



SUNSHINE

ELEMENTARY SCHOOL

Parent & Student Handbook 2019 — 2020

231 Toney Road
Bostic, NC 28018
828-245-0658

Principal: Neil Higgins

Pre K - 5th Grade
School Hours: 7:30a - 2:15p

Sunshine Elementary is a Title 1 School



Sunshine's Vision Statement

Sunshine School will equip students with skills needed to be successful in a global community.

Sunshine's Mission Statement

Sunshine Elementary School will partner with family and community to prepare students for lifelong learning by rigorously challenging each student through the use of technology as well as innovative and diverse teaching strategies, in a safe and nurturing school environment.

Dear Parents, Students and Guardians,

We are happy to welcome you to a new school year. At Sunshine we take great pride in our academics, technology, fitness/healthful life style, safety and community involvement. It takes all of our efforts to ensure that each of these goals are met. We have a beautiful school with an excellent staff who help to see that each of you have a positive and memorable experience while at Sunshine.

This handbook will assist you with rules, policies, procedures, schedules and regulations. Please look over this booklet carefully. My expectation is that we will all help create an environment that is conducive to learning. Should you have any questions please do not hesitate to contact me or one of the staff members. I hope each of you have a successful school year.

Sincerely,

Neil Higgins - Principal

Sunshine Elementary School's Policies and Procedures

School Hours

Doors Open: 7:00 AM

Start Time: 7:25 AM

Tardy Bell: 7:30 AM

Dismissal Time: 2:15 PM

For more information visit us:

<http://sses.rcsnc.org/> or on Facebook

Morning Procedures

Your child may arrive at school between 7:00-7:25. The tardy bells rings at **7:30 AM**. Please strive to have your child to school no later than 7:25. If your child arrives at school later than 7:25, please accompany them to the office to print a tardy slip. Students are expected to be in class by 7:30.

We encourage parents to allow students to walk into the building by themselves. This fosters independence and often diminishes separation anxiety. If you do need to enter the building with your child, please find a parking spot and enter in the front of the building. **Please do not park along the curb and block traffic for those who are following established drop-off procedures.**

Afternoon Procedures

*Bus Riders

At 2:15 each afternoon, buses will be loaded on the side of the building near the cafeteria. Bus arrival and departure times may vary throughout the school year, particularly at the beginning of the school year. Please don't hesitate to call the school if you have a question about your child's transportation.

*Car Riders

Car riders will be dismissed at 2:15 at the gym door. Students will wait at the gym until their name is called. **Students should be picked up no later than 2:25.** If unforeseen circumstances prohibit you from being at school by that time, please call the front office. You must display an official dash card with your child's name to be allowed to pick up your child. Vehicles without dash cards may be asked to park for further verification. Please follow all car rider guidelines so that all students will be safe.

Change of Transportation Home

A written request must be provided:

- *if a student is going to ride a different bus
- *if a student is going to ride the same bus and get off at a different location
- *if a student is going to be a car rider instead of a bus rider or bus rider instead of car rider
- *if a student is going to ride home in a different car

All information should be listed on the request with your signature and phone number.

We expect written permission for your child to change his/her way of going home except in emergency situations.

Please note: Students will NOT be allowed to make a change to different bus or get off at a different stop or change to car rider or bus rider or ride in a different car without written parent permission. All transportation changes should be made PRIOR to 1:30pm.

Early Check Out

If you need to pick up your child early, please send a note to the teacher stating the time of pick up. We will call your child to the office when you arrive. This will minimize time lost in the classroom. You must report to the office to sign your child out for early dismissal.

Our Student Information Sheet now includes a list of people who may pick up your child. No one else will be allowed to pick up your child without written consent (include your phone number on written consent, so that we can call you to verify, if we feel it is necessary.) A picture ID may be required. We will not allow any student to be picked up by anyone other than parents or legal guardians or people listed on the form, without written consent by you.

Please try to make appointments so as not to interrupt your child's school day.

In the case of absence, tardiness, or being checked out early, the responsibility for making up missed work is the students'.

Sick or Injured at School

If your child becomes sick or injured while at school, we will make every effort to take care of them. The Student Information Sheet is very important under these circumstances because you have provided us with up-to-date information on who to call. If the situation demands immediate attention and we cannot make contact with anyone, we will call 911 for Rutherford County E.M.S.

Report Cards

Report Cards will be issued each six weeks, depending on the Board of Education schedule. We encourage you to schedule a conference with your child's teacher if you have a question concerning grades. Keep in mind, grades are not given, they are earned.

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Medication

The school staff cannot administer medication to students unless the parents have turned in a Student Medication Form (available in the office or from the teacher).

Please do not send the medication with your child. All medicine should be brought to the school office by an adult.

Nutrition Services

Breakfast and lunch are served daily. Breakfast starts at 7:00 a.m. and ends at 7:25 a.m. Lunch is served from 10:35 a.m. – 11:35 a.m. Please contact Mrs. Tammy, our cafeteria manager if you have any questions regarding the cafeteria.

Bringing Food into the School for Parties

The State of North Carolina has issued guidelines against bringing home baked goods into the school due to problems associated with E-coli bacteria and food allergies. If you wish to bring food items into the classroom for birthday parties, and other special occasions, we ask that you purchase all food items from a commercial kitchen such as grocery store, bakery, or deli. The nutrition information and ingredients are also posted on commercially prepared food. Students may not consume party foods, etc., before the cafeteria finishes serving for the day.

Discipline Procedures

All teachers have a discipline plan. Learning to follow and abide by rules is imperative for every student. Your child's teacher will send you information regarding their classroom plan.

When a student reaches a certain point on a teacher's classroom discipline plan or is sent to the office for a severe disruption, the principal will assist the teacher with discipline. When sent to the office, the following consequences occur:

First Office Visit – Conference with principal

Second Office Visit – Conference with principal and parent notification

Third Office Visit – Conference with principal could result in out of school suspension, or an individual plan designed by the principal, teacher and parents

Note: These alternatives will be decided, based on the best interest of the child and the school environment.

Bus Riders Rules & Consequences

RULES

1. Stay seated at all times.
2. Keep hands, feet, and objects to yourself.
3. Do not extend hands or arms out of the window.
4. Keep voice levels appropriate, no yelling.
5. Respect your bus driver and fellow riders.

CONSEQUENCES

First reported incident by bus driver will result in an office visit and a bus discipline letter will be sent to be signed by parents.

Second – Parent contact and office visit.

Third – Two days off the bus and parent contact.

Fourth – Five days off the bus and parent contact.

Fifth – Ten days off the bus and parent contact. Any bus incident reported beyond five will lead to permanent dismissal off the school bus.

Any severe act or misconduct is an immediate suspension.