

# Sunrise Elementary Parent Handbook 2024-2025

## [Sunrise Elementary Website Homepage](#)

225 South 455 East, Smithfield, UT Phone: (435) 563-3866 FAX: (435) 563-5738

Principal: Shellie Healy [shellie.healy@ccsdut.org](mailto:shellie.healy@ccsdut.org)

School Starts at 9:05 (doors open at 8:35 for breakfast and 9:45 classrooms are open)

School Ends Mon.-Thurs. at 3:35 (Fridays at 2:20)



## Table of Contents A-Z

[Attendance, Tardiness, and Leaving Early:](#)

[Allergies:](#)

[Birthdays/Other Celebrations:](#)

[Breakfast:](#)

[Bus and Boundaries:](#)

[Calling the School:](#)

[Cell Phone Policy at Sunrise](#)

[Early Checkout Policy](#)

[Child Abuse/Neglect:](#)

[Citizenship/Discipline:](#)

[City Crossing Guards:](#)

[Class Placement for the Next Year:](#)

[Computers and their Acceptable Use:](#)

[Dress Code:](#)

[Emergencies/Emergency Forms:](#)

[FERPA \(The Family Educational Rights and Privacy Act\):](#)

[Field Trips:](#)

[Illness:](#)

[Library:](#)

[Lunch:](#)

[Medication:](#)

[Office Phone Use:](#)

[Parent Teacher Conferences:](#)

[Parent Teacher Conference Sign Up Instructions:](#)

[Parent & School Communication:](#)

[Personal Possessions:](#)

[Pick Up and Drop Off:](#)

[P.T.A.](#)

[Reading Homework:](#)

[Recess:](#)

[Recess Safety Rules:](#)

[Safe Schools Policy:](#)

[School Colors, Mascot, Motto:](#)

[School Board Policies](#)

[Sunrise School Community Council:](#)

[Visitors/Volunteers:](#)

[Weather Related School Closings:](#)

## Attendance,

## Tardiness, and Leaving Early:

Doors Open at 8:35 (Classrooms open at 8:45)

\*Those coming at 8:35 will need to be in the cafeteria or stay close to the doors until 8:45. There is no supervision in the halls or playgrounds until 8:45.

“Ready” Bell 9:00

### **Tardy Bell 9:05**

\*After 9:15, ALL exterior doors will be locked and access will be closely monitored. All visitors and volunteers will need to enter through the main entrance and sign in. Visitors wear a sticker. Volunteers will be given lanyards.

Parents needing to check their children out of school must be verified by school personnel in the office.

Only those adults listed as an emergency contact may take a child out of school. Bring your picture ID with you. The latest time to checkout a child is 30 minutes prior to the last bell.

All absences must be verified by calling the office. Chronic absenteeism is when a child misses 18 days of school or 10% of the year. For each year of chronic absenteeism, the odds of dropping out of high school are nearly doubled. Needless to say, attendance is vital. In elementary school we are building a strong base of academic skills, social skills, and good study habits. Any absence must be verified by the guardian listed in Powerschool. Please call the school as soon as possible when an absence is necessary.

Classes begin promptly at 9:05 a.m. If a student does arrive late, they should check in at the office where they will receive a check-in slip. When it is necessary to check a student out of school, a parent or guardian must report to the office to sign the student out. If a student starts to show a pattern of frequent absences, tardies, or check outs, the principal will call home and encourage the family to meet with her to develop a plan for improvement.

## Allergies:

If dietary accommodations are needed or if medication needs to be kept at school, you need to get a form from the office for your doctor to sign.

## Birthdays/Other Celebrations:

Please do NOT bring balloons or gifts to be delivered to a student in class as they are a distraction to the learning environment. District

policy states that treats should not be brought to class except through the PTA on designated holidays. Invitations to parties should not be brought to school. School personnel cannot give out phone numbers or addresses of children.

### **Breakfast:**

Breakfast Starts at 8:35

Breakfast Daily - \$1.40 Weekly - \$7.00

(Daily reduced breakfast - 30¢)

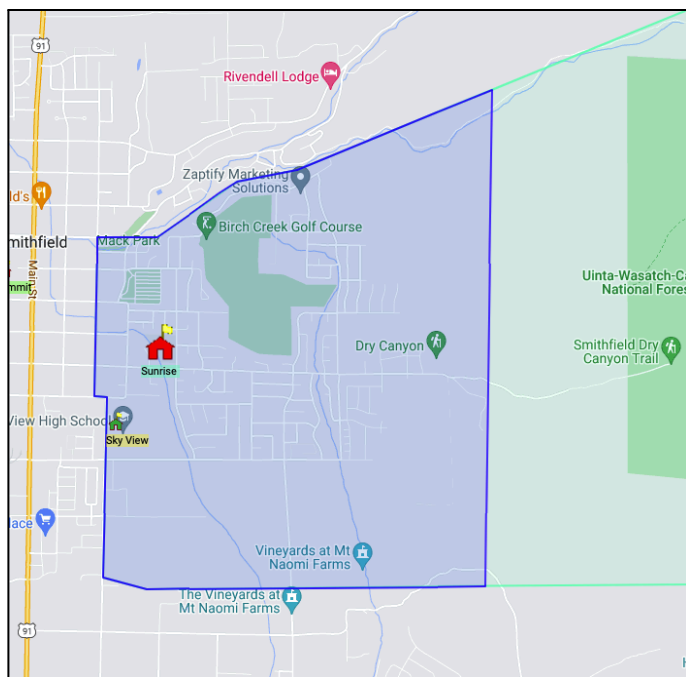
Students who eat breakfast are expected to make it to class on time before the 9:05 tardy bell. Milk is available for purchase separate from buying a meal. Those students who are allergic to milk will be offered water.

### **Bus and Boundaries:**

Our school is a walking school which means students live within 1.5 miles of the school. There are no buses that transport students to and from school. For more information about school

boundaries go to:

<http://transdata.ccsdut.org/smap.html>



### **Calling the School:**

Parents, please understand our need to keep phone lines open for emergencies and other urgent school matters. Also please know that the phones get busy

at the end of the day and we may not be able to get messages to students before the bell rings.

### **Cell Phone Policy at Sunrise**

SCC Vote/Agreement on Dec. 2022

#### REVISED BOARD POLICY

Sunrise staff understand the convenience and security parents feel when their children have cell phones or wearable cellular devices. However, we know these devices can expose kids to bullying, inappropriate messaging, and peer pressure. Digital safety is monitored through the district using Go Guardian but it is not available on personal devices. Using cellular devices during the school day can be a distraction to learning especially when it is activated in class or is used between classes without supervision. We rely on parents to support our efforts in order to keep the learning environment at school free of distractions due to cellular devices.

1. Parents will teach their children to use cellular devices responsibly. Parents will consider the following guidelines when sending their child to school with a cellular device:
  - a. Set clear ground rules as to when and where the device can be used.
  - b. Use parental controls to limit what a child is exposed to on their device.
  - c. Teach their child not to allow their friends to use their device.
  - d. Monitor what their children are doing on their device daily.
  - e. Teach them to be aware of what they share.
  - f. Students will follow all school expectations and do their best learning.
2. Students will keep their phones off or set to “school mode” during the school day.
3. Parents will call the school to communicate with their child. Parents will also confirm with the teacher if the child calls from a cellular device. Parents will always come into the school to check out their child.
4. Parents will not distract their child during the school day by calling or texting them.
5. If the child is using a wearable cellular device to play games, it can be taken away as part of our “no toys” policy.
6. Cell phones should stay in backpacks during the school day. Wearable cellular devices may be

worn during the day as long as they do not present a distraction to learning.

### Cell Phone Disciplinary Measures

Failure to adhere to the guidelines above may result in disciplinary measures at the discretion of the teacher or administrator, such as:

- A. Devices will need to be placed in their backpack if they do not adhere to the verbal warning.
- B. Devices may be taken away until the end of the day (to be picked up by the student). Offense may be logged in PowerSchool.
- C. Devices may be taken away from the student and must be picked up by the student's parents after consultation with a school administrator. Offense will be logged in PowerSchool.
- D. Students may lose the privilege to use devices on district property. Offense will be logged in PowerSchool.

Thank you for understanding how important it is for us to keep your children safe and to preserve our high quality learning environments at Sunrise Elementary.

District Cell Phone Policy Full Version

<https://go.boarddocs.com/ut/ccsdut/Board.nsf/Public#>

#### **Excerpt from District Policy on the Use of Personal Devices**

*All use of the District network and Internet system on personal cell phones or other digital devices while on-campus is subject to the provisions of the individual school policies. Users may not share or post personal information about or images of any other student, staff member or employee without permission from that student, staff member or employee.*

*If a user is found to have abused a personal cell phone or digital device in a manner that is not in accord with this policy, the administrator may ban the user's use of any and all personal cell phone or digital devices on the district network.*

### **Early Checkout Policy**

If you need to check your student(s) out of school for appointments at the end of the day, you please do so BEFORE 3:15 PM. It is very difficult for everyone involved to do last minute check-outs, especially teachers as they are wrapping things up for the day. You may call or come into the office as always. Checking them out at this time will allow you to park in the visitor parking lot while waiting for your student(s) to come out and then still leave before the

cones are placed outside blocking that parking lot off.

### **Child Abuse/Neglect:**

The law places "duty to notify" on every person who has reasonable cause to believe that a child may be neglected or abused. School staff don't have to prove that abuse or neglect is occurring, but only have a reasonable cause to believe. Our school will report suspected abuse and neglect within the guidelines of the law.

### **Citizenship/Discipline:**

#### **SAFE. KIND. RESPONSIBLE.**

All students of Sunrise Elementary are expected to treat their fellow students, teachers and staff with respect. We believe all students must be held accountable for conduct that is harmful or disruptive to a safe and secure learning environment. Schools where parents and school staff work together are most effective. Please support our efforts. Students will be receiving positive reinforcement at school for demonstrating good citizenship. Every class including special classes (art, music, P.E., computer, media) and reading groups will have clearly stated behavioral expectations and routines.

Our first priority at Sunrise Elementary is to provide a safe, predictable, and motivational environment for ALL students. We understand that students often arrive at school with heavy burdens and overwhelming stress. What happens outside school can have a profound effect on what happens inside the school. If a student's behavior is negatively impacting other students' learning or their own learning, we will first consider the motives or reasons behind the behavior and provide appropriate accommodations. If the behavior is chronic, a behavior plan will be created by the teacher, parent, and other involved personnel. Students displaying severe behavior or needing immediate attention, may be referred to the school counselor and/or Bear River Mental Health services.

### **City Crossing Guards:**

455 East 300 South 8:25-9:00 & 2:50-3:15

Please avoid driving through the crosswalk after school.

Waiting to turn left from 455 East onto 300 South causes cars to pile up in the pickup zones and it increases the chances of children getting hit.

### **Class Placement for the Next Year:**

Parent input for class placement will be available the first two weeks after Spring Break. Parents are invited to share information they feel the school should know when determining teachers. Sunrise strives to have balanced classrooms (number of students, even ratio of boy to girl, academic strengths, and behavior needs). Changing classes after placements are highly discouraged. A change of placement can only happen with the principal's discretion.

### **Computers and their Acceptable Use:**

The Cache District Acceptable Use Policy deals with students and their access to the internet. While at Sunrise, students and adults are agreeing to the following rules:

- 1) Students will have access to the Internet and may only use the internet at Sunrise Elementary under the direct supervision of a teacher.
- 2) No one may use the network for commercial purposes or financial gain.
- 3) Illegal or inappropriate use of the Internet is prohibited (Students intentionally logging in under another person's name is considered inappropriate and will result in loss of computer privileges).

### **Dress Code:**

#### **Head, Shoulders, Knees and Toes Test**

- With hands on head, we should not see their belly and no hats.
- With hands on shoulders, they should feel the material of their top.
- With hands on knees and toes, nobody should not see underpants or skin.

Sunrise expects parents/guardians to use good judgment with regard to proper school dress. Clothing needs to be clean, safe, modest and in good repair including an appropriate fit. The school district policy forbids the wearing of abbreviated

clothing and clothing bearing inappropriate messages. Bare midriff shirts and tank tops are not appropriate for school. Shorts and skirts must be nearer to the knee. To ensure safety, appropriate footwear should be worn at school. All hats are to be removed in the school building. Please make sure your children are dressed to fit the weather. All outdoor clothing should be marked with the student's name. Athletic shoes should be worn for physical education classes.

### **Emergencies/Emergency Forms:**

#### **[District School Safety Information](#)**

Throughout the school year, students are trained to respond appropriately to emergencies. Drills are done monthly with every other month practicing a full evacuation. A hall check is put into effect when danger or other emergency is possible. During a hall check, students simply stay in their classrooms and keep learning while the administration checks on a suspected danger. It is important to keep your contact information updated, both in the school office and with your child's teacher.

### **FERPA (The Family Educational Rights and Privacy Act):**

This law protects the privacy of a student's educational records. For more information go to:  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **Field Trips:**

Teachers may ask parents for donations to help cover the cost of bus transportation and incidental expenses for field trips. Students are never kept from participating in field trip activities because of an inability or desire not to make a donation. Students are expected to follow the safe busing rules. Students who ride the bus to a field trip must return to the school on the bus unless they are physically handed over to the parent/legal guardian. There are no exceptions.

### **Illness:**

If your child becomes ill at school or he/she arrives at school sick, you or someone listed on your

emergency card will be contacted to pick your child up as soon as possible. Keep your child home from school if she or he has exhibited one or more of the following:

- Diarrhea or vomiting
- Measurable temperature (100 degrees or higher)
- Yellow to green discharge from the nose
- Severe or croupy cough that has not been treated
- Infected eyes or ears
- Other contagious, untreated infections (lice, ringworm, impetigo, pink eye, Covid, flu, etc.)

When your child has been symptom-free for 24 hours without medication, they can return to school.

### **Library:**

Books can be checked out for 2 weeks at a time; however, Miss Ballif will gladly extend the due date for any child that asks for more time to enjoy their books. Students cannot check out new books if they have any overdue or lost books. Once the overdue books are returned, they can check out new ones again. If the books are lost or damaged, the parent is required to pay the cost to replace them.

Kindergarteners can check out 1 book at a time until January and then they can take 2 books. Second graders can check out 2 books at a time. Third - Sixth graders can check out up to 3 books at a time.

### **Lunch:**

Lunch Daily - \$2.05, Weekly - \$10.25  
(Daily reduced lunch - 40¢)

Separate Milk purchase 35¢

Breakfast Daily - \$1.40, Weekly \$7.00

Adult Meal \$4.00

(Daily reduced breakfast ( 30¢)

We only accept cash or check however, you can use a credit card with the EZ Pay App.

[District Website EA Pay Information](#)



Menus and nutrition information for lunch & breakfast:  
<https://www.ccsdut.org/Domain/21>

If your account balance drops too low into the negative, there is a chance your child may receive a peanut butter sandwich instead of the main line option. **Parents may apply for free or reduced lunch prices by using this link:** <https://www.ccsdut.org/Domain/21>

Free/Reduced Application  
[www.ccsdut.org/Page/160](http://www.ccsdut.org/Page/160)



### **Medication:**

As per state law, school staff cannot provide medication for students. We also cannot monitor or participate in the dispensing of medication for students without a school provided "Permission to Administer Medication" form that has been signed by the parent and a health care provider. This applies to both over-the-counter medication and prescription medications.

### **Office Phone Use:**

Calls from the office need to be limited to children who are ill or have some other sort of emergency situation. Students will not be able to use the phone to get gloves, hats, gym shoes for PE or to make after school arrangements. Please make sure your child is prepared for the day and allow them to suffer natural consequences if they forget things.

### **Parent Teacher Conferences:**

Students are expected to attend a conference twice a year with their parents and teachers. At the conferences, students make goals for improvement, scores are shared, and work samples are celebrated. Parents need to sign up for an appointment using Canyon Creek Online Scheduler link. Parent Teacher Conferences will be held on a Thursday evening from 4:00 p.m. until 8:00 p.m. and on Friday morning from 8:00 a.m. until 12:00 noon. School on Thursday will get out early at 1:00. On Friday, there will be no school for students.

Be watching for signup emails 3 weeks before conference dates. Those emails will have the link to take you to the software signup page.

## **Parent Teacher Conference Sign Up**

### **Instructions:**

From the Online Scheduler Home Page:

- Choose your student's school from the drop down list and click "GO"
- Enter the school password, whitepine
- Enter your student's "Student ID". If you do not know their Student ID, use the LOOKUP STUDENT ID button to access the system.
- Verify the student's birth date
- A list of your student's teachers will be displayed. Check the box next to the name of each teacher(s) you would like to meet with.
- If you have more than one student in the school you can see all of your students' teachers' schedules at one time by answering YES to this question "Do you want to schedule conferences for another student?" then repeat the steps above for your other students. If you only have one student, answer NO to that question.
- You will then see the available time slots for each teacher you selected.
- Select the times that work best for your schedule.
- Enter your email address (recommended) if you would like an email reminder sent to you. (Your email address is kept private.)
- Once you have finished you can confirm your appointment details and print your conference schedule.
- Write down the Confirmation Number (you will need this number to cancel your appointment)

Need help? Contact Sunrise Elementary 435-563-3866.

### **Parent & School Communication:**

In order to receive school announcements as text messages, please update your settings in Powerschool. Teachers will provide regular communication about class events through email, paper notes, or phone apps. If you have concerns please contact teachers through email or call during business hours (3:00pm - 4:00pm).

### **Personal Possessions:**

Please put your child's name on their clothing, bags, etc. Students should check for lost items in the

office. Students' should not bring toys, games, hobby cards, sports equipment, personal electronics, distracting accessories, or pets to school. Such items are often distracting, cause hard feelings between students, or sometimes fall into the wrong hands. Staff will not assume responsibility for lost, misplaced, or stolen personal items. Skateboards and other items with wheels should be locked up at the bike rack or stored in the classroom or office during the day.

### **Pick Up and Drop Off:**

#### **[Link to Pickup and Drop-Off Handout](#)**

- Be considerate of all other vehicles and students during pick-up/drop-off times.
- All vehicles should drop-off/pick-up students by pulling in front of the school or on 455 East along the field as close to the curb as possible, going in one direction.
- Students should exit vehicles on the side closest to the curb and sidewalk.
- Do not double-park. It is very dangerous to have students walking between vehicles.

### **P.T.A.**

Our PTA is a big reason for the success and positive school culture. They have a Facebook page <https://www.facebook.com/people/Sunrise-School/100063651566489/>

and an Instagram page:

<https://www.instagram.com/sunriseelementarypta/>

We are currently working on the school webpage.

### **Reading Homework:**

Please make a family commitment to reading 20 minutes daily.

### **Recess:**

Students are expected to go outside for recess with their class unless severe weather requires all students to stay inside. Teachers cannot monitor safety if some students are inside and others are outside. Generally, if students are too sick to participate in outside recess, they are probably too

sick to come to school. Please make sure the school and teacher are aware if your child has asthma as the weather may be a concern for them. Please stress the need for hats, gloves, coats, and boots during the winter and please label all outside clothing. Parents will be called to bring dry clothes if the student gets too wet during recess. A doctor's note should be sent to the PE Specialist if your child cannot participate in PE activities.

### **Recess Safety Rules:**

- Supervision adults (recess aides/teachers) will use their discretion to determine if a game is unsafe. Students will respect their decisions.
- Students will stay in supervised areas where adults can see you.(No hiding/playing behind portables.)
- Students will tell an adult when balls go over the fence.
- Students will ask permission to go back into the school to use the restrooms.
- Students will stay outside during recess time
- Students will not climb on fences or basketball standards
- Students will wear shoes at all times.
- Students will leave food in the lunchroom.
- Students will keep rocks, wood chips and snow on the ground.
- Use all equipment safely. (No jumping off playground equipment, hanging from jungle gyms, or bars with no hands.)
- Swing facing the playground (No twisting, jumping out, running between, swinging with a partner, or throwing swings up over the bar.
- Slide on your bottom feet first. (Go down the slides in the correct direction, no running up the slides, no pushing students down the slide, do not block the slide path.)
- Tag or running on the playground equipment is dangerous.
- Footballs, soccer balls, dodge balls should only be kicked on the grass.
- Dangerous games such as "Crack the Whip", "Red Rover", "Tackle Football", "Pyramids", "Baseball", and "Chicken Fights" are not appropriate or safe during recess.
- Fighting, wrestling, kicking, tackling, or tripping is not allowed.
- WINTER: No snowball throwing.
- WINTER: Stay off of snow hills.
- WINTER: No building snow caves for risk of collapse.
- WINTER: Football may be played on blacktop in designated space so as not to interrupt other

games on the blacktop.

### **Safe Schools Policy:**

Cache School District is committed to providing a safe school environment where learning takes place free from unnecessary disruption and danger. The possession of controlled substances or a weapon or likeness of a weapon is grounds for immediate suspension or expulsion. (See the district policy on the website.) At Sunrise Elementary, harassment, threats, or assaults are grounds for in-school suspension (students lose privileges like recess and sitting with friends at lunch, but their work is still completed at school).

### **School Colors, Mascot, Motto:**

Colors: Red and White

Mascot: Bear

Motto: Imagine, Believe, Achieve, Inspire

### **School Board Policies**

<https://go.boarddocs.com/ut/ccsdut/Board.nsf/Public?open&id=policies>

### **Sunrise School Community Council:**

<https://www.ccsdut.org/Page/7277>

The Sunrise Elementary Community Council will be composed of elected parents and school staff members. As per the law, parent membership will exceed school staff membership by at least two parents. Elections are held each spring and notice is given by newsletter and on the website of when the elections will be held. Regular meetings are held monthly. All parents are always welcome to attend, but only council members can vote on changes. Schedules and committee member information can be found at our school website.

### **Visitors/Volunteers:**

All visitors and volunteers are welcome to help anytime. Be prepared to show your drivers' license

or state issued ID card. Please check in at the office when you arrive and when you leave.

### **Weather Related School Closings:**

For information tune your radio to KVNU 610 AM or KBLQ 1390 AM. An emergency announcement will also be sent through Swift K12 (Powerschool) to the email address and phone numbers in PowerSchool.

### **Pick Up and Drop Off Handout**

Updated January 2023



Sunrise Elementary was originally built for a very small number of children and now houses one of the largest student bodies in the district with almost 800 students. Needless to say, pick up and drop off times get very congested. It actually only takes about 10 minutes to move traffic through after the last bell at the end of the day. So, please use caution and be patient when choosing where to drop off or pick up your children. Make sure the children know the plan for where your carpool will meet and stick with the plan. Be a positive role model for the children and other parents.

You can avoid the pick up and drop off lines altogether. Try to carpool or have your children walk home as often as possible. Another idea is to coordinate a

walking group from your neighborhood. If possible, designate a location for drop off and pick up on adjacent streets. If you do this, please review the [Safe Routes Utah website](#) as well as being respectful of others' private property. If none of those options will work for your situation, please choose one of the two options below.

#### **Option 1: 455 East along the playing field**

- Enter this area from the south of the school on 455 East. Drive around the block to avoid blocking the road. Don't block traffic. Keep traffic moving.
- The right lane is the drop off/ pick up lane. Please pull as far forward as possible. Students enter/exit on the curb side only.
- The left lane is the passing lane. Do not park in the passing lane.
- Do not allow students to walk in between cars to get to your parked car.
- No U-Turns on 455 East by the school.
- Avoid turning left into this area from the north bound lane when there is a lot of traffic. Drive around the block until there is an opening in the traffic. Don't block traffic. Keep traffic moving.
- Keep crosswalks clear.

#### **Option 2: Front Entrance**

- Teach children to exit and enter your vehicle quickly on the side of the car closest to the curb. Never allow them to walk in between cars.
- Do not get out of your car and keep moving forward as cars leave the line.
- Keep crosswalks clear.
- Children cannot walk through the parking lot during these busy times without an adult. Use appropriate sidewalks and crosswalks to access parked cars.

⚠ **Stay off your cellular device** during pick up and drop off times. Distracted driving can result in a child or adult getting hit by a car. Be a positive role model for our students and other parents.

⚠ **Do not use the lower parking lot.** This is for staff parking. Head Start, a preschool that is not part of our school, is housed in that parking lot as well. Their staff and families are allowed to pull in and out of that lot. If you drop off here, your child may be locked out. This area is unsafe for picking up children and contributes to more



congestion in the upper lot. DO NOT use this lot to drop off or pick up.

△ **Do not use the cul-de-sac** adjacent to the north end of the campus as a designated pick-up. The design of the cul-de-sac is not conducive to the traffic that has been present in past years. Neighbors have reported close calls as well as extensive damage to private property. If you have been using this area, please have your students meet you at a location on 120 South Street or 300 East Street.

*Our School Community Council will review this safety plan every year. We will also continue to communicate with the Smithfield City Police Department. Officers will continue to monitor 455 East in front of our school and the crosswalk on 300 South.*

**Report any dangerous situations occurring on city streets to the Smithfield City Police Department. Getting a license plate number and vehicle description is super helpful.**

**(435) 563-8501**

**<https://smithfieldcity.org/police>**

**Report any dangerous situation on school property to the principal of Sunrise Elementary, Shellie Healy.**

**Office: (435) 563-3866**

**Email: [shellie.healy@ccsdut.org](mailto:shellie.healy@ccsdut.org)**

**<https://www.ccsdut.org/Domain/375>**