

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**  
**Sunnyside Elementary School**  
**Discipline Plan**  
**Implementation of Rules and Regulations**

Please review the following rules and guidelines with your child and sign the last page indicating that you are familiar with the safety measures and procedures for instilling a safe and studious school environment at Sunnyside.

**Emergency Information/Procedures**

Parents are responsible for providing up to date emergency information for each student. Please notify the office whenever a change is made in regards to home, work, cell phone, daycare, and emergency contact information.

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 no earlier than 7:45, 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 must leave school immediately upon dismissal as there is no supervision after school. The playgrounds and play equipment are not supervised after school and therefore are not available for play.

**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.

**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 and serious problems 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**

We advise parents to keep ill children at home. Please do not send your child to school with a temperature or if your child has vomited within the last 24 hours. Please notify the school immediately if your child is diagnosed with 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. 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 your child achieves his or her academic potential. We recognize every student's birthday at Sunnyside. We therefore do not allow birthday parties to occur at school. 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. Our district health and welfare policy discourages students from bringing treats to share from home. Goodie bags, balloons, and flowers are a distraction from learning. Invitations should not be brought to 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. 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 changes on rainy days. A designated table is available for parents to enjoy eating lunch with their child only. All other students will eat with their class.

## **School Rules**

The following behavior standards have been adopted by our school staff and community. While trying to keep rules to a minimum, we believe the guidelines in place reflect prudent measures of safety and supervision. They are designed to respect the rights of others, yet allow children to experience normal "give and take" relationships. It is felt that the teaching of courtesy, manners, individual and collective rights is inherent responsibilities of good supervision and teaching. At Sunnyside, we have developed a Positive Behavior Intervention and Support Plan. Students are taught what good behavior looks like in all school settings. They are provided clear expectations for behavior and good citizenship habits are reinforced through incentives and privileges. Monthly character traits are reinforced. Students are recognized for their compliance and willingness to make good choices.

Students who know and follow the expectations have fewer accidents and injuries. They also develop positive relationships with their peers and adults.

Therefore, the better students are acquainted with and adhere to the Positive Behavior Intervention and Support Plan, implemented to ensure safety and a positive learning environment, the more success they will enjoy at Sunnyside Elementary.

It is important that all school rules and expectations be clearly understood by students, parents and faculty. Our desire is for all of us to work together to ensure the safety and well-being of all of our students. 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. Do not make fun of a person's name, culture, race, appearance, or abilities. 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. **Remain in assigned learning and play areas.**
7. **Maintain integrity and good character by being truthful at all times, even if it may result in consequences.**

### **Sunnyside School Playground Rules**

1. **Bullying type behavior or aggressive behavior is not tolerated and will result in severe consequences.**
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 freezbell rings, students on the playground are to stop talking and freeze. They are to then wait for the whistle to be dismissed. All equipment needs to be returned to the containers or classroom. Students should walk quietly to their designated area to line up.**
4. **Counting is permitted on the bars and swings to facilitate turn taking. A student wanting to use 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. Students must remember to not sit on top of the bars.**
5. **Students must stop the swings to disembark. 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. It is unsafe to stand, sit, jump, or do tricks on top of the bars. Students should keep both hands on the bars at all times.**
7. **Students are to sit and slide down the slide feet first. Students are not allowed to walk up the slide. Students must wait in line at the bottom of the ladder until the person at the top has started down. 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 should 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 supervising teachers are 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 are not allowed to bring personal equipment from home, although it is acceptable for parents to donate items to their child's classroom.

### Cafeteria Rules/Lunch Rules

The breakfast and lunch periods are an important part of our students' day at school. Breakfast can be purchased for \$1.25 beginning at 7:45 AM. Students may bring a lunch from home or purchase a well-balanced lunch in the cafeteria for \$1.50. All students are encouraged to eat. Students should follow the following guidelines in maintaining courteous behavior throughout the lunch period in the cafeteria:

1. Students must always walk to, from, and in 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. Students must remain seated while eating.
4. Food should be consumed in the cafeteria, at the lunch tables, or on the grass if eating outside. Students need to eat with manners. Any food not eaten needs to be taken care of appropriately, either thrown in the trash can or taken back home if brought to school.
5. While waiting in line, students must remain patient and watch for directions from the noon duty supervisors. Hands, feet, and objects must be kept to themselves.
6. Students will raise their hands to be excused by the noon supervisors. Each table, the surrounding floor area, or grassy area must be clean and free of trash before students will be excused to play.
7. If a student chooses to not eat lunch, the parent must provide a note letting us know that you are aware of the situation. The student will still spend the first part of the play period in the cafeteria or on the tables with the other students. (All students are encouraged to eat lunch for nutrition and health reasons.)
8. Students are only allowed to eat the food they have purchased or brought from home, no sharing is allowed. Students should not ask for food from other students during snack recess or during lunch.
9. Parents may drop off food for students in the office by 11:30. Lunches will be delivered to health office where students should check first before calling home for lunch.
10. If a student forgets lunch or money, they will be permitted to call home.  
The cafeteria will provide a courtesy lunch for any student who does not have a lunch.

## **Bus Standards**

- 1. Students are the direct responsibility of the bus driver. Students must demonstrate respect and courtesy at all times while waiting for, riding, and after being dropped off the bus.**
- 2. Students must be courteous to neighbors in the community by respecting private property and being quiet and orderly while waiting 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. There is no eating on the bus.**
- 5. Live animals, bugs, or insects, etc. are not allowed on the bus.**
- 6. A note must be provided to the driver before any student is allowed to get off at a different stop.**
- 7. Students may not use electronic devices on the bus, including, but not limited to, cell phones, ipads, ipods, and cameras.**

## **Bicycles**

**Students in the 4<sup>th</sup> - 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 are not to ride on the sidewalks around the classrooms or office at any time. 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 to 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 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 type 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 not allowed.
- Make-up is not appropriate for elementary school aged students and is not allowed 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.

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", will not be tolerated in any form.

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

- Students shall not interfere with classroom instruction and related activities. They are to obey classroom standards put in place by the teacher.

Warnings and referrals are issued and action is taken by the teacher. Parents are 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. They are to obey all adults in authority.

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.)
- Students who arrive 2 – 3 minutes late are tardy and must report to the office.

Parents are asked to notify the office when students are tardy. Students who are repeatedly tardy without evidence of parent notification are issued referral slips for parent signature. 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.

- Students are expected to leave campus as soon as school is dismissed. Playground equipment and school facilities are off limits until the office is closed at 4:00 unless a permit allowing special activities is on file with the office.

### 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. They may talk quietly and are to raise their hands to be excused by the noon duty supervisor. When dismissed, students should walk to the play area.
- Playground Behavior
  - Students are to obey the school, classroom and playground rules 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 will be taken away and returned to the parents upon a conference with the principal or teacher.

*Any student who receives three or more referrals for classroom, cafeteria, or playground behavior in a trimester may be subject to suspension from school activities depending on the infractions and at the discretion of the teachers and principal.*

### 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. Toys brought to school are subject to be taken away and held for parents to collect.

**Box Tops for Education**

Sunnyside School collects Box Tops from General Mills. Thank you for collecting Box Tops and turning them into our office to benefit our school.

**Parents Rights and Responsibilities**

All parents and guardians are required to receive an annual updated copy of the Parent-Student Handbook. 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 rules and regulations in place.*

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**(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** \_\_\_\_\_