

Welcome Back to School!

Dear Sunnyslope Elementary School Parents and Students:

This handbook is designed to provide you with information about Sunnyslope Elementary School. A monthly newsletter will be sent home with your child around the first of each month.

The staff works very well together to provide quality educational experiences for your child. Parents are encouraged to visit the school and classrooms, as well as become active in the various committees at Sunnyslope Elementary School.

The staff looks forward to working with you and your child this school year. If you have any questions, please call the school at 831.636.4420. The office is open daily from 7:30AM-3:45PM.

Sincerely,

The Sunnyslope Elementary School Staff

AS A SCHOOL WE WILL...

- **Provide a safe and nurturing learning environment.**
- **Develop a respectful, responsible, and caring educational community by teaching and modeling key values.**
- **Hold high standards and expectations for the academic performance and ethical behavior of all students.**
- **Provide a challenging and engaging academic program that fosters intellectual development and critical/creative thinking.**

PARENT INVOLVEMENT...

There are a number of ways that parents can work as partners with the Sunnyslope School staff in their child's education.

- As a parent volunteer (Parents must adhere to the school dress code)
- As a member of PTO (Parent Teacher Organization)
- As a member of SSC (School Site Council)
- As a member of ELAC (English Language Advisory Committee)
- Attending Back to School Night and Parent Conferences
- Attending our Spring Time Event (Open House)

Each month a parent newsletter will be sent home with your child. Please read over the newsletter for important information on school events. We will also be sending out school messenger calls, be sure the office has your correct phone number. Parent conferences are held in November and, as needed, in March. Parents are encouraged to call or visit the school with any questions or concerns they may have.

DAILY SCHEDULE

8:00AM	FIRST BELL/INSTRUCTIONAL DAY BEGINS
8:05AM	TARDY BELL RINGS
9:15AM-9:30AM	RECESS (TK, 1st, 2nd, 3rd)
9:40AM-9:55AM	RECESS (Kindergarten, 4th, 5th)
11:20AM-11:55AM	LUNCH (TK, 1st)
11:55PM-12:30PM	LUNCH (K, 2nd, 3rd)
12:30PM-1:05PM	LUNCH (4th, 5th)
2:21	DISMISSAL

Students should arrive no earlier than 7:40AM. There is no supervision prior to 7:40AM. Staff will supervise students during dismissal (2:26PM) in the parent pick-up area. There is no supervision after 2:45PM.

A tardy bell will ring at 8:05AM. Teachers will mark tardy on the attendance after 8:05. Any student arriving after 8:15 must report to the office for a pass. **It is very important that the students arrive to school on time. Arriving late disrupts the classroom and is detrimental to the learning process of the class and your child.**

MINIMUM DAYS...

Each Thursday, **dismissal is at 12:45PM**. This early release time allows for collaboration among the teachers.

RAINY DAYS...

On rainy days, all students will eat in the Tiger's Den. Our tentative schedule is as follows:

TK, Kinder, and 1 st	11:00AM-11:30AM
2 nd and 3 rd	11:35AM-12:05PM
4 th and 5 th	12:10PM-12:40PM

ARRIVING AND LEAVING SCHOOL...

All students must arrive to school ready to learn. When the bell rings at 8:00AM, the students will walk to their classroom.

If your child walks to school, please show him/her the safest route. Crossing guards are posted at the corners of Sunnyslope Road and Memorial Drive and at Hillcrest Road and Memorial Drive. **Please use the designated crosswalks and crossing guards. This is for the safety of you and your child.**

If your child rides his/her bicycle or scooter to school, he/she **must** wear a helmet. Please send your child to school with a bike lock, scooters may be placed in a secure area. Please do not ride your bicycle or scooter on campus.

If you drop off/pick up your child by car, please follow these guidelines:

- Use parent pick up area
- Drive slowly and cautiously
- Only use the handicapped parking spots if you have the correct placard
- Pull as far forward as possible
- Remain in your vehicle at all times, your child(ren) will be walking to you
- **Right turn only when exiting either parking lot**
- Pick up your children on time

EARLY DISMISSAL...

Please sign your child out from the office. The office staff will call your child out of class when you arrive. No early dismissal will be permitted after 2:15PM and 12:35PM on Thursday.

* In the event of an emergency and you are unable to pick up your child at dismissal, please notify the office and your child may wait in the school office.

BREAKFAST AND LUNCH PROGRAM...

Sunnyslope School qualifies for free breakfast and lunch for all our students. All students are responsible for submitting an application if they would like to receive free breakfast or lunch. This application will be sent home on the first day of school.

In the event of a rainy day, the students will eat lunch in the Tiger's Den. Lunch recess will be shortened to 30 minutes. The students will remain inside the Tiger's Den until they are dismissed to their classroom teacher.

Energy drinks and soda are not permitted at Sunnyslope School. Also, no Hot Cheetos, Takis or any other chips that stain our student's fingers. This can damage school property.

LUNCH AREA CONDUCT...

Students will behave appropriately in the lunch area in order to assure safety. Students in the lunch area are under the authority of and directly responsible to the assigned staff and yard duty supervisors. Students are to:

1. Follow the directions of the cafeteria and lunch area staff.
2. Follow the rules of good citizenship at all times.
3. Remain with their class and form an orderly line outside the Tiger's Den.
4. Sit quietly and orderly while eating lunch. Use proper table manners.
5. Check and clean the table and under the table at which you were seated.
6. When excused, dispose of all trash properly.
7. No playground equipment in the lunch area.

FIELD TRIPS...

We encourage our parents to participate and attend field trips with their children. In order to attend any field trip, it is imperative to bring the following items to the office one week prior to the trip:

1. A copy of your current identification card
2. A copy of your current automobile insurance (If you are a driver)

PERSONAL ITEMS...

Please mark your child's name on his/her clothing and backpacks. We have a lost and found table located outside of the restrooms near the office. Please be sure to check the table frequently for lost items. Be sure to check that your child's name is written on the article of clothing when looking. Many students have similar sweatshirts and jackets.

Students may **NOT** bring items from home; such as toys, electronic games, trading cards or other personal items. Sunnyslope School is **NOT** responsible for lost, stolen, or broken items.

If you feel your child needs a cell phone, he/she must bring it to the office before school starts and pick it up after school. Cell phones are not allowed during the school day. We have had cell phones stolen, misplaced or used during the school day.

MEDICATION...

If it becomes necessary for your child to receive medication during the school day, please contact the office for the appropriate form. **Please do not send medications, including over the counter medications, to school with your child.** Parents may come to the school office and administer the medication or complete a district authorization form, which permits the school to administer the medication.

We are fortunate to have a part-time health clerk on campus that is available for students that become ill, need medication, or need medical attention for a minor injury. The health clerk makes every effort to contact parents if the injury requires further medical attention or to notify the parent that their child was/is injured/sick. In order for this to occur, all parent contact information needs to be current. **Please contact the office if your information has changed.**

PETS ON CAMPUS...

Please do not bring dogs, or any other animals, on campus. Even a friendly, well trained dog can become frightened or confused during a noisy and busy situation, such as dismissal.

PLAYGROUND...

All students report to the playground before school. (No one is allowed by the classrooms.)

- Students must show respect of all adults and follow directions the first time.
- Always **walk** on the black top.
- When the bell rings, **"FREEZE"** and wait for the whistle.
- Walk in the tanbark/rubber area and play safe activities only. (No tag allowed, no jumping off playground equipment.)
- At all times, students must stay within the playground boundaries and where yard duty supervisors can see them.
- Kickball and soccer on grass only.
- Make sure all equipment is returned.
- Report any problems to yard duty supervisors.
- **Slides**- Wait your turn at the bottom of the steps (or at the red step of slide ladder) until the person before you has exited the slide, then climb the steps and slide down.
- **Grass**- This is the place to run, kick balls, and play catch or tag. Do not climb fences.
- **Blacktop**- You may bounce balls, walk around, and play hopscotch, basketball, tether ball and 4-square.
- **Tan Bark**- Here is where you will find the bars and jungle gyms. There is no running in this area. No tag on the bars or on the tan bark. Never stand on top of the bars. Always travel in one direction when crossing the bars and take turns one person at a time.
- **Red Line**- Stay behind the red line painted on the playground. This is a playground boundary line.

- **Students must follow the school “Hands Off” policy (Keep your hands and feet to yourself). Tackle football, hitting, wrestling, and other contact sports are not permitted.**
- **Children who are not students of Sunnyslope School are not permitted to be on the playground during school hours.**

REWARDS AND RECOGNITION...

Each trimester we will hold an Awards Assembly. The students will be recognized by their teachers in a variety of academic areas. These areas include:

- Reading/Language Arts
- Math
- AR (Accelerated Reader)
- Mileage Club
- Great Citizenship
- Perfect Attendance
- Physical Education

Parents are encouraged to attend the assemblies. The dates and times will be published in the monthly newsletter.

Perfect Attendance...

Perfect Attendance awards will be awarded at the end of each trimester and at the end of the school year. Perfect Attendance is coming to school every day with no tardies or early dismissals.

Star Cards...

Any staff member that notices good behavior or citizenship of any student may provide that child with a Star Card. Every Friday, the office will have a drawing to determine who the Star Card winners are for the week. The winners will receive a small prize.

SCHOOL ATTENDANCE...

Good school attendance is one of the best ways that parents can support their child’s education. Children must be in school to take advantage of the educational opportunities available to them. **State Law mandates that children attend school unless they are ill or are attending a doctor’s appointment.**

Please make sure your child arrives to school on time. Our instructional day begins at 8:00AM. A tardy bell will ring at 8:05AM. Students arriving after 8:05AM will be marked tardy by their classroom teacher. Any student arriving after 8:15 must report to the office for a pass.

Arriving late to class negatively affects a child’s opportunity to learn. It is disruptive for the class and the child misses valuable learning time. Parents of a child with excessive tardiness or absenteeism will be recommended to SARB (School Attendance Review Board). Once SARB is contacted, the case may be turned over to the San Benito County District Attorney.

It is the parent’s responsibility to notify the school when his/her child is going to miss school due to an illness. You may call the school office at any time and leave a message by entering the extension 203. It is important that the reason for your child’s absence is documented.

A student that has three or more unexcused absences is considered truant. The District Office will notify parents when their child has become truant. The parent will be directed to contact the school principal to resolve the attendance issues. **Please note: a child arriving to school over 30 minutes late is marked truant, unless a doctor or dentist note is provided.**

In the event that your child may miss school five days or more for reasons other than illness, contact the office to place your child on an Independent Study. **Please give the office one week's notice.** This will ensure that the teacher has enough time to put together a packet of schoolwork. Upon returning, please submit the completed schoolwork packet to your child's teacher. If the packet is turned in on time, your child will not be marked truant for the absences.

SCHOOL DRESS CODE...

The Sunnyslope School Staff is responsible for providing a safe and responsible learning environment for ALL students. To help maintain this environment, the following dress code will be enforced:

- Students are expected to wear clothing and shoes that are appropriate and safe for school. **Flip flops, backless sandals, high heeled shoes, and shoes with wheels are NOT allowed.**
- Dress or grooming should not cause undue attention. It should also not disrupt the daily instruction.
- **The only hat permitted at Sunnyslope School is a plain white hat.**
- Students are not permitted to wear **make-up**, colored hair gel, and/or glitter.
- Clothing with slogans, logos or ads for alcohol, tobacco, or illegal drugs are not allowed. Clothing with suggestive or derogatory pictures or words are not allowed.
- Gang-related apparel or baggy clothing is not allowed. Pants must be worn at the waist; pants that sag to expose underwear or cuffs that drag on the ground are not permitted. No spaghetti straps, halter tops or tops that expose the midriff or underwear. Pajamas are not permitted.
- If wearing shorts, skirts or dresses to school, the length of them **MUST** be as long as or longer than the fingers when your child's hands are placed by their side.
- On PE days, students are to wear shorts or pants and tennis shoes.

*** School Administration will determine the appropriateness of any questionable or subjective attire.**

*** Please note that full description of the Hollister School District Board adopted Policy will be sent home with the first newsletter.**

SCHOOL SAFETY...

The staff of Sunnyslope School is committed to providing an environment that is safe, free of distraction, and supportive of learning.

Please follow these guidelines...

- For the safety of **ALL** students at Sunnyslope School, all visitors **MUST** sign in at the office. All visitors must be at least 18 years of age.

- If a parent needs an item delivered to his/her child's classroom, please report to the office and the office staff will call for the student to come to the office to pick up the item.
- Parents are encouraged to communicate directly with his/her child's teacher. Any phone calls transferred during instructional time will go straight to **voice mail**.
- All students are expected to follow the school rules. Appropriate school behavior is expected at all times.
- Adults are to use the restroom in the office or staff lounge (Room 9). Student restrooms are not permitted for adult use.
- Textbooks are issued without charge to all students for each class. When returned at the end of the school year, they should be in nearly the same condition as when they were issued. If a book is damaged or lost, the student (parent/guardian) will be expected to cover the cost to replace the book.
- Safety drills are conducted on a monthly basis. The staff and student body conduct fire drills, earthquake drills, and an emergency situation drill throughout the school year.

If you have any questions regarding school policies, please call the office at 636.4420.

SCHOOL DISCIPLINE...

Teachers will have their own set of classroom rules for their students to follow. Teachers and yard duty supervisors will refer students to administration for the following school rule violations:

SAFETY

- Hitting/Kicking/rough play
- Physical aggression/assault
- Bullying/harassment
- Danger to self or others
- Weapons
- Gang activity
- Inappropriate touching
- Throwing food/solid items
- Spitting
- Incorrect use of classroom supplies
- Use or possession of alcohol, tobacco, or drugs

RESPECT

- Excessive Disrespect
- Excessive Defiance
- Name calling/Profanity
- Excessive Disruption
- Leaving without permission
- Verbal assault/threat
- Destruction of property
- Spreading rumors

RESPONSIBILITY

- Property misuse
- Incorrect use of restrooms
- Excessive Incomplete classwork/homework
- Theft
- Technology violation
- Cheating
- Bus infractions

The discipline assigned by the administrator could be one or more of the following:

- Warning
- Recess trash pick-up
- Out of school suspension
- Counselor referral
- School Resource Officer referral
- Time out in office
- Loss of school activity
- Conference with student/parent
- Sent home
- In-school detention
- Behavior contract

Bullying is when one child or a group of children **repeatedly** picks on another child – often one who is seen as more vulnerable.

Bullying Examples:

Physical Aggression		Racist Bullying
Pushing	Hitting	Racial Slurs
Grabbing	Spitting	Offensive Gestures
Shoving	Tripping	Jokes
Pinching	Threats	Offensive remarks about cultural traditions
Physical Harm		

Sexual Bullying	Verbal Bullying
Unwanted physical contact	Name calling
Sexual abusiveness	Incessant mocking
Inappropriate comments	Laughing at a child's expense

Emotional Bullying	Cyber Bullying
Spreading rumors	Misuse of: email, instant messaging,
Isolating a child from activities	Text images and messages