



★ THE HOME OF THE SUPERSTARS,
WHERE EVERY CHILD SHINES! ★

PARENT HANDBOOK



★ PROVIDED BY ★
SUNRISE ELEMENTARY PTO

14603 E. 24th Avenue, Spokane Valley, WA 99037

PHONE (509) 558-3600

ATTENDANCE LINE (509) 558-3610






WELCOME:

The motto at Sunrise is CKRR – Courtesy, Kindness, Respect and Responsibility, creating a positive, welcoming environment for learning and growing together.

The Sunrise Staff is a team of hard-working and caring professionals, dedicated to working in partnership with our community to instill in our children the confidence to be successful learners and contributing members of our society. The enthusiasm and commitment of the Sunrise staff nurtures an atmosphere that promotes safety and life-long learning, while appreciating individual differences. The staff, volunteers and families at Sunrise strive cooperatively to prepare our students to participate and succeed in a global society.

It is truly an honor and privilege to have the opportunity to work at Sunrise and to know that together we can make a difference. The Sunrise staff, students and PTO extend a warm and open invitation for you to visit us and experience first-hand our commitment to learning that happens every day!

Susan McCollum

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|---|---------------------------------------|
|  | Principal – Mrs. McCollum |
|  | Asst. Principal – Ms. Allen |
|  | Secretary: Sandy Mills |
|  | Asst. Secretary: Doreen Dagon |
|  | Counselor Rose Francis |
| | Phone (509) 558-3600 |
| | Attendance Line (509) 558-3610 |

TEACHER LIST:

Kindergarten – Mrs. Allen, Mrs. Anderson, Mrs. Beschta, Mrs. Kinnune, Mrs. Love and Mrs. Termath

First Grade – Mrs. Ames, Mrs. Bergstedt, Mrs. Dunbar, Mrs. Larsen, Mrs. McNeice – Mrs. Nemri and Mrs. Owens

Second Grade – Mrs. Barnes, Mrs. Hopkins, Miss Janhunnen, Mrs. Korver, Mrs. Ota and Mrs. Wiggs

Third Grade – Mrs. Fayant, Mr. Kramer, Mr. LaFrance, Mrs. Negretti, Mrs. Sheridan and Mrs. Sippola

Fourth Grade – Mrs. Froehle, Mrs. Healy, Mr. Kennedy and Mrs. Schmaltz

Fifth Grade – Mrs. Ahumada, Mrs. Hays, Mrs. Jones and Mrs. Stumbough

Library – Mrs. Rowell and TBD

Music – Mr. Brumley

Health and Fitness – Mr. McIntyre

Social Connections – Mrs. Nelson

AI (Alternative Instruction) – Mrs. Long

Resource Room – Mrs. Larson

SLP (Speech Language Pathologist) – Miss Weller and TBD

Reading Specialist – Mrs. Nichols and TBD

Tech. Specialist – Mrs. Davaz

BREAKFAST / LUNCH / PAYMENTS:

All students will be eating breakfast and lunch in the Multi-Purpose Room. Please visit www.cvsd.org and click "Menus/Nutrition" under Parent Resources for up-to-date menus and payment options.

Visitors are welcome during lunch hours; check-in with office upon arrival and bring cash if purchasing additional lunch(s).

BREAKFAST SCHEDULE

Monday, Tuesday, Wednesday and Friday - 8:40am

Thursday - 9:40am

LUNCH SCHEDULE

Grades K-1: 11:30am – 11:50am

Grades 2-3: 12:00pm – 12:20pm

Grades 4-5: 12:25pm – 12:45pm

RECESS SCHEDULE

Grades K-1: 11:50am – 12:05pm

Grades 2-3: 12:20pm – 12:35pm

Grades 4-5: 12:45pm – 1:00pm

RECESS:

Please check weather and dress children accordingly. Students are expected to respect supervisors, other students and themselves. Good sportsmanship and safe play are imperative!

HOURS:

Our office is open Monday through Friday.

- **Office Hours are 8:00am to 4:00pm**
- **School Hours are 9:00am-3:15pm**
- **Every Thursday is Teacher Collaboration, School Hours are 10:00am-3:15pm**

CKRR:

The motto at Sunrise is CKRR. All students are expected to demonstrate the following:

C: COURTESY

K: KINDNESS

R: RESPECT

R: RESPONSIBILITY

We positively reinforce students daily and teach them our expectations explicitly for all areas in our building. This creates a positive, welcoming environment for learning and growing together. Students demonstrating these actions will be given CKRR cards.

MORNING SUPERVISION:

SUPERVISION BEGINS AT 8:45AM!

Students are not allowed on the playground before 8:45am. Breakfast begins at 8:40am in the Multi-Purpose Room. On Thursdays, Breakfast starts at 9:40am and Supervision starts at 9:45am.

STAY CONNECTED:

There are several ways you can stay connected with our school. Please visit <http://ses.cvsd.org>. You can also check us out on our Sunrise Elementary Facebook page and the Sunrise Elementary School PTO Facebook page. We encourage you to “like” both of these pages in order to see current happenings at the school.

VISITORS:

When you come to visit our school, you MUST check in at the office first! Our upgraded security system requires the secretaries to buzz visitors in. The intercom is located on the left wall as you enter the lobby. Press the intercom and the secretary will assist you. You will be asked to sign-in and get a visitor’s badge. This is for the safety of students. Before leaving, please stop in at the office and return your badge and sign-out.

VOLUNTEERING:

Volunteer your time and talents! For the safety of all our students, you **MUST** complete/update the district volunteer form online at www.cvsd.org by clicking “Volunteer” under Parent Resources. **This process needs to be renewed every two years.** Once approved, communicate with your classroom teacher how you can help. Volunteer opportunities may include field trips, in the classroom, teaching lessons or helping at a class party. **We are not able to accommodate siblings or other children during volunteer activities, so please plan accordingly.**

BUS/DAYCARE:

The lane on the **west side** of the building is for buses and Daycare only! Please visit www.cvsd.org and click “Bus Routes” under Parent Resources for up to date Bus Information.

VALET

The lane on the **east side** of the building is for parent valet only! When dropping your child off for school, please pull into the valet parking lot. You will pull into one of the three long lanes, which will greatly aid in a smooth and quick drop off. Drive through the line and a supervisor will meet your child at the car. They will help ensure students get in and out of the cars to prevent any chance of an accident. Please stay in your vehicle at all times; the supervisory staff will load and unload your child.

When picking up your child, please pull into the valet line. Once you get to the front of the line, a supervisor will escort your child to your vehicle and help load them. This process goes very smoothly when drivers watch for the car in front of them to move.

Please do not park in the valet line!

Must check in at office to enter school!

CROSSWALKS:

If you park across the street on Adams or 24th, you could help us by explaining the importance of crossing at the crosswalks or assist them across. Supervisory staff will be directing traffic and assisting walkers during drop off and pick up.

SCHOOL CANCELLATION / 2-HOUR DELAY:

As part of the CVSD, we will close or delay school per district directive. It is important to make sure that your contact information is up-to-date in our system so you receive the call/message from our district about any cancellations or delays. CVSD also posts information about school closure or delays on their website www.cvsd.org and Facebook. In the event of icy road conditions or other safety concerns, know that you have the right to make the decision on your child's attendance. While we know a cancellation or 2-hour delay can be inconvenient, it is for the safety of our students and staff. If buses are running late, the time given is an approximation. Please have patience, as safety is the highest priority for all.

CHANGES TO PICK UP:

We understand that plans change and often this impacts how your child may be getting home at the end of the day. Please contact the office via written note, phone call or in-person to inform them of any changes. Students will not be allowed to go home a different way without parent/guardian contact.

For changes to pick up, please call before 2:45pm!

LATE:

Classes start promptly at 9:00am! Children are expected to be in class and ready to go by 9:00am. Please accompany late students to the office in order for them to be excused or call the **Attendance Line: (509) 558-3610**, so they are not marked absent. **Please accompany late students to office, as supervisors are transitioning to their next job at 9:00am!**

PTO:

The Sunrise Elementary School PTO is a non-profit organization made up of volunteer parents, teachers and staff who are dedicated to the successful education of our children. Our goal is to help give every child at Sunrise the best education possible, both inside and outside the classroom. We do this by raising money and planning activities that are not part of the normal school curriculum. All money raised goes directly to benefit our children. Our phenomenal group of volunteers works together to provide fun and enriching opportunities for our students. For PTO reminders, alerts and happenings, click "PTO" under Parent Resources at <http://ses.cvsd.org>. Also check out our entryway Bulletin Board, Monthly Newsletter/Calendar of Events, Sunrise Elementary School PTO Facebook and Sunrise Online Apparel Store.

Please sign up to receive PTO event and volunteer opportunities by emailing sunrisepto@gmail.com.

PTO REWARD PROGRAMS:

We participate in various reward programs, including Box Tops, Amazon Smile and Fred Meyer Community Rewards. Please contact Sunrise Elementary PTO for more information. We appreciate your support!

PTO SUNRISE EAT OUT NIGHTS:

The PTO will be scheduling Sunrise Eat Out Nights with local restaurants to help bring our community together and turn some fun into funds! Join us at the designated day/time/restaurant and help Sunrise earn donations from these participating restaurants.

FACILITY USE:

In order to reserve time using our facilities, you need to check availability with office staff or visit www.cvsd.org “Request Use of Facilities and Playfields”. We ask that while using our space, you remain only in that space and clean up before you leave. Bathrooms near Multi-Purpose Room are available for use during indoor activities.

MEDICATION:

Per district policy, we cannot distribute any medicine to students without paperwork from your child’s provider. Students are also not permitted to self-administer medication without paperwork from their provider. Once paperwork has been signed and filed with the office, we can receive medication along with directions for administration from a parent/adult. All medication must come in the bottle from the pharmacy with prescription/dosing information on the bottle. Provider paperwork is available in the office. Further questions can be answered by our office staff or school nurse.

CONFERENCES AND GRADING:

Conferences are held twice a year during the Fall and Spring. Conferences are scheduled by the teacher.

Student “Effort” and “Achievement” is evaluated each trimester using: EE-Exceeding Standard, MT-Meets Standard, AP-Approaching Standard, BG-Beginning Standard and N/A-Not reported at this time.

DRESS STANDARD:

We follow CVSD’s dress code at www.cvsd.org “Student Rights and Responsibilities” under Parent Resources.

LOST AND FOUND:

Please make sure to label ALL your student’s belongings with their first and last name. Have your child check the lost and found frequently for their missing items.

FORGOTTEN ITEMS:

If you need to bring something to your child during school hours, please take it to the office. The secretaries will ensure they get it to your child.

ABSENCES:

Please call the **Attendance Line: (509) 558-3610** to report any absences. This will ensure that you do not receive a phone call mid-morning stating that your child is not in school. If you know your child will be absent in advance please notify the office ahead of time.

APPOINTMENTS:

Should your child need to be picked up early or come late due to an appointment, please make sure that you come into the office to sign him/her in or out. Students cannot be released without being signed out.