

Sunnyside Public School Handbook

SUNNYSIDE PUBLIC SCHOOL

1042 Weber Street East
Kitchener, ON
N2A 1B6

Office: 519-896-1130
Attendance: 519-896-1130 ext. 1
Attendance email: sun-attendance@wrdsb.ca
Fax: 519-896-0343

Website: <https://sun.wrdsb.ca/>

PRINCIPAL

John Howison

VICE-PRINCIPAL

Stacey Golubovic

HEAD SECRETARY

Debra Dubrick

Hello Sunnyside Families!

Thank you to all of you for your contribution to a fantastic start to our school year. It has been so nice to see the students, hear the excited voices and feel the energy of a full school. Our goal is to provide a safe and caring environment where all students can be successful.

For Grade 7 students, there will be many changes from Grade 6 to Grade 7. They will have a rotary schedule meaning much more movement between classes. There is also increased independence before and after school as there is no Extended Day program. All students have lockers and need to have and use a combination lock. For Grade 8 students, much of what is contained below is the same as last year. This handbook will help students and families learn about opportunities at Sunnyside, to help understand our rules and expectations and help support students to navigate a successful year.

Please also check our website as information is regularly updated there:

<https://sun.wrdsb.ca>

School-Day

Sunnyside staff and messages from WRDSB use a program called [School-Day](#) to communicate to families. Information will be sent home on how to sign up.

Benefits include:

- Ways to make school payments online with secure credit card/Interac payment processing.
- Registering your child for extra-curricular events.
- Completing permission forms instantly online

School Year Calendar

The first day of school for **elementary and secondary students** is Wednesday Sept 3, 2025. The last day of school for **elementary students** is June 25, 2026.

School and Statutory Holidays	
September 1, 2025	Labour Day
October 13, 2025	Thanksgiving
December 22, 2025 to January 2, 2026	Winter Break
February 16, 2026	Family Day
March 16, 2026 to March 20, 2026	March Break
April 3, 2026	Good Friday
April 6, 2026	Easter Monday
May 18, 2026	Victoria Day
Professional Development Days	Extended Day Closures
September 2, 2025	September 2, 2025
October 10, 2025	October 10, 2025
November 17, 2025	November 17, 2025
January 16, 2026	April 24, 2026
April 24, 2026	June 26, 2026
May 29, 2026	
June 26, 2026	

Bell Times:

8:15 am - Morning Entry Bell Rings
8:20 am - Start of Day
10:20-11:00 am - First Nutrition Break
1:00-1:40 pm - Second Nutrition Break
2:40 pm - Dismissal

Attendance/Lates:

The first bell rings at 8:15 am to let students in. It is important that students arrive just ahead of that so they are ready to enter, get their things from their locker and be in their first class by 8:20 am for attendance.

Attendance is taken twice during the day. Once at the start of the day and again after the first nutrition break. If your child is going to be away, please call 519-896-1130 and let us know their name, class, date and reason for absence. If your child arrives late, please have them buzz at the main door and report to the office for a late slip before going to class. If your child needs to leave early for an appointment, please call the office and let us know, or send in a signed note with the date and time of departure. If your child will be away for more than 5 consecutive days, please call the office and request a prolonged absence letter.

School Buses:

Riding a bus is a privilege and adherence to proper behaviour on the bus is an expectation and a safety necessity. Progressive Discipline processes will be followed to deal with behavioural issues on the bus. Repeated or severe infractions will result in removal from the bus for a period of time.

More information can be found at www.stswr.ca.

Communication between home and school:

We value our relationship with families and appreciate your support and engagement. If you need to speak to a teacher, please call 519-896-1130 and leave a message for the teacher and they will call back. You can also reach all staff through email. Please do not hesitate to contact us if you have a question, feedback or a concern.

We use School Day as our main communication tool. Please make sure you have an account set up. Teachers all have Google Classrooms set up. Ask your child to show you them.

Daily Schedule and Timetable

Sunnyside follows a 4-4-2 timetable meaning there are 4 30-minute periods in the morning, 4 30-minute periods after the 1st Nutrition Break, and 2 30-minute periods after the 2nd Nutrition Break before dismissal. Students have a copy of their timetable and can share it with families. Please see a blank schedule below.

HR		Room		Educator(s)		
Period	Time	Day				
		1	2	3	4	5
1	8:20					
2	8:50					
3	9:20					
4	9:50					
NB1	10:20					
5	11:00					
6	11:30					
7	12:00					
8	12:30					
NB2	1:00					
9	1:40					
10	2:10					

Learning Priorities and Expectations

We pride ourselves in providing learning opportunities to help students reach their academic potential and acquire skills to be responsible citizens and to participate effectively in society. At Sunnyside Senior Public School, we strive to achieve this in a number of safe, smooth, caring and learning ways:

- Set personal goals and high expectations for learning - ALL students can learn
- Help students to be able to articulate what they are learning and why
- Embrace diversity and inclusion
- Engage in technology, inquiry-based and active learning opportunities
- Learn about global issues impacting our world
- Ensure students are actively involved in and responsible for their learning

- Make wise and safe choices for healthy living and daily functioning
- Resolve conflicts peacefully and cooperatively
- Understand and follow school expectations and procedures
- Show respect for themselves, others and school property
- Provide meaningful and varied curricular and co-curricular opportunities
- Engage students, families, staff and communities
- Foster wellness and well-being
- Contribute to and maintain a positive learning environment for all students
- Teach students to be accountable and responsible for their behaviour
- Maintain a positive attitude, positive growth mindset by students and staff

Cell Phones and Personal Devices:

Between 8:20 am and 2:40 pm cell phones must be turned off and locked in lockers. If you need to speak to your child during the day, please contact the main office. If students need to use the phone, they just need to ask a teacher or the office to use the phone and we will help them.

Weather:

Outdoor breaks will continue, unless the weather gets very bad (colder than -20 degrees or significant rain). Please make sure your child is dressed appropriately for the cold during the winter. In the case of a school closure due to inclement weather, instruction will be done online. School closures are communicated on all WRDSB media outlets and via School-Day.

Nutrition Breaks:

Students must stay on school grounds at all times. Students are not permitted to leave the property at break times. Both breaks are 20 minutes outside followed by 20 minutes in homeroom classes for eating.

Chromebooks

The WRDSB commits to a 1:1 ratio of Chromebooks for Grade 7 and 8 students. A Chromebook Agreement must be signed by families, and we ask that you review the WRDSB Responsible Use Policy. Chromebooks will stay at school and only go home under very special and specific circumstances.

School Clothing

Sunnyside is committed to providing a safe, friendly, learning environment for all of its students. Attire is not only a reflection of the individual student, but also affects the general learning environment. Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and the community.

Families are an important part of the elementary dress code and will be informed if the student is repeatedly in violation of the dress code. We ask for the support of all families in our efforts to maintain the outlined standards.

Additional information regarding the WRDSB guidelines on student dress can be found using the following link: [WRDSB Policies](#)

Allergies

We do have several students with life threatening allergies. Please do not send food items with nuts or nut products. Please also refrain from wearing or sending heavily fragranced and perfumed sprays.

Code of Conduct

The Ministry of Education has stipulated that certain misbehaviour of students must be reported to the police when a serious violent incident has occurred. These incidents involve physical assault causing bodily harm requiring medical attention; sexual assault; criminal harassment; weapons' offenses; and drug offenses. In some cases, extreme bullying, cyber bullying or on-line misconduct can also become a reportable offense requiring police involvement.

The WRDSB has added other types of behaviour that is not tolerated in our schools and will lead to progressive discipline consequences, including but not limited to suspension and/or police involvement. These activities are specifically:

- The use, possession or sale of alcohol, cigarettes, vapes or drugs of any kind
- The possession or use of weapons or items that are intended to be used as weapons;
- Any physical assault, threats of assault or intimidation;
- Any sexual, religious, ethnocultural, and/or racial abuse, jokes, slurs or harassment;
- Any non-physical abuse including verbal, cyber, emotional and psychological abuse, social exclusion, bullying;
- Any hate-motivated violence (incidents involving racism, homophobia, etc.);
- Vandalism causing extensive damage to school property or property located on school premises.

Families play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Families fulfill this responsibility when they:

- show an active interest in their child's school work and progress
- communicate regularly with the school
- help their child be neat, appropriately dressed and prepared for school
- ensure that their child attends school regularly and on time
- promptly report to the school their child's absence or late arrival
- become familiar with the Code of Conduct and school rules

- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues

Use of the WRDSB “DIRECT TOOL” for Discriminatory Behaviour

Incidents of hate speech or discrimination of any kind will be taken very seriously. Such incidents will be dealt with using the policies, guidelines and procedures outlined by the WRDSB’s DIRECT tool by stopping, interrupting, naming, and reporting discriminatory behaviour. (D - Dialogue I - Identify R - Reinforce E - Educate C - Communicate T - Transform)

Student Support and Mental Health:

At Sunnyside we have a very capable and caring staff, including Special Education, Guidance Teachers, and a Child and Youth Worker. It is important to remember that these are education professionals, and not licensed mental health professionals or psychologists. If your child is experiencing difficulties and needs help, we are happy to help direct you to the appropriate support. Some options are listed below.

NEED HELP?

Kids Help Phone – www.kidshelpphone.ca 1-800-668-6868

Crisis Centre of Waterloo Region (24/7) – (519) 744-1813

Youth Support Line – (519) 745-9909

Distress Centre – (519) 745-1166

K-W Counselling – (519) 884-0000

Mosaic Counselling – (519) 743-6333

Front Door – www.frontdoormentalhealth.ca

Communication is important to us. Please call or email with any questions/concerns.

John Howison (Principal) and Stacey Golubovic (Vice Principal)