

Sunny Brae Middle School
Parent Information Letter

Special Note: If your child was a fifth grader at AES last year, you do not need to fill out a registration form. His/her general information are automatically forwarded to Sunny Brae. There will be a packet of information that comes home during the first week of school that will need to be completed/updated and returned.

School begins on Tuesday, August 28, 2018. School hours are 8:45 – 3:10. (Monday is an early dismissal day. Dismissal on Mondays is 2:30.) Students arriving prior to 8:30 a.m. must report to the multipurpose room/cafeteria upon arrival. There will be an adult on duty.

ALL 7TH GRADE IMMUNIZATIONS MUST BE UP TO DATE AND ON FILE IN THE SCHOOL OFFICE PRIOR TO THE BEGINNING OF THE SCHOOL YEAR. Students will not be able to attend until this is complete and in place.

The Arcata School District provides bus service to many locations within the district. Bus schedules are posted at the school sites and available in the school offices. If you have questions, contact Carol Grimes at 822-2614.

The food service program at Sunny Brae is available to all students. Form for the free and reduced lunch program will be in the beginning of the year packet. We encourage ALL families to fill out the form. Even if you are unsure if your family qualifies, please take the time to fill out the form and return it to the school. It is really important that all students have the opportunity to participate in the program if they so desire. Students that qualify for free or reduced lunch will also be able to have a free breakfast each day. Breakfast is available to students at either 8:25 or 10:30 daily.

Lunch:	\$3.00
Breakfast:	\$2.00
Milk:	\$.50

- Students that qualify for reduced lunch pay \$.40 per day.
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Students may pay for multiple lunches/breakfasts at a time. We encourage this and ask that you SEND A CHECK to Colleen in the office. There have been times that parents send cash with their student assuming that they use it for lunch/breakfast and later discover that their child went to Murphy's Market after school instead. Call Colleen in the office if you have any questions.

Class lists (first period only) will be posted at the school on Monday, Aug. 27 after 2:00 pm. Students will receive full schedule on the first day of school. Elective forms will be sent home during the first week of school. All students will have an opportunity to sign up for electives at this time.

This year's Back to School Night will be held on Wednesday, September 5 beginning at 6:15 in our gymnasium. This is a very important night for parents/guardians. The staff will be sharing information about the school, classes, requirements and programs. This night is designed for parents/guardians. Students should remain at home. Students will bring home their schedule prior to the evening.

OFFICE INFORMATION

It is critically important that you keep your child's emergency information updated. Call Terri and/or Colleen in the office to update phone numbers, addresses, place of employment, etc. if they change. ***In an emergency, can we reach you?***

STUDENT INFORMATION SYSTEM

The entire district is implementing a new student information system. We will have a new website and families will receive additional information soon on how to access the parent portal for the new system.

DRESS CODE

Students are expected to wear clothing that is appropriate to a middle school environment. We have a saying here. We call it "the no B's" rule. This stands for now bellies, no breasts and no behinds. Shorts and skirts/dresses must fall below the fingertips when hand are placed down at one's sides. Clothing with inappropriate logos or sayings are not allowed. Parents will be notified of any concern(s) regarding clothing. **HALLOWEEN IS NO EXCEPTION!**

AFTER SCHOOL

If your child needs to be on the school campus after school hours, they **MUST** be enrolled in the after school program. It is free or very low cost to all participants. Students may not "wait around" for their athletic practice or for a parent to pick them up after school hours. If you are not able to pick your child up within 10 minutes after the dismissal time, they either must enroll in the after school program or leave campus.

Please NO parking at the curb in front of the school between the hours of 8:15 – 8:45 and 3:00 and 3:30. There is also a bus that picks up students in the after school program between 4:45 – 5:05 so the curb must be free of cars during all of these times.

All visitors to campus must check in at the school office. Be sure to stop sign in and wear a visitor badge while on campus.

Principal, Becky MacQuarrie
Secretary: Terri Wallis
Attendance Clerk: Colleen Carper
Phone Number: 822-5988
Fax Number: 822-7002
Office Hours: 8:00 am – 4:15 pm
After School Program: Brian Lovell 826-1915
Transportation Department: Carol Grimes 822-2614
Arcata School District Office: 822-0351