

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Sunnyside Elementary School
Implementation of School Policies and Procedures and
Positive Behavior Expectations for Student Success 2023/2024

Please review the following school policies and procedures with your child and sign the last page indicating that you are familiar with the guidelines set for instilling a safe and studious school environment at Sunnyside. This document has been reviewed by staff members and approved by our School Site Council and English Language Advisory Committees.

Emergency Information/Procedures

It is important to have up to date emergency information for each student. Please log in to your child's Parent Portal at mykids.ggusd.us account and update phone numbers and emergency contact information every year and if/when it changes. If you move residences, please let the office know and provide documents that confirm your new address. The office will update your students' records.

Sunnyside School maintains a Comprehensive Safety Plan. Students practice emergency drills and scenarios in order to prepare for any situation that could cause harm or danger.

Arrival/Dismissal Times and Procedures

School begins at 8:20. Students may arrive on campus at 7:50, prior to that time there is no supervision. School ends at 2:30 on Monday, Tuesday, Thursday, and Friday, and 1:40 on Wednesday. Students should be picked up at dismissal or proceed straight home as determined by families. Parents should inform the teacher for younger students how students will be getting home (Daycare provider, bus, etc.)

Car Line Procedures

Parents should drop off students and pick students at the front of the parking lot. It is unsafe to drop students off at the street. The circular driveway may also be used once the buses have exited. Teachers facilitate drop off and pick up before and after school. Please allow yourself plenty of time. Know that California state traffic laws apply to school parking lots. Please adhere to all street markings, signs (no U turns in front of the school), and refrain from cell phone use and texting. Patience and courtesy are a priority for the safety of our students and community. (Please read the parking lot, pick up, and drop off safety guidelines.)

Procedures for Checking Students out of School

Parents or adults listed on the emergency card may check out students early from school through the office. Appropriate identification must be presented before a student is released from class. Thank you for valuing classroom time and making appointments for after school whenever possible. Upon returning to school, please sign your child back in at the office before returning to class.

Medication Taken at School

Medications involving special circumstances can be scheduled for administration during school hours. Parents are urged to work with their child's doctor to establish a schedule for administering medication outside school hours.

Any and all medication that is required to be taken during school hours, including prescriptions and over-the-counter products (i.e., cough drops, aspirin, Tylenol), must be brought to the office by an adult accompanied by a signed physician's form. Prescription medication must be brought to school in the original labeled pharmacy container showing the student's name, the dosage and the physician's name (California Education code #49423 and Health Safety Code #26252). Medication will be kept in the office and administered as prescribed. No medications are to be kept in the student's possession.

Health Issues

Students need to remain at home if they have any illness or symptoms. Please do not send your child to school with a temperature, sore throat, cough, congestion/runny nose, headache, difficulty breathing, nausea/vomiting/diarrhea, fatigue/muscle or body aches and loss of taste/smell. Please notify the school immediately if your child is diagnosed with COVID 19 or a communicable disease or illness.

We appreciate your efforts to make medical appointments for times outside of the school day so that your child does not miss valuable instructional time.

Absences

Please notify the school office at (714)663-6158 or email Sunnyside@ggusd.us to let us know the reason for any absence. If you are unable to contact the office, please send a note with your child stating the reason and date of the absence.

Birthday Celebrations

At Sunnyside, our teachers know the importance of using every minute of instructional time to ensure that all children achieve to their full academic potential. We recognize every student's birthday at Sunnyside. A great way for parents to honor their child during his/her birthday is to donate a book to the library in their child's name. Goodie bags, balloons, and flowers are a distraction from learning. Invitations to parties should be distributed by parents outside of school. Our desire is to not have any child excluded and to be able to maintain a studious atmosphere and focus on learning.

Visitations

We are very proud of the educational programs implemented at our school. Parent visitations are welcomed and viewed as valuable in developing an understanding of the standards-based learning and teaching strategies that lead to success. Please be sure to follow the procedures in place: 1) Contact the teacher or office at least one day prior to the day you would like to visit; 2) Please sign in and out at the school office on the day of your visitation; and a visitor badge will be provided for you to wear during

your visit; 3) Save any questions for the teacher until before or after school; 4) Please do not bring other children with you. Volunteers are also welcome!

Lunch Visitors

Parents who wish to eat lunch with their child are welcome to sign in at the office during their child's lunch period. Please be aware that our lunch schedule might change during inclement weather.

Positive Behavior Intervention and Support

Sunnyside is a PBIS school which means we implement Positive Behavior Interventions and Supports. We focus on the positive and recognize students for their success and good choices. Student expectations are taught at the beginning of each year and as needed so that everyone understands what it takes to succeed in all areas. Students are corrected for bad choices and provided guidance to make better decisions in the future.

Positive behavior and good citizenship habits are reinforced through incentives and privileges. Monthly character traits and scholarly habits are introduced. Each trimester, good citizens are rewarded with an opportunity to attend "Bend the Rules" – a fun celebration monitored by our staff.

Students who know and follow the expectations have greater success at school. They also develop positive relationships with their peers and adults.

Incentive and award programs are ways that the school acknowledges individuals, as well as groups of students, for their actions and contributions toward maintaining Sunnyside's positive school climate.

Basic Behavior Standards for Sunnyside School

1. The number one rule for safety is, "Keep your hands, feet, and objects to yourself."
2. Use only kind words and be courteous toward others. Treat others how you would like to be treated.
3. Obey and show respect to all teachers, bus drivers, noon duty supervisors, parent volunteers, substitutes, support staff, etc.
4. Use common sense – If you think there is a chance you might get hurt or hurt someone else, or you might get in trouble, don't do it!
5. Show respect for school property and personal property.
6. Think safety and practice making smart decisions.
7. Maintain integrity and good character by being truthful at all times.

Sunnyside School Playground Rules

1. All students need to be considerate of others and practice kindness. Bullying type behaviors or aggressive behavior is dealt with seriously.
2. Physical contact activities are not safe and therefore are not allowed, including football, tag games, dodge ball, baseball, etc. (Certain games may be played under the direct supervision of a teacher.)
3. When the freeze-bell rings, students on the playground are to playing and freeze. They are to then wait for the whistle to be dismissed to walk to their designated line up area. All equipment needs to be returned to the containers or classroom.
4. Counting is used on the bars and swings to facilitate turn taking. A student wanting to play on the equipment being used must count to 25 before the student using the equipment needs to get off. The count is by seconds of time (1-1000, 2-2000, etc.). Only one person is allowed on a bar at a time. Students need to keep a safe distance from swings and bars.
5. Students must stop the swings in order to get off safely. Jumping from swings is unsafe. Students should sit in the swings and move in a back and forth motion by pumping with their legs.
6. Students must move in one direction across the bars using their arms.
7. Students are to sit and slide down the slide feet first. Students must wait in line at the bottom of the ladder until the person at the top has started down the slide. Once the slide is completely cleared, a new student can start climbing up the ladder.
8. The restrooms are to be used for intended purposes only. Playing in the restrooms is not safe.
9. Students need to play within the designated areas marked by the yellow lines on the playground. Areas outside of the yellow line, such as, the sidewalks, alcoves, and front of school are restricted for safety.
10. Handball should only be played at the handball courts. Rubber balls are appropriate for handball and four square games. Basketballs should be used for playing on the basketball courts.
11. Soccer and kickball should be played on the grassy field utilizing only the appropriate balls (soft rubber balls are designated for 4 square and handball only).
12. For assistance and emergencies, students may visit the health office.
13. Students are encouraged to eat a healthy recess snack at recess time.
14. Students should use conflict resolution skills when they have a disagreement in deciding the outcomes of games played on the playground. A vote and decision by the majority will be honored in deciding if a player is out or to remain in the game. If an impasse occurs, the playground supervisors will be available to help resolve issues.
15. Jump ropes are to be used for jump roping only.
16. Students may play with hula hoops around their waist, arms or feet.
17. Students should keep all personal balls and equipment at home.

Recess Snack/Cafeteria/Lunch

The breakfast, recess, and lunch periods are an important part of our students' day at school. Breakfast and lunch are provided for all students free of charge. Students should also enjoy a snack from home during recess time. Fruit, nuts, individual sized snack packs are appropriate for school. It is also important for students to drink plenty of water (no energy drinks or sodas). Sharing of any food is not safe. All students are encouraged to enjoy the healthy choices and salad bar options provided through our district food program. Students can also bring lunch from home. The following guidelines help to maintain a safe and courteous lunch period for everyone:

1. Students should always follow safe practices and walk to and from the cafeteria.
2. Students may talk quietly to the students who are sitting near them or who are sharing a table during the lunch period.
3. In order to enjoy lunch, students should remain seated at the spot that is designated for their grade level.
4. Food should be enjoyed at the tables or during special activities, on the grass. We recognize students for practicing good manners.
5. While waiting in line, students will practice patience and watch for directions from the noon duty supervisors.
6. If a student chooses to not eat lunch, the parent should provide a note letting us know that you are aware that your student is not eating. The student will still spend the first part of the lunch period in the cafeteria or on the tables with the other students. (All students are encouraged to eat lunch for nutrition and health reasons.)
7. Students should not share food for safety reasons.
8. Parents may drop off food for students in the office before 11:30. Lunches will be delivered to our health office where students should check first before calling home for lunch.
10. Lunch will be provided for every student.

Bus Standards

1. The bus driver monitors student behavior on the bus. Students must show respect and courtesy at all times while waiting for, riding, and after being dropped off the bus.
2. Students are reminded about showing respect to our neighbors and community. It is important to respect private property and for students to be well mannered at the bus stop. It is recommended that students not arrive at the bus stop more than 10 minutes before the scheduled pick up time.
3. Students shall remain seated while on the bus and keep all body parts inside the bus. Quiet talking is permitted with the student sitting on the same bench.
4. Food should remain in lunch boxes and backpacks while on the bus.

6. **Bus drivers must be notified in writing if a student will be getting off the bus at a different stop.**
7. **Cell phones should remain in backpacks while on the bus**

Bicycles

Students in the 4th - 6th grades may ride bicycles to school with parent's(s') permission. Students riding bikes are to enter the grounds from the sidewalk next to the Sunnyside sign. Students need to walk their bikes on the sidewalks around the classrooms or office. Students riding bikes to school must wear protective head gear appropriately. It's the law. Bicycles must be locked on the bicycle rack.

Sunnyside Elementary Dress Code

The school and board of education expect students to dress in a manner appropriate for learning and educational advancement. Students should also dress for safety, comfort and modesty.

- **Tops must adequately cover the entire areas of the shoulders, back, and midriff section.**
- **Shoes need to completely cover the toes and heel. Athletic shoes provide the most comfort and durability for all school activities.**
- **Clothing needs to fit appropriately and should not be excessively ripped, baggy or tight.**
- **Students should wear attire designed for comfort that accommodates school related activities. Special spirit days allow students to wear clothes out of the norm, such as pajama day, sports day, crazy hair day, etc. These types of clothes should be limited to the designated day once a year.**
- **Undergarments should not be seen. (Shorts should be worn underneath short skirts.)**
- **Shorts and skirts should extend to the farthest tip of the hand when arms are dropped to the side of the body.**
- **Belts, if worn, need to fit appropriately and not provide any kind of safety hazard.**
- **Students are allowed to wear hats that offer protection from the sun before school, recess, lunch, and after school. These types of hats need to be worn appropriately. Students are not allowed to wear hoods, hair nets, or beanies at school.**
- **Hair should be in the normal range of hair color, except during designated spirit days when crazy hair is allowed. Please remember to only use spray or dye that is not permanent.**
- **Student clothing should be respectful in every way. Students must refrain from wearing clothes with logos or pictures that glorify alcohol, drugs, tobacco, sex, violence, or degrading activities. Humorous shirts that put down education and carry a negative message are not acceptable for school.**
- **Jewelry should be discreet and not cause any unsafe conditions.**
- **Post or stud earrings are safe to wear for all related school activities; hoop and dangling earrings are a safety concern.**
- **Make-up is not appropriate for elementary school aged students and should not be worn at school.**

Parents will be notified of inappropriate attire in order to assist their student in providing better choices for promoting learning, safety, and a healthy self-image. Referrals may be issued for repeated reminders.

Severe Infractions

Bullying

- Bullying is harmful behavior that requires serious intervention and consequences and parent notification.

Bullying includes assault, tripping, intimidation, malicious gossiping or rumor spreading, isolation and/or exclusion, demands for money, destruction of property, theft of valued possessions, destruction of another's work, name-calling, malicious teasing, and inappropriate gestures.

Students who engage in bullying behaviors will receive counseling and discipline referrals. There will be varying consequences dependent upon each offense and situation. Repeat offenses will result in more serious and progressive consequences including suspension from school.

Fighting

- Fighting including "play fighting", is not safe.

Students who are physically aggressive are restricted from play, referred to the principal, and parents are notified. The principal may decide at any time that the severity of a situation necessitates immediate action, which may include suspension.

Disruptive Behavior

- In order to maximize learning, students should participate in all classroom activities. Students should not interfere with classroom instruction and related activities by being disruptive. Students need to acknowledge classroom expectations and maintain high levels of engagement for their success.

Warnings and referrals are issued and action is taken by the teacher for students who continually disrupt their own learning and the learning of others. Parents will be contacted by the teacher or principal when necessary. The student is referred to the principal for action if the problem persists or if the misbehavior is of a severe nature.

Insubordination and Lack of Respect

- Students are to demonstrate respect for everyone on campus.

Students who are insubordinate are referred to the principal. A referral may be issued along with parents being notified. Consequences will be decided upon by the teacher and/or principal.

Tardies, Unexcused Absences and Truancies

It is important for students to attend school regularly and to be on time. When students attend school regularly they do not miss important instruction and learning opportunities. Students that arrive to school on time demonstrate responsible behavior that helps to limit classroom disruptions.

- The earliest students are allowed to arrive at school is 7:45 when the cafeteria opens for breakfast. (There is no supervision prior to that time.)
- If a student arrives to school later than 8:20, he/she needs to check in at the office.

Parents are asked to notify the office when students are tardy. Teachers are notified, and tardies are noted

on attendance records according to District guidelines. Records are monitored for excessive absences, unexcused absences and tardies. Parents are contacted by teachers, the principal, and the District Attendance Worker as necessary. Problems of tardiness and absences which persist are referred to the Office of K-12 Services for review by the School Attendance Review Board.

Other Infractions

- **Cafeteria Behavior**
 - Students are to be polite and courteous at all times. They are responsible for taking care of their belongings and keeping their area neat. They need to remain seated until they are finished eating. Students can converse quietly. When finished eating, students may walk to the play area after putting away their belongings and cleaning their area.
- **Playground Behavior**
 - Students are to follow school, classroom and playground expectations as discussed and explained by their teacher and principal.
- Students are allowed to bring cell phones on campus for use after school to ensure safety. They must be turned off and put away during school hours. If a student needs to call a parent, the office phone is available. If a student is seen using a cell phone on campus during school hours it could be taken away and returned to the parents upon a conference with the principal or teacher.

Personal Property/Cell Phones

- Students should label jackets and lunch boxes with their names and room numbers. Items misplaced can be located in the lost and found. Small articles found, such as glasses, will be held in the office.
- Cell phones should be turned off and kept secure during the school day inside a backpack or school bag. Students should not share with others where their phone is kept. Students may not use cell phones during the school day or have them in their personal possession.
- The school is not responsible for personal property or items brought from home. Toys, collectibles, or playthings are not allowed at school and should be left at home in order to maintain a studious atmosphere.

Parents Rights and Responsibilities

All parents and guardians are required to receive an annual updated copy of our school policy and procedures. Sunnyside Elementary will keep your signed statement that indicates you have received this information. Please read it carefully and let us know if you have any questions.

Please feel free to call the school office if there are any questions in regards to the policies and procedures in place.

(Return this portion to school)

My Sunnyside student and I have read through the Rules and Regulations of Sunnyside Elementary School. We understand the rules and the procedures in place.

(Student Signature)

(Parent signature)

(Parent signature)

Teacher _____

Date _____