

SUNRISE ELEMENTARY SCHOOL



FAMILY HANDBOOK 2024-2025



Deer Valley Unified School District No. 97

20417 N. 15th Ave. • Phoenix, AZ 85027-3608 • Phone (602) 445-0800 • Fax (602) 445-0805 • www.dvued.org

Dear Families:

This handbook has been prepared to give you an overview of Sunrise – it's programs, policies, and procedures. We hope that once you become familiar with our school, you will join us in providing an extraordinary educational experience, which will benefit your child.

At Sunrise, students are our top priority. Our staff is committed to the pursuit of excellence – devoting our time and talents to meet the needs of each and every student. We strive to create a safe, stress-free, learning environment where all students can participate to the best of their abilities and where all students can experience success.

We believe that quality education is based on a positive working relationship among the three institutions which affect it the most: the school, the home, and the community. Together, we must strive to provide for maximum development of each student -- physically, intellectually, emotionally, socially, and culturally. All of us at Sunrise look forward to working with you to provide the best education possible for your children.

This year our handbook will be exclusively online. If you prefer to have a hard copy of this handbook, please reach out to your child's teacher or the front office and we will be happy to provide you with one.

Sincerely,

Tonya Carr, Ph.D.
Principal

Our Vision:

Graduating lifelong learners who will successfully compete, lead, and positively impact the world.

Our Mission Statement:

The Mission of Sunrise Elementary School is to guide social, emotional, and academic **Learning** through **Innovation** by providing relevant **Opportunities** that **Nurture** student **Success**

SUNRISE FAMILY HANDBOOK 2024- 2025

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REGISTRATION

A. AGE REQUIREMENTS

Children entering Kindergarten for the first time must be five (5) years old by August 31st. Children entering the first grade must be six (6) years old by August 31st. When registering any student at Sunrise, the following documents will need to be provided:

- Certified copy of the student's birth certificate
- Immunization record for the student
- Proof of residency (utility bill, rent receipt, lease agreement, escrow document, etc.)
- Official withdrawal from the previously attended school
- Legal papers in regard to custody, name change, adoption (if applicable)
- 3rd-grade AZ MERIT results for 4th-grade registration
- Parent Photo I. D.

B. IMMUNIZATIONS

Arizona law requires that all students show proof of all required immunizations, or a valid exemption, in order to attend school. Arizona law allows exemptions for medical reasons, lab evidence of immunity, and personal beliefs. Exemption forms are available from the schools.

The State of Arizona has revised the immunization requirements for preschool, kindergarten and first grade children entering school for childcare. In addition to Diphtheria, Pertussis, Tetanus (DPT) and Polio (OPV) immunizations, students need to complete a second dose of the Measles, Mumps, Rubella (MMR) vaccine and receive at least the first dose in a series of three for Hepatitis B prior to starting school. Children entering Preschool will need Hep A immunizations; there are two needed. Students enrolling for the first time are required to present proof of Varicella immunization or a valid exemption. Parental recall of the disease will not be accepted. The immunization record for each vaccine dose must include the complete date and the doctor or clinic name.

Parents and guardians should contact their physician, the Arizona Immunization Program Office (602-230-5852) or the school nurse if they have questions or would like clarification.

Students who lack documentary proof of immunization shall not attend school during outbreak periods of communicable immunization-preventable diseases as determined by the Arizona Department of Health Services or local health department. The department of health services or local health department shall transmit notice of this determination to the school administrator responsible for the

exclusion of the pupils.

C. EMERGENCY CARDS

All parents must complete an Emergency Information Card for each of their children every year. This card will tell us how to contact you or another responsible adult in the event your child becomes ill or is injured at school. Students will be released early due to illness or personal reasons ONLY to those persons listed on the emergency card. A note or telephone call is NOT sufficient to release your child to persons other than those listed on the card. Photo identification will be required of ANYONE picking up a student early from school. Please inform the school office immediately if any changes in contact information need to be made by coming in personally.

D. CUSTODY

If there is a court order that limits the rights of one parent in matters of custody or visitation, a copy of that order must be on file in the school office. Unless that court order is on file, we must provide equal rights to both parents.

In the event that you leave your child in the temporary custody of a friend or relative, the school must have a notarized letter. Hospitals require this notarized information in the event of an emergency. In addition, please be sure the friend or relative is also listed on the student's Emergency Information Card at school.

E. OPEN ENROLLMENT

The Deer Valley district offers parents the opportunity to express their preference for any district school. Parents can request an open enrollment for their child to attend any school in the district provided space is available. Parents registering their children at a school other than their home school will be responsible for transportation. Principals at each school will accept open enrollment requests based upon capacity as determined by current enrollment and an anticipated growth margin. Open enrollment can be revoked due to attendance and behavior issues.

STUDENT ARRIVAL/DISMISSAL

A. ARRIVAL AT SCHOOL

For Safety reasons, parents may not walk their children to the classroom before school. If your child will be joining us for breakfast, he or she should be at school at 8:00 am. Breakfast in the classroom begins at 8:00 am; classes begin at 8:15. Students may arrive no earlier than 7:55 am and most students should enter through the gate closest to where they walk from. Bike riders will need to always enter

through the back gate. Student restrooms will not be opened until after 8:00. Students should be sure to use the restroom before leaving home in the morning.

When children walk in after class has begun, not only have they missed important instructional time, but the entire class is disrupted due to the late arrival of the tardy student. Unexcused tardies may result in suspension. A tardy will only be excused when it is due to a medical or dental visit AND the parent comes to the office with the child to report the reason for the tardiness.

B. DISMISSAL

Walkers and Bike Riders

Students who walk home are dismissed through the gates at the northeast and southwest corners of the property (next to the crossing guards). All students on bicycles will be asked to dismiss through the northeast gate as this is closest to the bike rack.

Siblings will wait for each other inside the gates. Siblings will NOT wait outside classrooms for each other.

Car Riders and Daycare Vans

Car riders will be dismissed to the blue line from the Map area. Families will be called as the cars arrive in the parking lot on the blue line. Students who ride a daycare van will be called from the Map area when the daycare van arrives.

Kinder Specific Instructions

If a kindergarten car rider is the only family member attending school, parents will be allowed to pull up in the front loop/bus lane and pick up their student there. If the kindergarten car rider is part of a larger family, the kindergartener will wait with siblings in the Map area and be picked up as part of the family.

If a kindergarten walker is the only family member attending school, parents will be allowed to pick up the student at the front gate. If the kindergarten walker is part of a larger family, one sibling will pick them up and take them to the appropriate walker gate.

DISMISSAL TIMES

	Regular Dismissal	Early Friday	Half Day
Kindergarten	2:50	1:20	11:20
Walkers	2:55	1:25	11:25
Car Riders	3:00	1:30	11:30

As your child's safety is our primary concern, we may call the authorities if we have not heard from you and/or your child is not picked up after 30-minutes.

C. EARLY STUDENT PICK UP

If it is necessary to pick up your child during school hours, please send a note to the child's teacher to inform them of your intentions. This will help in your child being ready with a backpack and materials saving time when you arrive. For the safety and protection of your child, **you must come to the office, with your photo ID, to sign him/her out. Your child will then be called to the office.** To avoid disruption to the class at the end of the day, no students will be dismissed after 2:30 PM (1:00 on PLC Fridays).

- Your child will NOT be released to anyone except his/her parents or the responsible parties listed on the Emergency Medical Information Card.
- Parents and other adults picking up students at school MUST provide photo identification.
- A note or telephone call IS NOT SUFFICIENT to have your child released from school.

D. WALKERS

Students are encouraged to practice safety precautions when walking to and from school. Crosswalks and/or crossing guards are provided at the intersections of 31st Avenue and Grovers, and 32nd Avenue and Campo Bello. All students should follow the directions of the crossing guards and should always walk on the sidewalk. Students should be encouraged to use well traveled routes and to walk with a "buddy" whenever possible.

E. BIKE RIDERS

Students in grades 1 through 6 are permitted to ride bicycles to and from school. Kindergarten students are NOT permitted to ride bikes to school. Students who ride bicycles must assume all responsibilities and risks involved. The school is not liable for vandalized or lost bicycles. Bicycles must be parked and locked in the bike rack at the north end of the campus. Each student must have his or her own lock and not share with anyone – not with brothers, sisters, or friends. While on campus, students are to walk their bicycles. Bicycles must be walked on all sidewalks surrounding the school and must be walked across crosswalks. Bike riding is NOT permitted in the parking lot at any time.

Mini-bikes, motorcycles, skateboards, scooters, roller skates, roller sneakers, and roller blades are NOT permitted on ANY Deer Valley School District campus. Please keep these items at home.

F. SUNRISE PARKING LOT/TRAFFIC FLOW

For the safety of all of our students, we must insist that if you transport your child by car and choose to utilize the pick-up/drop-off lane, PLEASE follow the traffic flow pattern described below.

ENTER the parking lot at 31st Avenue only. Traffic is to proceed one way following the “blue zone” and continue toward the exit of the parking lot; please do not stop midway in this area. Parking, that is **leaving your vehicle unattended, is NOT permitted in the blue zone**; please remain in your vehicle and continue to move forward as you wait for your child. Students will be permitted to cross the driveway **ONLY** at the crosswalk. They may wait for rides on the sidewalk along the “blue zone.” Please proceed slowly through this area. **EXIT** the parking lot at Campo Bello only. (See the parking lot map below.)

Only kinder only parents (no older siblings), buses, licensed day care vans, delivery vehicles, and emergency vehicles are permitted to use the driveway closest to the building **at any time**. In addition, the bus lane on 31st Avenue is for *buses* only. Please do not use this lane for dropping off and picking up your children. Also, we ask that you do not park on either side of the bus lane in order to allow our buses the adequate clearance they need to turn in and out of the bus lane. **Please Note: Per AAC Code R17-9-104- LB: There is to be NO parking in the loading/unloading zone lane at any time.**

If you must leave your vehicle, **park only in designated parking stalls**. Of course, to avoid the congestion of the parking lot, you may choose to wait for your child along the perimeter streets surrounding the school. Be sure to let your child know where your “meeting” place will be. Parents who choose to pick up or drop off on the perimeter streets must exercise extreme caution and park along the curb that is closest to school property. **According to Arizona State Traffic Laws, it is unlawful to drop off or pick up students at the school on the opposite side of any street upon which the school is located.**

ATTENDANCE

A. REPORTING ABSENCES

Regular attendance will help your child be more successful in school. If your child is absent, please call and notify the school of the reason for the absence by 9:15 am. **The ATTENDANCE PHONE NUMBER IS 602-467-5990. For your convenience, this is a 24-hour message center.** When calling in a child’s absence, please tell us the student’s name, teacher’s name or room number, the date(s) of the absence, the reason for the absence, and who is calling (mother, father, grandparents, etc.). An unreported absence will result in a phone call from the school to the parent either at home or at work.

B. UNEXCUSED ABSENCES/TARDIES

Failure to send minor children to school may put parents in violation of Arizona Statute and subject them to prosecution for a class three misdemeanor. Because of our desire to follow the law and since school attendance is critical to the successful academic progress of our students, the procedures/guidelines outlined below will be followed for **UNEXCUSED ABSENCES**.

- Reasonable absences for illness, bereavement, other family emergencies, and observances of major religious holidays of the family's faith are considered excused.
- Any time school officials believe that these excused absences as listed above are excessive, an investigation will occur and these absences may be considered unexcused.
- When a student is tardy, the parent must sign-in the student and present a receipt from a doctor, dentist, etc., verifying that the student had an appointment. Otherwise, it will be counted as an unexcused tardy or absence.

Students may be referred to the CUTS program on their fifth (5th) unexcused absence, or when the student has been absent ten percent (10%) of the school year (approximately eighteen (18) school days). The CUTS program, administered by the Division of Community Services under the direction of the Maricopa County Juvenile Probation Department, is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. The goal of the program is to increase school attendance.

SUPPLIES, BOOKS, AND PERSONAL PROPERTY

A. SUPPLIES AND BOOKS

Basic supplies and books are provided to all elementary students in Arizona free of charge. Each student is responsible for the care of textbooks and library books. Students are expected to pay for any lost or damaged books.

B. LOST AND FOUND / PERSONAL PROPERTY

The Deer Valley Unified School District assumes no responsibility for student personal items that are lost or stolen on school property or at school sponsored events. **Prohibited items on Deer Valley Unified School District campuses include, but are not limited to, rollerblades, skateboards, scooters, go peds, and hoverboards. Schools will not store them. Please leave these items at home.**

Students are encouraged to place their name on all personal belongings such as jackets, lunch boxes, etc. Lost items will be kept on the racks, around the corner from the map area. Students may check the Lost and Found for missing items. Parents are also encouraged to check for missing items when they are on campus. Unclaimed items will be bagged and donated to a local charitable organization at various times throughout the school year.

C. ELECTRONIC DEVICES

Many students want to have the privilege of carrying electronic devices on campus. With that privilege comes the responsibilities of ensuring that those items are not used inappropriately or at inappropriate times on campus or on a bus. If they are on and make a noise, vibrate or otherwise call attention to themselves, the device is creating a disruption. Unless approved by a staff member, these items must be in the off/silent position and be kept out of sight. Misuse of electronic devices may result in discipline procedures in addition to the confiscation of the device. Recording in the classroom or anywhere on campus without prior administrative permission may be a violation of FERPA.

Students should understand that they bring a personally owned 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. Any such interference will be considered a disruptive activity. This is intended to promote the responsible use of all personally owned electronic devices in the Deer Valley Unified School District. Students are solely responsible for the proper use and security of any personally owned electronic device that they bring onto DVUSD property or to DVUSD sponsored activities.

All District-issued devices are intended for educational purposes only. These devices are subject to search by District staff and inappropriate use and/or access may result in a loss of the privilege of using the device as well as discipline. Parents/guardians may be held liable for the repair or replacement costs of any school equipment or property that a student uses at home or at school and is, willfully or through negligence, damaged or lost.

D. BICYCLES

Many students ride their bikes to and from school. Only students in grades 1 – 6 may ride bicycles. Bike riders are reminded to obey all city rules of riding safety. Bike riding is **NOT** allowed on school grounds, in the parking lot, or on sidewalks surrounding the school. Bicycles are to be walked across streets. Bike racks are available at the north end of the campus. Student provided chains/locks must be used. The school will make every effort to protect bicycles, **however, as with other personal items brought to Sunrise, we cannot accept financial responsibility for bicycles.** Riding a bicycle to school is the student's choice and the student must assume the risk of vandalism or theft. Although kept to a minimum, vandalism and

theft have occurred in our bike areas, so please be aware. Theft of bicycles from the school grounds should be reported to the police either by the student or parents.

ACADEMIC INFORMATION

A. STANDARDS

Students must demonstrate accomplishment and proficiency of the academic standards in reading, writing, mathematics, science, and social studies adopted by the State Board of Education. In addition to these standards, test scores, grades, teacher recommendations, and other pertinent data will be used to determine promotion or retention.

B. REPORT CARDS AND CONFERENCES

Report cards are issued four (4) times throughout the year, at the end of each nine (9) week grading period. We encourage parents to use our Power Schools student management system to view your child's grades and attendance information at any time, using the secured internet from the comfort of your own home. To take advantage of PowerSchool access, you will need a parent access username and password which you can receive by talking to our register clerk in the school office. If you received a username and password last year, you will use the same one this year. This allows teachers and parents an extra opportunity to communicate about a student's academic progress.

Parent-teacher conferences are held twice during the year. During this time, your child's teacher will have many things to share with you. Because the time is limited, please give consideration in advance to things you would like to discuss with the teacher.

You may request a conference at any time during the year. In addition, your child's teacher is always as close as a telephone. Communication via e-mail and ClassDojo is also available. Contact your child's teacher for information. At Sunrise, we feel that communication between teacher-parent-student is of vital importance.

C. GRADING

Grades are the reporting tool we use to communicate about how a student has done in showing what he or she knows and is able to do in a given content area.

The DVUSD report cards reflect each student's individual growth and acquisition of the Arizona College and Career Readiness Standards, but are not a reflection in any way of student behavior or work ethic. Progress in Kindergarten is indicated through Performance Levels (1 – 4). Progress in Grades 1 is indicated through Academic Letter Grades (E-U) and Performance Levels (1-4). Progress in Grades 2-6 is

indicated through Academic Letter Grades (A-F) and Performance Levels (1-4).

The Performance Levels indicated by 1-4 are not based on a percent. It is a performance indicator based on the student's performance toward meeting grade level standards.

- 4 = Demonstrates above grade level proficiency independently
- 3 = Demonstrates grade level proficiency independently
- 2 = Demonstrates grade level proficiency with support
- 1 = Demonstrates below grade level proficiency with support

D. HOME PRACTICE

Research provides strong evidence that, when used appropriately, home practice benefits student achievement. Parental involvement in home practice should be supportive of student learning without the expectation that parents are teachers at home or are there to police the students' homework completion. We recognize that each student has a different support system at home and that successful home practice should be possible for each student in each different home environment.

Home practice directly related to the standards-based instructional objectives can be assigned using the following time guidelines:

- Grades K-1: up to 30 minutes per night across all content areas
- Grades 2-3: up to 60 minutes per night across all content areas
- Grades 4-6: up to 90 minutes per night across all content areas

Parent access to the PowerSchool portal, ps.dvusd.org, can assist in reviewing assignment due dates, emailing teachers, and viewing current grades. Please see our front office staff for login information.

E. ACADEMIC RECOGNITION

GRADES 3 - 6

In order to be eligible for academic recognition, students must have full-time status.

Principal's List

All A's

No N's or U's in Special Area Achievement Grades (Art, Music, P.E., Band)

No Incompletes

Honor Roll

A's or B's

No C's, D's, or F's

No N's or U's in Special Area Achievement Grades (Art, Music, P.E., Band)

No Incompletes

BUG Award for Bringing Up Grades

Increase Reading or Math by a full grade (C to B, etc) from the prior report card

Citizenship (conduct grades) *do not* affect inclusion on Honor Roll or Principal's List.

GRADES K-2

Honor Roll

G. PROMOTION AND RETENTION

Arizona state statutes

The statutory authority to retain or promote a student in an elementary grade or to pass or fail a student in high school is set forth in A.R.S. *15-701 **A.R.S. * 15-701 states:** A teacher shall determine whether to promote or retain a pupil in grade in a common school as provided in section 15-521, paragraph 3 on the basis of the prescribed criteria. The governing board, if it reviews the decision of a teacher to promote or retain a pupil in grade in a common school as provided in section 15-342, paragraph 11, shall base its decision on the prescribed criteria.

A.R.S. * 15-342(11) states that the governing board of a district may: Review the decision of a teacher to promote a pupil to a grade or retain a pupil in a grade in a common school or to pass or fail a pupil in a course in high school. While the teacher has the primary responsibility to make these decisions, it is the Governing Board that has the authority to prescribe standards or criteria for promotion that may be in addition to those prescribed by the State Board of Education. (A.R.S. * 15-701.C and 701.C)

A.R.S. *15-516 states: A full-time teacher who is employed by a school district or charter school is immune from personal liability for all acts done and actions taken in good faith in evaluating or grading any student.

A.R.S. * 15-521 states: Every teacher shall:

1. Make student learning the primary focus of the teacher's professional time.
2. Hold pupils to strict account for disorderly conduct.
3. Take and maintain daily classroom attendance.
4. Make the decision to promote or retain a pupil in grade in a common school or to pass or fail a pupil in a course in High School.
5. Comply with all rules and policies of the governing board that relate to the duties prescribed in this section.

3rd Grade requirement:

A.R.S. 15-701 (3a) states: A requirement that a pupil not be promoted from the third grade if the pupil obtains a score on the reading portion of the Arizona instrument to measure standards test, **or a successor test**, that demonstrates that the pupil's

reading falls far below the third grade level. A school district or governing board MAY choose to promote a pupil who earns an AIMS score that falls far below the third grade level for the following reasons:

1. A good cause exemption if the pupil is an English learner or limited English proficient student as defined in section 15-751 and has had fewer than two years of English language instruction.
2. A child with a disability as defined in section 15-761 if the pupil's individualized education program team and the pupil's parent or guardian agrees that promotion is appropriate based on the pupil's individualized education program.

H. STUDENT RECORDS

As a parent, you have access to your child's school records. School employees respect the privacy of student records. Therefore, only important, factual information will be placed in the permanent records. The Deer Valley Governing Board has instituted policies that are in compliance with the Family Education Rights and Privacy Act of 1974. Our school office will be glad to assist parents in any matters concerning student records.

I. CURRICULUM AND INSTRUCTION

CURRICULUM is what we teach or what your child is expected to learn.

INSTRUCTION is how we teach.

The Deer Valley Unified School District is implementing Arizona College and Career Ready Standards to provide a clear and consistent framework to prepare our children for college and the workforce. College and career readiness is a part of a larger initiative, led by a coalition of states to raise the bar to ensure students are prepared for college and a career. States worked together to develop the Standards and to date, 46 states and the District of Columbia are working to implement them and develop assessments that will be consistent across states. A diverse group of teachers, subject matter experts, parents, and school administrators - including some of Arizona's best and brightest leaders, worked together to create the Standards that reflect both our aspirations for our children and the realities of the classroom. The Standards were also benchmarked against countries with top-notch education programs, to ensure our future generations are ready to compete in the global marketplace. The standards define what is to be learned by the end of the year. Teachers are provided with the curriculum—the plan for day to day teaching – in order to help meet those standards.

Instruction, or how we teach, is where the flexibility and individuality of each student and teacher can be found. No two students learn the same way at the same time. No two teachers teach in the same way at the same time. Here at Sunrise, we use various instructional strategies so that the strengths of both the learner and the teacher can be enhanced and increased. Instructional decisions about student

progress are made in the classroom.

J. ASSESSMENT




Our Sunrise students participate in a variety of assessments throughout the year. In order to inform instruction, measure student learning, and close achievement gaps, DVUSD endorses the use of diverse classroom assessment data, such as formative, summative, performance-based, portfolio, and student observation. Results are used in conjunction with district, state, and national assessment data to form a picture of student learning.

The results of assessments are shared with parents as they become available.

K. USE OF ARTIFICIAL INTELLIGENCE

To be college-, career-, and community-ready, students in the Deer Valley Unified School District are expected to demonstrate academic integrity. Academic integrity is all about being honest and fair in your schoolwork. It means doing work that is entirely your own and giving credit to others (including generative Artificial Intelligence tools) through proper citation when you use their ideas or words.

If you have questions about the guidelines for academic integrity, you should discuss them with your teacher.

Levels of Student AI Use		
Level	Description	Example Instruction
 Restrictive No!	AI tools are prohibited for the assignment, and all work must be the student's original creation.	"Do not use AI tools for this assignment. All content must be original, and any use of AI will be treated as plagiarism."
 Moderate Whoa!	Students can use district-approved AI tools for specific parts of their assignments, such as brainstorming or initial research, but the core content and conclusions should be original. Proper citation is required for any AI-generated content.	"You can employ AI tools to assist brainstorming or initial research, however, the main content, arguments, and conclusions should be your own."
 Permissive Go!	Students can utilize district-approved AI tools to assist in their assignments, such as generating ideas, proofreading, or organizing content. Proper citation is required for any AI-generated content.	"You may use AI tools as you see fit to enhance your assignment and demonstrate your understanding of the topic."

SCHOOL HEALTH SERVICES

School is a Healthy environment. The nurse promotes a positive wellness environment to give each student the best possible opportunity to learn and reach their potential. The nurse is the consultant for students, parents and educational staff members concerning health issues and problems. He or she may, at times, recommend further medical follow up when a health problem is suspected.

The Health Center provides first aid and medical care primarily for illness or injuries that occur during the school day. It is not a primary care facility like a doctor's office. The nurse is, however, qualified to collaborate with you and your child's physician to provide an educational environment in which your child can learn and thrive. While the nurse does not make a medical diagnosis or prescribe medication or treatment, medication and treatment prescribed by a physician may be given in the health office.

A. DISEASE PREVENTION/IMMUNIZATIONS

Written proof of compliance with immunization requirements is a part of the registration process in Arizona Schools. State and Federal Law mandates that school-age children be immunized to prevent certain diseases. If you are unsure of the requirements for Immunization, see your doctor, visit the School Health Center or call the Maricopa County Health Dept. at (602)-506-6767 or (602)-263-8856 for locations of clinics and hours of operation. Immunizations are free of charge for children under the age of 18. Exemption forms are available from the nurse.

B. PARENT AND EMERGENCY CONTACTS/HEALTH HISTORY

Parents are required to complete Emergency Contact and Health History Forms for each of their children every year. These forms contain vital information should your child becomes ill or injured at school. Students will be released to ONLY those persons indicated on the form. **Photo ID is required to pick up any child during the day at school.**

C. STUDENT ILLNESS

If a student feels ill during the school day, they should report their complaint to the classroom teacher for referral to the nurse. **Students are not to contact their parents directly via cell phone** regarding illness unless prior arrangements have been made with the nurse. Please keep your child home if they have fever, diarrhea, vomiting, deep cough, or a potentially communicable disease. **Children with a fever of 100 degrees or more must be fever-free for 24 hours without the use of fever reducing medications before returning to school.** If your child has been diagnosed with contagious illness, please contact the Health Center so parents of other students in

the class can be notified. Please call your child's doctor for advice on an ill child. Do not send ill students to school to be evaluated by the nurse.

D. MEDICATION

In compliance with ARS 15-344 and ARS 32-1901, over-the-counter medications are not available in the Health Center. Tylenol, Ibuprofen, Calamine, Neosporin, *topical or oral* Benadryl, cough drops, antacids or any like remedies are not stocked. Students are not permitted to have medication in their possession at any time without a *specific* prior written arrangement with the nurse.

Prescription medications must be in an original prescription container labeled for the student with a current date. The label must state directions that coincide with the request being made by the parent.

Over-the-counter Medications needed by students during the school day must be checked in to the Health Center by a parent/guardian. Requests must be in agreement with the manufacturer's directions or have a superseding physician's order. Herbal preparations must have a doctor's order. It is the responsibility of the parent/guardian to pick up any unused or discontinued medications promptly from the health center. At the end of the school year, any medication remaining in the Health Center will be discarded.

E. PE EXCUSES

Students requesting to be excused from P.E. must bring a note signed by their parent, to the School. The coach will then be informed that the student is excused from P.E. Any request for an excuse for three or more PE classes must be accompanied by a Physician's written order. **All injuries requiring any type of orthopedic support or device on campus must be reported with a medical excuse and cleared through the Health Center.**

F. CHRONIC HEALTH CONDITIONS

If your child has been diagnosed with a chronic health condition please contact the nurse immediately. He or she will inform you of the DVUSD protocols/procedures necessary to ensure a healthy and safe environment for your child during the school day. In the case of a **field trip**, the parent/guardian must provide an additional prescription bottle with the appropriate dose for that day. An additional permission form must be filled out for the field trip, as the teacher will now be responsible for administering the medication.

FOOD SERVICES

A. BREAKFAST AND LUNCH

Sunrise serves free breakfast to *all* students daily from 8:00 a.m. to 8:15 a.m. Students eat breakfast in the classroom. Each student must take one of each of the following:

entree, milk, juice and fruit. To meet federal nutritional guidelines, students must choose at least two of the offered items, one of which being fruit or juice. Students may choose not to eat. Breakfast is *not* available for parents and other family members.

The goal of serving school breakfast in the classroom is to ensure that every student gets the boost they need for physical and academic well-being. Please note that breakfast is not available for students who arrive late.

Deer Valley offers a varied lunch menu and sends a copy home with each student at the beginning of each month. Students may choose to purchase the hot lunch, or they may bring their lunch. Parents may also dine with their children. If you plan to eat at school, we ask that you contact the cafeteria early that morning to order your lunch.

Free student lunch for all students
Adult lunch price \$4.25

There may be an a la carte price on some items.

Students may purchase additional snacks through a computerized system. With this program, parents may deposit any amount of money in the student's account to be used any time during the school year for additional items. Checks are to be made payable to Sunrise and must have a bank guarantee card number written on them. Money should be given to the cafeteria before the start of the school day. Students should be reminded that this system is the same as cash.

All school lunches include a one-half pint of 2% milk or juice. If you have any questions regarding food services at Sunrise, you can contact our cafeteria by calling 602-467-5914.

B. CLASSROOM PARTIES AND BIRTHDAY RECOGNITION

The following guidelines have been established to ensure safety and compliance with the Maricopa County Health Department. The County has strict regulations about food being prepared in residential kitchens and served at classroom parties. **It is not allowed.** All food brought onto campuses for classroom parties must be store bought. We encourage parents to use our school cafeteria service for birthdays. You can contact the cafeteria manager or front office for more information. Note that bringing in store bought items may be restricted due to Covid guidelines.

The following guidelines will assist in this process:

- All foods offered must originate from a Maricopa County Health Department approved kitchen or institution; for example, a supermarket bakery, retail location or a commercial restaurant. **Cupcakes prepared at home are not an approved item for a classroom party.**
- All food offered must be delivered at the proper temperature and non-wrapped food must be served with a non-latex gloved hand or utensil. For example, pizza from an approved vendor must be served by a gloved-hand or with a

serving utensil.

- All food offered must be consumed within a reasonable time and maintained at proper temperature.
- No contact is to be made by a non-gloved hand with any food items that are not pre wrapped.
- All food must be offered after lunch.
- Compliance of the above guidelines will be the responsibility of the classroom teacher or educator.

Birthday recognition: In order to avoid disruption to instruction, please limit birthday treats to Friday afternoons. Please do NOT send Ice Cream treats or treats that require cutting with a knife.

PROGRAM DESCRIPTIONS

A. BAND (INSTRUMENTAL MUSIC PROGRAM)

The Instrumental Music Program is an optional program open to students in grades 5 and 6 at Sunrise. The program is held both during and after the school day. Students and their parents are responsible for acquiring the instrument that the student will play. Since performance is the main objective of the instrumental groups, attendance is mandatory. Students who participate in Instrumental Music receive grades each quarter on their report cards. Instruments left at home will NOT be delivered to students via the office.

B. CHORUS

The Sunrise Chorus is a group of students in grades 4 through 6 who have an interest in performing vocal music. Through participation in chorus, students are able to develop their vocal ability, increase memory skills, and learn the fundamentals of being a performer. The chorus rehearses twice a week, in the mornings. The chorus performs concerts throughout the year in various locations for a wide range of audiences. Our chorus is a fine example of the ambassadors of excellence found here at Sunrise.

C. COURT UNIFIED TRUANCY SUPPRESSION (CUTS) PROGRAM

The CUTS program is a diversion program designed for juveniles who commit a first or second truancy offense and are willing to take responsibility for their behavior. CUTS consists of a probation officer, school official, parent and student coming together to tackle truancy. The goal of the program is to increase school attendance. The philosophy of CUTS is that when a student's truant behavior is confronted by a team, including parents, school officials and a representative of the Court, the student is less likely to continue the behavior.

Students may be referred to the CUTS program on their fifth (5th) unexcused absence, or when the student has been absent ten percent (10%) of the school year

[approximately eighteen (18) school days].

The probation officer, with the help of school officials and parents, decides the consequences for the truant student. Consequences may include, but are not limited to, community service, an educational class for student and parent and/or counseling or citation. The parent will be assessed a fee. All consequences must be completed within thirty (30) days following the CUTS meeting. Failure to comply with these sanctions results in the case being set for a court hearing in Juvenile Court.

D. DEVELOPMENTAL PRESCHOOL

The Deer Valley Early Childhood Department provides inclusive preschool classrooms for children aged three (3) – five (5) years old (5 after September 1st). Each classroom is comprised of children who are typically developing preschool peers and those who require specialized instruction, children with identified special education needs. Sunrise has one developmental preschool classroom. In the classroom, there is a certified Early Childhood Special Education Teacher and two paraprofessionals. The classroom staff is highly qualified and trained to work with children in this age group. Children attend either a morning or afternoon session, which is 2- 1/2 hours long, Monday through Thursday.

E. GIFTED EDUCATION

Gifted Education is provided to academically talented students, grades K-6, through a gifted cluster grouping model. Cluster grouping is a full day service model. Gifted students are grouped together in a classroom with teachers who are trained to adapt the curriculum and environment for gifted students. These teachers understand and value the unique academic and emotional needs of gifted students, and have built a classroom environment that challenges students in every content area. Acceleration opportunities are available and considered based on individual readiness and needs.

At Sunrise, our third-grade students demonstrating high math potential receive accelerated services in math. Students who qualify for this program receive a compacted curriculum of 3rd and 4th grade math with a gifted trained teacher. Students who are successful will be able to continue on this accelerated pathway in future years. In addition, the Sunrise SPARK (Supporting Potential and Achievement in Remarkable Kids) program, is an ongoing content enrichment learning program that addresses the unique needs of gifted and high achieving students. Students attend certain days during the week. The program, taught by our Gifted Specialist, provides students with engaging experiences in math, language and communication, writing, social studies, science, technology and/or the arts through enrichment opportunities. The learning experiences in SPARK require students to think critically, collaborate with others, communicate their ideas, and show creativity.

F. HEAD START

Head Start is a federally funded preschool program. There is no charge to eligible families: low income families with children who are three (3) years old before August 31st. Classes are in session four (4) hours per day, five (5) days per week. Children are

served breakfast and lunch as part of their day. Head Start implements the High Score methodology of developmentally appropriate programming with an emphasis on cultural and individual backgrounds of the home and family. We work together – parents, children, and staff – to develop an individualized program/plan for each student. Students express their creativity and focus on opportunities for success. This is done by keeping in mind the special needs, characteristics, interests, and learning styles of these 3-5 year olds. Children are encouraged to plan-do-review each decision they make, thus developing their problem-solving skills, creativity, and excitement about learning.

G. LIBRARY MEDIA CENTER

The Sunrise Library Media Center (LMC) serves to provide resources for curriculum at every grade level, instill a lifelong love of literature and reading in every student and to equip students with self-directed research and reference skills in cooperation and conjunction with the school's teaching staff. All students are eligible to check out materials for home use. Materials for parents are also available for check out.

H. SPECIAL EDUCATION

The Deer Valley Unified School District offers the following special education services for preschool through age 21 in the following areas:

- Autism Preschool Speech and Language Emotional Disabilities Preschool Severe Delay
- Hearing Impaired Severe Sensory Impairment Mildly Mentally Retarded Severely Mentally Retarded Moderately Mentally Retarded Speech and Language Impaired Multiple Disabilities Specific Learning Disabilities Other Health Impaired Traumatic Brain Injury
- Orthopedically Impaired Visually Impaired
- Preschool

Parents with children 0 – 2½ years of age who have concerns about the development of their child can contact the Arizona Early Prevention Project at 800.381.3210 for more information.

If you desire further information about special education services, please contact our school Psychologist, our Intervention Specialist, or the District Special Services Department at 623-445-4943.

I. STUDENT GOVERNMENT

Sunrise has transitioned from an elected Student Council to an elected Student Government according to the guidelines of the student-created Constitution written in the Spring 2011.

Sunrise Citizen's Oath

I solemnly promise that I will uphold the laws of Sunrise Elementary school. I will promote citizenship, peace, and justice by what I say and what I do.

I'll begin with respect.
I will respect myself and others.
I will choose cooperation over rivalry.
I will choose kindness over gossip and name calling
I will choose to give compliments rather than insults or put downs.
I will keep from fighting or bullying, and expect others to do the same.
I'll set an example by doingThe right thing. Should I forget or make a poor choice, I promise to correct my mistakes and begin again to be a good citizen of Sunrise

J. TECHNOLOGY

Computer literacy is not a program nor is it a curriculum. The goal is for current technology to be integrated into all areas of coursework for Deer Valley students. Students are given the opportunity to use computers, in the computer lab and in the classroom. Computer-assisted instruction, problem solving, word processing, math, and language arts, are just some of the areas in which teachers may incorporate the use of computers as a tool to accomplish learning. The use of District computer systems, networks and the Internet, is a privilege. Use that is not appropriate may result in cancellation of suspension of privileges. Parents and students are asked to read and sign an Internet and E-Mail User Agreement as an indication that they understand the purpose, code of conduct, conditions and uses of computer systems and networks within the District.

K. TITLE I

Federal funds provided through Title 1, make it possible for us to provide academic assistance (supplemental to the regular classroom program) to identified students in mastering the AZ Academic standards.

Instruction is supplemental, meaning in addition to the regular classroom instruction. Classroom teachers provide academic interventions in reading and math during the day in small groups or in a before or after-school and/or summer school setting. A variety of instructional strategies are utilized to address a variety of learning modalities. Students qualify for additional services according to results of district and campus assessments and/or state assessments. Title I-funded intervention teachers and paraprofessionals work closely with all classroom teachers to provide additional resources and strategies for effective classroom instruction. Parent involvement is an important component of Title I. Parents are kept informed of student eligibility and progress; parents are invited to participate in family activities.

The Title 1 school policy is located on the school website and the Title 1 district policy is located on the Deer Valley website.

STUDENT SAFETY

A. VOLUNTEERS ON CAMPUS

Volunteering is a scheduled, pre-arranged activity. When a volunteer expresses an interest in working at school and wants to assist with the type of jobs for which help is needed, there are district guidelines that must be followed for safety and legal reasons before a volunteer begins to work. For the purposes of these guidelines and procedures, volunteers are defined as those people who donate time in schools or with students on a regular or recurring basis or serve as chaperones. Guest speakers or those who assist with a single event are not subject to these guidelines unless that single event falls into one of the fingerprint categories.

Volunteers may not bring other children to school while volunteering in a classroom, the office or on a field trip.

According to District Policy, GCL – Professional/Support Staff Schedules and Calendars – family members volunteering in employee work areas must meet the following criteria:

- Deer Valley Unified School District (DVUSD) Volunteer Training
- In accordance with the District Volunteer Handbook guidelines
- Over eighteen (18) years of age
- High School graduate
- Principal Approval

All volunteers must:

- Complete Basic Training
- Complete, and update annually, a Volunteer Service Agreement to be kept on file at the school
- Complete, and update annually, a Volunteer Registration Card to be kept on file at the school
- Sign in when on campus and sign out when leaving
- Wear an identification badge provided by the school
- Volunteers with no familial connection to the school must also complete an application and provide references
- Follow all school rules

Please visit dvusd.org//volunteering for more information on volunteering on campus.

B. VISITORS TO SCHOOL

DVUSD welcomes visitors to all of our campuses. All visitors are required to report to the school office upon arrival on campus. All visitors will be issued a visitor's badge and must sign in and out upon arrival and leaving. For those who wish to visit a classroom during the school day, it is expected that the teacher and the principal be contacted in advance to arrange a day and time for such a visit so as to avoid any

conflicts with the school schedule. No person may enter onto school premises, including visits or audits to a classroom, without approval by the principal. (Ref. DVUSD Board Policy KI-R)

Parents requesting an observation of their child's classroom need to complete a Permission for Visitation/Observation Form, available from the school's office, and submit it to the school's administration for approval. School administration/designee will then notify parents of the scheduled observation time and accompany them to the observation.

School administrators are happy to meet with visitors. Because everyone's time is valuable, please contact the school office to schedule a date and time to meet that works for all parties.

Visitors to our campuses are expected to adhere to the same policies and procedures as our students and staff. If a visitor causes a disruption or otherwise violates a policy, procedure, or law while on a DVUSD campus and the campus administrator deems it necessary for the safety and security of students, staff, and other visitors, the visitor will be immediately removed and local law enforcement may be contacted.

C. ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

A.R.S. 15-507: A person who knowingly abuses a teacher or other school employee on school grounds or while teacher or employee is engaged with the performance of his/her duties is guilty of a class 3 misdemeanor. (Ref. DVUSD Board Policy GBGB-R)

D. EMERGENCIES ON CAMPUS

Our campus has an Emergency Response Plan written specifically for our site. This plan contains information needed for an emergency and is kept within reach of administration. On the off chance that an emergency occurs, our school office staff is equipped and ready. The Emergency Response Plan was written in partnership with local law enforcement and is continually updated. Drills are conducted on a monthly basis to properly train students.

When the news breaks that an emergency is taking place at a school, every parent's first reaction is to rush to the campus to pick up his or her child. The fact is, numerous parents arriving at a school at the same time can increase the risk to students. If an emergency occurs on campus, you will be notified immediately through either text, email, or voice mail with the most current information available along with procedures to follow. Additionally, information will be available on our school's webpage. Please be sure that your most current contact information is on file at school.

E. ANONYMOUS SAFE SCHOOL HOTLINE

Phone: 623-376-3262 Hours: 24 hours/7 days a week

The DVUSD has established an Anonymous Hotline for students, parents, educators, or community members to report rumors or information on criminal activity on campuses or against Deer Valley students. Deer Valley is encouraging any information on possible crimes or violent activity to be reported immediately, even if the information is merely a rumor. These calls can be made anonymously, as the district's goals are to maintain safe, secure campuses. In addition, calls on suspected drug use, vandalism, or thefts are welcomed to help hold accountable those who commit criminal acts. When appropriate, information from the Safe Schools Hotline will be shared with local law enforcement. The hotline will be monitored throughout every school day, but should not be considered a replacement for 911. In an emergency or situation requiring immediate police action, (i.e., fire, crime in progress, etc.) a call should be made to 911 to make an immediate report to the proper authorities. Maintaining safe campuses requires the efforts of everyone in the district, including students, parents, educators, and support staff. Safety is an ongoing commitment that is possible only through the efforts of every member of the campus community. Your call could make the difference!

F. ANIMALS OR PETS

For our students' safety we ask that you leave your pets at home when you come on campus to pick up your child. Pets pose a health hazard or can be dangerous, even on a leash.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

School wide PBIS is a proactive strategy for defining, teaching and supporting student behavior resulting in academic and social gains and a positive school environment. The goal is to successfully educate all students and especially those with challenging behaviors.

Research shows that when a school environment is positive and predictable, students feel safe, have better academic performance, higher test results and make better behavior choices. Schools also show a gain in instructional time, reduction in out of school suspensions and discipline referrals and show a decrease in referrals to Special Education.

PBIS is not a curriculum, but a process of planning and problem solving that includes direct teaching of social behaviors like academics. The basic PBIS approach is to use proactive, research-based strategies to teach clearly defined behavioral expectations. Most importantly, it establishes ongoing behavior supports that can be used by all.

A. PAWS FOR SUCCESS: CAMPUS EXPECTATIONS

In keeping with PBIS, our students are taught four basic expectations, which are the basis of our campus plan and every teacher's individual classroom plan. They are--

**Practicing Respect -
Accepting Responsibility -
Working Together -
Safety Matters -**

Campus PAWS Matrix:

24-25 PAWS Matrix

	P Practicing Respect	A Accepting Responsibility	W Working Together	S Safety Matters
Classroom	<ul style="list-style-type: none"> • Listen to the speaker • Raise your hand • Stay in your own space • Use your own materials 	<ul style="list-style-type: none"> • Arrive ready to learn • Keep your space clean • Make good choices 	<ul style="list-style-type: none"> • Take turns • Be kind • Manners • Lend a helping hand 	<ul style="list-style-type: none"> • Keep hands, feet, and body to self • Walk • Push in your chair • Use supplies safely • Keep items off the floor
Cafeteria	<ul style="list-style-type: none"> • Listen to directions • Raise your hand for permission to leave seat • Keep your hands on your own plate and utensils • Speak quietly and politely to others 	<ul style="list-style-type: none"> • Know your lunch number • Keep your space clean • Pick up items on the floor and table 	<ul style="list-style-type: none"> • Stand in line patiently • Keep space in front and behind you • Pick up trash even if it's not yours 	<ul style="list-style-type: none"> • Keep hands, feet and body to self • Use walking feet • Eat your own food • Keep personal items in the cubbies at the front
Playground	<ul style="list-style-type: none"> • Listen to directions • Use kind words • Line up when the whistle is blown 	<ul style="list-style-type: none"> • Stay in assigned play areas • Clean up any equipment you use 	<ul style="list-style-type: none"> • Take turns • Include others • Follow game rules • Share 	<ul style="list-style-type: none"> • Keep hands, feet and body to self • Use walking feet on concrete • Play appropriate games • Use playground equipment as intended
Hallway	<ul style="list-style-type: none"> • Listen to directions • Keep hands and feet to self • Wave quietly to 	<ul style="list-style-type: none"> • Stay on sidewalks • Go directly to where you need to go 	<ul style="list-style-type: none"> • Walk in FLASH lines • Walk on the right side of the hallway 	<ul style="list-style-type: none"> • Keep hands, feet and body to self • Use walking feet • Watch for semi circles in front of

	greet others	<ul style="list-style-type: none"> Follow guidelines for dismissal 		doors <ul style="list-style-type: none"> Stay with your group
Restrooms	<ul style="list-style-type: none"> Stay in your own space Maintain privacy for self and others Take care of the space 	<ul style="list-style-type: none"> Flush, wash, dry, and goodbye Keep restroom neat and clean 	<ul style="list-style-type: none"> Use your grade level bathroom One student at a time from each class 	<ul style="list-style-type: none"> Use walking feet Wash your hands with soap and water
Library	<ul style="list-style-type: none"> Listen to directions Reaise your hand Walk in quietly Sit in assigned space 	<ul style="list-style-type: none"> Hold books with two hands Return books on time Replace damaged property 	<ul style="list-style-type: none"> Come at your assigned time Keep books in their space Ask for help 	<ul style="list-style-type: none"> Use walking feet Push in chairs Keep book marker to self and bookshelf only
Technology	<ul style="list-style-type: none"> Use gentle hands Use two hands to hold device Use assigned programs only 	<ul style="list-style-type: none"> Keep tech in assigned locations only Personal devices are off and kept in backpack 	<ul style="list-style-type: none"> Ask for help 	<ul style="list-style-type: none"> Use walkingfeet Use your own device Keep your login private Keep water and food away

B. 3-TIER DISCIPLINE

The Sunrise elementary School Discipline plan has three tiers:

- Classroom Tier
- School-Wide Tier
- District Tier

Classroom Tier

The classroom tier focuses on teaching expectations/standards for classroom behavior. Teachers have the flexibility to use classroom management techniques that are most effective with their students.

Each teacher has his or her own classroom management plan and procedures for the classroom. These plans include standards or expectations, consequences for misbehavior, and incentives or a positive reinforcement component. Teachers send their plans home to parents at the beginning of each year. It is important that parents read and discuss these plans with their children.

Teachers communicate with the home when students do not meet behavioral expectations. In addition, consequences **may** be issued; such consequences may include a verbal warning, a written warning, time out in the classroom or another

teacher's classroom or loss of recess. Teachers may also design improvement plans to use with children who continually have trouble meeting behavioral expectations to ensure their success.

School-Wide Tier

The school-wide tier focuses on the expectations for behavior outside of the classroom. As part of the school-wide tier, behavior assemblies are held during the first weeks of school to emphasize procedures and expectations and to share the consequences for major infractions and acknowledgment plan for following PAWS expectations. In addition to emphasizing life skills and lifelong guidelines in the classroom, these skills are further developed through our daily morning announcements; there is a school-wide focus on each life skill every two weeks.

District Tier

The district tier includes those infractions and consequences outlined in the District's student handbook, *Student Rights and Responsibilities*. A Discipline Referral form is used when students do not meet these expectations. Students receiving a discipline referral will be sent to the office to talk to the administrator. All discipline referrals submitted to the campus administrator begin with a conference with the student(s). In addition, the administrator may assign a time out in the office, lunch detention, special work detail, on-campus reassignment, off-campus suspension, or recommend expulsion. When necessary, police reports and reports to the Child Protective Service Agency are made. The specific actions to be taken depend upon the nature, severity, and frequency of the offenses. **Disciplinary actions may be taken in isolation or in combination and are confidential.**

All disciplinary actions follow Board policy and the district K-6 Discipline Guidelines. Examples of severe misbehaviors that are referred to the administrator include, but are not limited to:

- Possession/use of drugs, alcohol, or weapons.
- Possession of other dangerous materials (e.g., firecrackers, explosives). * Any serious action that violates city, state or federal law (e.g., vandalism, destruction of property, theft, etc.).
- Direct, overt, insubordination to adults in supervisory positions, which significantly disrupts the educational environment. This includes insubordination to administration, teachers, staff, parents, aides and volunteers.
- Fighting and individual or group confrontations where physical contact is made which results in injury or puts individuals at risk of injury.

Copies of the District's *Student Rights and Responsibilities Handbook* are available in the office and on the school and district website. Teachers review the information with their classes prior to sending home the document. Parents and students are asked to review the document and sign a letter to indicate that they have received and read the handbook.

C. LIFELONG GUIDELINES AND LIFESKILLS

Research conclusively shows that learning is accelerated when the issues of inclusion, mutual respect, and being in communication with each other are resolved

and the classroom promotes a sense of community. Creating this positive learning environment is accomplished through emphasis on Lifelong Guidelines and Life skills.

The **Lifelong Guidelines** are literally the social outcomes we set for our students and for our fellow educators. These are--

- Mutual respect
- Be trustworthy and truthful.
- Listen attentively.
- No put-downs.
- Do your personal best.

The purpose of the **Lifeskills** is to provide parameters that help students evaluate their own performances – to guide them, individually and in groups, to an understanding of which social behaviors will enhance their success. Teachers will be emphasizing each of these skills throughout the school year:

- **GOAL SETTING:** to target areas for improvement and plan for success; to plan for the future
- **RESPONSIBILITY:** doing what is right; to be accountable for what you do
- **INTEGRITY:** to be honest and sincere; to conduct oneself according to a sense of what's right and wrong
- **FRIENDSHIP:** to know how to make and keep a friend
- **CARING:** to feel concern for yourself, others, and the world
- **EFFORT:** willing to work hard
- **CURIOSITY:** to want to learn and know about all things; a desire to know or learn about one's world
- **PATIENCE:** to wait calmly for someone or something
- **COOPERATION:** to work together and with others
- **FLEXIBILITY:** willing to change plans or actions when necessary; the ability to alter plans when necessary
- **PERSEVERANCE:** to keep working until the job is done; to continue in spite of difficulties
- **ORGANIZATION:** to plan and do what needs to be done; moving into action *
- **INITIATIVE:** to do something because it needs to be done; moving into action *
- **COURAGE:** to act according to one's belief
- **PROBLEM SOLVING:** thinking of a good way to a solution; putting what you know and what you can do into action
- **COMMON SENSE:** to use good judgment
- **SENSE OF HUMOR:** to laugh and be playful without hurting others *
- **RESPECT:** honoring another's opinion, belief, or needs; being polite and considerate; taking care of personal and public property; obeying people in positions of authority.

D. DRESS CODE

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. During the school day:

- Clothing must cover the entire buttocks and not be see-through. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry shall not be worn if it presents a safety hazard.
- No hats, bandannas, other head coverings, or sunglasses may be worn inside any campus building at any time, except for properly approved occupational safety headgear required for special classes or if authorized by a school administrator or authorized/prescribed by a medical professional. Hats and sunglasses may be worn outside.
- Obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons on clothing are expressly prohibited. Clothing, accessories and/or jewelry may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Students may wear clothing, accessories and jewelry that display religious messages or religious symbols in the same manner and to the same extent that other types of clothing, accessories and jewelry that display messages or symbols are permitted.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, alcohol, or weapons must be covered.
- Students may not wear clothing, accessories and/or jewelry that is worn with the intent to convey affiliation with a criminal street gang as defined in A.R.S. 13-105.

Exceptions for special activities or health considerations may be preapproved by the administrator. Students who participate or volunteer in extracurricular activities, such as athletics, band, chorus, et cetera, are subject to the standards of dress as defined by the sponsors of such activities. (Ref. DVUSD Policy JICA)

Discipline Guidelines: Grades PreK-12

The following pages outline DVUSD discipline infractions and the consequences that may be given to a student when a policy is violated. Please keep in mind:

- Administration will exercise discretion when determining infraction(s) and consequence(s) and may assign a more or less severe consequence than outlined in the guidelines below, including Alternative Discipline & Community Service.
- An asterisk (*) indicates that the violation must be reported to law

enforcement. Administration may, after considering the circumstances, report any violation to law enforcement.

- Administration may determine that a violation warrants completion of the Threat Management Process.
- Any infraction directed at a staff member may warrant a more severe consequence.
- If the infraction occurs on the bus, a suspension or termination of bus-riding privileges may be assigned in lieu of or in addition to the consequences outlined in the matrix for that infraction. The DVUSD Transportation Department handles all bus discipline.
- For information on the discipline process, please see page 14. Per Policy JKD, there is no appeal process for suspensions of ten or less days.
- Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.
- Due process and parental notification are expected for all discipline referrals. Students in violation of alcohol and drug (including marijuana) policies may be referred to a drug diversion program. Drug diversion program information is available through your child's school.
- A student attending on an open enrollment variance may lose the privilege if the student fails to follow school rules.

		Recommended Consequence	
Infraction	Definition	Minimum	Maximum
*Aggravated Assault	An assault accompanied by circumstances that make the situation severe, such as the use of a deadly weapon or dangerous instrument; causing serious physical injury to another; committing the assault knowing, or having reason to know, the victim is a peace officer or a school employee engaging in a school related activity. (A.R.S. 13-1204)	Long term suspension	Expulsion
Aggression, Other	Any aggressive act that cannot be coded in one of the other categories but demonstrates aggression towards others.	Conference	Long term suspension
Alcohol Violation (sale or	The sale or distribution of alcohol as defined below.	10 day suspension	Expulsion

distribution)			
Alcohol Violation (use, possession, under the influence)	The possession or use of intoxicating alcoholic beverages or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	5 day suspension	Expulsion
*Armed Robbery	A person commits armed robbery if, in the course of committing robbery as defined above, is armed with a deadly weapon or a simulated deadly weapon or uses or threatens to use a deadly weapon or dangerous instrument or a simulated deadly weapon. (A.R.S. 13-1904)	Expulsion	
*Arson of an Occupied Structure	Damaging an occupied structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1704) An occupied structure means any structure in which one or more human beings either is or is likely to be present or so near as to be in equivalent danger at the time the fire or explosion occurs. (A.R.S. 13-1701)	Long term suspension/ Restitution	Expulsion/ Restitution
*Arson of a Structure or Property	Damaging a structure or property by knowingly causing a fire or explosion. (A.R.S. 13-1703)	Long term suspension/ Restitution	Expulsion/ Restitution
Assault	A person commits assault by: (1) intentionally, knowingly or recklessly causing any physical injury to another person; or (2) intentionally placing another person at risk of imminent physical injury; or (3) knowingly touching another person with the intent to injure. (A.R.S. 13-1203)	PreK-6: 3 day suspension 7-12: 5 day suspension	PreK-6: Expulsion 7-12: Expulsion

Attendance Violation, Other	Being absent from class or school ten percent of the school year, or having five unexcused absences.	Parent/ student/ administrative conference	Loss of credit/CUTS
*Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.	10 day suspension	Expulsion
*Bullying	Repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form, verbal, or psychological. Cyber-bullying includes bullying through the misuse of technology. (A.R.S. 13-2921)	Conference	Expulsion
*Burglary (First Degree)	A person commits burglary in the first degree if such person knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony. (A.R.S. 13-1508)	10 day suspension/ Restitution	Expulsion/ Restitution
*Burglary or Breaking and Entering (Second or Third Degree)	Entering or remaining unlawfully in or on school property with the intent to commit any theft or any felony therein. (A.R.S. 13-1506 and A.R.S. 13-1507)	Restitution	Expulsion/ Restitution
Bus-Wrong Bus/Stop	Riding undesignated bus or exiting at an undesignated bus stop.	Warning	Long term suspension from bus
Bus-Gum/ Eating/ Drinking	Chewing gum, eating and drinking anything other than water on bus.	Warning	Long term suspension from bus
Bus-Seat/ Movement	Moving seats, sitting in unassigned seat, sitting improperly (i.e., backwards, sideways, in aisles, on floor, etc.).	Warning	Long term suspension from bus

Bus-Throwing Objects	Throwing/tossing any object, including paper, either on the bus or out of the bus window.	3 day suspension from bus	Long term suspension from bus
Cheating	Knowingly using information or property of another, or knowingly sharing academic information to gain an unfair advantage.	Loss of credit	5 day suspension/ Loss of credit
*Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents.	10 day suspension	Expulsion
Combustible	Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluids.	Conference	Long term suspension
Computer/ Network Infraction/ Telecommunication Device	Failure to use hardware, software, electronic devices, web pages and networks for the intended educational use or in a manner that causes disruption at a campus or any District facility. This includes tampering or unauthorized access of any computer, computer system, or network.	Conference/ Restitution	10 day suspension/ Restitution
Contraband	Any item whose use, possession, sale or distribution is prohibited because it may disrupt the learning environment.	Conference	Long term suspension

Dangerous Items	Any device that under the circumstances in which it is used, attempted to be used, or threatened to be used is readily capable of causing death or serious physical injury. These may include but are not limited to air soft guns, bb guns, knife with a blade length less than 2.5 inches, laser pointer, letter opener, mace, pepper spray, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas, and other dangerous items. NOTE: A dangerous item used to cause bodily injury or to threaten or intimidate another person may be classified as a dangerous instrument and must be reported to law enforcement.	3 day suspension	Expulsion
Defiance or Disrespect Towards Authority	Treating district personnel or any others with contempt or rudeness. Intentionally resisting or disregarding the authority of district personnel.	Conference	Long term suspension
Disorderly Conduct	Any act which substantially disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment; or poses a threat to the health, safety, and/or welfare of students, staff, or others. (A.R.S. 13-2904)	3 day suspension	10 day suspension
Disruption	Creating disturbances in class, on campus, or at school-sponsored events. Continual or repeated disruptions may warrant more severe consequences. (A.R.S. 13-2911)	Conference	Long Term Suspension

Dress Code Violation	Clothing that does not fit within the dress code guidelines stated in school or District policy.	Change of clothes	3 day suspension
Drug Paraphernalia	Any equipment, products or materials of any kind which are used, intended for use or designed for use in growing, processing, packaging, concealing, containing or ingesting a drug as defined below. (A.R.S. 13-3415)	3 day suspension	Expulsion
Drug Violation (over the counter)	Over the counter non-prescription pharmaceuticals fall into this definition, unless the student has complied with the school district's policy for such medication. Medication for cessation of smoking must be checked through the health center; otherwise, it will be considered a drug. Supplements and/or nutritional supplements shall be considered a look-alike drug. The term "drugs" includes anything that looks like drugs.	3 day suspension	Expulsion
*Drug Violation (use, possession, under the influence)	Chemical substances, narcotics, prescription medications, inhalants, controlled substances, synthetic substances, or substances that students represent to be chemical substances, narcotics, or controlled substances. (<u>A.R.S. 13- 3451</u>)	5 day suspension	Expulsion
*Drug Violation (sale or distribution)	Sale, distribution, or intent to sell drugs including over the counter drugs as defined above.	Long term suspension	Expulsion

Electronic Smoking Device (Vaping)	Possession or use of any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. Electronic smoking devices include any such device, whether manufactured, distributed, marketed or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. This category includes possession of any component, part, or accessory of an electronic smoking device. NOTE: Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields, and vehicles, and at off-campus school-sponsored events is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36-798)	3 day suspension	10 day suspension
Elopement	Leaving an assigned area without permission from or knowledge of staff.	Parent/ student/ administrative conference	3 day suspension
Endangerment	Recklessly or intentionally creating a risk of injury or imminent injury or death to another. Consequence depends on the potential severity of harm.	1 day suspension	Expulsion
*Extortion	The act of knowingly obtaining or seeking to obtain property or services, or causing or seeking to cause another to act in a manner by means of a threat to do any of the following: (1) cause physical injury; (2) cause damage to	3 day suspension	Long term suspension

	property; (3) engage in illegal conduct; or (4) make false accusations. (A.R.S. 13-1804)		
Fighting	When two or more persons engage in any violence toward each other in an angry or quarrelsome manner.	PreK-6: 1 day suspension 7-12: 3 day suspension	PreK-6: Expulsion 7-12: Expulsion
*Fire Alarm Misuse	Intentionally ringing a fire alarm when there is no fire.	3 day suspension	10 day suspension
*Firearms	Any loaded or unloaded handgun, pistol, shotgun, rifle, starter gun, or destructive device (including bombs and grenades) or other firearm or destructive device that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. This includes explosive, combustible or poisonous gas. (A.R.S. 13-3101 and A.R.S. 13-3111)	Expulsion	
Forgery	The act of falsely or fraudulently marking or altering a document or a verbal, written, or electronic communication, or any verbal or written communication that is knowingly false or fraudulent. This includes identity theft.	Conference	10 day suspension
Gambling	Playing games of chance for money or to bet a sum of money	Conference	5 day suspension
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted or sprayed on walls or other surfaces in public places.	1 day suspension/ Restitution	Expulsion/ Restitution

Harassment, Nonsexual	The persistent or repeated annoying or tormenting of another person. To frighten, compel, or deter by actual or implied threats. (A.R.S. 13-2921)	Mediation	Expulsion
Harassment, Sexual	The unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the school's programs. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.	3 day suspension	Expulsion
*Harassment, Sexual with Contact	Sexual harassment that includes unwanted physical contact of non-sexual body parts.	5 day suspension	Expulsion
Hazing	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: (a) The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution, and (b) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (A.R.S. 13-2301)	Mediation	Expulsion
*Homicide	Intentionally or recklessly causing the death of another person. (A.R.S. 13-1101)	Expulsion	

*Indecent Exposure or Public Sexual Indecency	For definition of Indecent Exposure, refer to <u>A.R.S. 13-1402</u> . For definition of Public Sexual Indecency, refer to A.R.S. 13-1403.	3 day suspension	Expulsion
Language, Inappropriate	The use of profanity or any derogatory language stated publicly.	Conference	10 day suspension
*Kidnapping	Knowingly restraining another person with the intent to (1) hold the victim for ransom, as a shield or hostage, or (2) hold the victim for involuntary servitude; or (3) inflict death, physical injury or a sexual offense on the victim or to otherwise aid in the commission of a felony; or (4) place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person; or (5) interfere with the performance of a governmental or political function; or (6) seize or exercise control over an airplane, train, bus, ship or other vehicle. (A.R.S. 13-1304)	Expulsion	
Leaving School Grounds without Permission	Leaving school grounds or being in an “out-of bounds” area during regular school hours without permission of the principal or principal designee.	Parent/ student/ administrative conference	3 day suspension
Lying	To make an untrue statement with intent to deceive.	Conference	5 day suspension
Marijuana Violation (sale or distribution)	The sale or distribution of marijuana as defined below.	10 day suspension	Expulsion

Marijuana Violation (use, possession, under the influence)	The possession or use of marijuana or substances represented as marijuana. This includes being under the influence at school, school-sponsored events and on school sponsored transportation. The term marijuana includes marijuana in any form, such as plant, edible, oil, or wax.	5 day suspension	Expulsion
Minor Aggressive Act	The behavior of rough boisterous play or tussles, minor confrontations, pushing and/or shoving.	Conference	10 day suspension
Negative Group Affiliation	Specific attitudes and actions of a student affiliated with a negative group which manifests malice towards others based on their race, gender, or ethnicity. This includes hate speech and gang activity.	Conference	Long term suspension
Parking Lot Violation	Improper driving or parking of a vehicle on school district property without permission and/or parking in prohibited areas.	Conference	Loss of parking privileges
Pornography	The use or possession of pictures, devices or electronic images that offends or disturbs the educational environment.	Conference	Expulsion
Public Display of Affection	Kissing, hugging, fondling or touching in public.	Warning	3 day suspension
Recklessness	Unintentional, careless behavior that may pose a safety or health risk for others.	Conference	Long term suspension
*Robbery	Taking, or attempting to take, any property of another from his person or immediate presence and against his will. Such person threatens or uses force against any person with	5 day suspension/ Restitution	Expulsion/ Restitution

	intent either to coerce surrender of property, or to prevent resistance to such person taking or retaining property. (A.R.S. 13-1902)		
School Policy, Other Violation of	An incident that cannot be coded in one of the other categories but did involve a school, school-sponsored event or school-sponsored transportation.	Conference	Long term suspension
*Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	For definition of Sexual Abuse, refer to A.R.S. 13-1404. For definition of Sexual Conduct with a Minor, refer to A.R.S. 13-1405. For definition of Child Molestation, refer to A.R.S. 13-1410.	5 day suspension	Expulsion
*Sexual Assault (Rape)	For definition, refer to A.R.S. 13-1406.	Expulsion	
Simulated Firearm	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.	1 day suspension	Long term suspension
Tardy	Failure to be at a designated location at a specified time.	Parent/ student/ administrative conference	CUTS
Technology, Other	The misuse of a cell phone, pager, media player or other electronic item, whether operational or non-operational.	Conference	5 day suspension
Theft	Taking property that belongs to another without personal confrontation, threat, violence, or bodily harm. Theft does not include confiscation by school authorities of property not	1 day suspension/ Restitution	10 day suspension/ Restitution

	permitted at the school. NOTE: In the event of theft or damage, personal items brought to school, such as musical instruments, radios, electronics, etc., are not covered by District insurance. (A.R.S. 13-1802)		
Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (A.R.S. 13-1202)	Mediation	Expulsion
Tobacco Violation	Possession of tobacco products on K-12 public, charter, or private school grounds, buildings, parking lots, playing fields and vehicles, and at off-campus school-sponsored events, is a petty criminal offense. "Petty" offense is punishable by a fine of up to \$300. (A.R.S. 36- 798)	3 day suspension	10 day suspension
Truancy	An unexcused absence of at least one class period during the day. NOTE: This definition pertains to students ages 6 to 16. (A.R.S. 15- 803)	Parent/ student/ administrative conference	Loss of credit/ CUTS
Trespassing	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students serving a suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator or designee of the facility, campus or function. (A.R.S. 15- 1503)	1 day suspension	10 day suspension

Unexcused Absence	An unexcused absence of at least one class period during the day. NOTE: This definition pertains to students over the age of 16.	Parent/ student/ administrative conference	Loss of credit/ CUTS
Vandalism of Personal Property	Willful destruction or defacement of personal property.	3 day suspension/ Restitution	Expulsion/ Restitution
Vandalism of School Property	Willful destruction or defacement of school property.	3 day suspension/ Restitution	Expulsion/ Restitution
Verbal or Written Provocation	Use of language, gestures, or any other communication that may incite another person or other people to fight	Conference	Long term suspension
Weapons (no threat)	May include but are not limited to the possession of billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101.	10 day suspension	Expulsion
*Weapons (w/Threat)	May include but are not limited to billy clubs, brass knuckles, knife with a blade length more than 2.5 inches, nunchakus, and other prohibited items as listed in A.R.S. 13-3101 accompanied by a verbal or physical threat of violence against a person or damage to District property.	Long term suspension	Expulsion

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. Nevertheless, the District's approach to student discipline is progressive in nature, and this glossary is generally organized to present consequences of misconduct in order of increasing severity.

Conference

A teacher, administrator, or other staff member will talk with the student about expected behavior and the consequences of misconduct.

Parent Involvement

A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.

Loss of Privileges

Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in a class, or participation in extracurricular activity.

Detention/Campus community service

Detention is mandatory time spent in an assigned location. Campus community service is the performance of supervised work for the school. Detention or campus community service may be assigned before school, during the lunch period or after school. Parent/guardian will be notified prior to assignment of either school detention or campus community service.

Behavioral Contract

A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required. In some stances, parent or guardian will also be expected to sign, indicating agreement to terms of the contract.

On Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided. The student's access to school services, facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Off Campus Suspension (Short Term)

With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's assignments will be provided. The student is not permitted to participate in or attend any school sponsored events during the period of suspension.

Long Term Suspension Hearing

A long term suspension is a withdrawal of the privilege to attend school that exceeds ten school days in duration and extends for a specified period of time.

Off Campus Suspension (Long Term)

Acting upon the recommendation of the administration, a hearing officer may deny all school privileges to a student for a period of eleven days or more.

Expulsion

Acting upon the recommendation of a hearing officer, the Governing Board may permanently deny all school privileges to a student.

Manifestation Determination

Before the 11th day of suspension is imposed, the IEP Team, including the parents and the Director of Student Support Services or designee, must meet to review the relationship between the child's disability and the behavior subject to the disciplinary action to determine whether or not the behavior in question was a manifestation of the student's disability.

Restitution

When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.

Revocation of Open Enrollment

A student who is on an open enrollment variance may lose that privilege if the student demonstrates poor attendance or fails to follow school rules.

NOTICE TO PARENTS

RIGHT TO REVIEW TEACHER QUALIFICATIONS

As a parent of a student at Sunrise Elementary School you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right you ask for the following information about each of your child's classroom teachers:

- Whether the AZ Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the AZ Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call our secretary at 602-467-5900

SUNRISE ELEMENTARY SCHOOL PARENT INVOLVEMENT POLICY

Welcome!

We welcome parents on our campus and encourage you to take an active role in participating in your child's education.

Parents as Partners in Education

Parents are encouraged to visit, volunteer, and participate as equal partners in the education of their children. For safety reasons, District procedures for parents being on campus during school hours are in effect. Parents may eat lunch in the cafeteria with their children if they have signed in at the office, but are not permitted on the playground. You may arrange to visit during the school day by contacting your child's teacher or the office. Please schedule conferences either before or after school.

Times and locations of special events will be arranged in advance and parents will be notified prior to such events. A variety of special parent and/or family programs are offered each year to meet the needs of our community. An annual parent meeting is convened in the fall to explain the Title 1 Program to parents and inform them of their right to be involved in the program. More information about current programs can be received by contacting the school office or by checking the school website.

Teachers will communicate with parents regularly; for example, through newsletters, more electronic flyers, phone calls, e-mails, notes, and conferences. Parents may have access to their child's grades through the Power Schools computer program. Parents will receive copies of their child's performance on various assessments and regular progress reports on their child's performance in class. In addition, parents will receive useful tips in monitoring and helping to improve their child's performance through our Family ACT (Academic Community Team) night. Student learning goals and the AZ College and Career Ready Standards are discussed during ACT Night and during parent-teacher conferences.

We ask that parents ensure their child's regular attendance and prompt arrival; establish a time for homework and review it regularly; support school policies, including dress code and behavior guidelines; and communicate regularly with their child and with the school.

Input from parents and teachers is solicited for the development of our Home-School Compact which outlines the shared responsibilities of parents, students, and educators in meeting the needs of our students.

Like all schools in the Deer Valley Unified School District, Sunrise has a Campus Improvement Team (CIT). The team is a representative body of teachers, parents, staff, and administrators. Membership on the CIT is rotated on an agreed upon time line. This team is empowered to make recommendations and decisions focused on school improvement. Decisions made by the CIT are research-based, data driven,

and consistent with district goals and the school mission statement. The goals formulate the annual Continuous Improvement Plan (CIP). This plan then becomes the action plan for all school staff and community to use in improving learning for all students. A copy of the current CIP is available for your review on the school website.

We feel that it is important for parents to communicate their concerns, questions, and desires about the educational process and our school. By using the steps outlined below, we can work together to address any concerns that may arise.

1. The parent meets with the teacher to explain the concern and reach a resolution. A plan of action may be needed. Please schedule a follow-up either by phone, note, e-mail, or in person.
2. If the concern is not resolved, then it is appropriate to contact the school administrator. The administrator will schedule a meeting with the parent and the teacher. The concern and actions taken will be reviewed. A new plan of action will be developed and carried out. Another meeting will be scheduled to check on progress.
3. If the concern persists after the administrator and the teacher have attempted resolution, then parents may contact the appropriate administrator at the District office.

Parents as Models

Parents have a tremendous impact on children's behavior. What they observe in adults becomes a standard of behavior.

Behavior: Parents on campus are expected to model appropriate behavior. Behavior expectations are described in detail in the Family Handbook. It is especially important that parents model the problem solving process; that is, concerns are addressed with the classroom teacher and administration. At no time will adults on campus interact with children other than their own in matters of behavior and/or discipline.

Parents are also expected to follow guidelines for picking up students, waiting outside the gates at either end of the campus as students will be escorted by their teachers to ensure your child is able to exit in a safe and orderly manner. Please also follow guidelines for dropping off and picking up students when driving in the parking lot, modeling respect, responsibility, and safety awareness for students. Parents should pull forward along the blue line, allowing others to enter the parking lot. Be sure to avoid blocking the school entrance. (Please see Family Handbook for specifics.) **Dress:** Parents on campus are expected to model appropriate dress. Parents should follow dress guidelines as described in the student/campus/District dress code.

Language: Parents on campus are expected to model the use of appropriate language everywhere students are present. This includes slogans, advertising, and sayings on clothing worn on campus.

Tobacco: Tobacco products may not be used or carried onto school property, including the parking lot.

PTO

The Sunrise PTO is an important community organization that is highly involved in many activities that benefit our students, staff and surrounding community. We are proud of our PTO and appreciate the commitment and support that this group demonstrates. Please plan to join with us and help make your child's educational experience exciting and productive. All parents are encouraged to become members, attend meetings, and provide input into our programs. This is a great way to make new friends in your neighborhood while helping your child through the elementary year.

SUNRISE ELEMENTARY SCHOOL HOME-SCHOOL COMPACT

As a school, staff at Sunrise Elementary will --

- convene an annual meeting to explain the Title 1 program to parents and inform them of their right to be involved in the program.
- involve parents in an organized, ongoing and timely way in planning, review and improvement of Sunrise's Title 1 program.
- provide timely information about our Title 1 program to parents, describe the curricula, the student assessments and proficiency levels students are expected to meet, provide opportunities for regular meetings, respond promptly to parent suggestions.
- participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- provide assistance to parents in understanding the AZ College and Career Ready Standards. · endeavor to make school an accessible and welcoming place for students and their families. · provide a positive environment in which all students are capable of success... no exceptions! · model appropriate dress, language, and behavior.

As a student, I will --

- attend school regularly and be on time.
- complete and return homework assignments.
- work to the best of my ability.
- demonstrate a positive attitude toward opportunities and experiences provided by the school and teachers. · help create a positive environment by practicing respect, accepting responsibility, working together, and following the rules for safety.
- ask for help when I need it.

As a parent/guardian, I will --

- ensure my child's regular attendance and prompt arrival.
- check my child's backpack and folders for important information.
- establish a time for homework and review it regularly.
- follow and support school policies, including dress code and behavior guidelines.
- communicate regularly with my child and with the school.
- follow procedures for student drop off and pick up.
- respect the school staff, students, and other families.
- sign in at the office prior to any visit on campus.

On-going opportunities for meaningful communications are provided through --

- e-mail
- phone calls
- conferences and meetings
- website
(<http://sunrise.dvusd.org>)
- Power Schools
- Peach Jar electronic flyers
- marquee
- school publications

Tonya Knight, Ph.D., Principal

Teacher Signature

Parent Signature

Student Signature

PHONE NUMBERS

Office Attendance-	602-467-5900
Principal- Dr. Tonya Knight	602-467-5904
Dean of Students- Megan Smones	602 467 5900
Secretary- Hedy Rastedt	602-467-5904
Clerk- Brenda Hernandez	602-467-5905
Registrar- Jennifer Gash	602-467-5906
Nurse- Penny Reamer	602-467-5910
Cafeteria Manager- Katrina Sandy-Colon	602-467-5914
Library/Media Center- Laura Davtian	602-467-5913
Head Start	602-467-5989

24-HOUR ATTENDANCE LINE: 602-467-5990

All teachers can be reached through e-mail by using the teacher's first name, last name followed by "@dvusd.org." For example:

Tonya Knight = tonya.knight@dvusd.org

Hedy Rastedt = Hedy.Rastedt@dvusd.org