

# Parent-Students Handbook/Calendar

**Robert E. Cashion Elementary**  
*"Reaching... Educating... Caring"*

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Greenville, South Carolina 29605

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Web Site: [www.greenville.k12.sc.us/cashion](http://www.greenville.k12.sc.us/cashion)

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**Greenville County Schools**  
**Mr. Burke Royster, Superintendent**

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### **Equal Opportunity...**

No student shall be denied equal opportunity to participate in any district program or activity on the basis of race, sex, religion, or national origin, and no student shall be denied a free appropriate education on account of any handicapping condition

### **Our Mission...**

The mission of Robert E. Cashion Elementary School is to prepare students to become competent and responsible individuals.

### **Our Vision...**

Robert E. Cashion Elementary School provides an academically challenging program in a safe, caring, and nurturing environment.

### **Values and Beliefs: We believe...**

- All students can learn.
- Learning is a priority.
- Curriculum and instruction must be standards driven, uniform within each grade level, and articulated across grade levels.
- Teachers and students should hold high expectations of the teaching and learning process. Mastery level teaching and learning are the desired outcomes of this process.
- Children must be prepared to take their place in a changing world using technology and all available tools to become a functioning member of society.
- Children must learn the skills necessary to be self-directed life-long learners.
- Children have the right to learn in a safe, orderly, and nurturing environment.
- There are absolute standards of responsible citizenship and inappropriate behavior solicits corrective feedback or clearly stated consequences.
- Quality education is a cooperative process involving the home, the community, and all school personnel.
- School staff is committed to continuous improvement in all aspects of the school environment.
- Student performance should be assessed in a variety of ways. Assessment should reflect instructional content, strategies, and the developmental level of the child.
- An effective teacher has adequate materials and administrative support.
- The teacher's time should be focused on instruction and meeting all students' needs.
- The total school environment needs to be inviting and stimulating in order to create eager learners.
- All cultures have value.
- Everyone is unique and worthy of respect.

**“Coming together is a beginning,  
Keeping together is progress,  
Working together is success.”**

**—Henry Ford**

***Robert E. Cashion is a school where our Comets find:***

**C**urriculum that is standards based

**O**pportunities for all children

**M**ultitudes of measures to assess student learning

**E**ncouragement to have a strong school/home relationship

**T**eachers using a variety of instructional techniques

**S**ystematic use of data to improve teaching and learning

**School Colors: Yellow and Green**

**Accidents and Illness...**

Any child who is not feeling well or has been hurt will be sent to the health room by his teacher. The health room nurse will take temperatures, perform any minor first aid and keep a record of each child's visits. The nurse does not have aspirin or any other types of medication and cannot administer any without written permission from the parents. The nurse will administer prescription and over-the-counter medication if an appropriate written permission is on file in the health room. Please include directions for administering (dosage, time). Some medications (inhalers, emergency medications or long-term medicines) require both a doctor's written authorization and a parent's permission. If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for their child. Parents are always contacted if the child has a fever of 100 degrees or more.

**School district policy states that students are not to bring any medications to school.** A responsible adult must bring the medications into the school building and check them into the health room. Disciplinary action will be taken if a student is found with medication in his/her possession or belongings. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded.

Please make every effort to keep sick children at home. Temperatures over 100 degrees, vomiting, diarrhea, chicken pox, strep throat, or bronchitis may be contagious. Your child will be more comfortable resting at home. Please contact the school nurse if you have any questions.

**Address or Phone Number Changes...**

It is mandatory that the school office has your current address and phone number on file. The information is especially important in cases of emergency. Please notify the office immediately if you change your address or phone number. Many parents have an unlisted telephone number; however, the school must have a number where parents can be located. The school will not release unlisted phone numbers. Please remember to send your home, work, and cell numbers to school when they change.

**Arrival and Dismissal...**

Our school day officially begins at 8:00 a.m. and ends at 2:30 p.m. Our doors open at 7:15 a.m. for children to enter. Students should not arrive at school before 7:15 a.m., as we do not have supervision before that time. The student drop-off area is in the back of the building. This area closes at 8:00 a.m. If you arrive at the drop-off and do not see the school patrols or supervising teachers, it is already past 8:00 a.m. The teachers and students have gone to class, the back door is locked, and no one will know that your child is out there. Please **DO NOT LEAVE YOUR CHILD UNSUPERVISED AND UNABLE TO GET INTO THE BUILDING**. All students arriving after 8:00 a.m. are to be escorted into the building by a parent, and signed in on the computer.

The student pick-up area, same as the drop-off area, is in the back of the building. Each family will be issued a car tag to be placed in the front window or on the rear view mirror. Students will be called to the car by that number. Dismissal begins at 2:30 p.m. and ends at 2:50 p.m. Car riders not picked up in the car line during this time will need to be signed out in the main office.

**Attendance...**

Good attendance is required at Robert E. Cashion Elementary. On days when students are absent, the school will contact the parents by telephone. A written excuse from the attending physician or parent should be presented on the child's first day back to school. All excuses are required to be submitted within two days of the students return to school. According to **S.C. Compulsory School Attendance Law**: Accrued student absences, either excused or unexcused, or any combination thereof, may not exceed ten (10) days during the school year. **Any absence in excess of ten (10) days may cause the student to lose credit for the year.** Students are required to attend 170 days out of the 180 day school year. A student must be at school for 180 minutes to be counted as present for the day. A medical excuse is required for any absence after 10 days. **According to the State Department of Education Regulation 43-274, a child who has three consecutive unlawful absences or a total of five unlawful absences will be considered truant.** A child with three consecutive unlawful absences or a total of five unlawful absences will receive a disciplinary referral. Parents or guardians are required to attend a conference with school administration after a student has accrued three consecutive unlawful absences or five total unlawful absences. The school is required to report to the proper authorities any excessive absences.

Students with **perfect attendance** will receive awards at the end of each quarter and at the end of the school year. A student is considered present if they are in school for at least 180 minutes. Excessive tardies or dismissals may affect perfect attendance.

**Lawful Absences**

1. Personal illness (includes doctor's appointments) of the child verified by a statement from a physician within (2) days of the student's return to school.
2. Serious illness or death of an immediate family member verified by a statement from the parent within (2) days of the student's return to school.
3. Absences for religious holidays when approved in advance. Such requests must be made to the principal in writing.
4. Absences for extreme hardships approved by the principal. Such approval must be prearranged if possible.

**Procedures for Make-up Work**

1. Provisions for make-up work missed during excused absences shall be worked out with the teacher(s) concerned at the earliest time possible but should not exceed (5) school days after the student returns to school.

2. Make up of schoolwork missed during the unexcused absences may be approved only with the permission of the principal after consultation with the teacher(s) concerned.

**Birthday Celebrations...**

Celebrating birthdays is very important to children and sharing a birthday treat with classmates can be fun. Arrangements for individual birthday treats need to be coordinated with the classroom teacher. To avoid disappointments or hurt feelings, no personal party invitations will be distributed at school unless all students in the class are invited to attend. Staff members are not allowed to pass out invitations for parties. The school is not allowed to give out students' addresses or telephone numbers. Gifts delivered to students at school will be picked up in the office at the end of the school day.

**Bus Transportation...**

At this time, school bus transportation to and from school is provided for all students at Robert E. Cashion Elementary School. The school district transportation department is in charge of routes and schedules, not Robert E. Cashion Elementary personnel. Many times questions regarding bus routes will have to be addressed to these district officials.

Section 59-67-415: Parents or guardians of a child being transported on a school bus are responsible for the safety and conduct of the child prior to the arrival of the school bus at the child's designated school bus stop for pick up and transport to school, and after the school bus drops off the child and departs the child's designated school bus stop when transporting the children from school. The state's responsibility includes the arrival or departure of the school bus, which is defined as the time that the school bus assigned to the school bus stop activates the required pedestrian safety devices, stops and loads or unloads students, and until the school bus deactivates all pedestrian safety devices.

**Parent Responsibilities for bus riders:**

The parent/guardian is responsible for properly registering the students at the designated school and ensuring that all information provided on required forms is accurate and current. The parent/guardian is responsible for updating this information at the school whenever changes occur.

In order to ensure the safety of your 4K, 5K, or 1st grade child, Greenville County Schools has implemented the following procedures:

- 4K, 5K, and 1st grade students preparing to depart the bus at their assigned stop, whether alone or in a group, AND without a parent/guardian/designee present to receive them, could be brought back to the designated school. The designee may be another adult or student designee (4th grade, or above). One person can serve as designee for multiple children. A Bus Tag Application is to be requested from the school, completed and returned to the school before the student rides the bus.
- If student is returned to school, the parent/guardian will be contacted and required to pick up his/her child at the designated school. If the parent/guardian cannot be reached, the matter could be referred to the Greenville County Schools Law Enforcement Division.

Incidents of the parent/guardian/designee, with the numbered card, not being at the bus stop for PM drop-off, will result in all transportation services being discontinued according to the following schedule:

First Incident: Warning

Second Incident: 3 days loss of bus privileges

Third Incident: 5 days loss of bus privileges

Fourth Incident: 10 days loss of bus privileges

Fifth Incident: Loss of bus privileges for the remainder of the school year.

The school administration will implement the above schedule without a bus driver referral and notify appropriate bus center of the effective dates of loss of bus transportation services.

Please note that the above table of incidents and loss of transportation bus privileges is absolute with no discretion on the part of the school administration.

**Cell Phones...**

Students' cell phones must be turned off and placed in the student's backpack while on school grounds. Students should not have cell phones out for communication, entertainment, music, etc. while in class, in the lunchroom, on the playground, or in all other locations on campus. Parents will be notified if this policy is not followed. Violations could result in confiscation of device by administration.

**Challenge Program...**

The school district provides a program for gifted and talented students at grades 3-5. Students are selected to participate in this program based on several criteria. Students may qualify in reasoning ability, academic achievement, or intellectual/academic performance areas.

**Communication...**

Parents will receive a weekly newsletter from their child's teacher. This newsletter will give a brief overview of the curriculum topics of study for the week. Teachers will send something home about student progress at least once a week. This will enable parents to be more informed and involved in their child's academic work. In addition to the overview, assignments and other important information will be communicated. If any parent does not receive the newsletter, the parent should contact their child's teacher. Parents can also sign up for the Parent Portal for access to their child's grades. Administration will send out a school messenger by phone each Sunday afternoon to communicate school news for the upcoming week. A monthly Community COMmEnTS newsletter will be sent to parents through email and will be posted on our school website.

**Conferences...**

Communication between home and school is an important part of the educational program. In order to arrange a convenient time for a conference, parents are encouraged to call the school to make an appointment with their child's teacher. Conferences for all students in the school will be scheduled in October.

**Early Dismissal...**

When it is necessary for your child to be dismissed early, a written note signed and dated must be given to the office staff at the beginning of the school day. If anyone other than the parent or legal guardian is picking up your child, it must be stated in the dismissal note. Any student leaving the building during school hours for any reason will be required to be "signed out" in the school office by an adult. This procedure is for the safety of all children during the regular school day. Students are to be picked up in the school office when leaving early. **No early dismissals after 2:00 PM.**

**Discipline...**

Discipline policies included in this publication are based on information at time of printing. District discipline policies are outlined in Parent Express, the Greenville County Schools' parent newsletter, which will be mailed in early August. The code states "All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/ or expulsion only as a last resort". The types of disciplinary action are outlined in the Discipline Code.

Robert E. Cashion Elementary is an orderly, disciplined school where students are responsible and are accountable for their behavior. Students are expected to follow the classroom and school discipline plan. Most discipline problems can be handled between the teacher and the student. If the offense is serious or if the behavior persists, the student's parents will be informed. There are times when the student's parents are required to come to the school for a conference.

### **School Rules**

Our four basic school-wide rules are:

- Respect adults, others and yourself
- Use quiet voices
- Always be prepared to do your best
- Keep hands, feet and any objects to yourself

### **Playground Rules**

- Keep hands, feet and any objects to yourself
- No rough play or contact sports
- Be respectful and use good sportsmanship
- Stay in assigned, supervised play area
- Use equipment correctly and safely

### **Hallway Rules**

- Remain quiet in hallways
- Walk facing forward and on the colored tiles
- Keep hands, feet and any objects to yourself
- Be respectful

### **Cafeteria Rules**

- Remain quiet while music is playing
- Use proper table manners
- Clean up your space

### **Consequences**

- Verbal reminder of behavior that needs corrected
- Opportunity to make the correction
- Close proximity of adult to the situation of concern

- Separate or remove individuals as necessary

### **School Bus Discipline**

Disciplinary action for misconduct on the school bus will be taken. A school bus disciplinary report is filled out by the bus driver and submitted to school administrators for appropriate action. A copy of the disciplinary report is sent to the parent and filed with the bus supervisor in the school office. After due warning has been given to the student and parents, administrators may suspend the student from bus transportation.

#### **Each bus rider is expected to:**

1. Follow the driver's direction.
2. Sit in the assigned seat.
3. Keep hands, arms, legs, and objects to self.
4. Refrain from cursing, name calling, gestures, or loud talking.
5. Refrain from pushing, shoving, or annoying other students.
6. Refrain from eating, drinking, chewing gum, or littering.
7. Abide by the school district's discipline code.

**Upon referral to administrators, the following consequences may occur pending an investigation by an administrator. Administration will have final decision on the consequence. Serious infractions may result in more bus suspension days than the steps below reflect.**

1. Contact the parents by referral to be signed and returned.
2. Suspend the student from riding the bus for 2 days.
3. Suspend the student from riding the bus for 5 days.
4. Suspend the student from riding the bus for 10 days.
5. Suspend the student from riding the bus for 30 days.
6. Suspend the student from riding the bus for the remainder of the school year.

**If a student damages a school bus, appropriate charges will be levied to offending student(s).** The student responsible for the damage will be suspended from riding the bus until restitution has been made. Prices are subject to change.

Fighting, drugs, or weapons on the school bus will result in immediate and severe consequences.

#### **Dress Code...**

Greenville County School District students are expected to dress and be groomed in such a way as to not distract or cause disruption in the educational program or orderly operation of the school. Personal appearance of students should promote health and safety, contribute to a climate conducive to teaching and learning and project a positive image of the District to the community. Students should dress for the educational setting and not the recreational one. The principal may create further guidelines regarding student dress which are consistent with this policy.



Greenville County School District establishes the following requirements for school dress code policies for students:

- Clothing and/or hair should not be so extreme or inappropriate to the school setting as to disrupt the education process. Therefore, clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Wearing accessories or clothing that could pose a safety threat to oneself or others is not allowed.
- Hats and sunglasses may not be worn in the building.
- Attire must not evidence membership or affiliation with a "gang" in any negative sense of the term.
- Proper shoes must be worn at all times.
- Attire must not be immodest, obscene, profane, lewd, vulgar, indecent or offensive.
- Clothing that inappropriately exposes body parts is not permitted. Students shall not expose undergarments.
- Pants must be worn at the natural waistline and undergarments are not to be visible. Pants and slacks must not bag, sag, or drag.
- No clothing, jewelry, or tattoos are permitted that display profanity, suggestive phrases, or advertisements for, or messages or pictures depicting or suggesting alcohol, tobacco, drugs, or sex.

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit students from wearing any articles of clothing or other items which lead to or may foreseeably result in the disruption of or interference with the school environment. In the event the administration determines a student's dress is inappropriate for school in accordance with this policy, the administration will either require the student to change or will inform the student not to wear the garment to school again. Repeated violations of the dress code will be treated as disruptive behavior in violation of the District's Behavior Code.

#### **Emergency Drills...**

Students and staff routinely practice fire drills, severe weather drills, lockdown procedures, and any other emergency drill needed practiced. An emergency plan for all situations has been developed and communicated to staff and students. Students should observe these drills in a serious manner. Students are expected to follow the instructions of the teacher and move at a safe, quiet pace to their assigned area.

Bus evacuation drills are practiced each year according to state requirements.

Fire and severe weather evacuation procedures are posted in each classroom. At regular intervals throughout the school year, safety drills are held. The purpose of the fire drill is to practice evacuating the building as quickly, orderly and safely as possible. Emergency exit signs are posted in all areas of the building. Fire drills are conducted every month. Two fire drills are required during the first ten days of school. All students and adults are required to leave the building in a quiet, orderly fashion during these drill periods. Tornado and other emergency drills are held during the school year.

#### **Emergency Information...**

A student emergency form must be completed for each child at Robert E. Cashion Elementary School. The information on this form helps the school contact parents in the event of an emergency. It is most important that you make your child's teacher and the school aware of any special health problems. Please inform the school if there are any changes in your address, phone number at work or home, and/or persons to contact in the event of an emergency. It is critical that the school or school nurse contact parents in an emergency situation. Please be sure to update information on your child's emergency form any time that information changes.

**Early Closing Procedures...**

It may be necessary to close school because of extreme weather or other emergencies. In the event of inclement weather, stay tuned to a local radio or television station for information concerning school closings or delay. When school is on a two hour delay, buses will run two hours later than their normal times. School will begin two hours later than the regularly scheduled time. The closing of school due to bad weather will be announced by 6:30 AM over the local radio or TV. Should the weather become bad during school hours, you should listen to the TV or radio for instructions. **DO NOT CALL THE SCHOOL.** Our telephone lines need to be kept open so that we can receive instructions from the District Office. Parents should inform their children early in the school year as to what they are to do in the event of a weather-related closing. In the case of small children, send a note with them advising their teacher of what they are to do.

**Field Trips...**

Field trips are considered an extension of the classroom. The school requires written permission from the parents before a child is permitted to go on a field trip. A signed permission form is required. Transportation will be by bus. Each child is expected to pay a fee to cover expenses. **Field trip fees cannot be returned** if a student has been counted in the original number. Charges for trips are determined by the number of students going on the trip. Once individual fees are set, the school cannot refund the fees. Exceptions will be considered on an individual basis only in extreme circumstances. Students that attend the field trip must accompany his/her class on the bus. No younger children can accompany a chaperone. Traveling in cars even when accompanied by a parent is not allowed. All students are reminded they represent the school when away on field trips and their behavior must be appropriate or they may lose field trip privileges.

**Food Service- Breakfast and Lunch Program...**

The lunchroom manager and assistants provide a nourishing, well balanced meal each day for students and staff. The cafeteria uses a computerized payment system. Students will pay for lunches by the week or month on Monday or the first day of the week. Also, students may choose to pay at the cash register. A running total is maintained on computer. Students that have a balance for meals of over \$10.00 will be served an alternate meal for lunch. The alternate meal will consist of a sandwich, fruit, crackers and a drink.

Teachers determine if students may purchase extra snack items based on rewards and demerits. Students will be limited to no more than 2 snack items. Any students who borrow lunch money for the day will not be allowed to make extra purchases. **No soft drinks are allowed in the lunchroom.** Students may bring fruit drinks or juices as long as there are no glass containers. Water may be brought from home and there are water dispensers in the lunchroom. Students may use a thermos to keep foods warm. There will be no student use of a microwave.

The food service staff will prepare foods for those with special dietary needs. This request should be in writing at least one week in advance in order to provide ample time to purchase special foods.

### Standard School Meal Prices for the 2019 – 2020 School Year

Breakfast	Lunch
All Students: No Charge Adult: \$2.20	Paid Students: \$2.50 Reduced Students: \$0.40 Adult: \$3.80
Extra Milk: \$0.65	
<i>After School Snack</i> Full Paid: \$0.60 Reduced: \$0.15	

\*If changes to the meal prices occur, parents will be notified by school.

“Food and Nutrition Services expects payment either in advance or at the point of service. Charging is not allowed for students or for adult meals. Students with a balance will be offered an alternate meal. Adults are not allowed to charge meals. If a parent or guardian finds it impossible to pay for student meals, please apply for free and reduced meals by completing an application available from the school’s Cafeteria Manager.”

#### Grading Guidelines...

The district’s guidelines will be followed in every elementary school in Greenville County. The guidelines are based on the philosophy that grades should reflect the accomplishment of the student in the classroom to the fullest extent possible. In essence, grades should be earned. The grading codes are as follows:

#### Grades -K5-1<sup>st</sup>:

- + Consistently demonstrate
- √ Sometimes demonstrates
- Rarely or never demonstrates
- \* Not yet demonstrated

#### Grades 2 – 5:

A= 90-100    B= 80-89    C= 70-79    D= 60-69    U= 59 or below

Please talk with your child’s teacher if you have any questions about the grading guidelines.

**Homework...**

Homework assignments are an extension of classroom instruction and should be challenging and meaningful. Teachers at each grade level will explain their homework practices. If you have questions at any time, please contact your child's teacher.

**Immunizations...**

All children must have a South Carolina Certificate of Immunization from the doctor or the health department before entering school. Parents are advised to review their children's immunization records to verify their compliance with the new state regulations. Students may not enter school without having their immunizations current. If you have any questions, please call the school nurse at 355-8000.

**Internet Acceptance Policy...**

The Acceptable Use Student Policy has been established for students in the Greenville County Schools. This policy contains the standards and regulations relating to the manner in which the educational function of the utilization of electronic information, services, and networks in this school corporation is to be carried out. The educational value of student access to online information is the joint responsibility of the parents and the school corporation. The corporation has implemented many restrictions to ensure appropriate use of the internet. Every Student must sign and submit an Acceptable Use Authorization, which must also be signed by the student's parent(s). This form is included in your child's first day packet. Please locate, read, and discuss, sign and return it immediately to your child's teacher.

**Lost and Found...**

A lost-and-found container is maintained on the school stage. To help minimize lost articles, students' names should be on items of clothing that may be taken off, such as: jackets, sweaters, coats, scarves, hats, and gloves. Unclaimed articles are donated to the clothing bank in December and in June following the close of school. Children should be reminded to check the lost-and-found container for missing items. Any money found on the school grounds should be turned in to the office.

**Media Center...**

The school media program is an important part of instruction for students. It is the center for books, magazines, teacher resources and technology. The media specialist enriches students' literacy experiences through music, storytelling, and literature appreciation. Students learn to locate and use information in many formats. The media center has an on-line computer catalog (OPAC) which can be used at school or home. DISCUS is a virtual library of essential information provided to all free of charge. Please ask the media specialist for the user name and password. All materials checked out should be returned promptly and in good condition.

**Medication...**

Whenever a student is required to take medication (including cough drops) at school during the school day, written permission from the parent or legal guardian is required for each medication. Permissions are valid for one school year only. Forms will be sent home to be returned the following school day. The parent must provide all medications, both prescription and non-prescription, in individually labeled bottles and must indicate on the bottle the student's name, date, medication, dosage, strength, and directions for use. Written authorization of the attending physician is required for long-term use (ten or more consecutive school days). Medicine must be in the original container with the student's name and dosage on it. All medications must be bought to the school by parents. Students cannot transport any medication to or from school. When students are ill, they should not be sent to school.

**Money and Personal Items Sent to School...**

Children are discouraged from bringing money, toys, games, cards or any other personal items to school. Neither the teacher nor the school can be held responsible when money is lost or exchanged. Personal items brought to school require prior teacher permission. Items brought to school without prior approval

will be confiscated and held until a parent can come in to claim them. Items not picked up by the end of the school year will be donated to charity or discarded, as appropriate. **If a student brings in money for a field trip, lunch, etc, please put it in a labeled envelop with your child's name, teacher, and the amount.**

#### **Notes required From Parents...**

- Absence/Tardiness/ Early Dismissal
- Permission to go home with another student
- Request to be excused from recess
- Reply to notes from the teacher or principal
- Field Trips
- School Withdrawal
- Changes in the usual method of transportation home.
- Permission for pictures/videos and computer access

#### **Parent Portal**

Parents can access their child's grades at any time through the Parent Portal. Register for a user name and temporary password in the front office. After registering one time for the Parent Portal, student's grades can be accessed as the child progresses through elementary school.

#### **Parent Teacher Association (PTA)...**

Robert E. Cashion Elementary has an established Parent Teacher Association to provide vital financial and personal support to the total school program. All persons who are interested in the welfare of Robert E. Cashion Elementary and its students are invited to join the PTA and become actively involved in supporting our PTA activities. PTA membership dues are \$5.00 each year. Membership cards will be issued. Parents, other family members and friends are urged to join. PTA meetings are held several times a year. Programs are presented on topics of interest and concern to parents. Join PTA and help fund instructional resources for our students and teachers.

#### **Parties...**

Two school parties will be held each school year, Winter Break and End of the Year. The other holiday treats are limited to lunch treats or treat bags to take home. All treats must be prearranged with the classroom teacher. No colored drinks may be served in the classrooms with carpeted flooring. Birthday treats may be provided at lunch time in the cafeteria. No balloons/flowers will be delivered to the classrooms. Recipients will be called to the office at the end of the day. Please remember that these items may not be carried on the school bus.

#### **Personalized Learning...**

Students in grades 3 through 5 will be issued a Chromebook at the beginning of the school year. This device is school property and will only be sent home when the use of the device is needed to complete an assignment. Students and parents will receive a Personalized Learning Handbook and sign that they both understand the guidelines for the devices.

#### **Placement of Students...**

The principal is responsible for the placement of students in classrooms. After much input from teachers, students are placed in heterogeneous groups. Children are placed with regard to each individual student's needs with a balanced distribution of boys and girls, race, and reading and math achievement levels.

#### **Promotion and Retention...**

Promotion and retention of a student is based upon a number of considerations including student mastery of skills and knowledge appropriate to the student's

grade, age, and level of mental and physical maturity. In arriving at a decision for either the promotion or retention of a student, the school will consider the viewpoint of the teacher, special service personnel, principal, and parents. The final decision in any case pertaining to promotion and retention shall rest with the building principal. When a student fails to make satisfactory progress, he/she may be retained. Retention is never an end-of-year surprise to a student or parent. If a student's work falls below an acceptable level and retention is a possibility, parents will be notified and consulted in advance.

**Requirements to Enter Kindergarten and First Grade...**

- Five/Six years old on or before September 1 of the year of enrollment
- A legal birth certificate
- Certificate of Immunization
- Social Security Number
- Two Proofs of Residence

**Report Cards and Progress Reports...**

The school year is divided into four nine weeks. Progress reports are issued 4 ½ weeks into the nine-week period. Report cards are issued at the end of each nine-week grading period. **If a report is not received at the end of each nine-week period, please notify the child's teacher or school office.**

<b>Dates Issued:</b>	<b>Progress Reports</b>	<b>Report Cards</b>
1 <sup>st</sup> Quarter	September 19, 2019	October 30, 2019
2 <sup>nd</sup> Quarter	November 21, 2019	January 24, 2020
3 <sup>rd</sup> Quarter	February 13, 2020	March 27, 2020
4 <sup>th</sup> Quarter	April 30, 2020	June 8, 2020

**Reporting Bullying, Discrimination, Harassment and Intimidation**

The District is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. Accordingly, the District prohibits all forms of bullying, discrimination, harassment, or intimidation. As provided in Board Policy and Administrative Rule JCDAG, students and parents may file a report of bullying, discrimination, harassment or intimidation by other students, employees of the District, or third parties involved in the school setting.

All reports should be filed with the principal or his or her designee. Reports may also be filed by a student's parent. If the allegation is against the school's administration, the student or parent should file a report directly with the District's Parent Resource Representative. (See Policy JA for contact information). Anonymous reports may be made, but those reports must provide the District with adequate information in order to begin an investigation.

***Investigations and Consequences***

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation or bullying, and prevent such misconduct from occurring again. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems. However, any discipline of students or staff shall remain confidential.

If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a student.

The District prohibits retaliation or reprisal in any form against a student or employee who has filed a report. The District also prohibits any person from falsely accusing another person.

### ***Appeals***

Notification of the outcome of the investigation will be issued in writing to the complainant and the complainant will be informed of the right to appeal. An appeal related to disability discrimination or harassment should be made to the District's 504 Coordinator. An appeal regarding color, race, or national origin should be made to the District's Title VI Coordinator. An appeal regarding sexual harassment, or gender discrimination should be made to the District's Title IX Coordinator. (See Policy JA for contact information). A complainant may then appeal the decision of the coordinator to the Superintendent or his or her designee.

For a complete copy of the District's Policy, Administrative Rule, and report form referenced above, please refer to the online link below to the Greenville County Schools Board Policies and Administrative Rules. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

<http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

### **School Improvement Council...**

The School Improvement Council serves as an advisory committee to the school's principal and faculty. It plays a key role in the school by bringing together parents, educators, and community stakeholders to collaborate on the improvement of the school. Meetings are held monthly.

### **Smoking Policy...**

The School Board has established a NO Smoking Policy in all schools in the district. This policy prohibits the use of any tobacco products in the school building or on the school grounds.

### **Special Services...**

Special education resource classes are for students who qualify. Due process procedures are followed in the placement: written permission for a psychological evaluation and placement must be obtained from the parents. All requests must be screened carefully. A child does not qualify just because he/she does not make good grades. All students will be monitored and proper interventions will be put into place as needed.

### **Speech...**

As part of the student services, students may be screened for speech/ language/hearing and vision throughout the school year. Speech therapy is provided by a certified speech therapist that provides work in delayed language, articulation, stuttering, and voice disorders.

### **School Store Supplies...**

The school store is located in the third grade wing of the building. It is open on scheduled days from 7:30 -8:00 AM. Basic supplies such as notebook paper, pencils, easers, pens, rulers, and tablets are available. The items are sold at a minimum cost as this is a service provided for the students and not solely a money making venture.

### **Student Speakers at School-Sponsored Activities...**

The School District of Greenville County is committed to maintaining an educational environment in which students of all backgrounds, beliefs and religions are welcome and treated with equal dignity and respect. The District will neither advance nor inhibit religion. In accord with the United States Constitution, the

District protects private expression, including religious expression, by individual students as long as that expression does not create a disruption to or interfere with the educational environment.

Student speakers at school-sponsored activities, including graduations, may not be selected on a basis that either favors or disfavors religious speech. Where student speakers are selected on the basis of genuinely neutral, evenhanded criteria and retain primary control over the content of their expression, that expression is not attributable to the school and therefore may not be restricted because of its religious or secular content. In contrast, where school officials determine or substantially control the content of what is expressed, such speech is attributable to the school and may not include prayer or religious content. A school, however, may prevent or remove a speaker if the content of their speech is obscene, contrary to the District's behavior code or substantially disruptive to the school environment.

For a comprehensive overview of student's rights, please review the U.S. Department of Education's guidelines on religious expression in public schools at: <https://ed.gov/policy/gen/guid/religionandschools/index.html>

## **Technology Usage and Data Security**

### **Data Security and Use of Technology - Administrative Rule EFE:**

See Full Version at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>

#### **I. Introduction**

Each employee, student or non-student user of Greenville County Schools (GCS) information system is expected to be familiar with and follow the expectations and requirements of this administrative rule.

#### **A. Legal Requirements**

GCS is committed to complying with applicable information security requirements and relevant information security standards and protocols. These requirements include, but are not limited to the following:

1. The Family Educational Rights and Privacy Act (FERPA)
2. Children's Internet Protection Act (CIPA)
3. Individuals with Disabilities Education Act (IDEA)
4. Children's Online Privacy Protection Act (COPPA)
5. Health Insurance Portability and Accountability Act (HIPAA)

Users of GCS's network are required to adhere to state and federal law as well as board policy. Any attempt to break those laws or policies through the use of GCS networks may result in discipline or litigation against the offender(s) by the proper authority. GCS will provide any information necessary in order to fully cooperate with the appropriate authorities in the civil and/or criminal process.

#### **B. Acceptable Use**

GCS provides computer, network, e-mail, and Internet access to individuals as part of the learning environment. The use of these resources is a privilege and not a right. While these systems have the power to deliver a vast number of resources to classrooms and enhance education, their effectiveness depends on the responsible and ethical use by every individual. Violation of this administrative rule will result in the loss of this privilege and may result in discipline or litigation in accordance with board policy and state and federal law.



## **II. Student Acceptable Use**

This section is dedicated to provide GCS students with guidance of acceptable use of the district's information technology resources, including but not limited to:

1. The internet, intranet, e-mail, portal;
2. District assigned computing devices such as personal electronic devices, laptops, desktops and portable storage; and
3. The District's network and supporting systems and data transmitted by and stored on these systems.

### **A. Compliance with Copyright Laws**

Students are to follow copyright laws at all times. Students should refer all questions regarding copyright concerns to administrators at their school.

### **B. Filtering and Monitoring Computer Resources**

The District takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The District strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on District equipment. The District does not supervise individual e-mail accounts.

1. The District reserves the right to review any e-mail sent or received using District equipment and e-mail accounts.
2. Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy. The District's Behavior Code is Board Policy JCDA.
3. Technology is constantly changing and evolving. Due to the nature of the Internet, online communications, and evolving technology, the District cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the Internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### **C. Prohibited Uses of GCS Resources**

The following uses of GCS computer resources by students are prohibited from:

1. The use of school computers for commercial purposes.
2. The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
3. The bypass or attempt to bypass any of the District's security or content filtering safeguards.
4. Allowing another person to use the computer under your District login.
5. Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
6. Unauthorized access, overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of District information systems.
7. Destroying or tampering with any computer equipment or software.
8. The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any District premise, or run or loaded on any District system.
9. The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.

10. Violating any state or federal law or regulation, board policy or administrative rule.

Students, parents and guardians agree that GCS computer equipment must be handled with care and respect.

#### **D. Consequences**

Students who violate this administrative rule may be subject to disciplinary action including expulsion in accordance with board policy and state/federal law. Suspected criminal activity must be immediately reported to law enforcement.

### **III. GCS Internet Safety and Other Terms of Use**

#### **A. General Access**

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the District uses technological devices designed to filter and block the use of any of the District's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

1. Though the District makes reasonable efforts to filter such Internet content, the District cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.
2. Users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### **B. Personal Safety**

The following list is considered precautions taken by GCS to ensure the safety of students, staff and the public.

1. Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.
2. Students will not agree to meet with someone they have met online without their parent/guardian's approval.
3. Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

#### **C. Expectation of Privacy**

Individuals should not have an expectation of privacy in the use of the District's email, systems, or equipment. The District may, for a legitimate reason, perform the following:

1. Obtain emails sent or received on District email.
2. Monitor an individual's use on the District's systems.
3. Confiscate and/or search District-owned software or equipment.

The District may confiscate and search personal electronic devices in accordance with *New Jersey v. T.L.O.* and applicable law.

**Telephone Calls...**

If you need to talk to a teacher, please call before or after regular school hours or leave a message on their voice mail. **If you have a message for your child that must be delivered before the school day ends, please call the main office before 2:00 p.m.**

**Testing (Standardized)...**

Robert E. Cashion Elementary follows the district and state testing programs. Standardized achievement and aptitude tests are administered and test results are available to the parents. Standardized test data is used to identify those areas in which students show academic strength or weakness, and to help us improve our instructional programs. During the first parent conference, the teachers explain the test results to the parents and suggest ways that parents may work with their children at home.

**Textbooks...**

By authority of Section 59-31-290 of the Code of Laws of South Carolina: State Board of Education Regulations require payment for the loss of or damage to any textbook. Ordinary wear and tear is expected. Schools must require pupils, parents, or guardians to pay for lost or damaged textbooks. In the event of non-payment, further benefits of the Free Textbook Program may be denied by the school.

**Truancy...**

A child, ages 6 to 17 years, meets the definition of a truant when the child has three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

**Visitors...**

Visitors are welcome and encouraged to visit our school for observation, conference, or as a volunteer. According to Board policy, to ensure the safety of all our students and staff, all visitors, including parents and school volunteers, are required to sign in at the office and secure a visitor's pass upon arrival at the school. All visitors and or volunteers must wear the badge at all times while in the school building. Visitors must use the front entrance to enter and exit the building. This procedure is for your child's protection.

**Volunteers....**

Volunteers are invited and encouraged to become a part of our efforts to educate children. If you are interested in volunteering at Robert E. Cashion Elementary please contact our PTA to inquire about potential volunteer roles. All visitors and volunteers must have a government issued ID. This is for the safety of our students and staff. Only government issued ID will be able to processed through our check in system. All volunteers must be cleared through our Volunteer check. Please check with your teacher or the front office about the volunteer screening process. ALL chaperones on field trips must be cleared through the Volunteer Process within 10 days before the field trip.

**“Reaching... Educating... Caring”**