



September 2018

Dear Sonnesyn Families,

Welcome to another year of learning at Sonnesyn Elementary. The school staff is excited to work with you as partners in ensuring our students have a great year of learning!

The following pages are intended as reminders for school procedures at Sonnesyn as well as information about our PTSO. We believe that our students are most successful when we work in partnership with you. Our goal is to make this information guide a useful reference for your family. It is organized in alphabetical order based upon topic. Please keep it throughout the year to help you navigate the school year.

Thank you for your part in making Sonnesyn the wonderful school community that it is. It is our pleasure to work with you to make this year the best yet!

It is essential that we continue to learn about how we can best serve our families. I welcome you to connect with me anytime during the school year. Please contact me to set up an appointment or stop in anytime the school office is open. I can be reached at Leia_Ward@rdale.org or 763-504-7601.

Wishing you the very best,

Leia Ward
Sonnesyn Elementary Principal

FINGERTIP FACTS

OFFICE HOURS: 7:45 a.m. – 4:15 pm.

OFFICE PHONE NUMBER.....763-504-7600

PRINCIPAL'S OFFICE.....763-504-7601

ASSISTANT PRINCIPAL'S OFFICE.....763-504-7602

FAX NUMBER.....763-504-7609

ABSENCE LINE.....763-504-7610

HEALTH OFFICE.....763-504-7605

KITCHEN.....763-504-7607

ADVENTURE CLUB.....763-504-7615

SONNESYN WEBSITE ADDRESS: see.rdale.org

Sonnesyn Espanol/Spanish: 763-504-7663

Language Services and Welcome Center Coordinator: Betty Tapias-Heinrich 763-504-7688

GRADE LEVELS – PRE-KINDERGARTEN THROUGH GRADE 5

SCHOOL COLORS – BLACK AND YELLOW

SCHOOL LOGO – HONEYBEE

SCHOOL HOURS: 9:25 – 3:45 p.m.

FULL DAY KINDERGARTEN: 9:25 – 3:45 p.m.

MORNING KINDERGARTEN: 9:25 – 12:00 p.m.

ARRIVAL/DISMISSAL TIME

Students should arrive at school no earlier than 9:15 a.m. For safety reasons, students should not come early to play on the playground or be at school without supervision. Supervision is not available on the playground or in the building before or after school. All students should be on their bus, walking home or picked up after school by 3:55 p.m.

ADVENTURE CLUB

Adventure Club is a before and after school child care program for elementary students. A site supervisor directs curriculum based activities for children. Adventure Club hours are 6:30 a.m. to 9:15 a.m. and 3:45 p.m. to 6:00 p.m. Adventure Club is open during most non-school days. For fee and enrollment information please go to Community Education website: ced.rdale.org/k-12_youth/adventure_club/general_information/ or phone: 763-504-8028.

ATTENDANCE

Robbinsdale School District expects students to have an attendance rate of 95%, meaning that a student is not absent more than 9 days per school year. According to Minnesota State Law, children should attend school regularly. The only excused absences from school are for:

- Illness, religious holiday or death of a family member, family emergency, doctor appointments, preapproved vacation

The absence for student must be reported to the school between 6:00 p.m. and 9:30 a.m. by calling the **ABSENCE LINE: 763-504-7610.**

Please give the following information when calling in your child:

- Name of student
- Grade/name of teacher or room number
- Length of and reason for absence

If we have not received a call by 9:45 a.m. you will receive an automated message indicating your child is marked absent. This will help ensure the safety of Sonnesyn students. If your child comes to school after 9:25 a.m., he/she must report to the health office and obtain a pass to be admitted to class.

TOO SICK OR NOT TOO SICK?

Many parents are concerned about when their children should stay home or when they should return to school after illness. Here are a few guidelines to ease the decision making process. The student should stay home until the following has occurred:

- Gastrointestinal illnesses - 24 hours after the last episode of vomiting or diarrhea
- Strep Throat - 24 hours after the antibiotics are started and the fever is gone
- Chicken Pox - until all sores are dry and crusted over at least six days
- Shingles - six days after first appearance or rash
- Fever - If a student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the last episode until the students temperature is less than 100 without use of Tylenol or Advil

If the child is absent for more than three consecutive days, the parent may request homework. In order for the teacher to gather homework and deliver it to the office, please request homework before 11:00 am.

BIKES/SKATEBOARDS/IN-LINE SKATES/SCOOTERS

We encourage students to walk/bike to school based upon family preference. The school is not responsible for the safety of bikes in the bicycle rack. It is very important to have a safe padlock for any bike brought to school. No sharing of bike locks is permitted. Be sure to have children wear helmets for safety.

Skateboards, scooters and/or in-line skates cannot be used in the building or on school grounds. Students who bring these items to school are responsible for safe storage.

BIRTHDAYS

Student birthdays are announced as part of morning announcements. Parents should contact the teacher if the child's birthday should not be celebrated. Party invitations are to be distributed outside of school unless the whole class is invited.

Sonnesyn also follows the District policy, which prohibits birthday treats during the school day for the health, well-being, and learning of each child. On a school-wide level, children will receive a birthday pencil from the office and have their name announced on the morning announcements. At the classroom level, teachers will also share their own unique traditions to make each child feel special on their birthday. Parents or special friends are highly encouraged to join us for a school lunch on their child's birthday, or any other day for that matter, to make a special memory.

BUSING

The Robbinsdale Area Schools transportation department assigns students to the buses they ride to and from school. Students who are scheduled to ride a bus must ride the bus they have been assigned unless written permission is sent to school and the principal approves it. Large numbers of students will not be able to ride an alternative bus home for social events due to the need to keep buses within legal

occupancy limits. You can also track your child's bus using **MyStop** which is a web-based application available to all Robbinsdale Area Schools parents and students that lets them access live bus GPS information. Using a smartphone, tablet or desktop computer, parents and students can view the current location of buses on routes and the estimated time of arrival at their neighborhood bus stops. Find out more by logging into Rdale.org and looking for transportation under the departments tab.

CELL PHONES

It is recommended that students keep cell phones at home. However, we understand that some families may find it necessary for their child to bring a phone to school. Cell phones should be kept in a safe place and not used during the school day. School staff will respond to the use of a cell phone based upon the guidelines in the Student Behavior Handbook.

CLASSROOM DELIVERIES

Forgotten items such as cold lunches, boots, shoes, and homework assignments brought to school by parents must be dropped off in the school office. A staff person will deliver them to the classroom.

CLASSROOM PLACEMENT

Class placement will be available through the Infinite Campus Parent Portal the Monday prior to "Meet the Teacher Night". For information on how to be signed up for Parent Portal go the district website at www.rdale.org and click on the parent tab then scroll down to Parent Portal. Class placement information will be mailed out prior to "Meet the Teacher Night". The staff at Sonnesyn may make changes in classroom placement throughout the school year if it is in the best interest of the child and will work with families if a change of placement is necessary.

COMMUNICATION/QUESTIONS ABOUT SCHOOL

All of us at Sonnesyn are very interested in promoting communication between staff, parents and students. We encourage you to call if you have concerns or questions in the following order:

- Start with the person who is directly working with the concern or program, in most cases the classroom teacher or specialist.
- If a conference with that individual does not resolve the issue, your next step is to contact the principal.

Keep us informed of the following important circumstances by sending a written, signed note to your child's teacher.

- Your child is riding another bus.
- Your child will be picked up early or arrive late.
- Your child will be going home with another child.
- Your child is picked up by someone other than the guardian or parent.

CONFERENCES, HOME VISITS AND REPORT CARDS

Conferences are held with parents in October and March. Typically, conferences are 20-30 minutes long. Fall conferences are held for the purpose of developing an educational plan for your child and to set goals for the year. Sonnesyn staff also may utilize home visits as another way to build relationships with families. Home visits may be scheduled in lieu of conferences and can be initiated by teacher or parent. Progress report cards are sent home as scheduled by the district. You are encouraged to communicate with teachers whenever you have a need.

CUSTODY

In cases where parents are separated or divorced and one parent has legal custody of a child, the school must have a copy of the court order that determines custody and visitation rights. The school must have legal documentation in order to comply with any limiting court order.

Data privacy laws recognize the right of a natural parent, regardless of child custody, to have access to the school records of his or her child. A non-custodial, natural parent may arrange to review the school record of his or her child. If two sets of school materials are required, the non-custodial parent should provide the teacher with 10 self-addressed, stamped envelopes. Please be prepared to show ID if requested by the office staff when requesting access to any student data.

DRESS CODE

The temperature in the school can vary as the weather changes. We suggest that children dress in layers to accommodate both warm and cold days in the building. Your cooperation is appreciated in monitoring clothing your child wears to school. Please refer to district Administrative Procedure regarding student dress code

EMERGENCY STUDENT INFORMATION

First aid is administered to any child injured at school. If the injury is a minor scratch or bump, first aid is administered and no contact is made with the home. If the injury or illness is such that we think the student's parents should be made aware, parents are notified by phone.

FOOD SERVICES: LUNCH AND BREAKFAST

Children in grades Kindergarten through grade 5 may take part in our excellent breakfast and/or lunch program. All foods are prepared in our kitchen that insures a high level of quality control. Students can choose to take part in either or both programs at a reasonable cost of:

2016-17 MEAL PRICES

Breakfast - free provided by grant (Adult breakfast price is \$2.00)
Lunch \$2.50 (Adult lunch price is \$4.00)
Juice .40 Milk .50

Applications must be completed each year. All breakfast/lunches (full price, reduced or free) are handled exactly the same way. Thus students never know what type of payment method is used. A lunch assistance program for free or reduced-price lunches is available at school. If you need financial assistance for lunches, complete the application you received in the mail or go to the district website at www.rocketscan.rdale.org to apply online. If you do not have an application, call the school for one. **Applications must be completed each year.**

Each student is assigned a Personal Identification Number (PIN). Write this number as well as the child's name and room number on all checks for purchasing school breakfast or lunch. Students may drop off cash in envelopes. When paying by check, do not put the check in an envelope. The envelopes for cash and checks should be left in a box located in the cafeteria.

We always welcome parents and significant adults for breakfast/lunch with the children. Adults may purchase a breakfast or lunch credit from the food service staff in the lunchroom at the time they wish to eat.

GUM/CANDY/POP

Students are asked to keep gum, candy, or pop at home unless special arrangements have been made with the classroom teacher.

LOCKER POLICY

It is the policy of Robbinsdale Area Schools and the state of Minnesota that school lockers, desks and other areas assigned to a student are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Under state law, school authorities for any reason may conduct inspection of lockers at any time, without notice, without student

consent and without a search warrant. Since students share lockers, padlocks are not permitted.

LOST AND FOUND

There will be an assigned area for lost and found items. All clothing items are put in this area. All other items are kept in the school office. Label all clothing to make it easier to find if lost. Lost and found will be emptied monthly during the school year. Reminders are sent out via email prior to emptying out the lost/found and sending to donation.

LATEX BALLOONS

Latex balloons are not allowed at Sonnesyn. A latex-sensitive person can have a life-threatening allergic reaction with no previous warning or symptoms. Mylar balloons may be substituted.

MEDICATIONS

For the safety of all students, medications will be administered during the school day according to district policy. The school must receive a completed medication consent form for all prescription and over the counter medicine. All medication must be sent to school in the original labeled prescription bottle or over the counter container. Call the health office at 504-7605 if you have any questions.

NEWSLETTERS/CALENDARS

The Sonnesyn Newsletter/calendar can be found online by going to see.rdale.org, on the Principal's Corner.

PARENT PORTAL

Parent Portal/Schoology is another communication tool for parents and guardians. These systems allow parents to receive information from schools quickly and conveniently. Updates from the principal are often sent via email using the messenger or parent portal system. For information on how to get signed up for Parent Portal go to the district website at www.rdale.org and click on the parent tab then

scroll down to Parent Portal. Note: You must indicate in the settings that you would like to receive emails and/or text messages in order to receive messages from school.

PARENT TEACHER STUDENT ORGANIZATION

Sonnesyn has an active Parent Teacher Student Organization (PTSO). Every family is encouraged to actively participate in this organization. The PTSO council meets once a month. All families are invited to attend these meetings. The PTSO Volunteer Handbook is included in this publication and is filled with wonderful information and opportunities for volunteering. All PTSO events will be shared on the Sonnesyn calendars

PARENT VISITS/CALLS

Parents and visitors are always welcome in our building. Parents are welcome to eat lunch with their children any day. Please be sure to check in at the office and have your identification with you when visiting school. If you wish to speak to a staff member, we ask that you call ahead to schedule an appointment so as not to interrupt learning. Calls to staff and students during school should be kept to a minimum. If you have an emergency, you are welcome to call the office. The office staff will make every effort to relay the message to the teacher as quickly as possible if you state the emergency.

The best times to reach staff are 8:20-9:20 a.m. and 3:50-4:00 p.m. each day.

PATROLLED CROSSING

School patrols assist walkers in crossing the street safely. Be sure your child crosses only at the crosswalk and during the times listed: 9:15-9:25 a.m. and 3:45-3:55 p.m.

PET POLICY

Due to health and air quality concerns, no dogs, cats, rodents, rabbits, reptiles, fish, birds, or exotic animals are allowed at school. Science curriculum approved by the principal may bring in the animals listed above. This includes organizations such as Critters & Co., Raptor Center, MN Zoo and the Humane Society. Animals brought in for "Show and tell" should be scheduled for fall or spring, thus permitting the viewing of these animals in an outside location of the school. (Should be pre- approved with the teacher.)

PHYSICAL EDUCATION

Students in all grades meet with a physical education specialist for two 30-minute classes weekly. Students are expected to participate and wear proper gym shoes.

PLAY EQUIPMENT

Playground balls, jump ropes, etc. are provided by the school and should not be brought from home.

RECESS TEMPERATURE GUIDE

The decision to go out or stay in for recess is made on good judgment. Children benefit from being outside in the fresh air. However, when the weather temperature is 0 or wind chill is -10 or lower, everyone is expected to remain indoors.

Please do not request that your child stay in during the noon recess period. Your child's teacher is having lunch during this time and supervision is at a minimum. Children are expected to wear warm clothing and boots during the winter months. Please contact the school if you are in need of warm clothing. We often receive donations throughout the winter months.

RELEASING STUDENTS FROM CLASS DURING THE SCHOOL DAY

When a child is taken from school during the school day, a parent/guardian should send a note to the child's teacher stating the reason, date and time for the release. **Make sure your child's name and room number are on the note.** Parents must come to the office, **present a picture ID**, and sign the release form before the student will be called to the office from the classroom.

If someone other than the parent/guardian is picking up your child, tell us who will be coming and **they will also be required to present a picture ID.** **Note: Your child will only be released to people listed on the data information form unless clarified by you. We occasionally call to confirm if we have not received prior notice from you.**

***Please note: We request that you let the office know by 3:00 p.m. if your child's end of the day routine will change. At the end of the day the students/teachers are busy ending the day/packing up and we need ample time to get the message to the teacher.**

SCHOOL CLOSING

In case of inclement weather, school may be closed. Do not call school for this information; instead, listen to WCCO 830/AM radio, KARE 11-TV and KSTP-TV. Watch or listen for "**Robbinsdale Area Schools**". Updates are also often listed on the school district website, twitter or Facebook pages.

SONNESYN BEHAVIOR PLAN AND GUIDELINES

Three expectations exist for all Sonnesyn students.

Be Respectful

- Use appropriate language and voice level.

- Follow directions.
- Share and take turns.
- Keep hands to yourself.
- Walk in school.
- Leave dangerous objects (including toy weapons) at home.

Be Responsible

- Believe in yourself.
- Produce quality work.
- Resolve conflicts peacefully.
- Keep our school clean.

Belong

- Treat others with compassion.
- Act in a friendly manner.
- Appreciate the differences in others.

Robbinsdale Area Schools has a Student Behavior Handbook that is shared with families every year and can be found at the Sonnesyn website see.rdale.org under the parent tab. Students and families are expected to be familiar with the district's expectations for student behavior. The expectations and guidelines found in that handbook are followed at Sonnesyn. As a school, we believe that the most effective strategies for creating a safe learning environment are ones that are put into place as supports prior to any student misbehavior. Sonnesyn has three school-wide expectations: Be Respectful, Be Responsible, and Belong. Sonnesyn staff implement strategies that are proven to de-escalate and reduce student misbehavior. Currently, Sonnesyn staff are implementing the following high-impact academic and behavioral management strategies including:

- Positive Behavior Interventions and Supports (PBIS)
- Responsive Classroom (RC)

- Educational Non-Verbal Yardsticks: Non-Verbal Classroom Management (ENVoY)
- Social/Emotional Learning (SEL)

PBIS

PBIS is a framework for creating safe and effective schools by developing research-based, school-wide, and classroom behavior support systems. The focus is on teaching and supporting positive behavior for all students.

At Sonnesyn one of the ways we support positive behavior is through the use of our “Buzz tickets”. Every staff member at Sonnesyn is provided with small tickets they can distribute to students when they catch them demonstrating one of our three be’s; Be Respectful, Be Responsible and Belong. Students then write their name on the ticket and place it in a bucket in their classroom. Each week, a building wide drawing is held for two winners per grade level. A few favorite prizes are:

Eating lunch with the principal or assistant principal, playing a game with a staff member, getting a behind the scenes tour from our head custodian Mr. Mike, or eating lunch with a friend. Also, keep an eye out for our bucket of buzz tickets by the front office. When the bucket is filled there is a school-wide celebration.

In addition, there are identified character traits for every month. The monthly trait is introduced at the Character assembly, and then reinforced through lessons in the classroom. Each month a student, who has been an excellent example of the trait, is nominated by their classroom teacher for recognition at the Character assembly, if they wish.

Sometimes, student behavior requires a reactive response from staff. In most cases, the staff in charge responds to the behavior. Some

behaviors require a visit to the Reflection Room. A student may visit the Reflection Room under the following situations:

- Refer to district student behavior handbook for more detailed information regarding “levels” of behaviors
- Level 2: Immediately after behavior occurs or as soon as staff deems appropriate
- Level 3 and 4: Immediately
- Other: Investigations, mediations, in-school suspension/PBIS tier 2 intervention

When a student visits the Reflection Room, families can expect the following:

- Student will be expected to sit and reflect on their behavior for 5 minutes
- Student will complete a written reflection
- Reflection Room staff will meet with the students to make a plan for improved behavior
- Communication home through phone call or email
- Written report sent home for parents to view

In most cases, the student will return to class unless the behavior requires time for investigation or an out-of-classroom consequence is assigned. If you ever have any questions about a discipline incident or need to report an incident to the school, please contact your child’s teacher first. The Reflection Room staff are also available to provide support by calling 763-504-7664.

Students at Sonnesyn are not only expected to obey these rules, but also take the time to learn the processes for working with others in a productive manner.

SCHOOL ARRIVAL PROCEDURES -Walking/biking

Walkers and bikers may enter the building at doors 1. There is a bicycle rack located near door 7 for your convenience.

Drop Off by Car

Families are asked to park in the adjacent St. Joseph Parish Community parking lot and escort their student(s) to door 1 using the sidewalk or pull up to the curb at the corner of the St. Joe's parking lot where a Sonnesyn staff member is standing. We ask that students exit the car closest to the curb. There are 28 available parking spots in the St. Joseph parking lot reserved for Sonnesyn family use. Drop off should not occur prior to 9:15 a.m. as there is no supervision prior to that time.

SCHOOL DISMISSAL PROCEDURES – Walking/biking

Walkers and bikers should exit the building and use the existing sidewalks, cross walks and crossing guards near the school to minimize the likelihood of an injury.

Pick Up by Car

Families are asked to park in the adjacent St. Joseph Parish Community parking lot and enter **door 18** using the sidewalk to sign out their student(s) in the North Gymnasium. There are 28 available parking spots in the St. Joseph parking lot reserved for Sonnesyn family use.

VALUABLES FROM HOME

Do not send valuable items to school from home. Occasionally these items are lost, broken or stolen. School personnel do all we can to keep items safe, but we cannot guarantee items will return home as sent.

VISITS AND SECURITY CHECK IN

Student safety is our first priority. We require that **all parents and visitors check in with proper ID at the front office** upon entering the building to obtain a visitors badge. Parents are welcome to walk their child to class at the start of the school day. Enter the building through the front door only. Visitors are asked to wear ID/visitors badge at all times when in the building and return ID/visitors badge upon checking out of school. This name tag will be issued at check in. Visits to the classroom during the school day should be pre-arranged with the teacher.

VOLUNTEERS

Sonnesyn encourages and welcomes volunteers. We hope you will become personally involved in your child's education by taking advantage of the variety of opportunities available. Whatever your schedule may be, we hope you will call school or take advantage of the recruitment opportunities through PTSO. You, your child and your child's school will benefit. To inquire further about volunteering please call the main office at 763-504-7600. The PTSO Volunteer Handbook is included in this publication and is filled with wonderful information and opportunities for volunteering.

WEEKLY MAIL/FOLDERS

School/district notices, and flyers from community organizations are distributed online. Most items are sent electronically through email and are posted on our school website. Items that require return to school will be sent home in paper form. The school will have some copies printed and available in the front office. In order to receive Weekly Folder, please ensure you are signed up in Parent Portal and opt in to receive e-mails.

School Board Information

Dr. Carlton Jenkins
Superintendent Carlton_Jenkins@rdale.org
763-504-8011

Helen Bassett Helen_Bassett@rdale.org
763-504-7997

John Vento John_Vento@rdale.org
763-504-7995

Pam Lindberg Pam_Lindberg@rdale.org
763-504-7996

David Boone David_Boone@rdale.org
763-504-7993

Patsy Green Patsy_Green@rdale.org
763-504-7992

Mike Herring Mike_Herring@rdale.org
763-504-7994

Sherry Tyrell Sherry_Tyrell@rdale.org
763-504-7992

School Board Group Voice Mail: 763-504-7990
Group e-mail: school_board@rdale.org

SONNESYN PTSO INFORMATION

2018-19 PTSO Board Members

Co-Presidents: Carolyn Ellis, Aiysha Mustapha

Co-Treasurers: Rose Wangen, Airel Jefferson

Secretary: Sarah Mittendorff

Volunteer Coordinator: Melisa Tomasko

Please contact any board member at: sonnesynptso@gmail.com.

If you are interested in volunteering, e-mail Melisa Tomasko at: sonnesynvolunteers@gmail.com.

Frequently Asked Questions

What is the PTSO?

The PTSO is Sonnesyn's Parent, Teacher and Student Organization. All Sonnesyn parents and guardians are welcome!

What do we do?

Our goal is to support Sonnesyn Elementary and help build a community for our families. Throughout the year, we provide volunteers for classroom needs, sponsor fun family events, and fundraise to provide extra educational opportunities and technology for our students.

Why should I participate in PTSO events?

This is a perfect way to show your children that you are part of their community. You will also make friends and have fun in the process!

Why should I come to PTSO meetings?

This is your chance to voice your ideas and/or concerns. It is also an opportunity for you to learn about what is happening at Sonnesyn and meet other families.

I don't want to attend meetings. Can I still support the PTSO?

Yes! Attendance at meetings is definitely not required. We encourage ALL parents to get involved at Sonnesyn. An easy way to support the PTSO is by volunteering at PTSO events. It's fun and easy and makes a huge difference!

How can I find out about PTSO business, upcoming events and volunteer opportunities?

❖ Our primary communication tool is a web-based app called **Konstella**. On this app, we have a private Sonnesyn Elementary community set up, with a calendar of all school and PTSO events and an online parent directory to help you connect to other Sonnesyn families.

The PTSO verifies that all Konstella members are Sonnesyn parents or guardians, and your privacy is protected -- share as much or as little info as you'd like. Once you join and are verified, you can use the app on your phone, receive e-mail notifications, or just log in at a computer when you want to access the calendar, directory, or volunteer sign-up feature.

To join Konstella, go to www.konstella.com or download the Konstella app and search for "Sonnesyn Elementary".

❖ Check out the PTSO web page! Log on to the Sonnesyn website, www.see.rdale.org. Click on the "Parents" tab at the top and select "Sonnesyn PTSO". Here you can find out about upcoming events and read the latest PTSO meeting minutes.

❖ "Like" Sonnesyn Elementary and Robbinsdale Area Schools on Facebook!

PTSO Event Descriptions

Classroom Parties: Parents help to coordinate classroom parties twice per year. In October, students celebrate with a “Harvest Party” and in February, they celebrate with a “Friendship Party”. Parents interested in helping plan these parties should contact the PTSO Volunteer Coordinator at sonnesynvolunteers@gmail.com.

Breakfast with Buddies: The PTSO holds a breakfast for Kindergarten, 1st and 2nd grade students in the Fall and 3rd, 4th and 5th grade students in the Spring. At these events, students invite their parents, grandparents or other special friends to join them for a quick breakfast before school. This is a great chance to spend time at Sonnesyn and meet teachers and other families.

Conference Meals: During parent-teacher conferences, teachers and staff work through the dinner hour. In appreciation, the PTSO provides a meal. Parents are asked to sign up to bring in items to help support these meals.

Grand Friend’s Day: This is a very important day at Sonnesyn! Grandparents and special friends are invited to join students in their classrooms for a special program and lunch.

Family Bingo Night for 3rd –5th Grades: Join us for an evening of bingo and fun prizes for students and families! Refreshments provided by the PTSO.

Candy Cane Holiday Shop: This December pop-up store gives our students a chance to shop for fun, inexpensive holiday gifts.

Family Movie Night for K-2nd Grades: Come in your pajamas, bring your sleeping bag and lay on the gym floor to watch a movie with your family and friends. Refreshments provided by the PTSO.

All-School Dance: Come show us your moves and have fun with your friends! All students are invited to this annual event. There is always a fun theme with a picture booth and refreshments for sale.

Staff Appreciation Week: This is a week to show our teachers and staff how much we appreciate all they do! Parents and students decorate the school and provide treats to our staff each day this week.

Buzz Run: Students set a lap goal and then have fun walking or running around the track during recess time. Families are invited to come cheer or run!

Twins Night: We purchase tickets as a group to attend a Minnesota Twins game. Watch for details in Spring!

Carnival: Come one, come all, to the annual Sonnesyn Carnival! This is an awesome school spirit event where we celebrate the end of the school year with carnival games, giant bounce houses, fun activities, refreshments, ice cream, and a huge fundraising raffle.

Fifth Grade Farewell: A program and reception for our graduating fifth grade students, held on the last day of school.

PTSO Fundraisers

Scholastic Book Fairs: The PTSO holds two book fairs each year, scheduled during Fall and Spring Parent-Teacher Conference weeks. All profits go directly to the Sonnesyn Media Center for books and technology. Please shop and support this great cause! Also consider signing up to work a shift - we need many volunteers for these fairs.

PTSO Fundraisers: The PTSO holds a fundraiser each Fall and Spring, and holds a fundraising raffle the night of the school carnival.

Please support the PTSO's fundraising efforts – you won't find a better cause! The money we raise directly helps our students and school and is used to provide:

- ❖ Annual allocations to Sonnesyn teachers, departments, and grade levels for supplies, equipment, field trips, etc.
- ❖ Technology and equipment for the school. (SmartBoards, etc.)
- ❖ Funds for extra learning opportunities and extracurricular enrichments
- ❖ PTSO community-building events held throughout the school year

If you would like to contribute to the PTSO, but do not want to take part in merchandise sales, feel free to make a direct donation to the PTSO at any time. We are a 501c, non-profit organization and all donations are 100% tax-deductible.

Ongoing Fundraisers

- ❖ **General Mills Box Tops:** Collect Box Tops from General Mills Products and return them to the bin in the school's main hallway. Each Box Top is worth 10 cents!
- ❖ **Loaves for Learning:** Collect proofs of purchases from Country Hearth and Village Hearth breads and return them to the bin in the school's main hallway.
- ❖ **Coborn's Labels for Learning:** Turn in receipt points from Coborn's grocery stores.
- ❖ **Corporate Matching Gift Programs:** Does your company provide support for non-profits, through either choice dollars or a matching gift program? Designate Sonnesyn PTSO as your charity!
- ❖ **"Fun"raisers:** These events are held throughout the year and coordinated with local restaurants. Sonnesyn families are able to patronize a restaurant on a certain night and a percentage of the profits are donated back to the PTSO. Watch for upcoming opportunities in your student's Wednesday envelope.
- ❖ **AmazonSmile:** Order through AmazonSmile.com and select Sonnesyn Parent Teacher Student Organization as your charity. 0.5% of your eligible purchases will be donated back to the PTSO.

PTSO Volunteers

About Volunteering

Studies show that when parents get involved, students benefit. Active parental participation has been shown to raise student test scores and grades, increase student achievement, and foster positive attitudes about school by both parents and students. Sonnesyn is known for its outstanding community and family involvement. It is through volunteers like you that Sonnesyn will continue to be a positive, successful school. Please take the time to help whenever you can!

PTSO Volunteer Coordinator

The PTSO Volunteer Coordinator recruits and coordinates volunteers to help in Sonnesyn classrooms and assists in finding parents to help at PTSO events. There are so many ways to help out, and we appreciate any time you can give! A parent volunteer info sheet will be sent home at the beginning of the school year. Please look for this, fill it out, and return it to school. If you have any questions, please contact Melisa Tomasko at sonnesynvolunteers@gmail.com.

Volunteer Lunch Program

If you are volunteering at Sonnesyn before or during lunch, you can stay and have lunch on us. Tickets are available in the office -- just identify yourself as a volunteer and let them know you would like a lunch ticket, and then turn that ticket in to the lunchroom cashier.

However... if you are a regular volunteer and would like to set up your own lunch account (and not use PTSO funds) – you can! Talk to our Nutrition Supervisor and she will set up an account and assign you a PIN number.

Sonnesyn Classroom Volunteer Guidelines

SIGN IN AND OUT: All volunteers must check in at the school office and sign in and out of a volunteer log. This is for security purposes so school officials know who is in the building at all times. Please remember to bring your state ID so the office can verify your identity and print you a name tag. Wear the nametag while you are in the school and return it to the office when you leave.

RESTROOM POLICY: There are restrooms across from the Media Center for volunteers to use. ADULTS ARE NOT ALLOWED IN THE CHILDREN'S RESTROOMS.

DEPENDABILITY: Please be prompt and consistent. We know there will be times when you may be ill or unable to volunteer. However, please let your teacher know as far in advance as possible if you need to cancel.

CONFIDENTIALITY: CONFIDENTIALITY IS A CRITICAL COMPONENT OF ALL SCHOOL VOLUNTEER PROGRAMS. Data Privacy laws are very specific. Discussing school events, lessons and issues in general are fine, but volunteers should not repeat anything about individual students. If you have any questions about anything you observe, please discuss them with the teacher or principal.

STUDENT DISCIPLINE: Volunteers are to refer all discipline problems to the staff person in charge. The responsibility for discipline rests with the professional staff of the school. Physical interventions should never be used by volunteers.