

Sunrise Elementary Handbook

"A Place to Shine"

Mission Statement

Imagine what you can become

Believe in yourself

Achieve your highest dreams

Inspire others



Sunrise Character Pledge

As a student of Sunrise Elementary

I will do my part to be
kind to others.

I will be responsible for
my own behavior.

I won't let my words or
actions hurt others.

I will help to bring peace at school,
at home and in my
community each day



Sunrise Elementary 2015-2016

Principal: Kathy Toolson

Secretaries: Caron Heaps and Lisa Jarrett

Address: 225 S. 455 E. Smithfield UT. 84335

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WEB Site: www.ccsdut.org/Sunrise.cfm

Office Hours: Monday-Friday 8:00 a.m. - 4:00 p.m.

School Starting and Ending

Grade	Monday-Thursday	Friday
Kindergarten A.M.	8:55-11:55	8:55-11:25
Kindergarten P.M.	12:15-3:15	11:35-2:05
Grades 1-5	8:55-3:15	8:55-2:05

School doors are unlocked and breakfast begins at 8:30. Children are instructed to leave the school grounds as soon as school is over. In compliance with the School Zone Safety Act, Sunrise Elementary has developed a traffic safety plan. Please refer http://www.snapforschools.com/Map_view.aspx?EntityID=382 to determine safe walking routes and see school loading and unloading areas.

For your convenience our school calendar is now online!!!

Please check our website for links to the calendar and other helpful documents.

<http://www.ccsdut.org/Sunrise.cfm>

Daily School Schedule

Monday - Thursday

8:30	Breakfast
8:50	Warning Bell
8:55	School Begins
11:55	A.M. Kindergarten Students Dismissed
11:40	1 st Grade Lunch (Bell @12:15)
11:50	2 nd Grade Lunch (Bell @12:25)
12:00	3 rd Grade Lunch (Bell @12:35)
12:10	4 th Grade Lunch (Bell @12:45)
12:20	5 th Grade Lunch (Bell @12:55)
12:15	P.M. Kindergarten Begins
3:15	Students Dismissed

Friday

8:30	Breakfast
8:50	First Bell
8:55	School Begins
11:25	A.M. Kindergarten Students Dismissed
11:35	P.M. Kindergarten Begins
11:40-12:20	Lunch (Same Schedule as Monday- Thursday)
2:05	Students Dismissed

We at Sunrise Elementary are working toward teaching your students to be responsible citizens. This includes taking responsibility for their actions. As such, portions of this handbook are designed for them to read and understand as an area of responsibility they can learn to assume.

Attendance

I am expected to be in school every day except for the following reasons: my personal illness, death in my immediate family, quarantine, and exceptionally urgent reasons that affect me. I recognize that if I know in advance I will be absent, it is my or my parents responsibility to notify my teacher at least two days prior to my departure. This allows time for my teacher to prepare my homework and assignments. If I am absent from school for an extended illness, my parents will notify the school so that arrangements can be made for homebound services.

I recognize that Sunrise teachers will record daily attendance and that my parents must notify the school of my absence so the office can mark the correct attendance code. I know that I must be in my classroom by 8:55 when the tardy bell rings.

If my parent/guardian requests an early dismissal for urgent personal reasons, they must sign me out at the office. For safety reasons, I will not be released to other adults without permission from my parents/legal guardian. This will help make my school the safest possible environment for me.

Playground Equipment

I will use the playground equipment properly. I will not jump out of the swings. I will not climb or slide on snow hills. I will not throw snowballs. I will not ride my bicycle, skateboard, roller blade and roller skate during schools hours and I will walk them on school grounds. I will not bring gum, candy, or electronic devices, to school.

Telephones

Telephones are available for official school and emergency use only. I may only use the telephone when I have my teacher's permission. Cell phones, in elementary schools, are prohibited in accordance with district policy.

Backpacks

I will bring a backpack to school each day to carry books and school items. I will not be able to take home library books without some type of bag, even a plastic sack. A small bag limits the size of the books I may check out. Many large primary books won't fit in a small bag.

Behavior

I will behave in a manner that allows all children an opportunity to learn. I will demonstrate responsible behavior in class, on the playground, walking to and from the school, and in all school related activities. If a situation develops where my behavior interferes with the learning and safety of myself or others, I understand that appropriate action will be taken. (Please refer to your copy of the Sunrise Citizenship and Behavior Policy

<http://www.ccsdut.org/Sunrise.cfm?subpage=922>

School Lunch and Breakfast

School breakfasts and lunches are nutritious and a good bargain. If a child brings cold lunch, milk may be purchased separately. Cost of the milk will be deducted from their lunch balance using their lunch card in the lunch line. We ask

that you do not send carbonated beverages in cans or bottles. School breakfast/lunch envelopes must be used to submit a student's money for both breakfast and lunch. Envelopes are available in the office. Applications for free or reduced meals are also available in the office.

Student Breakfast

\$1.20 full price \$.30 reduced price Adult \$2.00

Student Lunch

\$1.85 full price \$.40 reduced price Adult \$3.50

Insurance

School Accident Insurance is available. Enrollment is optional. Forms are available in the office.

CHIP is a state health insurance plan for children. Working Utah families who don't have other health insurance may qualify for CHIP. For enrollment information call 1-877-KIDS-NOW or visit the CHIP Website at www.health.utah.gov/chip.

Emergency Closing of School

Our Superintendent will broadcast announcements relative to the closing of schools due to inclement weather over all the local radio stations once a decision has been made.

What Should I Wear to School?

Sunrise expects parents/guardians to use good judgment with regard to proper school dress. Clothing needs to be clean, safe, modest and in good repair including an appropriate fit. The school district policy forbids the wearing of abbreviated clothing and clothing bearing inappropriate messages. Bare midriff shirts and tank tops are not appropriate for school. Shorts and skirts must be near the knee. To ensure safety, appropriate footwear should be worn at school. All hats are to be removed in the school building. Please make sure your children are dressed to fit the weather. All outdoor clothing should be marked with the student's name. Athletic shoes should be worn for physical education classes.

Medication

School personnel can dispense prescription medication from the office with a completed, required medical form. Forms are available in the office.

Birthday Parties and Classroom Treats

Please do not bring treats or party invitations for your child's class as it detracts from the educational setting. Any treating should be done through the P.T.A. on specified days.

Busing/Carpool

Teachers assist children in getting on the appropriate bus/carpool. If your child needs to deviate from the plan you have designated, please notify the teacher. **We cannot accept a verbal message from a child about changes in transportation.**

Section 504/ADA Guidelines

The School acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

Section 504/ADA defines a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing speaking, breathing, learning, and working.

The school has the responsibility to provide accommodations and services to eligible individuals with disabilities.

Emergency Management

As child safety is a primary concern, Sunrise Elementary has a comprehensive emergency preparation plan. Each classroom has a well-stocked emergency bucket that accompanies the class whenever the building is evacuated. If the need arises to evacuate our children and have parents pick them up, we want you to be aware of the following information.

Student Pick-up Area

In the event that our children are evacuated to our playground and need to be sent home, parents may pick them up at the designated Student Release Area, which is located on the east side of the playground area near the street 455 East. The child will be summoned to their waiting parent at the Student Release area. A sign out sheet will be used to document the release of a student to a parent or authorized parent designee.

Alternate Evacuation Site

If it becomes necessary to evacuate our children to an alternate site, Sky View High School serves as the Sunrise Elementary primary evacuation site. In the event that evacuation to Sky View is not feasible, the church located on 120 South and approximately 600 East will be used. A third evacuation site, in the event that the other two sites are not usable, is Summit Elementary School.

For any other related district policies such as medication, illness, student education rights (FERPA), student discipline policy, emergency preparedness policy, cell phone policy and anti-harassment policy, please see the district website at <http://www.ccsdut.org/policies.cfm>

Citizenship Education and Implementation

The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21st century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader while providing opportunities for students to develop their full potential.

Leadership

Communication

Responsibility

Initiative and Self-Direction

Accountability

Creativity

Problem Solving

Cross-Cultural Skills

Adaptability

Teamwork

Student Behavior Tracking System

Student behavior that necessitates administrative intervention will be tracked using the Power School Administrative Program. This program will allow the monitoring of school wide behavior patterns that will be useful in determining adjustments that may be necessary to the discipline plan. Use of information generated by the system will be under the direction of the school principal.

Student/Parent Notification Process

Classroom teachers will review the Sunrise Citizenship and Behavior Plan with Students at the beginning of each school year and the parents will receive a copy of the plan.

Student/Teacher Assistance Team (STAT)

The Student/Teacher Assistance Team (STAT) is responsible for the implementation of the Sunrise Citizenship and Behavior Policy. The team will identify school wide behavior concerns that may need to be addressed. Teachers may refer individual students to the STAT committee where the team will explore alternatives available for remediation of the inappropriate behavior.

STAT consists of the principal, and a minimum of three teachers. The classroom teacher of the student that has referred to STAT will be invited to any meeting in which their student will be discussed.

A written plan will be developed for each referred student. Follow-up meetings will be held as needed.