

Sunset Park Center for Accelerated Studies
STUDENT / PARENT HANDBOOK
2015-2016



Taking the LEAD in Education!

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Sunset Park Center for Accelerated Studies

Mission Statement

We will create a child-centered learning environment where ALL children will learn at high levels.

Sunset Park Faculty

Principal's Message to Parents & Guardians

“SUNSET PARK’S MOTTO...Taking the LEAD in education!”

Welcome to the 2015-2016 school year at Sunset Park Center for Accelerated Studies. We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school, the parent/guardian, and student. We ask for your cooperation so we may provide your child with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly.

We are excited about the many wonderful opportunities your child will have this year at Sunset Park Center for Accelerated Studies. We are the only Gifted and Talented magnet school in the area, and we are very excited about our program! Your children will have access to some of the most exciting technology available in education today! In fact, our third, fourth and fifth graders will experience true one to one computing this year through the iRock Initiative! It is our goal to engage and challenge our students each and every day of this school year. Our students will be in classrooms equipped with both an interactive Promethean Board and a Phonic Ear sound system. All of our teachers have been trained in how to use this technology, and they will be designing lessons which incorporate these tools throughout the year. How exciting it is to think about how many creative opportunities for learning your children will have this year!

Every child is unique and should be provided with educational opportunities to develop to their fullest potential socially, emotionally, physically, and academically. The coordinated effort of the home, the school, and the community is needed to achieve this goal. Activities are developed to encourage learning in a program designed to fit individual rates of growth, prior experiences, and needs. Our school’s instructional program focuses on the development of citizenship and academic skills necessary to assume a responsible and productive role in our democratic society. In addition, experiences are provided for students to develop an appreciation for diversity. The atmosphere of this school’s environment promotes self-satisfaction, responsibility, and the joy of learning.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child’s programs, and become an active member in the PTO and volunteer program. We are happy to have you and your child with us at Sunset Park Center for Accelerated Studies.

Let’s work together to make this the best year ever for our children!

Sincerely,

Tammy T. White, *Ph.D*
Principal

Assistant Principal's Message

Students, Parents, and Friends:

Welcome to Sunset Park Center for Accelerated Studies! We are looking forward to beginning another exhilarating year with you. As Sunset Park Center for Accelerated Studies' Assistant Principal, I am excited to have the opportunity to work with each of you as we create innovative programs allowing all of our students to reach their maximum potential.

High expectations for all learners are the basis for Sunset Park's Accelerated Studies program. Our focus on building inquiry and higher order thinking skills among our students will remain a priority for all faculty and staff. Our faculty will continue to hold high expectations for all students while providing instructional opportunities encouraging problem solving skills and a strong work ethic.

Success for all students is the goal as teachers and faculty work to meet the needs of all learners by nurturing individual gifts and talents. Sunset Park will encourage students to make decisions about their learning and provide support to put those decisions into actions to ensure success.

This year will mark the tenth year operating with a standard code of dress. We feel the dress code continues to enhance the students' experiences in the classroom and allows our students the opportunity to stay focused on learning and cooperation. Please see the section in the handbook addressing the standard code of dress if you have questions regarding particular clothing items.

I have an open door policy and feel communication is one of the keys to success for all learners. Please do not hesitate to contact me with questions regarding curriculum, test scores, academic support, or any other area where you may desire additional information. I look forward to hearing from you this school year!

Another essential element to student success in school is parental involvement. I encourage you to attend workshops and other scheduled school events, have lunch with your child, volunteer as a chaperone on a field trip, donate time to read with a student, or simply stop by and say hello!

This is going to be an exciting school year, and I look forward to working with each of you at Sunset Park Center for Accelerated Studies!

Sincerely,
Jaime N. Cochrane
Assistant Principal

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GENERAL INFORMATION

School Hours

The school day for grades K-5 begins at 7:45 a.m. and ends at 2:25 p.m. Morning bus routes for elementary schools begin around 6:40 a.m. (Note: **Students cannot enter the school building prior to 7:00 a.m. and must remain in their parents' vehicles if they arrive before 7:00 a.m.**) Students begin reporting to their classrooms at 7:40 a.m. and will be dismissed promptly at 2:25 p.m. Students will not be allowed to remain after school with teachers without prior parent notification.

Entry Requirements

The following documents are required for new students:

- ☐ Students entering kindergarten must be 5 years old before midnight September 1. Students entering first grade must be 6 years old before midnight September 1.
- ☐ A copy of a birth certificate, immunization records, and proof of residence (gas, light, water bill) must be presented upon registering your child(ren).

Immunization Requirements

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control has declared the following schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or child development program under the control of the State Department of Education for the 2015-2016 school year.

Minimum Requirements:

Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP, or Td vaccine with at least one (1) dose received on or after the fourth birthday.

Three (3) doses of any combination of oral or inactivated Polio vaccine with at least one (1) dose received on or after the fourth birthday.

Two (2) doses of Rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month.

One (1) dose of Rubella (German Measles) vaccine received on or after the first birthday.

One (1) dose of Mumps vaccine received on or after the first birthday.

Three (3) doses of Hepatitis B vaccine.

Two (2) doses of Varicella vaccine or documented evidence of a positive history of the chicken pox virus is required for all students entering kindergarten in South Carolina. Varicella vaccine is routinely administered at 12-15 months of age and 4-6 years of age.

Morning Procedures

- ☐ All students must enter our building through the cafeteria.
- ☐ Breakfast will be served from 7:10 – 7:30 a.m.
- ☐ Students not eating breakfast will report to the cafeteria before going on to their designated arrival areas within the building.
- ☐ No student will be readmitted for breakfast after leaving the cafeteria for other areas.
Designated areas are:

Kindergarten, First Grade	(B Hall)
Second Grade, Third Grade	(E Hall)
Fourth Grade, Fifth Grade	(F Hall, downstairs)
- ☐ Students may not leave these areas without permission from a staff member.

A Minute Of Silence

The South Carolina Legislature passed a law during the 1993-1994 session mandating a full minute of silence be observed each day in our schools.

If you are a guest at Sunset Park during the announced minute of silence, please observe this time with us by remaining quiet and still in the halls. Your cooperation and support are greatly appreciated.

Dropping Off and Picking Up Students

The school is open at 7:00 a.m. Students should use the side entrance of the cafeteria to enter the building. We ask that all parents use the car rider driveway to drop off students in the mornings as well as for pick up in the afternoon. In the afternoon, car riders will be dismissed through the cafeteria doors.

All arrangements for end-of-the-day transportation should be communicated in writing, per the Policy *Student Dismissal Precautions* (Code JL1B; *For general dismissal...ensure each student is released only in the option and manner prescribed and authorized in writing by the parent(s) or legal guardian(s). The parent/legal guardian must request all...dismissals in writing prior to the time of the requested dismissal.*

*Phone calls to change end-of-the-day transportation will no longer be accepted at SPCAS.

Afternoon Procedures

Car Riders:

The Rock Hill City Police Department has asked that we notify you of the specific procedures for you to follow when arriving at Sunset Park each afternoon to pick up your children during dismissal. Please be aware that parents are required to enter our student pick-up line from the Friedham Road side of the building on Barnes Street. Vehicles are not allowed to turn left into our driveway in an effort to join the pick-up lanes for traffic. This causes a back up of traffic as well as many other

safety concerns that cannot be allowed. Folks disobeying this request may be charged with a traffic violation.

Parents should enter the car rider line from Barnes Street and form a single line for pick up. The teacher parking lot will be closed off during dismissal each afternoon to eliminate the need for students to cross in front of traffic to their waiting vehicles. Parents must use the car rider line as the only pickup point. Students will be called from the cafeteria as parents arrive to pick them up. **Please display the name of your child until your child is in the car on a school issued placard on the passenger side dashboard of your vehicle to assist us in quickly identifying which child to call next. *Reminder---Adults picking up children will be asked to pull into the “10 Minute Parking” area and then have to enter the building and sign them out if they do not have a school issued placard with their child’s name on it during dismissal.** Parents should not pick up their children on Ogden Road because it is a narrow and busy road, which poses many safety hazards. Also, please refrain from picking up your child as they exit to be a walker. This practice creates confusion for not only the staff member in charge of dismissal but also for the children who are exiting the building to walk home.

The safety patrol will assist with opening and closing doors for students. Students are expected to always respect and follow the guide of our safety patrol. Parents, please remember to drive slowly and carefully as you pull out. Watch for children who might run in front of you.

Do not get impatient. The traffic always clears out in just a few minutes. Please obey the safety patrol and staff members who are directing traffic. **(Note: Parents/ Drivers who choose to disobey instructions given by the safety patrol or staff members will be referred to the Rock Hill Police Department.)**

Walkers:

Walking students should enter through the cafeteria upon arriving at school each morning. In the afternoons, all walkers will be dismissed to F-hall and escorted from that point down to Ogden Road. All student walkers in kindergarten, first, and second grades must be accompanied by an older sibling or authorized adult when leaving our school campus. Any kindergarten, first or second grade walker who is not met by an older sibling or an authorized adult will be escorted back into the building to wait for a parent to come in and sign them out. ***Reminder---Adults meeting walkers will be asked to enter the building and sign them out if they do not have a school issued placard with their child’s name on it during dismissal.**

Attendance

In accordance with state law, all children between the ages of five and seventeen must be enrolled in school. It is expected that they be in regular attendance as well as enrolled. Regular attendance is necessary for the expected and desirable academic progress as well as the expected and desirable social progress. The school year consists of 180 days. Students are expected to attend school regularly.

Absences and Tardiness

We ask that students be present and on time each day so they will not miss classroom instruction. When necessary, parents will be called to verify their knowledge of the absence.

The State Board of Education has implemented a law requiring districts to report truancy data for students classified as truant according to State Board regulations.

- ☐ A child ages 6 to 17 years meets the definition of truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

Parents will receive information in writing of excessive absences. Truant students will receive a referral to the Home School Worker and an intervention plan will be developed in conjunction with the student and parent(s)/guardian(s). Excessive absences may result in a referral to Family Court.

Lawful Absences (excused):

Lawful absences shall include the following:

- ☐ Illness/Quarantine: Students who are ill and whose attendance would endanger their health or the health of others may be temporarily excused from attendance.
- ☐ Death: Students whose immediate family members become seriously ill or experience death.
- ☐ Medical/Dental: Students who have appointments and bring in a professional excuse. (Time of appointment should be included on the excuse.)
- ☐ Court proceedings: Students that have documentation showing they were involved in court proceedings.
- ☐ Students may be excused for attendance in school for recognized religious holidays of their faith.
- ☐ Students may be excused from attendance in school in accordance with local board policies.

Unlawful Absences (unexcused):

When a student is absent from school without the knowledge of parents or without justifiable causes with the knowledge of parents/guardians.

Absence Documentation Requirement

All absences require a professional excuse or a written note from the parent/guardian explaining the absence(s). The student should deliver the excuse/note to the teacher as soon as possible upon return to school; failure to submit such notes within three (3) days after returning to school will result in an unexcused absence being recorded. A professional excuse should be obtained from a physician, dentist, a court of law or other agency that renders appropriate services to students. All excuses shall be confidential. **(NOTE: Only five parental notes will be accepted for excused absences.)**

Excuses must state the date and the reason for the absence(s). False excuses shall be referred to the school administration for appropriate disciplinary action.

Tardiness:

Students who come to school late always lose valuable time. It is an interruption in the classroom and students miss important explanations of the day's work. Tardies are recorded on the report card. Parents must escort students in the building and sign them in after 7:45 a.m. Parents will receive information of excessive tardies. Children who accumulate 10 tardies to school will be required to have their parent attend a conference with the school administration to discuss the issues regarding their tardiness to school. Excessive tardiness may result in a referral to Family Court.

Perfect Attendance

We strongly encourage all students to attend school every day. Students with perfect attendance will receive Perfect Attendance Certificates. Students who are eligible will have no absences, no more

than 5 tardies, and no more than 10 early dismissals.

Early Dismissal

All students who are to leave school for an early dismissal must be signed out of school in the main office by a parent or other authorized person. A valid government issued identification is required to sign out a student. Students will not be permitted to leave alone or with an unauthorized individual. Anyone arriving to check out a student at any time before 2:00pm must report to the office first. **Due to dismissal procedures, please do not come into the office for dismissal after 2:00pm. There will be no early dismissal from the office, after 2:00 pm, unless there is a medical appointment or family emergency.**

Visitors

Parents and visitors are welcome and are encouraged to visit the school. They must first come to the office to state the nature of their visit and provide a valid government issued identification to receive a visitor's permit before going to other locations in the building. Extended (beyond 45 min.) or frequent visitation to classes will require approval from the principal. Only parents and legal guardians may visit/observe in classrooms.

Standardized Code of Dress

A standardized code of dress will be implemented this school year. All students in grades K-5 will be expected to adhere to the standardized code of dress. This code of dress is **not** voluntary. **It will be mandatory for all students.** The standardized code of dress is as follows:

Bottoms	Tops
Slacks, Shorts, Skirts, Dresses and/or Jumpers ▶ Khaki ▶ Navy	Long-sleeved and/or short sleeved polo shirts and polo shirt dresses with collars and without lettering, labels, pictures and/or emblems (this includes sweatshirts and hoodies being worn over polo shirts during the school day). ▶ Navy ▶ White ▶ Red ▶ Blue (Any Shade) ▶ Green ▶ Pink ▶ Yellow

Bottoms (slacks, shorts, and/or skirts) with belt loops must be worn with a belt. Bottoms without a belt loop should be pulled up to the students' waist (no sagging). Shorts and skirts may be worn by students, but should be no shorter than the fingertips when the student's arms are by his/her side. Any shoes that are appropriate for school are acceptable and should be worn at all times. (no flip flops or shower shoes)

Polo shirts must be tucked in at all times. Any shirts that bare midriffs are prohibited. Hats and caps may not be worn in the building. Students' hair must be well groomed and free of unnatural coloring. No facial paint or markings are allowed. Students may not wear chains attached to their belt or clothing. All clothing will be worn in the manner intended by the manufacturer with appropriate

undergarments. Students who fail to comply with the standardized code of dress may be warned, sent home to change, or disciplined as determined appropriate by the principal.

Cafeteria

Students: \$2.00 lunch and \$1.00 breakfast

Adults: \$3.25

Breakfast will be served daily **until 7:30 a.m.** for students. We encourage students to start their day with a good breakfast.

Since school cafeterias maintain only sufficient cash to support transactions for the purchase of breakfast or lunch meals the following procedures will be followed at all Rock Hill School District cafeterias:

- ☐ Cafeterias will not be a source of “change” with the exception of that due a customer as result of a purchase.
- ☐ Cashiers will give customers change back for up to the amount of \$20.00 with the purchase of a meal.
- ☐ Balance due to the customer who pays with denominations larger than \$20.00 can receive change up to \$20.00 and the balance will be credited to their school lunch account.

The food service program offers breakfast and lunch prepared and served by professionally trained personnel. Each meal is nutritiously sound and reasonably priced. Students are encouraged to participate in the school lunch program.

Students may qualify for the Free Lunch Program. Applications are available at the school and will be sent home. An application must be completed for each student. They are completely confidential. Please return applications immediately after receiving them.

If a student must pay a full or reduced amount for lunch, it is the parent’s responsibility to make sure that the student has the correct amount. Students may pay for their meal weekly (on Monday mornings) in the cafeteria or they may pay daily as they go through the serving line. Students are allowed no more than 3 IOUs at a time. Parents may also add money to their child’s lunch account online.

Parents are welcome to have lunch with their children at school by paying the adult price for lunch. All lunch time visitors should sign in at the office and obtain a visitor’s pass.

Lunch with Students

Parents are welcome to have lunch with their children at their designated lunch time any day. Students will be able to eat lunch with their parents at the tables in the front of the cafeteria, or they may join the class. *We will not, however, be able to allow children to eat with parents of other children at the tables in the front of the cafeteria.*

Cafeteria Rules & Expectations

1. All students who wish to purchase milk must go through the line.
2. Students are not to save seats in the cafeteria for friends.
3. Good table manners are required.
4. Students are required to keep their voices low at all times.
5. Students should check to see that all trash, food, and utensils are cleared from the tables

- and floor before exiting the cafeteria.
6. Students are not to remove food from the cafeteria at any time.
 7. Silent lunch tables will be provided for teachers' use at their discretion.
 8. Students are required to sit with their class during lunch unless accompanied by their parent.
 9. Students are to remain seated and only turn in their trays and empty trash when their teacher dismisses the entire class at the end of their lunch period.

Accident Insurance

Parents are encouraged to protect their children with accident insurance. The Board of Education provides an opportunity to obtain such coverage at a minimal cost.

Emergency Procedures

Parents are requested to complete (1) Enrollment Card for their student(s). A copy of the card is given to the teacher, while the original is kept on file in the office. **These documents are essential so we can contact you in the event it is necessary.** We ask your cooperation in making sure your child's teacher and the school office always have an updated and current home address and phone number, including friends and/or relatives that may be contacted. We appreciate your cooperation on this important procedure.

School Safety

A sincere effort has been put forth to make our school as safe as possible. Protective measures and procedures have been established with the safety of each student in mind. Each student must make safety a vital part of all school activities. Monthly fire drills, inclement weather drills, and other safety activities will be conducted to enhance safety.

School Safety Patrols

We take pride in the selection of our school safety patrols. All students are expected to obey and follow school rules, directions and procedures. Patrols have been assigned to specific locations around the school to help students move about in a safe and orderly manner. Safety patrol members are present for student safety. Students are expected to respect the safety patrol's directions.

Medication

Medication is only dispensed through the office or school nurse. Students should not bring any type of medicine to school. Parents must bring all medication to the school office and complete the appropriate paperwork. This is required for adequate record keeping.

Parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication. (Note: The school district retains the discretion to reject requests for administration of medication.)

Family Educational Rights and Privacy Act

Student personnel records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). Regulations and procedures for compliance of this act are provided through school board policy JRA. A copy of this policy is on the district's website (www.rock-hill.k12.sc.us) under the link "District Policies."

Directory Information

The following information is releasable upon request at the discretion of the student's school principal: the student's name, address, telephone number, date and place of birth, photo, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardian's prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools, P.O. Drawer 10072, Rock Hill, SC 29731 **by the Tuesday following Labor Day**. If such notice is given, the school attended by the student will be notified.

Reporting To Parents

Samples of your child's work will be sent home periodically. In an effort to improve home/school communication, a designated folder will be provided to each student for this purpose.

The entire staff will send notices, work samples, newsletters, etc. every Thursday that school is in session. Please review them and return the folder to the school on Friday morning. You will receive more specific information from your child's teacher.

Report Cards

The evaluation of student achievement is one of the important functions of the teacher. Report cards are designed to inform you of your child's level of instruction, academic progress, and growth in desirable habits and attitudes.

The report card provides a means of communication between you and your child's teacher which is very important to his/her success and happiness in school. Report cards are issued every nine weeks. One report card will be sent home in an envelope with your child's name on the outside along with a parent signature page. Please sign and return the signature page to your child's teacher on the next school day after issue.

Progress Reports

Every student will receive a Progress Report at the mid-point of each nine-week grading period. Please sign and return these to your child's teacher the following school day.

Parent Conferences

Each parent will be contacted by his or her child's teacher. Appointments requested by parents may be made by calling the school at 981-1260. We encourage conferences with your child's teacher so you will be well informed of his/her school progress.

Parental Involvement

PTO (Parent Teacher Organization):

Our goal this year is 100% parent involvement! Only through strong collaborative efforts may we achieve the best results. We encourage the support of parents, volunteers and the business community. Parent workshops and a variety of other activities are being planned for the year.

Visitors & Volunteers

All visitors and volunteers must stop by the office upon entering the school building. All visitors and volunteers are required to sign into our Visitor Management System and wear their name badge at all times. **Volunteers are required to fill out and submit a Volunteer Application and be approved** before beginning their volunteer work in the school (**this includes chaperones for any field study**). We appreciate your support with these measures that help us ensure the safety of our students.

Telephones

Messages for students may be taken by the office when there is an emergency or when it is essential to receive information. Students are not usually called to the telephone since office telephones are constantly in use for school business. (Note: Students may not use an office phone to call home unless there is an emergency. Arrangements for after school transportation must be made before coming to school.) All arrangements for end-of-the-day transportation should be communicated in writing, per the Policy *Student Dismissal Precautions* (Code JLIB; *For general dismissal...ensure each student is released only in the option and manner prescribed and authorized in writing by the parent(s) or legal guardian(s). The parent/legal guardian must request all...dismissals in writing prior to the time of the requested dismissal.*)

Parents are encouraged to call teachers when they have questions. Teachers will return calls during planning time or after school.

Parties

Parties for students may be held on Valentine's Day. The PTO will make arrangements for these parties. **No other parties should be given at school.** Your cooperation is appreciated. ***Invitations for private parties will be distributed only in cases where all students in the class receive an invitation.**

School Closing & Delayed Openings Due to Weather Conditions

Parents and guardians will be notified via the notification system (automated telephone call) from the District Office when schools are closed or delayed due to inclement weather. (It is important to keep the school notified of any telephone number changes.)

You may also tune to one of the following radio stations for information about school closings due to bad weather.

<u>Radio</u>	<u>Television</u>
WTYC	
WAGL	WBTB (3)
WRHI - AM 1340	WSOC (9)
WBT - 1110	WPCQ (36)
WSOC - FM 103	
WBZK - K99	

When schools operate on a delayed scheduled, **DO NOT BRING YOUR CHILD AT THE REGULAR SCHEDULED TIME.** Please make plans to deal with such a situation because the school cannot accept responsibility for students who arrive early. No breakfast will be served.

Important Notice About Custody

If you and your spouse are separated and you have legal custody of your child(ren), we need to have a copy of

your custody papers on file here at the school. If at any time you feel that a problem may occur, we need to have knowledge of this in the school's office. This is the only way we can be of any help in preventing any problems that may occur at school. Please present your concerns in writing.

Emergency Telephone Numbers

Rock Hill Fire Department	911
Rock Hill Police Department	329-7211
Sheriff's Department	327-2021
Rock Hill Rescue Squad	321-2021
Ambulance	329-1111
Piedmont Medical Center	329-1234
Poison Control Center	1-800-922-1117
Sunset Park Elementary School	981-1260

Student Fines

Fines will be charged for any textbooks and library books that have been lost or damaged. Students owing fines may lose certain school privileges if not paid. Late notices and lost book notices are sent home in communication folders to parents.

School Pictures

Individual school pictures will be made during the early part of the school year. The procedures and prices will be sent home as they become available.

School Supplies

It is the parent's responsibility to see that students have the required supplies. Please see the School Supply Lists located on our school website or the Rock Hill Schools' website.

Lost and Found

All lost and found items are to be placed in the cafeteria. If your child(ren) loses an article at school, he/she should check in the cafeteria as soon as possible. The lost and found will be cleaned out at the end of each week. Items left in the lost and found will be donated to charity.

Articles Prohibited At School

Students may not bring to school articles which are hazardous to the safety of others or which may interfere with school procedures. Such items include:

Guns	Razors	Trading Cards
Knives	Bean Shooters	Wallets w/chains attached
Cigarettes	Lighters	"Silly Bands"
Alcoholic Beverages	Pornographic Material	
Caps for Guns	Non-prescription Drugs	
Matches	Fire Crackers	
Toys Resembling Weapons		

Care of School Property

Any damage done to school property must be repaired or replaced at the expense of the offender.

Assertive Discipline

Establishing guidelines and consequences for student behavior reduces distractions and disruptions and assures that there is quality instruction for all students in an environment that is conducive to learning. Our faculty will be using several techniques including the Assertive Discipline System to manage student behavior.

This system is based upon the following principles:

1. Students choose to follow or not to follow the rules.
2. All teachers will teach without interruptions.
3. All children will have the opportunity to learn without interruptions.
4. All children will engage in behavior that is in his/her best interest or best interest of others.

At the beginning of the year when a child enrolls, the teacher will send home a copy of his/her classroom management plan and expectations. Please read this plan carefully and discuss it with your child. Your signature indicates you and your child understand that positive rewards will be given for those who show self-control and behave correctly.

In order for us to maintain a positive school relationship, many parents have asked to be notified when repeated behavior problems occur. You may receive a phone call or a letter may be sent to your home address to inform you that we need your help and support in solving a behavioral problem.

The staff will follow these basic enforcement procedures in instances of disorderly conduct, disruptive conduct and/or criminal conduct.

- ☐ When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, apply the appropriate disciplinary action, and, if appropriate, meet with the student.
- ☐ If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent as soon as possible.
- ☐ If appropriate, school officials should contact law enforcement authorities.
- ☐ Staff will follow established due process procedures when applicable.
- ☐ The administrator will keep a complete record of the procedures.
- ☐ The administration may apply sanctions in cases of criminal conduct.

In addition to the use of Assertive Discipline System, our faculty will follow the school district policy regarding harassment, intimidation, or bullying, as the policy indicates below:

Policy

HARASSMENT, INTIMIDATION OR BULLYING

Code **JICFAA** Issued **1/07**

Purpose: To establish the basic structure for maintaining a safe, positive environment for students and staff that is free from harassment, intimidation or bullying.

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- ☐ harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- ☐ insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint with the principal or his or her designee. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

The superintendent will be responsible for ensuring notice of this policy is provided to students, staff, parents/legal guardians, volunteers and members of the community including its applicability to all areas of the school environment as outlined in this policy.

The superintendent will also ensure that a process is established for discussing the district policy with students.

Cf. GBEB, JIC, JICDA

Adopted 1/22/07

Legal references:

- A. S. C. Code, 1976, as amended:
1. Section 16-3-510 - Organizations and entities revised.

2. Section 59-19-90 - General powers and duties of school trustees.
3. Sections 59-63-210 through 270 - Grounds for which trustees may expel, suspend or transfer pupils; petition for readmission; notices and parent conferences; expulsion for remainder of year and hearings; transfer of pupils; corporal punishment; regulation or prohibition of clubs or like activities.
4. Section 59-63-275 - Student hazing prohibited.
5. Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.
6. Section 59-63-110, et. seq. - Safe School Climate Act.

B. State Board of Education Regulations:

1. R43-279 - Minimum standards of student conduct and disciplinary enforcement procedures to be implemented by local school districts.

Suspensions

Students who are sent to the office for serious infractions may be suspended from school for a period of ten days or less. Parents will be required to have a conference with the principal to discuss the problem.

Search and Seizure and the Use of Trained Drug Dogs on School Properties

AR JIH-R Student Interrogations, Searches and Arrests

Issued 10/09

In order to recognize and protect student rights and expectations to privacy, safety, and an educational environment conducive to learning, as well as to enhance security in schools and prevent students from violating Board policies, school rules, and federal and State laws, District officials, including principals and their designees, are authorized to conduct reasonable searches according to the procedures outlined herein and in Board policy [JIH](#).

If a search yields evidence that a Board policy, school rule, or federal or State law has been violated, appropriate disciplinary action shall be taken, and in cases where the evidence suggests conduct which must be reported to law enforcement under S.C. Code Ann. [§59-24-60](#), the appropriate law enforcement authorities shall be immediately notified.

Document [JIH-E\(2\)](#), Checklist for Student Search, may be used as a checklist for administrators who are considering conducting a search of a student or the student's effects, locker, desk or motor vehicle.

For all searches of a person, a vehicle, a locker, or of property, there must be an adult witness with the administrator.

Searches of a person or a person's belongings or effects

Procedures for searching a person or a person's belongings must be reasonable. A reasonable search is one which is both based on a reasonable suspicion and is reasonably related in scope. For reasonable suspicion to exist, school officials conducting a search must be able to articulate why, based on all the circumstances, they objectively and reasonably suspect the search of the person or personal property is likely to yield evidence of a violation of law or

District or school rules. In formulating a reasonable suspicion, a school official may rely on information he or she considers reliable, including reports from students, as well as the official's own observations, knowledge, and experience; however, a mere hunch or guess that a search will uncover evidence of a violation of law or District or school rules is insufficient to justify a search.

Additionally, the search must be reasonable in its method and scope. A search must be carried out in such a manner that it targets the object of the search or the suspected evidence of a violation of law or District or school rules. The proper scope of the search is a case by case determination and is generally limited to the places in which it is reasonably suspected that the object of the search may be found. A search may be as extensive as is reasonably required to locate the object(s) of the search and may extend to all areas, containers, and personal effects in which the object of the search may be found. In addition, when determining the reasonableness of the scope and manner of a search, the school officials must take into account the age, sex, and other special circumstances concerning the object of the search and the person involved, as well as the nature of the suspected infraction. Should the school official determine that a pat-down search is necessary, the school official, who must be the same sex as the person searched, shall escort the person to a private area to conduct the pat-down search. A witness must be present during all such searches. If a student refuses to comply, the student's parent/guardian and/or the police will be contacted. **Under no circumstances, however, is a strip search by a school official permitted.**

Searches of lockers, desks, and other school property

The District provides lockers, desks, and other school property to students for their use. Because the District retains ownership of this property, school officials may conduct searches of such property, including random and unannounced searches, with or without reasonable suspicion, when such search is determined by school officials to be otherwise reasonable in light of the needs of the school. However, objects belonging to students contained in such school property shall not be opened or searched except as provided in the section above. Students shall be notified expressly in writing in the student handbook that such school property may be searched at any time. In conducting searches of school property, student property shall be respected and not damaged.

Use of trained dogs

The exposure of student containers, packages, lockers, vehicles, desks, book bags, satchels, and other similar personal belongings to a reliable and trained "dog sniff," when not in a student's possession, in most circumstances is neither a search nor a seizure. This is so because a dog sniff of the above items only does not expose non-contraband items into view and discloses only the presence or absence of contraband. Sniffing of an individual by trained dogs, however, may constitute a search, and their use on school property may be disruptive and threatening to students and school personnel.

Accordingly, school officials shall only utilize trained dogs on District property under the following circumstances:

- Only trained and proven reliable dogs may be utilized on school grounds;

- Dogs shall be under the control, direction, and supervision of a trained dog handler and shall be on a leash or subject to appropriate restraint at all times;
- Dogs shall only be utilized when determined to be reasonable under all the circumstances by the school principal or his/her designee;
- Dogs shall not sniff an individual unless determined to be reasonable in all respects under Section A above; however, actual physical contact between dogs and individuals should be avoided.

In all circumstances, school officials shall make reasonable efforts to minimize the exposure of students to dogs. Should a dog alert its handler to the presence of any contraband, school officials may conduct a search in accordance with the procedures set forth in the section above.

A Canine Search Document {JIH-E(1)} must be completed and sent to the Office of Student Services within 48 hours of the search being completed.)

Adopted 10/26/09

ROCK HILL SCHOOL DISTRICT THREE OF YORK COUNTY

100% Tobacco-free, Smoke-free Environment

Rock Hill Schools prohibits the use and/or possession of all tobacco products or paraphernalia including, but not limited to cigarettes, cigars, pipes, smokeless tobacco and snuff by all students, staff and visitors. Rock Hill Schools is a 100% tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities, vehicles and grounds and at all district-sponsored events or when district facilities are being use.

Supervision of Students

Supervision will be provided in designated areas for a reasonable length of time before and after regular school time. Supervision will be provided for students who ride a bus upon their arrival and until such time as the bus departs after classes are dismissed.

All other students will be provided supervision no more than 30 minutes prior to the opening of school and 15 minutes after classes are dismissed. Students who are repeatedly on school premises without special permission will be subject to disciplinary action.

Accidents, Emergencies and Medical Conditions

Every effort is made to prevent accidents. If an accident occurs, the procedure will be as follows:

- ☐ First aid will be administered by authorized school personnel.
- ☐ Parent(s) will be called, if the accident is considered serious, or if the child is uncomfortable.
- ☐ School faculty and staff will follow directions provided by the parents on the Enrollment Card and consent forms to secure an individual to pick the child up from school or to secure emergency medical treatment if needed, in the event that we are unable to reach a parent.

Note: Please make certain that we are aware of medical and allergic conditions. Make sure a contact person can be reached at all times. When children have been sick the previous night, please check

them carefully before sending them to school.

Emergency Drills

The purpose of fire and tornado drills is to teach students the proper procedures for advancing to areas of safety as quickly as possible. Drills are held on a monthly basis. Evacuation routes are posted in each room. During an emergency drill students are to line up immediately inside the room and follow the direction of their teachers to the designated area.

Emergency School Evacuation

We all certainly hope that the need for an emergency evacuation never arises; however, it is important that parents be aware of what action will be taken at Sunset Park.

Rock Hill School District Three has had an emergency preparedness plan in place for many years. A part of that plan addresses how the need for a massive evacuation of school will be handled. Students at Sunset Park are scheduled to be evacuated by bus and taken to Saluda Trail Middle School. After four (4) hours there, any remaining students will be transported to the Final Evacuation Shelter at Lancaster High School in Lancaster, SC for shelter.

Please be assured that district personnel, as well as the faculty and staff at Sunset Park will do all that is within our power to ensure an efficient, orderly and safe execution of our school's Emergency Evacuation Plan.

Curriculum

Each area of study is designed for an organized development of skills through a wide range of learning experiences.

To meet the varied needs of our students, different instructional approaches may be used by the teachers. Students are expected to work in small groups, contribute to whole class discussions/activities, and participate in their learning as a creative individual.

PE (Physical Education)

Physical Education is taught in classroom groups with the basic aim of contributing to the physical, mental, social, and emotional growth of each individual. Activities include rhythms, creative play, running and tagging games, stunts, physical fitness skills with self-testing, and team games. A physical education teacher handles most of the PE instruction.

Art

Art is taught by an art teacher with the goal of stimulating each student to be creative by providing opportunities for expression in various forms of media on a variety of subjects. Some art instruction also takes place in the regular classroom.

Music

Music is taught by a music teacher with the aim of either exposing students to various types of music, and/or encouraging them to appreciate and enjoy music both as listeners and as performers.

Media Center / Library Curriculum

The Media Center - Library is an integral part of the school curriculum. All students visit the library

on a regular basis for library skills, instruction and/or story time. Students may visit at other times to check out books for pleasure reading, browse the book and magazine collections, research or take an Accelerated Reader test.

Media Center Privileges

	Book checkout	Loan Period
Grades K - 1	One (1) book (Reference books and magazines are for library use only!)	One (1) week from the day of check-out
Grades 2 - 5	Two (2) books (Reference books and magazines are for library use only!)	Two (2) weeks from the day of check-out

Check-out privileges will be blocked until lost, damaged and overdue books have been paid in full.

Marking System

GRADE LEVEL	MARKING SYSTEM
Kindergarten, 1 st , & 2 nd	Standards Based Report Card
Grades 3, 4, & 5	Letter Grade Report Card

Progress Reports are issued to parents of students in grades K – 5 at the end of four and one half (4 ½) weeks of each period.

MAPS testing will be administered periodically to students in grades K-5 to determine their academic progress.

Homework

Homework is an essential part of the learning process. It provides students with the opportunity to practice and reinforce those skills that have been taught in class. It will also give parents an opportunity to become actively involved in their child's learning and to be aware of the skills that are being taught.

Usually 30 minutes is the maximum time a child should spend on homework each day. Those in grades one and two may require less time completing written work at home while those in upper grades may have a few assignments which may require a little more time.

Homework will generally be assigned Monday through Thursday. As a rule, no homework is assigned on the weekends or holidays; however, exceptions may include special projects and/or extensive make-up work.

Technology

Students in grades 3-5 will be issued an iPad learning device. This device may be brought home with

students when parents/guardians sign the permission form. All students using these devices are encouraged to pay \$35 for the Technology Protection Plan fee. All students who are issued an iPad must adhere to the district policy regarding acceptable use of devices.

All students are able to bring their own personal devices to school, but must adhere to the Rock Hill School District's Personal Electronic Device (PED) policy, as stated below:

APPENDIX B: STUDENT-OWNED ELECTRONIC DEVICE AGREEMENT

In response to requests to use your personal electronic device (PED*) during the school day, you agree to abide by the following requirements. Any violation of this agreement may result in suspension of this privilege and/or disciplinary action.

1. The sole purpose for the use of the PED during the school day is for educational reasons.
2. The PED is only to be used during the instructional class period with express permission of the classroom teacher. This may mean that the device will be permitted for some instructional activities but not for all. The student must comply with all district policies and procedures, including the district's Student Behavior Code and Policy JICJ (Use of Cell Phones, Personal Electronic Devices in School/Use of Technology in School), when using the PED.
3. Students must connect to the district's guest WIFI. By doing so students access the district's Internet filters.
4. The Rock Hill School District (RHSD) will NOT provide any support for the PED at any time.
5. ALL PED'S ARE BROUGHT TO SCHOOL AT THE OWNER'S RISK. NEITHER RHSD NOR THE SCHOOL IS RESPONSIBLE FOR THEFT OR DAMAGE TO THE PED.

Use of the PED for unauthorized gaming is prohibited on school property.

The recording of audio or video images in locker rooms or restrooms is prohibited.

Recording audio or video images on school property without permission is prohibited.

Administrators may ban an individual from using a PED as deemed necessary. PED may be confiscated at any time if these guidelines are not followed. Return of the device is contingent on the outcome of a meeting with student and parent.

*A PED is any personal electronic device.

NOTE: Personal belongings subject to search pursuant to State law and District Policy JIH (Student Interrogations, Searches and Arrests), may include PEDs.

In addition, all students with or without a device, but who use the internet as a tool for learning, must abide by the Rock Hill School District's Internet Use Policy, as outlined below:

APPENDIX C: USE OF INTERNET AND EDUCATIONAL

APPLICATIONS

Use of the Internet

Student Assurances: When using network or Internet resources, students will...

1. Use the Internet for legitimate educational purposes
2. Send e-mail only at the direction of my teacher during school hours
3. Not register the name, home address, or telephone number of myself or anyone else in any location on the Internet
4. Not attempt to download or save files to the computer without teacher permission
5. Not search for, download or print any material that violates school handbook codes regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities
6. Not use or attempt to engage in interactive internet exchanges without teacher permission
7. Not harass, insult, or attack others via electronic communications
8. Not damage or alter computers, computer systems, or computer networks
9. Not violate copyright laws
10. Not trespass in another's folders, work, or files

Use of Educational Applications

Students may be required to download specific applications for educational purposes and utilize Web 2.0 tools as directed by their teacher. These applications and tools are to be used for educational purposes only. Parent(s) agree that downloading and using these applications and tools is permissible under teacher direction. Parents are encouraged to request/access the list of required and recommended applications as well as to check the content and applications downloaded on the student device.

Administrative Rule **USE OF CELL PHONES, PERSONAL ELECTRONIC DEVICES IN** **SCHOOL**

Code **JICJ-R** Issued **7/2012**

The following procedures will apply when a cell phone or other personal electronic device is used inappropriately or accessed for use during unauthorized times.

Elementary

1st Offense

Student receives a warning.

nd
2 Offense

Student receives a detention.

Any subsequent Offense

The student will be assigned the appropriate disciplinary consequence based on his/her personal cumulative disciplinary history.

Any cell phone, picture taking, or text messaging that results in students cheating or which cause major disruptions will result in the electronic device being confiscated with additional discipline at the principal's discretion.

Adopted 7/28/03, Revised 11/14/05, 06/10, 2/11, 7/2012

General Suggestions To Parents

Encourage your child to do his/her best in their school work. Be involved with the education of your child.

Please do not phone or text your child during school hours (please refer to the previously detailed district policy regarding PED use in school).

Place names on all articles of outer clothing: coats, gloves, hats/caps, sweaters, raincoats, etc.

Your child must have plenty of sleep each night in order to do his/her best in their school work.

Be supportive and actively involved in your child's school experiences.

Important Phone Numbers

Rock Hill School District Office	981-1000
Transportation	980-2022
Special Services/School Nurses	981-1085
District Attendance Office	981-1077
Sunset Park Center for A.S.	981-1260
Sunset Park's Fax	981-1269

*Information contained in this handbook may change as district policies and procedures are updated.)