



Sunnyside School Handbook  
2018-2019

## **Welcome to Parents**

Welcome back! The staff of Sunnyside School is looking forward to providing your children with an exciting year packed with many great learning experiences and opportunities. This handbook has been prepared for the parents of children attending Sunnyside School. The main purpose is to provide information regarding programs, policies, procedures and rules subject to the regulations and policies of Palliser Regional Schools, as well as Alberta Education. Information in this handbook will be amended, added or deleted each year as changes occur. We encourage you to become familiar with the contents of this handbook. School information can be accessed on the Sunnyside School web page at [www.sunnysideschool.ca](http://www.sunnysideschool.ca). You can also find us on Facebook. Please feel free to contact the school at 403-327-9214 if you have any questions or concerns.

## **School Mission Statement**

Sunnyside School provides dynamic learning opportunities, enhanced by a supportive rural community. We uphold a positive and safe school climate which fosters leadership and citizenship. Our school strives to inspire students to exceed their potential, transforming the world around them. Sunnyside School sets the foundation for a purposeful life.

## **Registration**

This year we are offering an early learning program for 4 year olds. Any child who is 5 years of age on or before December 31, 2018 can register for kindergarten. Any child who is six years of age on or before December 31 may enter grade one in September. Please bring your child's birth certificate and 911 emergency address. It is vital that the school office has current information for students, especially in an emergency situation. Please notify the school office whenever you have a change of address, phone number, or emergency contact person. Parents who are registering a student with medical concerns should submit all pertinent information to the office.

## **Building Security**

Please note that the doors to the school will be opened at 8:15. Please do not drop off your children before this time as supervision begins 15 min before school starts and ends 15 min after school ends. Both doors will be locked during school hours. Please use the main doors when visiting the school during the day. We have a doorbell that is connected to our camera system so we know who is gaining access to our school at all times. Also, please be reminded that we require all visitors to check into the office.

Safety and security is essential and as such Sunnyside School is equipped with cameras. Both exterior entrances as well as the back of the building is monitored 24/7. The inside entrances and hallways are monitored only to maintain a safe and secure environment.

## **Hot Lunch Program/Microwave Use**

Hot lunch is available on Mondays throughout the school term for those students who wish to participate. The program is operated by parent volunteers who prepare or purchase lunch items. More information will be made available to parents through the newsletter and email.

To reduce the time students are waiting in line to heat up food and to ensure all students have a temperature safe lunch, we request parents to consider alternatives to microwaving food by either using a thermos or packing food that doesn't require heating. We understand how challenging it can be to pack a lunch that your child will enjoy, but we really need your help in limiting how often your child needs to use the microwave at school.

### **School Busing**

Each student riding the school bus is expected to follow the school bus rules posted in each bus and on the Palliser Schools website. Failure to do so could result in suspension of bus privileges. Please discuss these with your child. Any student wishing to access a bus that they do not normally ride on must complete a Palliser Ride Along form in advance of transportation. Forms are available in the school office and on the school website. If your child will not be taking their normal bus home, parents must contact the school. The easiest way is through a note to the teacher. Please note that if you have not sent a note with your child, you must call the office to notify us that your child will not be on the bus. Teachers do not always have time to check their email during the day so it's important that the office be notified. **If we have not received written notice or a phone call, students will be placed on their regular bus.**

### **Drop off/Pick Up**

Please do not park in the bus lane at anytime throughout the day. The bus lane goes from the sidewalk, through to the ditch. When picking up your children at the end of the day, please wait to come into the school until our bus students have exited the building. Safety is our utmost concern, and keeping our hallways clear, ensures that teachers can easily verify that the right students are getting on the bus. If you need to pick up your child before the bus leaves, please make contact with your child's teacher so they know this is happening.

### **School Council**

School councils are collective associations of parents, teachers, principals, staff and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school. School councils are in an advisory capacity to the principal. Sunnyside has a School Council Policy Handbook available at the school office. Elections are held yearly, at the Establishment General Meeting for the positions of President, Vice President, Secretary, Treasurer, and Community Representative.

### **Family School Liaison Counselor**

The Family School Liaison program provides professional counsellors to support the needs of students and their families throughout the Palliser Regional School Division #26. Family School Liaison counselling services provide a liaison between the home and school as well as individual counselling to deal with a range of issues that may include: grief/loss, separation/divorce, self-esteem, mentoring/positive role modeling, attendance issues, parent/child conflict, violence, abuse, depression, anxiety/worry, anger/aggression, peer/friendship issues, self-concept, interpersonal conflict, problem solving. Referral information is also provided to those wishing to access alternate community services and supports. Counselling services may be initiated by a referral from the classroom teacher or administrative staff or by parents or students. Counselling services are confidential.

## **Student Phone Use**

The school requires that all personal phones belonging to students, be turned off and stored in backpacks. Students may be required to turn in their phones at the beginning of the day at the request of the teacher. Students not following this protocol will be required to keep their phones in the office for the day. Students are welcome to use the office phone to call parents; however, we request that it not be used to arrange playtime with friends after school. This practice creates problems with parent permission and bus arrangements. Parents are asked to make these arrangements at home the day before and provide a note to the school.

## **Electronic Devices**

Students bringing electronic devices to school are required to turn them off and keep them stored in backpacks unless they have permission from a teacher to use the device for educational purposes. Students not complying with this policy will have their device kept in the office for the day. All field trips will be electronic free.

## **Student Absence**

If your child will not be in attendance at school, we require you to report the absence. You can do so in the following ways: you can download the SchoolMessenger app on your phone, go to [go.schoolmessenger.ca](http://go.schoolmessenger.ca) or call 1-844-260-7166 and follow the prompts. As well, you can call the school office to report the absence. If your child is late, they must check in at the office. Please inform the classroom teacher if your child will be leaving school before the regular dismissal time. When picking up your child early, please report in at the school office. As attendance is a requirement under the School Act, Section 13(1), we encourage you to ensure that absences/lates are kept to a minimum. If absences/lates mount, we will be contacting you to come in for a meeting to discuss the importance of attendance and its impact on your child's education.

## **School Pictures**

Each year, Lifetouch Canada Inc. will take individual and class pictures in the fall. Please refer to newsletters for dates for pictures and retake information.

## **Wellness Fridays**

Each Friday, students will have an opportunity to learn more about wellness and practice the 7 Habits. Please check newsletters and emails for more information. The year will be made up of some whole school wellness workshops as well as small group opportunities.

## **School Fees**

School fees are assessed to assist in paying for technology, agendas, art supplies, etc. Please submit the fees during the first two weeks of school. Cheques should be made payable to Sunnyside School. Elementary textbook rental fees are waived by Palliser Regional Schools for this school term. The following fee structure will be in effect for the 2015/2016 school year:

	Kindergarten:	Grade 1 – 6:
Palliser Technology User Fee	-----	\$35.00
Special Projects fee	<u>\$10.00</u>	<u>\$10.00</u>
	\$10.00	\$45.00

## **Early Learning Program Fees**

The fee for Sunnyside Early Learning Program is \$80 per month for two half days of programming each week. This year parents are able to pay fees online using SchoolCashOnline.com. Alternatively, a series of post-dated cheques should be made payable to Palliser Regional Schools and dated for the first of each month. Receipts will be issued after cheques are deposited.

## **Fire / Lockdown Procedures**

Regular emergency school drills are practiced throughout the school year. Everyone in the school, including visitors, must follow the procedures to ensure safety. In order to be prepared for any emergency drill, all people in the school must wear footwear during the day. Parents will be notified in advance of the first lockdown practice. We encourage parents to discuss this procedure with their children and help them understand its serious nature and the necessity to be prepared for any unforeseen incidents.

## **Emergency School Closure**

Emergency school closure may be necessary for reasons such as extreme weather conditions, power failure, water or sewer problems, fire, or any other situation that may endanger the health or safety of the students and staff. When a decision is made by the Superintendent of Schools and/or his designate to close one or more schools, the decision will be communicated to parents through email and will be announced on Lethbridge radio stations.

## **Accidents at School**

Occasionally accidents do occur, despite adequate supervision and guidelines. Parents will be contacted if medical attention is necessary. Your cooperation in providing alternate contacts with phone numbers is appreciated in the event that contact with you is not possible. If neither contact can be made, the child will be taken for emergency care by a school staff member.

## **Volunteers in the School**

Sunnyside School recognizes the value of the services provided by interested parents and volunteers willing to work in the school and encourages their use, either as resource people or in supportive services. We encourage parents and volunteers to assist teachers so that the educational opportunities for children in the classroom will be increased. All volunteers who work alone with students are now required to have a Criminal Record Check on file at the school. This also applies to parent volunteer drivers. CRC Request forms are available in the school office. Volunteers are asked to check in at the office before helping in a classroom. Continuity between home and school is a vital link in a child's successful development. In order to ensure that this link is strong, we invite you to become involved in your child's education.

## **Student Illness at School**

If a student becomes ill, parents will be contacted to come and take the student home.

## **Student Insurance**

Pupil accident insurance information is sent home with the students in early September. The program is voluntary and registration in the program and claims are made directly to the insurance company. Claim forms are available at the school office.

## **Testing**

Standardized tests administered include the Fountas and Pinnell Reading Benchmark Assessment for students in Grade 1 to Grade 6. As well, Grade 6 students will write provincial achievement tests (PAT) in May and June.

## **Substitute Teachers**

When regular classroom teachers are absent from school, substitute teachers are hired in their place. All substitute teachers are drawn from a pool of qualified teachers identified through the Palliser Regional School office.

## **No Smoking Policy**

The Board of Education designates all school buildings and grounds under the jurisdiction of Palliser Regional Schools to be smoke-free.

## **Medication**

Doctors may request that prescription medication be administered to a child during school hours. Such requests shall:

1. Be of such a simplistic nature that a layperson (e.g. teacher, assistant, secretary, etc.) could successfully perform the function;
2. Ensure prescribed medication is provided to the school in the original prescription container;
3. Be in writing issued by a medical practitioner or pharmacist;
4. Specify the time(s) at which such medication should be administered;
5. Specify the dosage and method of administration;
6. Include storage instructions (including the need of security, refrigeration, etc.);
7. Specify the duration of the treatment;
8. Outline procedure to be followed in case of suspected adverse reaction;
9. Include instructions on the use of an Epi-pen (or similar);
10. The parent/guardian of the student completes the Release of Information from Health Service Providers form, as necessary. The Request for School Assistance to Administer Medication form shall be used for this purpose.

## **Bullying Policy**

Palliser Regional Schools has implemented a policy dealing with bullying. Bullying behaviour is not acceptable. All members of the school community have a responsibility to create an environment that is characterized by an absence of intimidating or threatening behaviour. We encourage all students and parents to inform school staff when they become aware of bullying incidents occurring in the school community.

## ***Sunnyside School Bullying Statement***

Sunnyside School is striving to become a Bully Free Zone. We respect individual differences and personal space. We encourage interaction and inclusion. Tolerance of emotional, physical and verbal bullying will not be accepted.

### **Threat Assessment Procedures**

*Definition* - A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written or symbolic (for example, motioning with one's hand as though shooting at another person).

1. At Sunnyside School, **all threats will be taken seriously** and will be assessed accordingly.
2. Any person having knowledge of high-risk behaviour or having reasonable grounds to believe there is a potential for high-risk behaviour shall promptly report the information to the school principal.
3. The principal shall identify and confirm problem/event and gather as much information as possible.
4. The principal will determine the degree of impact on the school to decide if the threat is worrisome or warrants invoking the High-Risk Protocol procedures.

### **High-Risk Threat Assessment Protocol**

- a) The student exhibiting the behaviour shall be escorted to a safe, supervised area. When this is not possible, the safety of other students and staff shall be ensured in accordance with the individual school safety protocol.
- b) One or more members of the Threat Assessment Team may also be contacted by the principal. When the protocol is activated, parents will be notified at the earliest opportunity by one of the Threat Assessment Team members.
- c) Police involvement and suspension from school may happen.

### **Student Evaluation**

#### **Evaluation Policy**

Evaluation of students is done in three areas: academic achievement, social adjustment, and work habits. Both formative and summative assessments will be used to determine student learning.

#### **Homework**

Sufficient time is usually provided for students to complete assignments. However, homework may be required to finish projects or to review materials. This can be used as an opportunity to become involved in your child's schooling and see what he/she is taking in that subject area.

#### **Report Card**

Report cards will be issued three times in a school year. The report card is a formal summary of a student's current academic achievement, work habits, and citizenship. It is only one form of communication about student achievement among teachers, parents and students. We encourage parents to communicate frequently with their child's teacher.

## Parent/Teacher Interviews

Parent/teacher interviews are a vital part of communicating student progress. They are held twice each year and students are encouraged to attend. It is a good idea to write down specific concerns and questions before the interview so that attention can be given to all necessary matters. Additional interviews may be set up as needs arise any time during the school year.

## Bell Times

8:27 a.m.	warning bell
8:30 a.m.	classes begin
10:14 a.m.	recess
10:29 a.m.	warning bell
10:30 a.m.	classes resume
12:00 - 12:45 p.m.	lunch break
12:45 p.m.	classes resume
2:14 p.m.	recess
2:29 p.m.	warning bell
2:30 p.m.	classes resume
3:31 p.m.	dismissal bell

### *Important:*

- a) Bell will ring for dismissal at **12:30 p.m. on Fridays.**
- b) Kindergarten classes operate Tuesdays and Thursdays as well as Wednesdays starting in April..
- c) ELP classes operate Monday/Wednesday mornings from 8:30 to 11:30 a.m. and Tuesday/Thursday mornings from 8:30 to 11:30 a.m. **The doors to the ELP will remain locked until the bell rings at 8:27.** Busing is not provided for Early Learning students unless there is an older sibling in the family already being picked up at the same location and the ELP student has reached four years of age.