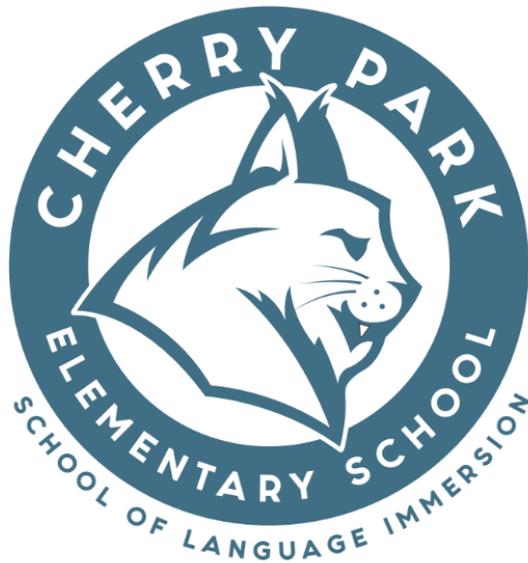


Cherry Park Elementary School of Language Immersion Family Handbook 2023-2024



Cherry Park Elementary School of Language Immersion

1835 Eden Terrace
Rock Hill, SC 29730
Main Office 803-985-2255
Fax 803-985-2318

| | |
|-------------------------------------|----------|
| Maness, Pat (Principal) | 985-2255 |
| Futrelle, Kendyll (Asst. Principal) | 985-2255 |
| Ramere, James (Asst. Principal) | 985-3089 |
| Leon, Alberto (Dean of Students) | 985-2340 |
| Miranda Baskin (School Counselor) | 985-2265 |
| Remi Flaherty (School Counselor) | 985-2264 |
| Blair Austin (Media Center) | 985-2268 |
| Shyan Fortuna (Receptionist) | 985-2255 |
| Heidi Hunsucker (SIS Clerk) | 985-2320 |
| Neal, Angela (Bookkeeper) | 985-2321 |
| Love, Judy (Nurse) | 985-2322 |
| McCrorey, Sonya (Cafeteria) | 985-2269 |

District Office 981-1000

Transportation (School Bus) 980-2022 and bushelp@rhmail.org

Staff email addresses can be accessed at <https://www.rock-hill.k12.sc.us/Domain/2265>

Arrival and Dismissal Questions

1. Can we **drop off** elementary and middle school students at the same time? If so, where? Where do middle school students wait? Drop Off--Cherry Park students should be dropped off by 7:35 and should be in their classes by 7:40. Sullivan students should not be dropped off earlier than 7:45 when they open their doors. Parents with children at both schools have a number of options for consideration. First, School of Choice transportation is available to all students. Second, parents can drop off their Cherry Park student before the 7:40 time and wait a few minutes to drop off their Sullivan student at 7:45. Third, multiple families can consider carpooling for an elementary dropoff and a separate middle school dropoff (i.e. one family do the elementary dropoff and another family do the middle school dropoff.) While we recognize that Cherry Park and Sullivan are on the same campus, this situation is the same as families who have students at Mount Gallant and Dutchman Creek, Independence and Castle Heights, York Road/Old Point and Rawlinson Road, and Oakdale and Saluda Trail.
2. Where are **school routes and schedules** updated for **buses**? Information can be found on the District website under Transportation: <https://www.rock->

hill.k12.sc.us/Domain/303 You can also contact Transportation at 980-2022 and bushelp@rhmail.org.

3. How does **bus transportation work**? With it being school of choice, will the bus take them directly home or is there a bus transfer? Students are picked up at their home and taken to our Transportation Complex. There, they get on the bus to go to their school of choice. In the afternoon, students are picked up from their school of choice and taken to the Transportation Complex and then they get on the bus to take them home. Adults supervise this process to ensure students come and go on the right buses.
4. What is the **drop off time and pick up time**? What is the bell schedule? Doors will open at 7:00 AM and students need to be in their class by 7:40. Students are late at 7:40 and need to be signed in at the front office (near Caswell Street) after that time. If you drop off at the Cherry Road Entrance and you are late (after 7:40), you will need to drive around to the Main Office that is only accessible from Caswell Street. Second through Fifth Grade students can be dropped off at the entrance from Caswell Street (or the Caswell Entrance.) (Younger siblings in Kindergarten and First Grade can get out at the Caswell Entrance and walk through the building to their arrival spot near their classrooms. Older students can get out at the Cherry Road Entrance and walk up to their classrooms.) The goal is to offset the traffic loads to our two entrances. **Dismissal begins at 2:10.**
5. What time does **Sullivan Middle traffic start** and how does this impact Cherry Park drop off? There will be some overlap but Cherry Park starts at 7:40 and Sullivan starts at 8:15 so traffic to the two schools do not interfere much with each other. On any early release days, traffic can overlap at the Caswell Entrance so be prepared.
6. Do we have to **live in a certain district** to go to Cherry Park? You can attend Cherry Park as long as you live in the Rock Hill School District. If you change addresses, please inform the office. School of Choice busing is available to every student in the Rock Hill School District.
7. How do handle **where we will drop off and pick up** our children? It is best for kindergarten and first graders to be dropped off and picked up at the Cherry Road entrance and for Grades 2-5 students to be dropped off and picked up at the Caswell Entrance if at all possible. We hope to keep cohorts together as much as possible and this will help us do that. Older siblings of K and 1st graders can certainly be dropped off and picked up at the Cherry Road Entrance.
8. Do upper grades **parents do the entire loop of what is now Sullivan MS car line** to get to the Caswell Entrance for pickup? Yes. At dismissal, parents will need to line up using the Sullivan car loop. At arrival, traffic flows well enough that parents can turn into the Caswell Loop and come directly to the Main Entrance. Be sure to stop at all stop signs to allow for traffic.
9. When coming from Ebinport Road, **must we turn left onto Cherry Road and drive around Sullivan** to access the Caswell Entrance? If you are coming from Ebinport Road, you have two choices for drop-off. No matter what grade level

your child is in, you can use the Cherry Road Entrance to drop them off. Little ones will walk directly to their waiting area downstairs and older students will walk through the building to go to their arrival spots. If you wish to drop older students off at the Caswell Entrance, you will need to turn left onto Cherry Road and circle Sullivan to get to the Caswell Entrance. There is no left turn from Cherry Road to Caswell Street. Our simple goal in our drives is to encourage K and 1st grade students to be dropped off at the Cherry Road Entrance and upper grades students to be dropped off at the Caswell Entrance. By doing this, we believe the “loads” for each of the entrances will be more balanced and parents will have about the same amount of wait time at each entrance. We will monitor and adjust as needed.

10. Where do the **daycare vans pick up in the afternoon**? They will pick up in Sullivan’s bus loop around the Sullivan Faculty Parking Lot. This pickup lane for buses and vans is off of Eden Terrace and is between Sullivan’s track and the Faculty parking lot.
11. How will I know if my **child’s address is eligible** for the school of choice bus? Most all students are eligible to ride a School of Choice bus. The only ones who may not be eligible are those living close to Cherry Park Elementary who could walk. If you have questions, call 980-2022.
12. Where will my child **go in the mornings** if he/she arrives before 7:30? Kindergarten and first grade will go through the lower entrance door at the Cherry Road Entrance and will wait in the common area outside their classrooms on C Hall. Second and third graders will enter through the same door, walk upstairs, and wait in their common area outside their classrooms on B Hall. Fourth and fifth graders will wait in the Media Center and Music Room located on A Hall. All students dropped off at the Caswell Entrance will go through the main doors by the office. Breakfast is available each morning as well before 7:30.
13. Can students **be dismissed from the office between 1:45-2:10**? Students cannot be dismissed during that time. At the end of our day, we are transitioning 820 students to go home safely. If students have medical appointments, they should be signed out **before 1:45**.
14. How do I **change how my child is going home**? A note should be sent to the teacher at the beginning of the day. Parents can also come to the office in person and change how their child will go home. Only in dire emergencies should parents call to change their child’s dismissal. It can be difficult to verify emails and phone calls and that is why those methods of communication for changing dismissal plans are not appropriate. This is a district policy to ensure the safety and security of students.

Attendance and Tardiness

15. What are the district and state policies for **attendance and tardiness**? Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse. If this excuse is not turned in within

THREE days after the student is back in school, this absence will be UNLAWFUL. The maximum number of days that will be recorded as lawful absences with parent notes will be FIVE. Students will be considered lawfully absent when: a. they are ill and their attendance in school would endanger their health or the health of others. b. there is a death or serious illness in their immediate family —with proper documentation (bulletin, death notice, etc.). c. there is a recognized religious holiday of their faith. d. activities approved in advance by the principal. e. the student is suspended from school. f. there is a necessary medical or legal appointment that cannot be scheduled during non-school time. A tardy is only excused (T code) when a medical note is presented at time of arrival to school or approved by the principal for extenuating circumstances. Lawful absences allow students to make up missed work. Note: Out of town trips/vacations are not lawfully excused absences.

Early withdrawals: Students are not allowed to leave school after 1:45 p.m. UNLESS a doctor's excuse/appointment card is presented to the office by the parent at the time of dismissal. In addition, no transportation changes can be made AFTER 1:45 p.m.

Student Attendance Intervention Plans: After three consecutive or a total of five unlawful absences, regulations require that school officials contact the parent/guardian for a conference. The purpose of this conference is to identify reasons for your student's absences and to complete a Student Attendance Intervention Plan. The maximum number of days a student is allowed to miss is TEN per school year (lawful or unlawful.) When a student is absent more than 10 days, attendance is an important factor used in the promotion/retention decisions for grades K-5. More than 10 absences and/or excessive tardies could result in a referral to Family Court. Citation: South Carolina Code of Laws 59-65-50, 60 & 70 and South Carolina Board of Education.

Be Great Academy After School Care Program

16. How does the **Be Great Academy for after school care** work? Parents pick up students at our main entrance from Caswell Street. In order to have a safe dismissal, Be Great Academy students can be signed out **starting at 2:45**. If a parent needs to pick up a BGA student before then, please send the child's teacher a note saying how he/she will go home (i.e. Cherry Park Entrance Car Rider, Caswell Entrance Cr Rider, Bus Rider, etc.) For more information, click here: <https://begreatacademy.org/>
17. What are the options for **after school care**? Will it pick up immediately upon the school opening? The Be Great Academy is receiving applications at this time. The Be Great Academy normally begins on our first day with students. Students will transition to their designated locations right after school. Students will be divided into classes by grade level and ages as is appropriate.

Bus Guidelines for Students and Parents (See Appendix)

Cafeteria and Lunch

18. How do we pay for **meals** this year? All student meals (both breakfast and lunch) are provided for no cost this year.
19. How can I find out information about **menus for meals**? You can find school menu information on our District App and you can go here: <https://www.rock-hill.k12.sc.us/Domain/292>.
20. What if I want to **bring lunch** to my child? As we always have, we welcome parents and approved visitors to come and eat lunch with their child. We also understand that children forget their lunch and parents need to drop off their lunch box. When there is a need to bring a child a lunch, keep the following in mind:
 1. Deliveries--We have a process in place to take all items dropped off in the morning by 9:30 AM. Parents needing to drop off something should do that before 9:30 AM.
 2. Bringing Lunch--We do not have enough staff to take lunches or other items to classrooms throughout the rest of the day (unless there is a medical need.) Parents who bring a lunch will need to sign in and take the lunch to the child during their lunch time. Be sure to drop off your name tag when you leave. We will not call students to the office to get their lunch because we do not want to interrupt their instruction.
 3. Food Safety--Another reason we don't drop off lunches is due to food sitting on a counter and spoiling. Lunches dropped off before 9:30 AM should not need refrigeration or heating. They should be packed in a way to keep it cold or hot through lunch time.
 4. If Your Child Forgets a Lunch--Know that we will always have your child eat in the cafeteria, especially now that meals do not cost for families. We encourage families to tell students that if they forget their lunch to go ahead and eat in the cafeteria that day.
 5. The Why Behind the What--These policies are in place because we serve 820 students each day. We would love to have enough staff to take down a lunch for every parent who want it delivered. That simply is not reasonable or possible. We want to maintain a focus on teaching and learning and safety. Thank you for your help with these policies we have in place.

Birthdays for Students

21. How are students' birthdays recognized? Teachers recognize student birthdays in their classrooms in many different ways. If a parent wishes to buy ice cream for the class or send in a snack (per district guidelines which are under the "Snacks" section below), please coordinate that with your child's teacher ahead of time. **Teachers nor students should pass out birthday party invitations at school.** Invitations should be sent via mail or other means.

Cell Phones (And Personal Electronic Devices) of Students

22. What is the district policy about students having cell phones and personal electronic devices? For purposes of this policy, *personal electronic device* includes, but is not limited to, cell phones; pagers; gaming devices; or other devices that emit an audible signal; vibrate; display a message; display or record an image; or otherwise summon or deliver a communication to the possessor. Personal electronic devices are not permitted to be on or visible during the school day and should be stored in lockers or backpacks while on campus between student arrival and dismissal bell. Unauthorized use of a personal electronic device may include, but is not limited to, taking pictures or recording without permission, cheating, harassment or bullying, use during any emergency drill, use during unauthorized times, or use for unlawful activities. A student in possession of a personal electronic device in conflict with this policy will be subject to discipline as provided under administrative rule JICJ-R. Violations of this policy may result in the confiscation of the device and all its components. Students are not allowed to erase the history or remove the battery, SIM card or any other part of the device before giving it to the school official. Students will receive the phones at the end of the school day. The district is not responsible for the loss or damage of any personal electronic device brought on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds.

Classroom Disruptions

23. What do I do if I want **to see the teacher** or drop something off to my child? If a parent needs to speak with a teacher, he/she needs to schedule a conference. If a parent needs to drop something off to his/her child, it can be left in the office before 9:30 AM and will be taken down at a later time. We want to limit disruptions to the classroom instruction so teachers can focus on the students' learning. We want to keep our students safe and learning as much as they can.

Code of Conduct for Rock Hill Schools (See Appendix)

Communication

24. How does Cherry Park **communicate with** families? Communication is strong emphasis at Cherry Park. Information is sent to parents on a regular basis. Student folders/envelopes are sent home regularly and conferences are held throughout the year at either the teacher's or parent's request. Open houses are held in the fall of each year. Year-long student portfolios are maintained by and for each student. Monthly calendars and newsletters are issued. Please ask your child for his/her folder-envelope each **week**. When papers come home with unsatisfactory grades or with notes that assignments were not completed, please contact your child's teacher. We welcome your questions and input. You can access school information from these sources as well:

Website: <https://www.rock-hill.k12.sc.us/Domain/2265>

Facebook—"Like" us at Parents of Cherry Park Elementary

Twitter—Is @CPESBobcat

District App—Go to the App Store and download it for free. Be sure to select Cherry Park in order to receive communications.

Weekly E Newsletter—Parents receive this via email each Sunday at 6:00 PM. If you are not getting the weekly E-News (The BobChat), please contact the office to check your email address.

Parent Portal—As a part of our PowerSchool program, parents will have access to grades and other information in Parent Portal. Class assignments for the fall will be put there for all families who have completed signups for Parent Portal. More and more information will be placed there for reference and for parents to use to respond to the school.

Conferences Between Parents and Teachers

25. How can we set up a **parent-teacher conference**? Parents are encouraged to conference with their child's teacher. In order to have a conference, it needs to be scheduled ahead of time in writing or by phone with the teacher. Visitors are asked not to interrupt the teaching and learning time happening in the classroom. If a parent needs to give something to his/her child, it can be dropped off in the office and will be taken by the office staff to the child.

Dress Code

26. What is the **dress code** for students? District board policy states that the Board reserves the right to bar from school students whose personal appearance is disruptive to the educational process and orderly operation of the school. Discretion to formulate reasonable dress code is left to the administration. In order to carry out this policy, Cherry Park Elementary has adopted the following rules regarding dress:

1. All shorts and skirts should be worn no shorter than three inches from top of the knee.
2. All pants, jeans, and shorts should be worn at the waist.
3. Belts must be buckled, sashes tied, and buttons buttoned, except at the neck.
4. All students must wear shoes. Shoes designed to be tied or buckled must be tied or buckled. For safety reasons, students should not wear shoes without a back strap, such as flip flops and slip-ons. For playing outside daily and PE activities, it is best to wear tennis shoes each day.
5. Offensive or suggestive writing, pictures and patches on clothing or jewelry are prohibited. This includes advertising for alcohol/tobacco products or promotion of violence.
6. No students should wear hats, caps, bandannas, sweatbands or sunglasses in the building.
7. Students' hair should be neat and clean. No combs, picks, or hair curlers

are allowed.

8. Clothing should be worn with appropriate undergarments and these should not be visible. No skin should be visible between the pant and shirt at any time.
9. Heavy or bulky outerwear should be placed in the designated area during class time. Do not wear coats or jackets during class, unless permitted by the teacher.
10. Clothing should be worn as the manufacturer intended. Clothing NOT appropriate for school include the following: biker's shorts, tattered or torn clothing that exposes skin, form-fitting or bare clothing such as tube/tank tops, baggy oversized pants or jeans.

Students who come to school inappropriately dressed and/or not conforming to the dress code will be held out of class until suitable clothes are available or sent home. Absences from class as a result of dress code violations will be ruled unlawful. The principal may waive any of these rules on a special "dress up" day, declaring special rules for that day.

Emergency Contacts

27. Who needs to be listed on the **emergency contact** list for my child? Be sure to list anyone you approve to pick up your child or who you approve to visit your child at lunch. If a person is not listed as an emergency contact, he/she will not be allowed to pick up or visit unless a parent note is sent or if a parent comes to the office to notify the school ahead of time. For all car riders, emergency contacts need a car pickup tag which authorizes them to pick up the child. Parents should get the pickup card and give that to the person(s) picking up their child.

Extracurricular Activities

28. Will there be **extracurricular activities** for this school year at CPES? Over the years, we have had competitions and clubs after school. These have included Battle of the Books, Science Fair, Oratorical Contests, Girls on the Run and a Boys' Running Club. Parents will be informed through the weekly E-Newsletter (BobChat) of opportunities available for children.
29. Will there be **school shirts** for sale? Yes. Parents will be notified how they can purchase school themed wear.
30. Is there a **field where students can play soccer** at recess? We have a play area for our upper grades students that is separate from our kindergarten students.

FERPA (Family Educational Rights and Privacy Act)

31. What is the **Family Educational Rights and Privacy Act** and what are the rights associated with it?

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

What kinds of **directory information can be released**? What does a parent do if they don't want that released?

Directory Information

The following information is releasable upon request at the discretion of the principal of each school; the student's name, address, telephone number, date and place of birth, photo, subjects study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent/previous educational agency or institution attended by the student. Any parent or guardian of a student attending Rock Hill Schools who would prefer that any of the information designated above not be released without the parent's or guardians' prior consent should notify in writing the Office of the Superintendent, Rock Hill Schools P.O. Drawer 10072, Rock Hill SC 29731 by the Tuesday following Labor Day. If such notice is given, the school attended by the student will be notified.

First Days of School

32. My child is worried about getting lost in the new building. Will I be able to **walk her to her classroom** the first few days of school? Also, will there be adults positioned throughout the halls to help children find their way around as they adjust to a new building? Parents can walk their children to class for the first day and we will have lots of adults in the halls to help little ones know where to go. Our Safety Patrol will also help children know where to go. We are fortunate that for our little ones in kindergarten and first grade, if they are dropped off at the Cherry Road Entrance, they will walk straight into the area that is closest to their classrooms. Please, please, please say goodbye when your child is getting out of the car and not as they are walking down the sidewalk to enter the building. Little ones will walk back towards the moving car when that happens and could get hurt.

Grandfathering Siblings of Current Students

33. If we have a current CP student, **will their siblings be grandfathered** into CP? Yes. Younger siblings of current CP students will be grandfathered into the program if parents fill out the required School of Choice application by February 28. This is the same process we have used the past years. This is the current policy and if that changes, parents will be notified.

Homework

34. How will teachers give **homework** and how much? Homework is practice of skills previously learned. Each child is expected to read **every** night. It is important that you read to/with your child daily. Please stress to your child that he/she should clarify assignments, directions, and procedures for doing homework before leaving school. If your child has a problem completing his/her homework, please send a note to the teacher so he/she can follow up. Generally speaking, homework (other than reading) should be about 10 minutes per grade level. First graders would have 20 minutes and fourth graders might have 50 minutes.

Ice Cream

35. How will **ice cream** sales be handled? Ice Cream will be sold on Fridays for \$1.00 for each item. Money should be turned into the teacher on Friday mornings. Correct change is encouraged as teachers do not keep cash in the classroom. Please do not send large bills to school with your child.

Instruction

36. How will the **French and Spanish programs interact**? Is there a chance the English sections of the programs could have mixed groups from the different programs? French and Spanish students interact in similar ways as they do in traditional schools. They will be together during recess and they will be in the cafeteria during the same time. French and Spanish students in the same grade levels will be on the same hallways. We want them to make new friends and learn from each other.
37. When are the **GT classes** being held for which grades and who is teaching it? Mrs. Heather McNay and Ms. Yahulda Lelonek are our Gifted and Talented teachers and schedules will be determined by them and the homeroom teachers. Most likely, fourth and fifth grade will have one full day of GT each week and third grade will have a half day of GT each week. This allows us to meet the state requirements for time in GT.
38. What are the **school options after they complete his/her time** at the Cherry Road School? Students can continue in the immersion program in middle school. Sullivan Middle receives those students and has an immersion program both in French and Spanish for students who completed the elementary immersion program. Students in middle school who have a high fluency in French and Spanish can test into the program as well. They would need to contact Flor Morales, the District World Language Coordinator. The immersion program at the high school level is at Rock Hill High. Immersion students will take AP French or Spanish their ninth grade year and then have the opportunity to take dual credit classes sponsored by Winthrop University.
39. Will there be any **school supplies or classroom supplies** you need parents to help buy? Yes. Parents should purchase supplies at the beginning of the year as is listed on the Cherry Park School Supply list on the website.

Items for Drop Off

40. Can parents **drop off items** for students to be delivered to their class? This should happen as little as possible to eliminate disruptions for classroom instruction. When necessary, parents can drop off items on the cart in the lobby and place their child's name and their child's teachers' names on it. We will have office helpers who will drop off needed items once a day mid-morning. We will not be able to take lunches to students that have been picked up from fast food restaurants. If a child has forgotten a lunch, he/she can certainly eat in our cafeteria or a parent can drop off a lunchbox before 9:30. Again, dropping off items should be limited as much as possible.

Medical Information (See Nurse Love)

41. What happens when there are **accidents?** Every effort is made to prevent accidents. If, however, an accident occurs, the procedure will be as follows: First aid will be administered by authorized school personnel. A parent will be called if the accident or illness is considered serious or if the child is uncomfortable or has fever. If we cannot reach a parent, the school will follow the parent's directions on the enrollment card and consent forms to secure an individual to pick up the child or to secure emergency medical treatment if needed. As always,
42. What kind of **immunizations** does my child need to have? The state of South Carolina requires that all children entering K5-12th grades have the hepatitis B series. In addition, all children entering K5-3rd grades are required to be vaccinated against chicken pox or have a documented history of chicken pox disease. All students are required to have a South Carolina certificate of immunization as part of their school records.
43. What do we do if our child takes **medication?** **Medications may not be given at school without a doctor's order. This includes over the counter medications. If it is necessary for a child to receive over the counter medications, parents are welcome to come to the school and administer it. All medications need to be in their proper prescription bottle and you must fill out a school permission slip with the office. CHILDREN ARE NOT ALLOWED TO CARRY ANY MEDICATIONS INCLUDING OVER THE COUNTER MEDICINES ON THEIR PERSON AT SCHOOL.** Parents should pick up any unused medication at the end of the year. Office staff will notify the parent and teacher when a student who is taking medication is in need of a refill of that medication.
44. Does the nurse do **screenings?** During the course of the school year, Nurse Love will be conducting vision and hearing screenings on K5, 1st, 3rd, and 5th graders. If you are a parent of a 2nd or 4th grader and you have concerns about your child needing to be screened for vision and / or hearing let her know and she will be happy to screen them.
45. How important is it to maintain correct **contact information?** In case your child is ill or injured while at school it is very important that we have current home and work numbers so we can contact you. If your telephone numbers change, let the

office know as soon as possible. If your child is out for more than one day with an illness please give your child's teacher or the office a call. We love and care for our students and we miss them when they are not here!

Observations in Classrooms

46. Can I observe in my child's classroom? While we encourage parents to visit our school and volunteer often, Rock Hill Schools does have **procedures for visitors** that we ask that you adhere to in a proactive measure to ensure the safety of our students.

First, you should know that upon visiting the premises of any district property, **a nation-wide offender check will be conducted** by the district's Visitor Management System. Please plan to present a valid state-issued driver's license or government-issued photo identification card to sign into the Visitor Management System.

Here are some frequently asked questions:

- **Is it okay to visit my child's classroom?**

While we always welcome visitors in our schools, it is always best to plan your visit around your child's lunchtime if you simply want to spend quality time with your child. As unobtrusive as you mean to be while in the classroom, even just being in the room can be a distraction for some of the other children, altering the dynamic of learning in the classroom.

- **But I really want to see my child in action in his/her classroom.....**

We understand that it is fun and exciting to watch your child eagerly learn each day! If you choose to visit, please make a request to your child's school principal to arrange such a visit in advance. Please limit your visit to the classroom to no longer than 45 minutes. Please remember to be a "fly on the wall" during your visit inside the class and not an active participant in the classroom. Also, this is not the time for a parent/teacher conference. If you need to speak to the teacher, you will need to schedule a follow up appointment for another time when it is not disruptive to the instructional day. Please be aware that principals do retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment.

- **What if I want to volunteer in the classroom?**

Wonderful! Please schedule this with your child's teacher prior to your arrival. This allows the teacher to have materials prepared for you in advance. We want to honor your time!

Thank you for your continued partnership in your child's education.

Updated 2022-2023

Policy AR-KI-R School Visitors Code

Parent Involvement

47. When will the **School Improvement Council and Parent Teacher Organization** meet? PTO and SIC are planning to meet on the **second Monday of each month this year**. School Improvement Council meets at 5:30 and our Parent Teacher Organization meets at 6:30 (in the Media Center.) Elections were

held in the spring for PTO and SIC elections will happen in the fall but all parents are welcome to attend to help provide input and volunteer. Meetings will be held monthly.

48. Is there be a **Facebook group** for immersion parents at CP? We will have one schoolwide Parents of Cherry Park Facebook page that will keep parents informed. We will also have Twitter and Instagram.
49. Where do **parents park** when coming for school functions during the day? How does this coincide with staff parking? There are a few visitor parking spots in front of the main entrance off of Caswell Street. Most families will want to park in the Sullivan lot and walk over to the main entrance. Staff members will park in the lot at the Cherry Road entrance and in the lot at the Caswell Entrance.
50. Does Cherry Park have a **signature fundraiser**? Yes. Our Bobcat Dash will be the last Friday in October or the first Friday in November at the end of Red Ribbon Week. We have found it most beneficial to do a few fundraisers well rather than doing lots of little ones that take lots of energy with little profits. We will have Book Fairs throughout the year and we will have Fall and Spring Pictures. We will also have ice cream sales on Fridays. Beyond that, we want to limit fundraisers if we can.

Pictures

51. How often are school pictures taken? Pictures will be taken of students in the fall and the spring and parents will be notified well in advance in the BobChat Newsletter.

Prohibited Items

52. What items should be left at home? Students are not to bring radios, beepers, tape players, electronic games, balls, or toys to school. These items will be confiscated. Cell phones should be turned off and stay put away in bookbags during the school day. Watches used as communication devices should be left at home or put away as well. **To help keep our walls clean and undamaged, there should not be any toys or objects attached to bookbags (other than a nametag.)**

The following articles may not be brought to school because they are hazards to the safety of others or may interfere in some way with school procedure:

Toy guns, bean shooters, knives, firecrackers, razors, razor blades, caps, Kung Fu weapons, or pornographic materials. Such items will be taken from the student and under no circumstance will be returned to the student. If parents wish to reclaim the items, they may come to the school for them. Students having hazardous articles or articles that interfere with school procedures are subject to disciplinary procedures. Students who bring weapons and/or drugs on school grounds will be suspended and the proper authorities will be notified for possible legal action.

Safety

53. How does **Cherry Park keep students safe**? All doors inside and outside of the building are keycard access. We drill monthly on a variety of safety situations. Teachers receive yearly training on best practices in keeping students safe. CPES is blessed to have access to a resource officer who is housed next door at Sullivan Middle School and a school security officer at CPES. The school has common procedures for promoting the safety of our students.
54. What **facilities do CP share with Sullivan**? CPES and SMS will have separate facilities (including cafeteria, PE space, Music space, etc.) to serve the needs of elementary and middle school students. Dr. Persinski and Mr. Maness will work together to share spaces that may be beneficial to students in special situations. These opportunities will be supervised by staff members. For example, CPES may reserve Sullivan's auditorium for assemblies. SMS might use Cherry Park's PE room after school hours for an athletic team for practice.
55. Can **Sullivan students** enter the Cherry Park building or are they physically separated inside? They are physically separated. Doors are installed between Sullivan and Cherry Park. Only adults with appropriate access can enter Cherry Park.
56. What is the school/teachers/principals doing about school **bullying**? We involve our staff, our families and our students in addressing the issue of bullying. We investigate all situations and respond appropriately based on the facts of each case. Our school counselor teaches students about bullying, how to respond appropriately, and when to tell an adult. We want every child to enjoy school and look forward to coming to Cherry Park. Bullying is addressed quickly and appropriately by staff and administration.
57. What is the district policy on **bullying**? The school prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation or bullying is defined as any act reasonably perceived to have the effect of either of the following:

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint with the principal or any school employee. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the principal or his/her designee. Reports by students or employees may be made anonymously.

Training is done annually with students and faculty in order to promote a safe learning environment.

The district prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The district also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

The school expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and district. Any student or employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. The district will take all other appropriate steps to correct or rectify the situation.

(From District Policy JICFAA)

Snacks

58. What snacks can be sent in to serve to classrooms? Based upon USDA Nutrition Standards and School Board Policy ADF - District Wellness, the following list of approved snacks are the only allowable snacks for classroom celebrations or parties. No homemade goods are permitted. Snacks must be individually wrapped or in purchased container/package. This avoids safety issues associated with food allergies of students.

Valentine's Day parties are excluded from using the list.

The list was compiled by the district Health Advisory Committee using feedback from the School Improvement Councils (during the 2017-18 school year), and parent survey responses from the spring of 2018. The snacks listed meet SMART Snack guidelines recommended by USDA.

Pretzels

Cheddar crackers or graham crackers

Sun chips or similar baked chips

Frozen fruit bars (Ex. Whole Fruit, Outshine, Dole or store brand equivalent)

Fresh fruit – Individual serving/wrapped or in purchased package container

Fresh vegetables – Individual serving/wrapped or in purchased package container

Low fat dips

Fruit cups (Ex. In water, light syrup, or 100% juice)

Yogurt

Apple sauce cups

Sugar free gelatin cups or sugar free pudding cups

Fruit and veggie pouches

Cheese sticks (Individually wrapped)

Pepperoni or turkey pepperoni (In purchased package container or individual sticks)

Water/Flavored Water

*This list does not address allergies. Please remember to always check specific allergies with your classroom teacher 48 hrs. prior to bringing food to the school. Accommodations will be made for students with allergies.

Technology (School Issued Laptops and Devices)

59. What is the district policy concerning school issued laptops and devices? The district may provide students with electronic devices including, but not limited to, tablets or laptop computers in an effort to enhance students' learning experience. The district will determine the device that best suits the needs of the students. Students will have no expectation of privacy with respect to any information contained on these devices. District-owned devices may contain tracking software to recover lost or stolen devices. Students are not allowed to erase the history or remove the battery, SIM card, or any other part of the device. Students will abide by the district's acceptable use policy (IJNDB) established for the use of technology resources. Students who violate the acceptable use policy or do not follow instructions for the proper use of the device on school grounds, in the school buildings, on buses, or during any other time they are under the direct administrative jurisdiction of the school, whether on or off the school grounds, will be subject to discipline according to administrative rule JICJ-R. Students are responsible for the care of the district-owned device. Parents/Legal guardians will cover the cost of damage to or loss of the device. Students will return the device at the end of the school year or when directed by an administrator.

Visitors

60. What procedures do **visitors** need to follow? All visitors must have a **state issued photo ID** in order to check in at the main office. Visitors who are on school business are welcomed at school; however immediately entering the school grounds, all visitors will "check in" at the school office, state the nature of their business, and be assigned a visitors' badge. Failure to comply with the check-in procedure will result in the visitor being asked to leave the campus. After this warning, the police will be called and the violators will be prosecuted. All visits to the classroom must be scheduled in advance. While we encourage parents and family members to eat lunch with their child, we ask that those visits be limited to a once-a-week basis. This enables our children to develop good relationships with each other and helps foster community within the class. In-district students will not be allowed to visit between schools of the district. Students who do so may be charged with trespassing and/or recommended for

expulsion from the district schools. It is not permissible for students to invite a classroom friend to eat with adults visiting him/her.

Yearbook

61. Can families purchase a **yearbook**? Yes, information about ordering a yearbook will go out to all parents.

What is the **Code of Conduct for Rock Hill Schools**?

CODE OF CONDUCT

Code JICDA-R Issued 6/23

Level I – Disorderly Conduct

Disorderly conduct includes any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness
- cheating on examinations or classroom assignments
- lying
- acting in a manner so as to interfere with the instructional process
- abusive or profane language between or among students
- failure to complete assignments or carry out directions
- use of forged notes or excuses
- cutting class
- leaving school without permission
- school tardiness
- truancy
- excessive unexcused absences
- cell phone violation
- dress code violation
- failure to display ID when one is required
- internet violations
- unauthorized or inappropriate use of electronic devices
- unauthorized distribution or presentation of a publication or material

The staff will follow these basic enforcement procedures in instances of disorderly conduct:

- When the staff member observes (or is notified about and verifies) an offense, the staff member will take immediate action to correct the misconduct. The staff member will use an appropriate sanction and maintain a record of the misconduct and the sanction.

- If a particular misconduct is not immediately correctable, the staff member should refer the problem to the appropriate administrator for action specified under this administrative rule.
- The administrator should meet with the reporting staff member, and, if necessary, the student and the parent/legal guardian, and should apply the appropriate disciplinary action.
- The administrator will maintain a complete record of the procedures.

The staff may apply sanctions in cases of disorderly conduct that may include, but are not limited to, the following:

- verbal reprimand
- withdrawal of privileges
- detention
- in-school suspension/recovery room
- out-of-school suspension
- confiscate item
- academic penalty (cheating)

Level II - Disruptive Conduct

Disruptive conduct includes those activities in which students engage that are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

The administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student frequently engages in (Level I) disorderly conduct offenses.

Acts of disruptive conduct may include, but are not limited to, the following:

- use of an intoxicant
- use or possession of tobacco products or materials
- fighting – Elementary Schools
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation, hazing, or bullying
- trespassing
- profane or abusive language to staff
- refusal to obey school personnel or agents (such as volunteer aides or chaperones) whose responsibilities include supervision of students
- possession or use of unauthorized substances
- possession or use of a controlled substance or paraphernalia associated with the use of controlled substances, as defined by law or local school board policy
- illegally occupying or blocking school property in any way with the intent to deprive others of its use
- noncompliance of administrative direction during a school emergency
- unlawful assembly

- failure to cooperate fully with school officials in the investigation of a Level II offense
- disrupting lawful assembly
- bus misconduct
- horseplay, hitting, tripping, or pushing that could cause injuries or damage to property
- gambling

The staff will follow these basic enforcement procedures in instances of disruptive conduct:

- When the administrator observes (or is notified and verifies) an offense, he/she will investigate the circumstances of the misconduct and confer with staff on the extent of the consequences.
- The administrator will notify the parent/legal guardian of the student's misconduct and related proceedings. The administrator will meet with the student and, if necessary, the parent/legal guardian, confer with them about the student's misconduct, and apply the appropriate disciplinary action.
- The administrator will keep a complete record of the procedures.
- If appropriate, school officials should notify law enforcement authorities.

The administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- temporary removal from class
- temporary or permanent removal from bus
- alternative education program
- in-school suspension
- out-of-school suspension
- transfer
- referral to outside agency
- expulsion
- restitution of property and damages, where appropriate, should be sought by local school authorities

Level III - Criminal Conduct

Criminal conduct includes those activities in which students engage that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the board.

Acts of criminal conduct may include, but are not limited to, the following:

- assault and battery
- extortion
- bomb threat
- false fire alarms

- fighting – Middle and High Schools
- possession/use of fireworks or explosive devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use, or transfer of dangerous weapons
- possession or transfer of look-a-like weapons
- sexual offenses
- sextortion
- vandalism (major)
- theft, possession, or sale of stolen property
- arson
- furnishing or selling unauthorized substances, as defined by board policy
- furnishing, selling, or possession of controlled substances (drugs, narcotics, or poisons)
- distribution, sale, purchase, manufacture, or unlawful possession of a controlled substance while in or within a radius of one-half mile of school grounds
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family

The staff will follow these basic enforcement procedures in instances of criminal conduct:

- The administrator will contact law enforcement.
- When an administrator observes (or is notified of and verifies) an offense the administrator will confer with the staff involved, apply the appropriate disciplinary action, and if appropriate, meet with the student.
- If warranted, the administrator should immediately remove the student from the school environment. The administrator will notify a parent/legal guardian as soon as possible.
- The first offense by a student of Level III criminal conduct at a middle or high school shall result in an automatic five day suspension and possible criminal charges. A second offense by a student of Level III criminal conduct shall result in referral to the district's alternative learning program, possible criminal charges, or possible expulsion. The student must complete two consecutive semesters without Level II or III offenses before returning to his/her home school.
- Staff will follow established due process procedures when applicable.
- The administrator will keep a complete record of the procedures.

The administration may apply sanctions in cases of criminal conduct that may include, but are not limited to, the following:

- out-of-school suspension
- assignment to alternative schools
- expulsion
- restitution of property and damages, where appropriate (should be sought by local school authorities)

Extenuating, Mitigating, or Aggravating Circumstances

Administrators are to take appropriate action when student misconduct away from school grounds or school activities has a detrimental effect on the educational environment, safety, or general welfare of students or staff of the district. Student misconduct includes any action performed in person, in writing, or electronically. The administrator should take into consideration the protection of students and staff from the effects of violence, drugs, and/or disruptions. At a minimum, administrators or their designees should meet with the student upon his/her arrival at school, give the student notice of the concerns, and allow the student an opportunity to present his/her side of the story. The administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the principal or his/her designee will notify the student that he/she is to meet with the administration prior to returning to school. At the conclusion of the inquiries to obtain more information on the matter, the administrator or his/her designee should take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension
- placing the student on probation and allowing the student to resume his/her normal class schedule
- placing the student on probation, allowing the student to continue classwork, but restricting the student's participation in extracurricular activities and/or designated school activities; for example, clubs, study halls, pep rallies, student government activities, and so forth
- suspending the student
- recommending expulsion of the student from regular school and placement in the district's alternative school
- recommending expulsion but allowing access to virtual school programs through the district's alternative school (these students are only allowed on alternative school campus for coursework and exams that require a proctor in a virtual school accessed through our district's alternative school); students not able to successfully enroll will be expelled for the remainder of the school year
- recommending expulsion of the student for the remainder of the year

Discipline of Students with Disabilities

Disciplinary process

Students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) are not exempt from school disciplinary processes, nor are they entitled to remain in a particular educational program when their conduct substantially impairs the education of other children in the program. However, federal and state laws and

regulations require the public schools to meet the individual educational needs of a student with a disability to the extent that current educational expertise permits.

Program prescriptions

A staffing committee for students with disabilities as identified under the IDEA may prescribe or prohibit specified disciplinary measures for an individual student by including appropriate provisions in the student's Individualized Education Plan (IEP). The committee must take into consideration the student's disabling condition when deciding whether or not staff may use a particular form of discipline. Administrative authorities should observe any such provisions contained in a student with disabilities' individual education plan, except that a staffing committee may not prohibit the initiation of proceedings for suspension or expulsion that are conducted in accordance with regulation.

Suspensions

The administration may suspend a student with disabilities unless a suspension is prohibited by the student's individual education plan. At the end of the suspension, the school should return the student to the same educational placement, if appropriate. The school may suspend students for up to 10 days during the regular school year for a disciplinary infraction.

However, students who bring weapons to school or a school function, knowingly possess or use illegal drugs or solicit the sale of controlled substances while at school or a school function, or inflict substantial physical injury to another individual in the school environment may be removed for up to 45 days at a time. If the principal and IEP team believe that a child with a disability is substantially likely to injure self or others in the child's regular placement, he/she may petition an impartial due process hearing officer or get a court injunction to order that the child be removed to an interim alternative educational setting for a period up to 45 days.

Expulsions

Expulsion of a student with disabilities is equivalent to a change in educational placement and, therefore, requires special procedures. Before a student with disabilities may be expelled, an IEP team must determine whether or not there is a connection or causal relationship between the disabling condition and the misconduct. If it is determined that there is a causal relationship between the student's misconduct and the student's disability, the student would continue to receive services in the regular school setting. If the behavior is not related to the disability then the student is subject to regular discipline. However, provisions must be made to allow the student to continue to progress in the regular curriculum and meet the goals of the IEP.

The district will continue to provide a free and appropriate education as set forth in a student's IEP to expelled students with disabilities.

Nothing contained in this administrative rule will be construed as limiting an administrator's ability to remove a student with disabilities from school immediately under emergency conditions.

Issued 5/28/90; Revised 8/26/91, 5/29/07, 4/15/11, 2/27/12, 5/23/16, 6/13/23

