

Deer Valley Unified School District #97

Phoenix, Arizona

SUNSET RIDGE SCHOOL

Home of the Hawks

35707 N 33rd Lane
Phoenix, Arizona 85086

Attendance: 623-445-7890

For Business other than Attendance: 623-445-7800

Parent/Student Handbook

School Office Hours: 7:30 am - 4:30 pm – Monday - Friday

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

Vision, Mission and Motto

Mission

“We are here to help each other succeed at achieving important goals.”

Vision

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

Motto

HAWKS SOAR

S – Safety

O – Opportunity for Respect

A – Achievement

R – Responsible

DSTRICT INFORMATION

Deer Valley Unified School District

District Administrative Center

20402 N. 15th Avenue

Phoenix, Arizona 85027

623-445-5000

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

Deer Valley Mission Statement

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

SUNSET RIDGE SCHOOL

Home of the Hawks

Dear Sunset Ridge Families:

Welcome to the 2015-2016 school year. We are looking forward to making this school year one of the best ever. Each of us believes that we are in partnership with parents and the community in creating meaningful learning opportunities for the students we welcome to our school each day. This is truly a campus of caring individuals with a talent for finding the special qualities of each child and helping them to develop into successful students who enjoy learning.

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

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

Here's to a great school year!

Sincerely,

The Sunset Ridge Staff



For additional information, check out our website at sunsetridge@dvusd.org.

COMMUNICATION AND PHONE NUMBERS

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

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

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

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

Follow us on Facebook and Twitter. Links to both can be found at: <http://sunsetridge.dvusd.org/>

WHO DO I CALL?

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

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

Attendance Line **623-445-7890**

If I have questions regarding school lunches:

Cafeteria Manager **623-445-7814**

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

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

If I have a question regarding immunizations or illness:

School Nurse **623-445-7810**

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

Secretary **623-445-7804**

If I need to discuss a Transportation/Bus issue:

Transportation **602-467-5090**

If I need to send records over a Fax machine:

Sunset Ridge Fax number

623-445-7880

ACHIEVEMENT/INCENTIVE PROGRAMS

Students with full-time status at Sunset Ridge are recognized for outstanding achievement in the following areas:

PRINCIPAL'S LIST

Students in grades 3 through 8 are eligible to be on the Principal's List if they have all A's, no N's or U's, and no Incompletes.

HONOR ROLL

Students in grades 3 through 8 are eligible to be on the Honor Roll if they earn A's or B's, no C's, D's or F's, no N's or U's, and no Incompletes.

ANIMALS OR PETS

On occasion, students may wish to bring animals or pets to school as part of a school project. Permission must first be obtained from the teacher before any animal can be brought to school. The teacher will instruct the child to make arrangements for the parent to deliver the animal or pet to the classroom and to take it home immediately after the showing.

Animals are to be properly restrained or in proper containers. Parents are to assume all liabilities for injuries or damage which may occur. For the safety of our students, stray dogs will be turned over to the animal shelter if the owner cannot be located. Please caution your children not to encourage any animal to follow them to school. Children are not allowed to bring any found wildlife to school (e.g. snakes, birds, scorpions, lizards). Animals, insects, reptiles, etc. are **NEVER ALLOWED** to be carried on a public school district bus. Signs are posted that read "Dogs Not Allowed". Please do not walk your dog on school property.

ANNOUNCEMENTS

Announcements will be broadcast each morning and will scroll through-out the day on classroom televisions. The announcements will include information which will concern students and/or staff, such as meetings, after school activities, assemblies, change in time schedules, etc. Announcements are important communications to maintain student and staff awareness of various events and information.

Students and staff need to maintain a quiet environment during announcements and listen carefully. Announcements will be followed by the Pledge of Allegiance, one minute of silence (Silent Meditation Law, 1980) and an excerpt from the Declaration of Independence."

ARRIVAL AND DEPARTURE

The following guidelines will help ensure the safety of all. Please discuss these guidelines and emphasize the safety factors with your child.

1. Cross streets only at crosswalk corners on the way to and from school. Obey all traffic signs and crossing guard's directions.
2. Bikes should be walked on and off the school grounds and placed into the bike racks and properly locked. Bikes are not allowed in the covered walkways.
3. **Students may not be on campus prior to 8:30 a.m. or after 3:45 p.m.** Students are to leave the school building and grounds immediately when dismissed. The exception is if the student is eating breakfast which starts serving at 8:20a.m.
4. Students are expected to arrive at school on time. Tardy students cause disruption to the educational rights of other students. Excessive tardies can result in disciplinary action (refer to Student Rights & Responsibilities Handbook)

5. Students staying for sports events are required to abide by school rules. All students staying for any after school event are also required to be accompanied by an adult who is willing to accept responsibility for that student.

Student Drop-Off and Pick-Up Zone:

Please follow these guidelines for student safety and traffic flow:

- Use the student “drop-off” zone in front of the school (on 33rd Lane) to drop off or pick up students. Follow the blue curb to pickup and drop off students.
- Do NOT pick up or drop off students in the area north of the school.
- Do not block traffic while waiting for a student.
- If you are unable to wait along the blue curb due to heavy traffic, please do not double park and expect your child to enter the traffic lane while crossing in between cars. Park your car and walk to the main walk to meet your child and then proceed together to your vehicle. Do NOT park and call your child to your vehicle.
- Do not park in designated handicapped parking spaces unless your vehicle carries that designation. Park only in parking spaces – **red and blue curbs mean no parking is allowed.**
- Do not enter the “Exit” or “Bus Only” areas.

Morning

Students may enter the campus thru the 33rd Avenue entrance in the front of the school or thru the gate on 35th Drive by the baseball field.

1. Please pull up to the farthest open area along the blue curb to drop off students.
2. The front entrance will now have 3 more gates opened, South of the Ramada area and in front of the 500 building, to allow more students to exit cars. Adults will be stationed along the driveway to supervise students.
3. **The middle cross walk near the ramadas will no longer be open in the morning** to eliminate crossing pedestrians while we are moving a large amount of traffic. The cross walk near the office will be open and is the only crossing from the parking lot to the school.
4. Only staff and parents with scheduled meetings or carrying bulky items will be allowed to park in the lot during drop off. This will ensure safety for all pedestrians during this heavy traffic flow time.
5. **Students may only be dropped off in the designated drop off area.**
6. Students may not be dropped off in the staff/bus parking lot north of the school.

Afternoon

Students may exit the campus thru the 33rd Avenue entrance in the front of the school or thru the gate on 35th Drive.

1. The “queuing” area allows for two rows of cars to wait to enter the pick-up area.
2. Cars will not be allowed to park along the blue pick-up curbing area prior to 3:20 p.m.
3. We have added a second lane which is designated for Kindergarten student pick up at 3:20 p.m. Parents of Kindergarten students will be given a sign to keep in the front window of their cars; this will allow those parents picking up kinder students to enter the parent pick up area at

3:20. **All other cars will be lined up in a queuing area until 3:30.** The inside lane is for parents waiting to pick up 1st – 8th grade students.

4. The queuing area will be monitored by a staff member so that parents may pull up to the pick-up area in groups, pick up students and then pull out.
5. We ask all parents to emphasize to their students to go to the pick-up area after the bell rings. This will ensure the quick loading and departure of all vehicles. In the event your student(s) are not present for pick up, **YOU WILL BE ASKED TO PULL OUT AND CIRCLE AROUND.**

IMPORTANT INFORMATION ABOUT EARLY DISMISSAL: WE WILL NOT CALL INTO A CLASSROOM FOR A CHILD TO BE DISMISSED BETWEEN 3:15 P.M. AND 3:30 P.M. THE OFFICE BECOMES EXTREMELY BUSY IN THE 15 MINUTES PRIOR TO DISMISSAL. MORE IMPORTANTLY, THE LAST 15 MINUTES OF THE DAY ARE IMPORTANT FOR YOUR CHILD’S ACADEMIC SUCCESS. PLEASE PLAN ACCORDINGLY.

Students who are dropped off or picked up at the parent pick up zone are to walk through the gate that is assigned. Vehicles are permitted to park in the appropriate parking areas. No parking is allowed in the drop-off/pick-up zones. Students may not be dropped off or picked up in the North parking lot or bus zone.

Students who ride a school bus or ride a bike to school are to walk along the sidewalk, entering campus through the gate next to the Kindergarten playground. All students are to proceed to the playground.

SCHOOL HOURS:

REGULAR DAYS

GRADES K-8
dismiss at 12:05 p.m.

EARLY RELEASE DAYS

8:45 - 3:30 p.m.

GRADES K-8

ASSEMBLIES

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

ATTENDANCE

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

Regular attendance and being on time are two things that help your child have a positive attitude toward school. If your child is unable to attend school for any reason, **please call the Attendance Line at 623-445-7890.** This number is a recording and can be accessed 24 hours a day. If you do not call your child in absent, an automated call will go out to the primary phone number we have on file. An unexcused absence will be recorded until we receive confirmation of the reason your child is out. If your child is going to be late due to a doctor/dental appointment, please call to excuse their absence until they arrive at school. Sunset Ridge will be issuing warning letters for all students who have eight (8) absences. Students who have twelve (12) absences will be required to attend an attendance hearing with school

administration. Students who have eighteen (18) or more absences may be issued a referral to the C.U.T.S. program (Court Unified Truancy Suppression) and be required to appear in juvenile court.

FORMULA FOR PARTIAL DAY ATTENDANCE

If a student LEAVES school before 12:15 p.m. - student is Marked Absent ALL DAY

If a student ENTERS school after 12:15 p.m. - student is Marked Absent ALL DAY

If a student arrives between 10:15 and 12:15 - student is Marked Absent HALF DAY

If a student leaves between 12:15 and 2:20 - student is Marked Absent HALF DAY

BALLOONS & FLOWERS

Well-wishers sometimes send balloons or flowers to school to celebrate a child's special occasion. In order to prevent disruption of the educational process, balloons and flowers must remain in the office until 15 minutes before the end of the school day. Students who ride a school bus home are not permitted on the bus with balloons or flowers.

BICYCLES AND DEVICES WITH WHEELS

Students in grades 1-8 are permitted to ride bicycles to school. Students who ride bicycles must assume all responsibilities and risks involved. Bicycles must be parked and locked in the cycle rack. Bikes have been stolen from our bike rack area even when locked. Parents assume the responsibility for bikes at school. Each student **must have his/her own lock** and not share it with another student - whether it be brother, sister or friend. **Students are to walk their bicycles while on campus and in school crosswalks. Minibikes, motorcycles, motorbikes, scooters, skateboards, roller skates/blades or any shoes with wheels are not allowed at school. If these are brought to school, they will be confiscated and held for parent pickup.** The bike rack areas are locked at the beginning of the school day between 8:45 and 9:00 and open after school from 3:30 to 4:30. Students who do not remove their bikes before 4:30 will need to locate a custodian on campus. **Bikes are not to be ridden while on school grounds. They must be walked at all times.** It is helpful if your child locks his/her bike in the north bike rack on days when he/she must be signed out early for a doctor appointment. Please call ahead on these days to inform the office prior to the appointment.

BULLY PREVENTION

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

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

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

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

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

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

BUS RIDING/TRANSPORTATION

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

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

CAFETERIA

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

Breakfast:

Breakfast is served every school day from 8:20 to 8:40 a.m. Students participating in the school breakfast program must assume the responsibility to be to class on time. Breakfast will not be served to students arriving after 8:40 a.m. **Students who are not finished with breakfast at 8:40, the first bell, will be required to take their breakfast to class.**

Lunch room procedures:

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

Lunch visitors:

Parents are always welcome to join us for lunch. Parents are not permitted on the playground during lunch times.

CELL PHONES AND ELECTRONIC DEVICES

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

CHILD ABUSE REPORTING

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

CLASSROOM INTERRUPTIONS

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

COMMUNITY SCHOOL PROGRAMS

Before-After School Care

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

COMPUTER USAGE AND RESPONSIBILITY

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

The following are not permitted:

1. Sending, accessing or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting, cyber-bullying, or attacking others.
4. Damaging or modifying computers, computer systems or computer networks
5. Violating copyright laws.

6. Using passwords of others.
7. Trespassing in others' folders, work or files.
8. Employing the network for commercial purposes.
9. Accessing inappropriate websites such as Myspace, Xanga, Friendster and others.

Consequences:

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

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

DANCES

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

PROCEDURES AND EXPECTATIONS FOR DANCES INCLUDE:

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

ALL SCHOOL RULES APPLY

- Students are expected to dance in a manner that shows respect for themselves and others. This includes no close body contact or dancing that is considered inappropriate by the staff at the dance. Gum, hats, horseplay, and inappropriate behavior are not permitted at the dances.
- The school dress code and all school rules apply to the dances. If a student arrives in clothing that does not follow the school dress code, their parent will be called and asked to pick up that student.
- Students that have been suspended, or absent due to illness on the day of the dance, may not attend the dance. Dances are a privilege and students with disciplinary actions may not be allowed to attend current or future dances.
- Students will be dismissed at the end of the dance to meet parents or guardians at the pickup/drop off area. Students must be picked up immediately after the dance.

- Parent volunteers and chaperones are necessary for the dances to ensure student safety. All of the dances are planned, organized, and executed by volunteers and cannot continue without the support of new parent help.

DISCIPLINE POLICIES AND PROCEDURES

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

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

EMERGENCY INFORMATION SHEET

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

FERPA (Family Educational Rights and Privacy Act Regulations)

This act regulates school procedures so that we protect the privacy of our students and families. To protect your rights, our employees

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

FIELD TRIPS

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

FIELD USE & FACILITY RENTAL

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

FOOD GUIDELINES

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

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

Deer Valley Unified School District provides a full time registered nurse for the health and emergency needs of our students. **Please remember to keep your child’s emergency numbers updated all year.** If your child needs to take medicine at school, bring it to the health office in the original prescription bottle and complete a Consent for Medication Form. The form must include the child’s name, the dosage, time of day to be taken and expected duration of the treatment. **By law, we cannot dispense medication unless it is in the original, labeled container.** Over-the-counter medication such as aspirin and cough syrup are dispensed under the same guidelines. The school does not provide any over-the-counter medication. All medication should be left in the Health Center to be dispensed by the nurse. **If a student does not follow the above procedure, he/she will receive an office referral for drug possession.** The Deer Valley District’s Student Rights and Responsibilities Handbook labels this infraction as a mandatory five day suspension. Parents - please note - this policy includes, but is not limited to such legal drugs as aspirin, non-aspirin, etc. This is for the safety of all students.

INSURANCE

Optional student accident insurance is available at a nominal cost. Claim forms are available in the office, if needed. The school acts as a medium in making this insurance available and assumes no responsibility for subsequent negotiations with the company. Insurance enrollment forms go home with every student the first day of school.

Library Media Center (LMC)

The K-6, K-8, and middle school Library Media Centers are open 15 minutes before the school day starts and 15 minutes after the school day ends. For high school hours, check the Student Handbook, or the LMC website. The LMCs provide books, reference materials, and computers for students to use. Technology is used for school work only. Teachers schedule library times to bring classes to the LMC, and students may obtain individual passes from their teacher to take advantage of the library resources and space anytime during the school day.

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

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

NO PASS - NO PLAY

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

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

To determine if a student is eligible to participate:

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

PARENT INVOLVEMENT OPPORTUNITIES

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

PERSONAL PROPERTY/LOST AND FOUND

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

PLAYGROUND RULES

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

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

Jungle Gym Rules

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

Swings

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

Sand Area

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

Field Area Rules

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

4 Square Rules

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

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

POWERSCHOOLS STUDENT INFORMATION SYSTEM

PowerSchool is a web-based student information system used to connect home and school.

PowerSchool gives parents and students access to real-time information-like grades and attendance information-and provides a secure way to communicate with teachers from home.

PROMOTION/RETENTION - 7TH & 8TH GRADE

The Deer Valley Unified School District and Sunset Ridge prides itself in making every effort to prepare our students for the next grade level as well as their future endeavors.

Our latest policy requires students to **pass all four** of their core classes (Math, Science, Language Arts, and Humanities) for the year in order to promote to 8th or 9th Grade.

PROMOTION CEREMONY FOR 8TH GRADE

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

SAFE AND HEALTHY EATING

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

SPECIAL PROGRAMS

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

SPIRIT DAYS

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

SPORTS PROGRAM

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

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

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

STUDENT DRESS GUIDELINES

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

- Clothing must cover the entire buttocks. Shirts and tops may not expose bare midriffs, bare shoulders, nor be deeply or narrowly cut in the front, back, or under the arms. Halter tops, spaghetti straps, and strapless tops are not acceptable. Clothing that exposes undergarments will not be tolerated for males or females.
- Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, cheer practice, weight lifting, etc.
- Jewelry or ornamentation shall not be worn if it presents a safety hazard to self and/others.
- No hats may be worn (by staff members or by students) inside any campus buildings at anytime, except for properly approved occupational safety headgear required for special classes. Defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing or jewelry are expressly prohibited.
- Tattoos displaying defamatory writing, obscene language or symbols, or symbols of drugs, sex, or alcohol must be covered.

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

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

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

STUDENT RECORDS

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

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

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

STUDENT SAFETY

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

Crosswalks and Crossing Guards:

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

Early Release of Students

If it is necessary to pick up your child during school hours, you must come to the office first to sign him/her out and then we will call your child to the office. It is helpful if you can let the office know ahead of time if you will be picking your child up early. Please do your best to schedule doctor and dentist appointments after school hours in order to avoid disruption of the educational setting.

For your child's protection we will:

- **Require you to show identification when checking your child out early.**
- **Not release your child to anyone except his/her parents or the responsible party you have identified on the pink emergency card.**
- **Not accept a note or a telephone call as means by which to release your child early from school.**

Fire Drills:

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

Hall Passes:

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

Lockdown:

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

Campus Access:

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

Visitor Sign In and Badges:

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

SUPPLIES/TEXTBOOKS/LIBRARY BOOKS

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

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

If a Library Book becomes four or more weeks late, the student will serve recess detention in the Library until the book is returned or paid for.

TARDIES

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

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

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

EXCUSED TARDIES:

In the current Governing Board Policy Manual, it states:

*"Excused tardies: Only verified doctors' excuses will be considered as excused tardies."
(Ref: JH-RB, pg. 2)*

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

Unexcused tardiness will result in the following consequences:

On the 4th tardy – Parent letter sent home

On the 6th tardy – An after-school detention will be assigned

On the 9th tardy - An after-school detention will be assigned and parent conference will be requested

On the 12th tardy – 1 day suspension and parent conference

All tardies are cumulative for each semester.

(See DVUSD Student Rights & Responsibilities Handbook)

TELEPHONE USE

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

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

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

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

TRUANCY

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

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court.

Sunset Ridge will be issuing warning letters for all students who have eight (8) absences. Students who have twelve (12) absences will be required to attend an attendance hearing with school administration. Students who have eighteen (18) or more absences may be issued a referral to the C.U.T.S. program (Court Unified Truancy Suppression) and may be required to appear in juvenile court.

VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

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

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

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

WITHDRAWING STUDENTS FROM SCHOOL

When families move during the school year, parents are asked to sign an official Withdrawal Form in the office. This enables us to remove your child from our enrollment and helps us prepare his/her records for forwarding to his/her new school. Students are given a check-out sheet that must be initialed by various members of our staff to insure that library books are returned and any outstanding fees are paid. Classroom text books and materials are also returned at this time.

Sunset Ridge Observed Behavior Referral Flow Chart

Minor Incident Handled in Class*

- Defiance/disrespect towards staff
- Dress code violation
- Electronic devices
- Food/gum and drink
- Minor disruptions
- Not being prepared
- Off task
- Physical display of affection
- Refusing to work
- Tardies
- Technology misuse
- Throwing objects
- K-5 Clip Chart-Student ends day on the last two chart colors. Any student who moves to the last two colors in the day must complete a reflection

In-Class Procedures

1st Infraction

Conference with the student-Communicate and practice expectations. Use of recovery in the classroom.

2nd Infraction

Parent contact by call/email - If a message is left, must have at least one follow-up call. Loss of classroom/grade level privilege.

3rd Infraction

Parent contact by call/email - If a message is left, must have at least one follow-up call. Detention is assigned -

- K-5: Lunch detention (buddy classroom)
- 6-8: After-school detention

4th Infraction

Parent/teacher conference including student. Administration may be invited
2nd Detention is assigned -

- K-5: Lunch detention (buddy classroom)
- 6-8: After-school detention

5th Infraction

Office referral is submitted with attached behavior tracking sheet.

Universal Teaching Practices

- Be prepared
- Bell-to-bell instruction
- Consistency in teaching, student interaction & discipline
- Model what we want to see from students
- Standards-based instruction

Student Responsibilities

- Attend school
- Be on time for all classes
- Come to class with necessary materials
- Complete all assignments and meet all deadlines
- Obey school rules
- Cooperate with staff
- Respect the person and property of others
- Respect school property
- See that school correspondence to parents reaches home

SNAP POSITION

S = Sit up straight

N = Nothing in your hands

A = Attention to the speaker

Major Incident Sent to Office*

- Bullying/Threatening
- Cheating/plagiarism
- Defiance/disrespect towards substitutes
- Disorderly conduct
- Drugs/Alcohol
- Fighting
- Foul language towards students/staff
- Harassment-Verbal/Physical/Sexual
- Hate Speech
- Physical aggression
- Sexual/abusive language
- Theft
- Truancy
- Vandalism

Office Procedures

Step 1

Follow discipline referral process

- Fill out office referral form
 - Hard copy or electronic copy
- Send referral to office
- Major incidents send student to office
- Minor incidents administration will call student when available

Step 2

Outcome based on guidelines set in the DVUSD Students Rights and Responsibilities handbook

Step 3

Each discipline referral will be investigated on a case-by-case basis to ensure just and fair application of the district guidelines.

Step 4

If behavior continues, a behavior GEIT will be implemented along with a behavior plan.

* This list is not comprehensive

Sunset Ridge Parent/Student Handbook

Verification Form

STUDENT I.D. # OR TEACHER’S NAME: _____

STUDENT’S NAME: _____

PARENT’S/GUARDIAN’S NAME: _____

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

_____ I don’t have access to the internet and/or I would like a hardcopy of the handbook.

PLEASE RETURN THIS FORM TO YOUR CHILD’S HOMEROOM TEACHER BY AUGUST 31.

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

Signature of Parent/Guardian

Date

Signature of Student

Date