

# **CHERRYDALE ELEMENTARY SCHOOL STUDENT PARENT HANDBOOK**

**2019-2020**



**CHERRYDALE ELEMENTARY SCHOOL**

*STUDENTS THINK, DREAM, BELIEVE, AND ACHIEVE*

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# CHERRYDALE ELEMENTARY SCHOOL

## MISSION

To provide a quality instructional environment with a strong academic foundation that will encourage academic excellence for all students and instill a love of learning beyond the classroom. To create a learning environment where all children are empowered to *THINK, DREAM, BELIEVE & ACHIEVE*.

## SCHOOL OFFICE HOURS

Someone will be available to assist parents and/or children from **7:15am- 4:00pm**. If special assistance is needed, please call to schedule a conference.

## SCHOOL TELEPHONE

The school telephone number is **(864) 355-3300**.

Parents may talk to teachers before or after school.

**Teachers cannot take telephone calls between 7:45am-2:45pm.**

Students may call home for emergencies only.

**Arrangements for after-school activities or transportation should be made before the child leaves home each morning. Any changes must be made in writing and signed by the parent. Changes during the day must only be made in case of emergency only and before 2:00 PM.**

## ARRIVALS

Front school doors are unlocked at 7:15am. **NO STUDENTS** are to be dropped off on the school grounds prior to 7:15am, as there is no one available to supervise. For safety reasons students may not be dropped off in the parking lots or the residential areas around the school.

Students arriving before 7:45am will be directed to the designated student holding area where they will be supervised by teachers. At 7:45am they will be dismissed to the classrooms. Students arriving after 7:45am and before 8:00am should go directly to the classroom.

## **DISCIPLINE**

Teachers at Cherrydale Elementary want every child to feel welcome and safe in their classroom. Providing guidelines for behavior is an important first step. In partnership with the parents and students, teachers establish and maintain classroom management so that there are few disruptions to the learning process. The updated school district Code of Behavior is followed for unusual and severe situations. Please refer to the GCSD website for a comprehensive review of the Student Behavior Code Policies.

## **DISMISSALS**

School is dismissed at 2:30pm. All car riders must be picked up by 2:45pm. Students are expected to leave quietly and orderly.

## **EARLY DISMISSALS/Release of Students**

Early dismissals are strongly discouraged after 2:00pm. Please plan accordingly. Signed notes should contain teacher's name, student's name, date, time of dismissal, reason for dismissal, and name of person picking up. Additionally, the person picking up **MUST** be listed on the Student Information and Dismissal Form and must show photo identification. If this person is not listed, the child will not be permitted to be signed out. Arrangements for rides for after school activities must be made before coming to school.

**Please make every effort to schedule medical and/or personal appointments after school hours**

**CAR RIDERS**—Parents are asked to remain in cars and drive through the car line to pick up children. To ensure your child's safety, a Cherrydale car tag with the family number **MUST** be displayed in the front window. If not, you will need to come inside and show proper ID to pick up your child.

**Cell Phone Caution: Parents, please do not use your cell phones when dropping off or picking up students. Please adhere to our No Cell Phone Zone Policy. Your cooperation is necessary and essential to making sure all of our students are safe during dismissal.**

## **CHANGE IN TRANSPORTATION**

If a student's arrangements for getting home are different from usual, you must write a note telling the teacher and office about the change; otherwise, the usual arrangements will be followed. The office will not accept phone calls regarding changes of transportation. Faxes are accepted in emergency situations (355-3361), with parent's signature.

## **BUS RIDERS**

Schools are responsible for ensuring that all student transportation information is transmitted to their respective center in a timely manner during the school year. Schools are required to maintain accurate student information in Powerschool to include accurate student addresses and correct arrival and departure codes. Each 4K, 5K and 1<sup>st</sup> grade student must wear a bus tag while being transported to and from school for the entire school year. The student tag shall include the following information: Name, Tag number, teacher name, and bus route number.

All K4, K5 and 1<sup>st</sup> grade students will receive a numbered ID tag from the school prior to boarding the bus in the afternoon. The tag must be visible to the driver. As the student departs the bus in the afternoon, the driver will collect the student's identification tag. The driver will retain the tag and deliver all tags to the school the following morning. The school will distribute the tags to the respective teacher or staff member so the tags can be put on the student before afternoon bus dismissal. The student's tag number must correspond to the parents tag number. If a student is returned back to the school for any reasons the following procedures will be followed:

First Incident: Warning to parent by school with review of future consequences

Second Incident: 3 days off the bus

Third Incident: 5 days off the bus

Fourth Incident: 10 days off the bus

Fifth Incident: Removal from bus for the remainder of school year

**If the parent/guardian cannot be reached, the matter could be referred to the Greenville County Schools Law Enforcement Division.**

## **RECORDS**

In most instances, access to a student's records is restricted to the student's parents or legal guardian (regardless of custodial rights). Appropriate school district and educational access can be granted by valid subpoena or court order. Most other persons may obtain access to student records only with the written consent of the parent or guardian. Unless parents or guardians direct otherwise, the district will release directory information consisting only of a student's name, school, grade, dates of attendance, degree and awards received, participation in officially recognized activities and sports without prior written consent. Questions about additional confidentiality rights for both handicapped and non-handicapped students may be obtained through the principal's office.

## **PROMOTION/RETENTION**

Cherrydale's curriculum is arranged to enable all students to make continuous and successful progress. There are, however, policies and procedures to follow if the retention process must be utilized.

During the first grading period conference, parents are informed verbally and by letter if the child is not doing grade level work.

A letter is sent to parents in January and near the end of the third quarter stating that retention is a possibility.

A second conference is held at the end of the third reporting period.

A final decision regarding promotion/retention will be made near the end of the year.

Parents are notified by letter if retention is being recommended. Parents and teachers are urged to remain in close contact, to ensure communication regarding the student's progress.

## **PARENT –TEACHER CONFERENCES**

If a parent wishes to conference with the teacher, the parent should contact the teacher. When parents have concerns or issues to discuss, they are encouraged to discuss the issue with the classroom teacher first. If the situation is not resolved, parents may address the issue with the principal. Teachers, members of the administration, and parents share common goals of creating the best learning experiences for all students.

## **TEXTBOOKS**

The state provides free textbooks for all students in elementary school. If a textbook is lost or damaged, the parent of the student must pay an assessed amount.

## **HEALTH ROOM**

A school nurse is available in the health room. If a student is ill or injured, their teacher will allow them to go to the health room.

Parents are called only if the nurse deems it necessary (i.e. temperature of 100 degree or greater, vomiting). Parents are not called, nor a note written for every visit to the health room.

Please do not send students to school sick, vomiting or with fever.

## **WRITTEN PARENT AND PHYSICIAN AUTHORIZATION IS REQUIRED FOR ALL PRESCRIPTION MEDICATIONS**

Parents are required to bring prescription medication to school and provide form Med-1 with both parent and physician authorization before any prescription medication can be left at school. (There is no longer a grace period for this.)

If your child must self-administer medication at school, form Med-2 is required before medication is brought to school.

**A parent may provide over the counter medication to be kept and administered in the health room. Written parent authorization is required using form Med-3. This includes cough drops. These forms are available in the school office**

## **ACCIDENTS AND EMERGENCIES**

In case of an accident, authorized school personnel will give first aid. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs more than first aid.

## **IMMUNIZATIONS**

All children must have a current South Carolina Certificate of Immunization from the doctor or the health department before entering school.

## **INSURANCE**

Information about dental and accidental insurance is provided for all students at the beginning of the school year. Purchase is strongly recommended for those students not otherwise covered.

### **PARTIES/BIRTHDAY CELEBRATIONS**

According to District policy, two class parties are allowed each year. Our designated parties are Holiday Party (December) and Valentine's (February). Parties will begin at 1:30 pm until 2:15 pm on the designated days. As a CATCH program school, we strongly encourage all families to bring healthy snacks for student treats.

Birthday invitations for private home parties may be given out at school. However, they must be given to every student in the classroom. In addition, we reserve the right to prohibit personal birthday deliveries to students during the school day. These include the delivery of balloon bouquets, floral bouquets, gifts, etc. No deliveries will be received.

**Due to student allergy concerns, only store bought food items that contain a food label will be permitted to be served to students.**

### **PERSONAL ITEMS**

Students should not bring candy, toys, jewelry, trading cards, athletic items, electronic equipment, cell phone, large sums of money, or any nonessential personal items onto school property unless authorized by your child's teacher. Teachers will collect these items if they are brought into the school. Parents may pick up the collected items at the end of the school day. Cherrydale Elementary is not responsible for lost or stolen items and instructional time will not be used to investigate as to whether an item is lost or stolen.

### **SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

Please tune to local radio and television stations for announcements about school closings. Decisions to close schools are made on a daily basis in the event of inclement weather. Decisions to close or delay opening of school are made by 6:00am each morning. Decisions for early dismissal of schools are made to allow parents adequate time to pick up students. Students are supervised until school buses leave for home or picked up by their parents. If the child's teacher does not have a note from the parent indicating a different procedure, the child will follow the same procedure he/she follows on a daily basis.

### **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

### **VISITATION IN SCHOOL**

Student safety is very important. When all visitors, volunteers, or contractors check-in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. A visitor's badge must be worn at all times while in the building. Visitors are welcome to eat lunch with students and to visit the classrooms for special activities; however, this is not the time for a conference. Conferences and classroom observations must be scheduled in advance with the teacher and/or principal. All visitors must leave classrooms when the instructional day begins.

### **VOLUNTEERS**

Working as a school volunteer can be an exciting and fun way to support your child's school. Please consider volunteering this year. Contact our PTA office at 355-3304 for more information.

## SCHOOL AND DISTRICT POLICIES AND INFORMATION

All district policies are available on GCS website.

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

### COMPUTER ACCEPTABLE USE RULE

Each school year every person who uses a Greenville County School District computer must review the Acceptable Use Rule (Board Rule EFE).

The school provides technology for all students. If any equipment is lost or damaged, the parent of the student must pay an assessed amount.

### Reporting Bullying, Discrimination, Harassment, Intimidation and Misconduct

The District is committed to fostering an environment that both promotes learning and prevents disruptions to 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, intimidation, or misconduct 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. Additionally, students and parents should immediately report any concerns related to employee interactions with students that are inconsistent with the requirements and expectations contained in Board Policy GBV. Concerns that should be immediately reported to a school's administration include potential mistreatment of students and other conduct by employees that could constitute inappropriate interaction or communication, including those sexual in nature.

### Investigations and Consequences

Reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions designed to end the harassment, intimidation, or bullying, and prevent such misconduct from reoccurring. The student and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent issues. 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, sexual misconduct, 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.

A complete copy of the District's Policy, Administrative Rule, and report form referenced above can be located at <http://www.boarddocs.com/sc/greenville/Board.nsf/Public#>. You may also receive a copy of Policy JCDAG, Administrative Rule JCDAG, or the report form from your school upon request.

### DISCIPLINE CODE

The School District of Greenville County's Discipline Code was mailed to parents in a parent guide titled Parent Express. It 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.

### WEAPONS IN SCHOOL

While on school grounds, in school buildings, on buses or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

### FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

1. To review students education records pending written requests.
2. To request amendment to educational records.
3. To consent to disclosures of personally identifiable information contained in the student's education records
4. To file a complaint with the U.S. Department of Education

A parent may choose to opt-out of the Student Directory Information at any time during the school year.

### 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>

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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.

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## DRESS CODE

Greenville County School District students are expected to dress and be groomed in such away 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. Principals may make additions to these standards.

**Parents are expected to adhere to the dress code while on school property or at school functions.**

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.

## STANDARD CODE OF DRESS

### Pants:

- Must be khaki, in color
- Must be worn at the waist

### Skirts and Shorts:

- Must be khaki in color
- Females may wear skirts, shorts, capris, or jumpers that come to or below the knee

### Shirts:

- Must be solid color: light blue, navy blue, or white
- Must have a collar
- Must be either oxford button down or golf type. (During colder weather, solid turtlenecks of same colors listed above may be worn under shirts.)

### Sweaters, Sweatshirts

- Must be solid color: light blue, navy blue, or white
- Must wear one of the standard code of dress shirts underneath
- May be a sweater vest

### Miscellaneous:

- Please put student's name in all outerwear
- No hats, sunglasses, bandannas, or gloves in building
- Laces of shoes must be tied at all times
- Sandals must have strap on the back of heel, no flip flops

Note: It is at the discretion of Administration to have a "free choice" dress day occasionally (for example Picture Day, Spirit Day, Awards Day, etc.). On these days, students must adhere to the Greenville County School District Dress Code Guidelines contained within the Cherrydale Student Handbook.

If students do not have the appropriate attire then their parents will be contacted.