



Sunset Park Elementary Sharks

2017-2018

**Sunset Park Elementary School
Parent-Student Handbook**

613 Alabama Avenue
Wilmington, NC 28401
Main Office (910) 815-6948
Fax (910) 815-6901

<http://www.nhcs.net/sunset/>

Diego Lehocky, Principal
Jill Robertson, Assistant Principal

Our School's Mission Statement

Every Child, Every Chance, Every Day

At Sunset Park, we are

- ✓ Safe
- ✓ Honest
- ✓ Accept Responsibility
- ✓ Respectful
- ✓ Kind

The expectations above will be achieved by

- ✓ Keeping hands, feet and objects to yourself
- ✓ Always using manners
- ✓ Talking softly and politely
- ✓ Respecting everything and everybody

A is for...

Attendance (NHCS Policy #8212)

The New Hanover County Board of Education believes that regular and punctual attendance at school is imperative for educational success.

Students are expected to be in school each day unless ill or unable to attend due to an unavoidable reason. The Board further believes that there is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned and taught by teachers.

The primary responsibility for school attendance rests with students and parents. Schools, however, have the responsibility for properly recording absenteeism and tardiness, notifying parents when needed, and discouraging excessive absences in accordance with state law.

The Board seeks the full cooperation from parents in promoting good attendance and punctuality. In particular:

1. Medical and dental appointments should be scheduled after school hours except in cases of emergency.
2. Family vacations should be taken during school vacation and recess periods.

All absences are automatically coded as “unlawful” or “unexcused” until all of the following criteria have been met:

1. A note should be sent to school that contains the date(s), reason(s) for the absence(s), and parent/guardian signature.
2. The note is received by the teacher within two days of the child's return to school after an absence.
3. The reason for the absence adheres to “lawful” absences as noted by the state:
 - Illness or injury
 - Religious observance
 - Quarantine
 - Death in immediate family of child
 - Educational opportunity approved in advance by principal
 - Court/administrative proceedings (Approval is possible only when requested prior to absence.)
 - Medical or dental appointment (The principal will determine the validity of the request and the teacher will hold the student accountable for assigned class work and additional assignments based on the travel experience.)
 - Absences related to deployment activities: A student whose parent/ legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/ legal guardian. (NCGS 115C-407.5, current School Attendance and Student Accounting Manual Article V (E).

Please note: To discourage misuse, at the discretion of the principal, excessive absences due to sickness may necessitate a doctor's note in order to be excused. (This action will be limited to extreme cases and will likely involve the support services of the school social worker and/or the New Hanover County Social Services Department.)

Unexcused Absences

Absences for reasons other than those listed may be deemed unexcused. Unexcused absences include, but are not limited to, missing the bus, oversleeping, inclement weather, babysitting, etc. Schools shall develop specific consequences related to such absences. The school social worker may be requested to intervene. Continued non-compliance, despite attempts on the part of the school to assist the family may result in a referral to the Judicial Attendance Council, consisting of judges as well as representatives from the New Hanover County Schools, the District Attorney's Office, and the Departments of Juvenile Justice, Mental Health and

Social Services. Criminal charges can result from continued unexcused absences.

Notification of Excessive Absences

The principal and her staff shall take appropriate action to prevent excessive absences and/or provide counseling for students with a history of excessive absences. Parents must be notified of their child's excessive absences and the teacher and/or counselor shall then work with the student and his family to analyze the causes and to determine the steps to eliminate the problem.

Regular school attendance is essential. Students are counted present if they remain in school until 11:15 a.m. or if they enter school before 11:15 a.m. and stay for the remainder of the day. Excessive tardies and continued early checkouts will be referred to the school administrators and the school social worker.

Animals on Campus

Due to allergies, safety and cleanliness, no animals are permitted on campus. Animals utilized as a part of the curriculum may be allowed with prior approval from an administrator. Trained working dogs that support disabled students, parents, or visitors are also allowed on campus.

Arrival Procedures

Parents are strongly encouraged to use the school bus transportation provided by New Hanover County Schools. Traffic jams tend to be a concern during arrival times. If you do provide transportation in the morning, please do not go to your child's classroom. Please remain in your car and let your child out of the car at the designated site. The arrival procedure will keep the traffic flowing in the morning. Selected staff members will be on duty to assist with the arrival procedures to ensure the safety of all students.

B is for...

Bookfair

November 9 – 13, 2015
April 25 – 29, 2016

Students will have an opportunity to visit the bookfair during their scheduled media classes and also during times in the morning or afternoon.

Breakfast

Breakfast will be served for grades 1 - 5 in the school cafeteria between 7:15-7:55 AM. Students in grades 1-3 will pick up their breakfast and eat in their classroom; grades 4-5 will eat in the cafeteria. Kindergarten students will first report to their classroom, then eat breakfast in the cafeteria as a group.

Bus Behavior (NHCS Policy #8440)

Riding the school bus is a privilege. It is an expectation that students act appropriately and demonstrate SHARK expectations at the bus stop, as they enter and exit the bus, and while riding on the bus. Bus drivers will report inappropriate behaviors to school administrators. Please see the bus behavior guide at the end of this handbook.

C is for...

Cafeteria

Sunset Park is a school that is a part of the "Community Eligibility Provision" program that allows us to offer nutritious meals at no cost to all students through the National School Lunch and School Breakfast Programs.

Students with Lunchboxes: Healthy eating is promoted at Sunset Park Elementary. No soft drinks in cans or bottles will be permitted at school. Teachers and paraeducators are not permitted to warm or refrigerate students' foods for them.

Parent Visitation at Lunch: We welcome family members to eat lunch with their children. Please sign in at the office and get a visitor's sticker. You may meet your child's class at the cafeteria entrance

at their scheduled time. Students and their parents will need to sit with their child's class.

Cafeteria Expectations

We expect our cafeteria to be a reflection of proper manners and courtesies taught and practiced in society. Because of the large number of students gathered together, students will display polite manners, use quiet indoor voices, and follow all cafeteria rules.

Care of School Property

Students are expected to take good care of school property and to use supplies appropriately. Library books and textbooks are on loan to students. Fines will be charged for lost or damaged property.

Change in Address or Phone Number(s)

Please notify the office and your child's teacher if you move or change your telephone number(s) during the year. Students, who begin school at Sunset Park but move during the school year, may have the opportunity to continue to attend Sunset Park for the remainder of the school year with principal approval. Please promptly notify the school office of your new address and submit a "Completion of School Year" request form. A new enrollment form must be completed and turned in to the office. Proof of residency will also be required.

Character Education (NHCS Policy #7186)

The New Hanover County Board of Education believes it is vital that the public schools support the efforts of families and our community by teaching students fundamental character traits. Support for character development will strengthen the New Hanover County Schools' efforts to establish a safe and orderly environment where students will have optimum conditions for learning. The Board of Education further believes that everything a school does teaches values. Therefore, the administration, instructional staff, and classified staff shall work together to integrate instruction that reinforces the following eight character traits, identified and defined by the NC General Assembly:

- Courage
- Good Judgment
- Kindness
- Perseverance
- Respect
- Responsibility

- Integrity
- Self-discipline

Checking In and Out

It is very important that students remain in the class for a full daily schedule. Tardiness and early checkouts interrupt the instructional time of all of our students. **A student is tardy after 8:00 a.m.** At that time, a parent or guardian **MUST** accompany the child to the office and a tardy slip is issued. No student is admitted into class after 8:00 a.m. without a tardy slip. If a student must check out during the day, a parent or guardian must come to the school office to sign out their child. The child will then be called to the office. Please do not call and ask that a child wait for you in the office. Office personnel will call for the student when you arrive. Continued early checkouts will be referred to the school administrators and the school social worker. For the safety of our children, office personnel may ask for identification before checking out any student(s).

Children may not be checked out after 2:00 pm.

Child Custody (NHCS Policy #9025)

If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing court documentation. Otherwise, the school considers both parents to have equal access to children.

Conferences

We welcome opportunities to meet with you to discuss your child's progress. Teachers are available by phone or for conferences after school. As a professional courtesy, please schedule conferences in advance.

Cell Phones

Students are permitted to have cell phones at school; however, these phones must be turned off and placed in book bags throughout the school day and on the school buses.

Connect 5

Clear communication with parents is one of our top priorities. The Connect 5 automated telephone service will allow our school or NHCS to send a message or instructions to all of the parents' numbers that have been provided to the school. Our

success in delivering the message is only as successful as the contact information we have for your students so please make certain that we have emergency information at all times. Connect 5 will alert parents about our special events or emergencies.

D is for...

Daycare Procedures

If your child routinely rides a daycare van but will not be going to daycare on a specific day, please notify the school **in writing** as well as the daycare center.

Delayed Opening, Early Dismissal or Cancellation of School (NHCS Policy #4120)

The Superintendent of Schools and/or the Board of Education may suspend the operation of any school(s) for particular days or portions of days in event of emergency, act of God, hazardous weather conditions, or other conditions requiring the termination of classes. Closing and/or delay announcements are posted online at www.nhcs.net, on local TV and radio stations, Facebook and Twitter.

Deliveries

Please refrain from sending flowers or balloons to students while they are at school. In our efforts to preserve the instructional time of all students, we cannot accept the deliveries.

Diabetes

North Carolina law (G.S. 115C-47) requires development of care plans relative to students with diabetes. If your child has diabetes and you think your child may need a plan for his/her diabetes while at school, call the school nurse and ask for the Parental Request for an Individual Diabetes Care Plan.

Disabilities (NHCS Policy #8022)

“If a person with a disability needs special accommodations for an activity sponsored by New

Hanover County Schools, she/he must notify the school/group sponsoring the activity, in writing, at least ten (10) working days before the activity is to take place of the need for accommodation. The written notification must state the nature of the disability and the specific accommodations required.” No individual, identified with a disability, shall be excluded from participation in, be denied benefits of, or be subject to discrimination from any program or activity of this school, because of their disability. The school seeks to locate and identify every 3-21 year old person with a disability in its district. A free appropriate public education will be provided to any qualified person with a disability.

Discipline (NHCS Policy #8410)

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching and learning. Copies of the New Hanover County School Board Policy #8410 on Student Discipline are distributed to students at the beginning of each school year.

Dismissal

The dismissal process will begin at 2:25PM. Parents are encouraged to let their children ride home on the school buses. This will alleviate the traffic jams that occur at the end of the school day. If you find it necessary to pick up your child, please wait in the car pick up lane. **Sunset Park requires that transportation changes to be made in writing.** Student check outs may not occur after 2:00 PM daily. Parents are not permitted to wait for children in the lobby. Parents and visitors are to adhere to the road signs and markings on the school zone. For the safety of our children, please abide by these rules at all times, especially during arrival and dismissal times.

Dress Code (NHCS Policy #8520)

A standardized dress code will be followed by all Sunset Park Elementary School students. Please see the uniform policy at the back of the handbook. Reasonable accommodations on the basis of a student’s religious beliefs or medical conditions can be made. The principal can exempt a student from

complying with part or all of this policy when compliance would impose a substantial burden due to a medical condition or the exercise of a sincerely held religious belief. The principal may request from the parent or guardian a written statement explaining the medical condition or the religious belief and how it is affected by the standardized dress code.

The principal may also make reasonable accommodations for students to comply with the standardized dress code based on financial hardship or for new students enrolling in the school from outside the New Hanover County Schools. Reasonable modifications and/or exceptions may be made in order to meet curriculum or safety requirements for certain high school courses.

It is imperative that students strictly adhere to this policy and that parent support students in this endeavor. Our goal at Sunset Park Elementary is to provide a safe and orderly learning environment that is conducive to student success.

School uniforms must be worn on field trips.

Special Note – for safety reasons, shoes or tennis shoes are to be worn at all times. Since the Healthy Students policy requires daily physical activity, we strongly encourage parents to provide the appropriate shoes that allow students to participate. Flip-flops, sandals, clogs, high heels, roller skate shoes, and bare feet interfere with active play and are prohibited.

E

is for...

Educational Records (NHCS Policy #8700)

A parent or legal custodian may review their child's educational file. Upon request for review, and proper identification, the school shall arrange a conference with the parent or legal custodian. Parents requesting copies of their child's educational file need to allow 24-48 hours for office staff to make copies.

English as a Second Language

The mission of the NHCS ESL Department is to allow all students to achieve educational success by assuring access to challenging content while providing appropriate modification of instruction and assessment.

EOGs End-of-Grade Tests

EOGs are state standardized tests administered to third, fourth, and fifth graders in May. The tests provide information on students' progress in meeting the North Carolina Standard Course of Study.

E-mail

Every staff member at Sunset Park has an E-mail address that can be found on our web page. E-mail is a great way to communicate with your child's teacher.

Emergency Contacts

Each year parents are asked to complete an Emergency Contact form. These persons will be contacted in random order in case we are not able to contact the parent/guardian. If, during the course of the school year, you wish to change the contact persons, a new form must be completed. Issues surrounding visitation and pick up preferences require court documents to be upheld.

Exceptional Children's Services

Students with disabilities receive specially designed instruction from certified special education teachers and related services based on educational need. Services are provided in varying amounts of time and may range from consultation to full-time services. Maximum participation in the regular classroom is emphasized. The need for special education is determined through a comprehensive evaluation process.

Expectations

Sunset Park's mission statement reflects the beliefs of the staff, students, and parents. We encourage parents to review the school-wide expectations with their children that are included in this handbook.

F is for...

Family Educational Rights and Privacy Act

FERPA is a federal law that governs the maintenance of school records. Under the law, parents or guardians of students or students who are 18 years of age or older have the right to inspect all records kept by the school regarding the student and the right to point out inaccuracies in those records. Under FERPA, access to the records by persons other than parents or guardians of the student is limited and generally requires written consent by the parents, guardians, and/or students age 18 or older under FERPA. (See Annual Notice at nhcs.net)

Field Trips

Field trips are a direct outgrowth of the instructional program. Written parental permission is required for students participating in each field trip. Telephone calls are not acceptable. All students are required to travel and remain with their class on field trips. Personal cars are not to be used for field trips. Teachers may request the assistance of a few parent chaperones to accompany the class and provide additional supervision on field trips. Appropriate arrangements for instruction will be made for students whose parents choose for them not to attend the field trip.

Fire, Tornado, and Crisis Drills

The New Hanover County Safe Schools Plan requires each school to implement routine procedures for conducting drills in response to fire, tornado, lockdown, or any other crisis that might occur on our campus. Students, staff, and visitors must comply with the established procedures. Our school’s Crisis Plan is located in each room of our school. Selected staff members serve on our school’s crisis team.

Free/Reduced Lunch

All students receive a free breakfast and lunch.

G is for...

Gifted Education (NHCS Policy #7146)

New Hanover County School’s Gifted Education Improvement Plan is designed to provide differentiated services to all students who demonstrate a need for academic advancement. Opportunities are provided for children of all races and economic backgrounds to access appropriate differentiated services through a process that incorporates both formal and informal measures.

Grading System

Performance Grades – Grades K-2

3	Meets grade level expectations
2	Progresses toward grade level expectations
1	Needs more improvement, performing well below grade level expectations

Checklist Codes – Grades K-2

+	Adequate progress
-	Needs further development
*	Not yet assessed

Grading Scale – Grades 3-12

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and Below

Citizenship (Grades K-12) and other non-core areas (Grades K-5 such as art, music, physical education and handwriting will be as follows:

S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory Progress

Green Days

Students will track their “green days,” or days in which they have demonstrated SHARK expectations. At the end of each nine weeks, those

that have reached the school wide goal will be rewarded in a special activity.

H is for...

Health

Parents are asked to provide current information and advise the school if there are special needs. If a child has an accident or is suddenly taken ill, every effort is made to contact a parent to arrange for transportation home for further medical treatment if necessary. Parents are asked to notify the school of any communicable disease the child has at the earliest possible date. Children should not return to school after an illness until they are well enough to participate in his or her regular school program. If for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification should be sent to the classroom teacher. As a general rule, however, we assume if students are well enough to attend school, then they are well enough to participate in the total program.

Healthy Active Children (NHCS Policy #8620)

Promoting healthy and safe behaviors among students is an important part of the fundamental mission of schools. By promoting health and safety behaviors, we can increase students' capacity to learn, reduce absences, and improve physical fitness and mental alertness. Our students participate in 150 minutes per week of physical activities that promote developmentally appropriate motor skills, social skills and knowledge as defined in the NC Healthful Living Standard Course of Study. Structured recess and other physical activity shall not be given or taken away as a form of punishment. Structured recess or physical activity choices may be limited.

Homebound Instruction

Homebound and hospital-bound instructional services are available to children that are ill for extended periods of time. Please notify your child's teacher and the principal if these services might be

needed. An educational team will meet with the parents/guardians to determine eligibility.

Homework (NHCS Policy #7420)

All students in all grade levels should do some homework as needed to support instruction and aid in academic progress. Homework should be purposeful in nature and is assigned based on the needs of the students. All students are strongly encouraged to read each day at home.

Honor Roll (NHCS Policy #7432)

The NHC Board of Education views a system of honor rolls as additional means for encouraging goal setting by students in grades 3 through 12.

Grades 3-5

- A Honor Roll
All A's
- A/B honor Roll
Cumulative B Average
Students with grades lower than C are ineligible
Students with U in citizenship are ineligible

I is for...

Illness

If an illness occurs and a student must go home, a staff member will contact the parents. The person picking up the student should come to the office to sign out their child. If your home or business telephone number changes, please notify the school. It is extremely important that we are always able to reach a parent if an emergency should arise.

Interim Reports

Students are on a nine week grading schedule. Interim reports will be issued midway through each nine-week grading period. Interim reports are to be signed and returned promptly. Students served in our Exceptional Children's program will also receive interim progress reports from their teachers.

Internet Access Policy

New Hanover County requires that each school keep on file an Acceptable Use Policy (#6086) form signed by each student and his/her parent or guardian. Teachers will review the policy at the beginning of each year and send home the Acceptable Use Policy for any student that does not have one on file. Violations of this policy shall result in suspension of internet privileges.

Invitations

We realize that social occasions occur and students want to extend invitations to their friends; however, no party invitations can be distributed during the school day.

Items not permitted on Campus or the Bus

Students are to refrain from bringing inappropriate items to school. These may include, but are not limited to the following items: toys, basketballs, electronic games, trading cards, iPods, headphones for use other than technology opportunities, and any other items that may cause a distraction to the learning environment. Teachers or school administrators may store the items until a parent comes to school to claim the item. ***Weapons of any kind or toys that represent weapons are not allowed on the school campus or bus.*** Students who bring cell phones to school must keep them turned off and stored in their book bags during the entire school day.

J is for...

Joy

The joy your children learn through love and care will last a lifetime.

K is for...

Kindergarten Health Assessment

Every child entering kindergarten will receive a health assessment. The health assessment shall be

completed prior to the date of school entry. If a health assessment form is not presented on or before the first day of school, the principal shall present a notice of deficiency to the parent. The parent shall have 30 calendar days from the first day of attendance to present the required health assessment form for the child. Upon termination of 30 calendar days, the principal shall suspend the child from school until the required health assessment form has been presented.

L is for...

Lice

Upon identification of lice on a student, the school employee shall contact the school nurse or principal designee to verify head lice. If lice are verified, the school will notify the student's parent/guardian and encourage picking up student to go home for treatment. A letter shall be sent home to parents of students in the classroom notifying them that lice have been verified in their student's classroom within one school day after a positive detection. The student shall not ride the school bus until they are cleared by the principal or the school nurse. When the child is able to return to school, the PARENT MUST ACCOMPANY STUDENT TO SCHOOL. Upon student's arrival at school after lice identification, the school nurse or principal designee will examine the student's hair and scalp. • If student has not been treated for lice or lice are present, the student will be sent home. • If only nits are present upon examination, the student may remain at school. The school counselor, social worker or the school nurse can make home visits when needed for students with repeated cases of head lice. School personnel shall notify the Department of Social Services and the school principal if home visits, phone calls and school personnel assistance are not effective and lice infestation continues.

Lost and Found

Please put your child's name in all of his/her belongings. The Lost and Found box is located in

the cafeteria. These items are periodically displayed so students can claim their belongings. Items not claimed after a period of time are donated to a charitable organization.

M is for...

Medication

Our school system has a written policy to assure the safe administration of medication to students during the school day. After consultation with your child's physician, medication that cannot be administered outside of school hours may be administered by school personnel or the school nurse. In order for medication to be administered at school the following must be completed:

- Your child's physician must complete a Physician's Authorization for Medication at School form. Parent signature is also required. This form is valid for the current school year only.
- All medication must be in the original pharmacy container with a pharmacy label with your child's name, medication name, dosage, date of prescription, and directions for use.
- The parent/guardian must bring in and pick up all medication. Students are not allowed to transport medication.
- Medication will be counted in your presence by school staff and you will be asked to sign the Medication Check-in Log.
- Short-term medication (2 weeks or less) may be administered at school without a signed Physician's Authorization for Medication at School form. The medication must be in the original pharmacy bottle with a pharmacy label. A parent note is required which must state your child's name, time medication to be administered at school, and any possible side effects.

The Over-the-Counter Parental Permission Form lists the over-the-counter medications that may be administered at school, and must be completed and signed by the parent/guardian. Over-the-counter

medication must be in the manufacturer's original unopened container.

At the end of each school year the parent/guardian needs to pick up their child's medication by the last day of school or it will be discarded, unless other arrangements are made by the parent/guardian and the school.

A copy of the Administration of Medication Policy/Procedure is available for your review at your school

Mental Health Therapist

Our school system and the New Hanover County Health Department collaborate on a variety of projects with our shared goal of maximizing and coordinating services to children and their families. We have a mental health therapist at our school three days a week. For more information, please contact a school administrator, school counselor, or your child's teacher.

MTSS

MTSS (Multi-tiered System of Support) is a multi-tiered system of support that provides high quality instruction and interventions that match student needs using "learning rate over time" and level of performance, to make important educational decisions. It is a framework that allows schools and teachers to give every child the right kind of support to learn, grow, and succeed in school. MTSS framework is designed for school wide support for children in the areas of Reading, Math, and behavior. MTSS has three tiers of instruction and support:

Tier 1 includes core instruction/support for ALL students.

Tier 2 (supplemental) serves students needing more help; extra instruction and support are provided to these students in small groups.

Tier 3 (intense) serves students needing intense support.

Extra instruction and support is provided in even smaller groups or with one on one instruction. Data is collected throughout the year as teams problem solve to determine instructional needs,

interventions, and adjustments, based on student responsiveness.

N is for...

Newsletters

Teachers send newsletters home with information about the curriculum, projects, programs, schedules, and expectations.

No Child Left Behind (NCLB)

Federal legislation requires our school to meet the NCLB standards for meeting Adequate Yearly Progress (AYP). Our End-of-Grade Tests administered to third, fourth, and fifth grade students are used to determine our school's performance in meeting AYP. Our local board policy also includes a Parent Involvement component of NCLB (#9060). Through this policy, parents are involved in the development of the Title I Plan and the School Improvement Committee. Parent involvement activities and workshops are designed to improve our students' academic performance and inform parents about community-based programs.

Non-Discrimination (NHCS Policy #1710)

The New Hanover County Board of Education is committed to a policy of nondiscrimination in relation to race, sex, age, religion, national background, handicap, and other human differences. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, and individuals with whom the board does business.

Nurse

A full-time nurse from the New Hanover County Health Department is on campus. Her responsibilities include administering medications, taking care of students that get sick at school, and administering first aid. She also conducts vision screenings and is available for consultation on medical issues. The nurse and selected staff have

been trained to use the defibrillator on students and adults in emergency situations.

O is for...

Office

Please be sure to sign in at our office and get a visitor's badge when visiting or volunteering. It is important to report to the office at the end of your visit, sign out, and return the visitor's badge. This is for the safety of our learning community.

P is for...

Parental Visitation

Parents are welcome to observe an instructional activity in their child's classroom. As a professional courtesy, please place your request with the principal so that there will be a 24 hour notice given to the teacher. Our staff asks that you respect the students' instructional time and not go to the classrooms during arrival time, during the school day, or dismissal time to talk to staff members. A conference should be scheduled for this purpose. Office personnel will relay messages to students during the school day. Office personnel will also handle items that may need to be delivered during the school day. These items may include lunches, money, medication and glasses.

Parties

Instructional time is valuable and is to be protected. Parents are expected to work closely with teachers to plan for classroom parties and celebrations. Parents are to get prior approval from the teacher before bringing any food or candy to school. Per NHCS schools, only store bought foods may be brought to school to be shared with the class.

Accommodations will be made for students that do not wish to participate in holiday parties. Grade parents that wish to 'surprise' a teacher or class

with a party or gift in honor of a special occasion will need to make a written request to the principal. Any letters notifying parents of classroom celebrations or requesting donations must receive prior approval from the principal.

Partnership in Education

Support, cooperation, and teamwork are key issues if parents and teachers are to help children be their best. Parents support their children and their teachers when they show an interest in their children's schoolwork, provide a time and place for homework, and provide a positive home environment that builds self-esteem. Your efforts are greatly appreciated and we value our partnership!

Q is for...

Questions

We are glad to help you in any way we can. Please feel free to call, visit, or send us an E-mail if you have questions.

R is for....

Report Cards

The New Hanover County Board of Education feels that it is essential for parents to be kept fully informed of their child's progress in school. There are four grading periods each year. A report card will be issued at the conclusion of each grading period. Students served in our Exceptional Children's program will also receive progress reports from their teachers. Please return the report card in the designated envelope promptly. The final report card will be mailed home.

Read to Achieve (RTA)

The General Assembly passed the Excellence in Public Schools Act in 2012. The specific section that is impacting third grade classrooms is "Read to

Achieve". Read to Achieve outlines a new way to determine promotion for third grade students. Principals no longer have the right to "grade and place" these students; instead, they must score a Level 3, 4 or 5 on the End-of-Grade Reading Test to be promoted. In the legislation there is a list of "Good Cause Exemptions" for students that allow for students to either meet or be exempt from the requirements of the law.

S is for...

Safe Schools

The Sunset Park School community believes that schools can and should be peaceful places where children can learn and grow. We believe that children can be taught to manage both feelings and behaviors in appropriate ways and that these skills will lead to healthy productive citizens.

The New Hanover County Board of Education believes that to be successful, public school education must be a partnership involving the school personnel, students, parent, and community. The New Hanover County Board of Education further believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning.

Sunset Park Elementary School maintains a zero tolerance position on behaviors that interfere with the learning environment. A School Resource Officer is available to collaborate with school administrators.

At the beginning of each school year, the Board of Education will distribute a copy of the policies, rules, and procedures relative to student discipline to every student in the New Hanover County School System.

School Counselor

Our school counselors meet with individual students, parents, and staff. The counselor also facilitates small group and classroom discussions. Small group units include: new students, grief/loss,

friendship, self esteem, divorce, conflict resolution and anger management. Classroom lessons include: conflict resolution, feelings, multi-cultural diversity, career awareness, reputation and friendship.

School Hours

- 7:15 Students are permitted on campus, staff members begin supervisory duties
- 8:00 Tardy bell rings and teachers begin instruction
- 2:25 Afternoon announcements
- 2:30 All students dismissed

School Improvement Plan

Each school is required by state law to develop a School Improvement Plan. At Sunset Park, we strive for continuous improvement and set goals based on data. A School Improvement Committee, consisting of staff and parent representatives, oversees the improvement process. Meetings are held at the school. Parents are always invited to attend these meetings.

School Pictures

Individual pictures are taken in the fall and spring of the year. Sunset Park receives some of the proceeds from school pictures. It is important parents submit payment for pictures if they wish to purchase.

Social Worker

Our school has a full time social worker that serves our student population. The contributions of our social worker enable students to be even more successful in school by assuring that students' education, social, emotional, and materials needs are met.

Specials

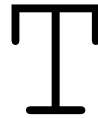
Students participate in weekly classes taught by teachers in the subjects of art, music, healthful living and media/technology

Student Accountability

North Carolina public school students are required to meet statewide standards for promotion in addition to local promotion requirements.

Student Transfers

Please notify office personnel as soon as possible if your child will be transferring to another school. The teacher needs at least one day's notice to prepare transfer papers. All books and materials owned by the school should be returned. Library fees must be paid in full.



is for...

Tardy

Students are tardy if they are not in their classrooms by the 8:00 AM bell. Parents are strongly encouraged to make sure their children arrive at school on time and are prepared for the day. By making sure your child arrives promptly for school, you are helping your child to develop a future work ethic that is also important in the work place. Sunset Park requires that a parent accompany their child who arrives after 8:00 AM to the office to receive a tardy slip.

Telephone

Students must get permission from a staff member prior to using the telephone. Students are not to use the telephone to ask parents to bring school supplies, homework, or money. An automated telephone system is available for contacting staff members. Staff members will be responsible for checking messages and returning telephone calls each day. To make transportation changes, please send a written note with your child. ***In the rare event of an emergency, you can call the school between 10-2 to notify the office of changes.***

Tenth Day of School

This is a significant day in North Carolina Public Schools. Student enrollment and staff allocations in each school are reviewed by the New Hanover County School System. Adjustments in class sizes, student assignments, and teacher assignments are carefully reviewed and adjustments are made if necessary to comply with state guidelines. Parents and students will be notified of any changes around the tenth day of school. Parents' patience and

understanding are needed if transitions are required to keep Sunset Park Elementary School in compliance.

Testing & Accountability Information

End-of-Grade Tests (EOGs) are state standardized tests administered to third, fourth, and fifth graders in May. The tests provide information on students' progress in meeting the North Carolina Standard Course of Study. The state defines promotion standards for third graders. Students in the third grade will also take a state standardized test at the beginning of the school year.

Thinking Maps

To enhance the instructional process, help students to develop concepts, and assist students with organizing their thoughts, students are taught to utilize different Thinking Maps. These maps include bubble maps, double bubble maps, tree maps, etc.

Title I

The purpose of the Title I program is to enable schools to provide opportunities for children to acquire the knowledge and skills contained in the rigorous State Content Standards and to meet the challenging State Performance Standards. School plans are developed at each school by a committee representing teachers of varying grade levels and programs, administration, and parents. The plan, based on the assessments conducted within the school and the needs determined by those assessments, is a comprehensive one for reforming the total instructional program. It shows evidence that the instructional reform addresses the needs of all students. Funding is designated for instructional supplies, personnel, staff development and parent involvement.

Tobacco Free Campus (NHCS Policy #8430)

The New Hanover County Board of Education believes the use of tobacco or nicotine in any form is harmful to one's health and is a potential safety hazard in a public facility. The Board further believes adults working in the school environment should be positive role models for students and must not use tobacco or nicotine. Therefore, the

NHCS and all related properties are tobacco and nicotine free. Student use and/or possession of any tobacco or nicotine containing product or paraphernalia is prohibited on school property and while attending or participating in school events held at or away from school, including but not limited to electronic cigarettes (e-cigarettes).

Transportation

In order to arrange transportation on New Hanover County school buses, there must be a proof of residency on file with the school.

Transportation Changes

Please send a written note with your student to alert teachers and the office staff of an alternate dismissal plan.

U is for...

Us

Together we can make a difference in a child's life.

Uniform Policy

Please see the uniform policy at the back of the handbook.

V is for...

Visitors

Visitors are always welcome at Sunset Park. For the safety of our students, all visitors must report to the office upon arrival and obtain a visitor's badge to be clearly displayed on the front of their clothing. For the safety of our student and staff, visitors not wearing a badge will be escorted to the office by a staff member. Visitors must also return to the office at the end of their visit, sign out, and return the visitor's badge to office personnel.

Volunteers

New Hanover County Schools could never achieve its mission without the strong support of the community and volunteers. Volunteer groups do everything from working in classrooms to serving on advisory committees. Thousands of people unite each year to give the precious gift of their time to ensure our students get a great education.

Volunteers are our partners in education. They take an active role to support and enhance the development of our students. Every day, family and community member volunteers bring enthusiasm and skill into our schools while assisting staff, teachers and students.

Applicants may either be designated a Level I or Level II Volunteer depending on the type of services the volunteer provides and the amount of school based supervision the volunteer works under.

Level I Parents, family, or community members volunteering to assist students in a supervised setting are not required to undergo a background check if they are continually supervised by school personnel during the school day.

An applicant designated a **Level I** Volunteer should sign in at the Volunteer Check-in Computer. **No online background application is needed.**

Level II Parents, family, or community members volunteering to assist students in an unsupervised setting away from school personnel or who travel with students on an overnight field trip are deemed Level II Volunteers. For example, an individual who volunteers to come in on a weekly basis to teach an art class afterschool in the auditorium without a school staff member present in the room.

An applicant designated a **Level II** Volunteer must complete the online application and the criminal background check. Applications must be completed at least two weeks prior to the time you wish to begin volunteering. You may visit <https://bib.com/SECUREVOLUNTEER/NHC/> to visit the volunteer portal or contact the Volunteer Coordinator at the school at which you are interested in volunteering.

W is for...

Web Site

Our web page includes: current events, relevant links, accomplishments, the Parent/Student Handbook, and the School Improvement Plan. Each teacher also maintains a current web page about events in the classroom.

X is for...

XOXO

The love, hugs, and warmth given to all children at Sunset Park. We believe that “children don’t care how much you know until they know how much you care.”

Y is for...

Yes!

Yes, We need your support to your child succeed.

Z is for

Zest

Our students and staff have a ZEST for learning!

Sunset Park Uniform Policy

It is an expectation that all students adhere to the uniform policy.

Shirt

- Any solid color, striped or plaid shirt
- Must have sleeves and a collar
- Must be free of labels and graphics. Only small labels are allowed
- Must be tucked in if the shirt is excessively long

Pants

- Solid color, striped or plaid pants/jeans
- Must be worn at the waist and free from tears or holes
- No spandex, excessively tight or excessively loose pants
- Leggings may be worn if covered by a top or dress no shorter than four inches above the middle of the knee
- No designs/graphics on pants/jeans

The following may be worn in cold weather

- Long sleeve, turtleneck shirts
- Any color sweater/sweatshirt without graphics
- Hoods and hats must be removed inside the building

The following may be worn instead of pants

- Skirt, skorts, shorts, or jumper dresses (no shorter than 4" above the knee)
- Capris

Shoes

- Closed in shoes are recommended
- Sandals may be worn if there is a strap around the back
- No heels higher than 1"
- No open back or flip flops are permitted

CLOTHING SHOULD FIT THE STUDENT'S BODY AND NOT BE "OVERSIZED"

Please monitor your children's adherence to the uniform dress code before they come to school. Instructional time is important to all of us and when we have to address infractions with the uniform policy, instructional time is lost. The following process will be followed when a student is out of uniform:

- 1st Violation:
 - A copy of the uniform policy will be sent home with area of concern highlighted and the signed section at the bottom should be returned the following day
- 2nd Violation:
 - Phone call home and request to bring change of clothing
- 3rd Violation:
 - Office referral and administrative action

Sunset Park Elementary School
NHCS Transportation Department Expectations
Riding the bus is a privilege.

The staff at Sunset Park Elementary School and our Transportation Department strongly urge parents to review the following expectations with their children to ensure the safety of all passengers.

- Enter/exit the bus appropriately
- Greet the driver
- Stay seated
- Keep hands, feet and objects to yourself
- Respect personal space
- Keep the aisle clear
- Use appropriate tone of voice and language
- Get attention the right way
- Be quiet when the bus stops
- Be a good listener
- Use kind words and actions
- Say “please” and “thank you”
- Help others
- Keep personal belongings with you at all times
- Be ready to get on/off the bus – don’t keep the driver waiting

Rules for riding the bus have been put in place for the safety of all. Students who fail to observe these rules are subject to disciplinary action since their behavior may affect the safety of others. The bus driver will report a student who misbehaves to a school administrator. **Disciplinary actions may include suspensions from the bus.** If a student is suspended from the bus, the parent is responsible for providing transportation to and from school during the duration of the suspension. The parent should observe established arrival and dismissal schedules. Students who do not attend school during a bus suspension will be marked with an unexcused absence. Students suspended from the bus are not permitted to be at any New Hanover County School bus stop or ride any school bus during their suspension.

SUNSET PARK ELEMENTARY SCHOOL STUDENT DISCIPLINE POLICY

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching for learning.

The following behaviors are examples of unacceptable student conduct:

- Insubordination
- Persistent disobedience
- Disruption of the learning environment
- Verbal or physical abuse of peers or staff
- Threatening, intimidating, and/or bullying others
- Destruction of school property or the property of others
- Possession of any dangerous object or weapon

Disciplinary Actions That May Be Taken

- Student conferences
- Parental conferences
- Alternative placement
- In-school suspension
- Out-of-school suspension
- Restitution
- Possible removal from extra curricular activities (i.e., field trips)
- Outside counseling within the community

Copies of the complete New Hanover County School Board Policy #8410 on Student Discipline are distributed to students at the beginning of the school year. These may also be reviewed on the school system's web site: www.nhcs.net.

Sunset Park Elementary School *Definitions of Behavioral Incidents*

Aggressive Behavior – The intentional physical aggression of one party against another person such as pushing, pulling, punching, or striking. Generally, the physical act does not result in serious bodily harm and does not require the intervention of a law enforcement officer.

Assault on Student - any act of such nature to excite an apprehension of a harmful or offensive physical contact with the person of another.

Bullying – Bullying is defined as the intimidation or harassment of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another.

Bus Misbehavior – The failure to respond to or carry out a reasonable request by a bus driver to remain seated when the bus is moving, to cross at least ten feet in front of the bus when the bus is stopped, to keep all parts of the body inside the bus, to not block the aisles of the bus, or any other misconduct not otherwise addressed herein while being transported to or from school or school-sponsored activities.

Communicating Threats – Threatening school personnel or any other adult, including directing toward any school personnel or toward any other adult language which threatens force or violence or which is abusive, profane, or insulting, or any sign, gesture, or act which constitutes a threat of force or violence or which is abusive or insulting.

Disrespect of Faculty/Staff - Written or verbal remarks or gestures that show a lack of respect, rudeness or are inappropriate. Failure to obey a reasonable instruction or request by a staff member.

Disruptive Behavior - Acting in any manner so as to interfere with any teacher's ability to conduct a class or other school activity.

Dress Code Violation - To dress in a manner that violates the school's dress code policy and/or in a manner that would constitute a safety hazard.

Inappropriate Item at School – To possess, display or use anything that is disruptive to the general peace and welfare of a school center, school bus, or a school sponsored activity.

Inappropriate Language/Disrespect – Use of obscene or vulgar language by pupils in verbal or written form, in gestures, or in pictures or caricatures in or on any school property.

Fighting - Mutual participation in a hostile, physical encounter; mutual participation in an altercation involving physical violence.

Harassment (Verbal) – Harassment can be a type of unlawful discrimination. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the targeted individual and results in a hostile environment for the targeted individual. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking

movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassing behavior. It is possible for harassment to occur at various levels; between fellow students or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including visitors, on employees and/or students and their families. Disability harassment shall be defined as in Board Policy 1730. Hostile or abusive treatment, derogatory remarks, or acts of violence because of disability shall constitute disability harassment.

Harassment (Sexual) – Sexual harassment shall be defined as in Board Policy 1720:

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature when made by a school employee to a student or when made by a student to another student constitute sexual harassment when (a) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education, scholastic experience, or participation in school-related activities; (b) Submission to or rejection of such conduct by a student is used as the basis for educational, scholastic, or school-related activity decisions affecting that student; or (c) Such conduct has the purpose or effect of unreasonably interfering with a student's education, scholastic experience, or school-related activity participation or of creating an intimidating, hostile, or offensive school environment.

Leaving Class without Permission – Leaving the classroom or other assigned area without permission.

Misuse of the Internet - Using on-campus computer equipment to create or access materials on the internet, including but not limited to websites, which are likely to cause a substantial disruption of or material interference with school activities or the school environment.

Possession or Using Weapons – The act of possessing, using, or threatening to use, any weapon or instrument capable of inflicting bodily injury. This includes look-alike weapons as well.

Property Damage – The act of willful or malicious destruction of school property belonging to another.

Theft - The act of acquiring and/or knowingly and willfully having in one's possession the property of another without his/her consent.

Truancy - The act of unauthorized absence from school for any period of time. Chronic tardiness may be considered truancy.

Sunset Park Elementary

School-Wide Expectations

Expectation	Cafeteria	Hallway	Playground	Bus	Bathrooms
Keep hands, feet and objects to yourself	<ul style="list-style-type: none"> ▪ Touch or eat only what belongs to you ▪ Keep your bottom on your seat ▪ Stay in your personal space 	<ul style="list-style-type: none"> ▪ Remember Lips & Hips ▪ Walk on the second square ▪ Use your walking feet 	<ul style="list-style-type: none"> ▪ Stay in your personal space ▪ Use your words instead of your hands ▪ Choose cooperative games 	<ul style="list-style-type: none"> ▪ Stay seated ▪ Face forward ▪ Sit in your assigned seat ▪ Keep your arms and head in the window 	<ul style="list-style-type: none"> ▪ Stay in your personal space ▪ Use your walking feet
Always use your manners	<ul style="list-style-type: none"> ▪ Say “please” and “thank you” ▪ Wait in line quietly and patiently ▪ Leave your area clean for others 	<ul style="list-style-type: none"> ▪ Carry a hall pass ▪ Wait your turn ▪ Use a silent wave when you see a friend 	<ul style="list-style-type: none"> ▪ Take turns ▪ Share with others ▪ Use your words to talk out problems 	<ul style="list-style-type: none"> ▪ Say “please” and “thank you” ▪ Keep the aisle clear ▪ Share the seat with others 	<ul style="list-style-type: none"> ▪ Wait in line quietly and patiently ▪ Say “please” and “excuse me” ▪ Wash your hands
Talk Softly and Politely	<ul style="list-style-type: none"> ▪ Talk softly and politely with your neighbors ▪ Use complete sentences to ask for things you need 	<ul style="list-style-type: none"> ▪ Use a silent wave when you see a friend ▪ Only speak when spoken to by an adult 	<ul style="list-style-type: none"> ▪ Talk softly and politely with your friends ▪ Use your words to quietly talk out problems 	<ul style="list-style-type: none"> ▪ Talk softly and politely with your friends in your seat only ▪ Use nice words 	<ul style="list-style-type: none"> ▪ Talk only when needed
Respect Everything and Everybody	<ul style="list-style-type: none"> ▪ Clean up after yourself ▪ Listen and follow directions the first time given ▪ Follow traffic patterns 	<ul style="list-style-type: none"> ▪ Walk directly to your destination ▪ Listen and follow directions the first time given ▪ Use your walking feet 	<ul style="list-style-type: none"> ▪ Take care of equipment ▪ Help each other ▪ Be a good sport 	<ul style="list-style-type: none"> ▪ Listen and follow directions the first time given 	<ul style="list-style-type: none"> ▪ Clean up after yourself ▪ Respect the privacy of others ▪ Listen and follow directions the first time given

S – Be Safe

H – Be Honest

A – Accept Responsibility

R – Be Respectful

K – Be Kind