

Principal's Welcome

I am excited to welcome you to the 2025–2026 school year! At Sunburst, we are committed to educating the whole child. This approach ensures that every student is healthy, safe, engaged, supported, and challenged. We are also proud to introduce our new Sunburst Expectations as part of our Multi-Tiered System of Supports (MTSS) rollout: I am **Respectful**. I am **Safe**. I am a **Problem Solver**. These clear and consistent expectations will be taught, reinforced, and celebrated schoolwide, helping to create a positive and predictable learning environment for all students. This handbook is designed to help you and your child become familiar with the organization, procedures, and policies of our school. Please take some time to review it together. Feel free to contact me at any time.

With gratitude,

Sincerely,

Jennifer Dial

General School Information

Regular Release (M, T, Th, F) 7:30 - 2:30

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

Early Release (Weds. only) 7:30 - 1:00

(Office Hours: 7:00 a.m. - 2:30 p.m.)

Student drop-off begins NO EARLIER than 7:10 a.m., which is our scheduled supervision time. The school cannot assume responsibility for the safety of students who arrive before that time.

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

School Web Site: <https://www.wedschools.org/su>

Important Telephone Numbers

Office: 602-896-6400

Attendance 602-896-6411

Health Office: 602-896-6410

Transportation: 602-896-5270

Library: 602-896-6409

Social Worker: 602-896-6426

School Psych: 602-896-6413

KidSpace: 602-896-6415

Beh. Support: 602-896-6495

Cafeteria: 602-896-6417

Breakfast and Lunch Information

Breakfast is served at 7:30 a.m. in the classroom. Lunch is served in the cafeteria daily and times are grade level specific. Students are welcome to bring lunch from home. If you have any dietary restrictions, please contact Nutrition Services.

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.

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. Make sure your child arrives at school **BEFORE** 7:30 a.m. every day to ensure that he/she is on time. Creating the habit of coming to school on time daily begins in kindergarten.
2. Attend parent/teacher conferences. Our staff will accommodate your needs at other times, if additional conferences are needed.
3. Attend school events with your child. There are several school-wide/classroom events throughout the school year. We hope you will share as many of these as possible with your child.
4. Visit us on social media: Facebook/Sunburst Elementary and Instagram - @Sunburst_wesd
5. Volunteer: A volunteer application must be filled out **YEARLY** and may be subject to a background check. Applications can be found on our district website under Community.
6. You are always invited to eat lunch with your child. Adult lunches are available at a minimal cost.

Student Devices (cellphones/watches)

With the increasing number of elementary students now carrying cell phones and/or smartwatches, we want to keep you informed of WESD's policy for the 2025-2026 school year so you can plan accordingly. Here's what you need to know:

- Students are not permitted to use cell phones/smart watches on campus for any reason, including but not limited to: making/receiving texts and calls, taking pictures/videos, playing games, or engaging in social media. This includes off-campus school sponsored events such as field trips.
- Gate-to-Gate Policy: Cell phones must be turned off and stored in backpacks from the time students enter the gate in the morning until they exit campus at dismissal. If a student has a smart watch, it must be in airplane mode and used for time only.

Arrival

Students must be in their classroom by 7:30 a.m. or they are marked **TARDY**. If your child arrives late or is dismissed early by just five minutes, over the course of the school year, your child would miss out on more than two full days of instruction. It is our goal to maximize instructional time for all students by ensuring that classes are not interrupted with announcements or messages from home.

Having students arrive on time consistently and being prepared to learn enhances their opportunity for being successful.

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-2 dismissal** - Teachers will walk students out to the parent pickup area no earlier than 2:25 p.m. for a staggered

dismissal. This will help keep the flow of cars going into the back parking lot. Grades 3-6 will be dismissed when the bell rings at 2:30 p.m.

- **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 pickup 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** - 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.

Communication

Our students come first and continue to be our 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 encourage you to make an appointment that is convenient for you and the teacher.

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:

Student Communication during the school day

If parents need to relay a message to, or need to speak with, a student during school hours, communication must go through the front office (or teacher providing permission for classroom phone usage). While this has always been our policy, we had numerous violations this year with students texting/calling through smartwatches or phones. If it's an emergency, then the office can relay a message quickly.

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/legal guardian.

ParentSquare

Moving forward, we will be utilizing Parent Square for all school to home communication. This will replace remind, dojo, etc. Stay tuned for information on how to set up your account.

Sunburst Social Media

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.

WESD Email

Teachers may also be contacted via email. Teacher's email addresses follow the format of **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.

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.

Attendance Policies

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school and students should be in their seats at the designated start time; therefore, absences shall be excused only for necessary and important reasons.

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. Please refer to the district portion of this handbook for more specific information on reporting your child's absence.

Truancy

In order to ensure students are successful and meet current state legislation, which requires all students to attend more than 90% of the school year. **When a student reaches five total absences (excused, unexcused, and/or unverified), families will receive an attendance notification letter.** When a student reaches 10 unverified, unexcused, and excused absences, families will receive an attendance warning letter and a referral to the WESD Truancy department for appropriate actions (see District guidelines).

CUTS (Court Unified Truancy Suppression)

School attendance is not only a good habit, but it is state law (A.R.S. 15-802/15-803). Arizona State Law requires that parents ensure that their children between the ages of six and sixteen attend school regularly. To encourage and improve school attendance,

WESD has implemented a truancy service in partnership with Maricopa County Juvenile Court. This truancy service is called C.U.T.S. (Court Unified Truancy Suppression). Schools will be tracking attendance very closely. Your child is expected to be in school every day, and on time. When a student has five or more unexcused absences or 19 total absences, the student or parent can be cited for Truancy. The citation would require that both the parent and the child to appear in a CUTS hearing

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 p.m. on Monday, Tuesday, Thursday and Friday, and 12:50 p.m. 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 for Pick Up

Please be prepared to show the proper ID when you come 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.

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.** 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.

Student Expectations/MTSS

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 school uses a

Multi-Tiered System of Support (MTSS) to make sure all students have what they need to learn and grow. MTSS helps us support students in their academics as well as their social-emotional well-being. All students receive strong, school-wide support, but some may benefit from more targeted help. This might include additional instruction, small group time to practice skills, or more individualized plans. Teachers and staff regularly check how students are doing and adjust supports as needed. Our goal is to work as a team with families to help all students do their best by using data to provide the right kind of support for both academic success and social-emotional growth.

For specific WESD policies, please check out the Student Conduct section in the district-section of the handbook.

Our students are tasked with following all Sunburst MTSS expectations.

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.

“I am respectful, safe, and a problem solver!”

We encourage your student(s) to share the Sunburst Expectations.

Student Dress Expectations

Please refer to the WESD Dress Code within the handbook or website. Students are also required to wear their IDs while on campus and when taking the school bus.

Technology and Personal Belongings

Students are not to bring personal belongings such as music devices, headphones/earbuds, handheld electronic items, laser pens, toys, or trading cards of any kind to school unless specifically given permission to do so by a teacher. If a student needs a cell phone for safety purposes, to and from school, it should be turned off and kept in the student’s backpack during the school day. Students are not allowed to use cell phones on campus for any purpose, including receiving calls, taking pictures, or text messaging.

Items that are brought to school will be taken by the teacher and returned to the student at a later time or turned in to the office to be picked up by a parent. If the student continues to bring items to school, the principal will hold a meeting with the parent.

Student Conduct

A complete list of expected student behaviors is found in the Student Code of Conduct. 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.

Behavior Standards

Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions, or any activity sponsored or approved by the Governing Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District-owned or controlled property or at District-sponsored or supervised functions.
- Damage or threat of damage to property of the district, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District-controlled premises
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds
- Unlawful use, possession, distribution, or sale of tobacco, (including tobacco substitutes, electronic cigarettes, other chemical inhalation devices or vapor products), alcohol, or drugs or other illegal contraband on District property or at school-sponsored functions.
- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and/or failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds. In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order. For further details, see the Appendix.
- More information can be found in the WESD discipline section of the handbook.

WESD Behavior Support Chart

This framework was designed to foster a positive and respectful learning environment for students in grades K-8. This chart serves as a guide for understanding expectations, addressing violations, implementing consequences (actions), and applying interventions to promote behavioral growth and development. Our commitment to equity and fairness is reflected in our approach to consider mitigating and aggravating circumstances when determining appropriate consequences and interventions for each student.

Severe/Chronic Behavior

Severe or chronic behavior will be referred to administration (Behavior Support Advocate (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.

A full description of violations and potential consequences can be found within the WESD Behavior Support Chart from the Parents section of www.wesdschools.org.

Social Worker

Social Worker: Jessica Huston | 602-896-6426 |

jessica.huston@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.

Gifted Services

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

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

Classes visit the library once a week. Books may be checked out on your child's library day and must be returned by his / 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. Should your child lose or damage a book, payment for the replacement is the family's responsibility.

Lost & Damaged Library/Textbooks

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.

Safety Procedures

We have made the safety of our children our number one priority. To maximize our efforts, we need your utmost cooperation with regard to vehicle traffic. By following the directions of posted signs and the directions given by school personnel, especially when it comes to the school parking lots and the student cross walk zones, we can minimize the risk of student injury. The following information will help all of us make these traffic areas safer for our children. Please note that this information does not represent every aspect of vehicle/traffic laws, but is to serve as a helpful reminder.

Crosswalk Zone

Students must follow the directions given by the crossing guard for their safety and well-being. Remember that crossing guards are members of the school staff and must be treated courteously and respectfully at all times. Students and adults need to use the crosswalk when crossing the street or moving through the parking lot.

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.**

Students must be in their classroom by 7:30 a.m. or they are marked TARDY. If your child arrives late or is dismissed early by just five minutes, over the course of the school year, your child would miss out on more than two full days of instruction. It is our goal to maximize instructional time for all students by ensuring that classes are not interrupted with announcements or messages from home.

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 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.

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.

Water

It is good practice to bring a water bottle each day to stay hydrated. There are refilling stations around campus. Only water is permitted at school. Milk and juice will be provided at breakfast and lunch. Students should not share their water bottles with others for health code purposes.

Honors and Awards

Honor Roll/Principal's List

Who: Third - sixth 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.

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 arrange 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.

Sports and Clubs

Boys' + Girls' Cross Country Who: Kinder - 6th students When: Fall 2025	Boys' Basketball Who: 5th / 6th Boys When: Winter 2025	Girls' Basketball Who: 5th / 6th Girls When: Spring 2026
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.

Sunburst Partnerships

All Things E.Q. (ATEQ)

Sunburst consistently provides students with a strong academic foundation led by our hardworking 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 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.

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, Stephanie Hoenigman: sunburstpto@gmail.com. Learn more by following their Facebook at www.facebook.com/SunburstPTO/.