

Sunnyside Elementary

Academic Rigor | Creativity | Citizenship | Well-Being



A California Distinguished School

California Business for Education Excellence Honor Roll School

PARENT HANDBOOK 2015 – 2016

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Sunnyside PTA	
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Principal's Message

Dear Sunnyside Families,

Welcome new families and students to Sunnyside Elementary School, and welcome back returning students and families! At Sunnyside, caregivers and families are partners in learning. Through communication and meaningful opportunities to collaborate, we enrich our children and the vibrant Sunnyside school community. My hope is that every new and returning family this year experiences the connection, positivity, and enthusiasm for learning that makes the community of Sunnyside so special.

Sunnyside prides itself on educating the whole child, social-emotional learning and academic thinking. At Sunnyside, you'll find a warm and caring environment, dedicated teachers and staff, and curricula designed to engage and inspire individualized learning for every child. Individual strengths and learning styles are recognized and celebrated. Teachers continuously reflect and learn in ongoing professional development and grade level collaboration meetings, and work together to plan, implement, and adjust their lessons in response to every student we serve with a Response to Intervention plan. Sunnyside offers a broad range of arts enrichment activities throughout the year and across the grades. We believe that visual art, vocal and instrumental music, dance, drama, and leadership development are important skills and are part of educating a well-rounded child.

Sunnyside teachers embrace the SFUSD shift to the Common Core State Standards. In English Language Arts, teachers follow the SFUSD PK-12 ELA Scope and Sequence ('the Spirals') to introduce and deepen students' engagement with Narrative, Informational Text, Opinion/Argument, and Research across the content areas of math, science, and social studies. The SFUSD's rich mathematical tasks and instructional activities are aligned to the Common Core standards, and teachers use these and supplemental material to stimulate mathematical thinking and skills of our children. We utilize new Next Generation Science Standards to facilitate science inquiry and project learning to explore our histories and world.

Sunnyside strives for authentic partnerships with families and caregivers in support of every student's success. We believe that deeper connections and involvement between home and school enrich both our school and students' lives as we work together to provide fulfilling opportunities for children. This Parent Handbook should provide information for you about communication systems, processes in place for parent engagement, curricular overviews, and ways to participate. Should you have any questions or comments at any time this year about any aspect of Sunnyside Elementary School, we welcome you to contact us so we can build an open dialogue in support of the children and your family. I look forward to working with you this year.

Welcome to Sunnyside Elementary School!

Sincerely,
Renée Marcy, Ed.D.
Sunnyside Elementary School Principal

Sunnyside Elementary School is guided by the SFUSD Vision 2025 and the goals and beliefs of SFUSD Central Office leadership as described in the Strategic Plan. Below is an overview.

SFUSD Strategic Plan: Impact Learning. Impact Lives.

Six Strategies for Success

These, our highest leverage strategies to achieve our goals, will have impact at all levels of the system and are our shared roadmap for raising student achievement.

1. Implement the **SFUSD Core Curriculum** and use **student data** to make informed decisions and monitor our progress toward goals.
2. Provide tiered levels of academic and behavior support to all students using a **Response to Instruction and Intervention** (RTI) model.
3. Build a clear vision, culture and conditions for **college and career readiness** at all school levels.
4. Differentiate central office supports to schools through a **Multi-Tiered System of Supports** (MTSS).
5. Recruit, develop and retain **highly qualified teachers, leaders, and staff**.
6. Increase awareness and build the supports necessary to fully implement SFUSD's **Family Engagement Standards**.

The purpose of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential.

VISION

Every student who attends SFUSD schools will graduate from high school ready for college and careers and equipped with skills, capacities, and dispositions necessary for 21st century success.

GOALS

Access and Equity: Make social justice a reality by ensuring every student has access to high quality teaching and learning.

Student Achievement: Create learning environments in all SFUSD schools that foster highly engaged and joyful learners and that support every student reaching his or her potential.

Accountability: Keep district promises to students and families and enlist everyone in the community to join in doing so.

BELIEFS

- The achievement gap is the greatest civil rights issue facing SFUSD.
- It is possible to increase academic achievement of high performing students and accelerate achievement of those currently less academically successful.
- Quality schools offer engaging and challenging programs, caring and committed staff, strong and visible leaders, and instruction differentiated to meet each child's needs.
- Authentic partnerships are essential to achieving our vision for student success.

Classroom Assignments

Classroom lists for grades 1 – 5 will be mailed home to you. In addition, you will find them posted in the main hallway on the first day of school, Monday, August 17th. Our grade-level teams and other staff use their professional expertise to develop a balance of students for success in each classroom.

Kinder Rotation is Wednesday, August 12th at 9am. Students will rotate through each classroom for about 15 minutes (including rotating times). Parents stay in the cafeteria. Then, the students will return to the cafeteria to meet their parents. Please email sch842@sfusd.edu if you are unable to attend the orientation or the rotation.

Families with children entering Kindergarten are invited to attend Kindergarten Orientation on **Thursday August 13th, 2015 at 6:00pm**. You will learn your classroom assignment at this time. Come and meet your child's new teacher and socialize with other parents. Teachers request that parents do not bring students into the classroom during this hour-long presentation. Free on-site childcare will be available.

First Day of School

Daily morning drop off is on Hearst Street for 1st grade through 5th grade students. Kindergarten families are encouraged to walk children to meet their teachers in their classroom on the first day and for the first 4 months of school. Please come to the Hearst Street side gate of the playground with your child to meet her or his classroom teacher on the playground.

On the first day of school, your child should bring a backpack, lunch or lunch money, jacket, and an extra change of clothes. Please send your child in shoes that they can take off and put on independently. Please do not send them in shoes with shoelaces unless they are able to tie them on their own.

Welcome Coffee: After dropping your child off, please join other parents in the auditorium for our Welcome Coffee. Meet the principal and other families, ask questions, and get to know our community!

Daily School Routine

8:20 am to 8:40 am (For student safety, students are not permitted on campus in the morning until 8:20 a.m. unless enrolled in morning care with the YMCA.)

School Drop-Off:

- Intake – Each morning, all students meet on the blacktop at school. Students can play outside from 8:20 am to 8:40 am. At 8:40 am students line up at their room number, which will be marked in chalk and tape on the blacktop. (After construction, these numbers will be painted.) The students are led in the Pledge of Allegiance, and announcements are made. Stop, Drop, and Roll Zone on Hearst Street, 100 yards east of the corner at Foerster – Each morning, rain or shine, students, teachers, and parent volunteers help students safely exit cars at the drop-off zone marked with orange cones. Follow the posted parking rules, and please, **be kind to the volunteers**. If you choose to drive and park, allow plenty of time to park and walk to the yard.
- Tardy Slips – Each minute of instruction is vital to learning! Please, be on time. If your child arrives 30 minutes late (9:10 a.m. or later), students must go to the office for a tardy slip before going to class. Need assistance? Contact Jen Caulfield, SSW. (See SFUSD attendance policy in the SF Handbook. 3 unexcused absences/tardies is considered chronic truancy under CA Law.)

- Rainy Days – Students in kindergarten meet in the hallway area outside of their classrooms. Students in Special Day Classrooms meet in their classroom. All other students meet in the auditorium/cafeteria, where teachers escort them to class at 8:40 am.
- YMCA Early Drop-Off – The YMCA offers an Early Drop-Off program starting at 7:30 am for a nominal fee. Students can eat breakfast and are released to the yard at 8:20 to join other students before the bell rings at 8:40 am. Contact the YMCA at 415-240-8397.

9:50 am to 10:10 am

Grades K and 1 Morning Recess

Kindergarten students eat morning snack after returning from recess. Each teacher will present his or her own rules about supplying and coordinating snacks in their Kindergarten Orientation packets.

10:15 am to 10:35 am

Grades 2 and 3 Morning Recess

10:40 am – 11:00 am

Grades 4 and 5 Morning Recess

First through 5th grade students can eat a *healthy snack* on the benches during morning recesses.

Lunch & Recess

K and 1: 11:20 am to 12:00 pm; **2 and 3:** 11:50 am to 12:30 pm; **4 and 5:** 12:20 pm to 1:00 pm

1:45 pm to 2:00 pm Kindergarten Afternoon Recess

2:40 pm

School Day Ends

Parking can be difficult at this time of day, so please allow plenty of time. Please respect our neighbors and keep our children safe. **Do not block driveways for any reason and do not double-park. The SF Police Department will issue citations to cars that are double-parked.**

Parents and guardians can pick up children in grades 1 – 5 on the schoolyard at 2:40 pm sharp. Kindergarteners should be picked up from their classroom.

Students will be released only to parents, guardians, or people listed by you as “emergency contacts” on the student emergency information card. On days your student will be picked up by someone other than an “emergency contact,” please provide a dated and signed note giving the school permission to release your child to the other person. Please, also call the school as soon as you make these arrangements. All adults picking up children should be prepared to provide valid picture ID if requested.

Children in afterschool programs will be released to YMCA, BACR, Clubs/Enrichment employees at the designated meeting place.

On rainy afternoons, please pick up your child from her/his classroom.

Curriculum and Instruction

In the 2014- 2015 academic year, SFUSD completed its transition to the Common Core Standards. You can learn more about the California Common Core Standards here: <http://www.cde.ca.gov/re/cc/> SFUSD will transition to the Next Generation Science Standards over the next two years.

Teachers at Sunnyside use a variety of resources to teach grade-level curriculum and differentiate learning based upon student understanding. The SFUSD adopted materials for Elementary Schools are: **Reading/Language Arts:** California Treasures English Language Development (K-5) (Macmillan/McGraw-Hill, 2010)

Mathematics: The Math Department of SFUSD created rigorous math units for supporting student learning in mathematics. These Math Tasks and performance assessments are supplemented by: Wright Group/McGraw-Hill, California Everyday Mathematics, 2008, Gr. K-5.

History/Social Studies: Harcourt School Publishers, Reflections: California Series, 2007, Gr. K-4
Oxford University Press, Oxford History-Social Science Program for California, 2005, Gr. 5

Science: Delta Education, Full Option Science System (FOSS), 2007, Gr. K-5

Teachers are now using the English Language Arts SFUSD PK-12 Scope and Sequence to plan for instruction from the Common Core Standards. *Treasures* is a supplemental resource for English Language Arts. We have been expanding our library of guided reading materials to facilitate small-group reading instruction and support and continue to build robust classroom libraries. *Everyday Mathematics* will be used in conjunction with the new SFUSD math units for math instruction. Science and History/Social Studies are taught using a variety of projects and investigations matching grade-level goals.

Physical Education: Throughout the week, SFUSD PE instructors and classroom teachers provide Physical Education instruction for 100 minutes a week. We have expanded our support of health and wellness for students with generous PTA support of our Recess and Fitness Coordinator, Jamila Hornesby. “Coach Jam” will work with students to engage in physical activity daily before and during school at will coordinate games with students at recess. Look for upper grade opportunities to become a “Junior Coach” where students can become leaders and recess mentors on the playground.

There are also several Sunnyside soccer teams (see our website for more information), and Sol Gym’s afterschool program at Sunnyside is focused on sports. To promote physical activity and a healthy lifestyle, the Sunnyside PTA sponsors Walk and Bike to School Days, Walk and Roll Bike Rodeos, and an Annual Fun Run.

Library

Sunnyside has a well-stocked and well-used library. Our Librarian and Digital Literacy teacher, Georgie Gibbs, works with students to help them choose books weekly to learn library and research skills. Each class will also conduct weekly technology projects toward digital literacy. The new expanded position is jointly funded by the SFUSD Central office (60%) and Sunnyside’s site budget (40%). The library/media center is in its new home on the 2nd floor of our new wing, the Ruby Bell Building.

Daily Homework

We see homework as an integral part of a child's learning. Teachers coordinate curriculum during their grade-level and faculty meetings and have flexibility as to what type of homework they assign. At the beginning of the school year, each teacher will let you know the classroom and homework expectations. Generally speaking, kindergarten students have 10 to 15 minutes of homework, Monday through Thursday, with some longer assignments during the weekend. As students advance, assignments become more complex and require more time to complete. All students are also expected to read at home every day for at least 20 minutes and keep track of their reading in a reading log.

Student Evaluation

Written report cards are sent home three times a year. Parent/Teacher conferences are scheduled twice a year. Please plan to attend each conference. Fall Conferences are scheduled in 2015-16 from November 16 - November 20 and Spring Conferences are February 22 – February 26. Parents or teachers may request additional conferences as needed. If you have any questions, contact your child's teacher and/or request a Student Success Team (SST) meeting if problems or concerns persist.

In addition to ongoing assessments and evaluations given by teachers, the State of California and the SFUSD require standardized tests to evaluate how students are progressing. These include the California English Language Development Test (CELDT) for students that are English Learners; Fountas & Pinnell reading assessment for grades K-2; periodic benchmark English Language Arts & Math testing for grades 3-5 known as the Common Learning Assessments (CLAs); the Integrated Writing Assessment (IWA) in 3rd grade; and the SBAC (Smarter Balanced Assessment Consortium) State test, which is a computer-based assessment that is administered to grades 3-5 each Spring.

Academic Enrichment Programs

In addition to our trained and committed teachers, Sunnyside has a wide variety of enrichment programs that provide opportunities for different kinds of learning. If you are interested in working to support Academics at Sunnyside, contact the PTA Academic Committee at academics@sunnysidek5.org.

Math & Technology

Sunnyside's innovative math and technology programs provide K-5 students with a strong foundation in math and digital literacy. Our Librarian and Digital Literacy Teacher, Georgie Gibbs, works weekly with each class on research, technology projects, and digital literacy. Our Math and Technology Enrichment Instructor, Rhiana Maidenberg, works closely with teachers to develop activities that make math come alive. She works with each classroom for 10 weeks per year, leading creative and challenging math projects. The Sunnyside PTA funds this program.

Sunnyside is committed to ensuring that our children have access to the technology they will need in order to develop 21st-century skills. Each of our classrooms has a document camera, projector, and computer mini lab with printer. Our school also has a laptop and iPad carts for student use. We are always looking for opportunities to expand our technology resources and are grateful to the PTA for the ongoing technology support, donations, and fundraising for this expansion effort.

SEEdS – Science and Environmental Education at Sunnyside

The Science and Environmental Education at Sunnyside (SEEdS) program allows students to learn about biology while playing in the dirt with worms! Our SEEdS instructor, Eddie Samaniego, works with each classroom for 10 weeks per year. His lessons are based on California's Life Science Standards and Next Generation Science Standards and often incorporate math, ELA, and art. All class sessions include the opportunity for the children to do hands-on experimentation in Sunnyside's life lab science beds. Children plant, harvest, and learn about ecosystems and science. The Sunnyside PTA funds SEEdS.

UCSF Science Education Partnership

This 6-week partnership brings scientists to teach hands-on lessons in our classrooms, introducing high-level subject matter and materials. Graduate students assist teachers in curriculum design and instruction.

Academic Events

Sunnyside teachers and parents work together during the year to put on a number of academically focused special events. Teacher newsletters will have more information about field trips and classroom events. School-wide events such as Science Day involve all students. During Science Day students rotate through a series of classrooms, each with a different science experiment or activity. Upper grade students also participate in the Science Fair at Sunnyside in winter. All students also may participate in Passport Club during lunch recess weekly.

History Day

Sunnyside 5th graders participate in the California History Day competition. Students research a historical topic and prepare a detailed display board on that subject. The boards are then entered in the San Francisco County History competition. Your child's 5th grade teacher will have further details. Last year Sunnyside students advanced to the State competition! This program is supported by the PTA.

Literacy Supports

Sunnyside wants all of our students to become fluent, engaged readers and writers. Sunnyside engages in Academic Response to Intervention (ARTI) where students who are not performing at grade level are provided 'strategic' or 'intensive' support. Students who are at /above grade level are also provided 'challenge' support to expand beyond their capacities. The SFUSD Central Office provides a full time Academic Response to Intervention Facilitator Teacher on Special Assignment, Alysa Hansen, who will provide targeted 'intensive' intervention instruction to learners when identified with assessments as needing this support. The Sunnyside PTA provides a reading specialist to work with students who have been identified by their teachers as needing extra support in acquiring critical reading skills. Also, collaboration among the school, PTA, and the ExCEL afterschool program provides Reading Partners agency to Sunnyside to support 'strategic' and 'intensive' support to readers. This research-based, nationally renowned program provides one-on-one tutoring twice a week for students identified by their teacher and the ARTI team as needing support.

Arts Enrichment Programs

Sunnyside is committed to providing all students with high-quality experiences in visual arts, music, dance/movement, literary arts, and performing arts. SFUSD Visual and Performing Arts (VAPA) teachers in Musical Theater, David Greenbaum; Dance, Andrea Hinman; and Instrumental Music for 4-5, Aiko Sakura, work with students weekly, one day a week to enhance their artistic experiences. The Sunnyside PTA supports additional arts programs so that Sunnyside students experience art across their K-5 years. If you are interested in working to support the arts at Sunnyside, please contact the PTA Art Committee at art@sunnysidek5.org.

Visual Arts

Our **Artist-in-Residence** program provides visual art instruction at all grade levels. We partner with LEAP (Learning through an Expanded Arts Program), which provides students a variety of hands-on experiences to stimulate curiosity and foster creativity. Angela Baker is the art teacher.

Our **Art Appreciation curriculum** exposes all students to great works of art and encourages students to observe, think, and express their thoughts about what they see and experience. This program includes field trips to the de Young, Legion of Honor, Contemporary Jewish Museum, and the Asian Art Museum.

Teachers utilize the **Art Cart** for monthly projects, which expose students to different mediums—clay, watercolors, mosaic, etc.—as well as to different cultural practices.

Literary Arts

Writing is integrated in age-appropriate ways at each grade level. Our PTA supports a resident poet and resident storyteller to work with Sunnyside students. Two storyteller assemblies will occur this year for students to experience stories in action.

Sunnyside's Literary Journal, *The Ray*, is produced in the spring. This impressive journal features an array of art, poetry, and creativity from every student at Sunnyside.

Music

The **San Francisco Symphony** provides our Adventures in Music (AIM) program, including four concerts at our school that are both educational and entertaining. The program's highlight is a field trip to the San Francisco Symphony.

Our **Vocal Music Teacher** will work with K-2 students this year, engaging the younger students in music, singing, and percussion. Each spring our vocal music teacher produces a CD of student performances as an arts fundraiser. Jackie Ng (Ms. Jackie) is the PTA-funded music teacher for K-2.

Instrumental Music Lessons are provided weekly for grades 3-5. Grade 3 students study the recorder. Students in grades 4 and 5 Instruction may choose to learn violin, flute, clarinet, or trumpet.

San Francisco Opera Sunnyside has a strong partnership with the San Francisco Opera's ARIA (Arts Resources in Action) program. Participating classrooms work with professional artists from the SF Opera to write and produce their own mini-operas. Students choose the story, help write the songs, design the sets and costumes, and perform for the school.

Dance/Movement

Dance/movement classes are provided at all grades. Sunnyside collaborates with arts organizations to bring a variety of dance offerings to our students. In the past, partnering organizations have included LEAP, SF Ballet, Flyaway Productions' Jo Kreiter, and Visual and Performing Arts (VAPA) artists.

Field Trips

We are fortunate to live in one of the world's great cities, and Sunnyside teachers take advantage of the exceptional resources San Francisco offers. Each teacher receives a field trip stipend from the Sunnyside PTA, and many local organizations offer low-cost or free field trips for students.

In recent years, Sunnyside students have visited Mission Science Workshop, the Exploratorium, the Academy of Sciences, the Botanical Gardens, the Contemporary Jewish Museum, the Asian Art Museum, the de Young Museum, the SF Symphony, the SF Ballet, the SF Opera, Fort Funston, the Farallones Marine Sanctuary Association, the Presidio, Glen Canyon, Stanford University, the Maker Faire, the Marine Mammal Center, Slide Ranch, Mission Dolores, the Treasure Island Sailing Center, and many other Bay Area sites and events.

Our fifth grade students finish off their elementary school careers by going on an overnight trip, and, on occasion, students at other grade levels may do overnight trips as well.

Aftercare Programs

Sunnyside offers two on-site after school programs and a before-school program. You can learn more about all of these programs on our website. **START DATES:** YMCA and BACR begin on the first day of school. After School Clubs begin Monday, September 14th. Enrollment for all is required prior to start.

YMCA – Sunnyside's on-site, fee-based YMCA aftercare program operates from 2:40 – 6:00 pm M-F. Families have the option of attending two, three, or five days per week. The YMCA before-school program is open from 7:30-8:40 am M-F for those who need it, for a nominal fee. The program is run by YMCA staff and focuses on small and large group recreation activities that allow children maximum choice and opportunity for growth. Activities include: multicultural activities, sports, homework help, health education, games, and arts and crafts.

Please contact the YMCA at 415-240-8397 for more information about the program, fees, and scholarships.

BACR (Bay Area Community Resources) – BACR runs Sunnyside's ExCEL program, which is from 2:40 – 6pm M-F. ExCEL works to promote academic development in literacy while improving social skills and

emotional and physical health. Activities include arts and crafts, homework support, creative writing, literacy groups, friendship circles, and organized physical activities. There is no fee for this program. Students will be prioritized based on the following criteria:

1. Students ability to attend afterschool program five days a week from 2:40-6:00 PM
2. School staff recommendation
3. Family need
4. The number of siblings in the program
5. Academic standing
6. Social needs

After we consider these factors, students will be accept on a first come first served basis.

For more information on **BACR please call Sunnyside at 415-469-4746.**

AfterSchool Enrichment Programs – Sunnyside After-School Clubs

Parents have the option of signing up their children for fee-based after-school classes, which may include Sunshine Art Club, Engineering for Kids, Playwell Lego Club, Piano with Keyboard Educators, Sol Gym Sports, Garden Club, Math Club, Mandarin, Spanish, and Gingersnaps Cooking. These activities are offered once or twice per week for 1-1.5 hour(s), beginning at 2:40. Fliers and sign-up sheets are sent home in the fall via the Wednesday envelope. Students enrolled in YMCA or BACR may also sign up for these programs. Additional information is available via Sunnyside’s website.

School Breakfasts and Lunches

Sunnyside students eat lunch in the auditorium/cafeteria, followed by outside recess. Students eat first, and are dismissed to recess only after our lunch monitors check what they have eaten.

All Grades Breakfast – 8:20 am to 8:40 am

Lunch & Recess

Grades K-1: 11:20 am to 12:00 pm; 2-3: 11:50 am to 12:30 pm; 4-5: 12:20 pm to 1:00 pm

Lunchtime Behavior – Students are seated as a class and are expected to quietly eat their food and clean up after themselves before being released for recess.

Students have the option of participating in group sport activities or may invent their own games and do “free play.” The PTA provides hula-hoops, balls, jump ropes, and other play equipment. Please do not send students to school with any play materials/balls for recess.

SFUSD School Breakfast and Lunch Costs – If you wish to purchase school meals, the costs are \$1.50 for breakfast and \$3.00 for lunch. After-school snacks are free for students enrolled in the BACR and YMCA aftercare programs. At the beginning of the school year, you will receive an application form for free and reduced-price meals. The form is also available at the school office. Eligibility is based on household income. The form must be completed each year. If you do not want the lunch or know that

you are not eligible for free or reduced-rate lunch, **please still fill out the form as it collects statistics that are essential for school and district-wide evaluation and funding.**

There are three ways to pay for school lunch:

- Cash – students bring in \$3, which is collected by teachers during attendance roll call each morning.
- Pay Online – Set up your student’s account at www.MealpayPlus.com and pay for meals in advance.
- Pay by Phone – Contact MealPay Plus at (866) 438-7842.

Pack a Healthy Lunch – To promote health and wellness, the following items will be removed from lunches: candy, soda, sports energy drinks, junk food (including chips), cookies, and cake. Healthy lunch foods include: fruit, vegetables, bread, sandwiches, soups, noodles, rice, beans, milk, cheese, seaweed, yogurt, water, and home-made foods. **Please pack lunch containers that are easy for your student to open.** Students have less time to eat and play when they wait for adults to open containers.

*** Some students have peanut, nut, and other food allergies at Sunnyside. Please, remind students that they are not to share food with other students at school. ***

Attendance & School Absences

Students are expected to be at school every instructional day. Please schedule appointments and vacations after school hours and during school breaks. Being at school on time each day is important!

Parents and guardians must call the school at 415-469-4746 or provide a signed note *excusing any absence*, listing each date missed. Sunnyside Elementary does not receive state funding on days when students have unexcused absences. You can send the note in your student’s backpack or drop it off at the office (a much better choice for kindergarten students, as 5-year-olds tend to lose things). Please make arrangements to catch up on any missed work with the teacher.

Please also refer to the detailed and lengthy SFUSD attendance policy explained in the SFUSD Parent Handbook that is sent home to all families and is available in the Sunnyside main office. State Law requires that children attend school every day. Three unexcused absences from school qualifies as chronic truancy and action steps are taken to create a plan with families to comply with the law. Unexcused absences include: 1. Missing class or school without an excused or approved reason, whether the absence is student or parent/guardian/caregiver-initiated (e.g., for childcare or household shopping). 2. Absences for which advance approval is necessary and was not obtained before the absence. Also, being tardy to school 30 minutes without a valid excuse is considered an Unexcused Absence.

Illnesses

- Your child should not attend school if she or he vomits or has a fever. Students should not return until 24 hours after the fever has broken.
- If your child is ill enough to visit the doctor's office, ask for a doctor's excuse.
- If your student becomes ill during the day, their teacher or a staff member will contact you.

Early Pick Up

If your child needs to attend an appointment during the instructional day, report to the school office and sign out your child. School staff will contact the classroom and have your child sent to the office.

Visitors & Emergency Release

Visitors to Our School – Any visitors to our school must enter the campus through the main entrance and check in at the office where they will receive a visitor's sticker. Anytime you come to volunteer in class or the school, don't forget to sign the Visitors Log in the school office.

Emergency Release – If there is an earthquake or other emergency, students will be released only to parents, guardians, or emergency contacts listed on the emergency card that you will be given to fill out at the beginning of the school year. Be sure that your child's emergency card is up-to-date.

Safety plans are put in place to handle emergency situations, should they arise, and parents will be notified of the plans in the first weeks of school. Sunnyside conducts emergency drills at regular intervals to prepare teachers, staff, and students to be safe and protected in an emergency.

Lost and Found

The school lost and found is located across from the office or near the cafeteria bathrooms. Please check for your child's items frequently. Please remember to label your child's clothing (especially their Sunnyside hoodie!) and lunch gear.

School Climate, Positive Behavioral Supports and Interventions

Our goal is to provide a safe and respectful learning environment for all students. We are an institution of learning and see student behavior as another avenue for educating students into becoming happy and prosperous members of our society. Our focus is to teach students what is expected of them, to help them make wise choices, to take the repercussions of their actions into account, and to repair harm when it has occurred.

Sunnyside Elementary School uses a "Restorative Practices" (RP) approach in order to foster a positive school climate and to guide work around student discipline. This approach focuses on enhancing the fabric of the relationships within the classroom and school community, working with students to build

empathy, and working to repair harm when it is caused by misbehavior or hurtful choices. We are working in partnership with the SFUSD Restorative Practices Office of Pupil Services to develop this framework in our classrooms and at our school. See the Sunnyside School Climate & Discipline Policy at <http://www.sunnysidek5.org> for more details on how RP manifests in our school.

If you have concerns regarding behavior or discipline issues, please let us know by contacting your child's teacher, or Principal Marcy, or the main office. We believe that our children are best served when the school and home work together. Thank you helping to create a safe and respectful school.

The Three Big Expectations!

As a basis for a positive school-wide climate at Sunnyside, students follow "Three Big Expectations":

- Be Safe**
- Be Respectful**
- Be Responsible**

Teachers and staff articulate the specific and clear meaning of these concepts and reinforce these concepts to students through work in and out of the classroom. These "Big Expectations" help students reflect on how their choices and actions can be safer, more respectful, and show maturity and responsibility.

Sunnyside works with the Harper for Kids organization to support youth character development around the Pyramid for Success developed by UCLA's legendary coach John Wooden. Students and teachers participate in school-wide assemblies and in-class visits where the character traits are modeled and discussed by athletes from USF and also professionals in the community. We introduce the program to students in a school-wide assembly, read the book *Inches and Miles* by Coach John Wooden, and teachers post the character pyramids in their classrooms. As the year goes by, we aim to support children to understand the meaning of each trait and to use the Pyramid of Success to encourage students' positive behavioral choices at school.

Bullying

Bullying is a community issue that requires community solutions. Children are instructed to take the following actions when they see other students making poor behavioral choices:

- 1. Stand up for what is right!**
- 2. Do that by: Using your words.**
- 3. Get help from an adult if needed.**

We introduce these concepts and promote their use throughout the year. Contact your child's teacher and Principal Marcy if you have any concerns related to suspected harassment or other behavior that is of concern.

Suspension and Alternatives to Suspension

Sunnyside Elementary School employs student suspension for severe misbehaviors in accordance with SFUSD Board of Education Policies and the California Education Code. Before the child can return to

class, a conference with the parents/guardians, the student, and school staff is required. The following behaviors may be cause for a student to be suspended at home for one to five days in addition to any restorative work done:

- Physical assault/aggression
- Threats or harassments
- Possession of weapons (real or real-looking toys)
- Theft
- Damaging or destroying property (including graffiti)
- Habitual profanity or vulgarity
- Inappropriate touching
- Severe defiance/disruption
- Possession or use of tobacco, alcohol, or drugs

Things To Leave At Home

For everyone's health and safety and to lessen conflict between students, the following items are **NOT ALLOWED** at school under normal circumstances. Your child's teacher may inform you of special circumstances where certain items will be allowed (like bringing candy to decorate a gingerbread house). Otherwise, your child should not bring these to school:

- Weapons (toy or real...this includes Halloween props)
- Personal electronic devices including but not limited to cell phones (see the School Climate & Discipline Policy at <http://www.sunnysidek5.org>), pagers, cameras, listening and/or recording devices
- Music/Video Players (iPods, etc.)
- Hand Held Gaming Devices (Nintendo DS, Playstation, etc.)
- Toys of any kind (i.e. trading cards, stuffed toys, balls, etc.)
- Candy, Gum, Soda, potato chips, sugary drinks
- Make-up
- Skates or Shoes with rollers

School Renovation

In November 2011, San Francisco voters approved Proposition A, the third and final installment of \$1.3 billion in bonds to modernize and improve safety in SFUSD facilities. Planning for our renovation has taken place over the course of the last two years, and construction began in the Spring of 2014. The new building was completed last year. Renovation of the main building will be complete by summer's end, 2015.

The focus of all our renovation is ADA compliance, fire/life safety, and ensuring the school's structural safety. Our renovation also includes additional classrooms, a new library, and other enhancements to our facility to serve the needs for our growing student body.

Greening the schoolyard is another part of the project that will begin once the new building is complete. Last year we completed the design phase of the project. We finalize plans this year. Contact Principal Marcy or the PTA garden committee (garden@sunnysidek5.org) if you wish to be involved.

Current updates on the progress of the renovation can be found at www.sunnyside.k5.org.

Sunnyside Communications

Below is a description of our school's various communications channels. If you have questions, please contact the PTA Communications Committee at communications@sunnysidek5.org.

Wednesday Envelope

Sunnyside sends official school information home to parents and guardians every week in our "Wednesday Envelope." You can choose to receive this either via email or on paper. If your family does not access the Internet at home, the Wednesday Paper Envelope is an important avenue of communication for you.

- **Paper Envelope:** If you opt for the paper version, your student will bring home a packet of flyers every Wednesday in his or her backpack. (Please ask your student for it, as children may forget to offer it to their family.) Inside, you will find the principal's newsletter, flyers about upcoming events, volunteer opportunities, and other school information. If there are forms to complete, you can send them to school in your child's homework folder, or you can bring them to the school office.
- **Digital Envelope:** Help us save trees and money by signing up for the Digital Envelope. Wednesday Envelope information will be delivered via email to your inbox instead of via your child's backpack (you may still receive a small number of paper communications from time to time). Sign-ups for the digital envelope will be sent home when school starts.

Sunnyside Website www.sunnysidek5.org

The Sunnyside website is one of our main communication venues. Current and upcoming events, detailed descriptions of our programs, and an archive of Wednesday envelope flyers can be found on the site, along with much more. Our Google calendar, on which all school events are listed, can be found on the website as well. Subscribe to the calendar to stay current on all things Sunnyside!

PTA Taproot Group

This email group serves as a forum for parents, teachers, and PTA members to share news, ask questions, discuss events, and post reminders for all things Sunnyside related. Sunnyside will send you an invitation by email to register on Taproot. From there, you can register using either your Facebook account or your regular email address and a password of your choice. Once you're in Taproot, you can see recent messages, the different communities you belong to, shared photos, and a personal calendar. If you'd like to find out more about Taproot in advance, go to <http://about.taproot.net/>.

Classroom Taproot Groups

Most classes have their own groups. These groups are organized and monitored by room parents. You will receive information on how to sign up at the beginning of the year. This venue should be considered an additional method of communication, not a replacement for the Wednesday emails/envelopes.

Facebook www.facebook.com/sunnysidepta

Please "Like" us and join the community!

Twitter @SunnysideK5

Get 140 characters of Sunnyside!

Community and Family Involvement

There are many ways to be involved in Sunnyside and make a difference. We invite and encourage participation from everyone, according to individual interests, skills, and schedules.

Sunnyside PTA

The Sunnyside PTA (Parent Teacher Association) has been supporting our school since 1923. The PTA's goal is to help our teachers and staff provide the best possible education for every child at our school. To this end, PTA members volunteer time and expertise to make Sunnyside a stronger school and community. For more information about the Sunnyside PTA, please contact PTA President Kerri Spruston at ptapresident@sunnysidek5.org. Information about meetings, committees, and volunteer opportunities will be sent out with the Wednesday envelope as the year begins.

PTA Volunteering and Committees

Our PTA has many committees that oversee the various programs we run. If you are interested in learning more about the work of our committees, please contact us!

Academics	academics@sunnysidek5.org
Afterschool Enrichment	afterschoolsunnyside@gmail.com
Art	art@sunnysidek5.org
Community Events	communityevents@sunnysidek5.org
Communications	communications@sunnysidek5.org
Fundraising	fundraising@sunnysidek5.org
Garden	garden@sunnysidek5.org
Grants	grants@sunnysidek5.org
Health & Wellness	healthandwellness@sunnysidek5.org
Membership	membership@sunnysidek5.org
Technology	tech@sunnysidek5.org

If you would like to learn more about opportunities to volunteer in the classroom, please contact your child's teacher or your room parent. Our Head Room Parent (roomparent@sunnysidek5.org) can also connect you.

School Site Council

The School Site Council (SSC) is made up of the principal and elected representatives from the school: teachers, staff, and parents. The SSC is responsible for school governance and assisting the principal in setting school priorities. By law, the SSC oversees the site-based budgeting of categorical funds and the development and monitoring of the Balanced Scorecard/Single Plan for Student Achievement (BSC/SPSA). The entire Sunnyside community has the opportunity to be involved in this decision-making process through periodic community meetings tied to the school's site plan. For more information about the SSC, please contact the SSC at ssc@sunnysidek5.org. Also, see the Sunnyside

website and/or contact the Sunnyside office for SSC meeting dates and times. Read more about the SSC guidelines here: <http://www.sfusd.edu/en/councils-committees/school-site-council.html>

English Language Advisory Committee (ELAC)

As described on the SFUSD website: the ELAC is a committee for parents or other community members who want to advocate for English Learners. Each California Public School with 21 or more English learners must form a functional English Learner Advisory Committee (ELAC). At Sunnyside, approximately 60 students are English Learners. The school ELAC will have the opportunity to elect one member to the District English Learner Advisory Committee. Please, see the SFUSD website to learn more about the importance of these advisory groups: <http://www.sfusd.edu/en/councils-committees/english-learner-advisory-committee.html>

Parents of English Learners at Sunnyside elect ELAC representatives to advise the principal and School Site Council and to serve for up to two years. Elections are held on even years and will be held this fall. All parents of English Learners will receive a ballot to complete. Contact Principal Marcy to learn more at (415) 469-4746, and see the school website for meeting dates.

School Events

Please join us! Our teachers and PTA organize many wonderful events throughout the school year. Some have an academic focus, others are fundraisers, and some are just for fun. Some of our most popular events include:

School Welcome Picnic: Get together before school starts

Family Craft Nights: These evening events feature craft projects for the entire family.

Costume Carnival: Carnival games and costume parade on Halloween.

Winter Read-A-Thon: Reading contest over winter break.

Math and Science Day: A school day filled with classroom science activities and games.

International Night: Community potluck and student performances.

Fundraisers

To raise funds for our programs and teachers, our PTA sponsors a number of fundraisers throughout the year. For more information on these programs, please contact fundraising@sunnysidek5.org.

Annual Fund: Our fall direct donation campaign and largest fundraiser.

Run to the Sunnyside Fun Run: A run/walkathon held every October, with prizes.

Parents' Night Out: A fun adults-only evening held in February or March, featuring a silent auction.

SpringFest: Our biggest event of the year – a festival with food, games, student art show, and student performances.

Restaurant Fundraisers: Held throughout the year, these are a great way to get to know families while supporting the school.

Shopping Fundraisers: We participate in a variety of shopping programs, including AmazonSmile, eScrip, BoxTops, and Schoola.

Loyalty Fundraisers: Companies such as Sports Basement will contribute a percentage of sales to the school if you let them know to donate to Sunnyside.

Corporate Matching: Many employers match contributions to the Sunnyside PTA.

Donors Choose & Amazon Wish Lists: Several of our teachers use these online tools to fundraise for classroom supplies, workshops, and other classroom needs.

More details can be found on the Fundraising section of the Sunnyside website.

Stay Involved in Learning at Home

There are many ways to be involved in your child's education at home and around the city. You can help with homework, learn about the current concepts being taught in the classroom, and support your child with these ideas around town. Read to your child, and write with your child. Some families keep a family journal or photo book with family writing about a trip or event on the weekend, for example. You can make connections to places in the community where the content is important – such as at the grocery store, helping students estimate the bill or pointing out shapes or naming the angles you notice.

Continue to make learning a part of your daily practice and conversation with your child to support and expand the academic vocabulary he or she is learning at school. See weekly and monthly newsletters from teachers for more ways to stay involved in your child's learning from home.

We look forward to a great year in partnership with you!