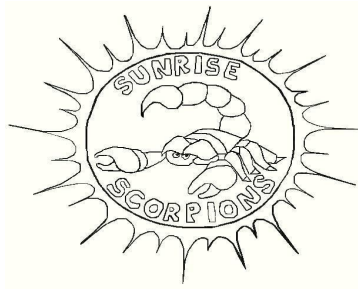


Yuma Elementary School District One

SUNRISE ELEMENTARY SCHOOL



"We prepare our students to succeed in a global community"

Parent-Student Handbook 2008-2009

Mr. E. Richardson
Principal

9943 E. 28th St.
Yuma, AZ 85365
Phone: (928) 502-8800
Fax: (928) 502-8787
Website: sunrise.yuma.org

PARENT-STUDENT ELEMENTARY HANDBOOK

Dear Parent(s)/Guardian(s),

We are honored for the opportunity to teach your children and be part of the community. And, we welcome you and your child to Sunrise Elementary.

Our staff seeks to provide effective instruction through delivery of a creative, well-rounded curriculum, in such a way as to challenge each student. It is our intention to ensure all students leave Sunrise ready for their next challenge and prepared as intellectual, socially adept citizens.

In order to meet this challenge, we need your involvement and engagement. By taking an active and supportive interest in your child's education, you model the importance and impact of good social skills and the work ethic to set goals and strive to succeed.

As your child's first teacher, the importance you place on your child arriving on time, reading daily, completing homework, and respecting others will surely have a positive impact on your child's behavior.

We encourage you to be involved at school: as stated above; attending school functions; participating in the Parent-Teacher Organization. Also, I welcome your stopping by for a chat to discuss your thoughts and concerns to make our community stronger. I may be reached at 502-8732.

Sincerely,

E. Richardson
Principal

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School Hours

(M, T, Th, F)

7:15 am	Students allowed on campus/Breakfast
7:40 am	1 st Bell
7:45 am	Classes Begin
2:25 pm	School Dismissal
12:55 pm	Wednesday- Early Release Dismissal

Office hours are 7:15am to 2:55pm Monday – Friday. **To report your child's absence, call 502-8730 before 9:00am.**

There is no playground supervision prior to 7:15am. For families requiring childcare after school, Discovery Club is available, on campus, for a fee.

Ron Watson Middle School Hours

<i>7:30</i>	<i>Classes Begin</i>
<i>2:34</i>	<i>Dismissal</i>

School Rules

Our rules are simple and may be carried on through life:

- Be Respectful
- Be Responsible
- Be Safe
- Be Caring

STAFF DIRECTORY

Yuma Elementary School District One School Board

Greg Wilkinson, Board President
CR Waters
Maureen Irr
Cathy Nicewander
Gary Wright

District Administration (928)502-4300

Mr. Darwin Stiffler, Superintendent
Ms. Dawne Lee, Administrative Assistant to the Superintendent
Mr. Duane Sheppard, Associate Superintendent- Curriculum & Instruction
Mr. Tom Hurt, Associate Superintendent- School Improvement
Mrs. Kitsi Tams, Director of Exceptional Student Services
Mr. Ron Scarborough, Director of Transportation
Ms. Norma Basolet, Direct of Federal Programs
Mrs. Karen Johnson, Director of Food Services

P.T.O. Officers

President- Michelle Bollinger
Vice President- Mary Hallahan
Treasurer- Dawn Jones
Secretary- Cheryl Newton

Sunrise Elementary Staff

Mr. Edwin Richardson, Principal
Mrs. Kristy Vera, Secretary
Mrs. Yara Juarez, Clerk
Nurse- Ms. Thompson
Counselor- Ms. PJ Farrar (Tuesdays & Fridays)
School Resource Officer- Officer Salviejo
School Effectiveness Mentor- Ms. Pinkston

Instructional Staff:

Resource Teacher- Ms. Lohmuller
Interventionist- Mrs. Crawford
Para Professional- Ms. Martin

Grade	Room
Kindergarten	
Ms. Enerson	107
Ms. Mosher	108
Ms. Young	208
Mrs. Amick	206
Kindergarten SEI (Structured English Immersion)	
Ms. Obregon	106

Kindergarten (Autism)		
	Mrs. Metrillo	207
1 st Grade		
	Mrs. Breski	101
	Ms. Johnson	110
	Ms. Powers	107
	Ms. Shearrow	103
1 st /2 nd Grade SEI (Structured English Immersion)		
	Ms. Carvajal	102
2 nd Grade		
	Mrs. De Simone	105
	Ms. Brown	203
	Ms. Jefferson	201
3 rd Grade		
	Ms. Barksdale	209
	Ms. Suissa	210
	Ms. Trevino	205
3 rd /4 th Grade SEI (Structured English Immersion)		
	Mrs. Castro	307
4 th Grade		
	Mrs. Chavez	303
	Ms. Lloyd	302
	Ms. Norton	301
	Ms. Simpson	304
4 th /5 th Grade SEI (Structured English Immersion)		
	Ms. Carey	309
5 th Grade		
	Mrs. Cantu	305
	Ms. De La Cruz	306
	Ms. Owens	308
Media Center		
	Ms. Marlatt	
Art		
	Ms. Streb	501
Music		
	Mr. Davis	502
P.E.		
	Ms. Malloy	

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 Request" forms are available in the spring 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. Quarterly curriculum expectations will be posted on the school website and available in the office. 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's adopted Core Reading Program is Harcourt Trophies and the adopted Math program is Harcourt Math.

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. Homework is intended to: provide practice of skills and concepts introduced in class; strengthen and reinforce basic skills; stimulate and further personal interest's of students; develop independent study skills; develop initiative and responsibility; keep parent's aware of their child's curriculum and academic progress. Homework assignments are considered when averaging grades. 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.

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 clothing in which the child is able to move freely, appropriate shoes and please ensure your child does not wear jewelry which dangles or may get tangled or pulled during an activity.

Reporting Cards/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 3-6) taken by students at the end of each quarter. This assessment allows teachers to measure student progress toward State Standards and assist in planning of lessons.

In grades K-3, 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.

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.

Discipline Policy

Please refer to the Yuma School District One Discipline Policy.

School Services

Food Services

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.

Mrs. Karen Johnson, Director of Food Services, "In order to promote healthy eating habits for students on campus, carbonated beverages may 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.

Breakfast is available to all students at no cost. Lunch is provided at the cost of \$1.00 per student. If a child qualifies for the free/reduced meal program the cost is 40¢ for the reduced category for lunch.

If you'd like to purchase lunch tickets for your child, you can contact your child's school and speak to the cafeteria manager who will let you know when they can stop by to purchase the tickets. Parents can also give their children cash or checks and they can purchase the tickets at school at certain times.

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

Immunizations

YUMA ELEMENTARY DISTRICT ONE HEALTH SERVICES

New Immunization Rules & Requirements went into effect for the 2007/2008 school year.

If you have any questions please contact your School Nurse or the Yuma County Health Department (928-317-4559).

2007 -2008 School/Child Care Immunization Rule Change Questions and Answers:

- Tdap vaccine for students 11 years and older when 5 years have passed since the last tetanus/diphtheria (DTPIDTaP) vaccine dose (Implement Fall 2007).
- Meningococcal vaccine (MV) for students who are 11 years old (Implement Fall 2008) with an additional age level added each year through Fall 2014.
- Although the requirement will go into effect at the onset of the 2007-2008 school year, schools will be allowed the entire 2007-2008 school year to bring students into compliance with the Tdap requirement. A Substantive Policy Statement will be posted at http://www.azdhs.gov/diro/admin_rules/vaccine_rules.htm after the rules have been approved to document the grace period for implementing the Tdap requirement.
- At the onset of the 2008-2009 school year, all students 11 years of age and older must have a Tdap vaccination if 5 or more years have passed since their last tetanus/diphtheria (DTPIDTaP) vaccine dose.

When will the meningococcal vaccine (MV) requirement go into effect? It will begin in September 2008 and will include students 11 years of age. The implementation schedule is as follows:

- September 1, 2008 for a child 11 years old
- September 1, 2009 for a child 11 years old through 12 years old
- September 1, 2010 for a child 11 years old through 13 years old
- September 1, 2011 for a child 11 years old through 14 years old
- September 1, 2012 for a child 11 years old through 16 years old
- September 1, 2013 for a child 11 years old through 17 years old
- September 1, 2014 for a child 11 years old through 18 years or older

Will meningococcal vaccine (MV) required for a child in 5th or 6th grade?

- In September 2008, a child who is 11 years of age will be required to have MV regardless of his/her grade level in school.

Transportation

To learn your appropriate bus schedule contact our office, or Transportation: 341-9076. You may also find route information on the web at <http://www.mapwebnet.com>.

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 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.

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
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 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 to be worn at 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 athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities.

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 on the 1st and 3rd Wednesday of each 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 Organization (PTO)

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

Parking Lot/ Drop-off & Pick-up

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. For the

sake of minimizing congestion and maintain a flow to the drop-off lane, please make sure your child is ready to for school prior to stopping (ie she has her lunch money, homework/notes are checked and signed).

The City of Yuma placed **No Parking** signs on the northside (far side) of 28th. Please adhere to this posting for reasons and safety.

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 supplies many of school supplies. however, each grade level will have a list of supplies need for each student. These lists will be distributed by the teachers and displayed on the school website, as soon as they become available.

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. Richardson.

Tax Credit

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

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

(A District brochure is attached)

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 welcome to visit their child's classroom at any time. However, it is expected they not interfere with the ongoing educational programs. Other adult visitors are to contact the principal to make arrangements for visitations. All visitors are required to sign in at the school office and wear a visitor badge.

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. Vera in the school office. Volunteers are also required to sign in at the school office and wear a volunteer badge.