

Parent Handbook - Sunridge Elementary School

School Hours

8:00-3:00 (Thursday 8:00-1:15)

Office Hours

7:45-4:15

Teacher Hours

7:30-3:30

Mission:

At Sunridge Elementary we are a STEM focused school with accountable and mindful students developing model citizens and youthful innovators to achieve academic and social success.

Vision:

At Sunridge Elementary we are a STEM focused school with accountable and mindful students developing model citizens and youthful innovators to achieve academic and social success. We provide our students with opportunities to develop their creativity through increased exposure to STEM; we infuse STEM into all core subjects. We encourage students to think and act like scientists, we utilize technology on a daily basis; we incorporate the engineering design process to solve real world problems and focus on mathematics as a daily function of our lives.

Playground Supervision

There is playground supervision before school from 7:35-7:45 every morning and during all recesses. For the students safety please make sure that they do not arrive to campus before 7:35 or remain after school beyond 4:00. There is no supervision before 7:35 or after 4:00.

Visitors and Volunteers

Sunridge welcomes parents and guardians visits and encourage them to volunteer their time. When visiting Sunridge please sign in at the front desk prior to entering campus to receive your visitor's badge.

If the purpose of your visit is to discuss your child, please schedule an appointment with the teacher before or after school.

Legal Age for School Entry

To be eligible to attend Kindergarten students must be five (5) years of age by August 31st of the current school year. Entrance age for a first grader who has not attended kindergarten is six (6) years old prior to August 31st of the current school year. A birth certificate must be presented at the time of enrollment to verify the child's age.

Registration

When registering your child at Sunridge Elementary you will need the following:

- The original birth certificate
- Current immunization records
- Proof of residency (utility bill, rental contract, etc.)

Immunizations Required for Initial Enrollment

Prior to the initial enrollment in any common school in the State of Arizona, the parent or guardian of a child shall submit to the school immunization record of such child and it shall contain one of the following statements:

That the child has received the initial immunizations prescribed

That the immunizations would seriously endanger the child's health

That the child is being reared as an adherent to a religion opposed to such immunizations

Failure to satisfy these requirements is subject to punishment as a misdemeanor.

Required Immunizations:

Measles Vaccine:2 doses of live vaccine are sufficient. The Measles vaccine is given as an individual vaccine in combination with rubella vaccine or in combination with mumps and rubella.

Rubella Vaccine:1 dose is sufficient. Given as an individual vaccine or in combination as above.

Diphtheria Vaccine:4-5 doses are sufficient to comply with school entry requirements included one dose given after the 4th birthday. Usually combined with tetanus and whooping cough vaccine.

Polio Vaccine:3-4 doses of oral vaccine or 4-5 doses of inactive polio vaccine are sufficient to comply with school entry requirements. One dose given after the 4th birthday.

Hepatitis B Vaccine:3 doses are sufficient. The hepatitis B series does not have to be completed prior to kindergarten and first grade entry. The hepatitis vaccination must be initiated prior to entry and completed according to schedule. The recommended time schedule for hepatitis B to be administered is as follows: The second dose shall be received at least one month after the first dose and the third dose shall be received at 2-4 months after the second dose.

Attendance

Studies indicate that regular school attendance is a critical factor for academic success. Students that attend school regularly have a much greater opportunity to be successful both academically and socially. Students will always have an opportunity to submit missed assignments; however, the valuable discussions and learning activities that occur on a daily basis within your child(s) classroom cannot. Please assist us in supporting your child(ren) by adhering to our attendance policies:

- Contact the school at 623 707-4600 by 9:00 am on the day that their child is absent.
- Contact the school EACH day that your child(ren) will be out
- A student that arrives to campus after 8:00 is considered late. After 8:00 students must enter through the front office and receive a late pass. Tardies will accumulate resulting in day(s) absent.

Truancy

According to the Superior Court-Juvenile Court Center a “truant child” means a child between the ages of six (6) and sixteen (16) years of age and who is absent from school without an excuse. When a student is absent, the Sunridge office will make every attempt to reach the parent or guardian at home or work. After five (5) absences, the school administration will send a letter to the parent or guardian reminding them of the importance of sending their children to school. After the ten (10) absences, another letter will be sent certified mail. If absences continue to occur excused or unexcused, a school official will write a truancy citation to the parent or guardian for the juvenile court.

Taking Children out of School

If you must pick up your during school hours please send a note to inform the teacher of your intentions. When you arrive at school, you must first check in with the front office. The office will call your child’s teacher and the teacher will send the student to the office. Before leaving, you will need to present the office staff with your ID and then sign the student out. Your child will not be released to anyone that is not listed on the emergency card.

Change of Address/Information

If you should need to change your address, your phone number, work number, emergency contact numbers, etc. please contact the office. A note or phone call (623 707-4600) will insure that the changes are made. It is very important for student safety reasons, that the school has the most current contact information.

Medications

In compliance with state law, before prescription or over the counter medications can be given to a student at school an “Administering Medicine to Students” form provided by the Health

Office must be completed by the parent or guardian. All medications must be in the original containers. ONLY the nurse, health assistant, office clerk, or administration is allowed to administer medications.

Special Accommodations

If your child has a medical condition that requires special accommodations, please notify the school administration to discuss a 504 or Medical Alert Plan.

Emergency First Aid

The nurse, teacher, or member of the office staff shall administer first aid for minor injuries. If a student is seriously injured the nurse will make the determination if the paramedics need to be contacted and the parent or guardian will be notified immediately.

Illness

When a student becomes ill at school he/she will be sent to the nurse's office. If it is necessary for the student to leave school the parent, guardian or emergency contact will be contacted to come pick up the student. The student will remain in the nurse's office until the parent or guardian arrives. Before leaving the parent or guardian must sign the student out. Parents are urged to keep children at home if they are ill. Students are not allowed at school if they have a fever, a contagious disease, an unidentified rash or head lice.

Arrival and Dismissal from School

Bus Transportation:

Students using district bus transportation are under the jurisdiction of the school from the time they board the bus in the morning and the time they arrive home in the afternoon. Students who fail to observe the bus rules will be subject to immediate disciplinary action. A bus referral will be given to the school administration and the students bus privileges may be temporarily or even permanently suspended based on the seriousness of the offence.

Walkers:

The Fowler Elementary School District provides one crossing guard along 62nd Avenue from 7:30-8:30am and 2:30--3:30 (12:45-1:45 Thursdays) daily. The crossing guard is there for the children's protection, please cross at the crosswalk to ensure everyone's safety.

Transported by Car:

Students that are transported to and from school by a parent or guardian are asked to drop students off in the back of the school. Students should be dropped off between 7:35 and

7:55am. In the event that you are not able to pick your child up at 3:00 (1:15 on Thursdays) please contact the office at 623 707-4600. All students that have not been picked up by 3:15 will be brought to the office and the parent or guardian will be contacted.

Bike Riders:

Students may ride their bikes to school; however, students are not to ride their bikes on campus at any time. Bike racks are located in the front of the school and will be locked daily at 8:00am. All students that ride their bike to school should always wear a helmet.

School Lunch Program

The National School Child Nutrition Program is a federally subsidized program. Applications are sent home with each student at the beginning of each school year. Eligibility to receive free or reduced meals is based on the family's income, which is kept confidential. If you did not receive an application and please contact the school office at 623 707-4600 and one will be sent home with your student(s). The sooner the application is completed and submitted the faster the process of approval. Applications from the prior year are still valid through mid-September. If you are charged for lunch and eventually you do qualify for the free or reduced lunch program you will not receive a refund.

Sunridge Breakfast Program

Sunridge has partnered with the Dairy Council, Fuel Up to Play 60, United Way, and other agencies to provide all students with a free breakfast each morning. All students will have the opportunity to eat breakfast in their classrooms from 7:45-8:00 every morning. Unfortunately, if your child arrives after 8:00 we are unable to provide a free breakfast due to program regulations. This is a wonderful opportunity for all students. A study conducted by Harvard researchers found that students who ate breakfast were "...significantly more attentive in the classroom, earned higher grades in math, and had significantly fewer behavioral and emotional problems."

Birthday Celebrations, Students

Classroom teachers have developed a positive and simple ritual for celebrating special days. If you wish to participate in the celebration you are more than welcome to. If you wish to celebrate you will need to follow some simple guidelines:

- You must communicate with your child's homeroom teacher if you plan to participate.
- If you bring in a snack, please make it healthy (no cupcakes, cakes, soda, etc.)
- You must deliver the item(s) to the office between the hours of 7:30 and 10:00. Any item(s) brought in after 10:00 will not be allowed into the classroom.

- Parents will not be allowed to bring in balloons, flowers, presents or junk food to celebrate an individual's birthday.

School Wide Discipline Program

It is the responsibility of every student and staff member at Sunridge to maintain an orderly and inviting learning atmosphere. Students that continually disrupt the learning environment will receive consequences for their behavior. Our primary goal is the academic success of the student. Teachers follow these general guidelines when working with students that display disruptive behaviors:

- Reminders: Verbal and nonverbal cues to redirect student behaviors
- Change of scenery: Relocate the student within your room or send them to a buddy room.
- Loss of privilege (conducted by classroom teacher): Community service, lunch recess
- Parent contact: Communicate behaviors with parents
- Administrator intervention: Alternative classroom, parent conference, sent home, etc.

Severe infractions such as fighting, weapons, severe disrespect to staff, etc. students will be sent directly to the office with the possibility of suspension/expulsion. See code of conduct booklet for further explanation.

Student Honor Assemblies

Student assemblies where students will be recognized for perfect attendance, academic achievement, character awards, etc. will be held approximately once each quarter. We encourage family and friends to attend the event.

Perfect attendance will be determined by Mr. Stewart. Attendance awards are based on attendance reports from our S.I.S. (PowerSchool) report. Perfect attendance = No days missed, no late arrivals, no early dismissals and no days tardy.

Honor Roll will be determined based upon two factors. 1. Students must achieve an average of 60% on the math and reading benchmark assessment. 2. Students must also achieve all "A's" on the core (reading, math & writing) disciplines.

Honorable Mention will be determined based upon two factors. 1. Students must achieve an average of 60% on the math and reading benchmark assessment. 2. Students must also achieve all "A's" and or "B's" on the core (reading, math & writing) disciplines.

Personal Property

Students are responsible for their own personal property. Please clearly identify all property with your child's name on his or her lunch box, clothing, backpacks, etc.

The following items should not be brought to school:

Gum, candy, sunflower seeds, and other food items

Soda

Toys

Radios, MP3 players, iPods, etc.

Electronic games

Any weapon or Dangerous item

Cell Phones (If a student needs to bring a cell phone to school it will need to be turned off during school hours 8:00-3:00, no exceptions).

**Any of the items listed above are brought to school they may be confiscated and returned to the parent.

Uniform Dress Code

All students in kindergarten through 5th grade who attend Fowler Elementary Schools are required to wear uniforms. The standard clothing for students at Sunridge Elementary is:

Tops:

- White, light blue or navy
- Shirts must have sleeves and collars
- No logos or writing on shirts
- Shirts must be the appropriate size
- Shirts must be tucked in while in the classroom.

Bottoms:

Must be navy (no denim or sweatpants)

Slacks, shorts, skirts, skorts or jumpers are appropriate

All shorts, skirts, skorts, and jumpers must be no more than two (2) inches above the knee

Must be the appropriate size

Kids at Hope

Sunridge has embraced and adopted the Kids at Hope belief system:

- We Believe-that all children are capable of success, NO EXCEPTIONS!
- We Connect-with all children in a meaningful, sustainable way.
- We Time Travel-by teaching children to visit their future in four destinations.

At Sunridge, We believe all children are capable of success...not some children, not most children, but ALL children. We focus on what your child can do and what she or he is capable

of. This is the foundation of Kids at Hope. Kids at Hope is a belief system designed to engage and activate entire communities to support success for all children. You can visit their website at www.kidsathope.org.

At Sunridge, We Connect with children to promote meaningful and sustainable relationships with caring adults. Kids at Hope refers to these relationships as the Four ACES.

As parents, you are the Ace of Hearts for your child. You are the only one who can give your child this important Ace.

The staff at Sunridge strives to intentionally connect with students and hand out the other three Aces on a daily basis. Your child can receive these Aces from others in your family, in your neighborhood, and in the community.

At Sunridge, We Time Travel to teach your child to visualize and verbalize their future in the Four Destinations listed below. We assist and encourage your child in creating multiple pathways to reach those dreams and goals.

Home and Family
Community and Service
Hobbies and Recreation
Education and Career
School Materials

The Fowler School District provides students with all of the required school materials. Textbooks and library books are issued to students for their use, however, students and their parents or guardians assume responsibility for lost or damaged books.

Academic Benchmarks

Kindergarten benchmarks for the end of the year

Reading: We would like each student to be able to: • Break a word down into syllables and individual sounds • Know Kindergarten sight words by memory • Initial/middle/ending letter sounds • Rhyme • Know names and sounds of all letters

Math: We would like each student to: • Count to 100 • Numerical addition and subtraction with number line 0-10 • Write numbers 1-20

Writing: We would like each student to: • Write letters in capital and lowercase • Create a story using pictures and words

Ways to help out at home: • Go over your child's sight word list every day • Read with your child every day • Have your child practice number writing every day • Have your child practice counting • Make sure your child is here every day and on time • Talk with your child about their school day and what they are learning

1st Grade benchmarks for the end of the year

Reading: We would like each student to be able to: • Read 69 words per minute orally • Know first grade sight words by memory (approx. 185)

Math: We would like each student to: • Know math facts 0-18 in both addition and subtraction by memory (without regrouping) • Write their numbers correctly from 0-100

Writing: We would like each student to: • Write 3-5 correctly structured sentences on a single topic • Include appropriate capitalization, end marks, subject, and predicate

Ways to help out at home: • Go over your child's sight word list every day • Read with your child every day • Have your child practice number writing every day • Have your child practice math problems • Have your child practice writing sentences • Make sure your child is here every day and on time • Talk with your child about their school day and what they are learning

2nd grade benchmarks for the end of the year

Reading: We would like each student to be able to: • Read 111 words per minute orally • Know all sight words by memory (approx. 200) • Identify cause/effect and fact/opinion • Reach AR goal each quarter

Math: We would like each student to: • Know math facts 0-18 in both addition and subtraction with regrouping by memory and solve problems with regrouping • Master the concept of estimation in both addition and subtraction • Id and count money, connect coins and bills with place value • Develop operation sense by applying the associative property of addition

Writing: We would like each student to: • Write 1-2 paragraphs composition with introductory and concluding sentences • Include describing words

Ways to help out at home: • Require your child to read at least two hundred minutes every month • Set a required time for completion of homework • Have your child practice math facts every day • Monitor your child's progress • Read/Edit your child's writing assignments • Make sure your child is here every day and on time • Talk with your child about their school day and what they are learning

3rd Grade benchmarks for the end of the year:

Reading: We would like each student to be able to: • Read 123 words per minute • Recognize the main idea and supporting details • Recognize author's purpose/point of view

Math: We would like each student to: • Know math facts 0-18 in both addition and subtraction with regrouping by memory and solve problems with regrouping at the beginning of school • Master the concept of estimation in both addition and subtraction • Know multiplication facts through the 12's by memory • Master the concept of fractions vs. whole numbers

Writing: We would like each student to

• Write 2-3 paragraph composition with introductory and concluding sentences, main idea, and supporting details • Include appropriate capitalization, end marks, subject, and predicate

Ways to help out at home: • Require your child to read every day • Set a required time for completion of homework • Have your child practice multiplication flash cards every day • Monitor your child's progress • Read/Edit your child's writing assignments • Make sure your child is here every day and on time • Talk with your child about their school day and what they are learning

4th Grade benchmarks for the end of the year:

Reading: We would like each student to be able to: • Read 144 words per minute orally • Identify main idea, inference, draw conclusions, summarize, fact and opinion • Increase ability to access and research information • Recognize author's purpose/point of view • Earn minimum goal for AR points per quarter

Math: We would like each student to: • Select appropriate customary and metric units of measure to solve application problems involving length, weight, mass and volume • Estimate and find the product of 2 and 3 digit numbers to solve application problems • Demonstrate fluency with basic multiplication and division facts and fact families • Compare and order decimals to the hundredths • Place fractions, decimals and whole numbers in order on a number line

Writing: We would like each student to: • Write 3-5 paragraph composition with introductory and concluding paragraphs • Include appropriate capitalization, end marks, subject, and predicate

Ways to help out at home: • Require your child to read every day • Set a required time for completion of homework • Monitor your child's progress • Practice math facts • Read/Edit your child's writing assignments • Make sure your child is here every day and on time • Talk with your child about their school day and what they are learning

5th Grade benchmarks for the end of the year:

Reading: We would like each student to be able to: • Read 155 words per minute orally • Understand and use figurative language • Increase ability to access and research information • Recognize authors purpose/point of view

Math: We would like each student to: • Solve problems using decimal numbers to the 1000th place • Multiply and divide whole numbers and decimal #'s with 1 or 2 digit multipliers or divisors • Represent with models the connection between fractions, decimals, and percent and be able to convert from one representation to another • Add and subtract fractions and mixed numbers to solve problems using a variety of methods • Master the basic skills of geometry

Writing: We would like each student to: • Write a 5 paragraph essay • Include appropriate capitalization, end marks, subject, and predicate

Ways to help out at home: • Require your child to read every day • Set a required time for completion of homework • Monitor your child's progress • Read/Edit your child's writing assignments • Make sure your child is here every day and on time • Talk with your child about their school day and what they are learning

Homework

The use of homework is encouraged as a means of extending the amount of time that students devote to learning. Homework also provides time to reinforce the skills learned in the classroom and complete daily classroom assignments. Homework may also be used effectively to build self-discipline, develop independence, responsibility and valuable time management skills. Home study allows students to make up work missed due to absence.

Communication between teachers and parents or guardians regarding homework is essential. Through the use of the student agendas parents or guardians should be made aware of daily assignments as well as notes regarding daily behavior. It is recommended that parents or guardians sign the student agenda nightly as a direct communication link with the teacher.

Student Assessment

Your child is evaluated on a daily basis through informal observation and formal assessments. Every second through fifth grade student is assessed in math and reading every eight weeks. All third through fifth grade students will take a state assessment (AzMERIT).

District Assessment schedule: FIRST QUARTER

August	Pre-test Math & Reading (Grades 2-5)
August	DIBELS (K-5)
August	Pre-test Math & reading (K & 1st)

August Pre-test Group B (PE, Art, Music)

October Reading & Math (Grades 2-5)

SECOND QUARTER

October Personal Narrative Writing Assessment

December DIBELS (K-5)

December Math & Reading (Grades 2-5)

December Science Assessment (Grade 4)

THIRD QUARTER

January Informational Writing (K-5)

February – March AZELLA Testing (Grades K-5)

March Post-test Math & reading (K & 1st)

March Post-test Group B (PE, Art, Music)

March Post-test Math & Reading (Grades 2-5)

FOURTH QUARTER

March AIMS Science (Grade 4)

March Opinion Writing Assessment (K-5)

April AzMERIT (grades 3-5)

May DIBELS (Grades K-5)

Reporting Academic Progress to Parents

Your child's academic progress will be formally reported to you according to the following schedule:

September	Progress Reports
September	Parent Teacher Conferences
October	Parent Teacher Conferences
November	Progress Reports
December	Report Cards
February	Progress Reports
February	Parent Teacher Conferences
March	Parent Teacher Conferences
April	Progress Reports
May	Final Report Cards

Your attendance during parent teacher conferences is strongly encouraged. Parent teacher conferences occur twice a year to discuss your child's academic progress. During parent teacher conferences report cards will be discussed with the parent or guardian. If you are unavailable to attend the parent teacher conference please notify the teacher and a home visit or other accommodations can be arranged.

Field Trips

As a part of the educational process Sunridge students do participate in field trips. Children that participate in field trips must have written permission from a parent or guardian. Your child's teacher will provide a permission slip which will outline the specifics of the excursion. Only children that attend Sunridge Elementary and currently enrolled in the class/grade level are eligible to participate. Parents are welcome to attend the field trip as a chaperone when needed, please contact your child's teacher if you are interested in chaperoning a field trip.

Occasionally a fee is requested to attend field trips; however, no child will be denied participation due to financial hardship. Please notify your child's teacher and accommodations will be made.

Special Services

Fowler Elementary School District will provide special services in all mandated areas. Services in the district that may accomplish these provisions are: psychological testing, speech therapy, and special education programs.

Teachers and/or parents may refer students for evaluation concerning a special education need. Parental approval is always required for all student evaluations and placements. The parents will be involved in all decisions throughout the process of the student evaluation.

Confidentiality of Student Education Records

Fowler Elementary School District Governing Board Policy J-6008.13 states that student educational information collected and maintained is kept confidential and guarantees parents' and students' right to privacy.

Records are maintained in the school office and are available only to teachers and staff members working with the student. When a student transfers to another school the records will be sent to the new school when the new school sends a request for records. Records are not released to most agencies without prior written consent from the parent. The parent or legal guardian has the right to review all records related to their child.

Important Phone Numbers

Sunridge Elementary	Main Line	623 707-4600
Principal	Mr. Ostrom	623 707-4583
Assistant Principal	Mr. Stewart	623 707-4588
Educational Secretary	Ms. Lopez	623 707-4600
Attendance Clerk	Ms. Hernandez	623 707-4600
Health Office	Ms. Nava	623 707-4584
Bus Transportation	Ms. Valenzuela	623 707-4526
Special Education	Ms. Wastjer	623 474-7271
Lunch Program	Ms. Riley	623 707-2024

Early Childhood Mr. Medina 623 707-4576

District Office Main Line 623 707-4500

Homeroom Teachers

Kindergarten

Ms. Abreo 623 707-4625

Ms. Swartz 623 707-4613

Ms. Simental 623 707-4617

Ms. Crockett 623 707-4612

1st Grade

Ms. Adrian 623 707-4603

Ms. Stafford 623 707-4580

Ms. Vasquez 623 707-4618

Ms. Salazar 623 707-4623

2nd Grade

Ms. Perez 623 707-4598

Mr. Palomares 623 707-4596

Ms. Madril 623 707-4597

3rd Grade

Mr. Layden 623 707-4604

Ms. Estrada 623 707-4595

Ms. Ochoa 623 707-4623

4th Grade

Ms. Quiroga 623 707-4614

Ms. Rutledge 623 707-4605

Mr. O'Neill 623 707-4622

5th Grade

Ms. Valencia 623 707-4610

Ms. Clay 623 707-4621

Mr. White 623 707 4607

Special Area Staff

Ms. Jacobs (Art) 623 707-4635

Ms. Fox (Music) 623 707-4634

Mr. Wilson (P.E.) 623 707-4619

Ms. Watson (Library) 623 707-4581

Special Education

Ms. Martinez (Resource) 623 707-4631