



SUNSET RIDGE SCHOOL

**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: 7:45 am - 4:15 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

At Sunset Ridge,

Home of the Hawks

Dear Sunset Ridge Families:

Welcome to the 2024-2025 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

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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

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 that 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)

- 8. Bikes should be walked on and off the school grounds, placed into the bike racks, and properly locked. Bikes are not allowed in the covered walkways or in the office.
- 9. 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)
- 10. Students staying for sports events are required to abide by school rules.

PM Dismissal

Kindergarten

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Monday - Thursday

Kindergarten

Kindergarten and Siblings

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Kindergarten students and siblings who will be picked up with a vehicle vehik

Parents without vehicle transportation may greet their student(s) at any point of exit.

Dismissal Expectations

Students should head directly off campus using their direct route home, no lingering.

No congregating on campus by students or staff

No congregating on the outside of gates by parents

SCHOOL HOURS:

REGULAR DAYS

GRADES K-8 8:45 - 3:30 p.m.

EARLE RELEASE DAYS

GRADES K-8 8:45-2:00 p.m.

ASSEMBLIES

Teachers will escort students to assigned seating and will supervise their behavior during assemblies. All rules of common courtesy are always in effect, with students demonstrating respect and appreciation.

BALLOONS & FLOWERS

Well-wishers sometimes send balloons or flowers to school to celebrate a child's special

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

CHILD ABUSE

DANCES

Dances are held at Sunset Ridge for 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.

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 (the 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 a 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 participants

INSURANCE

Optional student accident insurance is available at a nominal cost.

<https://www.kandkinsurance.com/Programs/Sports-insurance/K-12-Student-Accident>

. The school acts as a medium in making this insurance available and assumes no responsibility for subsequent negotiations with the company.

Library Media Center (LMC)

The LMCs provide books, reference materials, and computers for students to use. Technology is used for schoolwork 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, and 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

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, 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) 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, sweaters, etc. are placed in the Lost and Found Bins located in the Multi-purpose room. Tiny items such as keys, wallets, and 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 student's backpacks during the school day. **If students bring these items to school, they will be confiscated and held for parent pickup.**

PLAYGROUND RULES

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Regular Recess 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.

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 the 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

4 Square Rules

The object of this game is to keep the ball going into the different squares by pushing with your 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

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 dif

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, or 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/or others.

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.

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 list

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

Sunset Ridge Behavior Matrix



Sunset Ridge Parent/Student Handbook

Verification Form

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

STUDENT'S NAME: _____

