

SUNSET CANYON ELEMENTARY



**PARENT & STUDENT HANDBOOK
2009 – 2010**

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Sunset Canyon Elementary

2727 E Siesta Lane Phoenix, AZ 85050 Phone 602-449-5100
Paradise Valley Unified School District No. 69

Home of the Gray Wolf

August 2009

Dear Parents and Students,

Welcome to Sunset Canyon Elementary School. This handbook is designed to be a reference for Sunset Canyon Families. You will find that it contains the most current information on our policies, procedures and the philosophy on which we base our curriculum. I encourage parents to take time to review this information with your child. It will help answer any questions or concerns he/she may have.

Throughout the course of the year, I challenge you to get involved in your students education. We at Sunset Canyon, greatly value the role that both parents and community members play in our school. I am a firm believer that it "Takes a Whole Village to Raise a Child." Research has shown a positive correlation between parent involvement and student success rates.

Our goal this upcoming school year, is to develop students who are lifelong readers, writers, thinkers and problem solvers. We will do this with the focus on building character education with our students. Our mission is to achieve excellence in everything we do!

I am truly looking forward to working with you and your child in the upcoming school year. Together we can achieve success.

Please be sure to visit us at <http://cmweb.pvschools.net/scesweb>

Sincerely,

Andrea Hoffler
Principal

GENERAL INFORMATION

OUR MISSION

The mission of the Sunset Canyon Elementary School is to provide an environment that fosters learning, so that all students can reach high levels of academic achievement; grounded in a philosophy of respect for people, places and property – with all involved working toward personal success for everyone.

ABOUT THE SCHOOL

Our academic philosophy is centered on the Core Knowledge Sequence, a detailed outline of specific content to be taught in language arts, history, geography, mathematics, science and fine arts. This sequence defines at least 50% of the school's curriculum, providing a solid, coherent foundation of learning, while still allowing teacher creativity and the flexibility to meet local needs. It provides a guide to coherent content from grade to grade, allowing knowledge to build upon knowledge. The sequence is designed to encourage steady academic progress as children build their knowledge and skills from one year to the next.

For Students

Core Knowledge provides a broad base of knowledge and a rich vocabulary; motivates students to learn and creates a strong desire to learn more; provides the knowledge necessary for higher levels of learning and for students' self-confidence as learners.

For the School

Core Knowledge provides an academic focus and encourages consistency in instruction; provides a plan for coherent, sequenced learning from grade to grade; promotes a community of learners- adults and children; becomes an effective tool for planning and communication among teachers and parents.

For Parents and the Community

Core Knowledge provides a clear outline of what children are expected to learn in school; encourages parents to participate in their children's education both at home and at school; provides opportunities for community members to help obtain and provide instructional resources.

ACADEMIC GOALS

In addition to the Core Knowledge Sequence, the following expectations are in place:

- A balanced approach to teaching reading is in evidence in all classrooms. A comprehensive program with direct systematic teaching of phonics and other reading strategies will support a rich environment of literature and other types of Core Knowledge support materials.
- Reading and writing are seen as complementary processes. The writing process, from its discussion of ideas, through rough draft, revision, editing, and publishing the final draft, will be in evidence in all classrooms. Self-expression through published writing will be a vital part of our learning program.
- All children are viewed as valued, capable learners. Grade-level teams work together to develop strategies to make sure all children achieve to their full potential.
- Arizona Academic Standards and the district scope and sequence are combined with the Core Knowledge sequence. Staff members work as a team to communicate grade-level expectations. Collaboration occurs among grade-levels.
- Parents are essential in the success of students and are considered partners on our educational team. Teachers communicate frequently, positively, and informatively with the parent community.
- Technology is used extensively to deliver curriculum to students in a meaningful way. Use of the Internet is an integral part of student and staff research.
- Teachers promote problem solving and strategic thinking, as well as strong computation skills in all students. Goals of the National Council of Teachers of Mathematics are combined with the Core Knowledge Sequence to provide a foundation for math instruction.
- The citizenship program used at Sunset Canyon is The Make Your Day Citizenship Program.

VALUE, VISION AND MISSION

VISION

We, the members of the SCES community, value:

Student Centered Focus
Respect
Achievement
Collaboration
Fiscal Responsibility
Core Knowledge
Celebrating Student Performance Communication

VALUE

The Vision of the Sunset Canyon Elementary School is to become a learning community where students demonstrate high achievement as they are challenged by a rigorous curriculum in a student-centered learning environment. Academic, social and emotional growth of students is fostered and measured in a variety of ways. All adults in the community contribute to student success through their professionalism, continuous learning and respectful behavior, which is characterized by the collaboration of stakeholders.

SCHOOL MISSION STATEMENT

The mission of the Sunset Canyon Elementary School is to provide an environment that fosters learning, so that all students can reach high levels of academic achievement; grounded in a philosophy of respect for people, places and property – with all involved working toward personal success for everyone.

GENERAL POLICIES AND PROCEDURES

ADMISSION TO SCHOOL

A child must reach five prior to September 1 to be eligible for kindergarten. Likewise a child must be six prior to September 1 to be eligible for first grade. Under Arizona Law ARS 15-830, a child will not be allowed to enroll until a record of immunizations or a statement of exemption is submitted to the attendance secretary. A copy of the proof of immunization will be kept in the child's health folder.

ARRIVALS AND DEPARTURES

Classes begin at 8:30 a.m. Students are welcomed on our campus after 8:00 a.m. Supervision will not be available until that time. Breakfast will be available to all students beginning at 8:00 a.m. in the cafeteria. Students who wish to eat breakfast are asked to do so as soon as they get to school. This will help them arrive on time to class. Students arriving after 8:30 a.m. need to check in at the front office to pick up a tardy pass prior to going to their assigned class.

Children in grades kindergarten through six are dismissed at 2:30 p.m. For safety reasons, students are to leave school immediately.

If for any reason you wish to pick-up your child from school before dismissal, you will need to come to the office. Parents or guardians will be asked to sign-out their child, at that time we will call the child to the office, not earlier. Students will only be released to individuals listed on the Emergency Card. Individuals not known to office staff will be asked to show proper identification. This is for the protection of all students. Parents are not to pick up their child directly from the classroom. The student must be called to the office.

ATTENDANCE

Regular attendance is a key to academic success. Students should remain out of school only when absolutely necessary because so much of the classroom experience cannot be made up; the benefit of discussion and participation is lost forever to those who are absent.

A student whose absences total more than 10% (nine days per semester) in a school year and whose absences have negatively influenced his/her academic progress may fail, receive a lower grade or be retained. If your child has a medical condition that could result in frequent absences, you are encouraged to discuss the matter with the principal and/or school nurse.

When a student is going to be absent from school, **a parent is expected to call the attendance line (602-449-5101) on the day of the absence before 10 a.m.** If no contact is made to the school within 24 hours of the start of the absence, the absence will be considered unexcused. A reasonable effort will be made to notify the parent by phone when a student is absent. It is essential that parents contact the school immediately if there is a change in any telephone numbers, address or emergency contact information.

Students who arrive late to school disrupt the learning environment for the entire class. Please make sure that your child arrives at school by 8:25 AM.

According to PVUSD governing board policy, "Any absence due to a student's participation in a religious exercise, observance or instruction shall be excused if a parent/guardian gives prior written consent to the school office." If your son or daughter will participate in a religious exercise or instruction, please send a signed note to the school office before the scheduled absence.

BICYCLES, ETC.

For safety reasons, Governing Board Policy and the Phoenix Police Department advise that students in grades three through six **ONLY** ride a bicycle to school. Students riding to school will be expected to follow safety and traffic rules for good bicycling. Helmets are strongly encouraged. Skateboards, in-line skates, scooters, motorized go-peds are **not** permitted at school and are not considered an acceptable means of traveling to/from school.

BICYCLE SAFETY PRACTICES

Students who ride bicycles to school are responsible for practicing the following safety practices:

- Obey all traffic rules on the way to and from school.
- Walk your bicycle anywhere on the Sunset Canyon campus.
- One rider per bike.
- Park in the racks provided.
- Lock your bike.
- Wear a helmet.

BROADCASTS

Throughout the year, live announcements will touch on current events, give students information about staff and community members and events, and advertise many Sunset Canyon activities.

BUILDING CONDUCT

Running in the school is not allowed. Students are expected to leave and enter the building through their grade level door in an orderly and quiet manner – walking at all times and keeping their voices down so as not to disturb others. Gum is not allowed at Sunset Canyon. Food and drinks are only permitted in assigned areas.

Students, staff and visitors to Sunset Canyon are expected to respect the rights of others and are not to interfere with the educational process. Verbal or physical abuse to any student or adult will not be tolerated.

Schoolbooks, equipment, buildings and furniture are expensive and must be given proper care. Students and their parents will be charged for damage to school property. Disciplinary action will occur.

Good citizenship is a major goal. The behavior of our students reflects the extent to which we are achieving that goal. We will work hard to improve the morale and citizenship of the student body in a positive way, encouraging each child to be “the best that he/she can be.” We will also consistently encourage students to take responsibility for their own behavior.

BUS INFORMATION

Bus service will be provided for kindergarten students who live beyond 1/2 mile and first - sixth grade students who live beyond one mile from the school. Buses will pickup and drop-off students at their designated stops. You, as a parent, are encouraged to be waiting for your child at the stop. This is particularly important for the younger students during the first few weeks after your child begins school. This will help both your child and the driver become familiar with the correct stop. Tell your child that if they are disoriented, scared, confused, etc. to let the driver know and to stay on the bus. Teach your child how to safely walk to/from the bus stop and remind them to respect private property at the bus stop. The PVUSD Transportation Department can be reached at 602-493-6320

BUS RIDER PRACTICES

Bus riders should practice the following guidelines and conduct themselves in a socially acceptable manner. Misbehavior/vandalism on the bus, or at the bus stop, will be dealt with appropriately.

- Arrive at the bus stop 10 minutes early.
- Wait a safe distance from the road.
- Form a line when you see the bus approaching.
- Board carefully.
- Ride your assigned bus.
- Treat the bus respectfully; keep it clean.

The school bus is an extension of the school day and the same rules apply regarding discipline and general conduct. Students are expected to remain properly seated keeping the aisle clear and ensure that all parts of their body remain inside of the bus. Student misconduct is reported to the school office and to parents through a Bus Misconduct Report. Please follow up on any bus ticket by discussing the infraction with your child, sign it and return it to school on the following day. Violations of rules or safety are grounds for denial of bus transportation privileges or other discipline.

BUS RIDERS PROCEDURES FOR CHANGE

To make any changes in the normal bus assignment of a student, parents will need to inform the office in writing. To verify that change in bus assignment, the principal or designee needs to sign the permission for change request.

BUS RULES:

- Obey the bus driver’s instructions and directions.
- Bus aisles/emergency exits shall remain clear of all objects.
- Stay properly seated with back against seat back, legs facing forward and all parts of body out of the aisle.
- Keep head, hands, feet and objects to yourself and inside the bus.
- Talk quietly; use respectful language- no profanity.
- *No eating or drinking on the bus (water in plastic bottles is acceptable).
- Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.
- No student has the right to interfere with the safety, well being or learning of others.

CAFETERIA PRACTICES

In order to establish an appropriate atmosphere while eating, the following practices are the responsibility of students when in the cafeteria.

- Show respect for supervisors and fellow students at all times.

- Always walk – never run in the cafeteria.
- Use good table manners.
- Talk at an appropriate voice level.
- Do not take food or beverages out of the cafeteria.
- When finished, place all trash in the containers provided.
- Remain seated until dismissed by the duty supervisor.

CHANGE OF ADDRESS OR PHONE NUMBER

It is imperative that our files contain current and accurate phone numbers and addresses of our families. This is so that we can locate parents/guardians should any emergency arise. If a change of information should occur, please notify the office immediately by phone or in writing about those changes.

CLASSROOM DISCIPLINE PROCEDURES

“No one has the right to interfere with the learning, safety or well being of others.”

During the first week of school, each teacher will share with students the criteria for appropriate behavior in the classroom. **The Make Your Day Citizenship Program** will be explained in detail. At that time, expectations for behavior in the classroom will be defined for students. The emphasis will always be on recognizing appropriate behavior.

Each classroom teacher maintains a file including the following:

- Anecdotal record on actions taken with student.
- Copies of disciplinary forms from the playground or office.
- Dates that parents are contacted and a brief summary of conference.

In addition to our Make Your Day Program, please note: When a student has established a record of many behavioral incidents, or is involved in major disrespect, fighting or major violation of district policy on student conduct, the principal will be informed. An additional conference may then be held with teacher, parent, principal and student to decide on any further action to be taken.

CONFERENCES – PARENT/TEACHER

Conferences are formally scheduled for parents twice during the school year. This is a special opportunity to share and celebrate the progress of each of our students. Parent participation and involvement is highly valued, and can be very significant in the success of each child. It is our hope that communication between teacher and parent will occur on an ongoing basis throughout the year, and that parents will meet and/or confer with their child’s teacher to discuss concerns whenever necessary.

DRESS CODE

Sunset Canyon students are expected to dress for success by dressing appropriately for school. Students are expected to be neat and clean, with clothing in good repair. Parents and students are encouraged to adopt a style of dress and grooming that is appropriate to the age and size of the child.

Although we recognize that each student’s manner of dress is individualized personal style and preference, we believe that the educational mission of our school will be enhanced if students dress appropriately to maintain an environment conducive to learning. Our students should treat coming to school as their job and should dress accordingly.

Student dress and personal appearance shall not disrupt nor distract from instructional procedures, school sanctioned functions, or the disciplinary control of the school staff.

The guidelines that govern student dress are as follows:

- Backless blouses, tube or halter tops, sheer garments, torn/cut garments are not permitted. Spaghetti straps are allowed if a shirt is worn under the straps or a jacket is worn over. Midriffs showing the stomach area are not appropriate.
- Shorts and skirts must pass the “thumb rule” which means they may be no shorter than where the student’s thumb touches the leg when the arm is hanging down.
- Any attire that is sexually suggestive, exposing cleavage or extremely brief is prohibited. Clothing shall not expose the chest, abdomen, back or buttock area and shall be sufficient to conceal undergarments at all times.
- Dress and grooming shall not present a risk to the health, safety or general welfare of students or others in the school.
- Dress and grooming shall not be contrary to curriculum goals and/or educational objectives. This includes advertising, promotion or picturing of alcoholic beverages, tobacco, drugs, or illegal, sexual or violent behavior.
- Hats, caps, visors, bandanas or any other kind of headgear are to be worn outside the building only (i.e., baseball visors should be worn over the face when worn).
- Costume or unnatural hair color is disruptive and not allowed.
- Footwear (gym/regular shoes with 1 ½” soles or less with an enclosed heel or back-strap) must be worn at all times.
- Pants and shorts need to be worn pulled up and secured at all times.

The responsibility for making determinations concerning dress and grooming rests with the school principal or designee. Students who violate the school's dress standards may be asked to do any of the following, depending on the circumstances: remove the accessory; change into clothing that may be provided by the school; call a parent and have other clothing brought to school.

We thank you in advance for helping us to establish a quality learning environment for all of our students.

FOOD SERVICES

Breakfast will be served starting at 8:00 a.m. at a cost and is available to any student. Hot lunches are served to student's grades kindergarten through six at a cost. This includes milk or juice. Students who bring lunch from home may purchase milk or juice. Snacks are available.

Students may deposit money into their lunch and/or beverage card account daily from 8:00-8:30 a.m. or pay cash for their lunch or beverage at the assigned eating time. Prices are subject to change. A free and reduced lunch program is available. Please check with Food Service personnel for an application.

According to the Maricopa County Department of Environmental Services food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade.

GUIDELINES FOR ALL SCHOOL PRACTICES

Respect is the key word in our behavioral practices. This is reflected in what we do with students on a daily basis. While each classroom will discuss specific guidelines for conduct, the following are principles that provide the foundation for any behavioral expectations at Sunset Canyon:

- Respect yourself and others
- Respect school and personal property
- Listen attentively
- Follow directions
- Work and play safely

The motto we use in our classrooms, and throughout the building, is: "No one has the right to interfere with the learning, safety or well-being of others."

HEALTH CENTER

A registered nurse is on staff in our Health Office to work with Sunset Canyon families on health and education-related issues. Please notify the nurse of your child's health concerns. If your child is on any type of medication, you're encouraged to notify the nurse so that she can help monitor for any adverse reactions.

Our nurse has three primary purposes. She teaches and encourages our students to develop lifelong habits that will promote healthy lifestyles. She also teaches them to be aware of their own bodies and health, so that they can become wise consumers of health care. Most especially, she assesses and/or treats any child that becomes ill or injured at school.

If it is necessary for the child to leave school, the parent will be contacted and requested to pick up the child. The Health Center tries first to locate a parent/guardian before calling the emergency numbers listed on each child's card. No child will be sent home alone or released without an adult to accompany them.

We request that you do not send an ill child to school to be assessed by our nurse.

INTERNET POLICY

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet, telecommunications and networked information resources allow people to interact with thousands of databases and bulletin boards with the potential to exchange messages with people throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive for some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration and communication, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the PVUSD Board supports and respects each family's right to decide whether or not to apply for access.

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 network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over these networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Acceptable uses of the Paradise Valley Unified School District electronic information resources include:

- Being responsible, courteous and polite.
- Using appropriate language.
- Honoring all rules and laws of copyright and personal responsibility.
- Accepting full responsibility for the use of personal accounts.
- Researching assigned classroom projects.
- Sending and receiving electronic mail (email)
- Exploring other authorized computer systems, libraries, databases and bulletin boards.

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in Board policy and procedures on students' rights and responsibilities, copies are available in school offices; the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks
- Sending or receiving copyrighted materials without permission.
- Using another's password.
- Trespassing in another's folders works or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Advertising or promoting events that are illegal or against school policy.

Violations may result in a loss of access as well as other disciplinary or legal action.

LIBRARY/MEDIA CENTER

The Media Center at Sunset Canyon is an integral part of our school. It is our goal to have every child involved in extensive reading for pleasure, for information, and for extension of classroom work. Children will have the opportunity to visit the library weekly with their class, or by obtaining a pass from their classroom teacher. Students will receive a library account for checkout privileges. Any books or materials charged to their account are their responsibility.

LOST AND FOUND

Students are encouraged to have names written in ink on the labels of coats, jackets, sweaters, lunch boxes, etc. For that occasional misplaced item, the school has a designated collection box located in the Multipurpose Room. Although schools are not responsible for lost items, we will make every effort to help locate the item reported missing.

MAKE-UP WORK – FOR ABSENCES OF 2 OR MORE DAYS

It is the student's responsibility to ensure that all work missed is requested and made up upon return from an absence. Teachers will cooperate with students in providing their assignments. Parents assisting in the pick-up of make-up work (on the third day of an absence or later) are urged to phone the office by **10:00 a.m.** with this request, thus allowing teachers the time to prepare materials and have it ready for them in the office by 2:45 PM. In cases of prolonged absences, parents should consult with individual teachers. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete their assignments.

MEDICATION

Dispensing medication to children by a school nurse is rigidly controlled by State Law. These requirements are made for the protection of all children. When students must take medication at school by a physician's order (Prescription Medication) or by parent/guardian request (Non-prescription Medication) the following steps are required:

- All medication must come to the nurse's office in the original container and must be secured in the school Health Center.
- Prescription medications must have a pharmacy label that states the student's name, the name of the medication, the dosage, and the number of times per day the medication is to be administered.
- Non-prescription medications must come with a permission note from parent/guardian that states the student's name, medication to be given, dosage and time to be given, and must include the parent/guardian signature.
- Non-prescription stock medications may be administered one time with the telephone permission of parent/guardian. Subsequent use requires written permission.
- Teachers may only keep and administer medication on field trips.
- No child may carry medicine to administer to him/herself without a doctor's written notice on file in the health office and completion of individual health care plan with the signatures of the parent, nurse and principal.

NON-DISCRIMINATION POLICY

No person connected with the Paradise Valley Schools, whether a student, an employee or volunteer shall, based on creed, color or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

PARENT/TEACHER ORGANIZATION (PTO)

We strive to have an active, vital parent organization at Sunset Canyon Elementary School. We have established a cooperative organization to support children and families in our community. By instituting and supporting meaningful programs and activities, Sunset Canyon is becoming a stronger and more effective school. We welcome your participation.

PHYSICAL EDUCATION

Physical Education is required of all students in grades K-6, as mandated by state law and district policy. Students are required to wear tennis shoes or rubber-soled shoes that have been approved by the P. E. teacher. Students wearing inappropriate shoes will not be allowed to participate in class, and may not receive credit for achieving class goals.

Students may be excused from P.E. if a physical problem exists. If an excuse is necessary, the following procedure is to be followed:

- A parent must send a signed note requesting that a child be excused from P. E. The note should state the reason for the request, and the dates for which the child should be excused. The note may be honored for three consecutive classes.
- After receiving a note from the parent, the Nurse will give the student a pass that will excuse the student from not more than three classes.
- Students needing an excuse for more than three consecutive P. E. classes must bring a note from a physician stating the reason for the excuse and the length of time the student will need to be excused.

Parents should inform the P. E. teacher of any health-related problem their child might have, i.e., asthma, rheumatic fever, etc.

PLAYGROUND PRACTICES

In order to maintain a safe and stimulating environment, the following practices are the responsibility of students when on the playground:

- Treat each other with respect.
- Treat all playground and lunchroom supervisors with respect, and follow his/her directions at all times.
- Use equipment properly, carefully and cooperatively.
- When swinging, do not twist chains, swing double or jump out.
- Remain within the safety of the playground boundaries.
- Allow all students to participate in organized games; games will not be locked.
- Contact games that include tackling, shoving or pushing will not be permitted. Tackle football and hard ball are not allowed.

Students who engage in fighting or show lack of respect for others will receive verbal or written reminders. Parents will be contacted if students exhibit repeated disrespect or fighting. Students involved in any type of physical fighting will be suspended.

PRINCIPAL'S LIST/HONOR ROLL

To promote and acknowledge academic excellence and progress in grades four through six, two categories for recognition exist:

PRINCIPAL'S LIST ~ a student will qualify if he/she receives all A's in general subject areas as well as a check or plus grade in the non-graded sections.

HONOR ROLL ~ a student will qualify for this list if he/she receives all A's and B's in the general subject areas, as well as a check or plus grade in the non-graded sections.

PROHIBITED ITEMS AT SCHOOL

Students may not bring or be in possession of any weapon, any toy weapon or any object that could be used as a weapon while at school. Articles that are safety hazards or interfere with school procedures are likewise prohibited. Items which are not connected with any school program (radios, toys, games, etc.) are to be left at home.

Prohibited items include: squirt guns, smoke bombs, poppers, stink bombs, pocketknives (or other blades), matches, fireworks, caps, shaving cream, skateboards, roller blades, scooters, radios, HEELYS (skate shoes), promotional cards (Yugi-oh, Pokemon, etc.) cell phones and electronic gadgets.

PROMOTION/RETENTION

Students will normally progress from grade to grade without interruption. When facts indicate that retention is in the best interest of the student's academic progress, close cooperation between parents and school personnel is essential. Each case will receive individual consideration, and the decision to pass or retain the student will be made only after careful consideration of facts relating to all phases of the child's growth and development.

In accordance with Arizona Law, teachers make decisions for promotion or retention of students. The parents may appeal any promotion or retention decision to the Governing Board. For additional information please see the Paradise Valley Unified School District Parent/Student Handbook.

SPECIAL AREAS CURRICULUM

Specialists for grade levels Kdg-6th teach programs in art, computers, library skills, music and physical education. These classes are an integral part of the school curriculum. Band is available to students in grades 4-6. Strings are available to students in grades 5-6. Chorus maybe offered as a before or after school program to students in grades 4-6 at specific times during the school year.

SPECIAL SERVICES

Special Education – The needs of all handicapped students are met through the process of identification, evaluation, placement and the provision of needed and required programs and related services. All parents and students are provided with procedural safeguards, due process, confidentiality and the right to a free and appropriate education.

K-3 Program – A full-time reading specialist provides support to students in primary grades with special reading needs. This specialist also provides ongoing building support for struggling readers in grades 4-6.

Honors – Placement testing determines students who are eligible for a math and/or reading honors program. Eligible students in grades four through six are pulled from the regular program at appropriate times to receive specialized instruction in reading and/or math.

Nurse – A registered nurse is assigned to each school on a full-time basis. Ill Student's cannot learn to the best of their ability, our goal is to promote an environment that fosters positive physical, social and emotional health.

Other Services – Psychological services, speech, occupational therapy and specialized programs are also available, as required by law. A Student Study Team regularly meets to discuss and assess special needs of students whose names are recommended by the principal, classroom teacher and/or parent. A Social Worker is also available to meet the needs of our children and parents.

STAFF DEVELOPMENT DAYS

Six days during the school year, special teacher trainings will take place during the second half of the day. Students will have an early dismissal time on the staff development days and the buses will run according to an early dismissal schedule. Please check school newsletters and calendars for notice of these dates and times of dismissal.

STUDENT ACCIDENT INSURANCE

During the first week of school, information regarding the purchase of student accident insurance is sent home with each student. This service is available through an independent insurance company at a low cost and covers the child throughout the school year. If you do not have accident or medical coverage for your child, you may want to consider this program. Additional forms are available in the office.

STUDENT CONDUCT – PVUSD POLICY

The Governing Board of the Paradise Valley Unified School District distributes a Parent-Student Handbook that describes policies, procedures, rights and responsibilities of students enrolled in Paradise Valley schools. Please take the opportunity to read it and share relevant information with your child.

The Sunset Canyon staff has adopted the Make Your Day Citizenship program. Classroom teachers will provide more information on this program. Parents will receive specific information about the Make Your Day Program in the Make Your Day Parent & Student Handbook.

STUDENT PROGRESS REPORTS

Written grades and/or progress reports to parents are issued at the end of each quarter. Grades are issued for Art, Music and Physical Education at the end of each semester.

STUDENT RECOGNITION

A major goal at Sunset Canyon is to have every student become the very best that he/she can be. In order to promote this goal, we believe it is necessary to honor those behaviors that help contribute to a strong and safe learning environment for the entire community. We believe that student recognition is necessary to promote self-esteem and enjoyment of school. With this in mind, classroom teachers recognize and praise students on a daily basis in a variety of ways throughout the year. The following school-wide efforts for student recognition are also in place:

Quarterly Honors Assemblies

Intermediate assemblies will be held near the end of each quarter for the purpose of honoring those students who achieve Principal's List, Honor Roll, Personal Success or Character Development Awards.

STUDENT-TO-STUDENT HARASSMENT/MISCONDUCT POLICY

The students of Sunset Canyon Elementary School have the right to be free from any form of harassment, bullying, hazing or threat of harm. Students shall not bother or annoy another student physically or verbally, and this includes language or gestures, which insult or intimidate another person. This includes, but is not limited to gender, sexual, ethnic or religious harassment. Students have the right and responsibility to report harassment, bullying, hazing or threat experiences and to have that report processed by a knowledgeable staff member. Any student who feels he/she has been a victim of any of the above should immediately contact (1) a teacher, nurse, playground aide or other trusted adult, (2) the Social Worker, (3) the Principal. Students found to be involved in these activities are subject to disciplinary consequences that may include warning, censure, suspension or expulsion from school depending on the severity of incidences and/or frequency of offenses.

SUSPENSION AND EXPULSION

The Paradise Valley School District places a high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions or appropriate disciplinary actions, would interfere with individual and group learning, and would interfere with the orderly conduct of our public schools. Furthermore, the Governing Board charges the professional staff with the responsibility for enforcing the rules on conduct, establishing consistency in their enforcement and maintaining an appropriate learning and behavioral environment.

TELEPHONE

We want all students to feel safe at Sunset Canyon. If there is an **emergency**, students will be permitted to call home. We discourage phone calls home for forgotten homework, musical instruments, or after school arrangements.

TEXTBOOKS

All books are on loan to students. They are expected to respect and care for them properly. Students are responsible for replacement or damage costs.

VISITORS

Visitors are welcome on our campus. To maximize a visitor's time here, we suggest making prior arrangements with the classroom teacher or principal. All visitors must enter through the front doors of the school office, sign in and secure a visitor badge. If anyone is seen on campus without a visitor/volunteer or district badge, he/she will be asked to go to the front office and sign in appropriately. * An adult must accompany a child visiting our campus at all times.

For the safety of our children and for your information, please note the following district policy, supported by Arizona Law:

"Any visitor who fails to abide by the directions of the administrator in charge and who becomes disruptive in any way will be asked to leave campus. Failure to abide by this or other lawful directives of the administrator may result in assistance through the local law

enforcement agency. A person who knowingly abuses a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of his or her duties is guilty of a Class 3 Misdemeanor.”

VOLUNTEER PROGRAM

Sunset Canyon administration and staff encourage you to become a volunteer. The staff enjoys the support offered by interested individuals who are generous enough to offer their services. We look forward to working with you! Please sign in at the front office and wear your volunteer identification badge whenever you volunteer.

Your participation in the volunteer program means that more individualized instruction can be given to each student. In addition, it can provide an enriching and rewarding experience for all parties involved.

WITHDRAWAL FROM SCHOOL

Parents are asked to notify the school office in writing or by telephone at least two days prior to the student's last attendance day. The Records Secretary will then prepare a withdrawal form for the parent to take to the new school.