

EGUSD

Student Handbook

2009-2010

SUNRISE ELEMENTARY SCHOOL

11821 Cobblebrook Drive
Rancho Cordova, CA 95742
916-985-4350
<http://www.egusd.net/sunrise>

ACADEMIC STANDARDS

Academic Standards Overview

One of the primary responsibilities of Sunrise Elementary School is to provide students with appropriate and rigorous academic instruction. Our students must be prepared to meet the world of tomorrow with confidence and skill. While providing students with quality academics, we must also develop creativity and appreciation for the arts. These responsibilities can best be met when parents and teachers work together to help students be successful learners.

Students are expected to work up to their abilities or capabilities and to adhere to the homework schedule. School work missed or time wasted will be made up by the student. Deadlines for the completion of assignments and special projects will be adhered to. Students who cheat or aid someone else in cheating will receive a grade of zero for the assignment.

At Back To School Night, each classroom teacher will share with parents the academic program as well as performance and behavior standards for their classroom. Back To School Night is an important evening. It really begins the parent-teacher partnership. We encourage all parents to attend!

Academic Grading of Students

Grades are based on consistent observation of the quality of a student's work and work completion; mastery of course content; standards/benchmarks; and objectives checklists as demonstrated through classroom participation, homework, and tests. Student work is evaluated in relation to the standards and benchmarks established for a particular grade level by the State of California. Work habits and citizenship are reported separately.

Grades for achievement shall be reported each marking period as follows:

Grades 1-6

A (90-100%)	Outstanding Achievement
B (80-89%)	Above Average Achievement
C (70-79%)	Average Achievement
D or N (60-69%)	Needs Improvement
F (0-59%)	Unacceptable

** Plus and Minus signs may be used at the option of the teacher.

**Students in accelerated programs will follow the same grade point designation.



Criteria for determining grades for achievement may include but are not limited to:

- Preparation of assignments, including accuracy, legibility, and promptness
- Contribution to classroom discussions
- Demonstrated understanding of concepts in tests
- Organization and presentation of written and oral reports
- Applications of skills and principles to new situations
- Originality and reasoning ability when working through problems
- Unexcused or late assignments
- Progress and achievement of grade level standards and benchmarks
- Attendance (i.e. excessive absences, family vacations)

Kindergarten teachers' use the letter "S" for meets or exceeds standards "P" for practice needed. A blank box with a diagonal line indicates not introduced. N/A denotes concepts not yet taught.

Student Absences and Grades

When a student is absent from class and subsequently does not take a test or fulfill class requirements (i.e., homework, complete a project), the assigned grade will reflect this non-performance. Unexcused late, early dismissals or incomplete assignments will all have an effect on a student's grade. When a student's work is not finished because of illness or other excused absence, and work is not completed within the specified length of time (i.e. equivalent number of make-up days corresponding with excused absences), the report card grade will reflect scores of zero for all missing work.

Students Working Below Grade Level

Regular education students who are working below grade level will have this indicated on their report card. These students will not receive a report card grade above C. Special education students with active IEPs will have their grades based on their IEP goals and objectives. A student with an IEP may earn an A in area(s) designated as goal areas on the IEP. In areas not identified as goal areas, grades will be given according to the standards for regular education students. Below grade level work in an area not covered by the IEP will receive a grade to higher than C. Modified curriculum for identified special needs students will be noted on the report card.

Citizenship and Work Habits

In grades 1-6, teachers will use **E, G, S,** and N for citizenship/work habits. Criteria for citizenship/work habits may include but are not limited to:

- Student takes responsibility for having necessary tools and materials
- Student shows interest and initiative
- Student goes to work immediately and completes class and home work assignments
- Student uses free time resourcefully
- Student obeys Rules
- Student Respects public and private property
- Student maintains courteous, cooperative relations with teachers and fellow students
- Student works without disturbing others
- Student exhibits character (*see page 16 of the Six Core Character Traits*)



Homework Policy

Homework is an important part of the educational process at Sunrise Elementary. It is important because it is a means of improving learning. Homework may take a variety of forms from activity sheets, to interviews, or special research projects. Regardless of the form, homework will meet the following criteria:

- * Provide needed practice in concepts previously taught
- * Serve as an enrichment or extension of concepts taught in class
- * Provide a means by which students can learn responsibility and accountability
- * Help students learn to budget time
- * Foster the habit of independent work

Homework will be assigned Monday through Thursday in all grade levels. However, some students may have homework over the weekend if work was not completed when assigned. Consideration will be given to holidays and special events at the discretion of the teacher. The following should serve as a general guide for the average amount of time that students will be asked to devote to homework at each grade level. **Students in Grades 1-6 are expected to read or be read to a minimum of twenty minutes nightly**, beyond the minutes outlined in the next section. Kindergarten students' nightly reading should be ten (10) minutes at the start of the year and increase in length throughout the year.

Amount of Time

Kindergarten	10-15 MINUTES
1st Grade	20-25 MINUTES
2nd Grade	20-30 MINUTES
3rd Grade	30-45 MINUTES
4th Grade	30-60 MINUTES
5th Grade	45-60 MINUTES
6th Grade	1 HOUR +/-

Delivery/ Evaluation

Kindergarten	Weekly Packet
1 st Grade	Weekly Packet
2nd Grade	Weekly/Nightly
3 rd Grade	Nightly
4 th Grade	Nightly (0% if late)
5 th Grade	Nightly (0% if late)
6 th Grade	Nightly (0% if late)

Because of the importance of homework, it is one of the criteria for evaluating student progress. Depending upon the nature of the assignment and grade level, homework will be evaluated by a check, plus, or percentage grade. At all levels, student completion of and performance on homework will be averaged into the academic grade. Beginning in third grade and increasing through sixth grade, timely completion of homework takes on greater significance. In grades five and six, homework will be expected on the day due. Homework is an extension of the learning process and essential to mastery of concepts. Completion of late homework is expected. To help students take responsibility for the timely and accurate completion of homework teachers will assign students with late or missing work to study hall or ask that work be completed during recess or assign students extended day work time.

Parents can help their children develop good homework habits by establishing a regular time each day during which homework is done. A special location, complete with supplies, and free of distractions will also assist your child. Occasionally students encounter difficulty with a concept in an academic area. As a parent, if you wish to work with your child at home to master the concept, teachers are available to provide direction.

Homework for Absent Children

If you would like homework for an absent child, please call the office in the morning to arrange for afternoon pickup or to have the work sent home with a sibling. The classroom teacher will make every effort to fulfill your request in a timely fashion. (Please note that same day requests are not always possible to fulfill.)

Report Cards

Report cards serve as a tool for formally notifying students and parents of academic, behavioral, and social progress. Report cards are issued three times during the school year:

First Trimester	November 13, 2009
Second Trimester	February 26, 2010
Third Trimester	May 26, 2010



Sunrise Elementary uses an electronic report card. An explanation of the report Card and grading practices will be shared at Back to School Night.

Parent, Student Teacher Conferences

Parent, Student, Teacher conferences to discuss the progress of each child will be held with all parents at the conclusion of the first trimester in November. Minimum Days are calendared for this purpose. Conferences will be held on an as needed basis at the end of the second trimester.

Progress Deficiency Reports

Any student in grades K-6 whose academic performance or behavior demonstrates that they will receive a grade of D, F, or N on their report card will be given a Deficiency Report at the midway point in the trimester. The Deficiency Report is designed to notify students and parents of unsatisfactory performance in relation to grade level standards so that they may work together to make the necessary improvements prior to the end of the trimester. Deficiency notices may be issued at other points during the trimester should a student's performance fall below standard. A Making the Grade/Progress Report may be substituted for the district deficiency report form. Students with satisfactory performance will receive a progress report.

Promotion and Retention

Promotion to the next grade level is based upon successful completion of minimum grade level standards. Failure to meet grade level standards is cause for retention. Performance on the California Standards test and performance in class may serve as criteria for retention. Parents will be notified in writing and promotion/retention decisions discussed at parent conferences. With the exception of kindergarten, promotion decisions are made by the school.

Library Books

Students visit the library once a week to receive instruction and to check out books. The student and parent will agree to handle library books carefully, return them promptly, and pay for any loss or damage. A Library Agreement Permission slip must be completed before library use.

- The checkout period is one week.
- Overdue notices, with information about the title, author and price of the book are first given to child when the book becomes past due.
- A second notice will be mailed to the parent. Please respond quickly and call the school librarian with any questions.
- *Report cards may be withheld from students who lose or damage books until the record is cleared.*
- A student's library checkout privilege may be suspended for the following school year, if payment or compensation is not made.

Please ask the library staff if you need help in locating books to read with your child



Textbooks

Each student is issued textbooks for his/her grade at the beginning of the school year. She/he is individually responsible for these books for the year. *If a book is lost or damaged, the student will have to pay the full or partial price, depending on the original condition of the book when issued to the student. **Textbooks must be covered at all times***

- Tell your child to check at the end of each day for his/her textbooks. If a book is missing at that time, the class and the teacher can assist with locating the book
- If a student waits until several weeks later, the chances for finding the book are slim
- If the book is lost, the parent will be billed for the replacement cost of the book, and the check must clear our school account before a replacement will be issued
- Wear and tear for uncovered textbooks will be assessed a minimum of \$5.00 fee

STUDENT RECOGNITION FOR ACHIEVEMENT

Principal's List/Honor Roll

- **Students in grades 3rd – 6th** can receive **Principal's List** status by receiving **All A's** in the areas of Reading, Writing, Spelling, Mathematics, Social Studies & Science. Performance in Technology and Physical Education must be at the + or √ level. These grades must be earned by performance on standards at or above grade level.
- **Students in Grades 3rd – 6th** can earn **Gold Honor Roll** by receiving all A's and B's in Reading, Writing, Spelling, Mathematics, History/Social Studies & Science. Performance in Technology and Physical Education must be at the + or √ level.
- **Students in Grades 4th – 6th** can receive **EGUSD Honor Roll** status by receiving a GPA at 3.5 in the areas of Reading, Writing, Spelling, Mathematics, History/Social Studies, and Science. These grades must be earned by performance on standards at or above grade level.
- **Students in Grades 1st – 2nd** are eligible for the **Academic Award** when they earn all A's and B's in Reading, Writing, Spelling and Math. These Awards are given in the classroom.

Extraordinary Effort Outstanding Achievement

This award is given to students in grades 1-6 upon teacher recommendation. Students who receive this award have shown "extraordinary growth and development" during the school year. The award may reflect growth in any or all of the following areas: high motivation, initiative, perseverance, integrity, academic growth, and/or exceptional judgment resulting in improved behavior.

Presidential Academic Fitness Award

Sixth grade students are eligible to receive the Presidential Academic Fitness Award. Students must have maintained an A- average in elementary school, receive a teacher recommendation, and perform at the Advanced level or above in Reading and Mathematics.

Attendance

Trimester Attendance Awards. - Gold 100% Attendance – No more than 3 tardies or early dismissals.

Platinum Yearly Attendance Award (1 Award) 100% Attendance (3 Trimesters of 3 Gold Awards)

These awards can be earned in K-6th grade. Awards will be given at the Awards Assembly or in the classroom as designated. Attendance data will be taken from the attendance accounting records provided to teachers from the office at report card time.

Recognition of Student Accomplishments

Awards Assemblies - Each trimester Sunrise students in grades 3-6 who have demonstrated academic excellence receive public recognition for their accomplishments through the Honor Roll and Principal's List. Dates and times for the presentation of awards are published in the monthly calendar. Parents are encouraged to attend.

Student Contests and Competitions

Teachers at Sunrise make an effort to provide students with the opportunity to participate in a variety of contests and competitions in various areas of the school curriculum. Such events include the, District Writing Contest, Regional Writing Contests, and Spelling Bee. These events give students additional experience and recognition.

SPARTAN Shield

Staff members will give out *Spartan Shield* tickets to students they observe demonstrating any of the six core character traits behavior or being particularly helpful. These tickets can be given to any student, not just those in a teacher's homeroom class. Each Friday morning, a drawing from each class's Spartan Shield tickets will be taken. One student from each class will be acknowledged on the intercom and receive classroom recognition.

First in Line Awards for Character

Each week the teacher selects one student who consistently demonstrates the character quality of focus in their behavior's study habits. This student receives first in line privileges' and is recognized at a monthly character awards ceremony.

DRESS CODE GUIDELINES

The purpose of establishing a dress code is to promote an atmosphere conducive to learning and promote our academic learning environment.

Standards for Student Dress

Sunrise Elementary parent are currently voting to determine whether a uniform will be required for Sunrise students. Until the vote is finalized, all students will be expected to adhere to the dress code standards for student dress. Please refer to the dress code included earlier in this handbook. The purpose of our Dress Code Guidelines is to promote an atmosphere conducive to learning and promote our academic learning environment.

General Guidelines

All clothing must be neat, clean, and appropriate for a regular instructional day at school. It must be of such design as invites only positive comments from class-mates and promotes self-esteem. Clothing must be safe and worn in a safe manner. Clothing must not promote conflict among student or cause class disruption. Clothing should fit the child in a manner that will not hinder physical movement during PE, (i.e. pants that are too tight or too loose.) Students may not wear hairstyles, hair color, jewelry, or make-up that is excessive or causes a disruption to the classroom.

Specific Guidelines

<p>Pants and Shorts: Shorts may be worn if they follow these guidelines:</p> <ol style="list-style-type: none"> 1. Mid-thigh or longer (at least fingertip length) 2. Neat looking and of appropriate size (no sagging) 	<p>Unacceptable:</p> <ol style="list-style-type: none"> 1. Cut-offs or torn bottoms 2. Jogging-type of gym type shorts or pants 3. Bicycle or skin-tight work-outs or leggings (unless covered with shorts, skirt, or skorts.) 4. Purposely cut or ripped into strips 5. Pants/shorts worn below the waist or sagging 6. Professional sports attire 7. Style or color indicative of gang affiliation 8. Chains or other items worn hanging down from belt loops or pockets
<p>Tops: Appropriate tops must cover the upper body so that no underwear or body parts are exposed <i>on boys and girls</i>. Students must be able to sit in their desks, participate in PE, and other class activities without exposing body parts.</p>	<p>Unacceptable:</p> <ol style="list-style-type: none"> 1. Strapless shirts or dresses 2. Midriff or half-shirts 3. Tube tops, tank tops, or tops with large armholes 4. Halters and tops with spaghetti straps 5. Tops with low necklines or that fit skintight 6. Professional/college sports attire 7. Shirts with profanity, violent messages, degrading Statements, sexual implications, advertising for or support of drugs, alcohol, tobacco use, or gangs 8. Style or color indicative of gang affiliation
<p>Shoes: Safe shoes are necessary at all times. Lace-ups or tennis shoes are best for the daily program and during PE time. When wearing sandals, the sandals must have an ankle strap and protect the toes. Students wearing sandals should bring tennis shoes and socks for PE. Students unable to participate in PE due to inappropriate footwear will receive a non-participation grade.</p>	<p>Unacceptable:</p> <ol style="list-style-type: none"> 1. Flip Flops or slides of all kinds 2. Unsafe styles such as unlaced shoes, high heels, or open toed/loose sandals 3. Shoes with distracting decorations or sounds 4. Shoes with wheels
<p>Coats, Jackets and Outwear: During Winter months, students are encouraged to wear outerwear that will protect them while going to and from school and during recess. Windbreakers, parkas, coats and sweaters are appropriate.</p>	<p>Unacceptable:</p> <ol style="list-style-type: none"> 1. Oversized clothing

<p>Hats/ Headwear/Sunglasses: There is no need for students to wear hats, headwear or sunglasses of any type. Exceptions are knit caps worn outdoors during winter weather, brimmed hats and sunglasses worn as protection from the sun. If ball caps are worn, they must be worn bill forward sitting squarely on the head. Hats are to be removed when indoors. We will occasionally have Spirit Days or special class events connected to the curriculum when special hats may be worn.</p>	<p>Unacceptable: 1. Sunglasses and hats inside of any building</p>
<p>Distracting Materials or Items: Fashion items, make-up, materials or objects that distract from instruction must be left at home. Special events such as Picture Day, Student Council theme days, or classroom activities with teacher permission may modify standards.</p> <p>Distracting items will be taken from the student by a staff member and sent home at the end of the school day or <i>retained for pick-up by the parent</i>. The item(s) will determine the decision.</p>	<p>Unacceptable:</p> <ol style="list-style-type: none"> 1. Pictures, trading cards, comic books 2. Headphones, CD players, MP3 players, iPods 3. Sports equipment (Sunrise furnishes all equipment) 4. Skateboards/rollerblades 5. Toys of any type or Electronic Devices 6. Spray cans or spray containers of any type 7. Make-up or extreme hairstyles; including hair color 8. Cell phones that are turned on and not kept in backpacks during school hours and while on campus 9. Perfumes or colognes 10. Hoop or long dangling earrings

Gang Affiliation

Any apparel, jewelry, accessory or manner of grooming which denotes or suggests membership in a gang is *prohibited*.

Consequences for Not following the Dress Code

1. The teacher or principal will notify the parent the same day of the violation to discuss future follow through and support. The teacher or principals will also discuss it with the student while at school. All distracting materials or items will be removed from the student and held or sent home. Parents may be contacted to bring appropriate clothing to school to solve the immediate problem.
2. If the violation continues, the parent(s) will be called to immediately bring or send appropriate clothing so that the student can remain in class. If continued violation of distracting materials occurs, only the parent can retrieve items.
3. Any problem that occurs beyond level #2, will require a conference with the principal to discuss future expectations and to solve the immediate problem.

**The Elk Grove Unified School District
provides support for the school's adoption of a dress policy through State and local policies,
based on CAC, Title5, Section 302: EGUSD Policy #5132; and Education Code 35291.5
Dress Code Guidelines Adopted May, 2005**

DISCIPLINE POLICIES & RULES/MAINTAINING CAMPUS SAFETY

Discipline Policy

The safety and welfare of your child is the primary consideration in implementing and enforcing the Sunrise Elementary School *School-Wide Discipline Plan*. Our primary mission is to develop a structure of consistency in discipline using a proactive, preventive approach where students develop respect for others, themselves and learning. An important element of this policy is in how well students understand the rules and consequences. All students and parents are asked to review these rules together at the beginning of the year and throughout the year to ensure a clear understanding of our expectations.

The Sunrise Elementary School Discipline Policy consists of the following:

- Communicating School Rules and Procedures
- The Spartan Code
- Character Education
- Student Awards/Positive Incentive Program
- Bus Rules and Procedures

Please Note: All school rules apply to students on campus as well as on the way to and from school.

Communicating School Rules and Procedures

The teacher and students establish classroom rules consistent with district guidelines published in, *The Code of Conduct 2008-09*. The teachers post the rules in the classroom for ready reference. Beginning the first day of school, teachers teach classroom, school, lunch, playground and bus rules and procedures. They practice and review these as needed throughout the school year. Teachers use positive reinforcement techniques such as recognizing students for appropriate behavior. They discuss misbehavior with individual students or the whole class as appropriate. They will use classroom management techniques that include recognition and rewards for appropriate and outstanding behavior and consequences for misbehavior. Each teacher will develop his/her own classroom management system based on the needs of the students in the class.

The principal will meet with each grade level/class to emphasize the school wide rules as well as bus rules and consequences. Parents are to review School Rules and Procedures with their child. An Elk Grove Unified School District Parent School Agreement *is* included in the packet sent home on the first day of school. Please sign it with your children and return it to school after reviewing the rules.

The *SPARTAN* Code – Spartans are:

1. SAFE
2. RESPECTFUL
3. RESPONSIBLE
4. INVOLVED & CURIOUS *and*
5. HAVE CHARACTER

SPARTANS are SAFE:

Every student has the right to be and feel safe from physical and emotional harm. All individuals on campus will respect this right by acting in a safe manner and refraining from harmful or inappropriate physical contact, rough housing, calling other students names, teasing another student, bullying, or harassing another student. Play fighting in any form is never permitted.

1. Students must behave safely at school and on the way to and from school
2. Students are to use the sidewalks and walk on campus
3. Skateboards, rollerblades and similar equipment are not allowed on campus
4. Students need to leave all toys at home, unless the classroom teacher has given prior approval due to a special event.
5. Items such as pocket knives, toy guns, laser pointers, "poppers" or anything else which could be used, considered or mistake for a weapon are not allowed. Students found with such items, regardless of their use, will be subject to suspension from school according to State Education Code 48900.
6. Students will behave safely-meaning no fighting, play fighting, engaging in physical contact where physical harm is intended; or demonstrating other violent, sexually harassing, or provoking behaviors such as bullying, racial slurs, etc. When there is an incident of physical contact sexual harassment, or violence, any staff member who observes the incident shall report it to the principal, who will remove the student(s) from the class or suspend according to District Policy.
7. No student will be in the classroom or on the playground unless under adult supervision.
8. Areas around bike racks are off limits to students except if securing or picking up your own bicycle.
9. Raised planters are to be used as benches for sitting and not for climbing or walking. Students should not walk in planted areas.

10. The area inside the quad is off limits during recess times. Hall passes, office passes, and restroom passes are required in the quad area.
11. Students should have the permission of the person in charge, as well as an office pass in their possession before going to the office.
12. All play will stop when the bell rings, students will freeze, and stop talking. When a whistle is blow by the supervisor in charge, students will proceed to line up for class at an appointed red dot. Students will wait quietly for their teacher to pick up the class.
13. Our school has a "hand-free" policy meaning students will keep their hands and feet to themselves at all times. Tag is not allowed.
14. No cutting or saving places in line.
15. Gum is not allowed at school.
16. Bikes must be walked on crosswalks & anywhere on campus. Bike riders must wear helmets in accordance with state laws.

Safety Procedures

Students will walk to and from the blacktop area at the beginning and end of each recess. Students are not permitted behind portable buildings, on the parking lot, or outside the fenced area for any reason throughout the school day. Students are not to throw anything other than PE equipment designed for throwing.

Restrooms and Water Fountains

Students may not play in or around the restrooms or water fountains. Students are to use restrooms for their intended purposes only and are not to be used for cooling off. The restrooms and water fountains are off limits to all students except during recess and lunch breaks and with a proper classroom pass. Students are encouraged to monitor the restrooms and water fountains for misuse and report such incidents to the office, a teacher, or campus supervisor immediately. The restrooms on the back side of the multipurpose room are for use during recess only. Students may not wet their heads with water. Flooding toilets, defacing walls, or any like acts in the bathroom are not permitted. At the drinking fountain students must drink quickly to allow others a turn. Students may not use the restroom or get a drink after the bell.

Lunchroom *Students will:*

- Be courteous by speaking politely to adults and other students
- Walk in an orderly line in the hallways. Line order will be established in the classroom
- Stand quietly in a single line while waiting to be served
- Sit at assigned tables in the lunchroom
- Use acceptable table manners
- Use indoor voices during conversations. Practice a 5-minute "quiet time" at the end of lunch to allow students to finish eating before leaving the MP room
- Students may not share food from home or the cafeteria
- Sporks, straws, trays, etc. must be kept in the lunchroom
- Remain seated at assigned tables and will get permission from the lunchroom staff to leave tables for any reason
- Carefully clean up their area before leaving the lunchroom
- Consume all food at the lunch tables
- Talking in the lunchroom is a privilege. Excessive noise will lead to a silent lunch period for the remainder of that lunch or the following day
- **Food is not to be taken from the multi-purpose room**

Assemblies *Students will:*

- Walk silently with hands to self into the auditorium
- Sit with legs crossed, facing the front
- Keep hands and feet to self
- Stay seated with your class
- Leave an aisle in the middle and between each class as instructed
- Display good listening behavior
- Use of good manners
- At the end of the assembly, stay seated until you are signaled to stand
- File out by rows, quietly, when directed by your teacher
- Show appreciation with applause – no hooting or hollering

Playground *Students will:*

- Walk to the playground when dismissed from class in a class order
- Participate in a school-approved activity at all times
- Remain in designed play area at all times
- Not play in or around the restrooms
- Use all playground equipment in a safe manner
- Not throw sand, rocks or any similar objects
- Abide by decision of the playground supervisors



- Not jump off playground apparatus
- Not bring equipment from home
- Not run in the area where there is large playground equipment
- Not kick our bounce balls against the side of any of the buildings or the fences
- Kick balls in designated areas only
- Balls are not to be kicked against any of the backstops
- Soccer balls, not the red balls, should be used during kickball games
- Kickback games shall only be on the grass, not on the blacktop
- The primary use of recess is for students to use the restrooms and to get drinks
- Not leave the blacktop or field areas during recess
- Will not play tag
- There will be a three-minute warning signal before the recess is over to remind students to use the restrooms and to get drinks

Lining up

- First whistle; all students freeze
- At bell all students walk to their line
- NO drinks or restroom use after the second whistle
- Students must stand in line quietly, facing forward, hands at their sides
- Students must use restrooms and get drinks **before** the freeze whistle. Yard supervisors will blow a three-minute warning whistle for drinks and bathroom breaks
- No pushing, wrestling, play fighting or kicking in line
- Classes that are not lined up after the recess bell has rung (quietly, facing forward) may lose their recess the following day

Snacks on the Playground

- Snacks are to be eaten at the benched planters near the multi
- NO Top Ramen, sunflower seeds, gum, suckers, or full size bags of any kind, individual serving size bags only (we advocate for healthy snacks, such as fruit)
- Students are expected to throw their trash in the trash container upon finishing their snack

Field Use

- Students must remain on school grounds and under supervisor at all times
- The areas outside of the track are off-limits. This includes the sloped areas with bark and trees and the lawn between the track and the chain link fence
- The coned-off area behind the multi-purpose room is out-of-bounds during recesses due to lack of visibility
- When the warning bell (3 minute bell) rings at noon recess, all students on the field need to leave the field immediately and begin to line up. All students must be in line by the time the second bell rings.
- Field Activities: kickball, soccer, no football or other tackle games, no tag or chase

Playground Equipment Rules

Common sense and good judgment are the keys to safe use of the playground equipment. The playground supervisors will enforce the following activities.

- No jumping off any of the equipment
- No pushing or shoving another individual
- No climbing UP the slides
- Only one person at a time allowed on the slides, climbing tube, etc
- No climbing with hands and feet up or down the banister slide
- No hanging by the knees on any of the equipment
- No climbing up on top of the horizontal ladders
- Students shall go from inside to outside on the overhead bars and rings
- No spinning on the horizontal bars
- No standing on top of the bars
- Use the slide pole safely. Climbing up the slide pole is prohibited

Basketball

- Eight person, half-court games or ten-person, full-court games
- When entering a game that is already under way, teams must remain even
- Rough play is not allowed
- Only basketballs may be used

Bars

- Two hands must be kept on the bars at all times. Students are to use bars in the manner for which they have been designed. Students may not climb on top of equipment or run and jump onto the bars. Chase games, are not permitted on or near bars. Students may never stand on top or flip off the bars.

Four Square Rules

- The player in the box with the square is always the server
- The serve is form a bounce and is hit underhand with both hands open flat
- The serve must land in one of the other squares
- The receiver of the ball may hit either the side or bottom of the ball after the first bounce. The ball may only bounce once in each square
- The ball must be hit with hands open flat at all times
- The first person in line is the referee and calls "outs"

Tetherball Rules

- The server for a new game is the shortest person
- The winner serves for the rest of the game
- A new opponent chooses sides, ways and gets to unwind
- The winner stays in for a maximum of two games
- The first person in line is the "Ref" and calls "out"

YOU MAY NOT DO THE FOLLOWING

- Hit the ball with anything other than a fist or an open hand
- Touch the pole for any reason
- Touch the rope in any way (grabbing or throwing the ball, adjusting the winds, etc.)
- Sit on the tetherball
- Hold the ball in any way, unless you are in grades 1-3
- Give the opponent extra tries by hitting the ball the wrong direction (chances)
- Score an Ace (not allow opponent to hit the ball). Each player must be allowed (grades 1-2) 2 hits or (grades 3-6) 1 hit. The serve is not included
- Do Bottle Caps – put your hand on top of the ball and throw it

Bike & Scooter Rules ~ *Bike Riders Must*

- Obey all traffic control devices: i.e., stop signs and stoplights
- Not ride double
- Ride with the traffic (right side)
- Not ride more than two side-by-side
- Not ride bikes on sidewalks while on campus
- Have all bikes licensed with the county license bureau
- Park and lock bikes in the bike rack provided
- Walk their bike on school property, and while crossing the pedestrian lane
- **The school is not responsible for lost, stolen or damaged bikes or scooters**
- Wear a helmet for safety-this is a state law
- Cross at the designated crosswalks at Anatolia and Cobble Brook

Bicycles and Scooters

Students may ride bikes to school. Bikes and Scooters must be walked once students arrive at the intersection of Anatolia and Cobble Brook Drive. Sunrise has a large fenced area for securing bicycles. Students need to lock their bikes for security purposes. The school is not responsible for lost, vandalized, or stolen bicycles. Students are required to wear helmets when riding their bikes to and from school in accordance with state law.

Skateboards/Rollerblades Skateboards, roller-blades, and heely-shoes are not allowed at school.

Walking Student Rules ~ *Walkers Must*

- Walk on the side of the road facing traffic
- Walk single-file if no sidewalks are available
- Look both ways before crossing the street and always use crosswalks. If no crosswalks are available, cross at street corners only
- Use extreme caution when walking out from behind or between parked or waiting cars
- Cross at the designated crosswalks at Anatolia and Cobble Brook

SPARTANS are Respectful and Responsible

1. Students will make a sincere effort to learn during instruction by all teachers including homeroom teachers, resource teachers, guest instructors, substitute teachers, etc.
2. Students will use appropriate language. No profanity, name calling, loud abusive or sexually harassing language or behavior.
3. Students are expected to use school supplies and equipment carefully and economically.
4. Students and parents are financially responsible for damage to school buildings, equipment, books, and other materials.
5. Students are expected to take good care of the school buildings and grounds.
6. In keeping with EGUSD's Wellness Policy, candy, gum, sunflower seeds and sodas are not permitted on campus or on the grounds. Snacks should be sent in individual serving sizes. No full size bags of snacks.
7. All food items are to be consumed in the multi-purpose room or another area which may be designated by school personnel.
8. Elementary school students are now allowed to carry cell phones in their backpacks. The phone must remain OFF throughout the school day and anytime the student is on school grounds. *School Grounds* include parking lots and sidewalks surrounding the school campus. If a phone is in use, it will be taken and be held for parent pick up.
Cell phone possession and usage is discouraged.

SPARTANS are Involved and Curious

1. Students will come to school each day prepared to learn.
2. Students will complete homework as assigned.
3. Students will take an active role in their education by asking questions and participating in group activities and projects.

SPARTANS have Character

We are a *Free to Learn* Project school, integrating character education school-wide; through our plan and structure, climate and culture, curriculum and instruction, assessment and accountability, leadership development, and outreach and connections.

Our Six Core Character Traits are. . .



CARING, GIVING AND SERVICE

*be compassionate, considerate,
helpful and understanding of others*

JUSTICE AND FAIRNESS

be open-minded, unbiased and equitable

LEADERSHIP, INITIATIVE AND TEAMWORK

*learn the respect of others;
take the first step; work well with others*

RESPECT

*show regard for self, for others,
property and the environment*

RESPONSIBILITY

Be answerable and accountable for your actions

TRUSTWORTHINESS

*Earn the confidence of others
as a reliable and honest person*



Consequences For Misbehavior

Each Sunrise classroom teacher will establish classroom rules that support school wide rules. The following tools and procedures have been developed to communicate around issues of misbehavior.

Playground Referrals

When students have difficulty on the yard following the school rules, a yard supervisor or teacher will write a playground referral to the homeroom teacher. This note will be sent home for parent signature. Repeated playground referrals are cause for a citation.

Timeout Slips

When a student has difficulty following class or school rules and needs time away from class to collect themselves, a time out slip will be sent with the student. The teacher supervising the timeout will complete the slip reflecting the child's behavior during the timeout. The timeout slip will be sent home for parent signature. Repeated need for timeouts is a cause for a citation.

Sunrise Behavior Citations

When a student's misbehavior exceeds acceptable standards past a time out, lost recess, or phone call home; a behavior citation will be issued. Any staff member may issue a citation to any student. When a citation is issued, the infraction is discussed with the student and the student signs acknowledging receipt of the citation. The citation is sent home with the student for parent signature and follow up. Citations are cumulative for the year and can result in detention and suspension.

PLEASE NOTE: FIGHTING WILL RESULT IN AN AUTOMATIC SUSPENSION

Please refer to Code of Conduct included in the EGUSD Parent Handbook for additional information on more serious misbehaviors and their consequences.

Citation Sequence

- **1st Violation:** Child must secure parent signature and return citation to homeroom teacher
- **2nd Violation:** Homeroom teacher schedules a conference with the child and parent and develops a strategy to improve behavior.
- **3rd Violation:** At this point, the discipline process includes an administrator. The homeroom teacher alerts the principal that a child has received three citations. A four-way conference is then scheduled between the principal, teacher, child, and parent. The child may serve a day of on-campus detention.
- **4th Violation:** A fourth violation results in a day of detention or suspension. Additionally, a four-way conference may be held with the parent, student, and child and a contract drawn to outline expected behaviors and consequences for any continued infraction of school rules.

Miscellaneous

Procedures for Early Release of a student

In the event students need to be taken out of class early we ask parents/guardians to sign their child out on the "**Student Sign-Out Sheet.**" list which is located on the counter in the front office. The office staff will call the classroom to have the child sent to the office. We encourage students to send a note to the teacher asking for early release, to ensure classroom instruction time is not needlessly interrupted.

Students leaving early (medical, dental, etc.) must be signed out of the school through the office by the parent or designated adult listed on the student's emergency card. If you are sending someone, other than those listed on the student's emergency card for your child, please notify us by a signed note prior to that time. This way we will know that someone other than the parent or emergency contact is authorized to pick up your child. **WE CANNOT ACCOMMODATE REQUESTS BY TELEPHONE.** We request that students not be taken from classes any more than absolutely necessary. Students must remain in class until the designated person arrives to pick them up. Leaving school early constitutes as early dismissal for attendance purposes.

Unattended Students

Students who have not been picked up by 2:45 p.m. are brought into the office to make phone calls and arrange for alternate transportation. These children are logged in, and parents' emergency contacts coming to school to retrieve these children must sign them out. Please be aware that there is no supervision available for unattended students. For your convenience, Sunrise Elementary has an on-site daycare facility: Champions Program (916) 294-0061.

Attendance

One of the most important elements of successful learning *is regular, on-time* attendance at school! If an absence is necessary, *a phone call to the office on the day of the absence is essential.*)

If you fail to call the office on that day, the automated system will remind you to verify the absence the next school day. In this instance, a note will be sufficient. Absence notes should have child's name, teacher's name, date(s) and reason for absence, and parent signature. You may also call the school office to report an absence.

STATE LAW permits the excuse of an absence for the following reasons:

- Illness
- Quarantine, as directed by the Health Department.
- Medical, Dental, or eye appointment.
- Attendance at funeral of immediate family member. ONLY ONE DAY within the state of California, and NO MORE THAN THREE DAYS outside California.

Dr. Verified Absences/Lates

In order for the absence to be a verified absence, the Dr. needs to specify on the note the date of the absences and the date that the student is expected to return. If students are going to be late on the day of their appointment students need to bring a note from the Dr's office stating the time that they were seen. **A Dr.'s/Dental appointment DOES NOT EXCUSE A FULL DAY ABSENCE.** **TARDINESS & EARLY WITHDRAWALS** Interferes with success in school. *Students are expected to be at school and in class on time!* If your child arrives late he/she *is required to report to the office to receive a tardy slip.*

Transfers & Disenrollment

Students transferring or disenrolling from school must be cleared through the school office. Parents must come into the office and complete a Notice of Student Transfer.

School Procedures for Visitors to Campus

Visitors are required to sign in at the front office on the "**Visitor Sign-in Sheet**". All visitors will be required to wear a "Visitor" badge while on campus. This is required for the protection of all students (Penal code 626.8). All visitors must check out with the front office when leaving. Visitors are defined as any person who seeks access to campus that is not a registered student or a member of the site faculty.

School Policy for a Locked Campus

School gates are locked 5 minutes after arrival time and remain locked until dismissal. The kindergarten gates are unlocked and relocked to accommodate the PM Kindergarten class. During school hours, all entry and exit must be through the front office.

Loitering

Students should arrive and depart campus within ten minutes of the beginning and end of the school day. Students should be sure to go directly home or to their designated daycare provider. Students arriving early or staying late for academic or behavior reasons must be arranged in advance with the classroom teacher. Any student needing to ride to or from school on a different bus must bring a note signed by a parent or guardian. This note must be verified by the Principal.

School Vandalism

Millions of dollars are wasted each year on senseless acts of vandalism. As the cost of education grows, there is a special need to protect our school and tax dollars. Although the school is equipped with an alarm system, personal interest and concern is the best defense. Parents and students can help. If you observe vandalism of any kind at our school, please report it to the principal. Parents of students involved in school vandalism will be required to pay for all damages. You may also call 686-7786 if you notice vandalism at night or on the weekends.

Truancies

Truancies are absences that do not have valid excuse. If your child receives four or more, the principal, school office assistant or other designated staff may report it to the School Attendance Review Board (SARB).

Students with truant absences of *ten consecutive days* or more are subject to disenrollment. Please plan family travel on non school days.

Medications:

A medical authorization form must be submitted to the office for any/and all prescription or non-prescription medication. Students may not carry medications on their person without authorization from a doctor.

Office Phone Use

Students will be permitted to use the telephone only when the teacher, principal, or secretary deems it necessary. We encourage students to take an active part in planning and organizing their lives in a purposeful manner. We make the effort to discourage forgetfulness and poor planning by limiting student telephone calls to essential matters. Students are not permitted to use the phone to make after-school social arrangements, since a parent/guardian note must be provided in advance for such situations.

Pets and Dogs on Campus

Due to safety issues, dogs are not permitted on the school campus at any time. The only dogs permitted on the school grounds are trained service dogs that provide support for our students as needed. Thank you for assisting us with this policy.



Party Invitation & Celebrations

Party Invitations may not be distributed at school unless the entire class is invited and teacher permission is given. Please make use of the class directory. *Balloons, bouquets, stuffed animals, etc.* delivered to school for students will be held in the office for student pick up after school is dismissed. Parents wishing to provide birthday treats for the class should consult with the classroom teacher. In support of the EGUSD Wellness Policy, Sunrise Elementary supports nutritious snacks whenever possible.

Toys/Electronics on Campus Sunrise is dedicated to providing a quality education. Students need to remain focused on learning while at school. Toys of any kind and electronic devices such as Walkmans, MP3 Players, tape players, GameBoys, etc., need to remain at home in order to prevent distractions.

Cell Phones

Students are permitted to carry cell phones, but the practice is discouraged. Cell phones must be turned off and remain off once a student arrives on campus. Cell phones are to be kept in the student's backpack throughout the course of the school day. Students may turn cell phones on once they are off school grounds. Cell phones disrupting class or school activities will be collected by the teacher and held for parent pick up. The school is not responsible for broken, lost, or stolen phones.

2009-2010 YEAR AT A GLANCE

2009

August 17	FIRST DAY OF SCHOOL
September 7	NO SCHOOL - Labor Day Holiday
November 11	NO SCHOOL – Veteran’s Day Holiday
November 3-13	MINIMUM DAY Schedule K-6 Parent Conference
November 25, 26, 27	NO SCHOOL – Thanksgiving Holiday
December 18	MINIMUM DAY Schedule Grades 1-6 8:20 – 12:30 ALL Kindergarten 8:20 – 11:40

2010

December 21-January 1	NO SCHOOL – WINTER BREAK
January 18	NO SCHOOL – Dr. Martin Luther King Jr. Day Holiday
February 8	NO SCHOOL – Lincoln’s Birthday Holiday
February 15	NO SCHOOL – Washington’s Birthday Holiday
February 22-26	MINIMUM DAY Schedule K-6 Parent Conference
February 26	ALL Kinder 8:20 – 11:40
March 29-April 2	NO SCHOOL – SPRING BREAK
May 25	6 th Grade Promotion Ceremony
May 26	MINIMUM DAY Schedule – Last Day of School ALL Kindergarten 8:20 – 11:40 Kinder Promotion Day Report Cards Go Home

This copy of the Sunrise Spartan Student Handbook is an excerpt from the Sunrise Student Parent Handbook. The Sunrise Student Parent Handbook may be found on the school website at www.egusd.net under Sunrise Elementary School.