



Sunrise Elementary School

Student and Parent Handbook

Sunrise Elementary School
4050 S. Genoa Way
Aurora, CO 80013
720.886.2900

Sunrise Elementary School

Student and Parent Handbook

2023-2024

School Hours

School hours are 8:00 a.m. to 2:45 p.m. Monday, Tuesday, Thursday & Friday - Wednesday only we will dismiss at 1:45 p.m.

Students should not arrive before 7:45 a.m. Students are asked not to play on the playground before school. Any student arriving at school after 8:00 a.m. should report to the office for a tardy slip before going to class.

School Visitors

All visitors must sign in at the main office. Please make sure you have your ID. To volunteer, you must go through the volunteer process.

Raptor

Raptor is a visitor registration system that scans a driver's license and/or state ID and checks the information against the National Sex Offender database. If no match is found, the system will print a visitor's sticker with a picture identifying them as an approved visitor. Raptor only scans the visitor's name, date of birth and photo for comparison purposes. No other personal identifying information is saved. If the system raises a question about a visitor's background, the school administrator(s) will take the necessary steps to ensure the appropriateness of each individual's visit. Upon your initial visit the process will take approximately 30 seconds, however on return visits you will only be required to enter the first three letters of your last name and the system will recognize you. Thank you in advance for your cooperation. If you have questions please call your school's principal or our Director of Safety and Security, Ian Lopez at 720-554-4489

Attendance

Colorado School Attendance Law (CRS 22-23-104) requires that students age six and older must attend at least 968 hours (161.3 days) per school year. According to Cherry Creek School District Policy JH, "One criteria for students' success in school is regular and punctual attendance." Schools are legally required to monitor attendance, notify parents of absences, and implement interventions to address absences. When a student is "habitually truant" (four total days of unexcused absences in any one month or 10 total (excused plus unexcused) days of absences during any one school year), the school must initiate a partnership with parents and implement interventions to address the students' absences.

In compliance with this law, the Cherry Creek School District notifies parents in writing regarding a student's absences. The first letter of concern is sent when a student has missed seven or more days of school. A second letter of concern is sent after a student misses 10 or more days of school. The student will be required to have a doctor's note, and approval from the school nurse or administrator

will be needed for any further absences to be excused. At Sunrise, administrators will communicate and problem solve with parents during the attendance process, prior to the first letter being sent.

Absences

According to CCSD Policy JH, the following are excused absences:

1. A student who is temporarily ill or injured.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is absent in observance of an established religious holiday.
6. A student whose absence is approved by the building principal at the request of the parent or guardian.

The following procedures are to be followed if a student is absent from school:

A parent/guardian should call the attendance office at 720-886-2995 to inform the school of the absence. The school shall determine whether an absence is excused or unexcused. A physician's verification of illness for excessive absences may be requested per CCSD Policy JH. Please be aware that when excused absences become excessive, it may be necessary to have any additional absences verified by a physician or the school nurse before it can be excused.

Pre-arranged absences:

If your student will be absent for a day or longer, a note from the parent/guardian should be sent to the attendance office as far in advance as possible explaining the absence.

Early pick up:

Please follow the procedure below if your student needs to leave the building during the school day.

- Call 720-886-2995 or 720-886-2902 to communicate the early pick up.
- Our attendance assistant will communicate with the classroom teacher.
- The parent or guardian will come to the attendance office and present a valid picture ID. The checkout information must be completed accurately before the student is dismissed.
- To ensure student safety, students will not be released to leave campus solely by telephone, email, or written correspondence. And, students will not be released to those not on the emergency contact list in parent forms.
- The parent, guardian, or emergency contact must sign students out of the building and produce a valid picture ID at checkout.

Tardy arrival to class:

Per CCSD Policy JH: Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Tardy passes will be given to any student who arrives after 8:00 am. At Sunrise, administrators will communicate and problem solve with parents if multiple tardies occur.

Withdrawal from school:

If you are moving or changing schools during the school year, please talk with the registrar. You will receive a checkout form that requires signatures from each of your teachers. All textbooks, library books, and computers will need to be turned in, and all outstanding fines will need to be paid. Records will be forwarded to the next school after the new school makes that request. Parents/Guardians are entitled to receive a copy of the student's records.

Closing of School/Storm Schedule

News of severe weather, school closures, or cancellation of bus schedules will be announced over local Denver radio and TV stations. District officials will give this information to the stations by 6:00 a.m. Check for announcements on the following:

- Television: Channels 2-WB2, 4-KCNC, 7-KMGH, 9-KUSA, and 31-FOX
- Cherry Creek School District Website: www.cherrycreekschools.org

The Cherry Creek School District's Leadership Team may announce via the same stations, website, and with a Blackboard Connect message that a DELAYED START is in effect, or that school is canceled. If school is delayed the start times for elementary schools and morning bus pickup will be delayed 90 minutes from the normal start time. When serious storm conditions develop during the day, parents are encouraged to maintain contact with the above listed resources.

Sunrise School Hours for Students

Monday, Tuesday, Thursday & Friday: 8:00 am - 2:45 pm

Wednesday: 8:00 am - 1:45 pm (early release day)

Morning Arrival Information:

Students are allowed on campus beginning at 7:45 a.m. We will have a soft start morning arrival allowing students to enter the building using grade level assigned doors between 7:45-8:00 a.m. (Unless they are eating breakfast, which begins at 7:30 a.m.)

We DO NOT have supervision outside prior to 7:45 am. Students are not allowed on campus prior to 7:45 a.m. If you are dropping off your children before work, they are not allowed out of the car until the bell rings to ensure their safety.

If they arrive early, they will be asked to come into the cafeteria for breakfast.

Breakfast begins at 7:30 a.m. and is free for all students. Students who will be eating breakfast need to have eaten and be ready to be in class by 8:00 am.

Please be reminded that students should not play on the playground before school begins and please do not drop your children off at school prior to 7:45 a.m. unless they are eating breakfast.

If your child arrives at school later than 8:00 am, please have them enter the building using the main entrance. Arriving after 8:00 will result in your child being tardy and missing the classroom community time that is important across all grade levels at Sunrise.

Dropping Off and Picking Up:

To pick up or drop off your child, park on Genoa Way (not in the bus loading zone). Your child should use the sidewalks on Genoa. The Aurora Police Department, in conjunction with Cherry Creek Public Schools, uses a zero tolerance approach to traffic enforcement in school safety zones. Left turns out of the parking lot are not permitted from 7:45-8:15 am and 2:45-3:30 p.m. The use of crosswalks are mandatory.

Students are allowed to enter the school at 7:45 am. The final bell, signifying the start of class, is at 8:00 am. (This is the "Tardy" bell.)

Traffic Rules for Sunrise Elementary:

No Parking or standing in the fire lane RED curb area. (That is the area directly in front of the school in the parking lot) This area is for DROP OFF only and traffic must continue to move in this area.

Drop off is not allowed in front of the handicapped parking spaces at any time. Those spots are reserved for those vehicles with a handicapped placard clearly displayed.

If you want to wait until 7:45 am, or want to walk your child to their door, you must park in a designated parking spot. Parking is available in the school parking lot and on S. Genoa Way. (Please do not use the handicapped parking spots unless you have a handicapped placard clearly displayed. Violators will be ticketed).

When leaving the parking lot, it is a RIGHT TURN ONLY onto S. Genoa Way. Drivers are asked to refrain from turning left. This helps keep traffic moving inside the parking lot, as well as for the safety of the traffic on S. Genoa Way.

End of Day Dismissal:

Monday, Tuesday, Thursday Friday: Afternoon Dismissal begins at 2:45 pm

At 2:45 pm, K-2 students in our ECS (Aftercare) program and those riding either a CCSD bus or private daycare van will have an adult walk them through the building.

Students walking home and those being picked up by family will walk with their classroom teacher to their designated pick-up locations.

Kindergarteners and first grade students are not released until the teacher sees the parent (or caregiver). This is for the safety of the student.

For PICK UP ONLY, cars are not allowed to "park" in the fire lane in front of the school. It is also unlawful to leave your car at any time in a fire lane. Any car left parked in the fire lane may be subject to ticketing. If you need to leave your car to get your child from a dismissal area you are required to park in a designated parking spot in the parking lot or along S. Genoa Way.

When exiting the parking lot, it is a RIGHT TURN ONLY onto S. Genoa Way. This helps keep the traffic moving inside the parking lot as well as on S. Genoa Way.

Please give the right of way to crossing guards at all times. They are there for the safety of our students. Violators may be ticketed.

No Pets on Campus

Please make sure that all dogs are not brought onto campus during school hours. This includes drop off and pick up. Of course we LOVE dogs and we know everyone wants to pet a cute pup, but there are just too many things that could go wrong with that many people around. We want to make sure your pup is safe and our kids and families are safe. Even the smallest dog can get loose and react to fast movement ending in something that is not good for anyone. Thank you for understanding!

School Clinic

We have a nurse and a health technician on staff at Sunrise Elementary. The nurse provides emergency care, not treatment. The nurse is not permitted to dispense any kind of medication to a student without a "Permission for Medication" form on file for that student.

Immunizations:

Please be advised that written proof of childhood immunizations against vaccine-preventable diseases must be up-to-date as required by Colorado state law (C.R.S #25-4-900). Many of you submitted this when you registered your child with the District, or it has carried over from a CCSD elementary school. If you have not already submitted this important form, you can do so by calling your family doctor to schedule an appointment NOW, or, have the completed immunization record faxed directly to the clinic at 720.886.6212. If you receive a letter stating that your student's immunization record is out of compliance, please resolve this issue ASAP. Opportunities are available for immunizations at no charge, or at a reduced rate. Feel free to call the school clinic if you have any questions about which immunizations are required.

Illness and accidents:

When students become ill at school, they may ask a teacher for a pass to the clinic. A parent will be contacted if the nurse determines that the student should be sent home. If a parent cannot be reached, the student may rest in the clinic for fifteen minutes and then will be sent back to class. In the event of a medical emergency, paramedics will be called at the nurse's discretion. The paramedics will then make all decisions regarding treatment, destination, and hospital. It is very important that all contact information remain current in the parent forms portion of <https://my.cherrycreekschools.org>.

Medications:

Students must have permission on file to take prescription medication and over-the-counter medication at school. This must be completed/updated every year.

Over-the-counter medications:

The medication must be in the original manufacturer's container with directions attached. A physician's authorization will be required for dosages that are not within the manufacturer's directions. The nurse will dispense the medication in the clinic. Students may NOT carry medication with them. Parent forms can be updated any time during the school year to indicate permission.

Prescription medications:

Prescription medications require a physician's authorization and the medication needs to be in the original packaging with pharmacy labeled instructions. No more than a one-month supply of the medication may be kept at school. A new form must be completed with any changes in dosage or type of medication made by the physician.

Transportation of medications to school:

Parents must take the medication directly to the clinic or office. Medication may not be sent to school with the student or in their backpacks. Prescription medication must be counted and signed in and out with an adult and the nurse/designated school office member.

In case of illness, children should stay at home until:

They are fever free (less than 100 degrees) for 24 hours without the aid of medication.
Vomiting and/or diarrhea have subsided for 24 hours.

Strep infections have been treated with medication for 24-48 hours.

Parents have checked with the school or their doctor regarding minor contagious illnesses (i.e., pink eye, chicken pox, colds, etc.)

The parent/guardian of children who are absent should call the school attendance line before 8:00 a.m. at 720-886-2995 to inform the office of absences.

A staff member will call home to check the absence of any child whose parents have not called in to provide the information.

As a general rule, teachers do not provide work that will be missed during vacations. Please speak to your child's teacher in regard to work missed due to illness or injury.

Non-Edible Birthday Treat Policy

We will continue the tradition of allowing non-edible birthday treats to celebrate students' birthdays. This practice is directly aligned with our wellness initiatives. It also promotes a safe classroom environment in light of the ever-increasing number of students with life-threatening food allergies and sensitivities. A life-threatening allergic reaction can be unpredictable. While food manufacturers are required to list ingredients on labels, the risk of trace amounts of allergens in foods is always present. We want to ensure all of our students' safety, and eliminating the dangers associated with food being distributed to others in the classroom is one way of making that happen. We value the unique, complex layers that each learner brings to the learning space. It is our job to keep their physical,

social, and emotional safety at the forefront of our thinking. Thank you so much for understanding our need to continue with our non-edible birthday treats practice. If you would like suggestions for age-appropriate, non-edible birthday treats for your child to share with his or her classmates, please do not hesitate to ask. Thank you for your support!

Communication

Parent/Teacher conferences:

Conference times are set aside in the fall and spring for parents to meet with teachers. If other meetings are desired, please contact the individual teacher to make an appointment.

Reporting student progress:

Trimester grade availability will be sent via email. Parents are always welcome to reach out directly to their student's teacher to inquire about student progress throughout the year.

Email and voicemail:

The staff at Sunrise Elementary School use email and voicemail on a regular basis to maintain effective communication between parents and their students. Email addresses for teachers/staff can be found on the school's website.

Messages and deliveries:

The delivery of items and messages to classrooms creates an interruption to the learning environment for all students in the class. In case of emergency, please call or contact the main office.

Student Expectations

Sunrise students are expected to conduct themselves in a positive manner following the RISE way in all settings: classroom, hallway, lunchroom, restroom, playgrounds, etc. Please refer to CCSD Policy J for specific information regarding student expectations.

Behavior at social activities and after school events

School activities provide an opportunity for students to enjoy time with their friends. They also allow time to practice the appropriate social behavior that students will use as adults. Some events may be limited to Sunrise families only and others may be open to all community members. School rules that are in effect during normal school hours, including dress code, will apply at school events and social activities. Parents must accompany students at all after school activities and events.

Transportation and Bus Safety

Student IDs are required to ride any Cherry Creek school bus. Bus transportation is a privilege, not a student right. The following expectations are enforced to ensure the safety of all students on a school bus. These expectations are taken from federal laws, Colorado state regulations, and CCSD policy. At check-in or upon entering school, each student and parent will be asked to read and sign the Student's Acknowledgement of Responsibility as it pertains to transportation.

Students should:

- Listen to the bus driver at all times. Be courteous to the driver and other bus passengers.
- Be at the bus stop five minutes prior to scheduled pick up in the morning and on time in the afternoon.
- Stand a safe distance from the curb or road.
- Always cross the street 10 feet in front of the bus. Wait for the driver's signal.
- Sit quickly and quietly in the assigned seat. Remain seated, facing forward in an assigned seat while the bus is moving. The aisle is not to be blocked at any time.
- Have your bus ID pass so you can identify yourself when asked by a driver.
- Not eat, drink, chew gum, or spit inside the bus.
- Not throw anything off the bus or have any part of their bodies outside the bus.
- Loud, rude, vulgar, or obscene language is prohibited.
- Keep the bus clean and free of damage.

State law and/or District policy prohibits the following items on school buses:

Alcoholic beverages	Tobacco	Fireworks
Smoke or stink bombs	Weapons	Legally prohibited substances
Drugs	Explosives	Lighters
Glass Items	Animals, insects, or reptiles	Vape Pens
		Other dangerous objects

- Skateboards, scooters, and roller blades are not allowed on the school bus.
- Baseball bats, hockey sticks, lacrosse sticks, and the like are not allowed on school grounds.
- Bikes and scooters are allowed, but must be walked on school grounds. Bikes must be placed in the bike racks and locked. Students may not ride bikes or scooters during recess and/or playground activities. Scooters must be stored in the classroom coat rack area neatly and away from foot traffic areas. The school is not responsible for bikes or scooters brought to school.
- Students are permitted to leave the bus only at their designated stops. Any changes require a parent/guardian's written request, and approval by a school official.
- Students are permitted to ride only their assigned bus. Any exceptions must be requested in writing by the parent/guardian and approved by a school official as long as there is space available.

Library Expectations

The Sunrise Library strives to provide a pleasant, welcoming atmosphere where students and staff are encouraged to read, study, and research.

- Respect the right of others to enjoy a calm, quiet, and studious library atmosphere.
- Enter and exit the library quietly using the front entrance.
- No food or drinks are allowed in the library.
- Follow circulation procedures. Any book checked out should be returned on time.
- Your student will be assessed a fine if any book checked out to him/her/them is lost or damaged. The fine of a lost or damaged book will match the cost to replace the book.
- Students should check out materials for themselves, not for other students.

Student Attire Expectations: Dress Code

CCSD Schools promote a positive dress code where students are encouraged to wear clothing that is comfortable and appropriate for an educational environment. A common dress code cultivates a safe and disciplined learning environment, which is essential to a quality educational program.

CCSD Policy JICAB on student attire is intended to help students concentrate on schoolwork, reduce discipline problems, and promote school order and safety. It is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Clothing, accessories, paraphernalia, or body adornments may not:

- Be profane, obscene, lewd, suggestive, libelous, or vulgar.
- Promote the use of drugs, tobacco, alcohol, or weapons.
- Intimidate or threaten any individual or group.
- Expose private body parts.
- Disrupt the teaching-learning process.
- Promote any activity prohibited by the student code of conduct.

Additional Clothing Guidelines:

- Clothing shall be sufficient to conceal all undergarments at all times (undergarments are any garments that are under the exterior layer of clothing).
- Shirts must cover up the stomachs
- Shoes must be worn at all times.
- Blankets are not to be worn at school.
- Any item that obscures the face or ears (except as religious observation) may not be worn at school.

Hats and hoodies are permitted as long as they do not obscure the face and ears. All student attire must support a safe learning environment in classrooms, gyms, and other learning environments.

Students Eloping Protocol:

In CCSD, If a student leaves campus and we are aware that they have left campus. An administrator and/or designee will follow the student as much as possible and continue to communicate with school via radio/cell phone. Calls will be made simultaneously to District Dispatch, Parent(s), and Aurora Police Department.

Possible Consequences for Violation of District Policies and School Wide Expectations

During the elementary school years, we acknowledge that students are growing physically and emotionally. As an administrative team, we believe in talking through choices and helping students recognize the impact of those choices. It may become necessary at times, however, to assign various consequences for inappropriate behaviors. In partnership, parents will be contacted to inform them of their student's behavior, let them know of possible consequences, and to enlist their support.

The following are the range of consequences that may be assigned by administrators or leadership for infraction of school expectations, school policy, or both. Refer to CCSD Policy JICD-A for further information.

PBIS

The Positive Behavioral Interventions and Supports initiative is used to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in Colorado. This competence is gained as a result of school personnel and families working together to provide a continuum of support for all learners. Positive Behavioral Interventions and Supports include the following practices:

- A common purpose and positive approach to discipline
- A clear set of positive expectations and behaviors (RISE)
- Procedures for teaching and encouraging expected behavior (Second Step, Restorative Practices)
- Procedures for discouraging inappropriate behaviors
- Data used to guide decision making and planning
- Emphasis on prevention of inappropriate behaviors

PBIS also acknowledges that social and behavioral expectations are learned at home, school, and in the community. Teaching positive behavior is more effective than punishing negative behavior. We have developed school-wide expectations that are posted throughout the building. Sunrise expects every student, staff member, and parent to remain part of RISE and to demonstrate or model responsibility, integrity, safety, and effort.

Restorative Practices and Learning Experiences:

A collaborative problem-solving process to help when a conflict arises. This process helps create open communication between all involved and helps with creating a positive and proactive school culture. Restorative practices include, but are not limited to, peace walks, structured conversations, community service, and learning projects.

Referral:

A referral is written documentation of inappropriate behavior that is reviewed by the administration or leadership team. Consequences may be assigned depending on the nature of the behavior.

Loss of Privilege:

Students may be assigned a loss of privilege as a consequence for inappropriate behavior. This could include lunch or recess in a different space, loss of a special event, or loss of attending a club or after school activity.

Buddy Classrooms:

Students may be assigned time in an alternative classroom to provide separation from a behavior that may have occurred in class. This will allow a student to stay in school and work on classwork in an alternative location.

In-school-suspension:

Students may be assigned in-school suspension as a consequence for inappropriate behavior. During in-school suspension, students will not attend their classes, but will spend the day in an alternative location. They will work on schoolwork during this time.

Out-of-school suspension:

Suspended students are restricted from participating in all aspects of the school day, both academic and extracurricular. During this time, students are not to be present on school grounds or in attendance at any school function at Sunrise Elementary School and/or any other CCSD school, or any other District sponsored activities. Violation of these terms could result in referral to law enforcement authorities for trespassing. CCSD Policy JKD-1-R also states in pertinent part: "The suspending authority shall: Provide an opportunity for a pupil to make up school work during the period of suspension. Students will receive full or partial academic credit to the extent possible for makeup work which is completed satisfactorily." A re-entry meeting will be scheduled at the time of suspension to develop a plan for a successful return to the learning environment.

Notice of use of video surveillance cameras:

All students, parents/guardians, and staff of Sunrise Elementary School are advised that as a public school facility, students, parents/guardians, staff, and building visitors have a right to expect privacy in connection with their actions and activities while in, on, or about the school facilities. In an effort to increase school district security, provide greater safety for student and building visitors, and to reduce vandalism and theft, many areas of the Sunrise campus, both internal and external, shall be subject to observation and monitoring by video cameras. Video of such observation shall be available for use by Sunrise and the Cherry Creek School District if necessary, to enforce the law and provisions of school district policy.

CCSD Policy JICA states, in pertinent part:

"After having weighed carefully and balanced the rights of privacy of students with the District's duty to promote discipline, health, welfare and safety of staff and students, the Board supports the use of video cameras on its transportation vehicles and in district schools."

Electronic devices:

Personal electronic communication devices include but are not limited to: cell phones, AirPods, Smart Watches, i-pads, MP3 players, computers, or any other personal technology device that may be stand-alone or may use wireless communication between users across some form of telecommunications network.

These devices are not to be used during school hours. Any electronic devices used during school hours without express permission from school administration are subject to confiscation and will be held in the main office to be picked up at the end of the day. Students are required to keep any of these devices turned off and safely stowed in their personal backpacks during the school day. Sunrise is not responsible for any lost or stolen electronic devices. If you wish to have your child turn in their electronic devices to their teacher to be locked up, this is an option.

If students use cellphones during the school day.

- 1st Time: Staff take the phone and return it to student at the end of the day

- 2nd Time: Phone is turned into the office. Student can pick up phone from office at the end of the day.
- 3rd Time: Parent/Guardian will need to pick up the phone from the office and the student must drop the phone off at the office at the beginning of the day.

Food:

Students may have water or water bottles in class; the consumption of food or other beverages is at the discretion of the teacher. No open food containers can be taken from the lunchroom. Students are expected to responsibly dispose of their food/drink containers after use.

Hall passes:

During class time students are only permitted in the halls with a pass; all hall passes are provided at appropriate times by staff members. Students must check in with their teacher to receive a restroom pass. Sunrise allows one student out of the classroom at a time, except in the case of an emergency.

Lost and found:

Lost or misplaced articles will be turned into the lost and found area, located in the vestibule of the 1st grade hall. Students should not keep items belonging to someone else in their possession. Lost articles not claimed by the end of each trimester will be given to charity. The school is not responsible for any personal items that have been lost.

School meal prices for 2022-2023:

Breakfast and lunch will be free this year for all students. It is still essential that you fill out the Free and Reduced Lunch forms online or at school. Nutrition Services utilizes the TITAN Family portal which is a secure, online system that allows parents to: make an online payment to their children's cafeteria meal accounts, remotely monitor their children's accounts, set up automatic recurring payments, set up low balance e-mail message alerts, and submit an online application for free and/or reduced meals.

Nutrition Service does off snacks for students to purchase. Money must be added to student accounts for students to purchase any additional food in the cafeteria. Parents are also able to set spending limitations on TITAN. We strongly encourage parents to talk to their student about only buying snacks for themselves.

Profanity:

Students are expected to express themselves in an appropriate manner. Adults and students in the building are to be treated with respect at all times. Profanity is not acceptable and will be subject to the appropriate disciplinary actions.

"Schools, as instruments of the state, will determine that the essential lessons of civil, mature conduct cannot be conveyed in a school that tolerates lewd, indecent or offensive speech and conduct (U.S. Supreme Court, 1986)."

Bullying:

Students are expected to treat one another with kindness and respect. Bullying is not acceptable

and will be subject to the appropriate disciplinary actions.

CCSD Policy JICDE states: "Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental or emotional harm to another person. Bullying can occur through written, verbal or electronically transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived."

Theft and vandalism:

Theft or vandalism will not be tolerated and will be thoroughly investigated. Proper consequences will be assigned, as needed.

Weapons:

Weapons of any kind, including pocket knives, are not allowed at Sunrise Elementary. This includes facsimiles or any item that is used, or is threatened to be used, to inflict harm upon another person, even if its primary use is not designed to do so. Refer to CCSD Policy JICI in Student Code and Discipline, Rights and Responsibilities.

Non-discrimination:

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Sunrise Elementary School does not discriminate on the basis of disability, race, color, religion, sex, national origin, or age in its programs and activities. Inquiries regarding non-discrimination policies should be directed to Horizon Community's Compliance Officer.

Resources

Sunrise Elementary is here to support families and students in every way possible. The following staff is dedicated to supporting our Sunrise family: School Psychologist, Social Worker, Community Liaison, and partnerships with Hazel Health and Aurora Mental Health. If you or your students are in need of assistance, please reach out to the front office and we will direct you to the proper support.

Parent and Community Involvement:

Sunrise Elementary School encourages strong parent and community involvement. Parent/guardian volunteers help in the classroom by working with students, doing clerical jobs, and helping with parties.

The Sunrise PTCO is a volunteer organization. Our PTCO sponsors family "fun" nights, provides many services, and organizes fundraising efforts. All parents and community members are invited to attend the PTCO meetings and are greatly encouraged to volunteer in whatever way they can.

The Sunrise PASS Team, made up of parents, teachers and administration, works collaboratively to

engage the parents of African-American/Latino students and White/Asian students. In addition, the team exists to help inform the school about the perspectives and perceptions of families of color.

The Sunrise Accountability Committee (SAC) meets on a quarterly basis. This will be our Pastries with the Principal. This group is made up of parents, community members, teachers, and administrators. They provide feedback, and help formulate goals for the school's Strategic Improvement Plan. Speakers are invited to the meetings to provide the committee with information about the district and the school.

Before and After Care: Before and After School Program:

Sunrise offers a Qualstar-rated Before & After School Program. Hours are 6:30 to 7:50 a.m. 2:45 to 6:00 p.m. Sunrise has a well-planned and well-staffed program that provides an environment where children can learn, take part in supervised recreation, build strong, positive relationships with responsible, caring adults and with their peers. Our program strives to provide school age children with a safe and nurturing environment while promoting physical, emotional and intellectual development.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Secure, Lockdown, Hold, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until all clear is announced
- Do business as usual

Adults and staff are trained to:

- Recover students from the hallway
- Lock classroom door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Recover students and staff from outside building
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence

Adults and staff are trained to:

- Recover students from hallway if it is safe to do so
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems to first responders using Red Card/ Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems to first responders using Red Card/ Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a moose on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school will usually notify parents that the school increased security.

LOCKDOWN

"Locks, Lights, Out of Sight"



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it's a drill. That is called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event, simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



What happens when I submit a Safe2Tell report?



Why should you report?

To protect.

Telling Safe2Tell about your concern, whether it's a friend talking about self-harm, someone threatening to bring a weapon to school, or someone being bullied, can help protect them and you from harm.

To prevent.

By speaking up early, even if you're not sure something is going to happen, you can help prevent tragedy and harm.

To help.

Sometimes you might not feel comfortable telling a teacher or parent about a threat to your or someone else's safety, but speaking up can help you and those around you.

If you or someone you know may be in danger, tell an adult you trust or anonymously report safety concerns at any time to Safe2Tell.

If you see something **harmful**, do something **helpful**.



877-542-7233

safe2tell.org

safe2tell Colorado

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