

**Sunset Park Center for Accelerated Studies  
STUDENT / PARENT HANDBOOK  
2020-2021**



**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 2020 – 2021 school year with you as a part of the Sunset Park Family! I know and understand these are uncertain times for your children and families. I also understand the fears that you may have about your students returning to school. Please know that we are committed to ensuring that your children are safe and they receive an exceptional education in the midst of these unprecedented times.

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 Wednesday/Thursday, your child will bring home a folder filled with school information and announcements. In light of all that is taking place, we know this will be a great year for our students, staff, and families. I am excited about our year ahead and know that we will work together to make this one the best! Our students will have memories to share about a different school experience due to COVID-19. Let’s embrace the change and believe that “2020-2021 is A Year of Endless Possibilities!”

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 anyway 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

Dear Sunset Park Families,

As Assistant Principal at Sunset Park Center for Accelerated Studies, it is my pleasure to welcome everyone back to school. After making the shift to eLearning in March of 2020 and the extended summer vacation, the absence of students at SPCAS has been long! I am super excited to have students back in the building for another great year of learning.

This year will have unique and unprecedented aspects as we instill measures to ensure the safest possible return to school. However, the year will also be full of the elements SPCAS is known to possess-

- ❖ High academic standards for ALL learners
- ❖ The best and most committed staff in Rock Hill Schools
- ❖ Opportunities for acceleration and enrichment
- ❖ A focus on building positive relationships with peers and staff.
- ❖ A school environment to meet students' emotional, social, and learning needs!
- ❖ A place where LEADERS are cultivated!

I commit to partnering with teachers, staff, and parents as we take the LEAD in education to ensure all students grow at high levels through:

L- Leadership

E- Enrichment

A- Acceleration

D- Differentiation

It is a privilege to be part of the Sunset Park Family. My purpose as Assistant Principal is to support all students, staff, and stakeholders of Sunset Park Center for Accelerated Studies. Please do not hesitate to contact me at 803.981.1260 or [KBBrown@rhmail.org](mailto:KBBrown@rhmail.org) if I can be of assistance.

I am eager to see you all soon!

Sincerely,

Keri Beth Brown

Assistant Principal

## **Attendance (subject to change)**

Teachers will record attendance on a daily basis and students working remotely on at-home days who do not turn in assignments and participate in remote learning activities as set forth by the deadline established by classroom procedures will be counted as absent.

## **Breakfast**

Breakfast will be served in classrooms each morning if students do not eat before they arrive at school. Breakfast will be ordered the afternoon prior to the student's next day of face-to-face instruction and will be delivered to classrooms each morning. The cost for breakfast: Paid \$1.10/Reduced \$0.30.

## **Discipline**

Establishing guidelines and consequences for student behavior reduces distractions and disruptions and assures 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, 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 will 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. See Policy JICFAA Harassment, Intimidation or Bullying (district website).

## **Dismissal**

We ask for your patience this year as our dismissal procedures will be different than what you may have experienced in the past. Students will be dismissed from classrooms each afternoon. Car riders and bus riders will be called individually to ensure safety protocols are maintained. Walkers will be escorted by staff members using social distancing protocols.

## **Dropping Off and Picking Up Students**

The school will open at 7:00 a.m. Students will enter the building and report directly to their assigned classroom. We ask that parents use the car rider line to drop off students and pick them up in the afternoons. The school will provide car and walker tags to show when picking up students. We will also place a tag on kindergarten and first grade book bags to assist with dismissal.

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.*

\*Phone calls to change end-of-the-day transportation will not be accepted at SPCAS.

## **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. During the drill and in the event of an actual emergency, social distancing guidelines will be lifted to ensure students are safe in these situations.

## **Field Trips**

There will be NO field trips while we are on a modified schedule where students must go to an off-campus location. We will have opportunities for students to engage in virtual field trips that integrate grade level standards.

## **Handwashing**

Students will be asked to wash their hands frequently. Students will use liquid soap and hand sanitizer at the appropriate times throughout the day.

## **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.

Homework will be assigned in conjunction with your child's remote learning days. Students will engage with instructional materials previously practiced in class. Homework will not consist of new learning material.

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.

## **Lunch**

Students will eat lunch in their classrooms while we are on the C/A/B/A/B schedule. Students will be escorted to the cafeteria, pick up their lunch, and return to their classroom. Parents will not be allowed to eat lunch with students while we are on a modified schedule. The cost for lunch: Paid \$2.20/Reduced \$0.40

## **Masks**

Students will be required to wear a mask/face covering upon entering the school building, moving through hallways, during carpool/bus drop off or pickup, and when social distancing is not possible or optimal. Student mask/face coverings may be removed upon teacher or administrator direction while in the classroom or during special activities outside the classroom. Students will be allowed to remove their mask/face coverings when they are seated at their desks.

\*Mask/Face Coverings should be washed daily/frequently to help prevent the spread of COVID-19. Single use masks are also an option for students. Masks with vents are not allowed.

## **Parent Conferences**

Parent conferences will be held twice a year (October and February). Face-to-face and virtual conferences will be offered to parents to ensure we keep parents updated on their child's progress. Parents will not be allowed to observe classes while we are on a modified calendar.

## **Parties**

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

## **Recess**

Physical activity is a very important part of the school day. Students will have a morning recess and an afternoon recess. Recess activities will be generated to maintain social distancing and ensure proper cleaning of equipment. Classes will rotate around school grounds to marked areas for recess. Masks will remain on students while they are transitioning. Students will be able to pull their mask under their chin while playing.

## **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 Wednesday/Thursday that school is in session. Please review the information and return the folder to school on the following face-to-face instructional day. You will receive more specific information from your child's teacher.

## **Restroom Breaks**

Kindergarten – second grade students will use restrooms in their classrooms. A disinfectant will be sprayed frequently as students exit the restroom. The hall restrooms will be cleaned several times a day by custodians and sprayed with a disinfectant after each class.

## **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' vehicle 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 2:25 p.m. Students will not be allowed to remain after school with teachers.

## **School Materials/Supplies**

Students will have their own desk and set of materials to be used each day they attend face-to-face. Sharable materials will be disinfected between each use. Items such as books and papers will sit for 24 hours before the teacher or other students use these materials.

## **Small Group Work**

Students will engage in small group work while maintaining a safe distance from their peers and their teacher. Students will wear their mask/face coverings to engage with their peers when appropriate.

## **Special Areas**

Students will participate in Special Areas each day they attend school face-to-face. Special Area teachers will go into the classrooms to conduct their classes. Special Areas include Art, Music, Physical Education, Computers, and Media Center. Guidance lessons will be provided to all students to include social/emotional learning within the classroom as well.

## **Standardized Code of Dress**

A standardized code of dress will continue to 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 is mandatory for all students. The standardized code of dress is as follows:

<b>Bottoms</b>	<b>Tops</b>
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

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 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. Student's 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, jackets, or masks/face coverings. 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.

## **Technology**

Students in grades kindergarten through fifth grade will receive a device to use on face-to-face days and at-home/remote learning days. This device may be brought home with students when parents/guardians sign the permission form and pay the \$35 technology fee. All students who are issued a device must adhere to the district policy regarding acceptable use.

## **Remote Learning Days**

Students will be provided with a structured schedule for at-home/remote learning days. Students are expected to follow the schedule to complete assignments given to them for that day. As a reminder, students will receive an absence for the day if assignments are not completed.

## **Visitors & Volunteers**

In an effort to protect the health and safety of our school, no visitors will be allowed to visit classrooms or the cafeteria while we operate on a modified schedule.

## **Water**

Students will not be able to use water fountains in the schools. All students will need to bring a water bottle if they wish to do so.



# 2020-2021 ACADEMIC CALENDAR

STAY CONNECTED



Purple = New Teachers Only Green = Teacher PD Day Blue = Teacher Work Day  
Red = First/Last Day of Semester Orange = School Closed Teal = Early Release Day  
Ⓜ = A Day Ⓝ = B Day

Brown = LEAP Days (PK-8 Only) Report Card Dates: To Be Determined  
Make-Up Days: The district will assign the first available day not designated as a student day.

\*\*If and when the circumstances surrounding the COVID-19 pandemic change, the guidance we receive from state and local agencies may also change and cause adjustments to our C/A/B/A/B model as well.

July 2  
-Independence Day-  
(Observed)  
\*District Closed\*

August 4-6  
New Teacher Orientation

August 10  
Teacher PD Day  
\*All Teachers\*

August 25  
Teacher PD Day  
\*PK-8 Teachers Only\*

August 26-28  
Teacher Work Day  
\*PK-8 Teachers Only\*

August 31  
LEAP Day  
\*PK-8 Students  
and Teachers Only\*

September 1 - 4  
LEAP Days  
\*PK-8 Students  
and Teachers Only\*

September 1  
Teacher PD Day  
\*HS Teachers Only\*

September 2 - 4  
Teacher Work Day  
\*HS Teachers Only

September 7  
-Labor Day-  
\*District Closed\*

September 8  
First Day for Students

October 12  
Early Release Day

October 19  
Teacher PD Day

November 3  
-Election Day-  
\*District Closed\*

November 25 - 27  
-Thanksgiving Break-  
\*District Closed\*

December 18  
Half Day for Students

December 21 - 31  
-Winter Holidays-  
\*District Closed\*

**HALF DAY  
DISMISSAL TIMES**  
Elementary - 11 a.m.  
Middle - 11:30 a.m.  
High - 11:45 a.m.

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Approved July 16, 2020

January 1  
-Winter Holidays-  
\*District Closed\*

January 4  
Teacher PD Day  
\*No Students\*

January 18  
-MLK Jr. Day-  
\*District Closed\*

January 25  
Early Release Day

February 4  
End of First Semester

February 5  
Teacher Work Day  
\*All Teachers\*

February 8  
Start of Second Semester

March 11  
Early Release Day

March 12  
Teacher PD Day  
\*No Students\*

April 5 - 9  
-Spring Break-  
\*District Closed\*

May 28  
\*District Closed\*

May 31  
-Memorial Day-  
\*District Closed\*

June 22  
Half Day for All Students

June 22  
Last Day of Second Semester

June 23  
Teacher Work Day  
\*All Teachers\*

June 26  
(Subject to Change)  
Graduation Day  
Northwestern - 10 am  
South Pointe - 2 pm  
Rock Hill - 6 pm

**ONE TEAM. ONE MISSION. ONE ROCK HILL.**