

The School Day

8:50-9:05 am	Students arrive
9:10 am	Classes Begin
10:40 am	Recess
12:10 pm	Lunch
1:10 pm	Classes Resume
3:10 pm	Dismissal

School Advisory Council

Our school advisory council is composed of parents/guardians, community members and staff. The principal is a permanent non-voting member. This group meets on a regular basis to discuss issues pertinent to school life. Its role is strictly advisory in nature. Meetings are publicized in our monthly newsletter and are open to all parents/guardians who wish to attend.

Peacemaking Rules

At Sunnyside Elementary, we pride ourselves in working together, and being part of a peaceful community. Our school is part of the Caring School Communities where we focus on social and emotional learning. Our students are an important part of our community, and we believe in teaching peacemaking skills.

1. Find out what the problem is by talking to each other.
2. Listen to each other with an open mind.
3. Treat a person's feelings with respect; the same way you would like to be treated.
4. Take responsibility for what you do and say.



Student Services

We have many learning support staff, working to support the diverse needs of all of the learners at Sunnyside Elementary including: resource teacher, learning centre teachers, Reading Recovery and Early Literacy teacher, counsellor and Educational Program Assistants. In addition, we have a Speech Language Pathologist and School Psychologist who work with designated students at our school as well as with students in other schools. We also have access to other support personnel through the HRCE when the school team deems it necessary.

In consultation with classroom teachers, parents, caregivers, school administrators and outside agencies, resource and learning center teachers identify students with learning needs, provide support, work with teachers to adapt classroom instruction, and help parents and caregivers with home support programs. They also provide support to Educational Program Assistants who work with children with special needs. Sometimes program adaptations are used to help children achieve outcomes and in other circumstances, it may be determined by the school planning team that an Individual Program Plan is required to best help a student learn effectively.

Planning for Students with Special Needs

Each and every child at Sunnyside Elementary is special and unique, with personal strengths and challenges. Sunnyside School is committed to supporting the learning of all students. Teachers will communicate to parents/guardians the programming adaptations required for assessing and evaluating achievement and growth relative to the expected learning outcomes.

Individual Program Plans (IPPs) will include how the student's progress and achievement will be assessed, evaluated and communicated. When reporting on the achievement of students on IPPs, evaluations will be based on the student's progress in meeting the individualized outcomes in their program plan.

Safe Arrival

If your child is going to be absent from school or late arriving, you must telephone School Messenger Safe Arrival at 1-833-582-6940, login to School Messenger at <https://sishrs.ednet.ns.ca/public/> or download the School Messenger app to notify us of the absence or delay before 9:30 am. If your child will be arriving after 9:30 am, please report them absent all day via School Messenger Safe Arrival and this will be amended when they arrive at school and check in at the office.

Arrival and Dismissal

The staff of Sunnyside has the best interest of your child at heart. We want your children to be safe, happy and enjoy their educational experiences. For these reasons we want to bring the following matters to your attention and request your cooperation. Students are not supervised on the playground prior to 8:50 AM; it is requested that students not come to school too early. Also, students should go directly to their caregivers at the end of each day. Unsupervised children cannot stay and play on the playground after school. Students who are late must sign into the office upon arrival. If you are dropping your child off at school, it is important to abide by some safety rules regarding vehicles. Please **follow the parking and stopping signs in front of the school carefully.**

Peanut and Nut Smart School

For the past several years, our school community has made great efforts to become "a nut smart school". We have several students who have severe, life-threatening allergies to peanuts, nuts and nut by-products. We are pleased with the cooperation demonstrated by parents/guardians and students. Everyone has made such great efforts to ensure that children avoid bringing snacks or lunches containing peanuts, nuts, nut butter, or nut by-products.

We are continuing our efforts as a nut smart school, and we appreciate the understanding and cooperation of all families.

No Scents Please

There are several students and staff in our building who are extremely sensitive to scented products (e.g., perfumes, colognes, etc.) and chemical sprays. When these scents are present in our school, these individuals become ill, and their health is threatened. When visiting, volunteering, or working in our school, *please do not wear scented products.*

Lunch

All students are permitted to stay for lunch each day. The students eat in their classrooms and are supervised by lunch monitors and other school staff.

Outdoor Play

We recognize the importance of our children having regular physical activity and outdoor play. At Sunnyside, students have opportunities to play outdoors at recess and at lunchtime. We go outside in a variety of weather conditions so please ensure that your children come to school with outdoor

wear appropriate to the weather. Students are kept inside during periods of extreme cold and very wet weather—although we do go out if it is not raining heavily. When students are sent out to play, there is no supervision available inside. All students must go outside.

Storms and Emergency School Closure

The decision to cancel school in the morning will be made as close to 6 am as possible and will be communicated on the radio, the HRCE website, the main switchboard and through the school cancellation phone number 464-INFO (4636). Listen to the radio for any cancellation news—we belong to the **Charles P. Allen Family of Schools**. It is imperative that children know where they are going if school is cancelled in the middle of the day. Students in grades Pre-primary-six will not be released from school unless parents/guardians/designates have been informed directly using the school communication network.

Telephone

The office telephones are used by staff only. In cases of emergency, illness, or extenuating circumstances, students are able to phone home. We encourage students to come to school prepared with all necessary belongings and to make after school arrangements in advance. Students are not permitted at any time to use school phone lines to set up after school visits to a friend's house.

We recognize that cell phones are considered a safety measure by some parents/guardians. In such cases, students may have their telephones with them, but they must be away during school time, unless the teacher has indicated that students

can use them for work. Students needing to phone home during the school day are to do so with a school phone, with supervision by a staff member.

****Students are not permitted to make or receive calls or texts while at school, without permission and supervision by their teacher.**

The school administration assumes no responsibility for cell phones (or other toys or technology) that are damaged, lost or stolen. Students who use their telephones contrary to school rules may lose the privilege of being able to carry their cell phones while on school property. *The inappropriate use of cell phones (including photo taking) is prohibited and may result in the telephone being held by the teacher and parents/guardians being contacted to make arrangements to pick up the phone.*

Medication in School

Parents/guardians are responsible for the administration of medication to their children; however, they may request the school to administer medication with a signed form. Only the principal or designate may administer medication. There must also be a signed form if a student is to self-administer medication (i.e., puffers). Also, all medication must be in its original container if it is going to be kept in school.

Clothing

Please label clothing. Any articles that remain unclaimed are collected and placed in our lost and found. Leftover clothing is donated to a non-profit organization a few times a year. Also, students should wear clothing appropriate to the outside conditions. Coats and outside footwear should also be removed and neatly arranged

on the coat rack. Students are encouraged to wear indoor footwear at all times while inside the building. Clothing which displays offensive words, slogans, pictures or promotes alcohol, drugs, violence, sexism or racism is unacceptable. Your cooperation in this respect is greatly appreciated.

Personal Items

We recommend strongly that personal toys and electronics be left at home. Items brought to school from home are often a source of distraction and sometimes conflict between students. When students are worried about lost toys or are in conflict with friends about them, they cannot focus on their learning. In addition, teachers cannot take class time to help students find lost toys. For these reasons, we are asking that toys be left at home. If they are brought to school, please ensure your child understands that they must be left in the backpack and that their teachers and administration cannot be looking for, nor be responsible for lost items.

School Safety

The safety of your children is our number one priority at Sunnyside Elementary School. In order to keep children safe, we ask that all visitors pay attention to the following measures when coming to the school:

Parents/Guardians/Visitors who come to the school must **enter and exit through the front entrance** only and sign-in/sign-out at the office.

In addition, the school has a number of safety drills throughout the year. These include Fire Drills, Lockdowns and Isolation Drills. More information on such drills will be sent home later this month.

We remind families that dogs are not permitted on our playground during school hours and dismissal times.

We have a door monitoring system to help keep our building secure and our students safe.



Volunteers

Volunteers are an important and appreciated part of our school community. There are various opportunities to volunteer during the year, such as in the library, with the breakfast program, on class trips and for HSA special events. All who volunteer during school hours must have a current Criminal Record Check and Child Abuse Registry done. The paperwork for this is available from Ms. Weissent in the office. Please note that we cannot accept Criminal Record Checks or Child Abuse Registries that are older than 6 months from issue. However, once received, we will keep them on file for three years.

