

Sunrise Elementary School

11821 Cobble Brook Drive
Rancho Cordova, CA 95742
(916) 985-4350 Fax: (916) 985-8927
Martin Hock, Principal
Tamela Moore, Vice Principal



2015-16 Student-Parent Handbook

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 no 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:

Citizenship

- Student **obeys school rules**
- Student **gets along with others**
- Student **makes responsible choices**

Work Habits

- Student **follows directions**
- Student **makes good use of class time**
- Student **edits written work**
- Student **completes classwork on time**
- Student **completes/returns homework**
- Student **works independently**
- Student **demonstrates personal effort**
- Student **completes work neatly**
- Student **shows good organization**
- Student **penmanship**
- 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:
Second Trimester
Third Trimester

Track D: October 2nd
Track D: January 29th
Track D: May 27th

Tracks A,B,C: October 23rd
Tracks A,B,C: March 4th
Tracks A,B,C: June 24th



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 & Request to Visit Class

Parent, Student, Teacher conferences to discuss the progress of each child will be held on an on-going basis throughout the school year. Conferences may take place in person or by telephone if necessary. Additional conferences may be scheduled as necessary at the request of either the teacher or parent. Requests to visit class should be arranged with the teacher in advance of the visit. Please allow 24 hours for return of phone calls to schedule appointments.

Progress Deficiency Reports

Any student in grades 1-6 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 may 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 of the 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 for one week. Intermediate grade students may renew books.
- Overdue notices, with information about the title, author and price of the book are first given to child when the book becomes past due.
- 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.** Textbooks are expensive; Replacement costs range from \$55 - \$95.



- 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 \$10.00 fee

- Books damaged by water, other liquids, or food will be billed the replacement cost. The most frequent sources of damage are from water bottles in backpacks and damage from uncovered textbooks.

Please inspect your child's textbooks carefully when completing the annual "Textbook Condition" form. Unrecorded damage will result in the assessment of fees.

Accelerated Reader



Accelerated Reader through Renaissance Learning is an opportunity for students in grades 2nd – 6th to improve their reading and comprehension skills. Students read books from their classroom, public, or school library. Once they have completed a book they take a comprehension test on the computer. Based on their percentage of correct answers they will be awarded a designated number of points for each test completed. These points are accrued throughout the year for incentive tags and report card assessment. Accelerated Reader (AR) software is installed in the classrooms and computer lab allowing students to take in-class quizzes on books they have read for points. Each book has a designated reading level as well as point value. There are quizzes for more than 100,000 books!

Improve the School-to-Home Connection: With Home Connect, you can link school and home to make reading practice even more effective.

By connecting to this website <https://Hosted17.renlearn.com/286588/HomeConnect/Login.aspx> from your home computer students and parents can:

- See progress toward reading goals
- Conduct book searches
- Review quiz results
- View the number of books read, words read, and quizzes passed

Your child then uses his or her Renaissance Place/Accelerated Reader username and password to log in to Home connect from home. In Home Connect you can also click on Email Setup to Sign up to receive emails showing your child's quiz results. Keep in mind that this website is only to view your child's progress in Accelerated Reader.

We would like to thank our PFO for making this program possible at our school!

Physical Education



Students in grades 1-6 (according to State Law) will receive 200 minutes of physical education over a two week period. New for the 15-16 school year, grades 4-6 will receive 160 of those minutes (80 minutes a week) of that time weekly from a teacher dedicated to physical education instruction.

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 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.
- **Students in grade 3rd** are eligible for the **Academic Award** when they earn all A's and B's in Reading, Writing, Spelling, Math and Science & Social Studies.



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.

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 Science Fair, Oral Language Fair, District Writing Contest, Regional Writing Contests, and Spelling Bee. These events give students additional experience and recognition.

Spartan Shields

Staff members will give out **Spartan Shield tickets** to students they observe demonstrating any of the seven core character traits 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.

Achievement Tags

Sunrise Students are eligible to earn Achievement Tags for academics, citizenship, and participation in special events. These tags are awarded at the trimester. Students are encouraged to wear their Achievement Tags to assemblies.

DRESS CODE GUIDELINES

The purpose of establishing a dress code 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.

<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 <u>on boys and girls</u>. 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:</p> <ol style="list-style-type: none"> 1. Sunglasses and hats inside of any building
<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. 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/Ripsticks 5. Toys of any type or Electronic Devices, laser pointers 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 principal 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

UNIFORM COMPLAINT PROCEDURES

The Elk Grove Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, special education programs, homeless education, foster youth services, and noncompliance with the Local Control and Accountability Plan (LCAP).

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. If you have questions regarding the Uniform Complaint Procedures, you can contact the district's Legal Compliance Specialist in Human Resources at (916) 686-7795.

SUNRISE BEHAVIOR EXPECTATIONS

Positive Behavioral Interventions and Supports

Sunrise Elementary is a Positive Behavioral Interventions and Supports school (PBIS). The safety and welfare of your child is the primary consideration in implementing this PBIS framework. Our mission is to develop consistency in positive behavior using a proactive, preventive approach where students develop respect for others, themselves, the environment, and learning. One important element of this framework 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 PBIS framework consists of the following:

- The Spartan Shield of Armor (3R's) defined in 9 Zones
- Character Education
- Communicating School Rules and Procedures
- Clear Consequences

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

The Spartan Shield of Armor

illustrates the **3R's**, or core values our Sunrise students show:

Responsibility, Respect, and Resilience



Sunrise students' behavior expectations are defined in 9 Zones: the classroom, multi-purpose room (lunchtime and assemblies), playground, walkways, bathrooms, office, library, bus, and school zone (to and from school). Three are illustrated below. All 9 are defined for you on our website, <http://blogs.egusd.net/sunrise/>.

3R's Defined in the Classroom

Responsibility

- Be safe
*Walk
*Keep hands, feet, and objects to yourself.
- Be on time.
- Be ready to work.
- Keep your work area neat and clean.
- Be organized.
- Be an active learner.
- Be accountable for your actions.
- Do your best.
- Follow classroom routines and directions.

Respect

- Tell the truth.
- Be helpful.
- Be trustworthy.
- Show kindness and caring for others.
- Listen to others.
- Use appropriate language.
- Use good manners.
- Value others' point of view.
- Treat school and personal property with care.
- Remove hats and hoods.

Resilience

- Be flexible.
- Persevere (keep trying).
- Use words to solve problems.
- Manage strong impulses and feelings.
Stop
Think
Act
Reflect
- Set goals and follow through.
- Challenge yourself.
- Have a positive attitude.

3R's Defined at Lunchtime

Responsibility

- Be safe.
- Sit with bottom on the bench and legs under the table.
- Walk at all times.
- Keep track of your lunch bag.
- Clean up after yourself.
- Wait for signal to throw away trash in the garbage can.

Respect

- Use an inside voice.
- Eat the food prepared for you.
- Use proper language and good table manners.
- Be hands free.

Resilience

- Wait patiently in the food line.
- Choose something new from the food line.
- Try to open containers by yourself before asking a supervisor.
- Patiently raise your hand for help.

3R's Defined on the Playground

Responsibility

- Be safe and use equipment properly.
- Clean up trash.
- Follow posted rules.
- Place equipment back on rack.
- Be aware of your surroundings.
- Be hands free.

Respect

- Take turns.
- Use proper language and good manners.
- Include others.
- Apologize when appropriate.
- Give others some space.

Resilience

- Use words to solve problems.
- Encourage others in games and activities.
- Share equipment.
- Walk away if you're angry.

Use of Equipment on the Playground:

Soccer Rules

- 11 players and 1 goalie per team
- Injury/timeout = paused play. Referee holds the ball.
- "Time-in" means resume play.
- A yard supervisor chooses a referee.
- **Corner Kick** happens when the offensive team kicks the ball out on their side.
- **Throw-ins** happen when the ball goes out of bounds: both feet must be on the ground.
- Only goalies can touch the ball (inside the goal box) with their hands.
- **Free Kicks** happen if there is an intentional hand ball: with defenders 10 yards away from the ball.
- **Penalty Kicks** happen if a student fouls a player inside the goal box: any player can take the kick.
- If a player intentionally fouls, he/she will receive a yellow or red card.
 - **Slide tackling** means a yellow card.
 - Two yellow cards mean a player is out of the game.
 - Red cards mean a player is out of the game.

2 red cards in one week = soccer is off-limits for 5 days.

Basketball Rules

- 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 will result in removal from the game.
- Only basketballs may be used.

Four Square Rules

- The player in the box with the square is always the server.
- The serve begins with 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 next game.
- A new opponent chooses sides, the direction, 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".
- Each player is allowed (grades 1-2) 2 hits or (grades 3-6) 1 hit. The serve is not included.

THE FOLLOWING FOULS THAT MEAN A PLAYER IS OUT:

- Hitting the ball with anything other than a fist or an open hand
- Touching the pole for any reason
- Touching the rope in any way (adjusting the winds, etc.)
- Sitting on the tetherball
- Holding the ball in any way, unless you are in grades 1-3
- Giving the opponent extra tries by hitting the ball the wrong direction (chances)
- "Bottle Caps" – putting your hand on top of the ball and throwing it

Bars

- Two hands must be kept on the bars at all times.
- Standing on top of the bar or flipping off the bars is not permitted.

Chase/tag games are not permitted on the playground.

Other School Rules/Procedures:

Lining up

- Students must use restrooms and get drinks **before** the first whistle.
- First whistle; all students freeze.
- Second whistle; students will walk to their line.
- Students must stand in line quietly, facing forward, hands at their sides.

Snacks on the Playground

- Snacks are to be eaten at the benched planters near the multi-purpose room.
- NO Top Ramen, sunflower seeds, gum, candy, 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.

Bike & Scooter Rules ~ Bike Riders Must

- Obey all traffic rules: i.e., stop signs and stoplights.
- Ride with the traffic (right side).
- Park and lock bikes in the bike rack provided.
- Scooters should contain an identifiable mark.
- Wear a helmet for safety. This is a state law.
- Cross at the designated crosswalks at Anatolia and Cobble Brook.

The school is not responsible for lost, stolen or damaged bikes or scooters.

Skateboards/Rollerblades/Ripsticks

- Skateboards, roller-blades, Ripsticks and heely-shoes must stay at home.

Dismissal Routine

- Students must wait behind the green line for pick up. To preserve our landscaping, students must stay off of the grass.

Character Education

We are a *Free to Learn* 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 Seven Core Character Traits are:

RESPONSIBILITY

Be answerable and accountable for your actions

RESPECT

*Show regard for self, for others,
Property and the environment*

RESILIENCE

*Challenge yourself, persevere, and
Work to solve problems*

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*

GOAL SETTING

*Set appropriate goals, adjust when necessary, and
Strive to meet them*



Communicating School Rules and Procedures

The teacher and students establish classroom rules consistent with district guidelines published in, **The Code of Conduct 2015-16**. 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 use classroom management techniques that include recognition and rewards for appropriate and outstanding behavior and consequences for misbehavior. Each teacher develops his/her own classroom management system based on the needs of the students in the class.

The principal and vice-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.

Consequences for Misbehavior

When a student's misbehavior exceeds acceptable standards, a **Sunrise Referral Form** will be issued. Any staff member may issue a referral to any student. When a referral is issued, the infraction is discussed with the student and the student signs acknowledging receipt of the referral. The referral is then sent home for parent signature and follow-up. Referrals are cumulative for the year and can result in detention and suspension.

Sunrise Referral Form

Elk Grove Unified School District has classified misbehavior into 3 general categories: incidental violations, minor staff referrals, and major office referrals. Parents will be notified with a **Sunrise Referral Form** (requiring parent signature) if behaviors fall into the minor or major categories.

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.

Cheating

To further their own learning students are expected to do their schoolwork themselves. Copying the work of other students or allowing someone to copy work, excessive parental involvements in class work and projects, plagiarism of primary sources, and downloading and submitting internet sources as original student work, are all forms of cheating that rob the student of essential learning opportunities. **Consequences of cheating include: a grade of zero for the assignment or test, or lowering of grade earned, and the receipt of a Sunrise Referral Form.** Students who are found cheating on Accelerated Reader tests will lose all points they have earned for the Trimester.

DISTRICT POLICY

SUSPENSION

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]

Reasons for Suspension*

State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance:

- **Assault/Battery [E.C. 48900(a)]**

Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

- **Weapons [E C. 48900(b)]**

Possessing, selling or otherwise providing any weapon—including firearms, knives, explosives, or other dangerous object.

- **Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]**

Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

- **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]**

Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

- **Robbery or Extortion [E.C. 48900(e)]**

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

- **Property Damage** [E.C. 48900(f)]**

Causing or attempting to cause damage to school property or private property.

- **Property Theft** [E.C. 48900(g)]**

Stealing or attempting to steal school or private property.

- **Tobacco or Nicotine Products [E.C. 48900(h)]**

Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

- **Obscenity [E.C. 48900(i)]**

Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

- **Drug Paraphernalia [E.C. 48900(j)]**

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

- **Disruption or Defiance [E.C. 48900(k)(1)]**

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

“Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

Examples of disruption of school activities under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to:

- Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or
- The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.

“Willful defiance of valid authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Examples of willful defiance of valid authority under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to:

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or
- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student’s misbehavior.

Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]

- **Receiving Stolen Property** [E.C. 48900(l)]**

Receiving stolen school or personal property.

- **Possessing Imitation Firearm [E.C. 48900(m)]**

Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

- **Sexual Harassment [E.C. 48900(n)]**

Committing or attempting to commit a sexual assault or committing a sexual battery.

- **Threats and Intimidation [E.C. 48900(o)]**

Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

- **Prescription Drug Soma [E.C. 48900(p)]**

Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

- **Hazing [E.C. 48900(q)]**

Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

- **Bullying [E.C. 48900(r)]**

Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an *electronic act*, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a *reasonable student* in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. [E.C. 48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)]

- **Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]**

Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, the District cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.

- **Sexual Harassment (Grades 4-12) [E.C. 48900.2]**

Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

- **Hate Violence (Grades 4-12) [E.C. 48900.3]**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)

- **Other Harassment (Grades 4-12) [E.C. 48900.4]**

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.

- **Terrorist Threats [E.C. 48900.7]**

Making terrorist threats against school officials and/or property, or both.

* The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

**School property includes, but is not limited to, electronic files. [E.C. 48900(u)]

EXPULSION

Expulsion, as ordered by the Elk Grove Unified School District Board of Education, is the removal of a student from all schools in the district for violating the California Education Code at school or at a school activity off school grounds. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- **Serious Physical Injury [E.C. 48915(a)(1)(A)]**

Causing serious physical injury to another person, except in self-defense.

- **Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)]**

Possessing a knife or other dangerous object of no reasonable use to the student.

- **Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)]**

Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.

- **Robbery or Extortion [E.C. 48915(a)(1)(D)]**

- **Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)]**

State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(c)(1)-(5):

- **Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)]**

Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

- **Brandishing a Knife [E.C. 48915(c)(2)]**

Brandishing a knife at another person.

- **Selling a Controlled Substance [E.C. 48915(c)(3)]**

Unlawfully selling a controlled substance.

- **Sexual Assault or Battery [E.C. 48915(c)(4)]**

Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

- **Possession of an Explosive [E.C. 48915(c)(5)]**

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student's conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

Prohibition on Possession and Use of Tobacco and Nicotine Products

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines "tobacco and nicotine products" as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. "Electronic cigarettes" are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to "electronic cigarettes" as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k)(1), and/or other applicable laws. [E.C. 48901]

PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information regarding the district's prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district's Parent & Student Handbook and is also available on the district's website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants' identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Pursuant to California Education Code 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records. Questions regarding the foregoing rights shall be directed to your Principal or Vice Principal.

MISCELLANEOUS

Forgotten Lunches

Occasionally the morning routine results in a forgotten lunch. Lunches brought to school by parents after class has begun, should be brought to the office and placed on the "CART". All lunches should be clearly labeled with the student's name, teacher and grade. The lunch cart will be delivered to the lunch room in time for first lunch. ***Class instruction will not be interrupted for forgotten lunches.***

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; then the office staff will call to verify the pick-up.*** 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 2:50 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.

Accessibility Statement:

"Individuals with disabilities who need a special accommodation to participate in {PSA}, please call Dedra Gallegly at (916) 985-4350 (also through the California Relay Service at "711"), at least 72 hours in advance. Accommodations may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format."

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 at (916) 985-4350 after school hours dial ext. 208.

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.



Doctor Verified Absences/Late Arrivals

In order for the absence to be a verified absence, the doctor 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 doctor's office stating the time that they were seen. A **Doctor/Dental appointment DOES NOT EXCUSE A FULL DAY ABSENCE.** **TARDINESS & EARLY WITHDRAWALS** interfere 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.*

Unexcused Absences

Unexcused absences beyond 10 days may result in a child being dropped from enrollment.

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. Please be sure to sign in and wear a visitor tag whenever you are volunteering or visiting campus.

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 prior to boarding the bus.

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 a 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 of any types on their person without authorization from a doctor.**

District Head Lice Policy: Effective July 1, 2015

A suspected case of head lice will be individually screened. If students are identified with live lice by the presence of a live louse or lice, the student's parent will be called to come and pick up the student from school. No classroom checks will be done. A notification letter will be sent home with the student. When a student is sent home, families will be provided with instructions for treatment. Pharmacists and physicians can assist in recommending over-the-counter medication. Directions from the treatment labels should be followed exactly regarding application and any repeat treatments. Readmission occurs if and when the student is free of live lice. Students that have nits(eggs) present in their hair are not excluded from school. Our head lice policy/procedure is in line with evidence based practice and is based on the recommendation from the Center for Disease Control, the American Academy of Pediatrics, the Sacramento County Public Health Department, and the National Association of School Nurses.

Office Phone Use is for Emergencies Only

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.

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.

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, Game Boy players/games, etc., need to remain at home in order to prevent distractions.

Pets and Dogs on Campus

Due to safety issues, dogs are not permitted anywhere on the school campus at any time whether carried or on a leash, this includes on school sidewalks. The only dogs permitted on the school grounds are trained service dogs. Thank you for assisting us with this policy.

Party Invitation & Celebrations



Party Invitations may ONLY be distributed at school if the entire class is invited and teacher permission is given. **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.

YEAR AT A GLANCE

2015

July 14
August 5
August 6
September 7
September 11
September 14
October 2
October 5
October 23
October 26
November 11
November 20
November 23-27
November 30
December 18
December 21 – January 1

FIRST DAY OF SCHOOL: Tracks B,C,D
MINIMUM DAY Schedule/B Tracks off
FIRST DAY OF SCHOOL: Track A
NO SCHOOL: Labor Day
MINIMUM DAY Schedule/C Tracks off
B Track returns, regular schedule
MINIMUM DAY Schedule/D Tracks Off: D Track Report Card Day
C Track returns, regular schedule
MINIMUM DAY Schedule/A Tracks Off: Report Cards Tracks A,B,C
D Track returns, regular schedule
NO SCHOOL: Veteran's Day Holiday
MINIMUM DAY Schedule/B Tracks off
NO SCHOOL: Thanksgiving Holiday
A Track returns, regular schedule
MINIMUM DAY Schedule/C Tracks off
NO SCHOOL – Winter Holiday: ALL Tracks A,B,C,D

2016

January 4
January 18
January 29
February 1
February 8
February 15
March 4
March 7
March 11
April 4
April 5
April 26
April 27
May 27
May 30
May 31
June 24

School Resumes, Regular Schedule Tracks A,B,D
NO SCHOOL: Dr. Martin Luther King Day
MINIMUM DAY Schedule/D Tracks off
C Track returns, regular schedule
NO SCHOOL: Lincoln's Birthday
NO SCHOOL: Washington's Birthday
MINIMUM DAY Schedule/A Tracks off: Report Cards Track A & C
D Track returns, regular schedule
B Track Report Card Day
MINIMUM DAY Schedule/B Tracks off
A Track returns, regular schedule
MINIMUM DAY Schedule/C Tracks off
B Track returns, regular schedule
MINIMUM DAY/LAST DAY OF SCHOOL for D Track
NO SCHOOL – Memorial Day
A Track returns, regular schedule
MINIMUM DAY Schedule: LAST DAY OF SCHOOL for Tracks A, B, C

The Sunrise Student Parent Handbook may also be found on the school website at blogs.egusd.net/sunrise/.



SUNRISE ELEMENTARY SCHOOL

11821 Cobble Brook Drive, Rancho Cordova, CA 95742 ~ (916) 985-4350 FAX (916) 985-8927

2015-2016 DAILY SCHEDULE

To ensure the safety of your child, your child should not be dropped off at school more than 10 minutes before the start of the school day. Students should be picked up within 10 minutes of dismissal. Parents assume responsibility for students dropped off or left outside of this time frame.

KINDERGARTEN

AM: 8:15 a.m. – 11:46 a.m.

PM: 11:14 a.m. – 2:45 p.m.

GRADES 1-6: M,T,W,F

8:15 a.m. -- 2:45 p.m.

8:15 a.m. -- 1:55 p.m. Thursday early out

REGULAR DAY SCHEDULE

Primary Grades:

1st GRADE

No a.m. recess

10:55 – 11:15 lunch

11:15 – 11:35 recess

1:20 – 1:35 recess

2nd GRADE

9:35 – 9:50 a.m. recess

11:15 – 11:35 lunch

11:35 – 11:55 recess

No p.m. recess

3rd GRADE

9:55 – 10:10 a.m. recess

11:35 – 11:55 lunch

11:55 – 12:15 recess

No p.m. recess

Intermediate Grades:

4th GRADE

10:15 – 10:30 a.m. recess

11:55 – 12:15 lunch

12:15 – 12:35 recess

No p.m. recess

5th GRADE

10:35 – 10:50 a.m. recess

12:15 – 12:35 lunch

12:35 – 12:55 recess

No p.m. recess

6th GRADE

10:35 – 10:50 a.m. recess

12:35 – 12:55 lunch

12:55 – 1:15 recess

No p.m. recess

MINIMUM DAY SCHEDULE

GRADES: 1–6 8:15 a.m. – 12:25 p.m.

KINDERGARTEN (schedules remain the same)

	<u>GRADES 1 & 2</u>	<u>GRADES 3 & 4</u>	<u>GRADES 5 & 6</u>
Instruction	8:15 – 10:20	8:15 – 10:55	8:15 – 11:30
LUNCH	10:20 – 10:40	10:55 – 11:15	11:30 – 11:50
P.M. BREAK	10:40 – 10:50	11:15 – 11:25	11:50 – 12:00
Instruction	10:50 – 12:25	11:25 – 12:25	12:00 – 12:25

HEAT/ EXTREME WEATHER SCHEDULE

Morning recess is the same as regular day schedule (students will remain in the classroom). During lunch the students will remain in the Multi-Purpose Room. Yard supervisors will give teachers a break.

	<u>GRADES 1 & 2</u>	<u>GRADES 3 & 4</u>	<u>GRADES 5 & 6</u>
A.M.	No outside recess	No outside Recess	No outside recess
LUNCH	10:50 – 11:30	11:45 – 12:25	12:40 – 1:20
P.M.	No outside recess	No outside recess	No outside recess