

SUNSET AVENUE SCHOOL

STUDENT NAME _____

STUDENT HANDBOOK

Vanessa Brown
PRINCIPAL



505 Sunset Avenue
Clinton, NC 28328
Phone: (910) 592-5623

Assistant Principal
LaKechisa Phillips

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

 **PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

Dear Students:

Welcome to Sunset Avenue School. The SAS staff looks forward to being a part of your 2019-20 school year! If you have the desire to learn, you will find that you are in the right place for academic and social success. You have embarked on a journey that will impact you for a lifetime. At Sunset, our primary goal is your success. We will FOCUS on academics while assisting you in your character development and social awareness. You will be empowered to “Reach for the Stars” at Sunset.

This agenda is designed to assist you with your organizational skills and will also provide a means for daily communication between school and home.

Your responsibilities are:

- Write assignments and other school news in your agenda daily.
- Have your parent/guardian sign the agenda daily.

Your agenda clearly defines school rules, policies, and procedures. It is your responsibility to learn these rules and abide by them to assure that you are a part of creating an atmosphere conducive to learning.

The Sunset Avenue School staff is committed to providing a safe, rigorous and relevant learning environment for all students. I am honored to be a part of your educational experience. I will do my best to help you have a great school year!

Vanessa Brown

Principal

SCHOOL SLOGAN

“Reaching for the Stars at Sunset”

SCHOOL COLORS

Black & Gold

SCHOOL MASCOT

Dark Horse

SCHOOL PLEDGE

Today I will show my Dark Horse Pride by being Honest,
Orderly, Respectful, Safe, and Engaged.

MISSION STATEMENT

Our mission is to educate all students to their highest level of academic performance and to prepare them to become productive members of society.

Vision: The learning environment in Clinton City Schools will be exciting, inviting, involved, flexible, and unified to meet the diverse need of students, educators, parents, and the community.

PTSO

Sunset Avenue School is the school for your child. Becoming involved in PTSO provides an avenue to contribute suggestions for improving your child’s educational experiences. Several PTSO meetings will be held throughout the year. Notices and Connect Ed calls will inform you of the dates and more specific information throughout the year. Our PTSO is an active one!

2019-2020 PTSO OFFICERS

President	TBD
Vice President	TBD
Treasurer	TBD
Secretary	TBD

ARRIVAL PROCEDURES

Car riders, bicycle riders, and walkers may arrive on campus beginning at 7:30 a.m. Buses will not release students before 7:30 a.m. All students should report immediately to the cafeteria for breakfast and then to their assigned hall. Breakfast will be served between 7:30 a.m. – 7:55 a.m. in the cafeteria. Parents are only allowed to escort students to classrooms with prior approval from the administration.

TARDINESS

Students arriving on campus after 8:00 a.m. are marked tardy and must be signed in at the front office by their parent. A tardy pass will be issued in the front office and is required for admission to class. Early check-out is considered an unexcused check-out if the proper documentation is not supplied (Medical appt., etc.) and may lead to the same punitive actions as tardiness. Student arrival and pick-up beyond the normal school day creates a disruption to instruction and is not fair to the other students in the class. Students who have more than three tardies within the nine weeks will not be eligible for Perfect Attendance recognition.

CHECK OUT PROCEDURES

ALL VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ARRIVAL ON CAMPUS.

If a student should need to leave school during the school day, a parent or another authorized person **with Photo I.D.** must check him/her out in the office. The child will then be called to the office. Parents may check students out in the office and the child will be summoned to the office. Parents may not go directly to the classroom. Students leaving school before 11:30 a.m., and arriving after 11:30 a.m. are considered absent. To protect instructional time, phone calls to the office to release students cannot be honored if early departure is necessary. **ONLY AUTHORIZED PERSONS PREVIOUSLY DESIGNATED BY THE PARENT MAY PICK UP A CHILD WHEN PROPER ID IS SHOWN.**

SCHOOL DISMISSAL

- All students will be released at 3:00 p.m.
- Car riders must be picked up by 3:15 p.m.
- Walkers must be off campus by 3:05 p.m.
- Student check out ends at 2:30 p.m.
- All books and personal items should be taken home upon dismissal. Students should not return to school to pick up items. No rooms will be unlocked after 4:00 p.m. for forgotten items.

TRANSPORTATION

All transportation changes must be made in person by the parent or guardian. **Parents are not allowed to make changes by phone.** A written note in the agenda from the parent or guardian making the student a car rider for the day may be sent to the teacher.

SCHOOL BUS

“Any student conduct constituting a potential hazard or a detriment to the general health and welfare of any individual or to the efficient operation of the school bus system could result in suspension of bus privileges.”

BUS RULES

1. Only regularly assigned Sunset Avenue School bus students are allowed to ride the school bus. Only emergency bus change requests will be approved. Permanent changes will require proof of residence.
2. Bus students who remain after school for special activities must have pre-arranged transportation before staying. If not, they must ride the bus.
3. Proper conduct while waiting for the bus or riding the bus is required.
4. Riding the bus is a privilege. Students who choose to misbehave will lose the privilege of riding the bus.
5. Rules to be followed on the bus:
 - Follow directions given by the driver
 - Stay in assigned seat
 - Remain seated until bus stops
 - Keep hands, feet and objects to self
 - No harmful objects allowed
 - No cursing or loud talking
 - No throwing objects
 - No leaning out of window
 - No eating or drinking
 - No littering, writing on or damage to bus
 - No pushing, shoving or fighting on bus
 - No electronic devices or attachments are allowed

SEQUENCE OF BUS SUSPENSIONS

- 1st Referral - written warning & parent notification
- 2nd Referral - 1-3 day Bus Suspension
- 3rd Referral - 3-5 day Bus Suspension
- 4th Referral - 5-10 day Bus Suspension
- 5th Referral – Long Term Bus Suspension (More than 10 days; possibly the remainder of the year)

REPORTING PUPIL PROGRESS/

REPORT CARDS

In addition to the daily agenda, teachers will send a printed progress report once each nine weeks. Parents must sign this documentation and return it to the teacher the next day. Poor quality work may be mailed directly to parents. Report cards will be sent home every nine weeks. Student progress can also be monitored through Parent Portal on PowerSchool. Parent Portal User ID information can be provided through the front office. Parents are encouraged to schedule a teacher conference at any time to discuss student progress.

HOMEWORK

Homework is considered an important and meaningful part of our school program. At SAS, homework assigned will relate to classroom activities and instruction. Teachers coordinate with each other to ensure students are not assigned an excessive amount of homework.

- Assignments for long term projects will be given in writing.
- Progress reports, sent on a regular basis, will note missing assignments.
- Grading of homework will affect report card grades.
- Late assignments are accepted, though credit will be affected.
- A reasonable amount of time will be given to make up assignments missed due to an excused absence (for full credit).
- Parents are encouraged to provide a quiet time and place for homework and check to see that the assignments are completed and organized.
- Parents should encourage independent work by giving only necessary assistance.
- Parents should review all corrected papers that have been returned.
- Parents are encouraged to contact the teacher if the student is having difficulty with assignments so that the student can receive additional instruction.

PROMOTION/RETENTION

Promotion/Retention decisions will be made according to the guidelines set forth in the Clinton City Schools Board of Education policy.

HONORS

Students will be recognized each grading period for their academic excellence and their appropriate behavior in school according to the following guidelines:

Principal's List: All A's in language arts, math, science, social studies and have earned Satisfactory grades in resource classes.

Honor Roll: All A's and B's in language arts, math, science, social studies, and have earned Satisfactory grades in resource classes.

Academic Achievement: Teacher recommended awards for students who have given extra effort to their school work. (Terrific Kid, Student of the Month)

An incentive will be provided at the end of the year for students who have all A's and B's and have earned Satisfactory conduct grades for 3 out of the 4 nine-weeks.

Perfect Attendance:

Students who have perfect attendance for the semester and the year are recognized during the second and fourth nine weeks awards assembly. Students who have no absences, but more than three tardies or three check outs during the nine weeks will not be recognized for perfect attendance.

MEDIA CENTER

Our school media center is a vital part of our instructional program. Through regularly scheduled class times and open library time, students are encouraged to explore the many books, research materials, audio-visual materials, and computer/software that are found in the media center. In order to maintain an adequate collection, students, teachers, and parents must cooperate to see that materials are returned in good condition. If materials are not returned or are damaged, a charge equal to the current replacement price is made. No refund will be given for fines paid.

CAFETERIA

SAS considers lunch to be a perfect time for social interaction among students. However, all students have 25 minutes for lunch. To promote nutrition and ensure students have adequate time to eat, every class observes the first ten minutes of lunch as "quiet time". Students are not permitted to talk during this time.

Our cafeteria provides snacks for students to purchase on a daily basis. Students cannot charge snacks to their account. Because of the limited amount of time for lunch, students may not purchase more than one snack each day. NO food or drinks should be carried outside of the cafeteria, unless contained in a lunch box. Please do not send microwaveable popcorn with your child, as students will not be permitted to use the microwave for popcorn during lunch.

Parents are welcomed to join their child for lunch. Remember, anyone eating lunch with a student must be on the student information sheet in the front office. Upon arriving, make sure you sign in at the front office. Parents/Guardians are permitted to eat lunch only with your child. Other students in the classroom may not join you at a separate table. If you have brought cupcakes or other food to celebrate student birthdays, these items MUST be store bought. Please make sure you provide enough for all students in the classroom.

COUNSELING PROGRAM

The Counseling Program at SAS is designed to help all children as they grow and develop. All students, teachers, and parents have access to counseling services at the school. A student may request a private conference by placing his/her name in the counselor's mailbox. Parents may call the counselor to schedule an appointment. Teachers routinely refer students to the school counselor for service.

PHYSICAL EDUCATION

Physical education is offered to all students. Students who are physically unable to participate will need a note from their doctor and/ or parents stating their specific problem. Frequent or extended absences will require a doctor's note.

STUDENT APPEARANCE

"Dress For Success"

The SAS Dress Code is an attempt to maintain a dress policy that supports the educational process. Clinton City Schools Board of Education respects a student's right to choose his or her dress or appearance; however, the board does require that students adhere to standards of dress that are compatible with a good school environment. If in the opinion of the principal or other staff members, a student's dress or appearance (including hair) disrupts the educational environment, is a threat to health and safety, is provocative, obscene or unclean, the principal or his designee may require that action be taken to remedy the situation.

The following is the Dress Code of SAS:

This dress code is in effect wherever and whenever a student is participating in a supervised school activity and representing SAS.

Dress Code:

1. Shorts, skirts, and dresses should be no more than three inches above the knee when worn at the waist as required.
2. Leggings/Jeggings may be worn only with a top or dress that is no more than 3-inches above the knee.
3. Shoulders and the front and back torso must be covered at all times. Sleeveless shirts, tops, and dresses that do not cover the top of the shoulder will not be allowed. Halters are not allowed as inner or outer garments. Off the shoulder tops are not allowed.

4. All pants must be worn at the **waist**. No “saggy, baggy” pants are allowed. If pants have belt loops, a **belt** must be worn.
5. Hats, caps, bandanas, bandana scarves, or other head coverings may not be worn or seen during the school day. (STAFF MEMBERS WILL CONFISCATE UNAUTHORIZED HEAD-GEAR.) Refusal to comply with a staff member’s request will result in disciplinary action.
6. Pajamas, bedroom shoes, and heelys are not allowed at SAS.
7. Oversized T-shirts, oversized hoodies and jackets are not to be worn in the building.
8. Sunglasses are not to be worn or otherwise visible during the school day.
9. Jewelry, belts, or other items that depict weapons, gang affiliation, drugs and/or distasteful or offensive messages are not allowed at SAS.
10. Clothing that is obscene, advertises alcoholic beverages, tobacco and/or drugs, contains profane and/or offensive language or sexual references and slogans are not allowed at SAS.
11. Clothing that is derogatory or insulting to (a) fellow students and staff members, (b) the race or ethnic background of others, (c) the religious preferences of others, and/or (d) the patriotism of anyone will not be worn at SAS at any time. Examples include but are not limited to snowmen shirts, Big Money, gang-related shirts, etc.
12. Hair will be neat and well groomed.
13. Metal chains, rubber bands, or colored beads of any type are not allowed to be worn around the waist or hanging from pockets.
14. All students’ dress must comply with the health and safety codes of the federal, state, and local governments.

THE SAS ADMINISTRATION RESERVES THE RIGHT TO DETERMINE THE APPROPRIATENESS OF STUDENT BEHAVIOR AND CONSEQUENCES.

TELEPHONE

The school telephone may be used in case of an emergency. Necessary plans should be made with your child before he/she leaves home in the morning. Only emergency messages will be delivered to students. Voicemail messages for teachers may be left during the school day and will be answered as soon as possible. The school phone is answered between 7:30 a.m. and 4:00 p.m. each day.

The telephone answering services will be available daily beginning at 4:00 p.m. All phone messages are returned within 24 hours.

Vanessa Brown, <i>Principal</i>	Ext. # 1601
LaKechisa Phillips, <i>Asst. Principal</i>	Ext. # 1602
Berline Smith, <i>Data Manager</i>	Ext. # 1608
Dana Muhammad, <i>Bookkeeper</i>	Ext. # 1604
Wanda Williams, <i>CARE/ISS Facilitator</i>	Ext. # 1640
Donna Royal, <i>School Nurse</i>	Ext. # 1605
Stacie Carr, <i>School Counselor</i>	Ext. # 1606
Meredith Odum, <i>School Counselor</i>	Ext. # 1603
Michelle Gainey, <i>Media Center</i>	Ext. # 1607

EMERGENCY DRILLS

Students must remain with their class and exit the building quickly and in an orderly fashion. A fire drill escape plan is posted in all rooms by the door. Each class has an escape route leading to a safe distance from the building. During tornado drills, each class goes to a designated area within the building. All students sit resting on their knees with hands covering their heads. Lock Down drills require SAS staff to secure the building. All students will remain quiet and out of view behind locked doors for the duration of this drill.

CHANGE OF ADDRESS/PHONE

It is imperative that parents notify the school when there is a change of address, workplace and/or phone number.

PERSONAL BELONGINGS

Students are not allowed to bring electronic devices on campus. Radios, tape recorders, CD players, cell phones, toys, electronic games, mp3 players, iPods, digital cameras, smart watches, etc. are disruptive to the learning process. Such items will be collected in the office and will be returned to parents when they come to pick up the item.

Knives and any other items which may be harmful to others will be confiscated and given to the police. These items will not be returned and will result in immediate suspension.

STUDENT BEHAVIOR

All students at Sunset Avenue School are expected to be a HORSE and follow all PBIS Rules:

- Honest
- Ordery
- Respectful
- Safe
- Engaged

SUNSET AVENUE SCHOOL C.A.R.E. CENTER

Sunset Avenue School has an innovative Center for Academic and Reflective Education (C.A.R.E.). The purpose is to work with students who need to be removed from the classroom due to continuous disruption, disrespect, or disobedience. All teachers are expected to have a fair and consistent discipline plan in place to handle minor problems. C.A.R.E. is reserved for situations where a student does not respond to reasonable corrective interventions in class.

The C.A.R.E. concept is to maximize uninterrupted instruction to the majority of students who are attentive and eager to learn while also working with students who need to become more responsible for their behavior and learning opportunities. Referring a student to the C.A.R.E. Center is a last resort process after **in-class discipline plans** have proven ineffective. All classroom discipline plans are on file in the office.

When students are referred to the C.A.R.E. Center, the C.A.R.E. facilitator will call the parent. The student will be responsible for explaining to the parent why he/she has been referred to the C.A.R.E. Center. If the facilitator is unable to contact a parent, a copy of the referral will be stapled in the agenda. This copy is to be signed by a parent and returned to school the next day. The student is the person responsible for insuring the referral goes home. The C.A.R.E. facilitator will maintain a daily C.A.R.E. log and provide a daily summary to office administration.

We believe C.A.R.E. will enhance a climate to protect instructional time while ensuring that each student receives the extra assistance and/or counseling needed. We highly discourage the 3 D's – disruption, disrespect, and disobedience. Sunset Avenue School expects a safe and orderly climate for **ALL** students and staff.

C.A.R.E. AND SUSPENSIONS

Out of School Suspensions: Administrators have the authority to suspend children from school within the guidelines of the Clinton City Schools Student Code of Conduct. Suspensions may result when students violate any of the rules listed in the Clinton City Schools Student Code of Conduct which require Out of School Suspension (OSS).

Dependent upon severity, a student may be suspended on the first offense or may be referred to the Center for Academic and Reflective Education (C.A.R.E.). When a

student receives his/her third referral to C.A.R.E. during any nine-weeks grading period, the student may receive a one-day suspension.

In School Suspensions: an alternative form of discipline in which a student maintains classroom assignments and remains in school but is isolated from other school activities. While in ISS, students will continue to work on regular classroom assignments provided by their teacher; and receive credit for work completed. Students in ISS will not be permitted to purchase snacks during lunch time. Students are expected to be working and following all school rules while in ISS. Misbehavior in ISS can result in Out of School Suspension. For students referred to ISS more than two times in a nine weeks the third referral may result in Out of School Suspension.

Sunset Avenue School will follow the Clinton City Schools Board of Education Student Conduct Policy (4100) under the direction of the principal's duties (G.S. 115c-288e).

SCHOOL HEALTH

A school nurse or a certified first responder will be available on campus Monday-Friday. The nurse is available for screenings of vision and hearing, assisting with chronic diseases, and providing care for health needs. Information regarding school required and non-required immunizations such as influenza, HPV, and meningococcal is available from the school nurse. Immunizations must be in compliance with NC law. If students are not in immunization compliance they may be excluded from school. If at any time the health status of your child changes please contact the school nurse.

Student – Parent – Teacher Agreement

As a student I pledge to:

- Show respect and cooperate with all adults in the school.
- Respect the rights of others to learn without disruption or distraction.
- Come to school regularly and on time, prepared to work.
- Bring my school agenda to school every day and take it home to be reviewed and signed by parents.
- Complete all assignments to the best of my ability.
- Ask my teachers questions when I do not understand something.
- Discuss with my parents what I am learning in school.
- Follow school rules and the Clinton City Schools Code of Student Conduct.
- Practice safety by not running, pushing, hitting, bullying, or fighting at school.

As a parent/guardian I pledge to:

- Show respect for students and school personnel.
- Provide adequate food, rest time, and school supplies so my child is ready to learn.
- Make sure my child arrives at school on time.
- Provide time and a place each evening for quiet study at home.
- Share with the teacher important information and concerns regarding my child.
- Talk with my child about his/her schoolwork and school activities every day.
- Reinforce school rules and the Clinton City Schools Code of Student Conduct.
- Sign agenda daily. Attend parent conferences.
- Encourage my child to read for a regular period of time each day.

As a teacher I pledge to:

- Show respect for students and parents.
- Provide instruction as stated in the North Carolina Standard Course of Study/ Common Core and by the Clinton City Schools Board of Education.
- Provide a positive environment where everyone feels safe and can learn.
- Explain my expectations, instructional goals, and grading system to students and parents.
- Model using the school agenda in the classroom every day.
- Communicate and cooperate with each parent to ensure the best education possible for each child.
- Supply clear, timely evaluations of students' progress to students and parents.

Student Signature

Parent Signature

Teacher Signature

2019-2020

Revised 02/07/2019

Clinton City Schools



Student Orientation: Thursday, August 22, 2019

Period	# of Days	Progress Reports	End of Period	Report Cards
1st Report Period:	39	09/10/19	10/18/19	10/25/19
2nd Report Period:	41	11/05/20	12/20/19	01/10/20
3rd Report Period:	50	01/23/20	03/18/20	03/23/20
4th Report Period:	49	04/21/20	06/09/20	06/09/20

- LEGEND**
- Holiday - Schools Closed
 - Workday - No school for students
 - Optional Workday - No school for students
 - Annual Leave - No school for students
 - Early Release
 - Q End of Reporting Period

July '19						
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28	29	30	31			

August '19						
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September '19						
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29	30					

October '19						
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November '19						
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December '19						
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January '20						
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February '20						
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March '20						
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May '20						
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31						

June '20						
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Approved January 2, 2018
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