



# Family Handbook

2019 - 2020  
Sun Canyon Elementary School

Sun Canyon Elementary School  
8150 W. Durango St.  
Phoenix, Arizona 85043  
**Phone:** 623-707-2000  
**Web Site:** <http://sunc.fesd.org/>

**“Creating the Leaders of Tomorrow”**

## **MISSION STATEMENT**

The Sun Canyon community will provide a safe, welcoming environment for all students and families. With high expectations, we will educate the future leaders of tomorrow.

## **PARENT INVOLVEMENT POLICY**

The goal of Sun Canyon Elementary School, as well as the parents of the students we serve, is dedicated to ensuring the success of each and every child. To meet this goal and achieve the vision of the mission statement, the following expectations for parents, students and teachers are set forth below:

### **PARENTS ARE EXPECTED TO HELP THEIR CHILD(REN) BY:**

- Providing a safe and nurturing home environment with adequate nourishment and rest.
- Seeing that the child is on time and attends school regularly.
- Encouraging the child to solve conflicts in positive ways.
- Establishing a time for homework and reviewing it regularly.
- Maintaining an interest in what the child is learning as well as his/her progress in school.
- Communicating and working with school staff to support, encourage, and challenge the child.

### **STUDENTS ARE EXPECTED TO DO THEIR BEST BY:**

- Attending school regularly.
- Coming to school prepared with all necessary materials.
- Completing and returning homework assignments on time.
- Working hard to do their best in class and on schoolwork.
- Respecting and cooperating with other students and adults by following classroom and school rules.
- Helping to keep the school safe.
- Respecting the individual and cultural differences of others.

### **TEACHERS ARE EXPECTED TO HELP STUDENTS BY:**

- Providing high quality curriculum and instruction.
- Providing assistance to parents so they may help with their child's learning.
- Maintaining ongoing communication with parents.
- Showing that they care about all students.
- Having high expectations for themselves and students.
- Providing a safe and positive learning environment.
- Respecting the individual and cultural differences of students and their families.

### **MONTHLY CHARACTER TRAITS**

Parents are encouraged to use character vocabulary and reinforce positive character traits in the home. At Sun Canyon Elementary School, positive character traits will be integrated across the whole curriculum. We will create a climate where these positive character traits will be learned by example. Because character takes on meaning when it is lived, all students will be encouraged to serve others in some way – doing chores in the classroom, school, and at home and by giving a hand to older people, to younger children, and to other students.

### **Sun Canyon's Monthly Character Traits for 2019 – 2020:**

- Respect – August
- Responsibility – September
- Trustworthiness – October
- Caring – November
- Fairness – December
- Citizenship – January
- Persistence – February
- Patience – March
- Determination – April
- Kindness – May

## **CAMPUS PROCEDURES**

Students are expected to conduct themselves at all times in a manner that will bring credit to themselves, their family, community, and school. It is important for students to understand that the entire school staff is responsible for their conduct during school hours, while anywhere on the school campus, on the bus, going to and from school, and at all school functions. Our procedures include: Assembly/Large Group Meetings, Bus, Cafeteria, Computer Lab, Hallway, Library, Playground, and Restroom. Students are encouraged to demonstrate positive character traits at school and home.

### **ASSEMBLY/LARGE GROUP MEETINGS**

We will have several assemblies throughout the school year. During this time, classes will sit in assigned areas. Students will be a polite and respectful audience. We will practice assembly etiquette at all times and invite parents to maintain that same level of respect in all assemblies. Students and adults will follow expected behaviors in all assemblies.

#### **Sun Canyon Assembly Etiquette for Students:**

**R**efrain from talking

**E**ars are listening

**S**tay seated

**P**articipate when asked and appropriate

**E**yes are looking at the person talking

**C**ourteous to others

**T**each and model respect

#### **Sun Canyon Assembly Etiquette for Parents and Visitors:**

**R**efrain from talking

**E**lectronics on Silent

**S**tay seated so those behind you can see

**P**hotos can be taken from seats or from the sides of the rooms and after the show

**E**ntire Assembly – Please stay for the entire assembly as doors are distracting and all students deserve respect.

**C**hildren in the audience must remain with parents and are not allowed to run around

**T**each and model respect

## **BUS PROCEDURES**

- Be respectfully lined up and wait until the bus comes to a complete stop before getting on board.
- Do not push or crowd while entering or leaving the bus.
- Kindergartners should sit in the front of the bus.
- Go directly to your seat, sit straight, and face the front of the bus.
- Remain seated throughout the trip.
- Keep the aisle clear.
- Do not put hands, arms, head, or feet out the window.
- Do not throw anything inside the bus or from the bus.
- Do not eat or drink on the bus (plastic water bottles are permitted).
- Talk quietly, using respectful language.
- Remain seated until the bus has reached its destination and has come to a complete stop.
- Follow the bus driver's directions.
- Have your Z-Pass ready to be scanned.
- If you do not have your Z-Pass, go to the Teacher in the Bus Line with paper passes.
- If you have 3 days without a Z-Pass, you must get picked up by your parents.
- Reminder – *Riding the bus is considered a privilege that will be taken away.*

## **CAFETERIA PROCEDURES**

### **The ABC's of Cafeteria Behavior:**

Always use "inside voices."

Be respectful to cafeteria staff.

Clean up after yourself.

Don't leave your table without permission from an adult.

Enter/exit the cafeteria in an orderly fashion.

## **COMPUTER LAB PROCEDURES**

- No food or drinks in the lab.
- Enter lab quietly and orderly.
- Stay in your seat until dismissed.
- Raise your hand for help.
- Use inside voices at all times.
- Do not change monitor function keys.
- Sign out of your account when leaving the lab
- Leave the computer lab as neat as you found it: push in chairs, take all personal materials with you, and throw away any garbage.

## **HALLWAY PROCEDURES**

- Walk in a line on the right following line leaders.
- Stand away from the walls while waiting in line.
- Stop at corners to check for traffic.
- Students walk together.
- Hands should always be kept to yourself and away from the walls.
- Respect the learning time of other classes by keeping your voices down.
- No one is allowed in the hallways, including before school, without a pass (kindergartners always have a buddy).
- Always walk.
- Absolutely no running.

## **LIBRARY PROCEDURES**

- Follow all classroom and Sun Canyon Elementary School rules in the Library and Media Center.
- Use a quiet voice.
- Keep your hands and feet to yourself.
- Books are borrowed, therefore if they are lost or damaged, fines will be implemented.
- Treat all library books and materials with respect.

## **PLAYGROUND PROCEDURES**

- Cooperate, take turns, and share equipment.
- Observe safety zone if not using equipment. Stand a safe distance away from moving equipment and parts.
- Slides: One person at a time. Sit down and slide feet first. Do not walk up the slide.
- Swings: Sit on the swing by yourself. Hold onto the chains and swing back and forth only. Do not twist or swing sideways. Be aware of safety zone.
- Monkey Bars: Grip with your hands and be careful of feet. Bars are not for sitting or climbing across the top. Before starting to go across, make sure there is no one else on the bars.

- Display good sportsmanship.
- Playground equipment, such as balls and jump ropes, should not be on the play structure.
- Awnings: Keep hands and playground equipment away from all shade awnings.

### **PLAYGROUND PROCEDURES (Continued)**

- If a ball leaves the playground, only an adult will retrieve it.
- Tag, football, and running games are to be played in the grass areas only.
- Karate, wrestling, boxing, tackle football, and keep away games are not permitted at school.
- Rocks and sand are not to be thrown.
- Students must stay in the assigned playground areas (stay away from the fence).
- Use courtesy when using the drinking fountain. Wait patiently.
- Line up promptly when the whistle blows.
- No food allowed on the playground.

### **RESTROOM PROCEDURES**

- Passes must be used in emergency situations.
- Use your inside voice in the restrooms.
- Students do not loiter or play in the restrooms.
- Students are to flush toilets and wash hands.
- Paper towels are thrown in the trashcan when used.
- Defacing the walls is vandalism. (No writing utensils in the bathrooms)
- No food can be brought in the bathroom.

## **CAMPUS GUIDELINES**

### **ATTENDANCE/TARDIES**

The regular school attendance of school age children is required by state law. The parent or guardian is charged by law with the responsibility for the student's consistent school attendance. If your child will be absent for any reason, please call the school at 623-707-2000 and follow the directions for "attendance." Give your child's name, the name of your child's teacher, and the reason for the absence. If we do not hear from you, a call will be initiated from the school to check on absences. Please return that phone call with the reason for absence. Letters from the school office will be sent on the fifth and tenth day of absence, excused or unexcused, with a concern about a student's attendance. Eighteen days is considered "excessive" by the Fowler Elementary School District. A student will be removed from school enrollment after ten consecutive school days of unexcused absence.

The breakfast bell rings at 7:45. All students will be served breakfast in the classroom. The school bell rings at 8:00 a.m. and instruction begins promptly at 8:00 a.m. When a child arrives to school after 8:00 a.m., they must report to the office for a tardy slip. When a child enters the classroom after instruction begins, instruction for all is interrupted and the child has missed out on an important part of the day. Because of this, parents are expected to get their children to school on time.

If you sign your child out of school before 11:30 a.m., your child will be counted as absent for the full day of school by the State of Arizona. If you sign your child out of school before 2:30 p.m., your child will be counted absent for half a day by the State of Arizona. Please make every attempt to make appointments after school hours so this type of absence is not reported on your child's attendance record.

### **ANIMALS**

No live animals other than classroom pets, including insects and reptiles, may be brought on any school property without permission from the teacher and the principal. This includes dogs per ARS 13-1502A1. No animals may be transported on the school bus.

### **BICYCLES/ROLLERBLADES/ROLLERSHOES/SKATEBOARDS/HOVER BOARDS**

For safety reasons, students are not permitted to bring and/or ride roller blades, roller shoes, skateboards, hover boards to and from school. Bicycle riders should wear a safety helmet and need to use extreme caution. Bicycles are to be ridden in a controlled and safe manner while traveling to and from school. Bike riders must also walk their bikes across the crosswalks. While on campus students must walk, not ride their bikes. All bikes must be kept in the bike rack area and this area is off limits to all students during school hours. Neither the district nor its employees can be responsible for damage to or theft of bicycles.

### **BREAKFAST**

Breakfast is served daily from 7:45 a.m. to 8:00 a.m. and is available to all students for free.

### **BUS DISCIPLINARY ACTION**

*Students may lose bus privileges for repeated violations of bus procedures. Kindergartners may lose bus privileges if they are not met by an adult at the bus stop and have to be returned to the school. Serious safety infractions such as, but not limited to: fighting, destruction of property, use of a weapon, or making a dangerous threat while on the bus will result in immediate bus suspensions. The length of time the student is ineligible to ride the bus will be determined by school administrators. All bus suspensions are for AM and PM runs, as well as field trips.*

## **CELL PHONES**

Telephones are provided in each classroom for teacher and student use. No cell phones are allowed at school. Parents, please do not call your student during school hours. If phones are in classes during learning or on playgrounds, the phone may be confiscated and held in the office for parents to come pick-up. The school is not responsible for lost, stolen, or damaged phones that are brought to school.

## **CLASSROOM INTERRUPTIONS**

To create and maintain the best learning environment for students, interruptions during instructional times must be avoided. Please make all necessary arrangements with your child and be certain that your child has his or her lunch, lunch money, homework assignments, keys, permission slips, and/or books before school begins. Please do not call your child's classroom during instructional hours unless it is an emergency. Please notify the teacher ahead of time if you will be picking up your child before dismissal time. For safety and security reasons, parents will be asked to sign in as a visitor, put on a visitor's badge, and pick up the child in the classroom.

## **CONFERENCES**

Parents or teachers may request a conference at any time. There are two mandatory Parent/Teacher/Student Conferences throughout the year per district calendar. At these scheduled conferences, the teacher, parent, and student will discuss the student's individual growth and progress. The principal and assistant principal are always available to meet with parents, teachers, and students. These appointments need to be scheduled through the front office.

## **CROSSING GUARD**

A crossing guard will be provided to help students crossing the corner of 81<sup>st</sup> Ave. and Durango. The crossing guard will be on duty prior to school beginning and immediately after school. All students are to follow the crossing guard's directions to ensure safety in crossing the street. Bike riders will walk their bikes across the crosswalks and on school grounds

## **CURRICULUM AND INSTRUCTION**

Sun Canyon Elementary School teachers deliver the Fowler Elementary School District curriculum based on Arizona College and Career Readiness Standards available on the Arizona Department of Education website: <http://www.azed.gov/standards-practices/>

The following is a list of subject areas and adopted textbook companies:

Reading	McGraw Hill Wonders
Mathematics	Houghton Mifflin Harcourt
Language	McGraw-Hill
Social Studies	McGraw-Hill Impact
Science	Scott Foresman

## **CUSTODY**

In most cases divorced parents continue to have equal rights, such as access to information where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the school office. Unless your court order is on file with us, we must provide equal rights and access to both natural parents.

## **DISCIPLINE**

A main function of Sun Canyon Elementary School is to provide all students with the best educational environment. In order to do this, discipline must be maintained in the school and self-discipline must be developed by each student. No student will be allowed to disrupt the educational process of another

## **DISCIPLINE (Continued)**

student. All teachers and staff members are responsible for enforcing all of the Sun Canyon Expectations and Procedures.

If a student is referred to the office by a teacher or staff member, the Principal and/or Assistant Principal may:

- Counsel the student.
- Contact the parents by phone or send home a discipline referral notice.
- Assign a logical consequence.
- Conduct a parent, student, and teacher conference to create a plan of action.
- Restrict a student from a school activity.
- Contact the parents and send the student home for the day.
- Contact the parents and suspend the student from school activities or school.
- Recommend to the Fowler Elementary School District Governing Board expulsion from school.

Administrative judgment will be used in each situation. The district guidelines on discipline and vandalism, the Student Code of Conduct, will be used for guidance. A copy of these guidelines will be sent home at the beginning of the year for parent or guardian signatures.

## **DISMISSAL**

Sun Canyon Elementary School students are dismissed at 3:00 p.m. Students are expected to ride a bus, be picked up by parents (in front of the school in the south parking lot), or to immediately walk home. Students are not permitted to go home with friends or ride a bus other than their own without prior written notice to the teacher or principal. The speed limit in the parking area is 5 miles per hour and no cell phones should be in use while your vehicle is moving. Vehicles should never be left unattended in the drop-off/pick-up zone.

No parent traffic is allowed in the bus area to the east of the school per Arizona statute. Please do not use the front driveway entrance between 7:15 a.m. to 8:00 a.m. and 2:45 p.m. to 3:15 p.m.

The parent drop-off and pick-up area is on the south side of the school. Drive around the parking lot to the curb, do not pass other vehicles, and pull forward as close to the front of the area as you can proceed. Drop-off or pick-up your child and drive away immediately. Do not leave your vehicle unattended. Parking spaces are available if you need to leave your vehicle or need to sit in it for a period of time.

## **DRESS CODE**

The Board of Fowler Elementary School District recognizes the critical importance of its educational mission to promote academic achievement and a safe and secure environment at all campuses in the District. To assist in creating a positive educational environment, a dress code that includes mandatory uniforms has been adopted for the District.

All students in kindergarten through fifth grade who attend Sun Canyon Elementary School are expected to dress in proper school attire. It is the parents' responsibility to ensure compliance with the dress code. The standard school uniform shall be:

Tops: White, light blue, or navy (have sleeves and collars, not have any logos or writing on them, be size appropriate).

Bottoms: Uniform navy shorts, slacks, skirts, or jumpers (be no shorter than the ends of the fingertips when arms are down at the side, not have any logos or writing on them, be size appropriate). No sweatpants or leggings are allowed. Pants/shorts must be worn at the waist.



## **DRESS CODE (Continued)**

Footwear: Must be worn at all times. Closed shoes, athletic shoes, or sneakers are best suited for school activities as well as safety and are a must for Physical Education. No flip-flops (slides), roller shoes, or backless shoes will be allowed at school for safety reasons.

Hats: Must be worn outside only with the brim in the front and must be school appropriate.

Students who violate the District's dress standards may be asked to do any of the following, depending upon the specific circumstances:

- Change into other clothing that has been brought to school by parents.
- Change into clothing that may be provided by the school based on availability. This uniform must be laundered and returned to the school.
- Appropriate disciplinary action shall be taken for repeated violations of District dress standards.

## **EARLY RELEASE DAYS**

The Governing Board of the Fowler Elementary School District has again approved Early Release Days every Thursday for the 2019-2020 school year beginning an hour and forty-five minutes earlier than regular dismissal. Sun Canyon Elementary School's release time on Thursdays will be 1:15 p.m. Parents must be on time for pick-up as this time is used for teacher professional development.

## **FIELD TRIPS – STUDY TRIPS**

Students must have written parent permission on the District Form to participate in any off campus field trip or activity. Students are to be transported to and from school-sponsored activities by district-operated vehicles. Only students from the grade level or program are permitted to attend the field trip. Siblings, whether school age or not, are not allowed to attend. Chaperones must be eighteen or older.

## **GIFTS TO SUN CANYON ELEMENTARY/SCHOOL TAX CREDIT DONATIONS**

The Board has the authority to accept gifts and donations that contribute toward the achievement of the goals of the District.

The Sun Canyon Elementary School community is encouraged to take advantage of the Public School Tax Credit Law (ARS 43-1089.01) which allows taxpayers a tax credit if they contribute to extracurricular activities in public schools. A tax credit is a dollar-for-dollar deduction in the taxpayer's actual tax owed. This tax credit is available to all Arizona individual taxpayers regardless of whether they have children in school. A married couple filing jointly can contribute a donation and receive a tax credit for any amount up to \$400.00. Taxpayers filing single status qualify for a tax credit up to \$200.00. Programs funded by Tax Credit donations at Sun Canyon Elementary will be field trips, before and after school programs, band and choir. To donate, fill in the Tax Credit Response Form available at the school, district office, or the fesd.org website.

## **HEALTH**

Sun Canyon Elementary School has the services of a trained, full-time health manager who is an active member of our staff. All medication/pills, whether they are prescription or over-the-counter products, must be held and administered by the school's health manager.

If it is necessary for a student to receive medication during school hours, the parent is required to bring the medicine to the health office in a pharmacy dispensed container with pharmacy labeling (i.e. name, directions for administering, physician's name, and dosage of drugs). No unidentified medication/pills will be administered to students.

## **HOMEWORK**

### Objectives:

The use of homework is encouraged as a means of extending the amount of time that students devote to learning, as well as providing time to reinforce skills learned in the classroom or completing regular classroom assignments. Homework may also be used effectively to build self-discipline, develop independence and responsibility, as well as learn to study effectively and use time wisely. Home study allows students to make up work missed due to absence, to take advantage of unique community resources, and to make “real-life” applications of concepts learned in class.

### Guidelines:

Each homework assignment must address specific purposes that are consistent with the ongoing activities of the class. Homework should directly relate to upcoming activities, or reinforce, enrich or extend a classroom learning experience.

Communication between teachers and parents regarding homework is considered essential. Parents need to be advised of what is expected of their children and how they can reinforce the learning potential of the work assigned.

## **HOURS OF SCHOOL DAY**

Sun Canyon Elementary School hours are 8:00 a.m. to 3:00 p.m. Monday through Wednesday and Friday. Thursday’s hours are 8:00 a.m. to 1:15 p.m. Playground supervision is from 7:30 to 7:45. No student should be on campus before 7:30 a.m. when the playground supervision begins. Breakfast starts at 7:45. Instruction begins at 8:00 a.m. Remember - a little late is too late.

## **IMMUNIZATIONS**

Each student attending public school in Arizona must have the following on file at his or her school before the child can be admitted to school: proof of immunization, including the month, day, and year of immunization for diphtheria, tetanus, pertussis (whooping cough), polio, hepatitis A and B series, MMR (measles, mumps, and rubella), and chicken pox (for kindergartners through third graders).

## **INTERNET/Technology**

Parent or guardian signature is required on the Code of Conduct for students to utilize the Internet in the classroom, computer lab, and/or Media Center. All 2<sup>nd</sup> – 5<sup>th</sup> grade students will be assigned a Chromebook, and will be responsible for financially for any purposeful damage.

## **LEGAL NOTICE**

The Fowler Elementary School District affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination. All courses, services, activities, and employment opportunities are offered without regard to race, color, creed, national origin, age, sex, or handicapping condition.

## **LOST AND FOUND**

Sun Canyon Elementary School’s lost and found is located in the nurse and in the middle hallway. Unclaimed property will be donated to charity quarterly.

## **LUNCH**

Sun Canyon Elementary School takes part in the National School Lunch Program. Meals are served every school day. Children may buy lunch for \$1.60. Meals are also available free or at a reduced price for eligible students. All parents will be given an application to see if they are eligible. These applications must be completed each year.

## **OPEN ENROLLMENT**

Fowler Elementary School District's Open Enrollment Policy is designed to allow parents the opportunity to request that their child(ren) be permitted to attend a school outside of the attendance area in which they reside. Parents wishing for their child(ren) to attend a school, other than the one in their attendance area, must complete an Open Enrollment Form and turn it in to the school they would prefer their child(ren) to attend by May 1<sup>st</sup> of each year.

Requests for transfer can only be honored if it will not overcrowd the receiving school. Transfer permission can be rescinded if a child does not comply with the rules and regulations of the receiving school. If your request is honored, transportation to and from the school becomes the responsibility of the parent.

## **PARENT STAFF ORGANIZATION**

A fundamental strength of any school is the high level of parental involvement. At Sun Canyon we encourage parents to help facilitate and support the educational process by giving of their time and expertise. The Parent Staff Organization provides valuable assistance to our community and we encourage you to join.

## **PEDESTRIANS**

Students living within walking distance of school will observe all safety signs. Students are not to cross any of the streets leading to the school except in the designated or staffed crosswalks.

## **PERSONAL PROPERTY**

All personal property brought to school by students is at their own risk and may be confiscated if it becomes a distraction to others. Neither the school nor its staff can be responsible for damage or theft of personal property.

## **PHOTO RELEASE**

Parent or guardian signature is required on the Code of Conduct for students to be photographed and/or videotaped for classroom websites, yearbook, and other school purposes.

## **RELEASING STUDENTS DURING THE SCHOOL DAY**

All students must remain on the school grounds during the regular school day. To be excused from school during school hours, a parent/guardian must come in to the office and sign the student out from school. All students who leave and/or return to the school during school hours must check in/out through the office. (Please see "ATTENDANCE" for the State of Arizona requirements about absence reporting when students are released early.)

## **REPORTING STUDENT GROWTH/PROGRESS TO PARENTS**

Student progress and performance will be reported to parents quarterly through report cards. Progress reports will be sent in the middle of each quarter to provide parents with a benchmark of student achievement for grades K-5.

## **SAFETY AND SECURITY**

At Sun Canyon Elementary School, safety and security is always a concern and an issue that is taken very seriously by staff and parents. We have policies and procedures in place that assure we are actively involved working to keep our children safe and secure. Supervision and safety is an issue that is continually monitored on our campus. In addition to the minimum of one fire drill a month, we will have a minimum of one lockdown drill a semester. Also, our district has taken a no-tolerance stance to students who participate in any type of event or actions that threaten or that have potential for endangering the safety of others.

## **SAFETY AND SECURITY (Continued)**

Our safety procedures include:

- Kindergarten students use a “buddy system” when leaving the classroom during the day.
- Restrooms are monitored regularly by staff.
- Daily calls are made for every unexcused absence.
- Parents are requested to escort their child to the office to sign-in when tardy.
- Children are never allowed to leave campus during the day without being signed out by a parent or guardian, or an adult whose name has been registered with us by the parent or guardian. This registered adult must have photo identification.
- Visitors are required to sign-in/out at the office and wear a visitor’s badge.
- Signs are posted at entryways requesting visitors/volunteers to check in.
- Staff members monitor adults on the campus and request visitor badges.
- Staff is assigned to monitor students before and after school. No students should be on campus before 7:30 a.m. when supervision begins.
- Trained noon playground (including certified personnel) and cafeteria staff are on duty daily.
- Procedures and safety guidelines are communicated to students regularly.
- The head custodian makes rounds regularly throughout the day, reporting any unusual circumstances or people.
- Two-way radios are carried for communication around the campus.
- “Stranger Danger” and personal safety is a regular part of the curriculum.
- Each teacher has a written crisis/emergency plan, including dangerous person instructions.
- The principal and assistant principal constantly monitor and adjust for safety concerns.
- All students remaining at the school after buses leave are brought to the office to call home.

## **SCHOOL RECORDS**

It is imperative that you notify the school with changes in personal information, i.e. phone numbers, addresses, and emergency contact information.

## **SPECIAL SUBJECTS AND SERVICES**

The Art program exposes your child to various forms of art from around the world, and based on state standards. Students will be exploring different artists, styles, and the fundamentals of Art; while learning how art incorporates into the world around them.

Music instruction, based on state standards, is actively integrated with the classroom instruction. Music instruction will include movement, voice, instruments, and theory; as well as performance groups like choir. Choir is offered to students in grades four and five.

Gifted Student Services are provided to identified second through fifth graders. Identified students are clustered in classrooms at a grade level and are provided enrichment by the regular classroom teacher endorsed in gifted education through differentiated instruction.

The Family Study Team processes referrals for educational intervention for students with learning and behavioral problems. Parents of students referred to the team are invited to attend meetings when the needs of their child are being discussed. Interventions and goals for the child are created in these meetings.

The Media Center provides our community with the opportunities for using reference materials and to experience the joy of reading. Students may visit the Media Center with their classes or at other times with a pass from their teacher.

## **SPECIAL SUBJECTS AND SERVICES (Continued)**

Physical Education is provided to all students exposing them to a variety of sports and activities, and is based on state standards. It is a health-related physical fitness program which encourages lifetime involvement in physical activity.

The Rehabilitation Act of 1973, Section 504, provides services for students identified as “qualified” by demonstrating that he/she has a physical or mental impairment which substantially limits a major life activity, has a record of such impairment, or is regarded as having such an impairment. To be eligible for section 504, a substantial limitation on learning must be demonstrated by an educational need, i.e. a serious academic and/or serious behavior problem resulting from the students’ disability and not other causes.

The Special Education Department of Sun Canyon Elementary School provides the following programs for eligible students:

- Resource Room
- Self-Contained Functional Skills Programs
- Speech and Language
- Occupational Therapy
- Physical Therapy

If you know of a child, or think your child might qualify for services, please see the principal or assistant principal regarding a possible evaluation. The Fowler Elementary School District offers Special Education services to students from age 3 to the end of eighth grade.

Students receive weekly Technology Instruction and have access to computers in their classroom.

A variety of After School Clubs and Tutoring are provided for qualifying students. These programs are funded in a variety of ways, including extra-curricular tax-credit donations. The suggested donation for after school club participation is \$1.00. Tutoring is free.

The Student Council plays an important role in our school. This organization engages students in learning about democracy and leadership. Classmates in third through fifth grade elect their Student Council representatives. Our school’s organization helps raise funds for school-wide projects and assists the school community when it is in need of aid. Being a Student Council representative develops responsibility and encourages students to be active members in our community.

## **STUDENTS’ LEGAL NAMES**

Students’ legal names must be used on all school documents and printouts.

## **TESTING**

Other than the classroom assessments which are given during the school year, the following assessments are administered throughout the year:

- AZMerit, Grades 3-5
- DIBELS Next (tri-annually)
- AzAC Reading, Grades 2-5 (quarterly)
- Mathematics Benchmark, Grades 1-5 (quarterly)
- Pre/Post Reading and Math Benchmarks for Grades K-5
- Pre/Post Special Area Benchmarks in Art, Music, and PE

## **TEXTBOOKS**

Textbooks and library books are furnished by the Fowler Elementary School District. In the event a textbook or library book issued to a student is lost, damaged, or destroyed; the student is responsible for its repair or replacement. Until the book is found or paid for, the final report card may be held.

## **USE OF SCHOOL FACILITIES**

The community is welcome to use our outdoor facilities before and after school, but dogs must not be on the school grounds at any time. Bicycles, motor driven vehicles, skateboards, scooters, and roller skates/blades must never be ridden on the school playgrounds or on the sidewalks. Trespassing signs will be posted at various points of entry to our campus. These are not intended to exclude legitimate use of the grounds, but rather to prevent loitering and vandalism.

School facilities and property may be leased to extended day resource programs and any person, group, or organization for any lawful purpose in the interest of the community. The purposes include but are not limited to: recreational, educational, political, economic, artistic, moral, scientific, social, religious, other civic or governmental. A reasonable use fee may be charged for the lease of school facilities and property. For more information, please contact the office.

## **VISITORS/VOLUNTEERS**

Parents are welcome on campus or in the classrooms at any time. However, visitors/parents are required to sign in at the office and pick up a Visitor's Badge. We ask that interruption of the teaching/learning process not take place during the instructional day and that conferencing take place by appointment before or after school. Unauthorized adults and student visitors are not allowed on campus or in classrooms. If you wish to observe a particular activity at school, please call in advance and we will be glad to arrange a date and time for your visit.

Parents are invited and encouraged to participate in the total educational program at Sun Canyon Elementary School. Volunteers and parents are needed in the classroom to help facilitate learning, assist in programs throughout the school, and to become members of our Parent Staff Organization. Interested volunteers and parents are encouraged to contact their child's teacher or the school office.

### **Kids at Hope Pledge**

I am a Kid at Hope.

I am talented, smart & capable of success.

I have dreams for the future and I will climb to reach those goals & dreams everyday.

All Children are Capable of Success, No Exceptions!

### **Treasure Hunter's Pledge**

As an adult and a Treasure Hunter

I am committed to search for all the talents, skills and intelligence that exists in all children and youth.

I believe all children are capable of success,

No Exceptions!





# Family Handbook

## Parent/Student Signature Page

### Sun Canyon Elementary School

### 2019 – 2020 School Year

This handbook was developed as a guide for students and parents to answer commonly asked questions that come up during the course of a school year. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students.

We ask that you familiarize yourself with this handbook by reading it and discussing its contents with your student. We ask that you and your student then sign this page as evidence that you are both aware of our policies and procedures. This form must be returned to your students' teacher by Friday August 9<sup>h</sup> 2019. Signing below is evidence that parents and students have read and understand the contents of this handbook.

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Signature of Parent/Guardian

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Date

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Signature of Student

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Date

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Printed Name of Student

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Grade Level & Teacher