
Sunrise Elementary

Parent/Guardian Handbook

2013-2014



Providing students the skills to create their own future.

Sunrise Elementary
1520 East 11265 South, Sandy, UT 84092
School Office Hours: 8 am – 4 pm
Phone: (801) 826-9550 • Fax: (801) 826-9551
<http://sunrise.canyonsdistrict.org>

updated 8/9/2013

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Welcome Letter

Dear Parents/Guardians,

I would like to welcome each of you to a wonderful year at Sunrise Elementary! I am incredibly excited to begin the school year. I look forward to working together to provide the best education for your child(ren).

There has been a lot of planning and preparation in order to get ready for the coming school year, and I can assure you that the staff at Sunrise Elementary is committed to providing excellent academics in a nurturing environment. Your support of the school and your child(ren) is greatly appreciated.

In this handbook, you've received a lot of information critical to creating a positive school environment. Please take the time to review the information carefully. As you read, if there is anything you would like clarification on or have questions about feel free to call, email, or stop by the school.

Finally, I encourage each of you to spend some time familiarizing yourself with the school website: <http://sunrise.canyonsdistrict.org/> and the information you can find there including electronic copies of all of the materials found in this handbook.

Thank you again for your support!

Sincerely,

Margaret Swanicke
Principal, Sunrise Elementary



CSD and Sunrise Vision, Goals, and Strategies

All students will graduate from Canyons School District college, career and citizenship ready.

CSD Student Achievement Goals

By 2015: 50% of high school students meeting all four ACT College Readiness Benchmark Scores and qualifying for Advanced or Honors Diplomas, and being able to articulate a specific postsecondary purpose for themselves; all four high schools on U.S. News & World Report's list of top 100 high schools.

By 2020: 75% of high school students meeting all four ACT College Readiness Benchmark Scores and qualifying for Advanced or Honors Diplomas, and being able to articulate a specific postsecondary purpose for themselves; all five high schools on U.S. News & World Report's list of Top 25 high schools based on % of student body passing AP exams.

Sunrise Student Achievement Goals

The Sunrise staff recognizes that each student comes to school with unique strengths and needs. As the staff provides instruction and experiences focused on those needs, students will be better able to achieve success in the future. Consequently, Sunrise's mission is to *"provide students the skills to create their own future."*

Sunrise's current goals that support the mission are:

- Help one student per class move into the proficient range (3) on each CRT.
- Help two students per class move into the mastery range (4) on each CRT.
- In grades K-5, 90% or more of the students in each class will reach proficiency on the Spring 2013-2014 CBM tests.

Sunrise Student Behavioral Goals

Ensure that 100% of our students can identify all four of our SOAR behavior expectations:

Safe, Inside and Out
On Time and On Task
Accept Responsibility
Respect Self, Others, and Property

Attendance

To check your student's attendance, log into Canyons District System Portal, Skyward.

SKYWARD

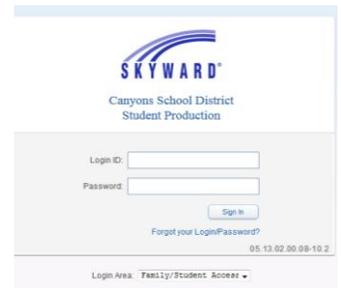


To Access SKYWARD

- Go to www.canyonsdistrict.org
- Click on Skyward (top right corner)



- Or Log onto <http://skyward.canyonsdistrict.org/> and select "Family Access" in the top left corner of the page
- Enter your username and password
- Follow the directions on the website to complete forms and electronically sign agreements
- Note that applications for Free and Reduced Lunch and Fee Waivers must be completed online and then printed and returned to the school's front office.

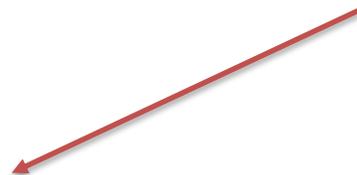


Lunch Money

PayPAMS is the simple, safe, and secure portal for breakfast and lunch payments. Please visit, <https://paypams.com/HomePage.aspx>, to deposit money into your student's lunch account.



To create an account, select not a member yet to register



Communication

Communication is critical for a successful year at Sunrise Elementary. Here are some ways to keep up to date on what is going on here at school.

Class Folders/Planners

Each class sends home a class folder or planner with important papers that might include: classroom newsletter, notices of school related meetings, field trip permission slips, the monthly school lunch menu, and information about school holidays or events.

School Website

The Sunrise website is an excellent source for everything you need to know about Sunrise. Visit the website regularly to get up to date information about Sunrise, calendars, the PTA, the School Community Council, interactive student websites, and curriculum resources. It is highly recommended that parents/guardians bookmark the website and check it weekly. Check it out at <http://sunrise.canyonsdistrict.org>

Eagle Observer PTA Newsletter

Eagle Observer is a newsletter with highlights from the PTA president, important dates, new information, and grade level updates on what students are learning. Please bring your ideas/submissions for Eagle Observer to the office or send them via email to the PTA newsletter representative.

Email

The Sunrise faculty checks their email daily. While it is not always possible to respond immediately to emails, teachers do their best to respond within 24 hours. If you have an urgent issue that needs to be addressed immediately, please call the front office for assistance.

Sunrise Email List

Email notifications will be sent out on occasion to assure that parents/guardians are aware of important information and events. This is the best way to stay informed about all of the great things happening at Sunrise Elementary. If your email changes, please log into Skyward and update your contact information.

Teacher Conferences

The faculty at Sunrise is always open to input and encourage you to write, email, or call for a conference whenever you have ideas or concerns. Although it is difficult for teachers to have extended conversations during school hours, they are eager to address parent/guardian concerns and questions before they become problems.

Talking with Principal Swanicke

Parents/guardians or community members who have concerns or suggestions can call, write a note, or send an email to the principal, who is committed to providing a timely response. In addition, if you would like to speak with Principal Swanicke check with Ms. Suzanne, who has access to her calendar, to see when she is available or to make an appointment.

Daily Schedules

Student arrival should be prior to the welcome bell at 8:15 AM. School begins at 8:20 AM. Supervision is not available before or after school. For the safety of your student, please have them arrive at the appropriate time and encourage them to leave immediately after school.

Monday-Thursday

Grade	Class Time	Recess	Lunch
AM Kindergarten	8:15-11:00 AM	10:00-10:15 AM	
PM Kindergarten	12:15-2:55 PM	1:55-2:10 PM	
1st	8:15-2:55 PM	2:00-2:15 PM	11:50-12:30 PM
2nd	8:15-2:55 PM	1:45-2:00 PM	11:35-12:15 PM
3rd	8:15-2:55 PM	10:45-11:00 AM	12:20-1:00 PM
4th	8:15-2:55 PM	1:30-1:45 PM	11:20-12:00 PM
5th	8:15-2:55 PM	10:45-11:00 AM	12:05-12:45 PM

Friday

Grade	Class Time	Recess	Lunch
AM Kindergarten	8:15-10:20AM	10:00-10:15 AM	
PM Kindergarten	12:15-1:15 PM		
1st	8:15-1:15		11:50-12:30 PM
2nd	8:15-1:15		11:35-12:15 PM
3rd	8:15-1:15	10:45-11:00 AM	12:20-1:00 PM
4th	8:15-1:15		11:20-12:00 PM
5th	8:15-1:15	10:45-11:00 AM	12:05-12:45 PM

Curriculum

The Utah State Office of Education establishes the core curriculum in each subject and at each grade level. For more information about Utah's Core Curriculum and additional resources to support your student's education, please visit the following websites:ddd

- Utah Core Standards
 - <http://www.uen.org/core/>
- Academic Areas and Programs
 - <http://www.schools.utah.gov/CURR/main/Curriculum-Programs.aspx>
- Parent/Guardian Language Arts and Math Resources
 - <http://schools.utah.gov/core/Parents.aspx>
- Utah Education Network K-12 Student Center
 - <http://www.uen.org/k12student/>
- Gifted and Talented Education
 - <http://www.schools.utah.gov/curr/gifftalent/>

Teachers at Sunrise Elementary use a variety of district approved textbooks and programs in order to teach the standards and objectives outlined in the state core. Parents/Guardians will learn more about each teacher's curriculum at "Back to School Night" on September 27th at from 6:30-8:00 pm.

Canyons Evidence-Based Learning Resources

Language Arts

- Parent/Guardian Resources
 - <http://csdela.weebly.com/parent-resources.html>
- Literacy Block (by grade level)
 - <http://csdela.weebly.com/k-6-literacy-blocks.html>
- Curriculum Maps (by grade level)
 - <http://csdela.weebly.com/k-5-ela-curriculum-maps.html>

Math

- Parent/Guardian Resources
 - <http://csdmathematics.weebly.com/computational-fluency.html>
 - <http://csdmathematics.weebly.com/vocabulary.html>
 - <http://illuminations.nctm.org/>

- <http://csdmathematics.weebly.com/literature-books.html>
- Math Block (by grade level)
 - <http://csdmathematics.weebly.com/math-block.html>
- Curriculum Maps (by grade level)
 - <http://csdmathematics.weebly.com/csd-math-maps.html>
- SALTA Math Curriculum Maps
 - <http://csdsalta.weebly.com/elementary.html>

Science

- Utah Education Network Science Resource Books (by grade level)
 - <http://csdscience.weebly.com/elementary-school.html>
- Science Fair
 - <http://csdscience.weebly.com/for-parent--students.html>
- Fun Science Links
 - <http://csdscience.weebly.com/useful-links.html>

Special Programs

Sunrise offers many special programs in order to meet the needs of all students.

Alta High Math Mentoring Program

During the months of October & March, a four- week math mentoring program will be offered to students afterschool two days a week. Alta and Sunrise are working together in a partnership to provide the program. Alta students will act as mentors to Sunrise students providing activities and motivation to increase basic math computational skills. Sunrise students will be invited based on CBM Fall and Winter benchmark scores. Parental requests will also be considered.

Afterschool Programs

Community Education offers a variety of after school programs at Sunrise. Fliers will be sent home at the beginning of the school year.

Computer Lab

Sunrise has a fully equipped computer lab that students access with their classroom teachers and three laptop carts with 30 computers each. We also have an Educational Technology Specialist, Chandra Martz, in the building to support teachers using technology to teach the core curriculum.

First Grade Reads to the Principal

This is a first grade reading program. Beginning in January, first graders will come to Principal Swanicke's office and read to her. A note will be sent home to parents/guardians letting them know that their student has been selected. Parents/Guardians can select a book or the teachers will pick a book for the students. First graders will receive a button and book provided by the PTA.

Library Media Center

The Sunrise has a fully staffed library. Students have the opportunity to use the Library with their class once a week, and may also make arrangements with their teachers to use the library during appropriate times throughout the week.

Orchestra

5th grade students have the opportunity to participate in a before school music program. There is a district fee involved for participation and instrument rental. Waivers are also available. More information will be provided at the start of the school year.

Prestigious Student

Prestigious student is a program supported by the PTA. Each grade level has specific requirements and expectations. Contact classroom teachers for further information.

Principal's Birthday Lunch

On the last Friday of every month, Principal Swanicke has lunch with all of the students who had a birthday during the month. Students bring in their home or school lunch.

Principal Pride

This program will begin in September. Every week, teachers will select a student's best work to be displayed in the front entryway. Parents/Guardians will be notified on Monday that their student has been chosen. Parents/Guardians will be invited to school on Friday morning to see their student receive a certificate and pencil from Principal Swanicke.

radKIDS

radKids is a Personal Empowerment Safety Education program. It is dedicated to providing children with a hands-on, activity-based, physical skill development—empowering children with instinctual options they need to recognize, avoid, and if necessary, respond to potential danger. When a child is approached or grabbed, the response needs to be immediate, instinctual and absolute. Sunrise instructs 2nd and 4th grade classes and uses radKIDS strategies as a part of the school wide behavior plan. For more information, visit <http://www.radkids.org/>

Safety Patrol

Any student in 5th grade can apply to assist fellow students and patrons by becoming part of the school Safety Patrol. Students must commit to assisting those coming to and leaving school each day. Students are part of a team to ensure safe walking procedures before and after school. These students are also selected on their ability to be responsible students and set positive examples for their classmates. It is an honor to serve on the Safety Patrol and students who receive multiple Office Discipline Referrals will not be able to participate.

Service Projects

The Student Council will also be sponsoring two school-wide service projects throughout the year. After the Council is selected in September the students will be involved in selecting the type of service projects the school will support.

Student Council

The first week of September, the fourth and fifth grade students will be invited to apply to serve on Student Council for the school year. A letter of parental consent will be sent home with interested children. The students will be allowed to make an 11 x 14 poster and prepare a one-minute speech to let the other children know why they would like to serve on Student Council. Two classroom Student Council members will be selected from each class based on peer voting and their ability to be responsible examples of the SOAR expectations. The Student Council has the specific task of promoting school spirit and they will also have the opportunity to attend a special student leadership conference with schools from across the state.

Sunrise Singers

Sunrise Singers is a PTA sponsored student choir for 3rd-5th grades. Students practice before school in the Kiva. Sunrise Singers have a spring and winter performance.

Be Involved at Sunrise

Schools are a reflection of their community. Parents/guardians are encouraged to become involved at Sunrise Elementary School. It is through the efforts of parents/guardians that the educational program at Sunrise is greatly enriched. There are many opportunities for parents/guardians to join this dynamic community.

Volunteers

- In order to account for everyone in the building at all times, Canyons District Policy requires all volunteers (and visitors) to check in at the office and to provide all information requested on the sign-in sheet. Badges must be worn while in the building. Volunteer hours will be totaled and sent to the district office and Utah PTA.
- In order to eliminate additional distractions for our students, toddlers and infants should not be brought with you when you assist at school, *even if they are well behaved*. If your scheduled babysitter “falls through,” please phone the school so the teacher knows you will be unavailable that day.
- The faculty workroom has dangerous and expensive equipment that is not meant for children. Please do not allow children to be in the workroom, *even if accompanied by an adult*. Volunteers use the workroom to use die cuts and are under the direction of classroom teachers. Volunteers do not use the copy machines as the district provides two full aides to make copies for classroom teachers.
- Before and after your scheduled volunteer time, or after your purpose for being in the building has been completed, please do not linger in the building to chat with teachers or other parents.
- We believe that titles show respect and are appropriate in a school setting. When in the presence of students, please address other adults by using the titles of Mr. and Mrs./Ms., even for parents and grandparents.
- While volunteering at school, you might hear or see things that should not be shared with other parents or discussed in the presence of your (or anyone’s) student. When working with students, you have a responsibility to keep things confidential. Please consider the affect that gossiping and disrespecting students, faculty, and staff might have on your child and the overall school community.
- The faculty lounge is a place of relaxation for the teachers and staff. To respect their privacy, it is “off limits” to parents/guardians during teachers’ lunchtime. The PTA cubby and communication box are in main office area.

Room Representative

- Each class needs a room representative. Please talk to your child’s teacher if you are interested. It is a great way to get to know the community, your child’s teacher, and to be involved with your child’s education. As a room representative, you will coordinate help from other parents in your child’s classroom.
- As a room representative, you will:
 - Communicate with your teacher and classroom’s parents about needs that are specific to your child’s class, and be the liaison between the PTA and your classroom about important fundraising events and school activities.
 - Make a phone/email tree for your classroom to facilitate communication among parents.

- Organize parent help from your class for school fundraisers, special events, field trips, parties, and special classroom projects.

Parents/Guardians in the Classroom

Many teachers ask for parent help in a variety of ways: work with small groups of children, share a part of your culture, or help with special projects or paperwork. Contact your child’s teacher if you are interested in helping out.

Sunrise PTA

All parents, guardians, and grandparents are encouraged to join the Sunrise PTA. Your membership pledge of just \$6 (or 2 for \$11 in the same household) isn’t a commitment to serve on the PTA Board, work on a committee, or even volunteer in the classroom. It’s a commitment to effective partnership in your child’s education. Please take full advantage of the opportunity to partner with PTA by submitting a membership form (watch for these to come home the first week of school or on the website) or contacting our Membership Coordinator, Melissa Nelson at 801.520.9223.

Sunrise PTA provides the following services: Volunteer coordination and recognition, newsletter, teacher and staff birthday recognition, assemblies, field trips, teacher appreciation activities, student birthday recognition, reflections program, box tops collections, book fairs, Dr. Seuss celebration, College Week, first grade reading books, *Scholastic* and *Time for Kids* for each classroom teacher, Prestigious Student certificates and pins, planners for each Sunrise student, and more!

If you have questions or comments for the PTA, please contact the 2013-2015
PTA President, Angie Pferdner @ angferdner@gmail.com

School Community Council

The School Community Council consists of elected parents/guardians of students who attend the school, elected school employees, and the principal. All parents/guardians of students attending Sunrise are encouraged to participate. The council prepares a plan that identifies the school's greatest academic need(s). Plans are submitted on this Utah Trustlands website. The plans are approved by local school boards for implementation the following school year. The council receives an annual dividend from the permanent State School Fund every July to implement the school's approved plan during the next school year. If you would like to participate in the Sunrise School Community Council, please contact the main office.

Sunrise SCC Bylaws

Article I - Name

Sunrise Elementary School Community Council

Article II - Laws

All Utah School Community Councils function under the following laws and statutes:

Utah Code Ann.

§52-4-1, et seq.	§53A-1a-108	§53A-1a-108.5	§53A-16-101.5
§53A-1-606.5	§53A-3-402	§3A-3-701	§53A-6-101
§53A-6-104			

Utah Administrative Code:

Title 52; Chapter 04 – Open and Public Meetings Act
R277-477-1, et seq. R277-491-1, et seq.

Canyons School District Policy



Section: K-School Community-Home Relations; School Community Councils; File No.KCE

Article III - Standing Rules

1. Elections for SSC representatives will be held prior to the September SSC meeting, but after the start of school each year.
 - a. Notification of available SSC parent seats, election dates, and procedure for declaring candidacy will be made during the registration process (beginning of school packet)
 - b. If there are more candidates than available seats, an election will take place, and an alternative will be selected. They will be appointed if a vacancy occurs before the next election.
 - c. Members are elected for a two year term, and may be re-elected up to 2 times, serving a maximum of 6 consecutive years.
2. Number of Members: The number of School Community Council members will be limited to 8 total members (established June 2011). This number will adhere to laws
53A-1a-108 (4)(a) (i) each school community council for an elementary school shall have four parent or guardian members and three school employee members, including the principal, and
53A-1a-108(c) (i) A school community council may have a larger membership provided that the number of parent or guardian members exceeds the number of school employee members by two.
3. Members, parent and employee, have an expectation of attendance.
If for some reason a member cannot attend, they need to notify the chairman ahead of time to be excused.
 - a. Missing three meetings during a given school year will be grounds for the respective group (parent or employee) to appoint a replacement. If absences are excused, respective group may give a warning, but on fourth absence, a replacement is mandatory.
 - b. A quorum is defined as a qualified majority with the stipulation that the majority must follow the legal composition of the council and have, the same number of parent members and employee member present to vote.
 - c. The Sunrise Elementary School Community Council will meet bi-monthly, or as needed. The majority of the council has to agree to cancel a meeting.
 - d. As School Community Councils are subject to Open Meetings Law, Utah Code Title 52, Chapter 4, Section 207; electronic meetings must happen in accordance with the law and be publicly noticed as with any public meeting by this body.
 - e. Subcommittees may be established or ceased by a majority vote of the council.
 - a. Each subcommittee has to be chaired by at least one elected school community council member, which will report monthly on the committee's progress.
 - b. Other SCC members may serve on a committee.
 - c. Additional community members, both employee and parent, that are not elected SCC members may serve on any subcommittee.
 - f. All meetings will be conducted using Robert's Rules of Order
 - a. Meetings will start and end on time, and stay focused on the agenda
 - b. Members and guests will come prepared to participate
 - c. Respect for others in verbal and non-verbal communication will be shown
 - g. Guests may share appropriate input on subjects that fall under the School Community Council purview. Only elected SCC members may vote.



4. The items that are appropriate for discussion by the Sunrise School Community Councils include, but not limited to:
 - a. School Improvement Plan.
 - b. School LAND Trust Plan.
 - c. Assistance in the development of the Staff Professional Development Plan
 - d. Academic needs of the school, with direction to determine the greatest academic need of the school for LAND Trust Plan expenditure.
 - e. Advise and make recommendations regarding school programs and issues relating to the community environment for students.
 - f. Parent/School communication and involvement.
5. Items not to be discussed by the School Community Council include:
 - a. Any personnel issues
 - b. Individual student information
6. These Bylaws will be posted on the school website and will be reviewed and agreed to yearly by all members on the council.

Updated October 27, 2011

Canyons Board of Education

Many important decisions that affect Sunrise are made at the district level. The Canyons Board of Education meets monthly and parents/guardians are encouraged to attend. Up to date information can be found at: www.canyonsdistrict.org under Leadership.

Fundraisers and Events

Canyons District Policy allows both the PTA and the School Community Council to do one fundraiser each year. Funds raised each school year support programs, provide classroom supplies, and help to upgrade technology throughout the building, keeping our school current and up to date. In addition to these fundraisers, we are also grateful for the partnerships that we have with local businesses in the community.

Fun Run

The PTA's annual fundraiser is the Family Fun Run. Students receive sponsors and awards at school for their fundraising. In May, students, families, and teachers run and walk one mile at Alta High School. The teachers and principal perform in between the two races. It is a great, family friendly event. Everyone is encouraged to participate and show their Sunrise Eagle pride.

Box Tops for Education

Did you know that Sunrise earns 10¢ for every Box Top for Education that you bring in? Help our school by sending Box Tops in with your student. Don't forget to recruit your family and friends too!



Business Partnerships

We are grateful for local businesses that support our school. If you or someone you know is able to donate money, time, or services to Sunrise, please contact the office.

Sunrise School-Wide Behavior Plan

Sunrise has a long tradition of excellence. As part of the school community, students are expected to be caring and respectful of themselves, of each other, and of their school and its property. Please read the following section with your student and discuss the ideas and rules. It is very important to tell your student that YOU expect him/her to follow these rules.

School Expectations

- Safe Inside and Out
- On Time & On Task
- Accept Responsibility
- Respect Self, Others, and Property

Classroom Expectations

Classroom rules will vary among teacher, but all classroom rules should be tied explicitly to the four main rules of the school (*anchor rules*).

Positive Reinforcement

All teachers should have a plan for providing positive reinforcement in their classroom when students comply with rules. *The absence of a negative consequence is not the same as the giving of a positive one.*

The school-wide positive reinforcement tool is *Something to Celebrate*. Teachers receive five slips in their mailboxes each week to give students, based on their positive behavior. Students bring those slips to the office to receive a small token, and their name is entered in a drawing to participate in a Friday activity with the principal.

SOAR Booster Days

Throughout the year the school will hold SOAR booster days to remind students of our school-wide behavioral expectations. Those days will be directed by the school's Behavior team and Student Council will have a specific focus (i.e. showing respect to others) with activities that support that focus. A note with information, including activity, expectations, and/or contests will be sent home ahead of time.

Consequences for Misbehavior

- Students should receive appropriate and timely consequences for inappropriate behavior. Inappropriate behaviors are categorized as *Minor* or *Major*.
- Implement Think Time and Partner Classrooms as outlined in opening PD.
- Students should only be sent to the office for Repeated Minor or Major offenses. A Repeated Minor is when a student commits a minor behavior infraction, but does so repeatedly (3-4 times) as the teacher repeatedly attempts to help the student change the behavior. Based on the teacher's judgment, this may be during the course of a single lesson, day, or week. If the teacher's efforts are not successful, the student may be sent to the office with an Office Discipline Referral (ODR).
- Teachers do all they can to address the behavior in the classroom first. If the teacher's actions are insufficient, the student receives another level of intervention (ODR) just as they would for academics. *The ODR is not a detention slip. It is a request for help.*

- If a student has ongoing behavioral challenges in class, the teacher may request to meet with the Student Support Team (SST) to develop a behavior intervention plan for the student.

Purpose of Office Discipline Referrals

- Support teachers in their efforts to provide appropriate consequences for inappropriate student behavior.
- Keep data on individual students' behavioral needs and the effect of behavioral supports/interventions provided to them.
- Monitor the effect of school wide instruction on appropriate behavior.
- Provide a consistent record of student behavior to share with parents if needed.

Issues Regarding Suspensions

- Students may be suspended from school due to ongoing or severely inappropriate behaviors.
- *In School Suspension* may take place for behavior that is repeatedly disrespectful and disruptive, as well as for initial instances of violent behavior or bullying.
- *Out of School Suspension* may take place in cases of violence, and other violations of safe school or drug/controlled substances policy. The three considerations taken into account when choosing to suspend a student are:
 1. What response is most likely to change the student's behavior?
 2. What response will best communicate to the student and family the seriousness of the behavior?
 3. What response will help other students at school feel safe?

Elementary Office Discipline Referral (ODR)

Sunrise Elementary Office Referral	
Student:	Date:
Location:	Time:
What Happened Before?	Problem Behavior
<input type="checkbox"/> Was asked to do something academic <input type="checkbox"/> Was asked to stop a behavior <input type="checkbox"/> Non academic request <input type="checkbox"/> Teased by another student <input type="checkbox"/> Teacher occupied with another student <input type="checkbox"/> Other _____	<input type="checkbox"/> Bullying <input type="checkbox"/> Consistent minor behavior <input type="checkbox"/> Dangerous playground behavior <input type="checkbox"/> Defiance <input type="checkbox"/> Disrespectful <input type="checkbox"/> Illegal substances <input type="checkbox"/> Obscenities <input type="checkbox"/> Sexual/racial words <input type="checkbox"/> Stealing <input type="checkbox"/> Snowballs <input type="checkbox"/> Throwing food/objects <input type="checkbox"/> Threats <input type="checkbox"/> Vandalism <input type="checkbox"/> Weapons <input type="checkbox"/> Other _____
Other students involved:	
Witnesses:	
Comments:	
Teacher/Staff:	

Office Discipline Self-Reflection

Student: _____	Time in : _____
Date: _____	Time out: _____
Office Referral/ODR <i>Self-Reflection Form 2nd-5th</i>	
<i>If a student cannot fill out independently, office staff can help with reading and writing.</i>	
Today I was sent to the office because of the following behavior:	

My behavior was not right because:	

In the future, a better way to act in the same situation would be to do the following:	

<u>Administrative action taken:</u>	
<input type="checkbox"/> Complete ODR reflection form	
<input type="checkbox"/> Student call home	
<input type="checkbox"/> Behavior education during lunch recess __ days	
<input type="checkbox"/> Behavior contract	
<input type="checkbox"/> Lunch suspension __ days (student will eat lunch at suspension table)	
<input type="checkbox"/> Recess suspension __ days (student will spend recess in partner class)	
<input type="checkbox"/> Recess suspension __ days (student will spend recess in office)	
<input type="checkbox"/> Suspension __ days	
Student Signature: _____	
Parent/Guardian Signature: _____	
Teacher Signature: _____	
Administrator Signature: _____	

Student: _____
Date: _____

Time in : _____
Time out: _____

Office Referral/ODR
Self-Reflection Form K-1st

If a student cannot fill out independently, office staff can help with reading and writing.

Today I was sent to the office because of the following behavior:

In the future, a better way to act in the same situation would be to do the following:

Administrative action taken:

- Complete ODR reflection form
- Student call home
- Behavior education during lunch recess __ days
- Behavior contract
- Lunch suspension __ days (student will eat lunch at suspension table)
- Recess suspension __ days (student will spend recess in partner class)
- Recess suspension __ days (student will spend recess in office)
- Suspension __ days

Student Signature: _____
Parent/Guardian Signature: _____
Teacher Signature: _____
Administrator Signature: _____

Sunrise Behavior Expectations

Arrival and Dismissal

Safe Inside and Out

- When on school grounds, walk and get off bikes, scooters, and skateboards
- Stay off concrete walls near kindergarten doors
- Stay on sidewalks, use crosswalks and obey the "Cone Zone"

On Time, On Task

- Be in line with the first bell rings
- Enter and exit building at your grade level door

Accept Responsibility

- Voices off when standing in line
- Get permission to use classroom phones

Respect Self, Others, Property

- Keep hands and belongings to yourself
- Lock and store your belongings (bikes and scooters outside, skateboards inside)

Hallways

Safe Inside and Out

- Right side in line and walking
- Slow down around corners
- Watch where you are going

On Time, On Task

- Keep up with class
- Walk with a purpose

Accept Responsibility

- Eyes on leader

Respect Self, Others, Property

- Keep hands to self and off walls
- Open doors to let others pass
- Quiet zone
- Respect other classes

Restrooms

Safe Inside and Out

- Use soap and water for washing hands

On Time, On Task

- Return promptly

Accept Responsibility

- Flush toilet
- Put towels in garbage
- Wipe up your spills

Respect Self, Others, Property

- Knock on stall door before entering
- Give people privacy
- Wait your turn
- Use a quiet voice

Common Instruction

(Kiva, Computer Lab, Gym)

Safe Inside and Out

- Keep hands, feet, and objects to yourself
- Use all equipment and materials according to the rules

On Time, On Task

- Eyes on teacher or work
- Be ready for teacher direction and signals

Accept Responsibility

- Be honest
- Follow directions the first time given
- Be a positive example

Respect Self, Others, Property

- Use kind words and actions
- Clean up after self
- Respect property

Lunchroom

Safe Inside and Out

- Walk
- Use Hand Sanitizer
- Sit at assigned table
- Feet on floor, sit flat, facing table
- Keep hands to self

On Time, On Task

- Enter and exit quietly and promptly
- Follow appropriate lines and walking paths
- Focus on task, eating!

Accept Responsibility

- Get all utensils, milk, and condiments before going to your table
- Eat a healthy lunch
- Use quiet voices
- Clean up after yourself and the surrounding area

Respect Self, Others, Property

- Say, "Excuse me", "Please", and "Thank you"
- Allow anyone to sit next to you
- Have a respectful and kind conversation with those around you in a quiet voice
- Be helpful to others

Assemblies

Safe Inside and Out

- Walk into and out gym
- Hands and feet to self
- Wait and watch for teacher's signal

On Time, On Task

- Sit quietly and listen to speaker with eyes forward
- Stay with class

Accept Responsibility

- Set a good example for others: respectful and listening
 - Personal items are to stay in the classroom
- Respect Self, Others, Property*
- Hands and feet to self
 - Appropriate applauding without yelling
 - Sit flat facing the front

Inside-Lunch Recess

Safe Inside and Out

- Stay in classroom
- Walk in halls
- Activities should not include rough/physical play

On Time, On Task

- Follow classroom rules
- Be aware of the time in order to allow for cleanup and line up time

Accept Responsibility

- Clean up after yourself
- Use bathroom and hallway passes
- Play fair and include all
- Inside voices

Respect Self, Others, Property

- Only participate in allowed inside-recess activities

Playground

Safe Inside and Out

- Use equipment properly: learn and commit to following safe rules regarding the equipment
- Play should not include tackling
- Walk to and from the playground and stay in boundaries

On Time, On Task

- Listen to signal to line up
- Line up orderly and promptly

Accept Responsibility

- If you take it out...you bring it in!
 - Hold playground equipment still while in line
- Respect Self, Others, Property*
- Stay off fence
 - Take turns, play fairly, and include all
 - Food and other personal items (other than coat) must remain in the building
 - Listen to adults on duty first time you are given directions

Bus

Safe Inside and Out

- Stay seating without changing seats
- Keep aisles clear
- Face forward with quiet voices
- Line up for bus no closer than two large steps from the curb

On Time, On Task

- Line up promptly
- Exiting bus one row at a time without pushing

Accept Responsibility

- Set a good example for others
- Keep your area and aisle clear from trash and clutter
- Keep food stored

Respect Self, Others, Property

- Open windows only with permission
- Quiet voices
- Follow the bus driver's rules

Sunrise School Policies

The following policies have been created to help students attain the highest level of academic success and to keep each child at Sunrise as safe as possible. Parents/guardians, please help your child by being an example and following all of the rules as outlined below. The policies are listed in alphabetical order.

Air Quality

The Utah Department of Environmental Quality (DEQ) maintains a website at:

<http://www.airquality.utah.gov/aqp/slc-currentconditions.html>

On this website, you can check the current air conditions for our area, as well as for Weber, Utah, and Cache counties. The important information is the PM2.5 level. Based on that level, we use the following recommendations for determining if it should be an indoor day.

- PM2.5 level = 35 - "sensitive" students (those with asthma, heart disease, or other heart/lung ailments) should be accommodated. We allow them to remain inside. If your child has such an ailment, it is important to communicate that with your child's teacher so they know to keep them inside. Students will sit on the red chairs in front. They can read or write quietly.
- PM2.5 level = 55 - accommodate any students exhibiting respiratory symptoms (wheezing, coughing, shortness of breath, chest tightening). Just as before, by accommodation we mean that they are allowed to remain inside.
- PM2.5 level = 90 - Recommended indoor physical activities for all students.

Because PM2.5 levels change throughout the day, we check this website regularly to ensure we only send students outside if the air quality is safe. We also keep students indoors if the temperature drops below 22 degrees.

Attendance

Attendance Procedures

School attendance is very important because every absence from school interferes with your child's opportunity to learn. Once a student gets behind in classroom work, it gets harder and harder to get caught up. If there are circumstances prohibiting your child from attending school regularly, please contact us to discuss these concerns. Students should arrive on campus between 8:00-8:15 am. The first bell rings at 8:15 am. School begins at 8:20 am. For safety reasons, please do not send children to school early. Teachers are planning for the day and are not available to supervise students. In inclement weather, doors will be open at 8:00 am.

Call the office (801) 826-9550 to leave a message if your child will be absent or to excuse an absence. Please bring a doctor's note whenever possible.

You read and electronically signed the Compulsory Education Letter during the online registration process. According to Utah State Law, it is a misdemeanor if you fail to have your child in regular attendance.

1. Compulsory Education Letter, **attendance letter #1**, was signed electronically during online registration.

2. Under Canyons District Policy, AA432, legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, preapproved educational leave, and special family or religious events.
3. After five unexcused absences the teacher makes personal contact and expresses concern about the student's attendance. Improved attendance is encouraged.
4. After 10 unexcused absences, the principal sends **attendance letter #2**.
5. After 15 unexcused absences, **attendance letter #3** is sent by certified mail and a mandatory attendance meeting is scheduled with principal, teacher, parents/guardian and student.
6. After 20 unexcused absences, **attendance letter #4** is sent by certified mail requesting attendance mediation or a referral to court.
7. An appropriate amount of time will be given for making up work.
8. A parent or authorized designee must come to the office to check out a student.

Educational Leave

Each student is granted 10 educational leave days during a school year. These are days that parents require a student to be absent from school at their discretion. Parents are required to fill out an Educational Leave form picked turned into the office one week PRIOR to leaving if they will be gone three or more consecutive days.

Students will be given their homework BEFORE the leave begins if advance notice has been given. Please give up to 3 days notice for the teacher to get work prepared. Parents wishing their child to make up specific school assignments should work directly with the classroom teacher

Tardy Procedures

1. A student is considered tardy when the school bell rings at 8:20 am.
2. Students will check in at the office when late.
3. After five tardies, the teacher contacts the student's parents.
4. After 10 tardies, the principal meets with student and sends home a referral, **tardy letter #1**. Parents will sign and return the referral to the principal.
5. After 15 tardies, the principal sends **tardy letter #2** home and requests a meeting to develop a plan to improve student's attendance habits.
6. After 20 tardies a referral is made to the District Attendance Specialist.

Bicycle, Scooter, and Skateboard Safety

Students may ride bikes, scooters, and skateboards to school; however, the school is not responsible for lost or stolen items. Students should dismount and walk once on school grounds. A fenced bike rack is provided for students.

Care of Textbooks and Library Books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded by the school secretary and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded.

Cell Phone

Possession of a cell phone is a privilege that may be forfeited by any student that uses the phone inappropriately. The District will not be responsible for preventing theft, loss of or damage

to cell phones brought to school. Cell phones may not be used during classroom time, instructional activities or field trips. Phones must remain off during these times and stored in a backpack. In addition, if the phone becomes a distraction it will be taken away for the day (like all items causing distractions) and given back to the student at the end of the day.

Checking Students In and Out of School

To ensure the safety of our students, no child will be allowed to leave the campus once school has started without a parent or a designee of the parent. We prefer to have written permission to release your child to anyone other than his or her legal guardian. Please limit checking your child out of school during the school day to emergency situations. Please check your child out of school through the main office. Parents may not go directly to a classroom to check out a child, or to talk with them. We will not send your child out of the building to meet you.

Classroom Interruptions

Sunrise desires that all students receive the very best education and learning experience possible. This can best be achieved by student's punctual arrival to school, consistent attendance and an instructional atmosphere without interruptions. In order to facilitate this process Sunrise will abide by the following procedures:

1. School hour phone messages will be written up and delivered to teachers or students before school, at lunchtime or at the end of the school day. Phone calls could also be transferred to voicemail so the teacher may return the call during non-instructional times.
2. Students or school personnel needing to call a parent during school hours should leave a message regarding which classroom they are calling from and what the request is.
3. Parents should pre-arrange to visit with the teacher before or after school. Forgotten lunches or homework assignments delivered to the office will be held for students to pick up on their way to lunch.
4. Make-up homework can be given if the student misses three or more days. Teachers should be pre-notified by the parent in the morning for after school pick-up.

Dress Code

Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

1. Items that disrupt the educational mission will not be allowed. All personal items including clothing shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
2. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs are contrary to the educational mission and will not be allowed,
3. All students shall maintain their hair in a clean, well-groomed manner. Any hairstyle that draws undue attention or disrupts the learning environment will not be allowed.
4. All students shall wear clean clothing. Any clothing, jewelry, or accessories that draw undue attention, disrupt the learning environment, or pose a health or safety risk will not be allowed.
5. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing.

Clothing shall cover the midriff, underwear, backs and cleavage at all times. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.

6. Jackets or clothing with insignias representing any branch of the U.S. Armed Forces or insignias that do not reflect the dignity of learning, modesty, and the principles of education are not to be worn.
7. Hats of any kind are not allowed within the building except as part of an approved activity, or for religious or medical purposes. Hats may be worn outside at recess.
8. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
9. Gang related clothing, colors and paraphernalia shall not be allowed in schools or activities. School officials shall determine what constitutes “gang” clothing, colors, and paraphernalia after consulting law enforcement agencies as needed.
10. Shoes shall be worn at all times to ensure personal safety and hygiene.

Consequences for Dress Code Violations

Students referred to the office for dress code violations will be given the option of calling home for a change of clothes or changing into clothing provided by the school. Students will not be allowed to return to the class until they have changed into appropriate clothing. Parents of repeat offenders will be asked to meet with the administration to resolve the problem.

Electronic Devices

Electronic devices are prohibited at school. Students and parents must assume the risk if a student brings an electronic device to school. The school will not be responsible for lost or stolen electronic device. Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited. Students violating these guidelines will be disciplined.

Food, Treats, and Snacks

Candy, cookies, cupcakes, and other packaged treats are welcome only for celebrating special occasions. All food items must be store bought. Please let teachers know beforehand if you are planning to bring in a special treat.

Illness or Injury at School

If your child becomes seriously ill or is injured seriously at school, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember, we cannot keep seriously ill or injured children at school, and may send a child home with the person you have designated as an emergency contact. If we cannot reach you or your emergency contacts we are authorized to seek medical help for your child, and may call the paramedics, an ambulance, or transport your child to the emergency room.

Loading/Unloading

Adults are setting lifelong examples for the children at Sunrise Elementary. Sometimes we tend to take risks that could endanger our kids, especially if we are running behind schedule. Because so many of our students are dropped off in the morning, please allow for plenty of time to wait patiently in the drop off lane until your vehicle is safely stopped in the drop off zone. For the safety and wellbeing of all students, families and students are to adhere to the *Sunrise Elementary Parking Lot and Loading/Unloading Procedures* located in the back of the handbook.

Lost and Found

Please write your student's name in ALL clothing and accessories with a permanent marker. Students are encouraged to be personally responsible for their possessions. Students should check the Lost and Found cabinet, in the hallway near the Cafeteria, for clothing and lunchboxes. Lost and found for small items (rings, glasses, watches, etc.) is in the office. At regular intervals throughout the year, all unclaimed items are donated to charity. Notice will be posted on the Lost and Found cabinet and in the school newsletter.

Medication at School

Utah law (53A-11-01) requires that schools can only administer prescription and non-prescription medications under the following guidelines:

- The student's parent or legal guardian provides a current written and signed request that medication be administered to the student during regular school hours, and
- The request for *Giving Medication at School form* be filled out and signed by the child's physician. This pertains to non-prescription as well as prescription drugs.

The parent request and prescriber's statement must be resubmitted at the beginning of each school year, and as medication is prescribed or changed. If you have any questions or concerns, please contact the main office.

Moving

If you anticipate a move to another school or district, please inform the school office as soon as possible so that we may assist with making the transition as smooth as possible for your child.

Phone Calls and Telephone Use

A parent phone call transferred down to the classroom on occasion may not be a significant distraction; on the other hand 25 parents calling 25 students can cause a disruption to student learning. We recognize that things come up during the day that needs to be conveyed to students prior to the end of the school day. To protect the learning environment use the following precautions prior to calling the school:

- Determine if the information truly is something that must be discussed prior to the end of the school day.
- Talk to students before arriving to school or the night before regarding transportation plans.
- Leave a message with the front office to be given to the student during an appropriate break.

Telephone use will be permitted for students who need to contact a parent due to emergency. A note from the teacher must be obtained prior to calling.

Safe Arrival

Because there is limited supervision before school, please do not send or drop off your child early. Students should walk only on sidewalks and cross streets only at designated crosswalks. For more information about Safe Arrival, please refer to the *Sunrise Elementary Safe Walking Route* located in the back of the handbook.

Safe and Orderly Schools

Canyons District students and employees are entitled to a learning/working environment that is free from unlawful and violent acts. Students whose actions pose a threat to the health and safety to students and staff members shall be suspended and/ excluded from school (Board Policy AS67).

School Day Appointments

If your child has an appointment during school hours, please sign him/her out in the office before leaving. For safety reasons, we will not release a child to anyone who has not been included on the student's registration card. Unless the appointment takes the entire school day, students are expected to attend class before and after their appointment.

Visitors and Volunteers

Family and community members are welcomed and encouraged to participate in school activities, but please arrange volunteer participation in advance. Volunteers must have a background check. You can visit www.canyonsdistrict.org, select Departments, and click on Partnerships and Community Service.

If you wish to observe a classroom, please call the school office 24 hours in advance. For the safety of our students, ALL visitors must sign in at the office and wear a Visitors Badge at the main office before going to other parts of the school. No visitors may go directly to classrooms – no exceptions. Unidentified visitors are not allowed on campus.

Weather

In the event of inclement weather, the decision to close school will be announced through radio and television. The district calling system will also begin notifying families as soon as possible. Recess "in-days" will be determined by the school principal or designee based on weather conditions and air quality. Student dress should always reflect the weather conditions. If appropriate attire cannot be attained by the family, please speak with the school principal for help. Students not dressed for the weather conditions may not be allowed to go outside for recess or other outdoor activities.

Parking Lot and Loading/Unloading Procedures

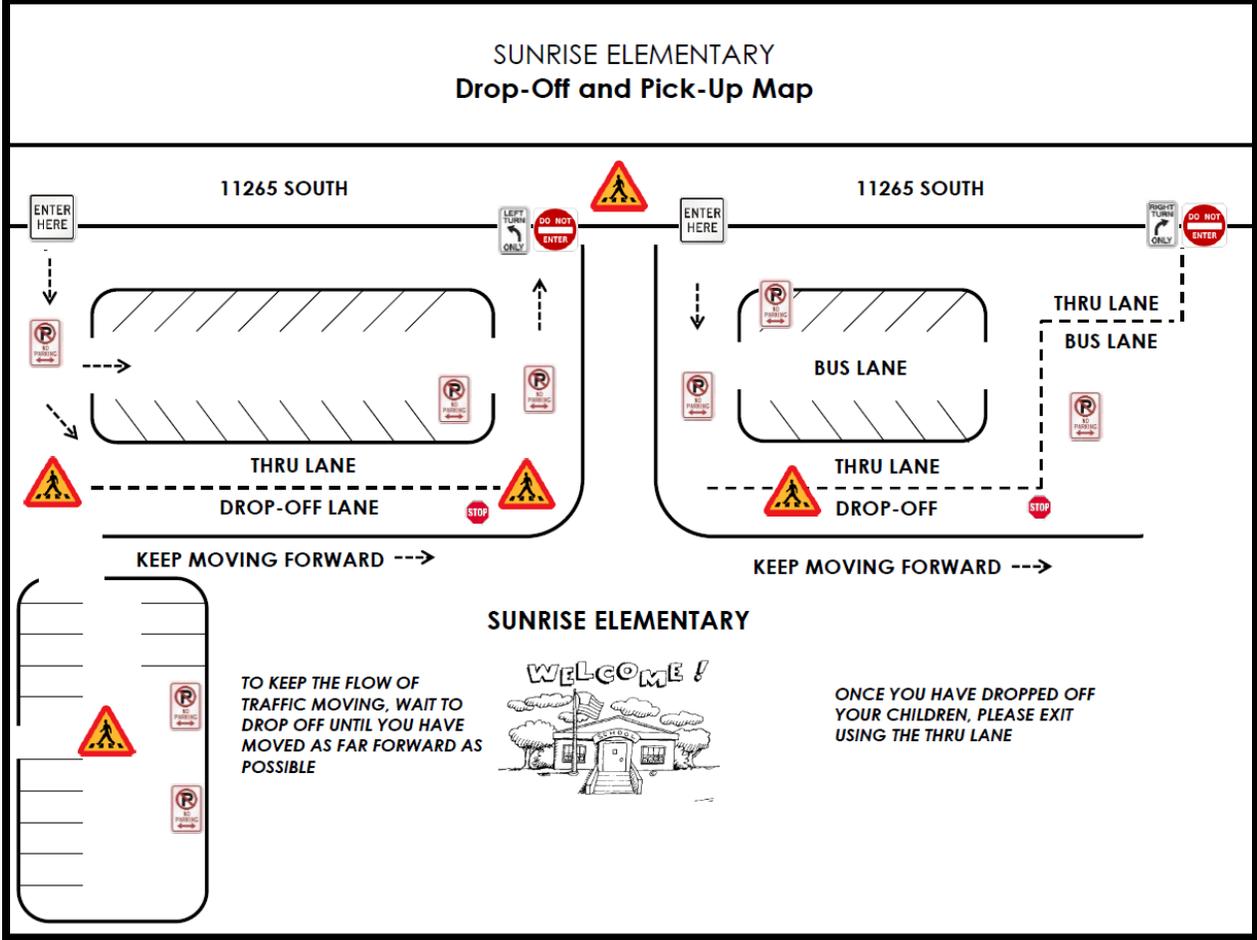
Adults are setting lifelong examples for the children at Sunrise Elementary. Sometimes we tend to take risks that could endanger our kids, especially if we are running behind schedule. For the safety and wellbeing of all students; families and students are to adhere to the following:

1. 5 mph Speed Limit during the school day
2. All students, families and adults should obey traffic signs.
3. No cell phone use while driving in the parking lot.
4. Students should not be walking in or through the parking lot (blacktop), unless accompanied by an adult. An adult is expected to escort children all the way through the crosswalk to the sidewalk. Students are not to be taken to the crosswalk and watched while they cross. Students must always use the crosswalk.
5. All students, families, and adults should follow the directions of the Crossing Guards, Teachers, and Student Safety Patrol members.
6. In the pick-up and drop-off lane, drivers must remain in the car. All students should enter or exit the vehicle at the curbside from the passenger side only in the unloading/loading zone. No vehicle doors should open on the driver's side of the vehicle.
7. If a child is not able to get out of the vehicle by themselves, the driver must park in a marked stall and walk the child through the crosswalk to the sidewalk.
8. The Kindergarten play area is closed before and after school.
9. Bicycles, scooters, and skateboards must be walked on all school property.
10. Please make sure that your children are ready to exit the car before they come to the unloading area. There should be no delay in exiting the vehicle once the car comes to a stop.
11. Children are only allowed to enter/exit a vehicle along the marked/indicated loading zone.

These rules are for the safety of children at our school because our parking lot is a Kids Zone for Safety.

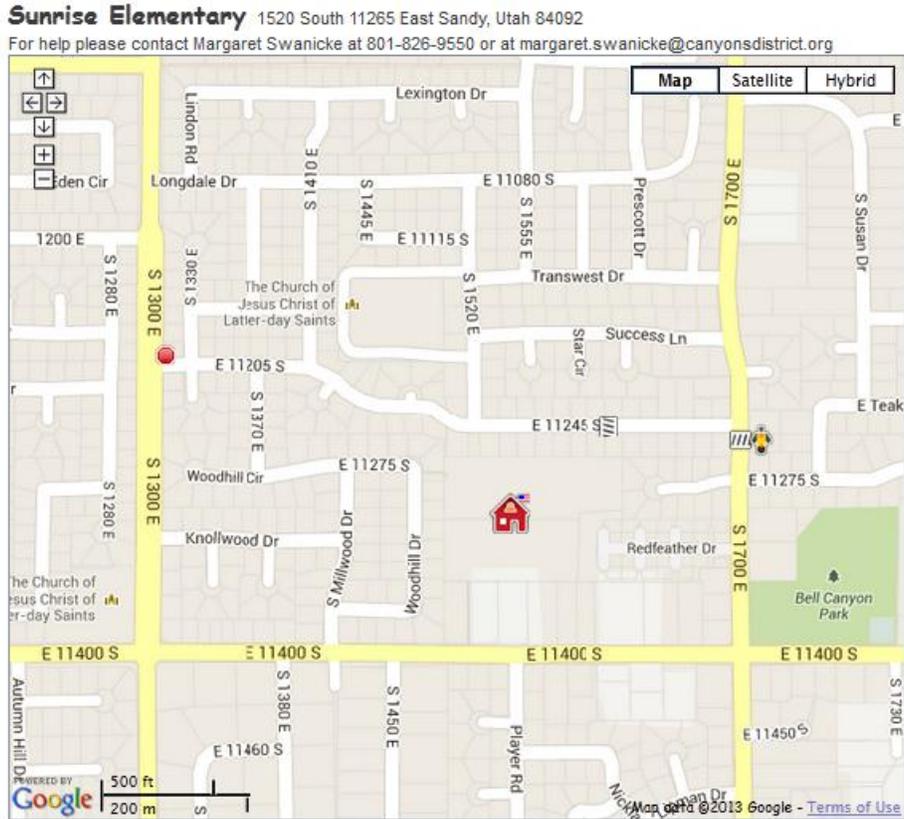
Each child has the right to believe and expect that ALL adults are watching out for their safety in our parking lots at Sunrise.

SUNRISE ELEMENTARY Drop-Off and Pick-Up Map



Sunrise Elementary Safe Walking Route

Sunrise is a designated Walk-In school. For the safety and wellbeing of all students; families and students are to adhere to the following:



Notes:

Para ver esta página en [English - Español](#) Print Size: (8.5" x 11" - 11" x 17")

Route Key	
No records	

Icon Key	
School	Crossing Guard
Crosswalk-Horizontal	Crosswalk-Vertical
Traffic Signal	Stop Sign

Text Description:

To share this map online, please provide user with the following Web link: http://www.snapforschools.com/Map_view.aspx?EntityID=656



Thanks for taking the time to read through Sunrise's parent/guardian handbook. If you have any questions, concerns, or feedback, please contact Principal Swanicke at margaret.swanicke@canyonsdistrict.org