

# Chula Vista Elementary School District

## Sunnyside Elementary School 2024-25

Page |



## Parent & Student Handbook

### Principal

Delia Arancibia

### Board of Education

Delia Dominguez Cervantes \* Cesar Fernandez \* Lucy Ugarte  
Kate Bishop\* Francisco Tamayo

### Superintendent

Eduardo Reyes Ed.D., Superintendent

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### Equal Opportunity Employer

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The district office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600, ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting or in an educational program may file a formal complaint with the District's Human Resources Office.

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## Message from the Principal

Dear Parents,

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Welcome to the 2024-25 school year! We welcome all our students and will continue to work on strengthening our professional learning community to achieve student success.

At Sunnyside, all our staff has high expectations of all students. We believe that all students can master the California Content Standards/California English Language Development Standards. Explicit and systematic best practices/strategies will enable all students to access the core curriculum through a variety of learning opportunities. School-wide progress towards goals will be shared with families at multiple times throughout the year including: Pastries with the Principal and through all parent leadership groups like PTO, SSC, and ELAC.

A safe, positive, and orderly learning environment for students and adults is essential to our success. Students and adults will model respectful and courteous behavior. We will continue to strengthen school programs through the work of our Multi-Tiered Systems of Support/Positive Behavior Interventions and Supports (MTSS/PBIS) Committees.

This handbook provides you with information about our school policies, procedures, schedules, and protocols that will ensure your child's success at school. Please review this handbook with your child. Please note, that minor revisions are made to this handbook throughout the year to keep our standards up to date with Board and School Policies.

We can fulfill our school's vision when we work collectively for our community. We look forward to our partnership in making Sunnyside School a place of educational excellence where all children achieve.

Sincerely,

*Delia Arancibia*

**Principal**

*Sunnyside School*

[delia.arancibia@cvesd.org](mailto:delia.arancibia@cvesd.org)

*(619) 479-0571*

## **SUNNYSIDE SCHOOL VISION STATEMENT**

Our motto, "Bright Futures Begin at Sunnyside," supports our vision that each of our students does indeed have a bright future and that when staff, parents and community work together on behalf of the children, we form a powerful alliance that will enable each child to reach his or her potential. To achieve our vision, we are committed to ensuring that all students are provided a dynamic, well-balanced education in a nurturing, accepting, child-centered, environment where learning is viewed as a worthwhile, life-long adventure.

## **SUNNYSIDE SCHOOL MISSION**

Mastery of academic skills.

- Effective interpersonal and communication skills.
- Creativity and an appreciation for the arts.
- Responsibility and self-discipline.
- Motivation for lifelong learning.
- Acceptance and appreciation of others.
- Knowledge of physical and emotional well-being.
- Technological literacy.



## Chula Vista Elementary School District 2024-2025 School Year-Round Calendar

JULY 2024							2 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	7/1	Fiscal Year begins	182-Days Classified	186-Days CNS II & III	186-Days Cert. Staff	200-Days School Staff
	1	2	3	4	5	6	7/4	Legal Holiday – Independence Day				
7	8	9	10	11	12	13	7/9	First Day for 200-day Employees/Principals & APs Report				
14	15	16	17	18	19	20	7/18	First Day for 186-day CNS II & III				
21	22	23	24	25	26	27	7/19 – 7/23	Teachers Report to Work				
28	29	30	31				7/22	First Day for 182-day Employees				
							7/24	<b>Students Report to School – Minimum Day</b> End of first school month, 6 days taught + 3 teacher workdays				
AUGUST 2024							5 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
				1	2	3						
4	5	6	7	8	9	10						
11	12	13	14	15	16	17						
18	19	20	21	22	23	24						
25	26	27	28	29	30	31						
								End of second school month, 22 days taught				
SEPTEMBER 2024							8 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	9/2	Legal Holiday – Labor Day	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
1	2	3	4	5	6	7	9/9	CA Admissions Day (Recognized on December 30)				
8	9	10	11	12	13	14	9/12 – 9/19	Parent/Teacher Conferences – Minimum Days				
15	16	17	18	19	20	21	9/23 – 10/7	Fall Break				
22	23	24	25	26	27	28						
29	30											
								End of third school month, 14 days taught				
OCTOBER 2024							4 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	10/1 – 10/7	Fall Break	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
		1	2	3	4	5	10/3-10/4	Principal and APs workday				
6	7	8	9	10	11	12	10/7	Teachers Report to Work				
13	14	15	16	17	18	19	10/8	<b>School Resumes – Students Report – Minimum Day</b>				
20	21	22	23	24	25	26						
27	28	29	30	31								
								End of fourth school month, 18 days taught + 1 teacher workday				
NOVEMBER 2024							4 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	11/11	Legal Holiday – Veterans Day	182 Days Classified	186 Days CNS III & III	186 Days Cert. Staff	200 Days School Staff
					1	2	11/25 – 29	Thanksgiving Week Break				
3	4	5	6	7	8	9	11/28	Legal Holiday – Thanksgiving Day				
10	11	12	13	14	15	16	11/29	Declared Holiday				
17	18	19	20	21	22	23						
24	25	26	27	28	29	30						
								End of fifth school month, 15 days taught				
DECEMBER 2024							3 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	12/23–1/13	Winter Break	182 Days Classified	186 Days CNS II & III	186 Days Cert. Staff	200 Days School Staff
1	2	3	4	5	6	7	12/24	Declared Holiday (Christmas Eve)				
8	9	10	11	12	13	14	12/25	Legal Holiday (Christmas Day)				
15	16	17	18	19	20	21	12/30	In-lieu of Holiday CA Admissions Day (September 9)				
22	23	24	25	26	27	28	12/31	Declared Holiday				
29	30	31										
								End of sixth school month, 15 days taught				



## Chula Vista Elementary School District 2024-2025 School Year-Round Calendar

JANUARY 2025							4 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S	1/1	Legal Holiday – New Year's Day	182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
			1	2	3	4	1/2 – 1/13	Winter Break (Continued)				
5	6	7	8	9	10	11	1/9	1/9 Principals Report				
12	13	14	15	16	17	18	1/13	200-day Employees & APs Report				
19	20	21	22	23	24	25	1/13	Teachers Report to Work				
26	27	28	29	30	31		1/14	<b>School Resumes – Students Report – Minimum Day</b>				
							1/20	Legal Holiday – Dr. Martin Luther King Jr. Day				
								End of seventh school month, 13 days taught + 1 teacher workday	13	14	14	14
FEBRUARY 2025							3 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
						1						
2	3	4	5	6	7	8	2/14	Legal Holiday – Lincoln Holiday (observed)				
9	10	11	12	13	14	15	2/17	Legal Holiday – Washington Day				
16	17	18	19	20	21	22						
23	24	25	26	27	28				18	18	18	18
								End of eighth school month, 18 days taught				
MARCH 2025							8 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
						1						
2	3	4	5	6	7	8	3/13 – 3/20	Parent/Teacher Conferences - Minimum Days				
9	10	11	12	13	14	15	3/24 – 4/4	Spring Break				
16	17	18	19	20	21	22	3/28	Declared Holiday				
23	24	25	26	27	28	29	3/31	Legal Holiday – Cesar Chavez Day				
30	31								15	15	15	15
								End of ninth school month, 15 days taught				
APRIL 2025							4 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
			1	2	3	4	4/3-4/4	Principal and AP's workday				
6	7	8	9	10	11	12	4/1 – 4/4	Spring Break (Continued)				
13	14	15	16	17	18	19	4/7	<b>School Resumes – Students Report – Minimum Day</b>				
20	21	22	23	24	25	26						
27	28	29	30						18	18	18	18
								End of tenth school month, 18 days taught				
MAY 2025							5 Minimum Days		Days Worked per month			
S	M	T	W	T	F	S			182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
				1	2	3						
4	5	6	7	8	9	10						
11	12	13	14	15	16	17						
18	19	20	21	22	23	24						
25	26	27	28	29	30	31	5/26	Legal Holiday – Memorial Day				
									21	21	21	21
								End of eleventh school month, 21 days taught				
JUNE 2025							6/6 End of School Year for Students-180 Days Taught/1 Minimum Day		Days Worked per month			
S	M	T	W	T	F	S	6/6	Last day for 185-Day Certificated Staff-Teacher Prep Day	182-Days Classified	186-Days CNS II & III	185-Days Cert. Staff	200-Days School Staff
							6/6	Last day for 186-day CNS II & III				
1	2	3	4	5	6	7	6/17	Last day for 200-day Employees				
8	9	10	11	12	13	14	6/18	Last day for Principals & APs				
15	16	17	18	19	20	21	6/19	Legal Holiday - Juneteenth				
22	23	24	25	26	27	28	6/30	Fiscal Year Ends				
29	30								5	5	5	12
								End of twelfth school month, 5 days taught				
Total Number of Days							182	186	185	200		

LEGEND: SCHOOL DAYS (180)    MINIMUM DAYS (51)    TEACHER PREP DAYS (5)    BREAKS    LEGAL HOLIDAYS (17)  
 Approved: 12/13/23    Revised: 02/6/24

## 2024-25 DAILY SCHEDULE

<b>GRADE</b>	<b>START</b>	<b>DISMISSAL (M-Th)</b>	<b>DISMISSAL (Friday)</b>
TK	7:45 A.M	2:05 PM	12:50 PM
Kindergarten	7:45 A.M.	2:05 PM	12:50 PM
Grades 1, 2, 3	7:45 A.M.	2:05 PM	12:50 PM
Grades 4, 5, 6,	7:45 A.M.	2:10 PM	12:55 PM

<b>Recess Schedule</b>		<b>Rainy Day</b>	
TK/Kindergarten	9:15 – 9:34	TK/Kindergarten	9:15 - 9:34
1-3	9:15 – 9:34	1-3	9:15 – 9:34
4-6	9:40 - 9:59	4-6	9:40 -9:59
<b>Lunch Schedule</b>	M – F	<b>Lunch Schedule</b>	M – F
TK/Kindergarten	10:50-11:35	TK/Kindergarten	11:05-11:35
Grades 1&2	11:15-12:00	Grades 1&2	11:30-12:00
Grades 3&4	11:40-12:25	Grades 3&4	11:55-12:25
Grades 5&6	12:00-12:45	Grades 5&6	12:20-12:50

### Lunch Procedure

Sunnyside is on a play/eat lunch schedule. Teachers walk students to the playground, and then pick up their classes from a designated spot near the lunch arbor.

### Breakfast

Breakfast is the most important meal of the day. Eating breakfast gets students energized and ready to learn! Breakfast is served from 7:15-7:43. Please be sure that your child eats breakfast each morning ~ either at home or at Sunnyside before school begins.

### Sample Menu

Cereal or Breakfast Energy Bars, Low-fat or Non-Fat Milk, Fresh fruit  
Additional information about the menu can be found at: [cvesd.org](http://cvesd.org).

## CAMPUS INFORMATION

### Supervision

Campus supervision begins at 7:15 a.m. and ends at 2:10 PM Monday – Thursday and at 12:55 PM on Fridays and minimum days (except for before or after school activities). Upon arrival at school, students who will be eating breakfast may report to the cafeteria. All other students will report to their respective classroom line.

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Please contact the office about our before and after school programs if you need care for your child before or after the times above. Sunnyside has an after-school program through the YMCA – DASH. Please stop by the office to pick up information regarding these programs.

### Office Information

**Hours** – The office is open from 7:15 a.m. to 3:30 p.m. every school day.

**Use of School Phones** – The use of school phones by students is for **emergencies** only. Arrangements for after school hours should be made at home before your child leaves for school. Students should not be using cell phones during school hours.

**Proof of Residency** – In accordance with Title 5, California Code Regulations Section 432(F) (2), California school districts **must** verify student residency **annually**. Please verify residency online, you may call the office if you have any questions.

**Emergency Information** – The school must have current emergency information for each student. Please come to the office immediately to update if any of the following change:

- Home address
- Home phone number
- Cell phone number
- Work phone number
- Emergency contact person
- Medical changes, conditions and medication

**Concerns regarding your child-** If you have concerns regarding your child, please first contact your child’s teacher. Your child’s teacher should get back to you within 24 hours, unless it is a weekend.

**Electronic Devices-** The district has an “Acceptable Use Policy” for all devices. Cell phones, tablets, and other mobile devices will **ONLY** be allowed under direct supervision of a teacher. Each year, students will go through iSafe training to help them learn about safety on the internet. Sunnyside is not responsible for the loss or damage of any devices that students may bring to school.

**Lunch** – This year, breakfast and lunch will be provided to all students at Sunnyside.



### **Birthday Celebration Policy**

**Our wellness policy prohibits food for birthday celebrations.** Some suggestions for celebrating are:

- Donating a book to the classroom library with your child's name
- Pencils
- Bookmarks
- To avoid interrupting instruction, balloons and flowers are not allowed for birthday celebrations.
- Each classroom is allowed two (2) food celebrations per year. Teachers are required to submit a form to the principal for approval.

## SCHOOL ATTENDANCE

School attendance is required by law. Parents/guardians of children between the ages of 6 and 18 are responsible for sending their children to school full time (ED Code 48200). The amount of time a student attends class correlates very closely with learning. Consequently, the importance of regular attendance and arriving at school on time cannot be overemphasized. State funding of schools is based only on pupil attendance. Funds are not received for any child absent from school. The minimum day established by the State of California for kindergartners is three hours; grades 1 through 3 is three hours and 50 minutes; and grades 4 through 6 is four hours. Please attempt to schedule medical or dental appointments during school vacations or after your child completes the minimum day requirements. If necessary for your child to be absent from class, please notify the Attendance/Health Office extension x500110 (see absence procedures below).

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### **Your child is considered truant if the following occurs:**

- 3 unexcused absences in one school year
- 3 unexcused tardies greater than 30 minutes in one school year
- Any combination of the above – 3 or more

Parents will be notified by a letter from the principal when their child is truant.

A School Attendance Review Board (SARB) addresses the needs of students with attendance and/or chronic school behavior problems. Students and their families are referred to SARB by the school principal. Both the student and his/her parents are required to attend SARB meetings. District staff and community agencies work together to review cases, which have not been resolved by school efforts. All available school and community resources are exhausted before the student is referred or the parents/guardians are cited to appear in court.

## ABSENCE PROCEDURES

It is required that each absence be verified by the parent / guardian. We need you to **call the Attendance/Health Office** the day your child is absent. Parents can report an absence by calling 619-479-0571 **or by emailing** [barbara.poukkula@cvesd.org](mailto:barbara.poukkula@cvesd.org), 24 hours a day. Please try to call before 9:00 a.m. when possible. The reason of the absence will determine if the absence is excused or unexcused.

Regular attendance in school is required by law and is essential to ensure progress. Upon returning to school following an absence, the child must check in at the Attendance/Health Office. Remember, an unexcused absence is a truancy.

A child may be legally excused from school only because of illness or medical appointments. For medical appointments, a **note** from the doctor or dentist is required for it to be an excused absence. You have 3 days from the date of appointment to provide the Attendance Office with proper documentation.

## DISMISSAL

Please be on time to pick up your child, as there is no after-school supervision.

## TARDINESS

**The first bell rings at 7:40 am.** This bell let's all students know they have five minutes in which to reach the blacktop classroom line-up for the 7:45 final bell.

**At 7:45 am all gates will be closed** and students are picked up by their teacher and taken to class. Students arriving after 7:45 am are considered late/tardy. Students who are repeatedly late or tardy are considered truant. The school is required to contact parents when tardiness is an ongoing issue. Please be sure your child arrives at school on time every day.

Students will be recognized for perfect attendance. Perfect attendance is defined as no absences or tardies, and no early dismissals throughout the year.

## PERFECT ATTENDANCE

Perfect Attendance -District-wide Requirements:

<u>Situation</u>	<u>Definition</u>	<u>Clarification</u>	<u>Allowed Frequency</u>
Absent	Student is not at school at any time during the school day	Neither excused nor unexcused absences are permitted.	Zero absences
Independent Study Contract	An Independent Study Contract allows a student to complete work assigned by the classroom teacher while the student is not present in the classroom for a period of five or more days.	An Independent Study Contract (either completed or incomplete) disqualifies a student from achieving perfect attendance.	Zero independent study contract days
Tardy	Student is not present in the classroom when roll is being taken.	Unexcused tardies are not permitted.	Zero unexcused tardies
Absent During the	A student is present at the beginning of the school day but leaves before school ends.	Unexcused early dismissals are not permitted.	Zero unexcused early dismissals

School Day:  Early Dismissal			
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*Notes:* Excused tardies or early dismissals are limited to those for documented medical appointments.

## INDEPENDENT STUDY CONTRACTS

Independent Study Contracts can be arranged in advance for absences when a parent knows a child will be out for a minimum of five school days. Students who are absent but on an independent study contract will receive a mark of “excused” for all absences covered under the contract provided that all assignments given under the contract are completed and returned when the student returns to school.

Please call the school to make arrangements **one week before the start of the contract** so the teacher has time to prepare the work. Your cooperation in promptly reporting absences is greatly appreciated.

Procedures for Independent Study Contracts (ISC):

- Contact the school attendance office to receive an ISC
- Parent will fill out and sign the contract
- Teacher provides classroom work that will be missed
- Student will turn in completed work upon their return

## RELEASE OF STUDENTS

Parents are reminded that students are expected to remain on the school grounds during school hours. If you wish to have your child released from school during school hours, **you must come to the office and obtain a release slip**. For you and your child’s protection, students are only released to parents, guardians, or other authorized persons whose names are listed on the student’s emergency card. Students **will not** be released by telephone requests. Parents who wish to release their children from the classroom will be asked by the classroom teacher and/or staff person to go to the school office. The school office will contact the classroom and release the child to meet his/her parent(s) at the office. Parents/Guardians must sign out student and show proper ID.

## ZONE TRANSFERS

The staff at Sunnyside believe that for your child to have the most successful experience at school, it is extremely important for them to attend school daily and on time. Students miss out on valuable instruction when they are absent or arrive to school late.

As a condition of accepting a zone transfer, it is our expectation that all students maintain satisfactory attendance and behavior. Students who receive **3 or more unexcused absences or tardies** in one school year will have their zone transfer

denied for the following year. In order to prevent your child from being tardy, please be sure to leave your home in the morning with plenty of time for you to arrive on time to school. School begins at 7:45 am. Students entering the gate after 7:45am will be required to have a late slip. Please schedule all doctor and dentist appointments after school.

## MEDICATION & STUDENT HEALTH

### MEDICATION

Medications are not permitted at school except when kept in the school Health Office. Parents of any student who is required to take daily medication prescribed for him/her by a physician, must complete an "Authorization for Medication Administration" form. This is kept on file in the school Health Office. The form authorizes us to administer the medication to your child. You will need to submit a new form at the beginning of **each** new school year.

### ILLNESS\*

It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines:

Symptom	Course of Action
Fever, measured orally, 100° or above	Home
Vomits more than once	Home
Undiagnosed skin rash	Doctor
Eye infection	Doctor
Flu: body aches, fever, headache	Doctor
Infrequent diarrhea	School
Ear infection: no pain	School
Minor cold: runny nose, sneezing, and sore throat	School
Vague: "I don't feel good", symptoms	School
Infestation of scabies ( <b>AFTER treatment</b> )	School
Infestation of lice	School
Cold sores ( <b>sores covered</b> )	School
Strep throat ( <b>after 24 hours on medication</b> )	School

**\*Covid-19 guidelines are subject to change and rely on CPH and SD County Public Health Dept. updates. Please call the Health Office if you have any questions.**

## **HOMEWORK**

The **purpose** of homework is to

- Reinforce or practice specific skills
- Develop/reinforce responsibility
- Develop/reinforce time management
- Inform parent of skills being taught
- Encourage the love of literature through nightly reading with family

Homework will be at a student's **independent level**, not instructional level. Nightly reading increases comprehension, fluency, and vocabulary development.

If your child is struggling to complete nightly/weekly homework please contact your child's teacher **immediately** to discuss the struggles you/your child are having at home and work with your child's teacher to come up with a solution that supports your child.

## EMERGENCY PROCEDURES / REUNIFICATION PLAN

- Our first effort will be to secure the school area and to provide a safe zone—either in the classrooms or outside at designated safe areas on the recess fields—where students can wait for you to pick them up.
- We have supplies in each classroom so that your children will have something to eat, water to drink, and have access (through their teachers) to an up-to-date, first-aid kit.
- We will keep your child safe during the emergency and will stay on the job until it has ended and you are reunited with your child.
- Staff will ensure every single student has been accounted for.

### Parent-Student Reunification Plan

In the event of an emergency, you (or your *emergency-card-authorized-designee*) will need to pick up your child at:

- ① Their classroom

OR

- ② Their assigned location on the Grass Playground Evacuation Areas

*It all depends on where they are waiting out the emergency!*

*Please note:* We will NOT be checking out students from the Main Office.

Should there be an emergency during school hours; Emergency Cards are the only means of contacting you. The **people listed on the cards will be the only people to whom children will be released.** This is why it is so important to ensure emergency cards are up to date.



## **DRESS CODE**

**The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 7, 1995, describes the dress code expected at Sunnyside Elementary School.**

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1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs or other backless shoes or sandals are not acceptable. Shoes with wheels or made for stunts are not permitted. No high heels.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Hats, caps, visors and other head coverings shall not be worn indoors. They may be worn only for the intended purpose of sun-protection. They are not acceptable worn backwards, to the side, or if they are not an effective sun damage deterrent.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low cut tops, spaghetti strap tops, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable.
6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.
7. Cell Phones: CVESD BP5131 Students/Conduct - Prohibited student conduct includes, but is not limited to: (#6) Except with prior consent for health reasons, possession or use of electronic signaling devices (Education Code 48901.5). Electronic signaling devices may include, but not be limited to, pagers, beepers, and cellular/digital telephones, iPods, cameras. If cell phones are brought to school, they must remain turned off and kept in backpacks during the instructional day, including recess time. Students caught using cell phones or any other electronic devices will have the device/s taken by either the teacher or administrators. Devices will only be returned to the parent.

Furthermore, Sunnyside doesn't allow trading cards, electronics or personal toys (PSP's, balls) brought from home. Valuable items should stay home since the school is not responsible if they get lost, stolen or broken. The school staff reserves the right to make judgments on any article of clothing, mode of dress, hair style or device which poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.

## STUDY TRIPS

Study trips and field trips provide students with opportunities to learn and interact beyond the school environment. Permission slips must be completed and signed before any student can leave the school premises for a field/study trip.

**For safety reasons students will not be able to go on a field trip off campus if they do not abide by the school rules: Be Safe, Be Respectful, and Be Responsible.** Also, if your child is having a difficult time following rules during an off campus field trip, you will be called to pick them up.

## PARKING LOT GUIDELINES

Our number one priority is that all students are safe as they arrive at school, while they are here, and as they leave.

So, as a reminder to us all, here are some very important things to remember when entering the Sunnyside parking lot to pick up or drop off your children:

- Safety First! Please remember that there are LOTS of small children and many BIG cars in our lot!
- Drive slowly! No more than **5mph**. Please do not let your schedule (behind schedule) compromise the safety of any child.
- In the morning: **ARRIVE EARLY!** The parking lot is wonderfully vacant if you arrive by 7:30 am. **The school start time is 7:45 am. This is not the arrival time.**
- The lanes in our parking lot are provided for drop-off and pick-up of students: not for parking your car and walking your student to class! PLEASE DO NOT ABANDON YOUR CAR in any of the drop-off lanes!
- If you want to walk your student to class: please park in a lined space provided within the parking lot OR (if there are no more spaces) park off campus and walk in from San Miguel Road.
- There are areas in our parking lot that are marked: NO PARKING. Please respect those areas. If there is no parking in the parking lot remember that there is parking off-campus. **Please do not park in staff parking, or in unmarked areas.**
- There is a "Through Lane" in the parking lot. Its purpose is to allow those who are "passing through" to leave without having to wait. Please do not block this lane.

- Please **ONLY** cross at the cross walk provided in front of the auditorium. Do not cross with your children through the parked cars in front of the main office—that's dangerous!
- Do not back up and leave through the entrance. Once you've entered the parking lot the only way to leave is by exiting with the flow of traffic.
- **If your child can take the bus—please let him/her do so!** Check with us in the front office to see if your child qualifies to take the bus—most of our students do! The more kids on the bus means less cars in the parking lot—the less time all have to wait!
- Unsafe driving in the parking lot will not be tolerated. Drivers, who are speeding, parked illegally or who block traffic will be warned. Drivers who continually create an unsafe environment in the parking lot may be excluded from entering the parking lot.

**Let's all do our part to make the parking lot safe for our kids!** If you have questions, comments or suggestions, please contact me! We have the same goal: a safe school (and a safe parking lot) for all our kids—and parents.

## SCHOOL RULES

- Be Safe
- Be Respectful
- Be Responsible
- Be Kind

We will engage students in dialogue regarding the school rules in order to ensure they know what it looks like to be safe, respectful and responsible in the classroom, on the playground, in the office and all other areas on campus. We will recognize students for modeling these behaviors, and working with students who need a little extra time to practice what each may look like. Just like academics, behavior must be practiced, and at times children will make poor decisions. When they do, our job as educators and parents is to implement logical consequences, but more importantly, make sure they have a plan for making a different choice in the future.

## SUNNYSIDE PLAYGROUND RULES

### Wall Ball:

- You can only hit the ball with **ONE** hand or fist and not below the knee.
- The ball must hit the wall above the white line.
- The first person in line is the judge.
- The judge must stand on the dotted line.
- The line forms on the white dotted line.
- Arguing or yelling (automatically out)
- No special rules, teachers/staff will review game expectations

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### Tetherball:

- You can only hit with one fist or 2 open hands.
- You cannot catch or stop the tetherball during a game.
- You cannot grab the rope. (Automatic Loss)
- You cannot grab the pole. (Automatic Loss)
- Arguing or yelling (automatically out)
- You cannot cross the center white line.
- No special rules, teachers/staff will review game expectations

### Soccer:

- Play only between the two backstops.
- No slide tackling.
- Everyone must be included.
- Arguing or yelling (automatically out)
- No special rules, teachers/staff will review game expectations

### Four Square:

- Server must serve from inside the court.
- Server gets two chances to serve correctly and then must go to the end of the line
- Players rotate from square to square
- Players can only hit with one or two open hands. (No Fist)
- Players cannot catch the ball.
- Arguing or yelling (automatically out)
- No special rules, teachers/staff will review game expectations

### Basketball:

- Only 1 basketball per basket.
- No more than 5 people at a basket at one time.
- Basketball game rules must be followed.
- Students may not take wild shots from half court or out-of bounds.

- Kicking the basketball (automatically out)
- Arguing or yelling (automatically out)
- Teachers/staff will review game expectations

**Play Structure:**

- The play structure is only for students in 1st, 2nd, 3rd, and 4th grades.
- Students in grades 5 & 6 may **NOT** play on the play structure.
- No running or playing tag on the play structure.
- Teachers/staff will review game expectations

## **BEHAVIOR EXPECTATIONS**

### **Sunnyside’s Code of Conduct**

All students are expected to:

- Come to school prepared to learn.
- Behave in a safe and fair manner by keeping hands, feet and objects to yourself.
- Treat others with kindness and respect.
- Walk to and from activities quietly.
- Follow directions the first time they are given.
- Be responsible for your actions.

### **Sunnyside School Discipline Guidelines**

See the Chula Vista Elementary School District Web site for the District’s Discipline Policy.

<http://www.cvesd.org/parents/pages/discipline.aspx>

This page also gives information about suspensions and expulsions.

### **RULES AGAINST “BULLYING”**

1. We will not bully others.
2. We will help ALL students who are bullied.
3. We will not exclude others.
4. When we know someone is bullied, we will tell an adult at school and at home.

### **Student Programs and Organizations**

**Safety Patrol**—Safety Patrol is comprised of 4<sup>th</sup>, 5th and 6th grade students who are selected to monitor the safe use of crosswalks before and after school.

***Student Council***—Student Council consists of elected/selected representatives from grades 3-6 with officers elected annually. The Council makes student-based decisions regarding school issues and provides community service.

## **Volunteering**

There are a number of ways parents can volunteer to help at Sunnyside. The easiest and most direct way to help is volunteering in your child's classroom. By providing support in preparation of materials or offering a second set of eyes and ears in the classroom, your child will benefit. Volunteering to help with other student programs is also another option for parents at Sunnyside. Some opportunities are:

- School Site Council
- Parents' Club
- Book fairs
- Fall Carnival
- Parking lot safety
- Field Days
- Study Trips
- Fundraisers
- Safety Patrol

One of the requirements for volunteering at school is a current Tuberculosis (T.B.) test result on file in the school office. Bring a copy of your T.B. test results to the secretary in the school office.

Please see the school secretary for information on fingerprinting. When volunteering or visiting the campus, all visitors must sign in and wear a visitor badge. All volunteers and visitors must log out upon their departure from Sunnyside. **Also, all volunteers must sign the volunteer code of conduct and volunteer oath at the end of this handbook.**

## **Parents On Campus Policy**

Parents who have scheduled in advance to be on campus to volunteer with a teacher may come and volunteer. Parents who have not scheduled in advance to be with a teacher will not be considered as volunteers and will be asked to leave campus.

## Parents Dropping Off Items for Students Policy

Any items being dropped off for students will be placed in the workroom and a note will be placed in the teacher's box. Parents will be notified that the school will make every effort to get the item to the child but will not guarantee this. Classes will not be interrupted for students to come and pick up items in the office during instructional time.

## Volunteers Needed at Sunnyside!

### The Parking Lot



We need help in our Parking Lot in the morning and afternoon!  
**We need help in the morning from 7:30 – 7:45 am. In the afternoons we need help from 2:00 – 2:20 pm.**



### Safety Patrol

You know that San Miguel Road is very busy! How would you like to help out the Safety Patrol students who are trying to make sure that everybody is safe as they come to school? You don't have to direct traffic...you would act as an extra set of ADULT eyes and ears out there to help the students do the best job possible. You can work as much or little as you like! **We need help in the morning from 7:30 – 7:45 am. In the afternoons we need help from 2:00 – 2:20 pm.**

Please return this sheet to Mrs. Liug in the main office or contact Delia Arancibia directly by phone (619) 479-0571 or email [delia.arancibia@cvesd.org](mailto:delia.arancibia@cvesd.org).

- Yes! I'd like to work in the parking lot.
- Yes! I'd like to work with Safety Patrol on San Miguel Road.

## Sunnyside's Volunteer Code of Conduct

- I agree to have a current TB skin test and background check (if volunteering more than 2 days on campus) and Code of Conduct for school volunteers on file in the main office.
- Immediately, upon arrival, I will sign in at the office or the designated sign-in station.
- I will dress in a professional manner.
- I will use only adult bathroom facilities.
- I agree to never be alone with individual students without the authorization of teachers and/or school activities.
- I will schedule appointments with teachers before or after school, I will not interrupt instructional time.
- I will speak in a **respectful** tone to all students, staff and fellow volunteers.
- If an issue arises, I will contact Sunnyside staff, I **will not** confront students about issues.
- I will not solicit outside contact with students.
- I will exchange home directory information only with parental and administrative approval and only if it is required as part of my role as a volunteer. I agree not to exchange telephone numbers, home address, e-mail addresses or other home directory information with students for any other purpose.
- I will maintain confidentiality outside of school and will only share any concerns that I may have with teachers and school administrators.
- I agree not to transport students without written permission of parents or guardians or without the expressed permission of the school or district.
- I will not disclose, use, or disseminate student photographs, or personal information about students, self, or others.
- I agree not to post, transmit, publish, or display harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit or that could be construed as any form of harassment.
- I agree only to do what is the best personal and educational interest of every child with whom I come into contact.
- I agree to report to appropriate school/district personnel when a student is in danger of hurting him/herself or others or being hurt by someone else.
- I agree to abide by the district's safety and health rules and procedures.
- Under Penal Code 290.95 I am required to disclose to school officials if I am a registered sex offender. My failure to disclose this fact could result in my arrest, prosecution and likely fine and imprisonment. By placing my name below, I declare under penalty of perjury that I am not required pursuant penal Code 290.95 to disclose to school officials that I am a registered sex offender and that I have not suffered convictions for sex or drug related offenses or for crimes of violence and there are no criminal charges pending against me.

**I agree to follow Sunnyside's Volunteer Code of Conduct at all times in my role as a volunteer. I understand that if I violate any of the above items I will not be allowed to volunteer on campus.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**This form must be on file in the office before you will be allowed to volunteer. This form must be completed each school year.**



## After School Information

Students must be supervised after school. They may remain on campus only if they are participating in supervised, after school events. In order to help us know where your child will be each day please complete the following form:

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**Child's Name** \_\_\_\_\_ **Teacher** \_\_\_\_\_

My child takes the **bus** home after school:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

My child attends **DASH**:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

My child attends the **YMCA** program:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

My child **walks** home:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

My child gets **picked up** by a parent or someone on their emergency contact:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

### Parent Names and Emergency Contact Numbers

**Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**This form MUST be returned to your child's teacher.**

## Parent and Student Pledge Form

I have read and reviewed all sections of this handbook with my child (children). We agree to follow all guidelines and policies in this handbook. If either my child or I have a question regarding a particular policy we will speak with the school principal for clarification.

### Students

Student Signature \_\_\_\_\_ Class \_\_\_\_\_

Student Signature \_\_\_\_\_ Class \_\_\_\_\_

Student Signature \_\_\_\_\_ Class \_\_\_\_\_

Student Signature \_\_\_\_\_ Class \_\_\_\_\_

### Parents

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**Please make sure this form is returned with along with all beginning of the school year information. Thank you!**