

ABOUT OUR SCHOOLS

EQUAL OPPORTUNITY (Policy and Regulations EG-3111)

Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law.

STUDENTS WITH DISABILITIES

Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: "A school or school district shall provide a student, "who is an individual with a disability," under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs." Contact Ann Bettenburg Director of Student Services 651-621-6048.

TRANSPORTATION (Policy and Regulations EG-0103)

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

STUDENT ACHIEVEMENT/CURRICULUM AND INSTRUCTION (Policy and Regulations EG-1100 to 1104 and EG-2101)

Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge. Specific academic programs include: Graduation Requirements EG-1102, Credit for Learning Reg. EG 2101, etc.).

HEALTH AND SAFETY (Policy and Regulations EG-3102, 3103 and 3106)

Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexual abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

STUDENT RIGHTS AND RESPONSIBILITIES (Policy and Regulation EG-3104 and 3109)

Student conduct must not be disruptive or hazardous to the health and/or safety of self and others, and must not break any laws. Mounds View Public Schools will maintain a learning and working environment that is free from hazing, bullying, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, bullying, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, bullying, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, bullying, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

To view these policies and accompanying regulations in their entirety log on to: the District's home page at www.moundsvIEWSchools.org and find the School Board's web page. The policy page is located at www.moundsvIEWSchools.org/sb_policies.asp.

Criminal Background Checks

The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors at the expense of the individual. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present.

ANNUAL PUBLIC NOTICE DATA PRIVACY

Independent School District No. 621 gives notice to parents of students and students currently in attendance in the School District of their rights regarding pupil records.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Minnesota Governmental Data Practices Act, Minn. Stat. 13.01, *et seq.*, provide parents and students who are over 18 years of age (eligible student) with certain rights with respect to the student's education records. These rights include:

1. Parents and eligible students have the right to inspect and review the student's educational records. The School District will attempt to honor a request for access to a student's education records immediately, if possible, or within five days. If the School District needs additional time to respond to a request for access to education records, the School District may request an additional five days to comply with the request.
 - a. If a parent or eligible student wants to make a request for access to the student's education records, the parent or eligible student must submit a written request to inspect and review education records to the District Data Practices Compliance Official. The request should identify as precisely as possible the record or records the requesting party would like to inspect and review.
2. Parents and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are incomplete, inaccurate or misleading.
 - a. If the parent or eligible student wants to amend an education record(s) that they believe are incomplete, inaccurate or misleading, the parent or eligible student must request an amendment in writing to the District Data Practices Compliance Official. The request must identify the records(s) that the parent or eligible student seeks to amend and identify the items contained therein that are believed to be incomplete, inaccurate or misleading and specify the correction that is being requested.
 - b. If the School District does not amend the record(s) as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records prior to such disclosure, except to the extent that FERPA, the Minnesota Data Practices Act, or other state or federal law expressly provides for disclosure without prior consent.

- a. One exception which permits disclosure without prior consent is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. Generally, a school official has a legitimate educational interest if the individual needs to review an education record or have the educational information in order to fulfill his or her professional responsibilities.
 - c. Upon request, the School District discloses a student's education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll. The School District forwards education records on request to a school in which a student seeks or intends to enroll, the School District does not provide further notice to parents or eligible students prior to such a transfer.
4. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the federal Office that administers FERPA and receives complaints is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

5. "Directory Information" concerning students is public information and may be disclosed by the School District without prior consent.
- a. "Directory information" includes the following information relating to a student: the student's name; address; telephone number; date of birth; sex; major field of study; dates enrolled in Mounds View Public Schools; height and weight of members of athletic teams; extra-curricular activities, special achievements and honors. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
 - b. Should the parent of a student or the student so desire, any or all of the directory information listed above will not be disclosed without the parent's or student's prior written consent except to school officials as provided under federal law.

- c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information.
- (1) Name of student;
 - (2) Home address;
 - (3) School presently attended by student;
 - (4) Parent's legal relationship to student, if applicable;
 - (5) Specific category or categories of directory information which is not to be made public without the parent's or student's prior written consent.
6. Copies of the School Board's Policy EG-3110 regarding protection and privacy of student records and accompanying procedures are available to parents and students upon written request at the Office of the Superintendent of Schools.

ANNUAL PUBLIC NOTICE STUDENT SURVEYS

Periodically, our School District will administer student surveys on a variety of subjects. In addition, our School District participates in the Minnesota Student Survey conducted by the Minnesota Department of Education. The Minnesota Student Survey asks information of our 6th, 9th and 12th grade students. Federal law requires us to notify parents of this activity.

The Minnesota Student Survey is anonymous, confidential and voluntary. Students do not provide their names, school identification numbers or other personal information. No individuals or their families can be identified. The results are reported on the School District's students as a whole. The privacy of students is protected.

There are frank questions on the Minnesota Student Survey about many topics relating to young people's lives. These include use of alcohol or other drugs, safety in and around the schools, physical activity and nutrition, mental or emotional health (stress, feeling bad), illegal or anti-social behavior (theft, chemical use, fighting), and belief systems that affect personal decisions. Questions regarding sexual behavior and attitudes are asked only of 9th and 12th grade students. If students are not involved in an activity, they skip the related questions and go on to the next section. The Minnesota Student Survey also asks about how well school is going, future plans, how adolescents spend their time and about how the school, family and community support them.

You may choose to have your son or daughter not take the Minnesota Student Survey or any other surveys administered during the current school year by contacting your child's school principal in writing prior to the date of the survey administration. The written notice should contain:

- a. Student Name
- b. Student School
- c. Grade Level
- d. Your Name
- e. Your Relationship to Student
- f. A brief statement requesting that your student not participate in the Minnesota Student Survey
- g. Your Signature
- h. Date

Notice Regarding NCLB and Military Recruiters

Section 9528 of the No Child Left Behind Act of 2001, requires school districts that receive federal funds to provide to military recruiters the same access to secondary school students as is provided to institutions of higher learning and prospective employers and must provide student's names, addresses and telephone numbers to recruiters, when requested, unless the parent makes a written request to have that information withheld.

If you would like to prevent your child's contact information from being provided to military recruiters you can send a signed, written letter expressing your desire to prevent the disclosure of information to:

Student Information and Reporting
Mounds View Public Schools
350 Highway 96 West
Shoreview, MN 55126

Eligibility for Health Care Coverage

Available health care coverage may be available through the Minnesota Health Care Program, otherwise known as Minnesota Care. Contact Minnesota Care at 651-297-3862 for more information.

Sunnyside School
Solid basics | Highest potential
for all students

- Emphasis on solid basic skills in Language Arts and Math
 - Home/school/community partnership and communication
 - Healthy living: social, emotional, academic and physical well-being
 - Positive, celebrated, caring climate
 - Creative thinking, expression, and problem solving
- A school/community of lifelong active learning
 - Challenging students with high expectations
 - Differentiating programs embracing diverse student needs
 - Preparing today for tomorrow's adventure

2008-2009 SCHOOL BOARD MEETINGS:

July 8	Work Session/Regular Meeting	January 8	Work Session
August 6	Work Session	January 13	Regular Meeting
August 12	Regular Meeting	January 27	Regular Meeting
August 26	Regular Meeting	February 5	Work Session
September 4	Work Session	February 10	Regular Meeting
September *8	Regular Meeting	February 24	Regular Meeting
September 23	Regular Meeting	March 5	Work Session
October 2	Work Session	March 10	Regular Meeting
October 14	Regular Meeting	March 24	Regular Meeting
October 28	Regular Meeting	April 2	Work Session
November 6	Work Session	April 14	Regular Meeting
November 11	Regular Meeting	April 28	Regular Meeting
November 27	Regular Meeting	May 7	Work Session
December 4	Work Session	May 12	Regular Meeting
December 9	Regular Meeting	May 26	Regular Meeting
		May 28	Work Session
		June 2	Regular Meeting
		June 23	Regular Meeting

All meetings of the School Board will be held at the Snail Lake Education Center, 350 Highway 96 W., Shoreview, unless otherwise noted, beginning at 7:00 pm. Work sessions will begin at 6:00 pm at the Snail Lake Education Center.

*Note that September 8 is a Monday.

SUNNYSIDE INFORMATION

ANNOUNCEMENTS

The day at Sunnyside starts with announcements concerning the weather, day of the week, activities, and events. Students should listen carefully as changes in special events or after school activities are often described here.

BUILDING SECURITY

Building security is important to assure that students and staff are safe at school. At Sunnyside we practice, on a daily basis, the following safety measures:

The main entrance is the only door that can be used as an entrance during the school day. All other doors are locked. They can only be exited.

All visitors must enter through the main door and **register at the office**. Visitors may be asked for identification and will be asked to wear a "Visitors Badge". Staff will ask visitors not wearing a badge to return to the office to register.

Students leaving the building with an adult must be signed out at the office. Students must have a signed note allowing them to leave with any adult other than those listed on the emergency card. If you have an emergency situation, please contact the office.

Children outside at recess are supervised by adult staff members.

Walkie-Talkies are located throughout the school building.

Building lock down and evacuation drills are practiced annually. In the event of an evacuation, Sunnyside would relocate to Irondale High School.

The school crisis team meets each fall, and on an as needed basis, to review and/or revise the building security plan.

CLASSROOM CURRICULUM

Each classroom has its own program and schedule. This program includes all curricular areas, specialists, enrichment and support activities, field trips, and library visits. At Back-to-School Nights in September, each teacher describes the classroom schedule, program, and district curriculum for his/her students. If you cannot attend Back-To-School Night or need further information, contact your child's teacher.

BIRTHDAYS

Sunnyside realizes that birthdays are important to your child. Your child's teacher will inform you at Back-To-School Night of their birthday plans. As a school, here are a few of the ways we observe your child's birthday:

- Inviting your child to a birthday lunch with the principal at an announced time during the month of his/her birthday or half-birthday for summer birthdays.
- Wishing each child happy birthday over the announcements some time during the week of his/her birthday.
- Providing a birthday memento.

Sunnyside asks that children not distribute invitations to birthday parties at school.

BOOK ORDERS

Staff sends home book order forms periodically. Parents and students should not feel pressured to order these books. The order and a check payable are to be returned to the classroom. Make checks out to the book company. After the shipment of books is received by the classroom teacher, students will receive the books to take home.

LOST AND FOUND

There is a lost and found area near the office. Please have your student look there for any missing items. Please look over these items when you are in school to see if any belong to your child. All items in the lost and found are examined by parent volunteers. Those which are labeled are returned.

PARTIES

Individual classrooms and/or grade-levels may choose to have parties. Look for information on these at Back-To-School Nights and/or through notes sent home. Classes may request money to pay the cost of these parties. Please return the request promptly. If this is a financial hardship, please contact your child's teacher.

PICTURES

Information about the date, prices, and retakes will be sent home prior to the date. Checks need to be made out to the photography company - not Sunnyside.

TELEPHONE CALLS TO/FROM SCHOOL

We understand that sometimes it is necessary for the office to get a message to your child. Please call only when it is very important. Please remember that classes do move about the building. As the end of the day becomes very hectic, it is sometimes difficult or impossible to get a message to your student during the last 15 minutes of school. We encourage students to bring "reminder notes" with them concerning after school arrangements or programs. Each classroom has access to a telephone. Students may use them only with the permission of staff. Each classroom sets its own policy on telephone use.

TREATS

Please contact your child's teacher if you wish to send treats to school. All food brought for the classroom for sharing with others is encouraged to be purchased from bakery and grocery stores rather than homemade.

DRESSING TO LEARN

All students are expected to dress appropriately for school. Clothing should not interfere with their own or other students' learning. Dress should not be offensive, unsafe, unhealthy or inappropriate. The following are specific examples of our dress expectations:

1. Wearing headwear or jackets is not appropriate in school. Within individual classrooms, teachers may adjust this to allow caps for special events.
2. Shirts endorsing alcohol, drugs, sex or violence are not allowed.
3. Pants and shorts must be worn at waist level.
4. Cropped shirts and tops exposing the midriff should not be worn.
5. No spaghetti strap tops or backless tops can be worn to school.
6. No undershirts worn as a t-shirt.

If an outfit is deemed inappropriate, t-shirts will be available and enforced.

All students will need tennis shoes for physical education. It is also very important that students have warm coats, hats, mittens, snow pants and warm, waterproof boots for winter recess. Our students go outside at noon recess almost every day of the year. Students should purchase items that they are comfortable hanging in the hall when not in use. The classrooms are too full to allow outdoor clothing to be stored inside.

FIELD TRIPS

During the year, your child's classroom may be taking a field trip. Field trips are arranged by the teachers. You can expect to:

- Receive a note home about the date and times, destination, cost, and other details.
- Receive a permission slip that must be signed and returned
- Be asked to send a check to cover the expense of the field trip. Please make the check out to Sunnyside Elementary.
- Place the signed permission slip and money in an envelope. On the outside write your child's first and last name, teacher, grade, and "field trip money".
- If you decide not to have your child participate, please let your teacher know in writing. Alternative learning experiences will be arranged.

No child should miss a field trip because of financial hardship. Our PTA provides the school with money to support families who need assistance. Please contact your child's teacher, the school social worker, or the school secretary for confidential assistance.

SCHOOL SUPPLIES

Each student needs predetermined school supplies which vary by grade level. In August we mail our families a list of needed supplies. Please contact your child's teacher if you need one. Proper supplies are your child's learning tools.

The Ralph Reeder Food Shelf provides school supplies to all needy families in our district. They take registrations, accept donations, obtain school supply lists from each school, and distribute these supplies the last two weeks before school starts. Families can call the Ralph Reeder Food Shelf to register at 651-621-7447 between 9:00-12:00. Students are encouraged to bring their supplies to the **Open House** prior to school opening.

ATTENDANCE

School hours:

AM Kindergarten	8:50 am – 11:30 am	
PM Kindergarten	12:40 pm – 3:20 pm	
Grades 1-5	8:20 am	Students eating breakfast at school may enter the building
	8:35 am	Students may enter building
	8:50 am	Tardy Bell Rings
	3:20 pm	Dismissal

NOTE: Students (not at breakfast in the cafeteria) are not allowed into the building and are not supervised before 8:35 am. For your child’s safety we request that students not arrive before that time.

Absences & Tardies

Student attendance will be taken at the beginning of the day and all absences and tardies will be reported to the office. If your child is not in school and you have not called us, we will call you to verify his/her absence. We are concerned about every student, therefore, it is important that the school be notified if a student will be absent, late, or needs to leave early.

If a student will not be present for attendance, the evening before or morning prior to school opening a parent should phone the school "**Night Line**" at **651-621-7601**.

Leave the student's name, teacher, and the reason for the illness or tardiness.

After school opens, at 8:15 a.m. call 651-621-7600.

Leaving Early

Occasionally a student must leave early. Send a note to school that includes: the reason for dismissal, the time the child will leave and return, and the name of the person responsible for picking him/her up. The person responsible must come to the school office to request the student and sign him/her out. Each student must leave with the designated party. Students will be dismissed early only to those listed on the student's emergency form or to a person who is authorized in the note sent to school from the parent or guardian.

Attendance Regulations

The Minnesota state law provides that “every child between seven and sixteen years of age shall attend a public or private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on grounds specified in the laws.” (Section 319, School of Law 1931)

Under Minnesota State Law, a student who has three or more days of unexcused absences is considered a truant. Chronic tardies may be included as trancies. The burden of proof for a child being excused from school is placed on the parent/guardian of the child. The school has the right to accept or deny parents’ requests for excused absences.

Acceptable reasons for being absent are: illness (verification from a doctor may be requested by the school), doctors’ visits (including mental health), religious holidays, and extreme family emergencies.

NIGHT LINE TELEPHONE NUMBER: 651-621-7601
PLEASE REPORT STUDENT ABSENCES

MEALS

LUNCH & BREAKFAST

Both hot lunches and breakfasts are served daily. Breakfast is served from 8:20 AM to 8:55 AM. Lunch/Recess time is held between 10:45 AM to 1:05 PM.

Free and Reduced Meals

Free and reduced price meals are provided for those who are eligible. Forms can be obtained by contacting the school office. These completed forms should be sent to: Mounds View Public Schools, c/o Nutrition Services, 350 Highway 96 W., Shoreview, MN 55126. Students who are eligible for free or reduced meals are encouraged to participate. The PIN remains the same with changes in eligibility. Milk purchases without a meal are \$.40 regardless of student eligibility. Families must re-apply each school year. Please direct any questions concerning this program to the Nutrition Service Office at 651-621-6022.

NOTE: Our school accesses additional funding for teaching reading and math based on the number of students receiving free or reduced price meals.

Menus and Meal Choices

Lunch and breakfast menus are sent home with students once each month and are also printed in the "New Brighton Bulletin". Alternate meals are offered each day, and students must state their choice in the morning when the lunch count is taken. All lunches are provided on an "offer vs. serve" basis. This means that students are required to take only three of the five different choices offered.

Sunnyside may make substitutions for milk allergies on a case-by-case basis. A written request should be made by the student's parent/guardian and must include support from a recognized medical authority.

Breakfast is free to all students receiving Free/Reduced priced school meals.

Opening/Maintaining an Account

Students receive a PIN number at the beginning of the initial school year of enrollment. Students must memorize this PIN number. This number stays the same each year. These numbers are included in a letter sent to students' homes by the Nutrition Service Department in August. Students bring money to the school with their PIN number attached and this money is entered into their account as a balance. Each time a student purchases a meal, he/she will enter his/her PIN number into the computer and a charge will be made to her/his account. To help insure accuracy please:

- Send checks whenever possible. Make checks out to the **Mounds View Public Schools**.
- Place the check that lists each child and PIN number in an envelope. On the outside of the envelope write the student's name, teacher, and "PIN money".
- Money can be sent in any amount, but we strongly discourage the purchase of meals on a cash basis each day. It slows service to all of the students.

Parents should ensure that there is money in the student's account. Statements are not issued. If you are unsure of the balance, your child may ask when he or she goes through the lunch line. You may also call the Sunnyside cashier between 10:00 AM and 10:30 AM or 1:15 PM and 1:45 PM on any school day at 651-621-7609.

Only one breakfast and/or lunch charge per day is permitted for each account. This helps safeguard accounts from unauthorized use. For this reason, siblings/friends may not charge on each other's accounts. However, you may transfer funds between sibling accounts by sending a signed note to the Nutrition Service Cashier.

Prices	<i>Breakfast</i>		<i>Lunch</i>		
<i># Meals</i>	<i>1</i>	<i>5</i>	<i>1</i>	<i>5</i>	<i>20</i>
<i>Student</i>	<i>\$1.30</i>		<i>\$2.35</i>	<i>\$11.75</i>	<i>\$47.00</i>
<i>Adult</i>	<i>\$1.50</i>		<i>.40</i>	<i>2.00</i>	<i>8.000</i>
			<i>3.50</i>	<i>17.50</i>	<i>70.00</i>

MEALS

What Happens If...

the balance falls below \$4.00 for full price or \$.80 for reduced meals?

-students are notified verbally and they may choose to use a hand stamp or receive a yellow "low balance" note to take home

there is no money left in the account?

-A beep will sound and the cashier will manually debit the account.

-The next morning and every morning thereafter until money is deposited into the account, a written notice indicating a negative balance will be given to the student in his/her home room.

-As possible, phone calls to parents will be attempted.

-After two debits, the student will not be allowed to purchase a lunch and will instead be given a peanut butter sandwich until money is deposited.

circumstances make it impossible to send in money?

-Please contact the school social worker or secretary.

there is money left in the account at the end of the year?

-It will automatically be carried over to the next school year.

-Fund balances are maintained from year to year. If it is necessary to request the balance, contact the food service cashier for a form to complete and return. A check will be sent to your home.

you believe someone else has your child's PIN?

-The child can report it immediately to the cashier & a new number will be issued.

-The parent can call the school office or food service office for a new number.

-The computer will immediately block the use of the old number.

your child is a slow eater?

-We plan for ample time for all students to enjoy their meals.

You wish to eat lunch with your child?

-Parents can join their child for lunch. If you wish to purchase a hot lunch, please call by 9:10 AM and be prepared to pay for your lunch after you pick up your food. Remember to register at the office before eating or visiting your child in the lunchroom or on the playground.

RECESS

Students go outside to play on the school grounds immediately before lunch for about to 20 minutes. Students go outside unless the weather is quite severe. Exceptions are rainy/wet days and days when the wind-chill index is lower than -10 degrees or the actual temperature is below -0 degrees. Students must dress appropriately for the weather conditions. They need warm clothing, covering for hands and head, and warm and waterproof footwear. Students without waterproof footwear are instructed to stay on the blacktop when the ground is snow covered. Warm and dry students are safer, healthier, and more prepared to learn. The school social worker or secretary will confidentially help families locate needed items that they cannot afford.

STAYING INDOORS

When you feel that you should request that your child stay in at recess:

-Send a signed note with an explanation to your child's teacher.

-This note will then be reviewed by the teacher and approved by the health office.

-The classroom teacher is not available to supervise during recess period, so your child will be asked to report to the lunchroom at a table doing quiet activities.

-If you have questions concerning the determination of whether the child should stay in or go outside, please contact the health office.

We know that sometimes due to health concerns a child needs to stay indoors. However, we also feel that if children are healthy enough to be in school then they are generally healthy enough to play outdoors. Please encourage your child to participate in an active recess. It is very important for girls and boys to get exercise and fresh air in order to be ready for the afternoon!

Please note that students can only bring approved equipment to the playground. Equipment that is dangerous in a crowded playground is not acceptable. Examples include rollerblades, baseballs, bats, and skateboards. Please make sure your child checks with his/her teacher or one of the playground supervisors before bringing an item from home. It is VERY important that you label the items brought from home.

HEALTH

HEALTH ISSUES

The School Nurse at Sunnyside is available to work with families and staff to help promote and maintain healthy students and to prevent illness and injury. Please contact the school nurse with any concerns about your child's physical, social, and/or emotional health.

IMMUNIZATION

Before your child begins school, documentation that your child's immunization status meets current state requirements is needed. To comply with Minnesota law, children whose immunization records are not complete will not be admitted to class on the first day of school. The exemption portion on the immunization form must be completed for a child who cannot be vaccinated because of medical reasons or for a child whose parent/guardian is conscientiously opposed to immunizations. The conscientious exemption must be signed by the parent/guardian and notarized.

MEDICAL EMERGENCIES OR ILLNESS AT SCHOOL

If a student becomes ill or is injured at school and the nurse/health paraprofessional deems it necessary for your child to go home, every effort to contact a parent as soon as possible using the student's complete and up-to-date emergency form will be made. Parents should make arrangements to care for their child away from school as soon as contacted. In cases of serious injury or illness we will call 911 and have the child transported to an appropriate medical facility.

STUDENT ILLNESS

All students are urged to return to school with the least amount of time lost from regular class and school work due to illness. However, your child should stay home if he/she has:

- * A fever (oral of 100 degrees or more)
- * Undiagnosed rash or draining sores, crusted/reddened eyes.
- * Possible strep throat (student may return after negative lab test or 24 hours on prescribed medication.
- * Diarrhea or vomiting
- * Stomachache or headache that lasts or returns
- * Head lice if untreated or for 24 hours after treatment. Parents should bring students to the school health office after the 24 hour wait after treatment and the health office staff will check the student's head with the parent present. If fewer than 6 nits and no live lice are found, the student may return to class. If not, the parent will be advised regarding further treatment. The health staff will recheck the student one week after treatment. Head lice is a communicable condition not a disease.

Please report all contagious conditions and diseases to school immediately. Please contact your child's doctor, if you need advice on whether he/she should attend.

VISION AND HEARING SCREENING

All students in grades K-5 will have vision screening during the school year. Hearing screening will be done for all kindergarten and first grade students, new students, students with known hearing difficulty, and students receiving support services. *Students will also be screened if there is a teacher or parent request to do so.* If your child needs a follow up, a written referral will be sent home.

MOUNDS VIEW PUBLIC SCHOOLS MEDICATION POLICY

STUDENT MEDICATIONS

Recognizing that some students have health conditions that require medication during the school day, the following provisions are established to provide for the safe administration of all medication administered or taken at school. **Medication will be administered by the Health Assistant or other trained staff member under the supervision of the Licensed School Nurse.** Medication will be kept in a locked cabinet unless the student is authorized to carry and self-administer own medication. **There is no school supply of any medication.**

PRESCRIPTION MEDICATIONS

Short Term Medication needed for 10 days or less may be administered as prescribed by physician/licensed prescriber with written parent/guardian permission and instructions.

HEALTH

Long Term Medication or medication administered on an “as needed” (prn) basis will be administered only with written authorization of both physician/licensed prescriber and parent guardian. (Authorization Form available from the school health office.) Authorization must be renewed on a yearly basis. A verbal order from licensed prescriber to Licensed School Nurse will be honored for 48 hours.

Prescription Medications sent to school must be in a current pharmacy container with the following information on the label: (Pharmacy will supply a duplicate, labeled container for school use upon parent/guardian request.)

- Student name
- Medication name, strength, amount to be given, dispensing date, directions for use
- Physician/licensed prescriber name
- Pharmacy name, address, phone number

Self Administration of prescription medication by student (for management of e.g. Diabetes, Asthma, Severe Allergies): When appropriate a student may carry and self-administer a prescribed medication upon completion of the **Self-administration of Prescription Medication** form by parent/guardian and student and assessment by the Licensed School Nurse. Physician/licensed prescriber instructions and guidelines will be incorporated into the student’s plan. Medications covered by the Federal Narcotics Act (e.g. Ritalin/Methylphenidate, Adderall, Concerta, Dexedrine, Codeine) will only be administered in the health office.

OVER-THE-COUNTER (OTC) MEDICATION

Over-the-counter (OTC) medication (e.g. cough/cold remedies, antihistamines, pain relievers) may be administered with written parent/guardian permission and instructions.

Over-the-counter (OTC) medication must be supplied by the parent/guardian in the original container with an intact manufacturer label. There is no school supply of any medication.

Self-administration of over-the-counter (OTC) medication: Senior High students (grades 9-12) may, with parent/guardian knowledge and approval, carry and self-administer OTC medication. Medication must be carried **in the original container with an intact manufacturer’s label.**

Students are prohibited from sharing any medication, including over-the-counter (OTC) medications with another student. Violation of this regulation will be considered a violation of the Student Rights and Responsibilities Policy/Regulation EG-3109.

REFUSAL TO ADMINISTER MEDICATION

School may refuse to administer any medication on the recommendation of the Licensed School Nurse in the following situations:

Amount of medication to be given exceeds the recommended daily dose.

Medication is not listed in prescription/non-prescription formularies.

If parent/guardian permission for Licensed School Nurse to communicate with licensed prescriber is denied.

MEDICATION CHANGES

The parent/guardian is responsible to notify the Licensed School Nurse and obtain the appropriate physician/licensed prescriber authorization.

DISCONTINUED MEDICATION

The parent/guardian is responsible to notify the Licensed School Nurse when medication administered at school is discontinued. Medication will be returned to parent/guardian upon request or destroyed.

END OF YEAR

Unused medication be returned to parent/guardian upon request or destroyed.

Our children stay healthy if we help them by:
**Making sure they sleep well*
**Providing a healthy diet with plenty of water*
**Making exercise part of their lives*

TRANSPORTATION

School hours are 8:50 AM – 3:20 PM.

Students not on buses should arrive at school between 8:35 AM and 8:40 AM.

Morning Kindergarten buses leave at 11:30 AM

Students are dismissed from classes from 3:20 PM.

Only students arriving for breakfast may enter at 8:20 AM.

Afternoon Kindergarten arrives at 12:40 and leaves at 3:20

In the morning, students being bused will remain on the bus until the first bell sounds at 8:35 unless they are being admitted for breakfast. Walkers and bikers should not arrive at school before 8:35 AM. All students arriving other than by bus should immediately line up in front of the entrance leaving the area marked in yellow open. All need to behave appropriately while waiting for the doors to open at 8:35 AM.

When there is severe weather, students will be allowed to wait just inside the entry to the building. Students should not play on the playground or adjacent fields before school. No adult supervision is available at that time.

CHANGES IN TRANSPORTATION

Students will not be allowed to arrive or leave school in a different manner than their usual transportation. All students will be instructed to ride their usual buses & get off at their usual stops.

STUDENT SAFETY PATROLS & WEATHER PRECAUTIONS

Each year students from fifth and fourth grade may apply and the needed number is selected to serve on the school safety patrol. "Bus Patrols" assist the bus driver with the students while they are on the bus. "Crossing Patrols" serve as crossing guards for County Road H and the parking lot entrance and exit. Patrols also assist in supervising the entrances/exits of the school before school and at school dismissal.

Under the directive of the Ramsey County Sheriff's Office, we have been instructed to pull the crossing patrols when the weather is severe and could harm the patrols. Crossing patrols remain in the building on days when the temperature drops to 0 degrees, -10 degrees wind chill, or when there is severe rain, lightening, or wind. In cases of severe weather, it is the parents' responsibility to supervise walking children on the way to and from school. Please listen to the weather report to know if the weather will prohibit patrols from working, and be prepared to assist your child(ren) to and from school.

Biking to school can only be done by a student in grades 3, 4, or 5. Parents need to send a note to school stating that their student may ride a bike to and from school. Students should obey traffic laws, cross at crosswalks, and listen to school safety patrols. Bike riders are to walk not ride their bikes in crosswalks as well as while on school grounds. Immediately upon arrival, bikes should be locked in the bike rack. All bikes must remain there until the school day has ended and the student is leaving the school grounds. The school is not responsible for stolen or damaged bicycles.

BUSING

Any student (K-12) living less than two miles from school is required to pay a \$225.00 fee per student (with a cap of \$500.00 per family). In August, students who will be provided bus transportation will receive a BUS PASS. Students need to carry their bus pass with them. Students should memorize their bus number. School buses are also color-coded. Students eligible for Free/Reduced meals who have registered for bus service with the Transportation Department will have the bus fee waived.

The bus drivers supervise buses with assistance from student safety patrol members during the AM trip to school and the PM trip going home. Kindergarten mid-day buses do not have patrols. A bus ride to school is a privilege. Students are expected to follow bus rules and obey supervisors. The rules of bus safety are reviewed at the beginning of each school year. Students violating the rules can lose their bus riding privilege. If you have concerns about behavior on the buses, please contact Administrative Aide at 651-621-7616.

STUDENTS ARRIVING LATE

If a student is *arriving after school starts*, please park your vehicle in a parking space. Do not park in the fire lane or block buses that are arriving or leaving. The adult *must then walk in with the student* and go directly to the school office to sign him/her in before the student goes to class.

VIDEO CAMERAS ON BUSES

The Mounds View Schools will use video cameras to assist in following up specific concerns on buses. They are available to be on a bus at the school's request. This will provide a method for assessing situations and helping to resolve problems that may arise.

WALKING

Students walking to school should cross at patrolled intersections and obey safety patrols. They should walk directly home when leaving school.

BUS SAFETY INSTRUCTION

As part of Mounds View School Policy, all Sunnyside students are instructed in bus procedure, safety concerns, overall expectations, and consequences, during the first three weeks of school. The information that follows is a brief outline of the instruction students receive. Parents are asked to discuss these expectations and consequences with their children as part of our increased effort to improve bus safety.

At the bus stop

- Students should ride the bus that they are assigned to.
- Students should arrive at the stop about five minutes before the anticipated pick-up. Remember to allow more time at the beginning of school and to take into account weather conditions that may slow routes down.
- Students should treat each other and the surrounding property respectfully.

PLEASE NOTE: School responsibility for students does not technically begin until after they are aboard the bus. Incidents occurring before boarding or after leaving the bus should first be handled as a neighborhood rather than a school problem. If it becomes necessary, please call the school office for further options.

On Sunnyside buses:

- Students are under the direct supervision of the driver.
- Safety Patrol members are there to assist the bus driver in assuring a safe ride.
- Students are expected to:

Immediately follow the directions of the driver.

Sit in the seat facing forward keeping the aisle clear.

Talk quietly and respectfully and use appropriate body language.

Keep all parts of your body inside the bus.

Keep your arms, legs, and belongings to yourself.

No fighting, verbal harassment, intimidation or horseplay.

Do not throw any object.

No eating, drinking, or use of tobacco or drugs.

Do not damage the school bus or tamper with safety equipment.

Do not exit the bus except at school or at ones designated stop.

Consequences for Inappropriate Behavior

Students who behave inappropriately on the bus are reported by the bus driver or bus safety patrol to the safety patrol supervisor for that day. The supervisor will speak with the student about his/her behavior and discuss the consequences. If loss of bus privileges is involved, parents will be contacted.

COMMUNICATIONS

EMERGENCY FORMS

At the beginning of the school year, parents are asked to complete an emergency form. **It is very important that this form be completed and returned right away.** The forms have medical information & provide information about who may pick-up your child from school, information about who to contact in case of illness or emergency including an additional contact besides the parent. Please call the office to update any of this information! It is important that it is accurate and complete.

SCHOOL CLOSING INFORMATION

If Sunnyside will not open in the morning, an announcement will be made on WCCO radio, 830 on the AM dial. Sunnyside will also place a recording on the school phone (651-621-7600) whenever the school is closed.

SCOOP

Sunnyside produces a bi-monthly newsletter called the "Scoop". Each family receives one on Fridays. It gives updates on the upcoming calendar, school programs and activities, meetings, and other happenings at Sunnyside. . **Important and timely information is included in "The Scoop": please take the time to review the contents.**

STAFF COMMUNICATIONS

Maintaining communication between teachers, parents, and students about classroom work and activities is important to student success. Parents and/or students are welcome to contact staff whenever they need to. Feel free to:

E-mail

Each staff member has an E-mail address: firstname.lastname@moundsviewschools.org. Staff names are published in this book.

Notes & Requests

Send notes to your child's teacher to keep them informed of changes and needs. Staff will welcome contact to discuss your child, questions and concerns. It is helpful if parents keep teachers informed of situations that may affect their child's performance, behavior, or attitude at school. Parents should also send a note to school:

- in advance of a planned absence
- to ask that a student be excused early

Telephoning & Mail

Each staff member has a telephone available. Try to contact your child's teacher by phone during his/her "prep" time: this is generally the time frame your student goes to "specialists". Each staff member also has a voice mailbox available. Feel free to leave non-urgent messages there. Voice mail addresses are included in this handbook. If you have a situation that needs an immediate response, phone school at 651-621-7600 and leave a message. With staff permission, your child can contact you from the school phone concerning critical situations that need immediate attention.

STUDENT DIRECTORY

Each year Sunnyside PTA produces a directory listing contact information for students and staff at Sunnyside. Parents receive an authorization form from PTA that must be completed. Only information that parents authorize will be included in the directory.

STUDENT PROGRESS

Keeping parents and students aware of student progress is important to successful learning.

COMMUNICATIONS.....

Appointments or Calls

Parents should feel free to contact their child's teacher with any questions or concerns about their student's progress or attitude. A phone call is welcome, but time for an appointment can also be requested.

Conferences

Fall and Spring teachers in grades K-5 will schedule individual conferences with parents to discuss curriculum, their child's progress, accomplishments, and areas needing further development.

Progress Report (Report Cards)

Students receive formal written progress reports at predetermined times during the year. All grade levels receive formal progress reports twice a year. Progress reports are given to the student to bring home. The report card remains at home, but the envelope should be signed and returned to school.

Testing

Students receive testing throughout the year. Some tests are conducted based on district curriculum and others on a national basis. You will receive information on your child's testing. Here are the key dates for statewide and district-wide testing:

MCA-II, TEAE & MN SOLOM test window will be April-May More detailed information will be forthcoming.

CONFERENCE SCHEDULE 2008-2009 SCHOOL YEAR

K - 5 FALL SCHEDULE

November 21 Kindergarten Conferences No School for Kindergarten Students
November 24 School Wide Conferences K - 5 No School for Students
November 25 No School for Students
Teachers will be conferencing on additional dates.

K - 5 SPRING SCHEDULE

March 4 Kindergarten Conferences No School for Kindergarten Students
March 5 School Wide Conferences K - 5 No School for Students
March 6 No School for Students
Teachers in grades 1-5 will be conferencing before and after school.

Look for information concerning conferences and sign-up details in future flyers and editions of the "Sunnyside Scoop".

CURRICULUM AND PROGRAMMING

MEETING THE NEEDS OF HIGH PERFORMING STUDENTS

Services for high performing students are similar to those for all students in that they are designed, implemented, and evaluated using the most reliable set of student learning data that can be gathered. The staff uses this data to set high expectations, assess individual learning needs, and then provide the challenge and support that allows each student to attain meaningful learning goals.

The school district provides a set of high performance (HP) service specifications that the school teams use to design HP services to fit the needs of their students. Although the schools differ in the ways they deliver services, each school provides the following:

- A process for identifying high performing students (consistent across the district)
- A high performance learning environment with the appropriate content, pace, and teaching methods and learning strategies
- Guidance and support for students related to their HP needs, and information for parents
- Enrichment opportunities for students

In addition, each elementary and middle school has a facilitator who teaches high performing students, helps design the site's program to assure appropriate instruction for all students, and who provides information and assistance to student, families and teachers regarding high performance learning needs.

Frequently Asked Questions About Services for High Performing Students in the Mounds View Schools:

- 1 What are high performance (HP) learning groups?
*Math and language arts groups/courses in which instruction is delivered at a high level of challenge, in greater depth, and at a quicker pace than in the other instructional groups at the grade level. High performance learning groups may have various names, depending on the school and grade level.
- 2 How are students placed for instruction in high performance learning groups?
*Teachers work together to place students using various pieces of information including...
 - Classroom assessment data from reading and math progress monitoring tools
 - Language Arts and Math scores on District and state assessments
 - Performance on other classroom measures and daily assignments
 - Parent and teacher input
*Based on the above, students may be placed in HP groups/courses in one or both areas.
- 3 When during the school day do HP groups happen, and who teaches them?
*HP groups are part of the regular instructional program. They occur during the literacy and math instructional blocks of time/courses.
*HP groups are primarily not "pullout" groups-they are the regular instructional groups for students who are placed in them.
*The HP facilitator and other teachers (depending on the model of collaboration at the school) teach the HP groups. In middle school, teachers of language arts and math teach courses designed for high performing students.
- 4 Are HP learning groups/courses available at all grade levels, and when are students placed?
*Students in all grade levels are taught at the appropriate instructional level indicated by multiple assessments used throughout the school year. Students may be assigned to HP groups when class placement decisions are made in the spring or fall. At those times teachers consider the most appropriate placements for instruction of all students including high performing students. Placement decisions may be made at other times of the year as teachers review student assessment data .
*Middle school courses are designed to challenge high performing students in grades 6, 7 and 8. Assessment is on-going throughout the year and changes in instruction are made based on student performance and adjustment.
- 5 What happens in the transition from elementary to middle to high school?
*Each school receives multiple kinds of student performance information from feeder schools. That information is used to assign students appropriately in courses.
- 6 What about students new to the School District?
*The school uses the information it receives and uses District measures to assess the new student's skills in language arts and math. That information is used to assign students appropriately in instructional groups/courses.

- 7 How are parents notified that their child is being placed in a high performing instructional group?
 *All parents receive reports of student performance on District-wide assessments.
 *All parents are informed through the reporting system of their child's instructional level.
 * Parents are informed of student placement through the HP facilitator, the grade level team, or registration information.
- 8 What if students perform very well, but just under the cut-off for placement in a high performing reading or math group?
 *Teachers collaborate to differentiate the instructional program, thereby providing the appropriate balance of challenge and support for all students.
 *Students are grouped for learning with peers who perform at a similar level, which allows the teacher to focus the instruction on their high performance needs.
 *Although the instructional group may not be labeled "high performance", the learning experiences will be designed to address the needs of the high performing learners in the group.
- 9 What if students are not high performing, but perhaps gifted in other ways. How do we identify and address the special needs that they may have?
 *School staff members communicate with one another and with parents about their observations of students and plan how best to address the needs that they see.
 *The Slosson Intelligence Test can be administered when there are significant questions about whether a child's needs are related to exceptionally high intelligence. The HP facilitator and District personnel will help interpret the results of the Slosson and assist the grade level team in planning appropriately for the student.
 *Each school provides art, music, physical education classes and performance opportunities. Specialists in these areas are alert for students with special needs and abilities in these areas.
 *Each school provides enrichment opportunities that challenge students to expand their knowledge and interest.
 *Teachers incorporate lessons and activities into the curriculum to respond to students needs and to stimulate the development of new interests and skills.
 *Special activities such as plays and other programs are provided at each school.
 *The school provides information about various community enrichment activities.
 *When parents and/or teachers are concerned about whether a student's needs are being addressed appropriately, a team including teachers, parents, principal, high performance (HP) facilitator, counselors deans, and other staff as needed will collaborate to determine how best to support the student. Often the questions can be answered in conversations between teacher and parent, but other staff as listed above can also serve as resources for additional information about and support for the student.
- 10 How can parents and teachers be assured that students' abilities interests, and potential are recognized and addressed?
 *Staff members collaborate to accurately assess, identify, communicate about, and attend to the learning needs of each student.
 *The school has processes in place to facilitate frequent communication between parents and teachers specifically about individual student progress and adjustment.
- 11 How are the needs of exceptionally able students met at the high school level?
 *Honors and Advanced Placement Courses
 *College-In-The-Schools Courses
 *U of M Talented Youth Math Program (UMTYMP)
 *Century College Mentor Connection Program
 *Senior Experience.

Special Education Programming

Following a variety of interventions and a staff or parental initiated referral, students may be assessed to determine whether there is a significant discrepancy between ability and academic performance which might make them eligible to receive special education services. If a student qualifies for service, an individual educational plan will be devised to meet the student's educational needs. All evaluations and possible programming are done with parental consultation and consent. The special education team may include the learning disabilities teachers, speech clinician, school psychologist, social worker, school nurse, occupational therapist, adaptive physical education specialist and/or the principal as needed.

ENRICHMENT PROGRAMS AND ACTIVITIES BASED ON INDIVIDUAL CHOICE OR APPLICATION

Band

This is offered during the summer before and during fifth grade. Students may sign-up to play a band instrument. During the school year, students have one lesson and one band rehearsal a week. They perform concerts during the school year.

Bus & Safety Patrols

Students may apply to become a member of the bus or school crossing safety patrol. Students are chosen based on their application and the recommendation of staff. Patrols receive special training and are members of the Junior Sheriff program.

Orchestra

Starting the summer prior to fourth grade, students may choose to play a string instrument. During the school year students receive one small group lesson and one large group orchestra rehearsal each week. They perform concerts during the year.

Spelling Bee

In the spring, students in grades 3, 4, and 5 participate in a competitive spelling bee at Sunnyside. Top spellers from Sunnyside compete with students from throughout the district for trophies.

Student Council

Two student representatives from each classroom in grades 2-5 are selected to serve on the Student Council. Students meet monthly after school to develop school projects and promote school spirit.

Track and Field

In the spring, the City of Mounds View offers 4th and 5th grade students the opportunity to sign-up for after-school track practices and meets. There is a fee involved. Look for a flier in the spring.

SPECIALISTS

One period per school day, students receive instruction in different curricular areas on a rotating basis from our specialists. Grades 1-5 specialists generally meet for 55 minutes and Kindergarten students meet for 27.5 minutes each day. Students will learn from a combination of the following areas:

Art

Our art program uses a comprehensive approach to teaching visual art education. Components include art history, aesthetics, art criticism, and production.

Band or Orchestra

Fifth grade students who choose to be involved in these programs receive the large group rehearsal during specialist time.

Health Curriculum

All classrooms receive health as part of their curriculum and during part of their science program.

Media and Technology

Students are involved in a variety of experiences that facilitate learning in the media center as well as with technology of different kinds.

Music

Our music program is designed to develop appreciation of music and to provide experiences with listening, speech and singing, sight-reading, rhythmic movement, playing instruments and music history, and to nurture a love for music.

Physical Education

Our physical education program is designed to develop each child's physical abilities, an appreciation for physical activity, creative use of leisure time, physical fitness, and good sportsmanship.

Science

Our science program stresses "hands-on" exploration where students are involved in activity-based learning experiences.

Artistic Technology

Students express themselves artistically through the media of computer technology. They develop a basic understanding of computer graphics.

Other Experience

Other specialist experiences may be part of this program from time to time.

STUDENT AWARDS

Year End Awards

At the end of the school year, Sunnyside holds an award assembly. During this assembly, some students receive certificates and ribbons of achievement, while other awards may be shared by teachers in classrooms. Parents are invited to attend. These awards recognize only a few of the numerous accomplishments our student's experience. We applaud each and every student for the outstanding growth he or she makes throughout their educational experience at Sunnyside.

STUDENT BEHAVIOR/DISCIPLINE

It is important that all students learn how to be positive members of the school community. Sunnyside staff work together to provide a safe environment where each adult and child is valued and respected. Each student must not infringe on adults or other students' rights to a productive and happy school year. The general school-wide expectations for students are:

Respect others, self and property.

Do your best.

Be proud of yourself and Sunnyside.

A WORD ABOUT SAFETY AND SERIOUS OFFENSES AT SUNNYSIDE...

Sunnyside staff is very serious about protecting the safety and wellbeing of our children. To that end, we will not tolerate weapons at school. Please make sure that your child understands that anything that can be used to hurt another person or pose a threat to another person is not welcome at Sunnyside. This includes "toy" weapons. Students will be removed from class and possibly from school for the possession of a weapon, a toy weapon, or for using any object as a weapon.

Anytime a child chooses to behave in a way that is threatening to the safety of others, Sunnyside staff will intervene, remove the child from contact with others and contact parents. Further measures may be implemented based on the severity of the incident.

CLASSROOM SYSTEM

At the beginning of the school year, each classroom teacher and class will determine their classroom expectations, consequences, and rewards. Parents should expect to learn about classroom expectations from individual classroom teachers. Questions that arise concerning classroom consequences should first be directed to the classroom teacher. If concerns remain, please contact the school principal.

SCHOOL-WIDE BEHAVIOR SYSTEM

The primary goal of our school behavior program (discipline program) is to help students learn to make responsible decisions about their behavior. Students learn about rules and expectations. Staff reinforces positive behaviors. Staff assists students in developing inner controls and motivation for being the very best that they can be. Consequences follow for students who choose to exhibit inappropriate behavior.

Although we have a basic plan for working with negative behavior, students are dealt with on an individual basis by the staff member involved. Students may need to demonstrate appropriate behavior, experience a time out, be referred to the behavior manager, and/or receive other alternative interventions. All students are expected to choose actions that are safe for everyone as well as respectful and responsible.

Short-Term Removal From Classroom

If a very disruptive incident requires temporary removal from the classroom, the student will be sent to the behavior manager. The behavior manager will review the situation and may call parents depending on the severity or repetitive nature of the behavior.

Detention

Detention is assigned as needed for flagrant disrespect of adults or other students, swearing, fighting and repeated violations of behavior expectations. More information will be made available from classroom teachers about this consequence. Detention generally occurs after school. Students will work on problem-solving in regard to their behavior with a priority for how best to handle a problem next time.

In-School Suspension & Out of School Suspension

See the district handbook "About Our Schools" for information about suspensions. Suspensions are implemented according to the Pupil Fair Dismissal Act (M.S. 121A.40 – 121A.56) and district policy #EG-3109.

STUDENT BEHAVIOR VIOLATIONS AT OTHER DISTRICT 621 SCHOOLS

Sunnyside students are expected to behave in a positive manner when they are at other school sites in the district. If a Sunnyside student behaves inappropriately at a district school where he/she is not enrolled, the administrator/principal of that school will take immediate steps to insure safety. This administrator will then inform Sunnyside's principal. This administrator will also notify the police if appropriate. Sunnyside's principal will inform the parents of the students involved. The two school's administrators will jointly determine the consequences for the student. The consequences will be in accordance with the home school disciplinary policy and consequences will be administered by the home school.

WORKING TOGETHER

OPPORTUNITIES TO BECOME INVOLVED

Parents, family members, grandparents, and the community are invited to become involved in Sunnyside Elementary. Most enrichment programs and activities need adult volunteers to be successful. Opportunities range from one hour in duration to full year commitments. Take a moment to consider what opportunities fit your abilities, interests, and the time you have available. Volunteer sign-up information can be found in flyers and "The Scoop" or by contacting your child's teacher or the school office.

Classroom Opportunities

Each staff member involves volunteers in different ways. Classroom teachers discuss these opportunities during Back-To-School Nights in September and through flyers. Other opportunities supporting staff are described during the volunteer drives throughout the year. If you have a desire to be involved in your child's classroom or a different area of the school, please let us know! Staff members appreciate the assistance volunteers bring and do their best to use them in many different ways. Opportunities might include: field trip chaperones, reading to students, listening to students read, assisting with activities, completing paperwork, putting up bulletin boards, and much, much more.

District Committees and Groups

The Mounds View School District strives to involve parents and community members on their committees and advisory groups. Please contact the school office for information about possibilities.

An example is the **District High Potential Council**. This group sponsors meetings and educational presentations concerning the needs and also the opportunities of students identified as "High Potential" learners. Look for information in the "SCOOP".

Parent Teacher Association (PTA)

Our PTA works cooperatively with staff to support children and youth, assist parents, and encourage involvement in the schools. PTA is composed of staff and parents. Through their diligent and very hard work, money will be raised to purchase our new computer lab as well as many other additions to the school. PTA host many wonderful projects for Sunnyside as well as enhances many school events and efforts.

PTA Leadership Team

Principal	Paul Good	651-784-5226	paul.good@moundsviewschools.org
President	Anita Erickson	763-786-7577	
Vice President	Wendy Marty	763-780-8876	martyplayground@comcast.net
Secretary	Emily Lang	763-717-7088	
Treasurer	Open		
Volunteer Coordinator	Open		
Member at Large	Rich Sonterre	763-717-0416	rsonterre@comcast.net
Fundraising Coordinator	Wendy Marty		
Membership Coordinator	Anita Erickson		
Legislative Coordinator	Josie Malone	Not Available	
	Heather Lapadat	651-484-6393	
Staff Representative	Open		

PTA Board Meetings – 6:30-8:00 pm LMC

Monday, September 15

Monday, November 17

Monday, January 5

Monday, March 2

Monday, April 27

PTA General Meetings – 6:30-8:00 pm LMC

Monday, September 29

Monday, December 1

Monday, February 2

Monday, April 6

SHARING YOUR TALENT

Sunnyside families and community have many amazing talents. If you have a special talent in the arts, music, storytelling, foreign language, crafts, hobbies, your career, or a special interest, let us know! We are always looking for parents to demonstrate or share.

VOLUNTEERING

When you are a volunteer at Sunnyside...

- Sign-in on the visitor register.
- Wear a visitor button.
- Treat student behavior or performance as a confidential matter.
- Expect direction.
- Ask questions.
- Ask for and take advantage of any training offered.
- We want to hear from you if have comments or concerns.

August 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 <i>“Team Charlie” Training at TL 8:00-12:00</i>	20 <i>New Teachers</i>	21 <i>New Teachers</i>	22 <i>New Teachers</i>	23
24	25 <i>Teachers Workday Staff Meeting LMC 1:00 PM</i>	26 <i>Teacher Workday</i>	27 <i>Teachers Workday Open House 5:00-6:30 PM</i>	28 <i>Teachers Workday</i>	29	30
31						

September 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>LABOR DAY</i>	2 <i>First Day of School</i>	3 <i>Fire Drill</i>	4 <i>Tornado Drill</i> <i>Back-to-School Night</i> <i>6:00-7:00 PM</i> <i>Grades 3, 4, 5</i>	5 <i>Building Lockdown</i>	6
7	8	9 <i>Primary Election</i> <i>No Meetings 6-8:00</i>	10 <i>Back-to-School Night</i> <i>6:00-7:00 PM</i> <i>Grades K, 1, 2</i>	11	12 <i>SCOOP</i>	13
14	15 <i>PTA Board Meeting</i> <i>6:30 PM @ LMC</i>	16 <i>Bus Evacuation</i> <i>Video</i>	17 <i>K Bus Safety Video</i>	18	19 <i>Birthday Lunch</i>	20
21	22 <i>9:30-1:45 Bus Safety</i> <i>Bus @ SS</i> <i>5th Grade-LEC</i>	23 <i>5th Grade-LEC</i>	24 <i>5th Grade-LEC</i>	25 <i>5th Grade-LEC</i>	26 <i>SCOOP</i> <i>5th Grade-No School</i>	27
28	29 <i>Fall Fundraiser Kick-Off</i> <i>6:30 PTA General Meeting @ LMC</i>	30				

October 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>Fall Picture Day</i>	2	3 <i>Birthday Lunch</i>	4
5	6	7	8	9	10 <i>SCOOP</i> <i>Family Fun Night</i> <i>6:30 PM</i>	11
12	13 <i>Fundraiser Orders</i> <i>Due</i>	14	15	16 <i>MEA</i> <i>No School</i>	17 <i>MEA</i> <i>No School</i>	18
19	20	21	22	23	24 <i>SCOOP</i>	25
26	27	28	29 <i>Vision & Hearing</i> <i>Screening Room 111</i>	30	31 <i>Early Release Day</i> <i>@ 11:50 No School</i> <i>For PM Kindergarten</i> <i>End of 1st Quarter</i>	

November 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <i>Picture Re-Take Day General Election No Meeting 6-8:00</i>	5	6 <i>6:30 PM Grades 1/2 Vocal Concert Multi-Purpose Room</i>	7 <i>Birthday Lunches SCOOP</i>	8
9	10	11	12	13	14 <i>8:00 AM Student Council Meeting</i>	15
16	17 <i>PTA Board Meeting 6:30 PM @ LMC</i>	18	19	20 <i>SCOOP</i>	21 <i>K Conferences No School for K</i>	22
23	24 <i>Parent/Teacher Conferences No School</i>	25 <i>Parent/Teacher Conferences No School</i>	26 <i>Curriculum Day No School</i>	27 <i>Thanksgiving Break No School</i>	28 <i>Thanksgiving Break No School</i>	29
30						

December 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>PTA General Meeting 6:30 PM @ LMC</i>	2	3	4	5 <i>Birthday Lunch SCOOP</i>	6
7	8	9	10	11	12 <i>8:00 AM Student Council Meeting 8:45 AM Activity Pictures</i>	13
14	15	16	17	18	19 <i>Winter Sing-a-Long 2:15 PM SCOOP</i>	20
21	22 <i>Winter Break No School</i>	23 <i>Winter Break No School</i>	24 <i>Winter Break No School</i>	25 <i>Winter Break No School</i>	26 <i>Winter Break No School</i>	27
28	29 <i>Winter Break No School</i>	30 <i>Winter Break No School</i>	31 <i>Winter Break No School</i>			

January 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Winter Break No School</i>	2 <i>Winter Break No School</i>	3
4	5 <i>PTA Board Meeting 6:30 PM @ LMC</i>	6	7	8	9 <i>8:00 AM Student Council Meeting January & July Birthday Lunch</i>	10
11	12 <i>Enrollment Info : MV 5:30-7:30 PM ID 5:30-7:00 PM</i>	13 <i>Enrollment Info: Chip 7:00 PM HV 7:00 PM EW 7:00 PM</i>	14	15	16 <i>SCOOP</i>	17
18	19 <i>Martin Luther King Day—No School</i>	20	21	22 <i>End of the Second Quarter</i>	23 <i>Teacher Workday No School</i>	24
25	26	27	28	29	30 <i>SCOOP</i>	31

February 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>PTA General Meeting 6:30 PM @ LMC</i>	3	4	5	6 <i>February/August Birthday Lunch</i>	7
8	9	10	11	12 <i>Enrollment Info & Kindergarten Roundup 6:30 PM</i>	13 <i>8:00 AM Student Council Meeting SCOOP</i>	14
15	16 <i>President's Day No School Curriculum Day</i>	17 <i>Science Fair</i>	18	19 <i>Sunnyside Ball Watch the Scoop for more info</i>	20	21
22	23	24	25	26	27 <i>SCOOP</i>	28

March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>PTA Board Meeting @6:30 PM @ LMC</i>	3	4 <i>K Conferences No School for K</i>	5 <i>Parent/Teacher Conferences No School</i>	6 <i>Parent/Teacher Conferences No School</i>	7
8 <i>DAYLIGHT SAVINGS TIME BEGINS</i>	9	10	11	12	13 <i>8:00 AM Student Council Meeting Birthday Lunch SCOOP</i>	14
15	16 <i>Spring Break</i>	17 <i>Spring Break</i>	18 <i>Spring Break</i>	19 <i>Spring Break</i>	20 <i>Spring Break</i>	21
22	23	24 <i>Spring Picture Day</i>	25	26 <i>Student Council Used Book Sale</i>	27 <i>Student Council Used Book Sale Family Fun Night</i>	28
29	30 <i>Star Lab</i>	31 <i>Star Lab</i>				

April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>Star Lab</i>	2 <i>Star Lab</i>	3 <i>Star Lab</i> <i>Early Release 11:50</i> <i>(PM K Only)</i> <i>SCOOP</i> <i>End of 3rd Quarter</i>	4
5	6 <i>Star Lab</i> <i>PTA General Meeting</i> <i>6:30 PM @ LMC</i>	7 <i>Star Lab</i>	8 <i>Star Lab</i> <i>5th Grade visits EW</i> <i>1:00 PM</i>	9 <i>Star Lab</i> <i>Birthday Lunch</i>	10 <i>Off Calendar</i> <i>Teacher Workday</i> <i>No School</i>	11
12	13	14	15	16	17 <i>Grandparents Day</i> <i>8:00 AM Student</i> <i>Council Meeting</i> <i>SCOOP</i>	18
19	20	21	22 <i>Student Council</i> <i>Earth Day Clean-up</i> <i>2:30-3:00 PM</i>	23	24	25
26	27 <i>PTA Board Meeting</i> <i>6:30 PM @ LMC</i>	28	29	30 <i>Vocal & Orchestra</i> <i>Concert</i> <i>Grades 3, 4, 5</i>		

May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 <i>Birthday Lunch SCOOP</i>	2
3	4	5	6	7	8 <i>8:00 AM Student Council Meeting</i>	9
10	11	12 <i>Patrol Picnic</i>	13	14	15 <i>7:45 AM Volunteer Breakfast SCOOP</i>	16
17	18	19	20	21 <i>Kindergarten Spring Sing 6:30 PM</i>	22	23
24	25 <i>Memorial Day</i>	26	27	28 <i>Student Council Picnic</i>	29	30
31						

June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5 <i>Birthday Lunch</i> <i>LAST SCOOP</i>	6
7	8	9 <i>Awards Assembly</i> <i>LAST STUDENT DAY</i>	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				