

**STUDENT / PARENT
HANDBOOK
2022-2023**



Our Mission Statement

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

1036 Ogden Road
Rock Hill, SC 29730
Phone: 981-1260
Fax: 981-1269

Principal's Message

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

Dear Parents,

Welcome to a new school year! We are delighted to enter the 2022-2023 school year with you as a part of the Sunset Park Family! I trust this year will be enjoyable and productive for your child, and that you will reflect upon this year as a milestone in his/her life. Throughout this year, we encourage you to become actively involved by participating in programs sponsored by the PTO. **We know that bridging the relationship between home and school is the KEY to a successful school.**

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 choice school in the area, and we are very excited about our program! It is our goal to engage and challenge our students each and every day of the school year. Every child is unique and should be provided with educational opportunities to develop socially, emotionally, physically, and academically. Activities are developed to encourage learning in a program designed to meet the individual needs of students. Our school’s instructional program focuses on the development of productive citizens and the necessary academic skills to assume a responsible and active role in our society. In addition, experiences are provided for students to develop an appreciation for diversity. Our school strives to create an environment that promotes self-satisfaction, responsibility, and the joy of learning.

This handbook is provided for each child so that you will have a reference about the operations of our school. Please read the handbook and use it during the school year to check important dates and review school rules, policies, and procedures.

As your child’s principal, I want to make sure you are well-informed about school events and the progress of your child. Every Thursday, your child will bring home a folder filled with school information and announcements. During this year, we will continuously work with your child by “Taking the Lead in Education.” Have a great school year! Let the fun begin – and Go Trojans! If at any time you feel you need to speak with me, please do not hesitate to give me a call.

Children First,
Dr. Nakia H. Barnes
Principal

The rules, regulations and consequences in this handbook are based on policies of the Board of Trustees for Rock Hill Schools. These policies are concurrent with state and federal laws and guidelines. If the district policies, state or federal laws or guidelines are updated, changed, or modified in any way during the school year, the rules, regulations and/or consequences in this handbook may undergo modifications. Such changes will be posted on the school’s website.

Assistant Principal's Message

Students, Parents, and Friends:

Welcome back to Sunset Park Center for Accelerated Studies! Over the coming weeks and throughout the school year, I look forward to fostering and developing relationships with students and parents and working with teachers and staff to provide a safe learning environment where all students excel. As we embark on this journey, it is my hope that this year will be full of engaging, meaningful, and rigorous work in our classrooms combined with enrichment opportunities for all students. I hope to partner with Sunset Park's staff to continue to engage students at high levels in the learning process via the implementation of inquiry-based lessons that promote higher order thinking skills, collaboration, decision making skills, and leadership.

As your Assistant Principal, it is imperative to me that everyone who steps through our door—teachers, students, and parents— feels excited to be part of the amazing Sunset Park experience. This attitude enables us to meet the challenges of academic excellence in a positive, fun, and nurturing environment. My door is always open, and I welcome your partnership in making the 2022-2023 school year excellent! Please feel free to stop in, call or email me to discuss any concerns, suggestions, or ideas to help make this the best year yet!

Sincerely,
Mrs. Keri Beth Brown
Assistant Principal

General Information

Lost and Found

All lost and found items are to be placed in the cafeteria. If your child 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.

Moment of Silence

The South Carolina Legislature passed a law during the 1993-1994 sessions mandating a moment 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.

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, sending an email, or by sending a note to the teacher. We encourage conferences with your child's teacher so you will be well informed of his/her school progress.

Classroom Visits and Observations

Classroom visits and observations by parents/guardians of current students:

1. Parent/guardian may either visit their student's classroom at the teacher's/school's invitation or make a request to the school principal to have a formal observation of the classroom.
2. Classroom visits and/or conferences by parent/guardian must be arranged in advance.
3. Classroom observations are at the discretion of the school principal.
4. Building level administrator or designee may remain with parent/guardian during a classroom observation, and the administrator may conduct a post observation conference with parent/guardian.
5. Classroom visits and conferences must be conducted in such a manner that the visits and/or conferences do not interfere with the classroom activities of any student in the class. Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.
6. Classroom observations should be scheduled for no longer than 45 minutes to an hour.

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Parental Involvement

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. Opportunities for parents and a variety of other activities are being planned for the year.

Parties

A Valentine Party will be held in each classroom. You may be asked to assist with donations. This is the only party to be held during the school day. Invitations for private parties will be distributed **ONLY** when all students in the class receive an invitation. **All items provided must be store bought for health and medical reasons.**

School Closings & Delayed Openings Due to Weather Conditions

Parents and guardians will be notified via the notification system (automated telephone call and RH Schools' app) from the district office when schools are closed or delayed due to inclement weather. (It is important to keep your child's school records up to date with any telephone number changes.)

You may also tune to one of the following radio or television stations for information about school closings

due to bad weather.

Radio

WSOC - FM 103

WRHI - AM 1340

WBT - 1110

Television

WBTB (3)

WSOC (9)

WCNC (36)

When schools operate on a delayed schedule, please do not bring your child at the regular scheduled time. Please make plans in the event of this situation as supervision will be limited on these days.

School Hours

The school day for grades 4K-5 begins at 7:45 a.m. and ends at 2:10 p.m. Morning bus routes for elementary schools begin around 6:00 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 7:00 a.m. and will be dismissed promptly at 2:10 p.m. Students will not be allowed to remain after school with teachers without prior parent notification.

School Improvement Council

Sunset Park's School Improvement Council is composed of elected parents, teachers, and community members appointed by the principal. If you are interested in being a part of this council, please contact Dr. Barnes.

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 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. 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.

School Supplies

Please see the School Supply Lists located on our school website or the Rock Hill Schools' website.

Standardized Code of Dress (updated January 2022)

A standardized code of dress will be implemented this school year. All students in grades 4K-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 ▶ Black	Long-sleeved and/or short sleeved polo shirts and polo shirt dresses with collars and without lettering, labels, pictures and/or emblems ▶ All Solid Colors

Inappropriate dress or personal grooming includes, but is not limited to:

- denim jeans of all colors and styles
- leggings, tights (except under skirts, dresses, jumpers)
- warm-up pants or suits

Bottoms (slacks, shorts, and/or skirts) with belt loops must be worn with a belt. Bottoms should be pulled up to the students' waist (no sagging). Shorts and skirts may be worn by students but should be no shorter than their 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. 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. There are no restrictions on coats or jackets. However, we ask that they not have any inappropriate words or designs on them. 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.

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.

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 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 a handwritten note**, 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 call during their planning times or after school.

Attendance

Absences and Tardies

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.

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.

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 their homeroom 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.

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.

Tardies:

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 into 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.

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.

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.

Medical Information

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.

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.

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.)

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 2018-2019 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 Rubella (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.

Arrival & Dismissal Information

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 backup of traffic as well as other safety concerns that should be avoided.

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 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 their classrooms as parents arrive to pick them up. **Please display the school issued placard, which includes the name of the child(ren) you are picking up, on the passenger side dashboard of your vehicle to assist us in quickly**

identifying which child to call next. ***Reminder---Adults picking up children without the correct placard will be asked to pull into the "10 Minute Parking" area, walk to the front office area, show their license, and receive a new placard before picking up their child(ren).**

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.)**

Afternoon Procedures: Walkers

Walking students should enter through the front door 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.**

Dropping Off and Picking Up Students

The school is open at 7:00 a.m. Students may enter the building and report directly to their classrooms after 7:00 a.m. 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.

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 NOT be accepted at SPCAS.

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 for early dismissal must report to the office first. **Due to dismissal procedures, please do not come into the office for dismissal after 1:45pm. There will be no early dismissal from the office after 1:45pm unless there is proof of a medical appointment such as the appointment card or family emergency.**

Morning Procedures

- Bus riders will enter the building through our front doors. Car riders will enter through the car rider entrance under the awning.
- Breakfast will be served from 7:00 – 7:30 a.m.

- Students who are not eating breakfast will report to their classroom upon entering the building.
- No student will be readmitted for breakfast after leaving the cafeteria.

Behavior

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.

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 in that section of the handbook.

Care of School Property

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

PBIS (Positive Behavioral Interventions and Support)

The core values of PBIS (Positive Behavior Intervention and Support) at Sunset Park are represented by the four words below. Over the first semester, students were taught these words in school. These words will be a continual focus in every area of the school setting as we continue to implement PBIS. PBIS success hinges on the continuity and connections of home and school. Sunset Park staff would like for parents to support students by encouraging, discussing, and modeling the words below in the home setting.

RESPECT means:

Treating others, the way you want to be treated
 Being nice to everyone
 Using kind words
 Caring about people and their belongings
 Treating others with kindness

RESPONSIBILITY means:

Taking care of things
 Not losing things
 Treating others and things correctly
 Being able to do things independently
 Taking care of yourself
 Owning up to your actions

DETERMINATION means:

Not giving up until you reach your goal
Getting something done no matter what
Always trying your best

INTEGRITY means:

Always doing the right thing even when it may be hard
Being honest
Doing the right thing, even when no one is looking
Acting in a way that would make our families, school, and community look good and be proud of us
Having and showing trust

Suspensions

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

Technology Violations

Inappropriate use of technology at school or home on a school issued device will result in the following consequences:

- 1st Offense: Warning and parent/guardian contacted
- 2nd Offense: Device taken and parent/guardian has to pick up
- 3rd Offense: In-School suspension

* Consequences are subject to change by the administration depending on the severity of the violation.

Special Area Classes & Curriculum

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 discussion/activities and participate in their learning as a creative individual.

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.

Media Center Curriculum and Privileges

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, or research.

Students in Grades 4K-5 may check out two (2) books for a loan period of two (2) weeks from the day of check out. (Reference books and magazines are for library use only!) In order to check out books, students must have a permission slip signed by parent/guardian on file with the media specialist.

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

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.

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.

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

All students will be issued a device (laptop or tablet). 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 a device must adhere to the district policy regarding acceptable use of devices

Please note that TPP coverage does not apply in cases of deliberate misuse or abuse. In such cases, the district will charge the parent the cost of needed repairs, not to exceed the replacement cost of the personal mobile computing device. The replacement costs are as follows: - Chargers - \$40 - Laptop Case - \$18 - Broken keyboards - \$85 - Device replacement - \$168 per year based on the age of the device

Breakfast & Lunch Information

<u>Cafeteria</u>		
Students:	Breakfast: Free	Lunch: Free

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, online, 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, online, 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.

Cafeteria Rules and 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.

Student Information

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.

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 (long form), immunization records, and proof of residence (gas, light, water bill) must be presented upon registering your child(ren).

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."

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.

General Suggestions to Parents

Encourage your child to do his/her best in their schoolwork. Be involved with the education of your child. 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 schoolwork. Be supportive and actively involved in your child’s school experiences.

Safety & Security

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 Procedures

Parents must complete all online enrollment information for their student(s). **This information is essential so we can contact you in the event it is necessary.** We ask for 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.

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 a nuclear 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.

Emergency Telephone Numbers

Rock Hill Fire Department	911
Rock Hill Police Department	803-329-7211
Sheriff’s Department	803-327-2021
Rock Hill Rescue Squad	803-321-2021
Ambulance	803-329-1111
Piedmont Medical Center	803-329-1234
Poison Control Center	1-800-922-1117
Sunset Park Elementary School	803-981-1260

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.

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 used.

Grading System

GRADE LEVEL	GRADING SYSTEM
4K, Kindergarten, 1 st , & 2 nd	Standards Based Report Card
Grades 3, 4, & 5	Letter Grade Report Card (10 point scale)

Progress Reports are issued to parents of students in grades 4K – 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.

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.

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 in the envelope on the next school day after issue.

Rules & Policies

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.

2ND Offense

Electronic device will be held for parent pickup.

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

Prohibited Items

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	Fidget Spinners
Caps for Guns	Non-prescription Drugs	
Matches	Firecrackers	
	Toys (or toys resembling weapons)	

Harassment, Intimidation, or Bullying

Policy JICFAA Harassment, Intimidation or Bullying Issued 1/16

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
- demonstrates motivation by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression or a mental, physical, or sensory disability or by any other distinguishing characteristic

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to file a complaint in accordance with procedures established by the superintendent. 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.

Students, parents/legal guardians, teachers, and staff members should be aware that the district may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

The superintendent or his/her designee 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 or his/her designee will also ensure that a process is established for discussing the district policy with students.

Cf. GBEB, JIC, JICDA

Adopted 1/22/07; Revised 11/28/11, 1/25/16 Legal references:

S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions). Section 59-19-90

- General powers and duties of school trustees.

Section 59-63-110, et seq. - Safe School Climate Act.

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.

Section 59-63-275 - Student hazing prohibited.

Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct. Federal Cases:

Kolwalski v. Berkeley County Schools, 652 F.3d 565 (4th Cir. 2011). State Board of

Education Regulations:

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

Hazing

Policy JICFA Hazing Issued 1/16

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

The district prohibits hazing by students, staff, and third parties as a part of any school-sponsored activity. All students and employees must avoid any action that could be viewed as planning, directing, encouraging, assisting, or engaging in any hazing activity. Further, no administrator, coach, sponsor, volunteer, or district employee will permit, condone, or tolerate any form of hazing.

For purposes of this policy, state law defines hazing as “the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate

student of a tyrannical, abusive, shameful, insulting, or humiliating nature.”

Any hazing activity, whether by an individual or a group, will be presumed to be a forced activity, even if a student willingly participates.

Any student who feels he/she has been subjected to hazing is encouraged to file a complaint. All complaints will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of hazing.

Any student or employee who is found to have engaged in hazing will be subject to disciplinary action, up to and including termination in the case of an employee or expulsion in the case of a student. 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 or his/her designee will be responsible for ensuring notice of this policy is provided to students, staff, and parents/legal guardians.

Cf. GBEB, JIC

Adopted 1/25/16 Legal references:

S. C. Code, 1976, as amended:

Section 16-3-510 - Organizations and entities revised (hazing unlawful; definitions). Section 59-19-90

- General powers and duties of school trustees.

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.

Section 59-63-275 - Student hazing prohibited.

Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct. State Board of Education Regulations:

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

Important Phone Numbers

Rock Hill School District Office	803-981-1000
Transportation	803-980-2022
Special Services/School Nurses	803-981-1085
District Attendance Office	803-981-1077
Sunset Park CAS	803-981-1260
Sunset Park's Fax Number	803-981-1269

Sexual Harassment of Students

YORK 3 /ROCK HILL SCHOOL DISTRICT J - Students Policy JIAA Sexual Harassment of Students AR JIAA-R Sexual Harassment of Students

AR JIAA-R Sexual Harassment of Students Issued 1/16

These procedures are intended to do the following:

- discourage employees and students from sexually harassing students of the district
- promote a harassment-free school environment
- remedy in a speedy manner any consequences of sexual harassment
- establish ongoing education and awareness of the problem of sexual harassment
- provide information about how to resolve claims of sexual harassment

Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature under the following conditions:

- Submission to such conduct is made either expressly or implicitly a term or condition of a student's education.
- Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting a student.
- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive school environment.

Sexual harassment may include, but is not limited to, verbal harassment, including sexually offensive comments or slurs; physical harassment; physical interference with movement or work; or visual harassment such as sexually offensive cartoons, drawings, posters, images, or video.

Not all behavior with sexual connotations constitutes sexual harassment under federal law. In order to qualify as a complaint under Title IX, sexual harassment must be sufficiently severe, persistent, or pervasive that it does one of the following:

- adversely affects a student's education
- creates a hostile or abusive educational environment

A one-time incident must be severe to rise to the level of sexual harassment.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.

Behavior Prohibited of All Employees

No employee may condition an individual student's education, educational benefit, or educational opportunity on the student's acquiescence to any of the sexual behaviors defined above.

No employee may retaliate against any student because that student has filed a complaint, testified, assisted, or participated in any manner in a sexual harassment investigation, proceeding, or hearing conducted by an authorized agency.

No employee will tolerate a sexually hostile or offensive school environment created by any other employee or student who engages in sexual harassment.

No employee will destroy evidence relevant to an investigation of sexual harassment.

Behavior Prohibited of All Employees and All Students

No employee or student of this district will create a sexually hostile or offensive school environment for any other student by engaging in any sexual harassment.

No employee or student of this district will assist any individual in doing any act which constitutes sexual harassment against any other student.

Obligations of Administrators/Supervisors

Preventive action

The district policy on sexual harassment and this administrative rule will be referenced in employee and student handbooks.

All administrators/supervisors will give a copy of district policy on sexual harassment and this administrative rule to all employees. The district will give a copy of the student handbook to all students.

The district policy on sexual harassment and this administrative rule will be available in each school's media

center and the district office.

Annually, administrators/supervisors will ensure that the provisions of the district policy on sexual harassment and this administrative rule, as well as an orientation on the definition of sexual harassment, the procedures for registering a complaint about sexual harassment, and the redress available are reviewed with all employees and students. With regard to students, such review and orientation will take into consideration, and be appropriate to, the students' ages.

The district will make information from the U. S. Department of Education, Office of Civil Rights (OCR) about filing claims of sexual harassment with OCR available through the personnel office.

Annually, the administrators/supervisors will attend a training session on sexual harassment which will cover the definition of sexual harassment, the district's commitment to eliminating and avoiding sexual harassment in the schools, the penalties for engaging in sexual harassment, and the procedures for reporting incidents of sexual harassment.

Investigative/Corrective Action

Any student who feels that he/she has been the object of sexual harassment is encouraged to file a complaint with the student's principal (except for situations covered in the following paragraph). Such a complaint may be filed by the student's parent/legal guardian.

Under no circumstances will a student be required to first report allegations of harassment to the principal if that person is the individual the student is accusing of the harassment. In such cases, the student or the student's parent/legal guardian will contact the director of personnel.

The administrator/supervisor will, within three working days, initiate an investigation of any incident of alleged sexual harassment reported to them or observed by them. Personnel will maintain confidentiality throughout the investigation. Only those who have an immediate need to know may be provided the identity of the complainant.

Upon the completion of the investigation, the administrator/supervisor will report in writing the results of any investigation of sexual harassment, including corrective or disciplinary action taken, to the personnel director and to the complainant and/or the complainant's parent/legal guardian.

If an employee or student is determined to have sexually harassed a student, the administrator/ supervisor will take whatever disciplinary action he/she determines is warranted, up to and including termination of an employee or expulsion of a student.

Even if the employee has been terminated or the student expelled, the administrator/supervisor will follow up within three months of any reported incident of sexual harassment to determine whether the complainant has been subjected to any further sexual harassment.

The administrator/supervisor having reason to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect will report such conduct in accordance with state law and board policy JLF (Student Welfare) on reporting child abuse or neglect.

Obligations of All Employees and Students

All employees and students will report to their immediate supervisor or teacher, respectively, any conduct on the part of non-employees, such as sales representatives, service vendors, or employees from another district, etc. which is believed to constitute sexual harassment. The supervisor or teacher will report this information in writing to the supervisor of the non-employee for investigation. This information must also be reported to the appropriate principal and the director of personnel.

All employees and students will cooperate with and maintain the confidentiality of any investigation of alleged

acts of sexual harassment conducted by the district or by any appropriate governmental agency.

The district prohibits any action to discourage any student from reporting alleged sexual harassment.

The district prohibits retaliation in any way against an employee or student who has provided information as a witness to an incident of sexual harassment.

FILE: JIAA-E SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name of student complainant: _____

Address: _____

Phone number: _____

Parent's / Guardian name: _____

School: _____

Grade: _____

Name(s) of alleged harasser(s): _____

Approximate date(s) of alleged harassment or when harassment began, if ongoing: _____

Location or situation where alleged harassment occurred, or is occurring: _____

Nature of the harassment: _____

Name and position of individual who conducted your informal consultation: _____

Other individuals in whom you have confided about the alleged sexual harassment: _____

Individuals you believe may have witnessed, or also been subjected to, the alleged sexual harassment:

Remedy sought: _____

Signature of complainant/Date _____

Complainant's parent/legal guardian _____

Signature of individual receiving complainant/date _____

Student Code of Conduct

Code JICDA Issued DRAFT/16

Purpose: To establish the basic structure for a code of conduct and discipline for students.

The board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The board believes self-discipline is an interpersonal goal of public education.

Students have a responsibility to know and respect the policies, rules and regulations of the school and district. Violations of such policies, rules and regulations will result in disciplinary actions.

The district's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the administration offers a list of offenses along with the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law. The board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy (see policies JKD and JKE). The administration will consider extenuating circumstances when taking disciplinary action.

The administrative rule is effective during the following times and in the following places.

- * on the school grounds during and immediately before or immediately after school hours
- * on the school grounds at any other time when the school is being used by a school group
- * off the school grounds at a school activity, function, or event
- * en route to and from school on a school bus or other school vehicle or at an official school bus stop
- * at any time or place that has a direct and immediate effect on maintaining order and discipline in the Rock Hill School District.

Adopted 10/23/89; Revised 5/28/90, 06/28/04, 6/25/07, 2/27/12, Legal references:

S.C. Code, 1976, as amended:

Section 59-19-90(3) - General powers and duties of school trustees - regulation of student conduct.
Sections 59-63-210 through 280 - Grounds for which trustees may expel, suspend or transfer pupils.
Section 59-67-240 - Other duties of bus driver; discipline of students for misconduct.

State Board of Education Regulations:

R43-243 - Special education discipline guidelines.

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

Search and Seizure

As authorized by State law, District and school administrators and officials may conduct reasonable searches on District property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy. Board policy permits district personnel to conduct random blanket searches of school property with professionally trained handlers and dogs for the purposes of detecting the presence of illegal materials. Policy JIH and Administrator Rule JIH-R

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.

SCHOOL CALENDAR 2022-2023