

PRINCIPAL'S LETTER

Dear Sunburst Family,

I am excited to welcome you to the 2023-2024 school year. Our goal at Sunburst is to educate the whole child. A whole child approach ensures that each student is healthy, safe, engaged, supported, and challenged. This approach sets the standard for comprehensive, sustainable school improvement and provides for long-term student success. Sunburst staff emphasizes rigorous academics balanced with modeling the importance of community.

In addition, the Sunburst staff are in an educational partnership with our students, parents and community members. This partnership honors our achievement (academically, socially, and emotionally). At Sunburst, we are proud that our

education. Your support is essential in helping us meet our goals.

The purpose of this handbook is to acquaint you with information

7:25. The late bell rings at 7:30 a.m. and all students should be in their classroom.

Breakfast and Lunch Information

Cafeteria Manager: Sandra Tippetts / (602) 896-6400 / Sandra.tippetts@wesdschools.org

Custodial Services

Facility Manager: Edwardo Velasquez / (602) 896-6400 / Edwardo.Velasquez@wesdschools.org

Custodians have the responsibility of keeping the buildings and grounds in order. They have an especially important job and requires the help of all students to make their jobs easier. Students are required to pick up litter and books from the floor before leaving the classroom. Students who make unnecessary work for custodians, through abuse or destruction, may be required to clean up the damage. Remember that custodians are valued members of the school staff and must always be treated courteously and respectfully.

Gifted Services

Gifted teacher: Jessica Lester / (602) 896-6409 /

In accordance with Arizona law, gifted services are provided to students of lawful school age identified as gifted in one or more of the verbal, quantitative, or nonverbal reasoning areas. Service is provided in the identified area. A gifted child is one who is at or above the 97th percentile in one or more of the aforementioned areas.

Health Office

Nurse Tech: Ms. Nicole Knight / (602) 896-6410 / nicole.knight@wesdschools.org

When a student presents symptoms, he/she will be assessed by our Nurse Tech. If a child needs to be sent home, the health technician will phone a parent/guardian who will be asked to come for the child. The parent will need to sign the child out in the office. If there is an emergency, the health technician will assess the child, then either she or the designated person will make the proper phone calls to the appropriate people. If a student is sent home sick, the student can return 24 hours later if the student is symptom free, medication free, and fever free.

We encourage parents to reach out to the teacher if a student is not going to be at school for any reason. All injuries that occur at school should be reported to the school health tech. If the injury occurs in the classroom, the teacher in charge should be notified. If the injury occurs on the playground, the teacher on duty should be notified. The staff member will administer minor first aid when necessary and if necessary, send the student to the health office or call for assistance from the health tech.

Library / Media Center

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Student Code of Conduct

A complete list of expected student behaviors is found in the Student Code of Conduct, which is issued to each student at the beginning of the year. Students are expected to conduct themselves anywhere in the school in such a manner as to avoid distracting or interrupting normal activities. Courtesy and proper behavior, as generally recognized by most people, are expected from students. Students are to be aware of

