

SUNNYSIDE ENVIRONMENTAL SCHOOL COMMUNITY HANDBOOK AND CALENDAR 2010-2011

Hope

It is my hope that the children at Sunnyside, along with all of the children of the world, come to school well fed, well rested, and well loved. It is my hope that each child not be burdened with fear or anger and that each and every one be free to greet the day's lessons with joy, imagination, and friendship. It is my hope that the adults are able to come together in a work place that is nurturing and rewarding and that offers them meaning and companionship. It is my hope that everyone counts their blessings, laughs easily, and tells great stories. –Sarah Taylor

Mission

The Sunnyside Environmental School is a community of students, alumni, educators, neighbors, and parents working together to create a safe, nurturing and excellent learning environment where young people feel empowered to succeed. We are a multicultural, urban school drawing our students from all of Portland's neighborhoods. We are actively teaching a holistic, child-centered, integrated curriculum. Exploring themes of our many overlapping environments, students develop academic knowledge and skills while demonstrating personal and social responsibilities for all living things.

Some Suggestions for Success at School

1. Bedrooms are for sleep and do not contain a phone, computer, or television. That bedtime is soft and sweet with time for reflection, storytelling, and reminders that children are loved. That bedtime is a set time that is stuck to and enforced.

Recommended times, so that children come to school rested and ready to learn, are:

- K-2 8:00 pm
- 3-5 8:30 pm
- 6-8 9:30 pm

2. So that children can be active learners and make the most of their education, it is recommended that children have minimal exposure to television or video games so that they can read, create, ponder, talk, listen, dream, plan, look at stars, do chores, write poetry, dance, invent, solve problems, and be a part of family, community and network of friends.

3. So that hurtful behavior does not interfere with learning, children are actively taught and given opportunities to learn kindness and that families actively talk with one another—sharing stories, discussing current events, problems, and solutions. Provide ample space for conversation.

4. Family meals together be viewed as an essential part of a child's life and education, and that children are well fed and have opportunities to help with food preparation, clean-up, and if possible, the growing of food.

Service-learning

Sunnyside Environmental School instills in children a life-long love of learning and knowledge of the community through service learning. In service learning, the work is embedded in the curriculum. Service learning begins in kindergarten and increases its depth and scope, as the students get older.

Storyline

Storyline is a structured approach to learning and teaching that was developed in Scotland. It builds on the key principle that learning, to be meaningful, has to be memorable, and that by using learners' enthusiasm for story-making, the classroom, the teacher's role, and learning can be transformed. Storyline is a strategy for developing the curriculum as an integrated whole. It provides an opportunity for active learning and reflection as essential parts of effective learning and teaching. At the same time, it develops in learners a powerful sense of ownership of their learning. Fall storylines will be showcased at the December River Festival.

School Procedures/ Schedule/ General Information

Student Information

Please let the office know immediately if there are any changes in phone number, address or other contact information (503.916.6226).

Sunnyside Environmental Child Care Program

Sunnyside Environmental School has a before- and after-school childcare program available to K-6 students through Campfire USA. (Please call for more information at 503-224-7800 x 155). Because program size is limited, early enrollment is recommended. On-site childcare is available from 7 to 8:45 am and from 3 to 6:00 pm, Monday through Friday throughout the school year (including all closure days except Federal holidays)

Before and After School Safety

There is no supervision of children before or after school. Children are to remain outside until 8:40 am and leave the building after 3:20 pm, unless they are eating breakfast at 8:25. Please note that, as of June 2010, the park is open to all members of the

community before 9 am and after 3 pm. It is the school's position that it is unsafe to allow children to play in the park unsupervised during these hours.

School Attendance/ Tardiness

Please let the School know if your child won't be at school or is having any difficulty with attendance. We want to work with you to make sure all our students are safe, healthy and enjoying their school experience. Do not send your child to school if they are sick (fever, vomiting, diarrhea, or have pinkeye or adult lice, etc.).

Teachers should be given a note to explain any absences. If your child will miss school for a day or so, call the office. Contact your child's teacher, counselor, or the principal with chronic attendance concerns. Please inform your child's teacher at least one week in advance if you know your child will be absent for a trip and you need homework assignments.

Children who arrive late to school must sign in at the office and get a tardy slip. It is preferable that parents accompany tardy students into the office to sign in.

Dropping Off and Picking up Students

The streets around SES can become very crowded during morning drop-off and afternoon pick-up. We politely ask all drivers to park and walk your child into the building, rather than double-parking or stopping in the street. We also discourage idling, and ask that drivers please turn off their vehicles while waiting for students.

In general:

- Please use the front door, on Salmon Street, for dropping off and picking up children. All visitors should enter through this door and check in at the office. Other entrances will not be unlocked.
- Do not drop off or pick up children in such a way that they will have to cross streets in front of cars.
- Please drive slowly and safely on the streets surrounding the school and be vigilant for pedestrians crossing the street.

- Covered bike racks are available on the north side of the school building.

School Bell Schedule

8:40	First bell
8:45	Classes begin
3:00	**Primary School released
3:10	**Middle School released

After school events and childcare will be available. Students must be engaged in an organized activity if they stay after school.

Ecological Lunch

Please help your child to help us reduce our waste stream by packing recyclable or reusable containers at lunch. Thanks.

Breakfast and Lunch Costs

Student lunch is \$2.30/\$2.55 (elementary/middle). Reduced lunch (if you qualify for this) is 40¢.

Breakfast is \$1.00 for all students, free to students on free/reduced lunch. It is served at 8:30 am.

If you think your family may qualify for free or reduced lunch prices, please come to the office to fill out the paperwork for this in order to determine whether you are eligible.

Lunch Schedule

11:30 K-2

12:00 3-4-5

12:30 6-7-8 in cafeteria and on playground—off campus lunch for 8th graders

Conferences and Report Cards

Conferences are an important part of your family's educational experiences. The first conferences are Monday and Tuesday before Thanksgiving (no school for students, parents sign up for individual conference times). This is a time for you to share things about your child and meet the teacher. The 2nd is a student-led conference in March before Spring Break. Your child will share their portfolio and other work with you on this special occasion. Other opportunities for parents to learn more about the school's curriculum are parent meetings, PTSA general meetings, and curriculum celebrations. Report cards are an additional way to reflect on a student's achievement. Report cards are sent home each trimester.

Building Screening Committee

A screening committee consisting of the Assistant Principal, the school counselor and a team of K-8 teachers meet regularly to discuss students who have been referred for a variety of academic, behavioral or social needs. Parents and guardians can bring concerns about their children to the group through their child's teacher. Parents are encouraged to refer their child if they, along with the teacher, suspect that their child may need additional help or a more formal, individualized strategy for classroom success.

Site Council

The purpose of the Site Council is to work on school improvement and staff development. It is not meant to replace the PTSA and/or Local School Advisory Committee.

The council is composed of teachers, classified employees, the principal, parents/ guardians, and students. The council works toward continuous improvement of the school's program through the development and implementation of an ongoing school improvement plan, taking into account state and district goals and the particular needs and interests of our school.

Minutes of the Site Council meetings are available in the office. The meeting time for the upcoming school year will be determined in early fall, and these gatherings are always open to the SES community. Parents and guardians are encouraged to attend.

Principal Interaction/ PTSA

Parents have an opportunity to advise the principal at monthly teas. If you have a personal concern that needs immediate attention, please see the front office staff to schedule a meeting with Sarah Taylor, principal, or Amy Kleiner, assistant principal.

Parent Volunteers

We encourage parent volunteers at every grade level. If you would like to volunteer, PPS requires a criminal background check before doing so. Once completed, the background check is effective for three years. If you are a new parent volunteer, please come to the office to fill out the necessary paperwork prior to helping out in your child's classroom or attending a field study.

The Messenger - weekly newsletter

The Messenger is published each Friday. There are two versions: printed & email. The default distribution is via email. In an effort to reduce the amount of paper used by the school, printed editions are only provided to families without email, or to families who specifically request to receive the printed addition.

Submission Rules: Email is the preferred form for submissions to the newsletter. Emails need to be received by Thursday morning. Any email received after noon on Thursday will be held and included in the following week's news. Printed articles must be received in the school office at least 30 minutes prior to the ending bell on Wednesday. When the school is closed to students on a Friday, the newsletter is distributed on Thursday. Therefore, deadlines are Tuesday (for printed), Wednesday morning (for email). When school is closed BOTH Thursday & Friday a newsletter will be prepared (only if necessary).

Please note: All articles will be reformatted to the printed/email standards. Do not be disappointed that that special font or picture is not included in the article. Email: **SESMessenger@comcast.net**.

Civic Use of Buildings

If you would like to use the school building for an event (school or otherwise), PPS requires a Civic Use of Buildings permit. Please see Kristy in the front office if you are organizing an event that will take place outside of regular school hours.

Inclement Weather Procedures

Tune into your local radio or television station for updates. The process for determining whether or not to close school during inclement weather begins between 5 and 6 a.m. The school contacts the weather bureau meteorologist and personnel in the traffic division, road maintenance department, area directors, the superintendent, and others as needed. After a decision is made whether or not to close school or open late, the school contacts the news media. The school monitors radio announcements to ensure that the information reported is correct.

The terms used to notify news media about school information are: *Late Opening*: School will begin one or two hours after the regular starting time. *School Closed*: This means students remain at home.

If schools are closed on successive days, announcement of the closures will occur on the radio or television each day. If students are to be in session following a day of closure, there will be no announcement.

Student/Parent Information and School Policies

Dress

Students should wear clothing appropriate for that day's learning experiences. Students at Sunnyside Environmental are actively participating in outdoor education and service learning.

Off-site Activities

Always dress for the weather – we go rain or shine.

- Rain Hat
- Backpack
- Layered Clothing
- Footwear that is appropriate for the weather and activity.

Dress should reflect self-respect and a respect for those older and younger than themselves. Clothing that does not completely cover under garments is not allowed at school, and skirts/shorts must be long enough for the hemline to fall at least halfway between the top of the leg and the knee. As per PPS policy, clothes should not make mention of alcohol, drugs, or cigarettes, nor should they contain any sexual or otherwise offensive information.

Dances

Sunnyside offers several evening dances for middle school students. Dances always begin at 6:30 and always end at 8:30. It is important that parents are at the school promptly at 8:30 to pick up students. If your child has an out-of-town relative or other special guest, we require parents to come to the office to fill out a permission slip for the non-SES student during a school day prior to the dance itself. We allow a limited number of guests at each school dance.

PPS Lice Policy

As per PPS policy, students found with nits (lice eggs) are allowed to remain at school, although it is encouraged that parents take them home and begin treatment as soon as possible. Students with live lice are sent home at the time discovered. The school will provide treatment information to families with nits and/or live lice at parent request. Whole school/whole classroom screenings for lice and nits are now discouraged in Portland Public Schools.

Cell Phone Policy

If your student has their cell phone at school during the day, we require that it be turned off between 8:45-3:10. If they need to use their phone to call a parent/guardian, they are allowed to come to the office to turn their phone on to do so. If a student violates this policy and is caught using their cell phone during school hours, it will be confiscated and kept in the office until a parent/guardian is able to come pick it up.

Bicycle/Skateboard Policy

Walking, biking, and skateboarding to school are encouraged. All students must wear a helmet on bikes and skateboards; we will confiscate these items (for parents/guardians to pick up) if helmets aren't used. Students must walk their bikes and skateboards once they arrive on school grounds.

Parent Responsibilities

Good discipline originates in the home because the parent is the child's first teacher. It is the parent's obligation, by teaching and by example, to develop in the child good habits of behavior and positive attitudes toward the school. To help the child progress in school, a parent should:

1. Recognize that the teacher works as a partner with the parent.
2. Teach and show the child respect for the rights of others, law, and property.
3. Talk with the child about school activities; share with him/her and with the teacher an active interest in the accomplishments of the child.
4. Arrange for prompt and regular school attendance and comply with attendance rules and procedures. Avoid taking family vacations on regular school instructional days.
5. Safeguard the physical and mental health of the child and be responsible for a periodic health examination.
6. Attend individual or group conferences.
7. Attend special school programs.
8. Provide a time and place for homework assignments to be completed.
9. After consultation with the staff, follow through with recommendations made in the best interests of the child.
10. Encourage and guide activities that are in the best interest of the child.
11. Work with teachers in specific areas of behavior concerns.
12. Seek explanation from school officials for disciplinary actions if it appears the child was wrongly treated.
13. Establish ongoing communications with the child's teacher.

14. Respect the school's visitation policy for meetings with teachers.

If you have any questions or concerns, do not hesitate to contact your child's teacher or the school principal, Sarah Taylor.

Sunnyside Environmental School Staff Responsibilities

Guidelines of Portland Public School's Students' Rights, Responsibilities, and Discipline:

School personnel and parents/guardians share the responsibility of ensuring the students' appropriate behavior while at school. Disciplinary measures help students understand their obligations to others in school. Certain kinds of behavior are not allowed at school or at school activities, and students will be disciplined if they cause these and other problems:

1. Using sexist, racist, homophobic or other hateful language
2. Keeping other students from learning
3. Using profane or abusive language
4. Using or having tobacco, alcohol, or other drugs
5. Fighting of any kind
6. Bringing weapons to school
7. Stealing
8. Harassing or bullying other students
9. Wearing or showing gang symbols
10. Refusing to follow directions

Parents/guardians are partners with school personnel in solving student behavior problems. Consequences for problem behavior may include talking with the Principal, a parent/guardian conference, having to stay after school or attend special classes, or having to stay home from school.

Spanking or physical punishment for breaking rules is not permitted. Teachers and other school personnel may use reasonable physical force to stop a disturbance, protect other students, themselves, or property.

Consequences for violation:

When a student chooses to violate school rules, he/she must face natural consequences for that behavior. The staff at Sunnyside Environmental School has developed the following steps and consequences as a consistent method of dealing with inappropriate behavior.

Consequences for inappropriate behavior may not be limited or restricted to the entry-level step. Consequences of greater severity may be administered when it is deemed appropriate. Some behavior violations will begin with immediate referral to the Principal.

Step 1..... The teacher warns the student.

Step 2 The teacher conferences with the student:

- a. Sets up a plan with the student
- b. Notifies the parent/guardian
- c. Assigns classroom consequences

Step 3 Office referral: Principal conferences with student.

- a. Holds conference with teacher and discusses alternatives for working with the student in the classroom.
- b. Assigns consequences: removal of certain privileges, eliminates lunch recess, time-out from the classroom, community service, etc.
- c. Communicates with the parent/guardian.

Step 4 Continued behaviors may involve minor suspension at school or home.

Suspension procedures

An informal hearing will be held between the Principal and the student before the student is suspended unless an emergency removal is necessary. Parent/guardians are notified when students are suspended. A parent/guardian conference is expected before a student is readmitted to school. A suspension cannot last longer than 10 days. During any suspension, students are expected to complete homework and may request assignments they will be missing.

School suspension means a student may not be on any Portland Public School property or at any school-sponsored activities. If a student or parent/guardian chooses to appeal a suspension, he/she should contact the school Principal to arrange a conference.