

Vision, Mission and Motto

SUNSET RIDGE SCHOOL

Home of the Hawks

Dear Sunset Ridge Families:

Welcome to the 2020-2021 school year. We are looking forward to making this school year one of the best ever. Each of us believes that we are in partnership with parents and the community in creating meaningful learning opportunities for the students we welcome to our school each day. This is truly a campus of caring individuals with a talent for finding the special qualities of each child and helping them to develop into successful students who enjoy learning.

Please help us realize our goal for your children by taking the time to read this handbook. Your child will interact with a variety of situations and adults including teachers, instructional assistants, bus drivers, cafeteria employees, maintenance and office staff members as well as grade level peers. We want your child's interactions to be ud'sice staff members as well as!

DVUSD Return to School Safely
Parent Information

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Parents/Guardians:

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COMMUNICATION AND PHONE NUMBERS

At Sunset Ridge, we believe that communication is a vital part of the educational process. When in doubt, call or ask! We have an open door policy. Most concerns and misunderstandings can be taken care of with a simple telephone call, conversation, or question. Such communications need to take place between staff and students, staff and parents, staff and staff, staff and administration, parents and administration, and counselors, etc.

To maintain open communications we encourage parents to do the following:

1. **Call the teacher:** for information about academic progress, homework expectations, behavior, etc. in that teacher's class.
2. **Call the counselor or intervention specialist:** for information about school-wide testing, overall performance, placement, scheduling, etc.
3. **Call the campus administration:** only after calling the teacher, counselor, or Intervention Specialist about general concerns, general questions, activities, policies, etc.

All staff members check their mailboxes/voicemail/e-mail before school, at lunch or prep, and after school so that the information flow is continual.

Follow us on Facebook and Twitter. Links to both can be found at: <http://sunsetridge.dvusd.org/>

WHO DO I CALL?

Please note: - Each teacher has a telephone in his/her classroom. The teacher will send home his/her classroom phone number. During the school day, you may dial the teacher's phone number and leave a voice mail message.

If my child is ill or will not be attending school today:

Attendance Line **623-445-7890**

If I have questions regarding school lunches:

Cafeteria Manager **623-445-7814**

If I wish to leave a message for my child's teacher:

Teachers will provide a direct phone number to the classroom or you may request a complete list from the office.

If I have a question regarding immunizations or illness:

School Nurse **623-445-7810**

If I need to make an appointment to see Mrs. Byrn, Principal:

Secretary

623-445-7804

If I need to discuss a Transportation/Bus issue:

Transportation

602-467-5090

If I need to send records over a Fax machine:

Sunset Ridge Fax number

623-445-7880

ACHIEVEMENT/INCENTIVE PROGRAMS

Students with full-time status at Sunset Ridge are recognized for outstanding achievement in the following areas:

PRINCIPAL'S LIST

Students in grades 3 through 8 are eligible to be on the Principal's List if they have all A's, no N's or U's, and no Incompletes.

HONOR ROLL

Students in grades 3 through 8 are eligible to be on the Honor Roll if they earn A's or 3 or 3c

***2020-21- Students will be expected to report directly to their homeroom teacher or first period class at 8:30 a.m. when the gates open.**

1. The gates to campus will open at 8:30 AM. **It is essential that students do not arrive to campus earlier than 8:30 AM.** If students arrive early, parents will be notified and reminded of campus hours
2. Students may enter campus through any of our gates (Office, Parent drop off gate, Bus gate, Basketball Courts)
3. Adult walkers escorting their children may not congregate in the front of the school. It's a drop and go.
4. Parents/Guardians may not park in lots and walk students to gates. Rather, please use our drive-up and drop.
5. Upon arrival, students must go directly to class.
6. Bus riders will enter through the bus gate and report directly to class.
7. Breakfast will be served from 8:30-8:45. Students wanting breakfast will report to the cafeteria beginning at 8:30 AM. Tables will be set up, and social distancing will be enforced. Students will report directly to class when they finish.
8. Cross streets only at crosswalk corners on the way to and from school. Obey all traffic signs and crossing guard's directions.
9. Bikes should be walked on and off the school grounds and placed into the bike racks and properly locked. Bikes are not allowed in the covered walkways.
10. Students are expected to arrive at school on time. Tardy students cause disruption to the educational rights of other students. Excessive tardies can result in disciplinary action (refer to Student Rights & Responsibilities Handbook)
11. Students staying for sports events are required to abide by school rules. All students staying for any after school event are also required to be accompanied by an adult who is willing to accept responsibility for that student.
12. To ensure a safe and orderly arrival to school, the following protocols will be used:

***2020-21- Parents will not be permitted through the gates at any point in time. If a parent is escorting their child to the gate, or waiting to pick up, we ask that you do not congregate in groups and maintain social distancing guidelines.**

PM Dismissal

To ensure social distancing and a safe and orderly dismissal, we will be utilizing a staggered release. Please adhere to the following procedures.

Monday-Thursday

3:15- Kindergarten and Siblings

Kindergarten siblings who must leave campus together will dismiss at 3:15.

Kindergarten siblings who have an alternative method of getting home, may dismiss at their last name dismissal time.

Kindergarten siblings who ride the bus will remain in class until they are called to board the bus

3:25- Last name A-M Walkers or Parent Pick-Up

Students will dismiss from classrooms and head straight off campus.

3:30- Last name N-Z Walkers or Parent Pick-up

Students will dismiss from classrooms and head straight off campus.

3:30- Bus

Students will be dismissed by bus #

Friday Early Release

1:45- Kindergarten and Siblings

Kindergarten siblings who must leave campus together will dismiss at 3:15.

Kindergarten siblings who have an alternative method of getting home, may dismiss at their last name dismissal time.

Kindergarten siblings who ride the bus will remain in class until they are called to board the bus

1:55- Last name A-M Walkers or Parent Pick-up

Students will dismiss from classrooms and head straight off campus.

2:00- Last name N-Z Walkers or Parent Pick-Up

Students will dismiss from classrooms and head straight off campus.

2:00- Bus

Students will be dismissed by bus #

***2020-21- Large gatherings will not be conducted until further notice.**

ATTENDANCE

Homework will not be requested for students until a student has been absent for 3 or more days.

BULLY PREVENTION

Sunset Ridge prohibits the bullying of any student during any school-related or school-sponsored program, or on the school bus. This also includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity.

Consequences for bullying, as per the DVUSD Student Rights and Responsibility Handbook, range from a conference to expulsion. Depending on the circumstances, violations may be reported to the police.

Students are encouraged to report any incidents of bullying regarding themselves or other students.

Bullying comes in various forms:

Physical Bullying is the most obvious form of intimidation and can consist of kicking, hitting, biting, pinching, hair pulling, and making threats. A bully may threaten to punch you if you don't give up your money, your lunch, etc.

Verbal Bullying often accompanies physical behavior. This can include name calling, spreading rumors, and persistent teasing.

Emotional Intimidation is closely related to these two types of bullying. A bully may deliberately exclude you from a group activity such as a party or school outing.

Racist Bullying can take many forms: making racial slurs, spray painting graffiti, mocking the victim's cultural customs, and making offensive gestures.

Cyber Bullying is one or a group of kids or teens using electronic means via computers and mobile phones (emails, websites, chat rooms, instant messaging and texting) to torment, threaten, harass, humiliate, embarrass or target another kid or teen.

BUS RIDING/TRANSPORTATION

If you have questions or concerns about transportation, please contact Transportation directly at 602-467-5090. Only students assigned to a particular bus may ride that bus. There are times when students want a friend to ride home with them.

This is not permitted without prior authorization from the transportation department. Parents must contact our transportation supervisor, John Duff (602-467-5095) for approval.

The Sunset Ridge office cannot grant permission for students to ride the bus.

CAFETERIA

Our cafeteria sells lunches to students using a ticketless program. Every student has a debit account that they can access by entering their student I.D. number. The amount of the lunch is taken from their ticket total. Parents can add money to the student's debit account **in the cafeteria before school**. Parents may write a check for any amount to apply money to the account. Lunch accounts may be used to buy one lunch per day, any additional lunch items will be charged at the ala carte price. Students who forget to bring a lunch to school or forget their money, can charge to their account as every child is in the system automatically. We also offer a convenient system that allows you to credit your child's account online. It is called **EZSCHOOLPAY.COM**. It is fast and reliable, plus you will always know how much money is available for your child for breakfast and/or lunch. Free or reduced breakfast and lunches are available for families who qualify for assistance. For families who will always know how much money is available in the cafeteria.

623-445-7814. Applications are sent home in the back to school information and are also available in the office by request. There is a 1% fee to use this service. The use of someone else's student I.D. is considered illegal use of someone else's property and may result in disciplinary action.

Breakfast is served every school day for students who wish to purchase. Students will be permitted to enter the cafeteria at 8:30 a.m. to receive their breakfast. They will be asked to social distance at cafeteria tables while eating. Students will be excused prior to the 8:45 a.m. bell to ensure they are in class on time.

Lunch room procedures:

As in the classroom, appropriate respectful behavior is expected. Cafeteria rules are posted in the cafeteria. Any student needing assistance should ask a lunch monitor, teacher, or administrator for help.

Lunch visitors:

***2021-21- Lunch visitors will not be permitted until further notice.**

CELL PHONES AND ELECTRONIC DEVICES

The Students' Rights and Responsibilities handbook states, "Students should understand that they bring an electronic device on campus at their own risk. DVUSD assumes no liability for the loss, theft, or damage of any personally owned electronic device on campus. The use of personally owned electronic devices on campus will not be allowed to interfere with the learning process of any student or with the instructional process of a teacher while in the classroom or on campus. Electronic devices including cell phones must remain in your student's backpack in the silent or off mode during the school day. Electronic devices will be confiscated if the policy is not followed.

CHILD ABUSE REPORTING

School personnel whose observation discloses evidence of possible child abuse are required by state law to report such information to the Principal for further investigation and possible referral to Child Protective Services.

CLASSROOM INTERRUPTIONS

Interruptions to classroom instruction are detrimental to the learning environment. Make sure your child knows how he/she is getting home before the start of the school day. Reminder calls for your child are disruptive to the learning of others. If an emergency occasionally happens, we will do our best to help. We encourage you to make a "how to get home plan" for your child and then keep the same plan every day. Parents must schedule classroom visits, parent-to-teacher chats, and conferences. **We ask that you do not interrupt teaching time to discuss your child's progress.** Please contact your child's teacher to **schedule a specific date and time for such activity.**

COMMUNITY SCHOOL PROGRAMS

Before-After School Care

This state certified before and after school child care program is located on the campus. It is open when school is in session from 6:30 a.m. to .

director is available during the hours listed above or by email at director@...

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Field trips are an important part of our programs at Sunset Ridge. Any field trips that are taken will be educational and related to what is happening in the classroom. A permission slip, signed by parent/guardian, is required for participation on all field trips.

FIELD USE & FACILITY RENTAL

Requests for the use of Sunset Ridge School sports fields and facilities by organized youth sports associations and community organizations are considered upon proper application through the school administrator. Groups must provide a certificate of insurance as per DVUSD Board Policy. Sunset Ridges' school activities and sports program takes precedence over any outside organizations.

FOOD GUIDELINES

Deer Valley School District follows the rules and regulations set forth by the Maricopa County Health Code and with the United States Department of Agriculture's federal guidelines, which standardizes the way in which food comes onto campus and is distributed to students. All food brought onto campuses must be prepackaged and originate from certified kitchens, commercial institutions or commercial food service stores.

HEALTH CENTER – NURSE – (623-445-7810)

Deer Valley Unified School District provides a full time registered nurse for the health and emergency needs of our students. **Please remember to keep your child's emergency numbers updated all year.** If your child needs to take medicine at school, bring it to the health office in the original prescription bottle and complete a Consent for Medication Form. The form must include the child's name, the dosage, time of day to be taken and expected duration of the treatment. **By law, we cannot dispense medication unless it is in the original, labeled container.** Over-the-counter medication such as aspirin and cough syrup are dispensed under the same guidelines. The school does not provide any over-the-counter medication. All medication should be left in the Health Center to be dispensed by the nurse. **If a student does not follow the above procedure, he/she will receive an office referral for drug possession.** The Deer Valley District's Student Rights and Responsibilities Handbook labels this infraction as a **&or**

good condition. The DVUSD high schools charge fines for overdue materials, the cost varies by location. Any lost or damaged items must be paid for before the student will be allowed to borrow more books. Replacement book(s) are not accepted. At the end of the school year, if a K-6, K-8, or middle school student still has a book(s) on their library account, the student's report card will be held in the office or LMC for parents to pick up. The LMC is open one week after the student's last day of school. Refer to the high school Student Handbook for specifics on overdue fines, lost or damaged materials. Students and parents may access the student's library account online at: destiny.dvUSD.org Choose the school of attendance, click on **Login**, and use the student's DVUSD username and password. Click on the **My Info** tab to access the account information.

Boulder Creek High School (BCHS) has a dual purpose library managed by the Maricopa County Library District. It is open evenings and weekends. BCHS students need to apply to the Maricopa County Library for a library card, and may access the library website at www.mclDaz.org

NO PASS - NO PLAY

According to Arizona State regulations and Deer Valley Governing Board policy, **students must be academically eligible** to participate in athletic extracurricular and co-curricular activities. This means that **a student must pass all classes to be eligible** to participate in these activities. You may try out for a team and practice if you're ineligible, but you **may not compete until grades are brought up to passing as determined by progress reports or report card grades**. Teachers will contact coaches every week and a student who is failing will receive notification of pending ineligibility. Students will be able to practice during the ineligibility period. They may NOT suit up for games.

Notice to 8th graders - Your 4th quarter grades will determine eligibility for 9th grade athletics and activities.

To determine if a student is eligible to participate:

Coaches will supply all 7th, 8th, P.E., and Exploratory teachers with a copy of their team's roster and the dates they need an eligibility status for their team. Teachers will let the coach know on Friday afternoons if a student is not eligible for the following week's game(s). Teachers may simply e-mail a quick note to the coach.

PARENT INVOLVEMENT OPPORTUNITIES

***2020-21- Visitors and volunteers are not permitted at this time.**

Parents are always welcome at Sunset Ridge. When visiting the campus, please sign in at the office and wear your visitor badge during your stay. Parents are encouraged to volunteer at school, to accompany students on field trips, and help at home by providing a study area and encouraging student responsibility for school assignments. Parents are also welcome to join the PTA (Parent-Teacher Association) and to be involved on campus committees such as CIT (Campus Improvement Team). Information about the volunteer program will be sent home at the beginning of the school year and is also available in the office. All new volunteers must attend the volunteer training and complete the Volunteer Information Card and the Volunteer Service Agreement. Returning volunteers must complete the Volunteer Information Card and the Volunteer Service Agreement every year. This information must be on file in the school office.

No jumping off climbing equipment, climb down correctly.
No standing on top of monkey bars.
No hanging from knees or dropping from the bars.
When sliding, sit with your feet going first and only one person at a time.
No climbing “up” the slides.
No touching or pushing anyone else.

Swings

When waiting for a swing, stand out in front of the swing clear from danger and not in between the swings. No running under or between the swings.
Count 100 swings out loud to get the swing next, student on swing must get off.
Sit on swings and keep hands on chains.
No jumping off of swings.
No twisting or swinging sideways.

Volleyball (Boys and Girls)
Basketball (Boys and Girls)
Spirit Line (Boys and Girls)
Softball (Girls)
Baseball (Boys)

Students who participate in sports programs are subject to all regulations of the “No Pass - No Play” policy. This policy is distributed to all athletes at the beginning of each athletic season. Prior to tryouts, students must have documentation of a current doctor physical. Forms can be obtained from the Athletic Director.

STUDENT DRESS GUIDELINES

Any attire that detracts from the learning environment is not acceptable. 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.

5th infraction: Change clothes; 3-day suspension

6th infraction; Change clothes; parent conference with administration

STUDENT RECORDS

In compliance with the Buckley Regulations and A.R.S. §15-151-164, Deer Valley Unified School District is required to inform parents and eligible students of their rights to inspect and review student educational records. A District policy is available at each school office which includes the following provisions:

1. Informing parents of students and eligible students of their rights.
2. Permitting parents of students and eligible students to inspect/review educational records.
3. Not disclosing personally identifiable information without prior written consent.
4. Maintaining the record of disclosure.
5. Providing an opportunity to seek the correction of educational records.

If you have any questions about the Family Education Rights and Privacy Act or Custodial Guidelines, contact our school office.

STUDENT SAFETY

Policies and procedures have been put in place to keep our students safe. These include:

Crosswalks and Crossing Guards:

Crosswalks and Crossing Guards are provided at locations which are selected by the City of Phoenix, to help insure student safety to and from school. Students are expected to use crosswalks appropriately (see Student Rights & Responsibilities Handbook) be respectful and follow the crossing guard's directions.

Early Release of Students

If it is necessary to pick up your child during school hours, you must come to the office first to sign him/her out and then we will call your child to the office. It is helpful if you can let the office know ahead of time if you will be picking your child up early. Please do your best to schedule doctor and dentist appointments after school hours in order to avoid disruption of the educational setting.

For your child's protection we will:

Require you to show identification when checking your child out early.

Not release your child to anyone except his/her parents or the responsible party you have identified on the pink emergency card.

Not accept a note or a telephone call as means by which to release your child early from school.

Fire Drills:

These drills are practiced in accordance with the Fire Marshall's guidelines.

Hall Passes:

Students are expected to have a hall pass when they are outside of the classroom.

Lockdown:

Lockdown drills are practiced quarterly. This procedure is used to direct students to safe areas in the event of an unsafe situation.

Campus Access:

All gates are locked during the school day. All parent and community members who wish to be on campus before, during, and afterschool, must sign-in and wear a visitor badge while on campus.

Visitor Sign In and Badges:

All visitors must sign in at the office stating the location and reason for their visit. Visitors must wear a visitor badge while on campus. All employees will report unidentified visitors to the office.

SUPPLIES/TEXTBOOKS/LIBRARY BOOKS

Basic supplies and textbooks are provided free of charge to all elementary students in Arizona. Each student is responsible for the care of textbooks and library books. A charge will be assessed for lost or damaged books. Each grade level at Sunset Ridge has developed a list of suggested items if parents wish to purchase supplies for their child. The supply list is available from the teacher or from the office upon request. The list is also available online on the Sunset Ridge website.

Arizona law requires that public schools provide supplies required for academic success. This list represents optional, supplementary items which you may supply, at your discretion. If you have questions, feel free to contact the school.

If a Library Book becomes four or more weeks late, the student will serve recess detention in the Library until the book is returned or paid for.

TARDIES

Students are expected to arrive on time and be prepared for class every day. Students who arrive late cause interruption for the teacher as well as the students who have arrived on time. When students are tardy, they miss important instructional time. Elementary school children depend on the adults in their lives to help them develop habits of punctuality that will impact learning, employment opportunities, and relationships throughout life. School begins at 8:45 a.m.

Students are considered tardy and late after the 8:45 a.m. bell.

Any student arriving after 8:45 must have a parent or adult sign them in at the front office. Excessive tardiness will result in campus discipline according to the DVUSD Students Rights and Responsibility Handbook.

EXCUSED TARDIES:

In the current Governing Board Policy Manual, it states:

*"Excused tardies: Only verified doctors' excuses will be considered as excused tardies."
(Ref: JH-RB, pg. 2)*

Requests to excuse a tardy will be evaluated on a case-by-case basis. School personnel will consider whether conditions that resulted in the tardy are within the reasonable ability of the student and/or parent to control. Circumstances outside of the student and/or parents' reasonable control will be considered an excused tardy (School bus problems, doctor/dentist visits or sickness). If a student exhibits a pattern of tardiness or absences due to medical issues, parents should consult the school nurse to discuss options and policies for chronic health conditions.

Unexcused tardiness will result in the following consequences:

On the 4th tardy – Parent letter sent home

On the 6th tardy – An after-school detention will be assigned

On the 9th tardy - An after-school detention will be assigned and parent conference will be requested

On the 12th tardy – 1 day suspension and parent conference

All tardies are cumulative for each semester.

(See DVUSD Student Rights & Responsibilities Handbook)

TELEPHONE USE

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check at the office for forgotten lunches and/or homework. Students **will not be called from class** to answer phone calls or to pick up forgotten items. Messages will be delivered in cases of emergency.

Each teacher has a direct phone line to their classroom. The teacher will give his/her number to parents at the beginning of the school year. Calls to teachers should be limited to before and after school. Teachers will not be called from their classes to answer the telephone except in emergencies. If you find it necessary to call at a time other than before or after school, you may leave a voice mail message by calling the teacher's direct phone number. During school hours, the number will ring to the teacher's voice mail. The teacher will call you back at his/her earliest opportunity.

Students should not expect to make general use of the telephone. This rule will be strictly enforced.

After-school activity arrangements should be made prior to arrival at school.

TRUANCY

To encourage and improve school attendance, Sunset Ridge has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "**habitually truant**" if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court.

Sunset Ridge Observed Behavior Referral Flow Chart

Universal Teaching Practices

- Be prepared
- Be consistent in instruction
- Consistency in transitions
- Minimize student distraction & discipline
- Model what we want

Student

- Be on time for all school
- Be on time for all classes
- Come to class with necessary material
- Complete all assignments
- Follow school rules
- Cooperate
- Respect the person and property of others
- Respect school property
- See that correspondence

SNAP POSITION

S = Sit up straight

In-Class Procedures

1st Infraction

Conference with the student. Communicate and practice expectations. Use of recovery in the classroom.

2nd Infraction

[Redacted]

3rd Infraction

[Redacted]

4th Infraction

Parent/teacher conference including student. Administration may be invited

2nd Detention is assigned -

- K-5: Lunch detention (budget classroom)
- 6-8: After-school detention

[Redacted]

[Redacted]

Step 2

Outcome based on guidelines set in the DVUSD Students Rights and Responsibilities handbook

[Redacted]

Step 4

[Redacted]

* This list is not comprehensive

Sunset Ridge Parent/Student Handbook

Verification Form

