



Practices & Procedures

This information answers many common questions concerning daily practices and procedures at Sunny Hill Elementary School. Topic headings appear in alphabetical order.

Absence

If your child will not be in attendance, or late to school, please report the student absence through the Parent Portal/Report Student Absence link by 8:30 a.m. If your child will be out for an extended period of time, please call the Main Office at 847-426-4232. If you do not report an absence, the District will contact your home, work, or emergency number so that we can account for your child.

Students excused from school during the school day must be signed out at the school office by a parent or legal guardian. Parents are to pick up the child from the main office so as not to disturb the classroom instruction. If the child returns on the same day, it is necessary to sign the child back in.

School attendance is mandated, so please make every possible effort to send your child to school and to be on time. Students who arrive late to their classrooms (after 8:00 a.m.) will be marked "tardy," even if a parent calls in to explain the reason for being late. Late Arrivals and/or early dismissals could result in a half-day of absence.

If possible, please set doctor and dentist appointments for after school hours. It is highly recommended that vacations be taken during the non school time. There is no substitute for a student participating in the classroom environment, and many instructional activities can not be duplicated outside of the classroom. Teachers are not required to provide teaching materials/homework for those who choose to take a vacation during school.

Students must stay home from school if vomiting, and until fever free for 24 hours. The [B220 Parents Health Office webpage](#) has more information.

Bike and Scooter Safety

If your child rides a bike or scooter to and from school, a helmet should be worn for safety reasons. Skateboards, roller blades, and motorized scooters are prohibited on school property during the school day.



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Conferences

Parent-Teacher conferences are scheduled in October and March. Parents register for these conferences via the online system: [Meet the Teacher Parent Guide - English](#); [Guía para Padres para Reservar Citas-Meet the Teacher - Español](#). However, we encourage you to schedule an appointment with our staff at anytime to discuss progress or any concerns you may have about your child. Please utilize the staff member's direct line or email to make initial contact. All concerns within the classroom should first be directed to the teacher.

Drop-off/Pick-Up Procedures

The parking lot is very hectic and crowded during Arrival and Dismissal times. Please use caution and patience when driving in our parking lot to help us maintain safety of all our students, staff, visitors. Use of cell phones is prohibited in the parking lot per Illinois State law. We have several staff members, and at times our Sunny Hill PTO, helping in the parking lot, so please follow their directions.

When dropping/picking students up, please pull as far forward as possible to allow for the maximum number of cars in the "loading zone." Adults should stay in their vehicles. Students should exit the vehicle on the curb side. If you cannot be quick, please park in a designated parking space in the lot. Please do NOT double park along the curb and NEVER leave your car running and unattended. ALL students must be escorted through the parking lot by a parent/guardian.

Morning breakfast is served in the Multi Purpose Room beginning at 7:30 a.m. If students arrive after 7:50 a.m., they are able to have a breakfast bag upon entering their classroom. Please do not bring your child to school prior to 7:30 a.m. as we can not be responsible for your child's safety and welfare prior to 7:30 a.m. Outside supervision begins at 7:40 a.m. unless it is raining, or below 10 degrees Fahrenheit, 1st-5th Graders who are not eating breakfast at school that arrive between 7:40-7:55 a.m. should go to the playground, and Kindergarten students should wait at Door 10 with the Kindergarten supervisory staff. Students are not allowed in the classrooms prior to 7:55 a.m. Students who arrive after 7:55 a.m. should enter at Door 1 and then go directly to their classrooms.

Dismissal is at 2:40 p.m. on Monday, Tuesday, Thursday, and Friday. Dismissal is at 2:10 p.m. on Wednesdays. Please drive slowly, and do not use your cell phone on Sunny Hill grounds. **Illinois State law prohibits cell phone use in school zones.** Please **pull your car up all the way near the stop sign.** For safety, it is crucial to fit as many cars as possible in the "loading zone." Please use marked walkways and sidewalks to ensure safety.



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Dropping off Items at School for Your Child

To protect instructional time, we keep classroom interruptions to a minimum. Any essential items/messages must be left in the main office. Your child will be called to come to the office to pick up forgotten items or messages at the appropriate time. We do not interrupt classroom instruction unless it is an emergency. Any non-essential items should come to school the following day.

End of the Day Messages

The end-of-the-day preparations for dismissal are sometimes hectic. When we receive last minute instructions and reminders for your child, we cannot always get them delivered on time. Please try to set plans before your child comes to school or call us before 2:30 (2:00 on Wednesdays) with necessary changes.

Food Practices

Our Wellness Committee, made up of both District and staff at Sunny Hill Elementary School meet each year to discuss food practices. Due to the increase of food-related allergies and medical conditions and our efforts with promoting healthy habits for children, our committee created guidelines for our school.

Daily Snack: Students will be encouraged to bring in only healthy snacks which would give them brain power and sustained energy throughout the day. Students will also be allowed to keep water bottles in the classroom in a place designated by the teacher. Classroom snacks may be restricted based on individual health requirements.

Birthday Treats: The District Health and Wellness Policy supports the state level effort to combat childhood obesity. In support of this effort, we do not celebrate birthdays with treats. We recognize that birthdays are a significant occasion in a child's life, and we do honor that. The Sunny Hill tradition is to call students to the Principal's Office to receive a Birthday Book and a birthday pencil! Teachers also have special birthday traditions in their classroom to recognize a child's birthday. If treats are brought to school they will be placed in the office for parents to take home. Thank you for honoring this decision as we support the health and



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wellness of our students. Thank you to our generous PTO for supporting this program by purchasing many of the Birthday Books!

Communication with the classroom teacher and school nurse is essential for students with special, food-related conditions. Please notify the school nurse if your child has any food related allergies or conditions so that she can communicate this to the teacher, and create a health emergency plan, as needed.

Lost and Found

The “Lost and Found” is located in the Multi Purpose Room. Please put your child’s name on all outer clothing, gym shoes, boots, backpacks, and lunchboxes. Periodically throughout the year, unclaimed items are donated to charity.

Lunch

Lunch is available to all Sunny Hill students on a daily basis. All checks should be made payable to CUSD 220. Please send name of student and teacher when sending payment. Meal accounts can also be managed by accessing your student’s account online at barrington220.org and using your credit card. The lunch menu is also available for view on the district website. Applications for federally funded free and reduced lunches are available in the main office.

Lunch with milk	\$2.95 (reduced .40)
Breakfast	\$1.40 (reduced .40)
Milk only	.50

Note to Teachers

A note from the parent to the classroom teacher is required on the following occasions:

- If you plan to pick up your child during school hours.
- If someone else will be picking up your child at school at any time



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- If you are planning an extended absence involving your child, please notify the office and the teacher.

Playground Supervision/Recess

Our playground is supervised during arrival and lunch recess by our building staff. Our building staff's main responsibility is to ensure the safety of our students during these times. If your child has an issue during recess, he/she should seek out the playground supervisor for assistance.

Playground supervision is NOT provided before 7:40 a.m. or after school hours. Students should not arrive to the playground before 7:40 a.m. nor stay without parent supervision after 2:45 p.m. (2:10 on Wednesdays).

Weather permitting, we will go outside for a 20 minute recess of movement and outdoor play. Per the B220 Nursing Coordinator, students will remain indoors for recess when the thermometer reaches an equivalent temperature of 10F (ten degrees Fahrenheit temperature or 10 degrees Fahrenheit wind chill); or when it is raining outside. Please make sure your child is dressed appropriately for all types of weather. Layering clothes is a good practice, as the weather tends to change throughout the day. Students must wear waterproof snow pants and boots to enjoy playing in the snow.

Prohibited Items

For the safety of all students, please do not allow your child to bring the following items to school: spray bottles, aerosol cans, hairspray, perfume, matches, lighters, and glass bottles. Students should never have in their possession or on their person any item that could be constructed as a weapon or resemble a weapon. A weapon is defined as any physical object that could potentially do harm to another person. A student that brings such an object to school is subject to disciplinary measures as outlined in District Policy.

In addition, please do not allow your child to bring personal items of sentimental or monetary value. These items are easily lost during the school day, and the school can not be responsible for the security of these items. Cell phones and other personal electronic devices are vulnerable to theft. We ask that you allow your child to carry a cell phone or other personal electronic device only if absolutely necessary. We will ask students to leave personal cell phones/personal electronic devices in their backpack; turned off. Bus rides and field trips are an extension of the educational environment, and therefore, are subject to school rules and consequences. District 220 assumes no responsibility for lost, damaged or missing personal cell phones or personal electronic devices. If a parent needs to reach a student at any time during the day, please call the main office at 847-426-4232.



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Safety Drills

Annually, we conduct safety drills so that our staff and students are prepared in the event an emergency situation should arise. Per state code, we will conduct three fire drills, with one under the supervision of the Carpentersville Fire Department. Additionally, we conduct a bus evacuation drill with Barrington Transportation Company. We also conduct a tornado drill and practice a Run-Hide-Fight safety drill with our students and staff.

For the Run-Hide-Fight safety drill we provide advance notice to our staff, parents, and students. There are times, however, when it is necessary to practice an “unannounced” safety drill to create the most real life situation. If your child has concerns related to any of these types of safety drills, please notify the classroom teacher.

School Closings

Barrington 220 has implemented a notification and communication system. This system will be used to alert you of the following: School Closing due to inclement weather, Unplanned Early Dismissal, Emergency Situations (school closure, evacuation, etc.), and Evening Event Cancellation due to inclement weather. You will receive information on how to update/revise your profile so that we have accurate contact information.

School closings due to severe weather or other unusual circumstances are also posted on the district website and are announced between 6:30-8:00 a.m. on the following AM radio stations: WMAQ-670, WGN-720, WBBM-780, WSCR-820, WRMN-1410. Also: WTMX-FM-101.9, WXET-FM-105.5, WGN-TV-Channel 9.

School Hours

8:00 a.m. – 2:40 p.m. (M, T, TH, F)

Wednesday Dismissal: 2:10 p.m.



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Social Emotional Learning (SEL)

Teachers and staff of Sunny Hill have developed a proactive system for establishing behavioral supports that foster a social culture needed for all students to achieve social, emotional, and academic success. Our PAWS program (Positive Actions Within Sunny Hill) is a research-based approach for enhancing effectiveness of educating students by utilizing explicit teaching of behavioral standards. The universal expectations throughout our school community are: **Be Respectful, Be Responsible, and Be Safe**. Our students are recognized for following school expectations by receiving PAWS (tickets). Students are able to use their PAWS as incentives to participate in a variety of reinforcement options such as classroom incentives, buying items at the PAWS store, having lunch with their favorite teacher or being verbally recognized by a staff member. Our social emotional learning curriculum, Second Step, works hand-in-hand with PAWS to foster strong academic and social skills necessary for learning. You can access resources such as lessons and activities to try at home through <http://www.secondstep.org/>.

Technology

Our school's iPad Digital Citizenship Contracts list expectations for students to optimally benefit from our 1:1 device program. Additional information can be found via the [iPad Parent Meeting Videos and FAQs and Project Horsepower information](#) or on the [District One to World Technology website](#).

Visitors

Parents, volunteers and visitors must enter the building through the main entrance and proceed directly to the Main Office. ALL visitors must sign-in and collect a visitor's badge from the Main Office. We also use an electronic identification system that requires visitors to present a photo I.D. that can be scanned into our data system screening all our visitors to our school. It is important that you be acknowledged by the Main Office personnel. We like to warmly welcome everyone who visits our school. It is also our responsibility to know who is in the building and in what locations.

Website

The District and Sunny Hill Elementary School use our websites as a communication vehicle for parents. The [District website](#) contains general information about the district, employment opportunities, School Board information, district program and services, emergency closing



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information, and links to all the school buildings. You can access the Sunny Hill Elementary School website through the district website or directly via this link: [Sunny Hill Elementary School website](#). The Sunny Hill Elementary School website contains information about important events and dates, principal newsletters, links to teacher/classroom webpages, the school calendar, and a link to the PTO website.