



# SUNSET RIDGE SCHOOL

*Home of the Hawks*

35707 N 33<sup>rd</sup> Lane  
Phoenix, Arizona 85086

**Attendance: 623-445-7890**

**For Business other than Attendance: 623-445-7800**

## Parent/Student Handbook

**School Office Hours: 7:45 am - 4:15 pm – Monday - Friday**

The Deer Valley Unified School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. Revised 2/24/06

## **Vision, Mission, and Motto**

### **Mission**

At Sunset Ridge, we support students emotionally and academically, preparing them to be lifelong, well-rounded, critical thinkers.

### **Vision**

Preparing our students to SOAR through life, making the world a better place.

### **Motto**

HAWKS SOAR

S – Safety

O – Ownership

A – Achievement

R – Respect

## ***DISTRICT INFORMATION***

***Deer Valley Unified School District  
District Administrative Center  
20402 N. 15<sup>th</sup> Avenue  
Phoenix, Arizona 85027  
623-445-5000***

The Deer Valley Governing Board meets on the second and fourth Tuesday of the month for regular public meetings at 7:00 p.m. in the District Administrative Center. Agendas are posted at the district office and in each school office at least 24 hours before each meeting.

### **Deer Valley Mission Statement**

The Deer Valley School District, in partnership with families and the community, will ensure that all students will graduate with the knowledge, skills, and habits needed for success.

# SUNSET RIDGE SCHOOL

## Home of the Hawks

Dear Sunset Ridge Families:

Welcome to the 2025-2026 school year. We are looking forward to making this school year one of the best ever. Each of us believes that we are in partnership with parents and the community in creating meaningful learning opportunities for the students we welcome to our school each day. This is truly a campus of caring individuals with a talent for finding the special qualities of each child and helping them to develop into successful students who enjoy learning.

Please help us realize our goal for your children by taking the time to read this handbook. Your child will interact with a variety of situations and adults including teachers, instructional assistants, bus drivers, cafeteria employees, maintenance and office staff members as well as grade level peers. We want your child's interactions to be positive so they can gain knowledge and improve as young minds capable of achieving greatness. The contents of this handbook provide guidelines, policies and procedures in alphabetical order necessary to create a safe campus that promotes learning. We have included important information such as campus phone numbers and campus procedures. The school calendar is available on our school website.

As parents, you are the number one supporter of your child's education. We are honored that you have confidence in us and reinforce our efforts in providing a positive and safe setting for your child.

Here's to a great school year!

Sincerely,

The Sunset Ridge Staff



For additional information, check out our website at <https://www.dvusd.org/Domain/32>.

### **COMMUNICATION AND PHONE NUMBERS**

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

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

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

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

**Follow us on social Media. Links to both can be found at: <http://sunsetridge.dvusd.org/>**

### **WHO DO I CALL?**

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

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

**Attendance Line: Vicki Chitwood**

**623-445-7890**

If I have questions regarding school lunches:

**Cafeteria Manager: Allyson Thompson**

**623-445-7814**

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

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

If I have a question regarding immunizations or illness:

**School Nurse-**

**623-445-7810**

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

**Secretary- Courtney Bryce**

**623-445-7804**

If I need to discuss a Transportation/Bus issue:

**Transportation**

**602-467-5090**

If I need to send records over a Fax machine:

**Sunset Ridge Fax number**

**623-445-7880**

### **ANIMALS OR PETS**

On occasion, students may wish to bring animals or pets to school as part of a school project. Permission must first be obtained from the teacher before any animal can be brought to school. The teacher will instruct the child to make arrangements for the parent to deliver the animal or pet to the classroom and to take it home immediately after the showing. Animals are to be properly restrained or in proper containers. Parents are to assume all liabilities for injuries or damage that may occur. For the safety of our students, stray dogs will be turned over to the animal shelter if the owner cannot be located. Please caution your children not to encourage any animal to follow them to school. Children are not allowed to bring any found wildlife to school (e.g. snakes, birds, scorpions, lizards). Animals, insects, reptiles, etc. are **NEVER ALLOWED** to be carried on a public school district bus. Signs are posted that read "Dogs Not Allowed". Please do not walk your dog on school property.

### **ANNOUNCEMENTS**

Live announcements will be broadcast each morning. The announcements will include information that will concern students and/or staff, such as meetings, after-school activities, assemblies, changes in time schedules, etc. **Students and staff need to maintain a quiet environment during announcements and listen carefully.** Announcements will begin or end with the Pledge of Allegiance, and a moment of silence (Silent Meditation Law, 1980).

### **ARRIVAL/DEPARTURE and BREAKFAST**

The following guidelines will help ensure the safety of all. Please discuss these guidelines and emphasize the safety factors with your child. Parents are not permitted through the gates at any point in time.

1. The gates to campus will open at 8:30 AM. **It is essential that students do not arrive on campus earlier than 8:30 AM.** If students arrive early, parents will be notified and reminded of campus hours
2. Students may enter campus through any of our gates (Office, Parent drop off gate, Bus gate, Basketball Courts)
3. Adult walkers escorting their children may walk students as far as the gates and should not congregate in front of the school. It's a drop-and-go.
4. Parents/Guardians may not drop students off in the parking lot. Please use our drop-off and pick-up lanes if delivering students by vehicle.
5. Bus riders will enter through the bus gate and report directly to class.
6. Breakfast will be served from 8:30-8:45. Students wanting breakfast will report to the cafeteria beginning at 8:30 AM.
7. Cross streets only at crosswalk corners on the way to and from school. Obey all traffic signs and crossing guard's directions.
8. Bikes should be walked on and off the school grounds, placed into the bike racks, and properly locked. Bikes are not allowed in the covered walkways or in the office.

9. Students are expected to arrive at school on time. Tardy students cause disruption to the educational rights of other students. Excessive tardies can result in disciplinary action (refer to Student Rights & Responsibilities Handbook)
10. Students staying for sports events are required to abide by school rules.

## **PM Dismissal**

### **Monday-Thursday**

#### **3:20- Kindergarten and Siblings**

- Kindergarten students and siblings who will be picked up with a vehicle or walk home together will be dismissed at 3:20 pm.
- Kindergarten siblings who ride the bus will remain in their classrooms until the final bell.

#### **3:30- All students 1st-8th grade**

- Students will be dismissed from classrooms and head straight off campus.

### **Friday Early Release**

#### **1:50- Kindergarten and Siblings**

- Kindergarten students and siblings who will be picked up with a vehicle or walk home together will be dismissed at 3:20 pm.
- Kindergarten siblings who ride the bus will remain in their classrooms until the final bell.

#### **2:00- All students 1st-8th grade**

- Students will be dismissed from classrooms and head straight off campus.

## **Parent Pick-up Procedures**

To prevent groups of people congregating outside the school gates during dismissal, the following guidelines will be used:

- We ask that parents/guardians who have a vehicle, pick up students using our drive-up lanes (see map).
- Please do not arrive any earlier than five minutes to your assigned drive-up time.
- Kindergarten parent drive-up will use LANE 2- middle lane from 3:20-3:25.
- 1st-8th grade parent drive-up will use LANE 1- curbside. Please do not arrive prior to 3:20.
- 1-8th grade parent drive-up may access LANE 2- middle lane after 3:27.
- Parents without vehicle transportation may greet their student(s) at any point of exit.

## **Dismissal Expectations**

- Students should head directly off campus using their direct route home, no lingering.
- No congregating on campus by students or staff
- No congregating on the outside of gates by parents

**SCHOOL HOURS:**

**REGULAR DAYS**

GRADES K-8 8:45 - 3:30 p.m.

**EARLE RELEASE DAYS**

GRADES K-8 8:45-2:00 p.m.

**ASSEMBLIES**

Teachers will escort students to assigned seating and will supervise their behavior during assemblies. Rules of common courtesy are always in effect, with students demonstrating respect and appreciation. Talking, whispering, whistling, stamping of feet, booing and other similar noises are discourteous. At pep rallies, cheering is acceptable within controlled limits. **Students behaving inappropriately will be removed and possibly lose future assembly privileges.**

**ATTENDANCE**

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

Regular attendance and being on time are two things that help your child have a positive attitude toward school. If your child is unable to attend school for any reason, **please call the Attendance Line at 623-445-7890**. This number is a recording and can be accessed 24 hours a day. If you do not call your child in absent, an automated call will go out to the primary phone number we have on file. An unexcused absence will be recorded until we receive confirmation of the reason your child is out. If your child is going to be late due to a doctor/dental appointment, please call to excuse their absence until they arrive at school. Sunset Ridge will be issuing warning letters for all students who have missed 10% of the school year. If attendance does not improve and 10% or higher of the school year has been missed the student and guardians may be issued a referral to the C.U.T.S. program (Court Unified Truancy Suppression) and be required to appear in juvenile court.

**FORMULA FOR PARTIAL DAY ATTENDANCE**

- If a student LEAVES school before 12:05 p.m. - the student is Marked Absent ALL DAY
- If a student ENTERS school after 12:10 p.m. - the student is Marked Absent ALL DAY
- If a student arrives between 10:27 and 12:07 - the student is Marked Absent HALF DAY
- If a student leaves between 12:10 and 1:50 - the student is Marked Absent HALF DAY

**BALLOONS & FLOWERS**

Well-wishers sometimes send balloons or flowers to school to celebrate a child’s special occasion. In order to prevent disruption of the educational process, balloons and flowers must

remain in the office until 5 minutes before the end of the school day. Students who ride a school bus home are not permitted on the bus with balloons or flowers.

### **BICYCLES AND DEVICES WITH WHEELS**

Students in grades 1-8 are permitted to ride bicycles or scooters to school. Students who ride bicycles or scooters must assume all responsibilities and risks involved. Bicycles and scooters must be parked and locked in the cycle rack. Bikes have been stolen from our bike rack area even when locked. Parents assume the responsibility for bikes and scooters at school. Each student **must have his/her own lock** and not share it with another student - whether it be a brother, sister, or friend. **Students are to walk their bicycles while on campus and in school crosswalks. Student bikes and scooters can not be stored in the office or classrooms. Minibikes, motorcycles, motorbikes, skateboards, roller skates/blades, or any shoes with wheels are not allowed at school. If these are brought to school, they will be confiscated and held for parent pickup.** The bike rack areas are locked at the beginning of the school day between 8:45 and open after school from 3:30 to 3:40. Students who do not remove their bikes before 3:40 will need to locate a custodian on campus. **Bikes are not to be ridden while on school grounds. They must be walked at all times.** It is helpful if your child locks his/her bike in the north bike rack on days when he/she must be signed out early for a doctor's appointment. Please call ahead on these days to inform the office prior to the appointment.

### **BULLY PREVENTION**

**Sunset Ridge** prohibits the bullying of any student during any school-related or school-sponsored program, or on the school bus. This also includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity. Consequences for bullying, as per the DVUSD Student Rights and Responsibility Handbook, range from a conference to expulsion. Depending on the circumstances, violations may be reported to the police. Students are encouraged to report any incidents of bullying regarding themselves or other students.

Bullying comes in various forms:

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

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

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

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

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

## **BUS RIDING/TRANSPORTATION**

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

- This is not permitted without prior authorization from the transportation department. Parents must contact our transportation supervisor, John Duff (602-467-5095) for approval.
- **The Sunset Ridge office cannot grant permission for students to ride the bus.**

## **CAFETERIA**

Our cafeteria sells lunches to students using a ticketless program. Every student has a debit account that they can access by entering their student ID number. The amount of the lunch is taken from their ticket total. Parents can add money to the student's debit account **in the cafeteria before school**. Parents may write a check for any amount to apply money to the account. Lunch accounts may be used to buy one lunch per day; any additional lunch items will be charged at the à la carte price. Students who forget to bring a lunch to school or forget their money can charge it to their account, as every child is in the system automatically. We also offer a convenient system that allows you to credit your child's account online. It is called **EZSCHOOLPAY.COM**. It is fast and reliable, plus you will always know how much money is available for your child for breakfast and/or lunch. Free or reduced breakfast and lunches are available for families who qualify for assistance. For further information, contact our cafeteria manager at **623-445-7814**. Applications are sent home in the back-to-school information and are also available in the office by request. There is a 1% fee to use this service. The use of someone else's student ID is considered illegal use of someone else's property and may result in disciplinary action.

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

### **Lunchroom procedures:**

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

**Lunch visitors:** Lunch visitors will not be permitted until further notice.

## **CELL PHONES AND ELECTRONIC DEVICES**

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

student's backpack in the silent or off mode during the school day. Electronic devices will be confiscated if the policy is not followed.

### **CHILD ABUSE REPORTING**

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

### **CLASSROOM INTERRUPTIONS**

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

### **COMMUNITY SCHOOL PROGRAMS**

#### **Before-After School Care**

This state-certified before and after-school child care program is located on the campus. It is open when school is in session from 6:30 a.m. to 8:30 a.m. and from 3:30 p.m. to 6:00 p.m. You may contact the Director at 623-623-445-7888. The director is available during the hours listed above or by leaving a voicemail message for a call back. Program capacity is limited.

### **COMPUTER USAGE AND RESPONSIBILITY**

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

#### **The following are not permitted:**

1. Sending, accessing, or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, cyber-bullying, or attacking others.
4. Damaging or modifying computers, computer systems, or computer networks
5. Violating copyright laws.
6. Using passwords of others.
7. Trespassing in others' folders, work or files.
8. Employing the network for commercial purposes.
9. Accessing inappropriate websites such as Myspace, Xanga, Friendster and others.

#### **Consequences:**

1. Violations may result in a loss of access.
2. Violations may be subject to disciplinary action.
3. When applicable, law enforcement agencies may be involved.

A form called **ACKNOWLEDGEMENTS AND VERIFICATIONS** will be sent home at the beginning of the year for parent and student signature. Students are not permitted to use the internet or email until this form is signed and returned to school.

## **DANCES**

Dances are held at Sunset Ridge for middle school students. These dances, which are chaperoned by staff and parents, are fun social activities for students.

### **PROCEDURES AND EXPECTATIONS FOR DANCES INCLUDE:**

- A signed permission slip is required to attend each dance. Permission slips and money must be submitted by the due date listed on the permission slip for that dance. A list of student names will be kept at the entrance door, and only those students who have submitted their permission slip and money in advance may enter the dance. No slips or money will be accepted at the door on the night of the dance.
- Dances are for Sunset Ridge students only. Visitors are not allowed.
- Once students arrive at the dance, they may not leave until the dance is over unless their parent or guardian arrives at the door to release the student early. Chaperones are positioned at all exits.

### **ALL SCHOOL RULES APPLY**

- Students are expected to dance in a manner that shows respect for themselves and others. This includes no close body contact or dancing that is considered inappropriate by the staff at the dance. Gum, hats, horseplay, and inappropriate behavior are not permitted at the dances.
- The school dress code and all school rules apply to the dances. If a student arrives in clothing that does not follow the school dress code, their parent will be called and asked to pick up that student.
- Students that have been suspended, or absent due to illness on the day of the dance, may not attend the dance. Dances are a privilege and students with disciplinary actions may not be allowed to attend current or future dances.
- Students will be dismissed at the end of the dance to meet parents or guardians at the pickup/drop-off area. Students must be picked up immediately after the dance.
- Parent volunteers and chaperones are necessary for the dances to ensure student safety. All of the dances are planned, organized, and executed by volunteers and cannot continue without the support of new parent help.

## **DISCIPLINE POLICIES AND PROCEDURES**

Our goal is for students to be responsible for their own behavior. Students who cause a problem for themselves or others will, with the help of a staff member, work out a solution to the problem that is agreeable to all concerned. If the student refuses to be an active participant in the problem-solving or the problem persists, it may be addressed through the use of the Progressive Discipline Plan. Please refer to the Progressive Discipline flow chart at the end of this handbook.

When a behavior problem is specifically addressed by Deer Valley District policy, the guidelines in the Deer Valley Student Rights & Responsibilities Handbook will be followed. Please refer to **the Deer Valley Student Rights & Responsibilities Handbook** for additional information regarding discipline.

## **EMERGENCY INFORMATION SHEET**

Every child must have **Emergency Information** on file at the school. It is vital that we have current phone numbers and emergency contacts listed for every student. **If during the school year you move, change phone numbers, or work phone numbers, please make sure you notify the school office.**

## **FERPA (Family Educational Rights and Privacy Act Regulations)**

This act regulates school procedures so that we protect the privacy of our students and families.

To protect your rights, our employees

- ❖ Cannot share names or other personal information about students with other parents or community members.
- ❖ May not discuss students or families in public areas
- ❖ Can only allow individuals on the pink emergency card to pick up a student.
- ❖ Will respect a parent's wishes if they choose not to have directory information released or a picture taken for publication (the permission form goes home at the beginning of the school year and upon new enrollment).

## **FIELD TRIPS**

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

## **FIELD USE & FACILITY RENTAL**

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

## **FOOD GUIDELINES**

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

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

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

**a student does not follow the above procedure, he/she will receive an office referral for drug possession.** The Deer Valley District's Student Rights and Responsibilities Handbook labels this infraction as a mandatory five-day suspension. Parents - please note - this policy includes, but is not limited to such legal drugs as aspirin, non-aspirin, etc. This is for the safety of all students.

### **INSURANCE**

Optional student accident insurance is available at a nominal cost.

<https://www.kandkinsurance.com/Programs/Sports-insurance/K-12-Student-Accident>

. The school acts as a medium in making this insurance available and assumes no responsibility for subsequent negotiations with the company.

### **Library Media Center (LMC)**

The LMCs provide books, reference materials, and computers for students to use. Technology is used for schoolwork only. Teachers schedule library times to bring classes to the LMC, and students may obtain individual passes from their teacher to take advantage of the library resources and space anytime during the school day.

Books are checked out for up to two weeks, with the option to renew one time (unless the book is on hold by another student.) Students and parents are financially responsible for any books that are checked out in the student's name. No fines are assessed for overdue books in the K-6, K-8, and middle schools, but students' privileges to check out books will be suspended until the book(s) are returned in good condition. The DVUSD high schools charge fines for overdue materials; the cost varies by location. Any lost or damaged items must be paid for before the student will be allowed to borrow more books. Replacement book(s) are not accepted. At the end of the school year, if a K-6, K-8, or middle school student still has a book(s) on their library account, the student's report card will be held in the office or LMC for parents to pick up. The LMC is open one week after the student's last day of school. Refer to the high school Student Handbook for specifics on overdue fines, lost, or damaged materials.

Students and parents may access the student's library account online at: [destiny.dvUSD.org](http://destiny.dvUSD.org). Choose the school of attendance, click on **Login**, and use the student's DVUSD username and password. Click on the **My Info** tab to access the account information.

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

### **NO PASS - NO PLAY**

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

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

**To determine if a student is eligible to participate:**

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

**PARENT INVOLVEMENT OPPORTUNITIES**

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

**PERSONAL PROPERTY/LOST AND FOUND**

Students are encouraged to place their name on all personal belongings, such as coats, lunch boxes, gloves, sweaters, etc. Lost backpacks, lunch boxes, coats, jackets, sweaters, etc., are placed in the Lost and Found Bins located in the Multi-purpose room. Tiny items such as keys, wallets, and jewelry are placed in the office Lost and Found. Parents are also encouraged to check for missing items when on campus. Unclaimed items will be donated to a local charitable organization several times during the school year to prevent huge overflows of unclaimed items. A reclaim deadline date will be published in the school newsletter. Please watch for these dates. **Students are not permitted to bring personal items, such as toys, iPods/CD players, hard balls, bats, electronic equipment, calculators, video games, toy weapons, etc., to school unless requested by the teacher in writing.** We discourage students from bringing large amounts of money to school. **Sunset Ridge cannot assume responsibility for the loss or damage to personal property brought to school.** Your support is appreciated. (See Student Rights & Responsibilities Handbook for specific references to personal items.) We prefer that students do not bring cell phones as they interfere with the educational process. If they must be brought to school, they must remain in the off position and in the student's backpack during the school day. **If students bring these items to school, they will be confiscated and held for parent pickup.**

**PLAYGROUND RULES**

**Regular Recess Rules**

In order to have a safe playground environment, it is necessary to have consistent rules for students to know and follow. These rules should bring fairness, safety, and peacefulness to our playground. The rules are simple, leaving less chance for confusion. We appreciate your assistance in enforcing our rules!

- Follow the directions of the duty monitors and teachers.

- Talking back, using bad language, rudeness, and using disrespectful tones will not be tolerated.
- When the bell rings, stop playing immediately.
- Bathrooms should be used during recess time.
- Play only in designated areas on the playground.
- No throwing of balls in any areas other than the playground or field.
- Never leave the playground without permission.
- If you're injured, get a pass to go to the nurse.
- Play games that are not dangerous, no pulling or tugging at clothing, no "play fighting".
- No throwing rocks or swinging backpacks.
- Use playground equipment in a safe manner.
- No running on sidewalks.
- No jumping off bleachers or benches.
- No climbing or hanging from fences or trees.
- Only use bathrooms as needed, not for playing.
- No littering, please use trash cans.
- No food, candy, or drinks (other than water) on the playground.

### **Jungle Gym Rules**

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

### **Swings**

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

### **Sand Area**

- No playing ball games or chasing in the sand area. Use the field area.
- Leave sand in the sand area; knock off sand from clothes and empty shoes before leaving.
- Fill in holes dug in the sand area.
- Avoid playing in wet, muddy areas.
- No burying students in the sand.
- No throwing sand.
- Don't move the rocks, leave them in the sand area.

### **Field Area Rules**

- Be courteous to other students and the games they are playing.
- No kicking or playing with balls near fences, parking lots, or ramadas.
- No jumping the fence to retrieve balls. They will be collected after school.
- No hanging from soccer goalposts.
- No tackle football or games that involve tackling.
- No tumbling: cartwheels, round-offs, etc.
- No bats at school.

### **4 Square Rules**

The object of this game is to keep the ball going into the different squares by pushing with your hands. NO catching!

- No taking cuts or giving someone else your square.
- No teaming up against each other. The object is to get to be the server. It is not a team game.
- The server must bounce and hit the ball, and can serve to any square.
- If the ball lands on a line, it is out.
- When the bell rings, all play must stop, and the balls are returned.
- No playing after the bell has rung.

### **POWERSCHOOLS STUDENT INFORMATION SYSTEM**

PowerSchool is a web-based student information system used to connect home and school. PowerSchool gives parents and students access to real-time information on grades and attendance and provides a secure way to communicate with teachers from home.

### **PROMOTION/RETENTION - 7<sup>TH</sup> & 8<sup>TH</sup> GRADE**

### 7<sup>th</sup> and 8<sup>th</sup> GRADE PROMOTION, REASSIGNMENT AND RETENTION

Action	Academic Grades	Notes
<b>PROMOTION + PROMOTION CEREMONY</b> (8 <sup>th</sup> Grade students only)  <i>Meeting the criteria for moving to the next grade level.</i>	Must earn D or higher or P as the final grade for <b>ALL</b> subjects. This includes ELA, Math, Science, Social Studies, Electives*, and Exploratories**.  *Average grade of Electives taken during the year. **Average grade of Exploratory courses taken during the year.	Students will receive a promotion certificate and will have the privilege of participating in the promotion ceremony.  <b>PROMOTION LETTER PROVIDED</b>  (8 <sup>th</sup> Grade students)
<b>PROMOTION ONLY</b>  <i>Meeting the criteria for moving to the next grade level.</i>	Must earn a D or higher or P as the final grade in ALL Core subjects. This includes ELA, Math, Science, Social Studies. If an elective and/or exploratory is Failed, based on an average for the year, the student will still promote to the next school grade level. <ul style="list-style-type: none"> <li>Average grade of Electives taken during the year.</li> <li>Average grade of Exploratory courses taken during the year.</li> </ul>	8 <sup>th</sup> Grader will receive a promotion certificate. However, student will not have the privilege of participating in the promotion ceremony due to behavior concerns.  <b>PROMOTION LETTER PROVIDED</b>  (7 <sup>th</sup> and 8 <sup>th</sup> Grade students)
<b>REASSIGNMENT</b>  <i>Not meeting all criteria for promotion at a grade level (7/8) but moving to the next grade.</i>	Must earn a D or higher as the final grade in the four core academic courses (ELA, Math, Science, Social Studies)	<b>Exceptions:</b> If not passing the four core academic courses, a student may still be reassigned if: <ul style="list-style-type: none"> <li>In 7<sup>th</sup> grade and will be 15 years old during the upcoming school year or attended 7<sup>th</sup> grade for 2 years (reassigned to 8<sup>th</sup> grade)</li> <li>Student will be 16 years old during the upcoming school year or will have attended grades 7 and 8 for 3 years (reassigned to high school)</li> <li>Student passes core academic subject(s) that he/she failed in summer school that he/she failed during the school year, then they are reassigned to next grade level. 8<sup>th</sup> grade students will received their promotion certificate to enroll in high school.</li> </ul> <b>REASSIGNMENT LETTER PROVIDED</b>

### PROMOTION CEREMONY FOR 8TH GRADE

Promotion ceremonies are activities that honor the promotion of 8th-grade students to their next level of education. Students must be eligible to participate in these ceremonies. Accommodations are made on an individual basis for special-needs students. Students who are not eligible to participate within the guidelines may be reassigned to high school. Students who may not participate in promotion activities will be notified by the school. Students must pass all academic classes to participate. Passing is determined by a yearly average of course grades.

### SAFE AND HEALTHY EATING

Please encourage your student/child/ or children to be seated upright when eating and not to be distracted. Encourage them to eat slowly, take small bites, and fully chew and swallow their food before talking or laughing. If you pack a lunch and send it with your child, please avoid food items that could be difficult to chew or that could possibly cause choking. Encourage them not to eat while walking, running, or engaging in other activities. Encourage them to avoid children's games that involve catching a food item in the mouth or putting large amounts of food into the mouth. Eating in the cafeteria should be fun and social, but eating in the cafeteria is a privilege. For those who misbehave or fail to follow these directions, cafeteria privileges may be revoked.

## **SPECIAL PROGRAMS**

Special teachers are provided by Deer Valley School District to teach art, physical education, general music, choral music, instrumental music, and classes for gifted students. These teachers are specialists with training devoted to helping children learn about those areas of the curriculum. Most special subjects are an integral part of your child's curriculum and are scheduled daily or weekly. Only the classes for the gifted students (SAGE), and special education classes require special testing for placement.

## **SPIRIT DAYS**

Fridays are "Spirit Days" at Sunset Ridge. Students are encouraged to wear their class t-shirts.

## **SPORTS PROGRAM**

Students in grades 7-8 may participate in our competitive sports program. Sunset Ridge competes with other Deer Valley K-8 schools in an intra-district athletic conference. The sports offered at Sunset Ridge include:

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

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

## **STUDENT DRESS GUIDELINES**

Any attire that detracts from the learning environment is not acceptable. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, health, and welfare of self and others.

- Clothing must fully cover the entire buttocks and may not be see-through. Regardless of garment type, shirts and tops must not expose bare midriiffs, bare shoulders, or bra straps, nor be strapless, deeply or narrowly cut in the front, back, or under the arms. Muscle shirts and strapless tops are not permitted.
- 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. (shoes must have soles)
- Jewelry shall not be worn if it presents a safety hazard.
- Headwear may be worn on campus, but should be removed in the building or classroom if asked by a staff member. Students will not be asked to remove headwear that is worn for cultural and/or religious reasons.

- Sunglasses are not to be worn indoors. (without authorization from the administration or the nurse)
- 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.

LEGAL REF.: A.R.S. 15-341, A.R.S. 15-841

**Dress Code Violations will follow the DVUSD Student Rights and Responsibilities Handbook procedures.**

- 1<sup>st</sup> infraction: Change clothes; call to parent
- 2<sup>nd</sup> infraction: Change clothes; detention
- 3<sup>rd</sup> infraction: Change clothes; detention; parent conference with teacher or teacher team
- 4<sup>th</sup> infraction: Change clothes; 1-day suspension
- 5<sup>th</sup> infraction: Change clothes; 3-day suspension
- 6<sup>th</sup> infraction; Change clothes; parent conference with administration

**STUDENT RECORDS**

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

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

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

**STUDENT SAFETY**

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

### **Crosswalks and Crossing Guards:**

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

### **Early Release of Students**

If it is necessary to pick up your child during school hours, you must come to the office first to sign him/her out and then we will call your child to the office. Please do your best to schedule doctor and dentist appointments after school hours in order to avoid disruption of the educational setting. The office staff can NOT call your student to the office prior to your arrival.

### **For your child's protection, we will:**

- **Require you to show identification when checking your child out early.**
- **Not release your child to anyone except his/her parents or the responsible party you have identified on the pink emergency card.**
- **Not accept a note or a telephone call as a means by which to release your child early from school. You must email a member of the office staff with a photo ID of the person coming to pick up your student.**

### **Fire Drills:**

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

### **Hall Passes:**

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

### **Lockdown:**

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

### **Campus Access:**

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

### **Visitor Sign-In and Badges:**

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

## **SUPPLIES/TEXTBOOKS/LIBRARY BOOKS**

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

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

## **TARDIES**

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

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

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

### **EXCUSED TARDIES:**

In the current Governing Board Policy Manual, it states:

***"Excused tardies: Only verified doctors' excuses will be considered as excused tardies."***

*(Ref: JH-RB, pg. 2)*

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

***All tardies are cumulative for each semester.***

(See DVUSD Student Rights & Responsibilities Handbook)

## **TELEPHONE USE**

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

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

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

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

### **TRUANCY**

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

When a student has **10%** or more unexcused absences the student can be cited to the CUTS Program through the Juvenile Court and may be required to appear in juvenile court.

### **VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS**

During the course of the school year, your children will be involved in many school activities that will be captured on video or photographed for sharing. Videotaping and photographing of handicapped children in special education settings for non-educational purposes will be authorized only with parental consent.

Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students, and the news media from time to time while participating in school activities.

You will be asked to state whether or not you approve of videotaping or photographing your child on the Acknowledgements and Verifications form that is included in the registration packet or sent home on the 1<sup>st</sup> day of school with every student. It must be updated yearly.

## WITHDRAWING STUDENTS FROM SCHOOL

When families move during the school year, parents are asked to sign an official Withdrawal Form in the office. This enables us to remove your child from our enrollment and helps us prepare his/her records for forwarding to his/her new school. Library books are returned and any outstanding fees are paid. Chromebooks must be returned. Classroom text books and materials are also returned at this time.

## Sunset Ridge Behavior Matrix

	S	O	A	R
	SAFETY	OWNERSHIP	ACHIEVEMENT	RESPECT
Learning Spaces	<ul style="list-style-type: none"> <li>Follow classroom procedures as directed</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Come to class prepared and ready to learn</li> <li>Own your actions</li> <li>Take care of materials</li> </ul>	<ul style="list-style-type: none"> <li>Do your personal best</li> <li>Take pride in your work</li> <li>Participate in the learning process</li> </ul>	<ul style="list-style-type: none"> <li>Use school appropriate language/volume</li> <li>Work together and share</li> <li>Be kind</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>Report problems to an adult</li> <li>Use toilet and sink correctly</li> </ul>	<ul style="list-style-type: none"> <li>Flush, wash, dry, goodbye</li> <li>Return to class quickly</li> <li>Only use when needed</li> </ul>	<ul style="list-style-type: none"> <li>Use toilet paper appropriately</li> <li>Use soap responsibly</li> </ul>	<ul style="list-style-type: none"> <li>Honor others privacy/personal space</li> <li>Keep restroom clean and graffiti free</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Walk at all times</li> <li>Eat quietly and calmly</li> <li>Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>Honor personal space</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy choices</li> <li>Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>Patiently wait in line</li> <li>Use table manners</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Be safe</li> <li>Play fair</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Follow directions</li> <li>Honor the whistle/bell</li> </ul>	<ul style="list-style-type: none"> <li>Encourage others</li> <li>Report any issues to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Include others</li> <li>Use kind words</li> <li>Share equipment</li> </ul>
Hallway & Stairs	<ul style="list-style-type: none"> <li>Eyes forward</li> <li>Use the handrails</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Transition quietly</li> <li>Keep areas clean</li> </ul>	<ul style="list-style-type: none"> <li>Be on time to class</li> <li>Head directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet, objects to yourself</li> <li>Use quiet voices</li> </ul>

# Sunset Ridge Parent/Student Handbook

## Verification Form

STUDENT I.D. # OR TEACHER'S NAME: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

PARENT'S/GUARDIAN'S NAME: \_\_\_\_\_

**WE ARE GOING GREEN!** The Deer Valley Unified School District and Sunset Ridge are dedicated to contributing to a sustainable future for our planet through reducing consumption, reusing what we have, and recycling what we can. This philosophy includes conserving natural resources. To support this, in lieu of printing a copy of the Parent/Student Handbook, for every student, we are asking each student and parent to review the information in the handbook at <https://sunsetridge.dvusd.org>

**PLEASE RETURN THIS FORM TO YOUR CHILD'S HOMEROOM TEACHER BY AUGUST 30.**

By signing below, you are acknowledging and verifying that you have read and have reviewed with your child/children Sunset Ridges policies.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date