



SUNNYVIEW PRIMARY SCHOOL

Parent and Student Handbook

2017-2018

**Ms. Sydney Upton
Principal**

**Ms. Theresa Reed
Assistant Principal**

SUNNYVIEW PRIMARY SCHOOL

MISSION STATEMENT

Sunnyview Primary School will work in partnership with parents and the community to provide a positive and safe learning environment in order for each child to attain academic gains while fostering positive relationships.

MOTTO

Right choices make a better me!



WELCOME

We would like to welcome you to Sunnyview Primary School. Our school is a part of the Knox County School

System, a system known across the state and nation for its academic standards and excellent curriculum.

We currently have approximately 200 students in grades Pre-K - 2. We are happy to have you with us and we are excited about the school year ahead. We sincerely hope that each of our students will experience a happy and productive year.

Please take a few minutes to read our handbook. We encourage you to keep it in a handy spot for quick reference when you have questions about policies and/or procedures.

Our school's philosophy is based on the recognition that each child is a unique individual. Attention must be given to all aspects of the student's development in order to accommodate individual needs and to promote the full development of the learner's potential.

Sunnyview Primary School

AWARDS AND RECOGNITIONS

In 1996 The Greater Knoxville Chamber of Commerce selected Sunnyview Primary as a winner of the BEST Award in recognition of excellence in the field of education.

In 2004 – 2005, Sunnyview Primary School applied for and received accreditation from the Southern Association of Colleges and Schools.

During the 2009-2010 school year, Sunnyview Primary School received continuing accreditation from the Southern Association of Colleges and Schools.



SCHOOL HOURS

The school day begins at 7:45 a.m. and ends at 2:45 p.m. for all grades K-2.

Children may start arriving at 7:00, as supervision will be provided at the school at this time. All students arriving before 7:30 should report to the cafeteria if eating breakfast. All others report to the gym.

Students arriving after 7:35 should report directly to their classrooms in an orderly manner. Any student arriving at school after 7:45 tardy bell must report to the office to receive a tardy slip to class. Parents will need to escort their child into the building to get a tardy slip.

Parents walking students to their classroom or cafeteria must sign in and out in the front office. Teachers start teaching at 7:45. This is not the time to have a conference with your child's teacher.

Doors will be locked at 7:50 each morning. To be admitted into the building, you will need to ring the buzzer located on the left facing the school.

PLEASE DO NOT EXPOSE YOUR CHILD TO DANGER BY LEAVING THEM BEFORE 7:00 A.M. ADULTS WHO MAY BE WORKING IN THE BUILDING BEFORE THAT TIME ARE NOT ON DUTY.

ARRIVAL AND DEPARTURE

Bus transportation of children has become an integral part of the Knox County School System. Routes and stops are arranged by the Supervisor of Transportation. He may be contacted at 594-1550.

Most of our buses will begin their routes at approximately 6:50 a.m., although some do begin earlier, and most students should be home by 3:30 p.m. In the event your child does not arrive home at the expected time, please call the school office immediately at **594-1173** and we will help you find your child.

PARENTS MUST SEND A SIGNED AND DATED NOTE TO SCHOOL ANYTIME THERE IS A CHANGE IN THE CHILD'S NORMAL DISMISSAL ROUTINE.

Any student who wishes to ride home on a different bus must have a note from parents, and it must be approved by the principal and bus driver.

If you drive your child to school, please use the **CAR** entrance and follow the signs for the **CAR LANE** to the designated unloading circle. **Cars are not permitted in the bus lines in the morning.**

In order to ensure the safety of your children, please arrive at school no more than 20 minutes before dismissal. This is 2:25 p.m. for Kindergarten through second grade. In the unlikely event of an emergency, we must ensure there is a clear path to the building.

DO NOT DROP OFF STUDENTS IN THE PARKING LOT OR IN THE BUS CIRCLE where they face the danger of being hit! Please observe our NO PARKING hours posted on both circle driveways. Cars parked in these areas during arrival/dismissal cause a major breakdown in our smooth operation. If you do need to come to school during the day, please park in the visitor parking lot.

THE FIRE MARSHALL WILL TOW AWAY ANY VEHICLES PARKED IN THE FIRE LANES ON EITHER SIDE OF THE SCHOOL BUILDING.

A few more minutes in the morning spent following our **RULES OF THE ROAD** will help assure a child's safety.

EARLY DISMISSAL

Children should be in school every day until regular dismissal time. When a child leaves a class early, parents **MUST** sign the students out in the office. We will call the student from the classroom for you. Please do not go to the classroom. **Only individuals on the Emergency Early Dismissal card, or authorized in writing by the parent or guardian will be allowed to sign children out. Please be certain to list these individuals on your child's Emergency Early Dismissal Card.**

EARLY DISMISSAL DUE TO WEATHER CONDITIONS

We need to know where your child should go or how he/she should get home in the event that bad weather or other emergencies should cause school to be dismissed early. Usually the quickest and safest method is the school bus or day care provider. If such an emergency should occur, please **DO NOT CALL THE SCHOOL** to ask whether the school will be dismissed early. The local radio and television stations will have the information as soon as we do (usually sooner). The information will also be posted on the Knox County Schools website (www.knoxschools.org).

Our telephone lines must be clear for emergency calls and directions from the superintendent's office. We will follow the instructions you provide on the Emergency Early Dismissal Card found on the back of the enrollment card, or you can send a message to your child's teacher thru Class Dojo if there is a change of instructions.

TARDINESS

Excessive tardiness is as serious as absenteeism. During the first minutes of the day, the students hear important morning announcements and receive teacher directions for the day. Students need to be in the classrooms ready to begin the day at

7:45 each morning. Children arriving in class after this time must report to the office for a tardy slip. Tardies and early dismissals, like absences, are entered in the computer for the records of both the school system and the State of Tennessee.

ABSENCES

Attendance is very important because children lose out on a great deal of instruction and classwork during the period of absence.

According to state regulations, Kindergarten-second grade students must attend a minimum of three hours and sixteen minutes to be counted present. On half days, students must remain until dismissal, which is 11:15, to be counted present.

The policies of the Knox County Board of Education require that written notes for absences be presented to the child's classroom teacher WITHIN 5 DAYS OF THE RECORDED

ABSENCE. This note should be prepared, signed and dated by the parent or guardian and should state the nature of the absence. State law excuses absences caused by student illness, family illness temporarily requiring help from the student, death in the family, recognized religious holidays regularly observed by persons of the student's faith, and **verifiable** family emergencies. Knox County Elementary School guidelines require a doctor's note for sick days beyond ten days per year.

Absences are entered in the computer daily for the records of both the Knox County school system and the State of Tennessee. Excessive unexcused absences will result in referral to our school social worker, letters from the system and a possible **court summons**. This is in accordance with School Board Policy JB and the Compulsory School Attendance Law.

If you wish to pick up assignments for your child who has been absent for three or more consecutive days, please notify the office

before 10:00 a.m. and the teacher will have the work available in the office after 3:00 p.m. if at all possible. If a physician has indicated that your child will be out of school for an extended period of time due to illness or injury, please notify the school office. Long-term illness may qualify for the services of a homebound teacher.

TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks and library materials are the property of Knox County Board of Education. Board policy states that any student who loses or damages textbook or library material must pay for the repair or replacement.

As your child progresses through the reading program, you may be asked to purchase additional workbooks for each level. You may also be asked to pay for Weekly Readers, Writing Journals or other enrichment program materials chosen by your child's teacher. They will be assessed in School Fees.

TEACHER CONFERENCES

If you wish to or need to have a conference with your child's teacher, please send a note in advance of the time when you wish to make your appointment. The teacher will respond to you so that a mutually agreeable time for the conference can be set.

DO NOT expect the teacher to have a conference when you are dropping off your student at the door or at lunchtime, etc. Meetings must be when the instructional time is not interrupted and the teacher's supervisory time with students is not impacted.

ASSESSMENTS

Throughout the year, students in grades K-2 are given state and district assessments. Three times a year, your child will be taking a

Universal Screening. The timeframe for those assessments are August/September, January, and May. Students in grades 1st-2nd will be given a C.A.R.E. district screening three times a year (beginning, mid and end). Students in grades K-2 will take ELA module testing at the end of each nine weeks and Math Topic Assessment at the end of the unit. These are district assessments. Students in grades 1st and 2nd will take a weekly district ELA assessment over skills learned for that week. For screenings that are given three times a year, parents can set up a conference time to get the results.



FIELD TRIPS

Field trips are a part of our educational program. At times each year, classes will take trips away from the school campus in conjunction with a unit of study or enrichment of that unit. **Before a child can participate in a field trip, the teacher must have written permission from the parent that includes the date of the trip, the destination, and the parent signature.** Permission cannot be given over the telephone. All children must leave the school with the teacher and class by means of the pre-arranged and authorized transportation method.

Volunteers are needed to help provide for the safety and security of students while on a field trip. If you volunteer as a chaperone, no other children are permitted to come along. It may be necessary to limit the number of chaperones on any given trip due to specific requirements at the destination. Please consult your child’s teacher before planning to assist with a field trip

SCHOOL BREAKFAST AND LUNCH PROGRAM

Both breakfast and lunch are served at SPS. Sunnyview is now a part of the USDA Community Eligibility Provision (CEP) program.

This program will provide **all students** with breakfast and lunch each school day at no charge. Students may still bring lunches from home. Do not send **glass** containers to school for any reason. Milk is available for purchase in the school cafeteria. A lunch menu can be viewed online at the Knox County School website.

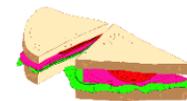
If it is necessary to bring lunch to a student during the day, please check in the office for the proper procedure. **Lunch is not to be shared with any of the other students!**

Parents are welcome to join us in the cafeteria. If you plan to join us for lunch, please help us by:

- a) Making reservations with our manager
- b) Signing in at the office upon arrival at school
- c) Following the same cafeteria rules that our students follow

2017-2018 MEAL PRICES

Teacher breakfast	\$2.00	Visitor breakfast	\$2.25
Teacher lunch	\$3.25	Adult visitor	\$3.75
Milk	\$.75	Ice Cream	\$.75
Extra milk with meal	\$.50		



BUS TRANSPORTATION

Bus transportation is provided for students who reside in the Sunnyview Primary School zone and who do not live in the Parental Responsibility Zone.

In the event school is dismissed early due to inclement weather, buses **WILL** run, but drivers may follow the pre-arranged snow routes. If you do not want your child to ride the bus home under these conditions, you **MUST** designate this on his/her emergency card.

STUDENT BEHAVIOR ON THE BUS

For the safety of all students, it is imperative that appropriate behavior is practiced by all children on the bus. Bus riding is a privilege and can be revoked for misconduct. Bus drivers will issue warnings in the hope that misbehavior will stop. If the problem is not corrected, a **SCHOOL BUS MISCONDUCT REPORT** will be filed with the principal or school designee. School authorities will investigate and determine which consequence(s) to impose.

FOLLOW THESE BUS RULES

1. Obey the driver at all times.
2. Sit facing forward with your hands to yourself.
3. Stay in your seat.
4. Keep noise level down and use proper language.
5. Keep all parts of your body inside the bus.
6. Don't chew gum, eat or drink on the bus.
7. Keep the bus clean and undamaged. Parents will be responsible for any acts of vandalism resulting in damage to the bus or seats.
8. Board and exit only at the bus stop.

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT. IT IS A PRIVILEGE STUDENTS STAND TO LOSE DUE TO DISCOURTEOUS OR UNSAFE BEHAVIOR

SCHOOL DISCIPLINE PLAN

The faculty and staff of Sunnyview Primary School are committed to the education of the whole child. In order to create an environment for maximum learning, we expect students to apply the basic ideas of the Character Counts program. These values, or pillars of character, transcend the divisions of race, creed, politics, gender and wealth.

The pillars are trust-worthiness, respect, responsibility, fairness, caring, and citizenship. We believe it is the role of parents and teachers working together to help children practice ways of being kind and considerate of others by following rules and respecting the property, feelings, and person of others. We are implementing P.B.I.S. for the third year, which stands for **Positive Behavior Interventions and Supports**. P.B.I.S. is a proactive, systematic approach to teaching students expected/acceptable behavior for school. This system is currently being used in hundreds of schools across the state and the country, with great results. There are basic rules for the school and expectations for those rules throughout the day.

Our school rules are:

- 1. We are RESPONSIBLE!**
- 2. We are RESPECTFUL!**
- 3. We are SAFE!**

Toys, games, fidget spinners, and electronic equipment should not be brought to school except on special occasions announced by the teacher. Party invitations will not be distributed at school.

Each classroom teacher will post classroom rules in his/her room and discuss appropriate behaviors at the beginning of the year and as often as necessary to promote a positive classroom environment. A copy of these rules and expectations will be sent home within the first two weeks of school.

We all make mistakes from time to time or need to be redirected toward more desirable behavior. The classroom teacher will handle most violations of classroom or school rules. However, it is sometimes necessary for the principal or designee to provide assistance or support. If a child is sent to the office, the principal will decide on the appropriate consequence for the behavior.

Consideration will be given to:

1. The nature of the misconduct
2. Any unusual circumstance
3. The frequency of misconduct issues
4. The number of times sent to the office

Consequences may be any or a combination of the following:

1. Loss of privileges
2. Time out or isolation with PAC assistant
3. Written or verbal contact with the parent or guardian
4. Counseling by principal or guidance counselor
5. Administrator, teacher, parent conference
6. In-school restriction
7. Parent visitation in the classroom
8. **Suspension** from school

In the event a student has difficulty maintaining appropriate behavior, every effort will be made to work with parents in developing a program appropriate for the student, including rewards as well as consequences.

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-11(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting Brian Hartsell at 594-1502.

Harassment, Intimidation and Bullying or Cyber-Bullying

Knox County Schools prohibits acts of harassment, intimidation, bullying and cyber-bullying. A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate students in a safe and orderly environment. **Knox County Board of Education Policy J-211**, which is sent home at the beginning of the school year outlines the procedures for our district.

KNOX COUNTY ELEMENTARY SCHOOL DRESS CODE

The standards for elementary school dress reflect "common sense" and a concern for each student's comfort, safety, cleanliness and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. Apparel or appearance, which tends to draw attention to an individual rather than to a learning situation must be avoided.

To help create the best learning environment for elementary students, the following standards for student dress must be observed in all Knox County elementary schools:

1. Pants must not sag below the waist and must be at a safe length.
2. Head apparel, except for religious or medical reasons, must not be worn inside the school building.
3. Footwear is required and must be safe and appropriate for the indoor or outdoor physical activity. (**Flip Flops are not appropriate.**)
4. Clothing or accessories may not display offensive, vulgar language, or images, nor advertise products which students may not legally purchase.
5. For students in Grades 3-5, "Short-shorts", mini-skirts, and skin-tight outer materials such as spandex are inappropriate attire.
6. For students in Grades 3-5, shirts, blouses and dresses must completely cover the abdomen, back and shoulders, and shirts or tops must cover the waistband of pants, shorts or skirts with no midriff visible.

For the safety of all our students, no wheelie shoes (Heely skate shoes) or flip flops should be worn.

The school administration reserves the right to determine whether a student's attire is within the limits of decency and modesty, however, the principal may allow exceptions for school-wide programs or special classroom activities.

The teacher and the principal will administer consequences for policy infractions as follows:

FIRST OFFENSE: Teacher will send student to clinic/office or will contact parent for a change of clothes. Parent will be notified and infraction will be documented.

SECOND OFFENSE: Principal will talk with parents and send a copy of the dress policy. Infraction will be documented.

THIRD AND FUTURE OFFENSES will be administered by the principals in accordance with school-wide discipline plans.

This policy does not preclude individual schools from piloting alternative dress policies or standards with permission from the Superintendent of Schools and the Board of Education after extensive consultation with parents, teachers, and students. Any deviation from the system-wide policy must be submitted to the Elementary Director, the Superintendent and the Board.

REPORT CARDS

School report cards will be sent a minimum of four times a year. The report card will inform you of your child's academic achievement, work habits, behavior and attendance for the previous nine week's grading period. An interim report will be sent home in between report cards. In order to give the students in Kindergarten ample time to make the adjustment to school, they will not give grades on first 4 ½ weeks interim report. Therefore, they will have grades on first report

card. Please sign these reports and return them to school the next day.

Report cards will be supplemented by parent/teacher conferences or by other written reports to parents. Teachers will regularly send home samples of each student's work to be signed by a parent and returned to school. This practice assures that you are informed and kept up to date on your child's progress.

MEDICATIONS

Knox County policy prohibits staff from administering medications (prescriptions, over the counter drugs such as cough medicine, aspirin, Tylenol, etc.) to children at school unless medication must be given on an ongoing basis and is necessary to be given during the school hours in order for the student to remain at school. In this case, you may obtain a medical form from the school office. This form must be completed by the parent and the physician prescribing the medication for the child. Once completed, the form must be returned to the school office for processing by the school nurse. Arrangements will then be made to administer the indicated medication according to the following regulations:

**Parents must be responsible for the actual transportation of all medications to and from school.
Students may NOT transport medicine.**

All medications administered at school must be in the original prescription bottle labeled with the same directions indicated by the physician on the medical form obtained from the school office.

MOVING/CHANGES IN ADDRESS/PHONE NUMBER

If at any time during the school year, you have a change of address or telephone number, you must notify the school office and the child's teacher. This is extremely important in the event of an

emergency. If you are out of town and your child is in the care of someone else, please be sure your child's teacher is aware of the arrangements.

This person's name must be on the emergency early dismissal card in order for us to release the child to them.

VISITORS/VOLUNTEERS

Parents, volunteers, and other guests **are always** welcome at Sunnyview Primary School. Upon arrival at the school, you will have to ring the doorbell in order to gain admittance into the building. All visitors must report to the school office upon entering the building and must wear a visitor's name badge at all times. If volunteering in the classroom, please make sure teachers are aware that you are coming.

Parent involvement in the school helps a child have a successful year. We need your support of our school activities. By joining our Parent Teacher Association (PTA), you will be a part of the organization that fosters the welfare of all our students and works toward providing an excellent education for our students.

Information on how you can help will be sent home at the beginning of the year. The classroom teacher will schedule homeroom volunteers. Please remember you should not bring younger siblings during your scheduled time.

TECHNOLOGY

Sunnyview Primary has a school website that parents and students can access from home. Our web address is listed below. Please visit to obtain valuable resources and important information.

www.sunnyviewps.knoxschools.org

SCHOOL CALENDAR 2017-2018

August 7	Students - First day - 1/2 DAY
September 4	LABOR DAY- NO SCHOOL
October 6	End elementary First 9 week grading period
October 9-13	FALL BREAK (Full Week)- NO SCHOOL
November 7	STUDENT HOLIDAY/ IN-SERVICE DAY
November 22-24	THANKSGIVING HOLIDAYS
December 20	End elementary 2nd 9 week grading period ½ day for students
December 21–Jan. 5	WINTER BREAK
January 8	STUDENT HOLIDAY/ IN-SERVICE DAY
January 9	Students return to school
January 15	Martin Luther King, Jr. Day/ HOLIDAY
February 19	STUDENT HOLIDAY/ IN-SERVICE DAY
March 9	End elementary 3rd 9 week grading period
March 12-16	SPRING BREAK
March 30	HOLIDAY/NO SCHOOL
April 2	STUDENT HOLIDAY/IN-SERVICE DAY
May 24	End elementary 4th 9 week grading period LAST DAY FOR STUDENTS-1/2 DAY
May 25	ADMINISTRATIVE DAY – Last day for Teachers

CARS WILL BE TOWED.

Only students with needs for **escort into the building** are met in the bus lane side of the building. This includes very young preschool students and/or students with disabilities.

DRILLS

Fire, Tornado, Evacuations and Lockdown drills will be ongoing during the school year. These drills are required and are to assure a safe environment in the event of an emergency.

MAKE-UP DAYS FOR SNOW AFTER 10 DAYS

Instructional days missed due to inclement weather will be made up as follows:

1. First 10 days missed: use days earned by extended hours
2. Next 2 days missed: change from administrative/instructional days to instructional days
3. Additional days missed: extend the school year.

TRAFFIC PATTERNS

It is important for the safety of all students and staff that the traffic pattern is followed.

Student drop-off and pickup is **ONLY ALLOWED** through the main parking lot of the school.

THERE IS NEVER ANY PARKING IN A FIRE LANE!