that children may have, such as asthma, diabetes, etc., and ask that the child do as much as he or she is able to do.

## ATTENDANCE

In order to ensure students are successful and meet current state

## Education

legislation, which requires all students to attend 90% of the school year. When a student reaches five unexcused/unverified truanancies or 10 total absences, the school may make a referral to the AU (Attendance Unit) for appropriate actions (see District guidelines). 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 health tech if illness will be a consistent, foreseeable issue. A letter will be sent by the school to the parents/guardians 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. The AU will work in conjunction with the City Justice Courts to identify students and parents of students who are chronically absent or are truant.

## Reporting Absences

All absences must be reported to the front office. When you know in advance that your child will be missing school, notify the Attendance line (602-896-6411) *before* the absence date. For an unexpected absence:

Before 7:00 a.m., please call the Attendance line at 602-896-6411. After 7:00 a.m., please contact the front office and speak with a staff member directly.

Arizona State Law requires a specific reason for an illness absence, i.e., flu, strep throat, 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. must report to the office where a late pass will be issued before going to the classroom. Upon receiving the late pass, the student will proceed to his/her class.

## 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. Due to policy, all Parent/Legal Guardians will be asked to show ID upon pick up. 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. To minimize interruptions to the classrooms at the end of the day, students cannot be checked out any later than 2:15 PM on M, T, TH, & F and 12:50 on Wednesdays. 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 tardy.

## Photo IDs Requirement

Please be prepared to show the proper ID when coming to pick up your student during the school day. Although we know many of our families by face, safety is our priority, and we will always ask for ID from all parents/guardians and approved emergency contacts. If an emergency contact is picking up a student, a parent/guardian must contact the office to give permission prior to being released.

## 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](https://www.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/>

## Smore: School Newsletter

The Sunburst Elementary newsletter is a digital/interactive newsletter that contains a lot of important information such as: Calendar of events, academics, event and fundraising information, student recognition and other pertinent news about our school. This will go out via Smore digital newsletter.

## 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](mailto:WESDParentVUE@wesdschools.org).

## STUDENT EXPECTATIONS

The Washington Elementary School District places high priority on providing each student with a safe and welcoming environment where students are provided with engaging lessons, resources, and opportunities to meet his/her individual needs. Our students are tasked with following all Sunburst conduct expectations and digital citizenship.

## Sunburst Expectations

The Sunburst schoolwide expectations are visible, taught, modeled and practiced in all areas of our school. Starting the first day of school, students are learning about Sunburst Expectations through engaging classroom lessons with explicit modeling and practice. We encourage your student(s) to share the Sunburst Expectations with their families. We look forward to celebrating your child applying these behaviors around campus!

## Student Code of Conduct

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.

## Student Dress Expectations

Student dress should be appropriate at all times. Any student's dress or personal appearance that distracts or interferes with the learning process will be considered inappropriate. The administration reserves the right to determine which types of dress or accessories are acceptable or not. Students must adhere to the following guidelines for all school-related activities:

1. Student's clothing and backpacks should contain only school appropriate logos and images.
2. All appropriate sun protection (hats/beanies/sunglasses) should be removed when in the classroom. Note: hats/caps/Sunglasses will be allowed outside during recess and PE and other outdoor/special events.
3. Hoods on hoodies and jackets should not be worn on the head while in the classroom.
4. Student ID/Z-Passes must be worn at all times while on campus with a breakaway lanyard.
5. Shoes must be worn at all times. NO bare feet, slippers are permitted. For safety purposes, open toed Shoes (flip flops/sandals), or shoes without a secure back (slides) are strongly discouraged.

Please refer to the district portion on student dress for additional guidelines.

## Transportation

Riding on a District bus is not a right but a privilege. Students must maintain safe and appropriate behavior on the way to school/home, at the bus stop and on the bus. Students must have their ID on them at all times. Bus reports will be issued for violations of bus rules. Parents will be notified of all bus reports. Infractions of bus rules will result in loss of privilege to ride a WESD bus. Please refer to the district handbook for bus rules.

## Cell Phone Policy

Students are not allowed to use cell phones on campus for any purpose, including but not limited to making/receiving calls, taking pictures, playing games, being on social media or text messaging. If you choose to have your child carry a cell phone or smart watch for before/after school emergencies, the device must be turned off and/or

stowed in his/her backpack. If a student needs to contact a parent while at school, we ask that they use school phones only. THE SCHOOL DISTRICT DOES NOT INSURE OR ACCEPT LIABILITY FOR STUDENT PROPERTY. Please make sure to review the discipline code of conduct with your child(ren) to go over the important list of safety guidelines about the items that should not be brought to school.

## Technology/Device Policy

Any student who is in possession/shares and/or distributes inappropriate images on personal or WESD electronic devices will receive consequences appropriate to the offense. Due to the severity of the offense, Phoenix Police Department may be notified. Please reference the ELECTRONIC INFORMATION SERVICES (EIS) AGREEMENTS in the WESD parent/student handbook.

## Prohibited Items/Actions

- Contact sports requiring tackling or pushing are prohibited.
- Possession or use of guns, knives, simulated weapons, projectiles, pocket knives, sling shots, fireworks, lighters, matches, explosives, or other potentially harmful objects is prohibited
- Possession or use of tobacco, drugs, or alcohol is prohibited.
- Misuse or vandalism of any Sunburst equipment/property that includes but is not limited to: playground equipment, classrooms, restrooms, learning tools, furniture, technology, or any school property is prohibited.
- Personal computers, personal music players, tablets, computerized games or electronics should not be brought to school. Loss, damage or theft of these items is not the responsibility of the school.
- Skates/Heelys are not permitted at school for any reason.
- Permanent Markers and Sharpies are only allowed in the instructional settings. Students should not be using them other than classroom use.
- No toys, stuffed animals, blankets of any kind may be brought to school unless noted in a school-wide spirit day.
- No student may leave campus without being properly signed out through the office. Once on campus, students are not allowed to leave

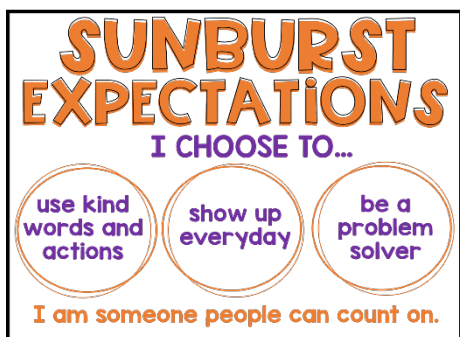
Items confiscated by administration will be turned into the office for parent pickup and may result in disciplinary consequences. We ask that students not bring personal property to school, if possible. Personal devices, toys, etc., cause distractions or problems within the classroom.

## Severe/Chronic Behavior

Severe or chronic behavior will be referred to administration (Achievement Interventionist, BSA and/or the principal). They will administer due process and will enforce the WESD school code of conduct. The Achievement Interventionist and/or the principal reserves the right to determine the severity of the infraction within the guidelines of the board policy.

## Bullying Prevention

Sunburst Elementary School and the WESD believe it is the right of every student to be educated in a positive, safe, caring and respectful learning environment. Furthermore, a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps students build a sense of community. Bullying, harassment or intimidation will not be tolerated at Sunburst School to assist in achieving a school environment based on these



beliefs.

Per District policies and procedures, students who believe they are experiencing bullying or suspect another student is being bullied should report their concern to any staff member or complete the bully report form located in the school library or front office. The report will be investigated by the principal or principal's designee and individual conferences will be held with the victim and the alleged perpetrator(s) to address the concerns. Every effort is made to educate, support, and guide our students to engage in appropriate social interactions that will ensure a safe campus in which all can learn and succeed.

## **SUNBURST PARTNERSHIPS**

### **All Things E.Q. (ATEQ)**

Sunburst consistently provides students with a strong academic foundation lead by our hard working 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.wedschools.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. If you are interested in volunteering for PTO or for general inquiries, please contact the PTO president, Lisa Bowser: [sunburstpto@gmail.com](mailto:sunburstpto@gmail.com). Learn more by following their Facebook at [www.facebook.com/SunburstPTO/](http://www.facebook.com/SunburstPTO/).

## **SAFETY PROCEDURES**

### **Fire and Crisis Drills**

All schools must have a fire drill at least once a month. The first drill will be announced; thereafter, they will be unannounced. Students are expected to be silent and follow instructions. Lockdown drills will also be conducted throughout the school year. Lockdown drills will involve various scenarios and happen at differing times of the day. 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 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 one of two parking lots when you arrive. If you remain 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. Please follow all posted signs for entrances and exits. For safety purposes, all students must exit their vehicle on the sidewalk (right side). Also, cars may not pass into oncoming traffic at any time. **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 parents/guardian.**

### **Arrival**

- Bus riders will enter through the bus bay gate and head to their designated playground.
- K-2 students should enter through the primary gate.
- 3-6 students should enter through the intermediate gate.
- Students will stay in their designated playgrounds until the first bell at 7:25.
- At 7:25, students will line up by their grade level area with their class.
- Students are considered late after the gates close at 7:30 sharp.
- No person may enter the campus during morning recess or afternoon dismissal. Due to being a closed campus, only Sunburst students will be allowed to enter through the playground gates.
- Attendance matters!! As a school, we are working to get everyone to school on time! However, if you are late, the only way to enter campus is to check in through the front office.

### **Dismissal**

- **Parent Pick up** - A teacher will walk students to their designated grade level pick up spot. If using the car line for parent pick up, parents **MUST** remain in their cars. Teachers will ask that you roll down your window to let them know whom you are picking up.
- **Parent Pick up K-3 dismissal** - Teachers will walk them out to the parent pick up area no earlier than 2:20 for a staggered dismissal. This will help keep the flow of cars going into the back parking lot. 4-6 will be dismissed at 2:30 when the bell rings.
- **Walkers / Bike Riders** - will release through one of two designated walker gates. When picking up a younger sibling, we need him/her to stay in their designated pick-up area and the older sibling can pick them up from outside the gate. They should not go to their classrooms.
- **Bus Riders** - Students will line up by grade level. Students will enter the bus ensuring to get any younger siblings along the way.
- **Daycare Vans / After the Bell** - students will go to their grade level parent pick up spot and wait there for pick up. More detailed information about AM arrival and PM dismissal will be sent out to all enrolled families.

### **Bicycle 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 47<sup>th</sup> Ave. at Acoma Dr. or Redfield Rd. under the direction of the crossing guard and are always to be walked on the school grounds. Heeleys (shoes with wheels) and rollerblades present safety and storage problems. **These are not allowed on our school campus.**

## VISITORS /VOLUNTEERS

Approved Parents/Guardians are encouraged to visit the school. All visitors/volunteers must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is required that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule. When visiting a classroom, parents must realize that the teacher's first responsibility is to the class, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements can be made by the teacher for an appointment with the parent before/after school. All approved visitors/volunteers are required to sign in on the Visitor's Log in the front office and get a visitor's badge. For the safety of our Sunburst staff and students, all visitors/volunteers are required to wear a visitor's pass where it's visible. All volunteers must also follow the WESD Code of Conduct. To learn more about the WESD Volunteer guidelines, please reference the WESD Volunteer Handbook. If you are interested in volunteering, contact Ms. Colleen Thatcher in the Sunburst office: 602-896-6400.

### **Class                      Field                      Trips/Chaperones**

We follow all District policies and procedures for chaperones on field trips (ARS 15-512). Please refer to the WESD Volunteer Handbook for more information. Visitor badges must be worn at all times, including on field trips. Siblings may not attend field trips.

## HONORS/AWARDS

### **Attendance Matters**

At Sunburst, we know that attendance is vital to the success of our students. As a school, we will have incentives to keep our tardies low and our overall daily attendance percentage up! Be on the lookout for information about how you can help us in celebrating our attendance goals.

### **Honor Roll/Principal's List**

Who: 3rd - 6th grade students

#### **Criteria for Academic Honors**

Principal's List and Honor Roll students 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 by following all Sunburst Expectations. 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.

## SPORTS AND CLUBS

Boys' + Girls' Cross Country Who: Kinder - 6th students When: Fall 2022	Boys' Basketball Who: 5th / 6th Boys When: Winter 2022	Girls' Basketball Who: 5th / 6th Girls When: Spring 2023
Sunburst Cheer Who: 5th and 6th grade When: Through both basketball seasons	Student Council Ambassadors Who: 5th / 6th grade When: All Year	Yearbook Club Scrapbook Club Dates: TBD

### **Sports Participation Eligibility**

Eligibility will be determined by quarter report cards and midterm reports. An academic grade of "F" or conduct grade of "U" in any subject on a District report card or a District midterm report will make a student ineligible for competition. A student may regain eligibility status:

1. At the next reporting period (a District report card or District midterm report). This is defined as no "Fs" in any academic subject or "Us" in conduct or effort. Or
2. After a minimum of two weeks from the onset of ineligibility, the athlete can prove that his or her deficiency has been corrected and all other grades and conduct marks are still in good standing. The athlete must present proof to the coach and administration. The "two-week petition" may only be used to make an athlete eligible.

See the WESD District Parent/Student Handbook for information on "Other After-school Activities" Eligibility Guidelines.