

## **PRINCIPAL'S LETTER**

Dear Parents,

The staff, faculty and administration of Sunburst welcome you to an exciting and challenging year of education. This handbook will help students and parents gain a better understanding of how, what and why we do certain things at Sunburst. Parents and students should use this handbook as a guide to help assure a positive, rewarding experience.

Students at Sunburst, like members of a community, have both rights and responsibilities. It is the duty of the school to protect those rights and insist upon those responsibilities. We expect students to come to school ready to learn and to take full advantage of the time they have here. It is not realistic to think that every situation that could happen at school is covered in this handbook. If there is ever any doubt about a situation, we expect students to use common sense.

It is our goal to foster a school climate in which teachers can teach effectively so students can maximize their potential. We cannot do it without the help of parents and students. We must work together as a community to ensure the best education for all students. I hope parents will take an active roll in our school by participating in our Parent/Teacher Organization (PTO), attending parent/teacher conferences, asking your child to talk about school activities, having frequent communication with your child's teacher, volunteering, and setting consistent homework habits.

Students, your success at school has a lot to do with your attitude and effort. We will do everything we can to help you be successful. You need to do your part by being prepared, participating in class, participating in extracurricular activities, and by being a positive role model.

Rhonda Warren  
Sunburst Principal

## **MISSION**

## **STATEMENT/PHILOSOPHY**

Sunburst School is a unit of the Washington Elementary School District and, therefore, is fully supportive of the philosophy and goals of the District.

Our staff believes that the school exists to promote education in a planned environment. As a result, we are dedicated to a systematic approach to learning that includes an emphasis on basic skills knowledge, fine arts and fitness. We believe, furthermore, that parents, patrons, pupils and staff all have a vested interest in education and that full participation from these groups is desired and encouraged.

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.

## **CONTACT INFORMATION**

**School Address:** 14218 N 47<sup>th</sup> Ave., Glendale, AZ 85306

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

### **Important Telephone Numbers:**

Office: 602-896-6400

Health Office: 602-896-6410

Attendance: 602-896-6411

KidSpace: 602-896-6415

Fax: 602-896-6420

## **DAILY SCHEDULE**

School Hours:

7:30 a.m. to 2:30 p.m.,

Dismissal 1:00 p.m. on Early Release Wednesdays

### **Office Hours**

The school office is open daily from 7:15 a.m. to 3:30 p.m. You can reach the school at any time and leave a voice mail message, which may be transferred to the appropriate party.

### **Classroom Hours**

Each teacher develops a daily schedule prior to the first day of school.

### **Arrival/Dismissal Times**

**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.

Teachers will blow a whistle at **7:25 a.m.**, signaling pupils to line up on the playground. 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.

### **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 three or more times in a grading period 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.*

### **Breakfast/Lunch Times**

Breakfast is served at 7:30 a.m. in the classroom. Lunch is served from 10:20 a.m. to 11:50 a.m.

Parents/families enjoy having lunch with their children at school. Often times other students are invited to eat with a family who has brought in an outside lunch (i.e. McDonald's, Subway) for their child/ren. Although this is a very kind gesture, we will have to ask you to limit any outside lunch to only your child/ren. Students joining you should eat either their home-packed lunch or purchased school lunch.

## **GENERAL SCHOOL INFORMATION**

### **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.

### **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 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 truancies or 10 total absences, 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.

### **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 and 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.

### **Breakfast and Lunch Information**

Breakfast is served to all students in the classroom, and lunches are served in the cafeteria daily. Students are welcome to bring a lunch from home.

Students who eat in the cafeteria occasionally may pay cash as they go through the line. This practice is discouraged, however, because if money is lost or stolen, the school cannot replace it. A debit card system is used at Sunburst. Parents can add money to their student's account any day of the week before school. Parents may also go to the Web site [myLunchMoney.com](http://myLunchMoney.com) to create an account for students. With this account, a parent may view the student's food service account balance or prepay by using a credit card.

Please refer to the District portion of the handbook for information regarding lunch charges.

Sunburst is a closed campus. Students are not allowed to leave campus for lunch, unless a parent has come to sign them out in the office. Bringing lunch in to school is preferred. Picnic tables are available outside of the cafeteria.

It is the responsibility of the parent to supervise any additional students invited for lunch. **Parents may allow their child to choose up to two friends to join them for lunch.**

**We have a few simple guidelines we ask the children to follow:**

- **No running on the sidewalks or in the grassy areas by the lunch tables**
- **No running or playing in the amphitheater area**

### **Guest Teachers**

Substitute teachers are certified by the State Department of Education and are qualified teachers. These teachers are to be treated with the same respect and consideration that is given any other teacher or adult. *Students who are being disrespectful or disruptive with substitutes will be subject to the appropriate discipline.*

### **PE Dress**

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. Students are required to "dress out" according to the directions of the PE teacher.

### **PE Excuses**

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 the PE instructor and nurse in writing of any special problems that your child may have, such as asthma, rheumatic fever, etc.

## **Makeup Work**

Parents may call for makeup work on the **second day of absence**. For a prolonged absence, parents should request work to be done at home. In order to provide time for teachers to prepare materials, **requests should be made to the office by 9:00 a.m.** and picked up at dismissal time.

## **Visitors**

We welcome adult visitors, and parents especially are encouraged to visit the school and take an active role in the education of their child. 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. 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.**

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. 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. 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.

## **School Parties/Birthdays/Class Fieldtrips**

The main goal for parents attending these events is to be actively engaged with classroom children and assisting with the activities. Therefore, siblings may not attend classroom parties or field trips.

School parties are at the discretion of the homeroom teacher and are limited to Fall Celebration, Winter Break, Valentine's Day, and end-of-the-year celebrations.

Please contact your child's teacher before sending treats for your child's birthday so that the celebration can be planned into the day's activities. Any treats that are brought to school must be store bought and individual portions. Also, since learning is our primary goal, we will not accept balloons or special floral arrangements for individual students.

## **Pets on Campus**

For safety reasons, pets are not allowed on campus, without notifying the principal.

## **Parent/Teacher Contacts**

Parents needing to talk to teachers 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@wesdschools.org](mailto:firstname.lastname@wesdschools.org). Respect the teachers' time and schedule a conference, when needed.

**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. **If you have an emergency and need to get a message to your child, please call the school office at 602-896-6400.**

## **School Newsletter**

The Sunburst Elementary newsletter contains a monthly calendar of events, dates to remember, student recognition and other pertinent news about your school. A monthly calendar of events is also sent home the first Friday of each month.

## **Student Telephone Usage**

Students may not use the office phone except with the teacher's written permission. We discourage the use of the phone except for emergencies. Students may not call for permission to visit a friend after school, come home for lunch, etc. Such arrangements should be made prior to coming to school. Parents are urged to limit calls and messages to students. **The office staff will not interrupt classroom instruction.**

## **HONORS/AWARDS**

### **Perfect Attendance**

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

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

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

##### **Academic Excellence**

1.0 grade point average – no Ns

##### **Principal's List**

1.0 – 1.5 grade point average – no 4s or 5s and no Ns

##### **Honor Roll**

1.6 – 2.0 grade point average – no 4s or 5s and no Ns

To determine G.P.A. – Add up total number of academic grades earned and divided by the number of academic subjects in which a grade has been given.

Principal's List and Honor Roll pupils will receive recognition in the school newsletter, ribbons or certificates.

## **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.

## **DISCIPLINE/BEHAVIOR**

### **Severe/Chronic Behavior**

Severe or chronic behavior will be referred to the Student service specialist and/or the principal will administer enforcement of the school code of conduct. The student service specialist and/or the principal reserves the right to determine the severity of the infraction.

## School Discipline Policy

It is extremely important that our young people know what is expected of them. To promote and support these expectations, Sunburst staff is using a positive incentive program known as **"Character Counts."**

The six pillars of good character are:

Fairness	Caring
Citizenship	Respect
Responsibility	Trustworthiness

Blazer Bucks and Blazer Beams promote and reward good conduct and choices.

## 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 nonschool time emergency purposes, the phone must be turned off and kept, at the student's risk, in his or her backpack.

Cell phones must be turned off and stay in student's backpacks while at school. Any cell phone found on a student will be confiscated. First offense: the student can pick up the item from the office after school. Second offense: the parent must pick up the item from the office.

Any valuables brought to school are subject to a number of risks. Please do not have children wear precious jewelry, expensive timepieces or heirlooms.

Cell phones, iPods, skateboards, Heelys (shoes with wheels), toys, card collections, personal computers 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.

## PARENTS ARE ALSO REMINDED THAT THE SCHOOL DISTRICT DOES NOT INSURE STUDENT PROPERTY.

## Cafeteria Rules

- Raise hand for permission to leave seat.
- Use quiet voices at all times.
- Clean your own area before being dismissed.
- Take only what you will eat.
- Keep hands and feet to yourself.
- No food sharing.
- Dispose of tray properly.
- If you spill, let the person on duty know at once so it may be cleaned up.

## Playground Rules

The following is a list of rules that will help our students know what is expected of them on the playground. The following are dangerous and are not allowed:

- Throwing of rocks.
- Fighting or play fighting.
- Riding on the backs or shoulders of other students.
- Interfering with other student's games.
- More than one person on a swing.
- Standing on swings.

- Climbing on trees or fences.
- Games such as tigerball, tackle football, keepaway, rough contact soccer, kick fighting, etc.

Students are to be on the fields that are assigned to them only. All grades are to use only the restrooms that are assigned to them. Breaking of these rules may result in a student losing his or her recess or noon activity period.

## SCHOOL SAFETY

### 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 a need to evacuate the school should occur, Sunburst students will be evacuated to Christ Community Church, 4530 W. Thunderbird Rd and ASU West Campus. Parents, guardians and designated child-care people will pick children up at that location.

### Bicycles

Students are expected to follow bicycle safety regulations at all times. 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 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 to be walked at all times on the school grounds.

### Skateboards, Skates and Rollerblades

Skateboards, Razor scooters, , Heelys (shoes with wheels) and rollerblades present safety and storage problems. These are not allowed at school.

### 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.