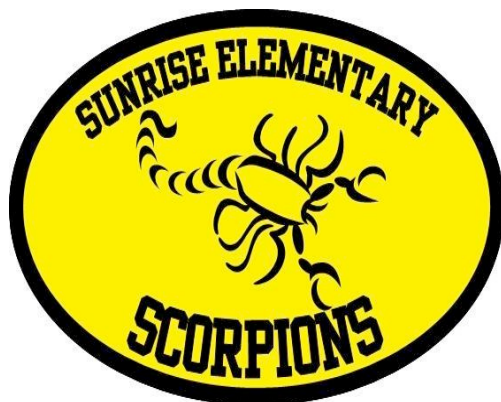


# SUNRISE ELEMENTARY SCHOOL



*“Sunrise maintains high standards of achievement, fosters life-long learners, and promotes responsible citizens through mutual cooperation of our school community.”*

## **Parent-Student Handbook 2015-2016**

Mr. Rob Monson  
Principal

9943 E. 28<sup>th</sup> St.  
Yuma, AZ 85365  
Phone: (928) 502-8800  
Fax: (928) 502-8787  
Website: [sunrise.yuma.org](http://sunrise.yuma.org)

## PARENT-STUDENT ELEMENTARY HANDBOOK

Dear Parents(s) / Guardian(s),

Welcome to the 2015-2016 school year at Sunrise Elementary! As the principal of Sunrise, I am proud, excited, and looking forward to what should be another amazing and successful year for our students, staff, and school community.

At Sunrise Elementary our focus is on educating the whole child; we are committed to providing a climate and culture in which every student can thrive and achieve academic, social, and personal success within a safe, nurturing school environment.

In order to help ensure student success and build that positive school culture, it takes a team effort. As parents, you are a vital part of the Sunrise educational team.

Communication, participation, and governance are three features that help to define and build effective parent and community involvement within schools. Again this year, let's all work together to enhance and build a stronger Sunrise school community.

We are honored for the opportunity to teach your children and be part of the community. If you have any questions, suggestions, or concerns, please do not hesitate to contact me at 502-8800 or via email at [rmonson@yuma.org](mailto:rmonson@yuma.org).

Sincerely,

*Rob Monson*

Principal

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**School Hours**

- 8:20 a.m. Students allowed on campus. Breakfast Begins
- 8:40 a.m. 1<sup>st</sup> Bell
- 8:45 a.m. Classes Begin
- 3:40 p.m. School Dismissal
- 2:10 p.m. Monday - Early Release Dismissal
- 4:00 p.m. Campus Closed

**Note:** *Students will be released at 12:15 p.m.* on the following District Professional Development Mondays:

**Aug 17, Sept 21, Oct 19, Nov 16, Jan 25, Mar 21, May 16**

Office hours are 8:00 a.m. to 4:00 p.m. Monday – Friday. Visitors are not allowed on campus until 8:20. **To report your child’s absence, call (928) 502-8800 before 9:45 a.m.**

Please Note: There is no student supervision (including playground and front of school) prior to 8:20 a.m. For families requiring childcare before or after school, Discovery Club is available on site for a fee.

*Ron Watson Middle School Hours*

*8:35 a.m. Classes Begin*

*3:39 p.m. Dismissal*

**School Rules**

Our PBIS (Positive Behavior Intervention & Support) school-wide rules are simple and may be carried on through life:

- Be Respectful
- Be Responsible

For specific grade level/classroom rules, please refer to your child’s teacher; classroom rules should be included in the classroom syllabus.

## STAFF DIRECTORY

### **Sunrise Elementary Staff**

Mr. Rob Monson, Principal

Mrs. Kenya Angulo, Secretary

Mrs. Janna Baker, Clerk

Health Aide: Mrs. Jennifer Krizay

Counselor – Mrs. Michelle Sheldon

Military Family Life Consultant: Ms. Anita Gallegos

Cafeteria: Mrs. Walker (Manager)

Custodial: Mr. Bonilla (Grounds), Mr. Dominguez, Mr. Rodriguez

Ms. Garcia

### *Instructional Staff:*

Resource Teacher- Ms. De los Reyes, Speech: Ms. Petronella Newhard

Reading Interventionist – Mrs. Miranda

Paraprofessionals- Mrs. Pinkston (Library), Mrs. Firasek, Mrs. Kapaska

### **Grade & Room Number**

Kindergarten: Mrs. Obregon 106, Mrs. Ainsworth 108

Mrs. Ballay 206, Mrs. Young 208

1<sup>st</sup> Grade: Mrs. Valasin 101, Ms. Gaona 102, Mrs. Swope 103,

Ms. Thibaudeau 104

2<sup>nd</sup> Grade: Ms. Noel 105, Mrs. Quintana 202, Ms. Meredith 203,

Mrs. Croutch 204

Autism - Intermediate: Ms. Moreno 207 / Primary: Ms. Salazar 107

3<sup>rd</sup> Grade: Mrs. Boera 210, Mrs. Trevino 205, Mrs. Barksdale 209,

Ms. Flores 201

4<sup>th</sup> Grade: Ms. Lloyd 302, Mrs. Edwards 303, Mrs. Callejas 304,

Mrs. Diaz 310

5<sup>th</sup> Grade: Mr. Duquette 305, Mrs. De La Cruz 306, Mrs. Villarreal 308,

Mrs. Elwood 309

Art: Mrs. Maholchic 501    Music: Mr. Hall 502    P.E.: Mrs. Veraldi

## **P.T.A. Officers**

President: Jennifer Firasek  
Vice President: Mandy Delaney  
Secretary: TBA  
Treasurer: Vanessa Al-Hanna

## **Academics**

### **Classroom Organization**

A placement committee consisting of teachers at the sending grade level, special education staff, and principal, will place each child in the classroom where his/her needs may be best met. "Parent Requests" are taken in May for parents to provide input in the process. Classes in grade K-5 are grouped with a reasonable distribution consisting of: boy-girl ratio, achievement level, class size, student combinations and other special concerns. Also, State law and District policy provide for Structured English Immersion classroom for English Language Learners and clustering for gifted students.

### **Curriculum**

Specific curriculum questions should be directed to the teacher. By making curriculum expectations available, we hope to provide the opportunity for parents to become more deeply engaged in their child's education. The District adheres to Arizona's College and Career Ready Standards (AZCCRS). A few of our math and reading intervention programs include: Zearn (math), Study Island, 95% Group (reading), ST Math, PLATO (internet based) and Achieve 3000. A complete list of Standards by grade level can be found on our website or on the Arizona Department of Education website at:

**[www.azed.gov/azccrs](http://www.azed.gov/azccrs)**

### **Homework**

The responsibility of the total education of each child is a partnership shared by the school and home, the family. To this end, we encourage student effort outside the school day. The amount of time a student spends on homework varies with each grade level and the study habits of the individual student. As part of the homework, we ask that students read at least 20 minutes each night - especially on weekends and holidays.

Please see the attached *Sunrise Homework Policy* for additional information.

In the event of absence, homework assignments may be requested by phoning the school, if a student is well enough to complete homework. This request should be phoned in early in the day so that teachers may have time to collect the materials. Students are expected to make up assignments and are given one day per day of absence to complete work.

### **Physical Education**

For safety reasons we ask that students dress appropriately for P.E. class. This includes wearing clothing in which the child is able to move freely, wearing appropriate shoes (tied & closed toe), and ensuring your child does not wear jewelry which dangles or may get tangled or pulled during an activity.

### **Report Cards/Progress Reports/Grades**

Report cards are provided at the end of each academic quarter. Students receive 2 grades, Production & Standards for each subject area. Production grades assess the work students undertake; standards grades indicate student progress towards the state standards. While it seems these grades should match-up, as instruction is aimed at teaching the standards, this is not always the case. The Standards grade is based, primarily, upon the Galileo assessment (grades 1-5) given three times a year (Sept, Dec/Jan, May). This assessment allows teachers to measure student progress toward State Standards and assist in planning of lessons.

In grades K-1, students are assessed in reading using the DIBELS. This assessment occurs 3 times per year (August, January and May). Teachers work together to plan instruction using information provided by DIBELS.

Quarterly Progress Reports are distributed at the mid-point of each quarter. These reports provide a snapshot of how a child is doing at that time in core academic areas such as: math, reading, writing, science, and social studies. Please review those reports with your child and contact the teacher with any questions or concerns.

### **Illuminate Parent & Student Portal**

*Illuminate* Parent Portal is a wonderful tool to monitor your child's education. It will provide you with the latest information about your child's attendance, assignments, and grades. It is a web-based program so you can log-on at anytime and at any place that you have Internet access and an email account. To ensure consistency and provide as current information as possible, every Tuesday of each week, parents can expect updated information on their child's assignments/grades. In order to take advantage of this valuable tool, you will need to obtain an activation key (password). If you do not have a current activation key (password) or need additional information regarding access to parent portal please do not hesitate to contact our office.

### **Grade Level Syllabus**

Please refer to your child's grade level syllabus regarding common rules, expectations, procedures, etc. of that grade level. If an additional copy is needed, please contact the classroom teacher.

### **Parent Conferences & Meetings**

All parents are contacted and asked to come to school for two parent-teacher conferences during the school year. Please make an effort to come to the appointed time of your conference. Also, parents may call and request a conference at anytime with their child's teacher(s). We emphasize and encourage parents to communicate with their child's teacher as needed.

For all school programs and assemblies on our campus, we ask that all adults followed the appropriate visitor procedures and wait for permission from office staff to enter the appropriate buildings.

### **Attendance Policy**

**Yuma School District One Policy: J-0500 © JE**

The parent or guardian is charged by law with responsibility for the student's consistent school attendance. The Superintendent will enforce the laws regarding attendance, with consideration for the variables that affect children and families. The Superintendent will place emphasis on the prevention and correction of the causes of absenteeism.

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith.

In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

When absent from school, State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on



the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused.

If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes.

For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following: the scheduling of medical and dental appointments after school hours except in cases of emergency; the scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature.

School administrators are authorized to excuse students from school for necessary and justifiable reasons.

A.R.S. 15-803.C.1 defines "habitually truant" as a child who is truant (unexcused absence for at least one class period during the day) for at least five school days during the year.

**Arriving late to school has become a concern at Sunrise. Leaving before the end of the school day has also been a challenge more than past years.**

The Arizona Department of Education has changed the manner in which they consider students in attendance. Students are considered absent for one-fourth, one-half, or a full day. The determination for absence is based upon the number of minutes in our school day and the number of minutes the student is absent from school. Normally students are in attendance at Sunrise for 335 instructional minutes per day for students in Grades 1-5. This does not include lunch and recess. According to ADE policy, students will be marked absent as listed below dependent on the number of minutes the student is absent.

1-85 minutes late or left early = 1/4 day absent  
86-168 minutes late or left early = 1/2 day absent  
169 minutes late or left early = 1 full day absence

**Please make sure students arrive on time and do not leave early except in rare or unusual circumstances.**

### **TARDY**

The warning bell rings at 8:40 AM. The tardy bell at 8:45 AM. Students arriving late **must** be signed in at the office and receive a pass before going to class. Being tardy is disruptive to the educational process. Students who are tardy should bring a note signed by the parent or the parent may explain in person, to the office, the reason for the tardy. Frequent or excessive tardies will lead to:

- The student not receiving recognition for perfect attendance.
- Letter and/or phone call to parent/guardian.
- Home visit – Truancy Officer/School Resource Officer.

### **TRUANT**

Truant means an unexcused absence for a least 1 class period during the day. Unexcused absence for at least five school days within a school year constitutes habitual truancy. Parents will be contacted either by phone or letter the first time. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction. J-1650 JHB. Patterns of absence will also be addressed through phone calls or letters to parents/guardians. Continued problems will result in a JUVENILE REFERRAL. Out-of-school suspensions are considered unexcused absences.

### **PERFECT ATTENDANCE**

A student must be in attendance more than one-half a day before he/she can be counted present during the day. In addition, a student **MAY NOT** be tardy more than 3 times during a nine weeks period to be considered in having Perfect Attendance for that nine weeks period.

### **Discipline Policy**

Please refer to the Yuma School District One Discipline Policy & Procedures Handbook.

### **School Services**

#### **Food Services & Cafeteria Rules**

Here at Yuma Elementary School District One we recognize know how important it is that our students are offered healthy food choices, as well as, providing nutrition education to help them know the benefits of developing healthy eating habits. We provide adequate nutrition for their proper growth and development. We know that children with adequate nutrition are better

able to focus on learning, have improved behavior, enjoy improved test scores, and have fewer absences. Our menus reflect this understanding!

The student meal service is planned and prepared by over ninety child nutrition professionals whose goal is to provide meals that are nutritionally sound, appealing, and satisfying.

In order to promote healthy eating habits for students on campus, carbonated beverages should not be sent in a sack lunch or brought in with fast food. You may send water, juice or milk, or juice or milk may be purchased in the cafeteria during meal times.

Please do not send gum or candy with your child as these items are also not permitted as we continue to foster a healthy eating environment.

**Please note: For student safety and supervision purposes, parents/guardians are only allowed to eat lunch with their own child outside the cafeteria. The student's friends or acquaintances may not be part of that group.**

Breakfast is available to all students at no cost. Lunch is provided at the cost of \$1.50 per student. If a child qualifies for the free/reduced meal program the cost is 40¢ for the reduced category for lunch. To determine if you may qualify for free or reduced lunch, please contact our cafeteria manager.

If you'd like to prepay on your child's account, please send a check or cash with your child, or stop by the cafeteria and speak with the manager. If you think your family may qualify for the free/reduced meal program you may pick up an application from the school cafeteria manager. All cafeteria managers are available to answer your questions so please stop by the cafeteria when you are on a campus. Our Child Nutrition Department may be reached by telephone (928) 502-4360.

### **Health Services**

Please see Health Services attachment

### **Transportation & Bus Rules**

To learn your appropriate bus schedule contact our office, or Transportation: 341-9076. You may also find route information on the District website [www.yuma.org](http://www.yuma.org) under "Departments" > "Transportation" > "Bus Routes".

### *Bus Rules*

1. The bus driver may assign seats.
2. Be courteous.
3. Do not eat or drink on the bus; keep the bus clean.
4. Violence is prohibited.
5. Remain seated.
6. Do not smoke.
7. Keep your hands and head inside the bus.
8. Do not destroy property.
9. For your own safety, do not distract the driver through misbehavior.

### *Misbehavior On Bus*

Penalty at discretion of Yuma Schools Transportation Consortium. (Y.S.T.C) depending on circumstances (may include removal from bus for 1 to 10 days or permanent removal from bus). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

## **General Building Information**

### **Bicycles and Pedestrians**

Students may ride their bicycles to school. Students riding their bicycles to and from school should use extreme caution. Bicyclists must wear an appropriate helmet. All bikes must be walked when the rider reaches campus. Bikes are to be locked, with a lock provided by the student, in the bike racks each day. The bike racks are off limits during the school day. All students riding their bikes to school should understand that the school cannot accept responsibility for vandalism or theft. Every effort will be made to ensure the bicycles are secure; however, it is impossible to patrol the bicycle racks at all times.

Students should not cross streets except at crosswalks. We ask that pedestrians use the appropriate sidewalks each day. Due to our intent to create and maintain safe and appealing grounds, we ask that pedestrians and cyclists do not “cut across” our grass areas, doing so make it difficult to grow and maintain grass in these areas.

### **Award Ceremonies**

At four times during the school year, individual students are recognized for individual accomplishments from the previous quarter. Some of these accomplishments may include: Principals Award, Honor Roll, Galileo Achievement, Most Improved, etc. These ceremonies are held in individual classrooms and parents receive prior notice if their child will be receiving an award. Student of the Month recognition is held monthly in the cafeteria during

lunches. Classroom teachers select one student to represent their class based on respect and responsibility.

For all school ceremonies on our campus, we ask that all adults followed the appropriate visitor procedures and wait for permission from office staff to enter the appropriate buildings.

### **Do's (and Don'ts)**

Do:

Address adults appropriately  
Always do your best  
Be respectful of everyone  
Follow direction of staff  
Follow school rules  
Homework  
Read daily (minimum 20 minutes)  
Set and monitor your goals  
Take pride in your community  
Walk on campus  
Use paths and sidewalks

### **Dress Code**

J-2361 © JICA-R

The District encourages students to take pride in their attire as it relates to the school setting. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Bare midriffs, halter tops, and spaghetti straps (less than 1 inch) are not acceptable.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc. (Flip-flops are not recommended for school.)
- Jewelry shall not be worn if it presents a safety hazard to self and/or others.
- Profane or defamatory writing on clothing or jewelry is not acceptable.
- No bandannas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors."
- Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. This includes anything worn or carried on campus, including items with price tags attached.

- Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.
- Exceptions for special activities or health considerations may be pre-approved by the administrator.

Students who volunteer for extracurricular activities, such as OM, etc., are subject to the standards of dress as defined by the sponsors of such activities.

### **Electronic Devices**

As per District Policy, electronic devices (cell phones, iPods, CD players, etc) should not be brought to school. If a student is found to possess/use an electronic device at school or on school grounds (including before, during, and after school) it will be confiscated and parents will need to pick it up from the office.

### **Field Trips/Fundraising**

Teachers will be planning trips throughout the year. These fieldtrips will support our curriculum and provide opportunities for students to enhance their learning. To offset the expense of the fieldtrips, a variety of fundraising activities will take place throughout the school year. We will do our best to coordinate these activities and be sensitive with regards to these efforts (i.e. Fundraisers tend to get very expensive for parents and families).

### **Newsletter**

A newsletter will be distributed at the beginning of the month. Please look for and read the newsletter to keep up with current happenings. The newsletters will also be posted on the school website: <http://www.sunrise.yuma.org>.

### **Parent-Teacher Association (PTA)**

The Sunrise parent organization is the Sunrise PTA. Many projects, which help to benefit the students at Sunrise, are offered throughout the year. Parents willing to help are always welcome. For information look for the newsletter, school website or stop by the office.

### **Parking Lot / Drop-off & Pick-up / Dismissal**

We understand parking is at a premium at our school and that congestion at arrival and dismissal may cause frustration. However, if everyone does their part by following signs and direction of staff, we operate more smoothly and the process will be calmer and more pleasant for all.

For the safety of all children, PLEASE FOLLOW ALL SIGNS AND DIRECTIONS OF STAFF ASSISTING BEFORE AND AFTER SCHOOL. Students should be dropped-off and picked-up in the appropriate lane in front of the school from the passenger side of the vehicle.

**When dropping off students at school in the morning, please remember to pull as far forward as possible along the red curb on the right (without parking in the crosswalks). As you exit the parking lot from the drop off lane, remember to follow the Right Turn only onto 28<sup>th</sup> St.** Also, for the sake of minimizing congestion and maintain a flow to the drop-off lane, please make sure your child is ready for school prior to stopping (i.e. she has her lunch money, homework/notes are checked and signed). The City of Yuma placed **No Parking** signs on the north side (far side) of 28<sup>th</sup>. Please adhere to this posting for reasons and safety.

During dismissal time, Kinder and First Grade students will walk to the front lawn and line-up at the teacher's designated area. Parents who pick up their child must meet the teacher there and then the student will be dismissed. If you arrive late to pick-up your child, please just wait in that area. Once the teacher has completed placing his/her student(s) on the bus, they will return to the pick up area with your child. Please do not try to pick up your child as the teacher is placing other student(s) on the bus.

Students who are picked up by a parent/guardian must be picked up on time at the end of the school day (dismissal is at 3:40). If a child is not picked up on time, a parent or the emergency contact will be notified. If we are unable to make contact with either of those, and as a last resort, we will then notify the authorities.

At the end of the school day, our office can become very busy. We ask that parents/guardians waiting to pick up their child at dismissal please do so outside and not in the office. This will also help to ensure greater confidentiality for those needing assistance from the office staff.

### **Patriotic Exercises**

After the morning bell, the Pledge of Allegiance will be lead over the intercom and recited in the classrooms and a moment of silence observed throughout the school. If you are on campus at this time, we ask you model the respect this display deserves.

### **Registration**

Parents must furnish proof of residency at the time that they register their child. Acceptable proof includes:

- ✓ Proof of residency (NOT a driver's license)
  - An original utility bill such as gas, electric, water, etc., a rent/lease agreement, or mortgage documents
  - If living with someone, we will need a notarized letter and proof of their residency

- ✓ Original Birth Certificate (copies are not accepted)
- ✓ Immunization Records
- ✓ Child's Social Security Card (optional)
- ✓ At least two emergency phone contacts
- ✓ Parent's workplace and phone number
- ✓ Proof of legal guardianship, if child is not living with one of his/her natural parents

### **School Supplies**

The school provides many basic school supplies (paper, pencil, books, etc). Each grade level will have a list of supplies need for each student. These lists will be distributed by the teachers and are displayed on the school website. If needed, please contact the school to request a copy. Also, if at anytime you or your family may be experiencing a hardship and are unable to provide the necessary supplies, please do not hesitate to contact our office.

### **Site Council**

The Site Council is a decision-making body of staff, parents and community members. The intent is to gather and disseminate information regarding: school improvement issues, assessment, and budget matters. The Site Council meets monthly through the school year. Anyone interested in being part of the Site Council is encouraged to contact Mr. Monson.

### **Classroom Teacher Request**

At the beginning of May, parents/guardians may submit a request for a specific classroom teacher for the upcoming school year. That request window is usually open for about two weeks (the actual start and end date for requests is announced in the May newsletter). When submitting a request, please provide the office (not the current classroom teacher) with a written teacher request. Please keep in mind that all requests will be considered, but do not guarantee placement. Class size, ability levels, gender, and additional criteria are used to ensure equitable and appropriate placement for all students and classroom teachers.

### **Tax Credit**

Tax credit donations are a way of funding various activities and programs, such as: field trips, Odyssey of the Mind, after school programs.

Through the Arizona Tax Credit program, you do not have to have children in the schools to participate. The donation is not a deduction, it is a dollar for dollar tax credit. If you are married and file jointly, you may contribute up to \$400; otherwise, the maximum donation is \$200. To be eligible for the tax credit for this current tax year, donations must be made by December 31st.



Donations may be made by cash or check (payable to: Yuma Elementary School District #1 Arizona Tax Credit and sent to:

Accounts Payable  
450 Sixth Avenue  
Yuma, AZ 85364

### **Textbooks/Library Books**

Yuma School District One furnishes textbooks and library books. In the event a textbook or library book issued to a student is lost, damaged or destroyed, the student is responsible for its replacement.

### **Visitors**

Parents are encouraged and welcomed to visit their child's classroom throughout the school year. Please contact the classroom teacher or office to schedule a visit (24 hours notice is required). It is expected that these visits not interfere with the ongoing educational programs. Other adult visitors are to contact the principal to make arrangements for visitations. All visitors must show ID, are required to sign in at the school office, and wear a visitor badge. Visitors are expected to go directly to the intended destination, and are not allowed to roam/visit other parts of the campus. To help ensure greater safety, after the first week of the new school year, classroom pods and classrooms are closed before school. If assistance is needed, please see our office staff.

### **Volunteers**

Parents, grandparents and visitors are invited and encouraged to participate in the school program as a volunteer. Many of our programs and special events also depend on the voluntary participation of parents. Those interested in volunteering are encouraged to contact Mrs. Angulo in the school office. The amount of hours a volunteer can volunteer per week is limited to 3 hours. All volunteers are also required to sign in at the school office and wear a volunteer badge. Please see Volunteer Handbook for additional details.



# **Yuma School District One**

*ONE Community Pursuing Excellence*



## Sunrise Elementary Homework Policy

At Sunrise Elementary, we believe homework to be important for several reasons. Homework:

- Offers opportunities for parental involvement
- Provides more thorough home-school links (i.e. parents gain understanding as to expectations of students and parents learn where their child is in the learning)
- Increases opportunities to practice skills and expand students' thoughts on a subject
- Provides independent student practice
- Enhances the everyday life skills of organization & personal responsibility
- Increases student achievement

While research demonstrates the greatest impact of homework on student achievement occurs in high school, well-planned homework does have a significant impact on student achievement in elementary school. Well-planned homework is most effective when used to: practice familiar skills; prepare students for lessons; or, elaborate on thoughts or information.

Furthermore, when staff assign homework it is essential assignments are graded and treated with the same respect in which they are assigned. To this end, Sunrise staff strives to plan and design homework that is effective in raising the achievement of each student.

### Homework Time Approximations:

Sunrise staff understands varied family dynamics and time allotments exist in our community. Therefore, we attempt to provide homework meeting the following time approximations:

Kindergarten: 10 - 15 min.

2<sup>nd</sup> grade: 20 - 25 min.

4<sup>th</sup> grade: 30 - 35 min.

1<sup>st</sup> grade: 15 - 20 min.

3<sup>rd</sup> grade: 25 - 30 min.

5<sup>th</sup> grade: 30 - 45 min.

\*\*In addition to these approximate times, students are expected to read *at least 20 minutes each day*. This reading time is especially important on weekends, holidays and over the summer.

**Note:** If your child is taking considerably more or less time than the approximate times stated above, please contact your child's teacher so the homework can be modified/adjusted accordingly.

### Projects & Programs

At times, teachers plan projects for students to work on and/or complete at home. Teachers are committed to offering parents a thorough explanation of these projects and will provide a rubric for students and parents to better understand the project, its focus, and how it is to be graded.

August 2014

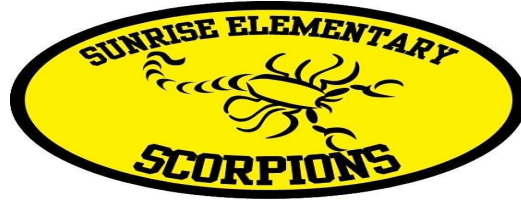
## *Sunrise Playground Rules*

- Students shall remain on playground in sight of duty teachers.
- No throwing sand or rocks.
- No tackle sports or rough play.
- Keep shoes on at all times.
- Use equipment properly and return it to the proper area when finished.
- Wait your turn and play fair.
- Line up promptly when the whistle blows.

## *Sunrise Cafeteria Rules*

- Students who bring their lunch will be seated immediately after walking through the door.
- Remain in line until seated
- 12-inch volume voices-no yelling
- Keep hands, feet and objects to yourself
- Do not share food
- Raise your hand for assistance
- Use appropriate manners
- Clean up after yourself
- No running....Remember to walk

For student safety and supervision purposes, parents/guardians are only allowed to eat lunch with their own child outside the cafeteria. The student's friends or acquaintances may not be part of that group.



## ***Sunrise Parent Compact***

*Academic success is directly related to parent involvement and communication with the school. By working together, we can provide the best possible educational experience for students. To this end, Sunrise School will assure parents that their child will be instructed with the confines of a safe and nurturing environment. Students will be regarded with dignity and fairness of and each child's culture, family and language values will be held precious.*

- School staff will provide a high-quality curriculum and instruction in a supportive and effective learning environment so that our students can master the Arizona standards.
- Parents will support students learning by making sure that students attend school on time and ready to learn, participating in students learning, and helping make decisions about their students' learning.
- Students will demonstrate responsibility for their own education by coming to school prepared to learn, by completing assignments with their best efforts, and by making appropriate behavioral choices.

*Communication between school and home will create the positive attitude necessary for student's success. Therefore:*

- Parent/teacher conferences (school-wide) will be scheduled during the year and as needed to keep parents and teachers informed of student's progress and areas of concern.
- School staff will be available to provide information and respond to concerns.
- Opportunities for parents to observe, volunteer, and participate at school will be provided.

I have reviewed and discussed the Parent Student Handbook for 2015-2016 school year with my child.

\_\_\_\_\_  
Parent signature/date

\_\_\_\_\_  
Student signature/date

\_\_\_\_\_  
Teacher signature/date



## *Sunrise Elementary Parent Policy*

The students, staff, and school community of Sunrise recognize the vital role that parents play in the educational process. It is recognized and believed that parents are the most important teachers of their son or daughter. Academic success is directly related to parent involvement and communication with the school. By working together, we can provide the best possible educational experience of all students. Students will be regarded with dignity and fairness and each child's culture, family, and language will be recognized and valued.

The school community of Sunrise expects parents to be responsible for sending their children to school prepared and ready to learn every day.

*The following are goals and guidelines that will help in fostering positive parent and school community relationships:*

- Parents and the school community will work collaboratively in selecting and planning school activities and services.
- Learning activities will be available to help parents reinforce the academic skills being taught in the school's instructional programs.
- Parents will be informed throughout the school year of student progress. Parents are also encouraged to monitor student's progress as needed.
- Parent / School communication is ongoing and two-way.
- Parents are encouraged to become actively involved in the school's Parent-Teacher Association (PTA). This organization is key in maintaining parental support for the school, as well as being a voice of the community.

YUMA SCHOOL DISTRICT ONE  
HEALTH SERVICES

THERE ARE FIVE (5) REGISTERED NURSES IN THE DISTRICT WHO HAVE A SCHOOL OF THEIR OWN AND OVERSEE UNLICENSED HEALTH ASSISTANT CLERKS AT THREE (3) TO FOUR (4) SCHOOLS WITHIN THEIR "CLUSTER". THE REGISTERED NURSE FOR EACH "CLUSTER" CAN BE CONTACTED FOR ASSISTANCE IF YOUR CHILD HAS SPECIAL HEALTH CARE NEEDS. (See <http://www.yuma.org/index.cfm?pID=3966> for more information)

OUR SERVICES INCLUDE, BUT ARE NOT LIMITED TO:

IMMUNIZATION REVIEW ( <i>Shots are available at Alice Byrne Elementary for a nominal fee of \$10 per child</i> )	
VISION SCREENING	FLOURIDE MOUTHRINSE
HEARING SCREENING	DENTAL SCREENING
GROWTH AND DEVELOPMENT	PEDIATRIC HYPERTENSION SCREENING
HEALTH TEACHING	SCOLIOSIS SCREENING

WHILE UNNECESSARY ABSENCES FROM SCHOOL MAY HAVE A BAD EFFECT ON A STUDENT'S ATTITUDE, WORK HABITS AND PROGRESS, **SICK CHILDREN BELONG AT HOME** and **WELL CHILDREN BELONG IN SCHOOL**.

AS A PROTECTION TO OTHER CHILDREN, ANY CHILD WITH A TEMPORARY INFECTION SHOULD BE KEPT HOME USING THE FOLLOWING GUIDELINES:

**COLDS:** MILD, BUT OTHERWISE FEELING WELL MAY GO TO SCHOOL.  
HEAVY COUGHING WITH A DEEP OR HACKING COUGH BELONGS  
AT HOME IN BED EVEN WITHOUT A FEVER.

**SORETHROAT:** WITHOUT OTHER SYMPTOMS – MAY GO TO SCHOOL.  
WHITE SPOTS AT BACK OF THROAT OR A FEVER WITH THE  
SORETHROAT - SEE YOUR DOCTOR.

**DIARRHEA:** KEEP HOME.

**STOMACHACHE:** IF PERSISTENT OR SEVERE ENOUGH TO LIMIT ACTIVITIES –  
SEE YOUR DOCTOR.

**VOMITING:** KEEP HOME UNTIL YOUR CHILD CAN KEEP FOOD DOWN.

**PAIN:** TOOTHACHE – SEE THE DENTIST.  
EARACHE – SEE THE DOCTOR IF SEVERE OR DRAINING

**HEADACHE:** IF THIS IS THE ONLY COMPLAINT, CHILD USUALLY NEED NOT STAY HOME

PARENTS SHOULD INFORM THE SCHOOL NURSE *or* HEALTH ASST CLERK IF THE CHILD HAS HAD OR BEEN EXPOSED TO ANY CONTAGIOUS DISEASE. IF YOUR CHILD HAS BEEN EXPOSED TO A CONTAGIOUS DISEASE, PLEASE WATCH HIM AND NOTIFY THE SCHOOL NURSE *or* HEALTH ASST CLERK IF YOUR CHILD BECOMES ILL

**FEVER:** THIS IS A WARNING SIGN THAT ALL IS NOT RIGHT WITH THE BODY.  
**A CHILD WITH A TEMPERATURE OF 100 DEGREES OR HIGHER IS  
TO BE KEPT HOME FOR A FULL 24 HOURS AFTER THE FEVER GOES  
AWAY WITHOUT THE BENEFIT OF FEVER REDUCING MEDICINES.  
BE SURE TO CHECK THE TEMPERATURE WITH A THERMOMETER.**

**RASH:** A RASH MAY BE THE FIRST SIGN OF ONE OF MANY CHILDHOOD  
DISEASES, SUCH AS: MEASLES OR CHICKENPOX. A RASH OR "SPOTS  
MAY COVER THE ENTIRE BODY OR MAY APPEAR IN ONLY ONE AREA.  
**DO NOT SEND** A CHILD TO SCHOOL WITH A RASH UNLESS A DOCTOR  
HAS SAID THAT IT WAS OKAY.

**IMMUNIZATIONS:**

AS A PARENT, IT IS YOUR RESPONSIBILITY TO KEEP ACCURATE RECORDS OF  
YOUR CHILD'S IMMUNIZATIONS.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL 502-8733 AND SPEAK TO THE SCHOOL NURSE *or* HEALTH ASSISTANT CLERK.