

Sunnyside Elementary School

1111 Sunshine Rd.
Sunnydale, USA, 1234567
(555)555-5555

- **Tutoring Start Date:** November 14, 2011
- **Tutoring Days and Time:** Monday/Wednesday, 3:00pm-4:30pm
- **Tutor Arrival Time and Sign-in:** Arrive between 2:45pm-2:55pm, Sign-in in notebook at the entrance to Cafeteria
- **Student pick-up:** Line up student groups from assigned table, have students throw away trash as they leave cafeteria, walk students to assigned classroom (See attached map and room assignments)
- **Dismissal:** Bring all students to the front of the building at 4:30. Students will be directed to the Bus line, Car rider line, or ACES. Please remain with students until all of your group has been picked up or accounted for. Any students remaining after 4:45 will be taken care of by the school site coordinator, Ms. Smith.
- **Behavior Policy:** Sunnyside Elementary is a Positive Behavior Intervention and Support (PBIS) school. Our students follow the PRIDE guidelines:
 - P: Positive attitude
 - R: Respect for self and others
 - I: Integrity
 - D: Determination
 - E: EqualityIn handling discipline issues, please refer students to these guidelines. If you encounter discipline problems beyond your control, contact Ms. Smith immediately.
- **Classroom Use:** Tutors are expected to provide all materials necessary for their tutoring program. If you move furniture in the classroom, please return to its original state prior to leaving.
- **General Information:**
 - Check the GCS website for District closings due to inclement weather
 - Check the GCS website for the school calendar for holidays and Early Release days (Students will not tutor on Early Release days)
 - Information specific to Sunnyside will be placed next to the sign-in notebook. Check for updated information each time you sign-in.
- **For questions, concerns, or assistance during tutoring contact Ms. Smith at ext. 4040 or smithf@gcsnc.com**