

**Cannons
Elementary School
2019-2020**



**Cannons CARES
“Children Are Really Everything”**

**An Arts in the
Basic Curriculum School Site
South Carolina
ASCD Whole Child Award
Palmetto Gold Award
Palmetto Silver Award**

Welcome to the 2019-2020 school year at Cannons Elementary School!

This handbook and calendar of events is to promote communication between the school, parents and community and serves as the parent/student handbook. Our school-wide theme is “Love first, Teach Second.”

The faculty and staff at Cannons Elementary School are dedicated to putting students first and keeping the focus on their learning and achievement in academics, physical education and the arts. We are also dedicated to the Spartanburg School District Three Mission, Purpose, Values and Guiding Principle.

Mission

Our mission, in Spartanburg School District Three, is to provide experiences and teach world class skills and values which empower all children to achieve their fullest potential.

Purpose

**Every student *Future Ready*:
Prepared for college, career and personal success.**

Values

In collaboration with our families and community we value:

**Children, first and foremost;
Safety and security;
Uniqueness and diversity;
High expectations;
Learning as a lifelong process;
Equal access to a quality education;
All needs of every child.**



Guiding Principle

ALL IN. Every Child, Every Day, Whatever It Takes!

We are very excited to begin 2019-2020 and encourage families to attend events, volunteer and be involved. Your involvement is important to us and the success of your child. Cannons Elementary is a Title I school. We value and encourage your involvement and input.

Elizabeth Phillips, Principal

Cannons Elementary Faculty and Staff

4-K Class

Carlie Peeler
Cynthia Miller

Kindergarten

Ashley Cooksey
Stephanie Spake

First Grade

Melanie Cecil
Yolanda Fowler-Moore
Kyla Scanlon

Second Grade

Ashley Freeman
Jamie May
Megan Peters

Third Grade

Melissa Holt
Denise Lowery
Brooke White

Fourth Grade

Josh Leftwich
Denise Ward

Fifth Grade

Amber Collins
Lisa Lancaster
Tonya McCullough

Support Staff and Parenting

Gavin Anderson
Kylee Brown
Beverly Carruth
Pamela Decker
Stephanie Fann
Christina Johnson
Lorraine Moore
Christina Moore
Shanon Turner
Danae Thao

Fine Arts, Media, PE and Student Support Services

Cynthia Burrell
Christon Carroll
Michele Warren
Martha Corbin
Denise Bryson

Joshua Lang
Meghanne McDaniels
Lorraine Moore
Chase Moyer
Nicole Myers
Heather Chadwick
Nancy Toney
Sydney Turner
Dr. Monica Weathers

Custodial Staff

Punzel Fernanders, Head Custodian
Marisol Sanchez
Ray Peahuff

Food Services

Amy Cook, Manager
Catherine Corry
Barbara Jones
Jessica Paniagua

Office Staff

Heather Blanton Nurse
Monica Ridings Bookkeeper
Rosa Shippy Secretary

Principal

Elizabeth Phillips

Board of Trustees

Jodi Gilmer, Board Chair
Shannon Gault
Billy Gossett
Chris Jolley
Holly Jolley
Don Kennedy
Kevin Lee
Deion Logan
Ami Odom

District Administration

Kenny Blackwood, Superintendent
Dr. Susan Little
Rodney Goode
Greg Mack

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ATTENDANCE AND ARRIVING AT SCHOOL ON TIME

Class takes in at **7:35**. It is important for students to arrive by 7:35 in order to prepare for the day and not miss any instructional time. Parents must come into the office to sign in students who arrive after the tardy bell at 7:45. A student is allowed to be tardy three times in a nine-week period without penalty. Unexcused tardiness results in referral to the district social worker and/or truancy officer.

Please call daily when your child is absent. When your child returns to school after being absent, **you must send a parent or doctor's note indicating the reason and dates of absences within five days of the absence.**

S. C. law states that five unlawful or three consecutive absences constitute truancy from school for which a parent conference and development of an intervention plan are required. Excessive tardiness, absences or early sign-outs result in the necessity of an intervention plan and/or referral to Spartanburg Truancy and/or Family Court.

In accordance with the **S. C. Attendance Regulations**, a student cannot exceed ten unexcused absences and receive credit for the school year. **Five days may be excused by parent note.** After these five parental excuses, a letter will be sent explaining that only medical excuses will be accepted for future absences.

Parents are asked not to request that children be excused early except when an emergency exists. Such requests should be written, stating the reason. Every effort should be made to have your child attend school regularly from 7:35 a.m. until 2:30 p.m.

C.S.C. Compulsory Attendance Law:

1. Section 59-65-10A. Responsibility of parent or guardian.

All parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this state which has been approved by the State Board of Education or a member of the South Carolina Independent Schools' Association or some similar organization, or a parochial, denominational, or church-related school, or other programs which have been approved by the State Board of Education from the school year in which the child or ward is five years of age on or before September 1st until the child or ward attains his seventeenth birthday or graduates from high school. A parent or guardian whose child or ward is not six years of age on or before the first day of September of a particular school year may elect for their child or ward not to attend kindergarten. For this purpose, the parent or guardian shall sign a written document making the election with the governing body of the school district in which the parent or guardian resides. The form of this written document must be prescribed by regulation of the Department of Education. Upon the written election being executed that child or ward may not be required to attend kindergarten.

2. Section 59-65-20. Penalty for failure to enroll or cause child to attend school.

Any parent or guardian who neglects to enroll his child or ward refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its direction suspend the sentence of anyone convicted of the provisions of this article.



CAR RIDERS

All car riders will be issued two new car rider tags at the beginning of the school year. This car tag should be displayed prominently or hung from the rear view mirror so that staff members can easily see student names to “call” your child to your vehicle. These car tags should be given **ONLY** to adult(s) listed on the child’s sign-out sheet and has permission to pick up your child from school.

Morning Car Riders: Students should be dropped off at the back of the school between 7:00 a.m.- 7:40 a.m. Drivers should follow the single file line of traffic only. *In the interest of student safety, the faculty/staff parking lot should not be used for student drop off.*

Afternoon Car Riders: Students are dismissed under the canopy at the back of the school when their name is called. **We ask adults to REMAIN in their vehicle as children are escorted to you.**

Car riders are not to use the entrance at the front of the school. This entrance is for bus transportation ONLY.

IMPORTANT: Supervision ends at 2:40 p.m. with the exception of those students staying for extracurricular activities. We are not responsible for students other than the times stated above. Students who are picked up by families or a daycare van must be picked-up by 2:40. All students, including ones picked-up by daycare, must be picked-up by 2:40. The principal will contact parents regarding continued late pick-up and discuss consequences and options.

CLASS PARTIES AND BIRTHDAYS

To keep a safe and productive learning environment at Cannons, we ask families to follow these guidelines for class parties and birthdays. It is important that we work together to protect each minute of learning time for our students.

- Please let your child’s teacher know if you plan to attend and or volunteer so we know to expect you in the office on the day of a class party.
- Each classroom celebrates with a party before the Christmas/Winter break. This is a way of celebrating all that has been accomplished before starting a new semester. Parties are scheduled the last hour of the full school day before we leave for a break.
- Students may exchange Valentines with classmates. Teachers will send information regarding the number of students and a request for any help they need during this time.
- We do not have parties or dress up for Halloween.
- We recognize individual student birthdays at Cannons by presenting each student with a pencil and ribbon on CPC News. You are welcome any time to join your child for lunch. If you bring a birthday treat, you may do this during lunch. We are happy to distribute birthday or party invitations as long as there is an invitation for each student, or all boys, or all girls in the class.



Please watch for notes from your child’s teacher or classroom mother regarding what the class will be doing to celebrate and how parents can help. Please send healthy snacks.

HEALTHY SNACK POLICY

Many students have allergies and must follow specific dietary requirements. **All snacks must adhere to the district policy. All snacks must be commercially prepared and packaged with a list of ingredients. A copy of the policy is included in the on-line or paper registration information and requires a parent signature.**

COMMUNICATION - ADDRESSES AND PHONE NUMBERS

We must have your current address and phone number at all times, even if your phone number is unlisted. This is important during an emergency. **Please notify the school office if you change your address and/or phone number.**

Communication between home and school is done in several ways. Information is posted on our school marquee, on the school website at cannons.spartanburg3.org, and in our school newsletter. Teachers send home weekly newsletters with assignments and also send weekly parent contact folders with graded papers. Please do not hesitate to call the school at any time you need assistance or have questions about communication or your child's progress.

DAILY SCHEDULE

7:00	Supervising teachers arrive for duty. Students are not admitted to the building before 7:00 a.m.
7:10	Breakfast Served
7:20	Library Opens
7:30	Teachers Report to Work
7:35	Students Report to Classrooms
7:35	CPC News Show
7:40	Gate to Car Rider Area is Locked and Breakfast Ends
7:45	Tardy Bell – (Instruction Begins)
2:30	Dismissal
2:40	Students not picked-up go to after school care and will be charged a \$15 fee

IMPORTANT: Supervision ends at 2:40 p.m. with the exception of those students staying for extracurricular activities. We are not responsible for students other than the times stated above. Students who are picked up by families or a daycare van must be picked-up by 2:40. All students, including ones picked-up by daycare, must be picked-up by 2:40. The principal will contact parents regarding continued late pick-up and discuss consequences and options.

LATCHKEY – AFTER SCHOOL PROGRAM – CUB CARE

After-school day care is provided until 5:30 p.m. daily for parents who need childcare services after dismissal. This program is available to students ages 4K - 5th grade. Contact the school at 279-6100 for registration information. This program is on a first come first serve basis since we only have a few slots available each year. Administration has the authority to refuse after care for any students with collection or behavior issues.

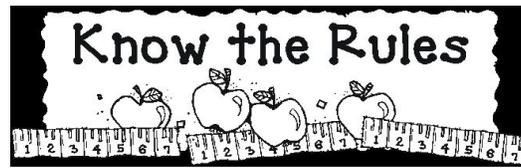
The district has four early release days for students, for which we will provide child care for \$15.00 until 5:30 PM. Elementary students will be dismissed at 11:30 on February 19 and April 15. (There will be no child care provided on the early release days before the Christmas break and at the end of the year).

Payment:

- \$25 Registration fee
 - 1 child = \$45 per week
 - 2 children = \$80 per week
 - 3 children = \$110 per week
 - \$15 per day for part-time students who stay on early release days
- *Payment is expected each Friday. Checks are made out to Cannons Elementary School After-School Program.



Boys and Girls Club after school care is available. Contact Kenneth Logan at 864.515.8996 or Kenneth@gbusc.org for information.



DISCIPLINE

Cannons Elementary School goal is to prepare students to be college or career ready and to achieve personal success. Our discipline plan provides high expectations and positive reinforcement for good behavior. Rules and expectations are consistent across all areas of the school and enforced with appropriate consequences. All school staff have high expectations.

Maintaining a safe learning environment is imperative. We teach students the social-emotional and communication skills necessary to manage themselves, to resolve conflict, to prevent bullying and to develop a strong work ethic. Students who engage in inappropriate behavior are retaught the correct behavior and reminded of positive choices. Students are asked to describe the appropriate replacement behavior.

Although S.C. Code of Laws 59-63-260 (1976) states: The governing body of each school district may provide corporal punishment for any pupil that it deems just and proper, it is the position of Cannons Elementary School that corporal punishment is not an option for discipline of students by any district employee, including but not limited to: teacher, assistant principal or principal. Out of school suspension and/or expulsion are only used as a last resort. NOTE: You have the right to appeal out of school suspensions and expulsions. All questions or requests for appeals should be referred to the principal. Appeals will be heard by a District Hearing Officer.

Consequences – the order in which consequences are administered depends on the age of the child and nature of the infraction.

- *Parent Contact and/or Student/Parent Conference*
- *Loss of Privileges/Activities (Including school play or other events)*
- *Required Counseling (school and/or private)*
- *In School Suspension*
- *Short-Term Out of School Suspension*
- *Long-Term Out of School Suspension*

- *Expulsion*
- *Emergency Expulsion*
- *Law Enforcement Referral/Report*
- *Child Protective Services Referral/Report*
- *Interagency/Intervention Referral*

Please counsel your child/children about the need to demonstrate kindness, empathy and consideration for all students. Also, please help us explain the academic and attendance consequences of out of school suspension.

**Note: If your child has an incident report, administration will determine if the student will be able to participate in the school play, programs or other events.*



DRESS CODE

We believe that it is the parents' responsibility and obligation to see to it that their children come to school dressed modestly, tastefully and neatly at all times. If there is any question concerning the appropriateness and/or suitability of a student's attire, the teacher or principal will bring it to the attention of the child and/or parent concerned. Children may not wear tank tops, short shorts, halter tops, shoes with wheelies or pants below the waistline. Shoes must be worn at all times. For the safety of all students, it is best that students do not wear flip-flops to school.

We consider school to be a student's workplace, and expect all students to dress and be groomed in such a way as to not distract or cause disruption in the educational program. 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 school, district and community.

- Clothing deemed distracting, revealing, overly suggestive or otherwise disruptive will not be permitted.
- Sleeveless attire cannot reveal undergarments.
- All shirts must cover the width of the shoulder.
- Tops that are so tight or so low-cut to cause unfavorable comment are not to be worn at school. No skin should be showing between a student's shirt and his/her pants, skirt, or shorts. This includes while sitting, standing, or walking. Shirts should not expose a student's back.
- Tank tops, halter-tops, strapless shirts, and shirts with spaghetti straps will not be allowed.
- No transparent or mesh clothing can be worn without an appropriate shirt underneath.
- Shirts must cover pants even when seated.
- Heels that are in excess over 2 inches will not be allowed.
- **Flip-flops cause a safety hazard and are strongly discouraged.**
- Students may not wear wheelies to school.
- No headwear will be allowed in the building. This includes: hats, bandanas, do-rags, hair picks, hoods, and large headphones.

- Pants worn below the waist or any other comparable disruptive trend will not be tolerated.
- Dresses, shirts and shorts must be at mid-thigh when seated.
- Holes in pants above the mid-thigh will not be permitted, even with leggings, jeggings, or shorts underneath.
- Clothing must cover all underwear. (Shorts worn under clothing will be counted as underwear.)
- When wearing form-fitting attire such as leggings, jeggings, and athletic yoga style pants, they must be accompanied with a shirt that extends to mid-thigh while standing.



ELECTRONIC DEVICES

No primary or elementary student may display or use a personal electronic device while on school property or on a school bus or while attending a school sponsored or school related activity on or off school property.



EMERGENCIES AND DRILLS

We make every effort to prevent accidents, however, should an accident or emergency occur authorized school personnel or a trained health volunteer will administer first aid to students. In cases of serious accident or illness, we make every effort to contact you. It is vital that parents keep emergency contact information current. **Please notify the office anytime you have a change in contact information.** School personnel will exercise extreme caution in making a decision that involves the health or safety of your child following an accident or other emergency.

Practicing emergency drills help children react quickly and responsibly in emergency situations. In accordance with state laws, Cannons Elementary School has an emergency drill once each month. The Safe Schools Act of 1990 requires that we conduct emergency drills such as fire, tornado, earthquake, and other threats. Teachers instruct their pupils on the manner and route of placement or exit during a drill. If an emergency situation occurs during the school day, please **do not call the school** for information about your child. The school has detailed plans for evacuation and for the safety of all students during an emergency situation. The phone must be available for those who direct emergency procedures.

EVERY STUDENT SUCCEEDS ACT – ESSA

Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. School may charge a fee for copies and need an advance notice to review or copy records. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

FIELD TRIPS

Field trips are aligned to the required curriculum standards and planned by the teacher as part of the instructional program. These are considered an extension of the classroom and are used to teach a unit of study. It is our hope that all children attend field trips with their classmates. Parents will receive clear and specific details from the classroom teacher prior to all field trips as part of our field trip packet of information. Students are expected to ride the bus with classmates as part of the field trip. All chaperones must provide a copy of their driver's license and have an approved volunteer form on file in advance. Chaperones assist the supervising teacher and are expected to ride the bus. If a student is displaying inappropriate behaviors at school, he/she may not be allowed to participate in field trip activities. Prior to the trip, parents will be notified by the administration if a student is not allowed to attend based on inappropriate behaviors. Siblings are not allowed to attend field trips.

VOLUNTEERS AND CHAPERONES

Volunteers and chaperones are very important to us and we invite and need your support. There are many opportunities at Cannons to volunteer in the classroom, on field trips, as a STARS volunteer, as a member of the PTO or School Improvement Council. Volunteers need to complete a registration form which is available in the office and included in the student registration information.

GRADING PROCEDURES AND REPORT CARDS

Grade 1 E, S or U in all subjects
academic subjects

Grades 3-5 number grades in all

Grade 2 E, S or U for science, social studies and related arts
Reading and Math

Grade 2 number grades in

E - consistently exceeds expectations
S+ - exceeds expectations
S - meets expectations
N - not yet meeting expectations

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

*E – Excellent
*S – Satisfactory
*N – Needs Improvement

Report cards are issued at the end of each nine-week period. In October and March, the report cards are reviewed during parent teacher conferences. Report cards for the second nine-week period and the final report cards are sent home. The final report card is held pending fees owed. Parents of students in grades 3-5 can access student grades on-line via the Power School Parent Portal.

Visit the district web page at: <http://www.spartanburg3.org> to gain access to the Parent Portal. Teachers post grades weekly on the portal within 5 to 7 days after an assessment or graded assignment. Teachers and the office staff can provide information regarding log-in access to the Parent Portal.

Honor Roll

Grades 3-5 – 80 or above on each subject

Principal's Honor Roll

Grades 3-5 – 90 or above on each subject



GUIDANCE

The elementary guidance program is an integral part of the total education process. Activities are designed to address typical personal, social, and academic concerns faced by children. Guidance services include small-group counseling, individual counseling, consultation with parents, teachers and administrator, and crisis intervention. The counselor also coordinates various services, including student recognition, new student orientation, and academic testing. Large group guidance activities help children learn skills before problems occur. All students at Cannons learn and are expected to follow the Cannons Cub Code. Exemplary school leadership and citizenship are recognized.

INSTRUCTION AND ACADEMIC SUPPORT FOR STUDENTS

The curriculum is based on the curriculum standards required in South Carolina. In the elementary grades, instruction focuses on a hands-on active approach to learning. Many subjects are integrated to help students develop important concepts. Teachers strive to challenge each child as they provide opportunities for students to work individually and in groups. Students are encouraged to become problem solvers and independent thinkers. Instruction in art, music, P.E., technology, and research is provided to all students on a weekly basis. Beginning in third grade, qualified gifted and talented students participate in the ATLAS enrichment program.

Remedial help in math and reading are provided to students who need assistance. Special education programs: speech, resource, and self-contained classrooms provide qualified students with the assistance that they need. Students who are referred, tested, and meet the federal, state, and local criteria spend instructional time each day with the school's special education resource teacher or self-contained teacher. An Individualized Education Plan (IEP) is written for each of these students. Parents and educators meet at least annually to review and discuss student progress.

PROMOTION AND RETENTION

Spartanburg County School District 3 will provide each pupil an opportunity to progress in a continuous growth pattern of academic achievement in harmony with normal chronological, intellectual, social and emotional development. The District affirms academic excellence for students in our expectations for their learning, and that those expectations are defined by the curriculum standards adopted by the State Board of Education and the Spartanburg County School District 3 in the core discipline areas of English language arts, mathematics, science, and social studies. While the retention of students is not a total solution to address substandard student performance, it is recognized that retention may allow some students the necessary additional instructional time at a grade level to achieve a minimal level of competency in skills that are essential for success at the next grade level. A student should not be retained more than once in Kindergarten through Grade Three and no more than once in Grades Four through Eight. Please refer to Board Policy: IKE--Promotion, Retention and Acceleration of Students for more information.

HOMEWORK AND MAKE-UP WORK

Students in grades 5K-5 will be assigned meaningful homework Monday-Thursday in reading and math and possibly in science or social studies. Students should receive prompt feedback on their assignment completion – both quantitative and qualitative.

1. Homework:
 - a. Preparation homework helps students prepare for the next day's lesson.
 - b. Practice homework provides review and reinforcement necessary to learn a previously taught lesson.
 - c. Extension homework guides students so they can expand and apply concepts taught in class.
 - d. Creative homework encourages students to develop their own ideas related to a class topic.
2. Frequency and Amount of Homework:
 - a. Students will be expected to complete assignments within the following number of minutes for all subjects combined:
 - Kindergarten: 1-15 minutes per day, Monday – Thursday
 - Grade 1-2: 15-30 minutes per day, Monday – Thursday

Grade 3-4: 30-45 minutes per day, Monday – Thursday

Grade 5: 45-60 minutes per day, Monday – Thursday

NOTE – This expectation does not include time spent reviewing and preparing for tests or as make-up for off task behavior.

b. Weekends and holiday breaks may be used to complete make-up work and long-term assignments and projects.

c. Homework will not be assigned during state testing or on nights when school wide events are held.

3. Evaluation and Grading of Homework:

a. All assignments will be used as a part of the student’s overall assessment.

b. All teachers will have a clearly stated late policy for assignments.

c. Extensions may be requested and may be granted at the teacher’s discretion.

4. Homework requests due to absences

a. Students are responsible for finding out what assignments were missed and make up assignments upon their return.

b. For absences of two days or longer, parents should contact the school to request their child’s missing assignments.

c. For extended absences, teachers will work with parents to determine a reasonable due date.

5. Consequences for Not Completing Homework

a. Privileges may be limited if students do not complete assignments. Missing assignments will affect the student’s grade.



INTERNET USE POLICY

Spartanburg School District Three has installed computer connections to the Internet in every school. This connection provides a powerful access to worldwide information in text and media form that, if properly used, can enhance student learning. It can be particularly exciting for students because it provides a wealth of information resources not readily available through conventional library means. There are many ongoing educational projects available on the Internet that are appropriate for K-12 students. Many encourage subject area studies or support virtual field trips to museums or other locations around the world. Much of this information can be immediately printed from the computer screen for inclusion in student or faculty research projects or papers assigned in class.

Our faculty members will supervise individuals and classes of students who are accessing the Internet to ensure that appropriate content is seen on the computer. This kind of screening is not new; schools have always screened materials for student use to exclude many books, magazines and videos not appropriate in a school setting. However, it is possible that a student conducting individual research may disregard teacher’s instructions and actively seek out inappropriate material.

We believe that students can be provided opportunities to use the Internet as a research tool within clearly understood guidelines.

These conditions are as follows:

1. Parents are advised of the rules and acknowledge the policy of the district.

2. The student gives written assurances regarding appropriate behaviors while operating the Internet.
3. The student and parents understand that violation of these assurances will result in disciplinary action and possible loss of Internet privileges in instances of flagrant abuse, i.e., searching for and downloading inappropriate material.

STUDENT ASSURANCES OF ACCEPTABLE COMPUTER/INTERNET USE

When conducting independent research on the Internet, I will do the following:

1. Use the Internet for legitimate educational purposes.
2. Send e-mail only at the direction of my teacher or media specialist.
3. Not register the name, home address or telephone number of myself or anyone else in any location on the Internet.
4. Not attempt to download or save files to the computer hard drive or to a disk without teacher permission.
5. Not search for, download or print any material that violates school disciplinary policy regarding possession or display of inappropriate, offensive or vulgar material, or assist any other student in such activities.
6. Not use or attempt to use Telnet, Internet Relay Chats or other interactive exchanges without teacher permission.
7. Not damage or alter computers, computer systems or computer networks.
8. Not violate copyright laws.
9. Not trespass in another's folders, work or files.



HARRASSMENT/BULLING POLICY – ELEMENTARY SCHOOLS

Harassment and bullying are forms of discrimination prohibited by federal and state law. It is the policy of Spartanburg School District Three that harassment or bullying of any kind is prohibited. Any student who thinks he/she has been harassed, intimidated or bullied should contact a teacher, counselor, or administrator immediately.

Spartanburg School District Three has been very proactive in addressing bullying. Our district has joined hundreds of districts throughout the world in adopting a leading research-based program to prevent bullying. Called the **Olweus Bullying Prevention Program**, it has proven it can reduce bullying and make schools safer, happier places for students to learn. The Olweus Bullying Prevention Program defines bullying as: "Repeatedly and purposefully saying or doing hurtful things to another person who has a difficult time defending himself/herself. Bullying can take many forms, such as hitting, verbal harassment, spreading false rumors, not letting someone be part of the group or sending inappropriate messages on a cell phone or over the internet."

This program clearly defines bullying behaviors, levels (degrees), and the consequences which will be imposed. Initial bullying intervention is handled by a teacher or counselor. When bullying behaviors persist, or a serious incident occurs, the school administration will assign disciplinary consequences appropriate to the age of the child and the severity of the misbehavior. Such consequences would

include, but not be limited to, required parent conferences, in-school suspensions, out-of-school suspensions, required counseling, Child Protective Services referrals, and homebound instruction.



HEALTH SERVICES

The health and safety of the students who attend school in Spartanburg County School District Three is of primary importance to our administrators, faculty and Board of Trustees. Through a cooperative effort, we can ensure better health, improved attendance, and a higher level of academic achievement for all District Three students.

HEALTH SCREENINGS

Each year, the school nurse or other qualified health care professionals performs vision, hearing, and dental screenings for district three students. If further evaluation is needed, you will be notified. Please notify your school if you do not wish your child to participate.

IMMUNIZATIONS

An up-to-date immunization certificate from a doctor or from the Health Department is required of all South Carolina public school students. A parent friendly chart is available for your reference on your school web site or in the health room. If you have any questions, please call your school, son or daughter's physician, your local health department or the school nurse.

HEALTH ROOM

The health room is staffed with a nurse who sees sick and injured students during the school day. **If the student is ill, or if his/her fever registers 100 degrees or more, the nurse or other health room personnel will notify a parent or guardian by telephone to pick up the student.** Because of such situations, your emergency and contact information must be kept current. Please update your telephone numbers and emergency contacts as needed. Students must remain at home when they are ill per the DHEC Guidelines for School Exclusion. Please call the school nurse if you have a question about how long students should stay home with an illness.

CHRONIC HEALTH CONDITIONS

We ask that you please schedule an appointment to meet with the school nurse at your child's school if your child has a chronic or potentially life threatening health condition—for example asthma, severe allergies to insect stings, diabetes or seizure activity that requires specific treatment or immediate availability of medications.

HIPAA

The Health Insurance Portability and Accountability Act requires certain offices or persons within School District Three to maintain privacy of protected health information and to provide individuals with notice of the district's legal duties and privacy practices with respect to such information. The district will not use or disclose protected health information except under circumstances either required/permitted by law, or pursuant to authorization from the individual or his/her personal representative.

MEDICATIONS

Under our policy, prescription medication will be given or topical prescription medication will be applied only when prescribed by a licensed physician. The medicine must be prescribed to be given at least four times a day or at a specific time of day in order to be given at school. Medication prescribed three times a day or less needs to be given at home before and after school hours. Forms must be completed and signed by both the prescribing physician and parent/guardian before medication may be brought to the school health room. These forms are available in the nurse's office. Medicine must be brought to the school nurse in the original container. If you anticipate your child needing to take medicine at school, you may ask the pharmacist for two prescription bottles, one for home and one for school. Under special circumstances and conditions, over-the-counter medications may be arranged to be given during the school day. All medications must be brought to the school nurse by a parent or guardian. Refer to the letter distributed during registration or call the school nurse for more information regarding medication at school.

INSURANCE

Insurance is offered to students for school-time or for 24-hour protection. The policy period is for one year from August to August. School-time protection applies only when a student is in school, traveling directly to or from school, or while on a school-sponsored activity. Information regarding insurance is supplied during registration.

LUNCH AND BREAKFAST PROGRAM

A student may pay an advance amount for school meals. That amount is placed on his/her lunch account. The food services staff will send a balance of food services accounts. Students may also pay by the day as they go through the lunch line. District policy limits charges made for food service. The cost of lunch will be available during registration. Healthy lunch choices are provided for our students. **We ask that fast food and carbonated drinks are not brought to school.** While we cannot control what parents send or bring for their students' lunches, we would ask that parents voluntarily honor this policy in the interest of wellness.

We cannot microwave food for students. We appreciate that parents help promote healthy living by only sending healthy snacks and beverages with children and for class events. Many students have allergies and must follow specific dietary requirements.

All snacks must adhere to the district policy. All snacks must be commercially prepared and packaged with a list of ingredients. A copy of the policy will be sent home with students and requires a parent signature.

Free and reduced-priced meals are available as outlined by the National School Lunch Program. Families may register for lunch benefits on-line at www.LunchApplication.com or during registration. To receive lunch benefits the application must be submitted each year. The application specifies requirements for receiving free and reduced-price meals. A nutritious breakfast is served daily from

7:05 a.m. until 7:35 a.m. Lunch money sent with students should be placed in a sealed envelope with the student's name, grade, and teacher's name written on the outside. (Menu's available online Spartanburg3.nutrislice.com choose your school - elementary, Cannons).



LOST AND FOUND

A lost and found container is maintained in the nurse's office. To help minimize the amount of lost articles, **please put your child's name on items** of clothing such as jackets, sweaters, coats, hats, and gloves. Remind your child to check the lost and found container for missing items. During the year when unclaimed items accumulate, unclaimed items are donated to the Salvation Army.

McKINNEY-VENTO ACT

The McKinney-Vento Homeless Education Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students. Please contact the school office with any questions about your child's educational services.

MONEY \$\$\$ AND VALUABLES BROUGHT TO SCHOOL

We make every effort to properly account for all receipts and expenditures. An important part of this process involves issuing receipts for money we receive in excess of \$5.00. Please be advised that Cannons Elementary School is not responsible for the loss or theft of any personal property or money brought to school.

NOTES REQUIRED FROM PARENTS OR GUARDIANS

The school requires a note from parents or guardians:

- To explain an absence – (must be received within 5 days)
- To explain tardiness
- To request early dismissal
- To excuse the child from recess or physical education (may also require doctor's order)
- To change normal transportation procedures (Changes must be made before 2:15 p.m.)
- To take any medication (must also have doctor's order)

PARENT NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or part by a program of the U. S. Department of Education.
- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine eligibility for participation in a program.
- *Receive notice and an opportunity to opt out of your child's participation in the following:*

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Spartanburg School District 3 has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Spartanburg School District Three will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey by notifying the school in writing. Parents will be provided reasonable notification in the event of the planned activities and surveys listed above and will be provided an opportunity to review any pertinent surveys.

PARENT PORTAL

Parents of students in grades 3-5 can access student grades on-line via the Power School Parent Portal. Visit the district web page at: <http://www.spartanburg3.org> to gain access to the Parent Portal. Teachers post grades weekly on the portal within 5 to 7 days after an assessment or graded assignment. Teachers and the office staff can provide information regarding log-in access to the Parent Portal.

PARENT TEACHER CONFERENCES

Conferences between the child's teacher and parent will be scheduled during the school year at the end of the first and third reporting periods. All parents are expected to attend these scheduled conferences. Your child's teacher will be corresponding with you to set up an appointment for conferences. Conferences for the first nine-week period are in October and in March for the third nine-week period from 3:00-6:00 p.m. Please contact your child's teacher to schedule additional conferences as needed. Teachers may also contact parents to schedule additional conferences.



PHOTO RELEASE STATEMENT

From time to time our students and staff members may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or school and district public relations officials. In accordance with district policy and privacy laws, only "directory" type information will be given, such as name, school, grade level, etc. If you have any questions or concerns, please contact the school principal. **If you (or your child) do not wish to be identified or photographed, please notify the school in writing.**

PLAYGROUND SAFETY

Although we make every effort to prevent injuries at school, unexpected accidents unfortunately can occur. Even with close supervision, injuries may occur on playground equipment. For this reason, we ask that you stress the importance of safe play with your child. If you prefer that your child not use the playground equipment, please notify the principal in writing. Wearing flips-flops are often the cause of injury on the playground and inside the building. Please do not send students to school in flip-flops.



RELEASE OF STUDENT INFORMATION

Spartanburg County School District Three schools may disclose student directory information from student records as needed. Directory information includes the following: student's name, address, telephone number, date and place of birth, participation in activities and sports, weight/height of athletic team members, dates of attendance, diploma or certificate and awards received, and the most recent previous school attended. **Any parent or legal guardian may request that this information not be disclosed by informing the school principal, in writing, within 15 days of this notification.**

SCHOOL BUS

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. The bus driver maintains discipline on the bus. His/her relationship with pupils is the same as a teacher's. Pupils must obey the driver. They may ride the bus as long as they obey the rules and regulations enforced by the driver. If a discipline problem occurs on the bus, the driver will complete a disciplinary report and submit it to the principal for appropriate action. Disciplinary actions are administered by the principal.



For the safety of all children in Spartanburg School District 3:

- A student must have permission to ride to and from school on the bus. They must either have a form on file with the transportation office OR have written permission from their principal AND the Director of Transportation BEFORE loading a bus. In the event of a last minute emergency, call 279-6742 between the hours of 6 AM and 6 PM.
- A student must have permission from the transportation office to change their assigned bus.
- A student must have permission from the transportation office to change their assigned bus stop location.
- Any student not showing up for their morning bus stop for 10 consecutive days (excluding special needs buses), must contact the transportation office to reschedule the stop.
- South Carolina Department of Transportation policy states that band instruments or other objects carried on a school bus must be of a size that they can be transported in the student's lap.
- Emergency exits and isles must be kept clear.



SCHOOL BUS STOP RESPONSIBILITY NOTICE

State law provides that the parents/guardians of a child being transported on a school bus are responsible for the child's safety and conduct (1) prior to arrival of the bus at the child's designated stop for pick up and transport to school, and (2) after the school bus drops off the child and departs the stop when transporting children from school.

SCHOOL CLOSING DUE TO WEATHER OR EMERGENCY

Weather conditions at times require us to close the school. If this occurs, we will make announcements on local radio stations as early as possible. The school and district have a mass notification system which will also be used to send a recorded phone call to all parents in the event of school cancellation. Make sure your phone numbers are correct and current in order to receive these recorded messages.

If an emergency situation occurs during the school day, please **do not call the school** for information about your child. The school has detailed plans for evacuation and for the safety of all students during an emergency situation. The phone must be available for those who direct emergency procedures. Any days marked for staff development and days following the end of the school year will be used to make up days lost due to bad weather.

SECTION 504 OF THE REHABILITATION ACT OF 1973

No otherwise qualified individual with a disability in the United States, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by any Executive agency or by the United States Postal Service

STATEMENT OF EQUAL OPPORTUNITY

Spartanburg School District Three does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Personnel and Pupil Services
3535 Clifton Glendale Road
Glendale, SC 29346
(864)279-6000 rgoode@spartanburg3.org

STUDENT ACTIVITIES AND INCENTIVES

Student Council
Girls on the Run
Running Club
CPC News
Music ATLAS
Terrific Kids

Ambassadors
Class Buddies
Classroom Leadership Roles
Art ATLAS
BAM

Outstanding Student Award (sponsored by the Cannons Ruritan Club for 5th grade students with highest scholastic average)

Kiwanis Multiplication Medallion Award for Third Grade Students

Student Spotlight

TOBACCO-FREE POLICY

Spartanburg School District Three does not permit smoking or any other tobacco use on school property, indoors or outdoors. Smoking/tobacco use is prohibited anywhere on campus, including sidewalks, parking lots, stadiums, bleachers, restrooms, etc. **Your cooperation is appreciated.**

TEXTBOOKS AND LIBRARY BOOKS

Students must handle and use textbooks and library books with care. Books lost or damaged beyond normal wear must be paid for by the student. The final report card will be withheld if any fees have not been paid. Principals and teachers are required to assess the proper charges.

TITLE I

As a Title I school it is the policy of the administration, faculty, and staff of to involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs. The school also holds an Annual Title I Meeting to inform parents of their school's participation in Title I and to explain its requirement. This is accomplished at Cannons when we:

- Provide information to parents in a timely manner through classroom newsletters, a school newsletter and weekly communication from the classroom teacher.
- Provide parents with explanations of the school's overall student achievement and their child's individual student test results.
- Provide parents a description and explanation of the school's curriculum, the assessments used to measure student progress, and the ability levels students are expected to meet.
- Offer regular meetings for parents to make suggestions, share experiences, and participate in decisions relating to the education of their child. Provide practical support for parental involvement activities as parents may request. Provide timely responses to parents' suggestions.
- Develop and distribute a School-Parent Compact for a partnership to achieve and maintain high standards for learning.
- Provide parent involvement programs that provide materials and training to help parents work with educators as partners to monitor and improve their child's achievement.
- Make sure that information related to school and parent programs is sent to the parents in a format and language that parents can understand.
- Parents' Right to Know information regarding the teacher's college degrees earned and what courses teachers are certified to teach.

TRANSPORTATION, TRANSPORTATION CHANGES AND PERMISSION TO LEAVE SCHOOL

The entrance drive for car riders is open at 7:00 AM and closed at 7:40 for arrival, and at 2:05 PM for dismissal. Car riders exit onto Cannons Campground Road. The food service entrance and the Cannons Campground “exit only” drive may not be used to enter the campus.

The front circular entrance is for buses only. No parking is allowed in the front circle. With the exception of three year olds, students may not be dropped off from the front bus entrance between the hours of 7:00 a.m. and 7:40 a.m. or picked up between 2:00 p.m. and 2:40 p.m.

Please notify the child’s teacher or office in writing if there is to be a change in transportation for your child. If you call the school rather than sending a note, we cannot guarantee a change in transportation.

Any student who walks to or from school must be accompanied by a parent. Families who are within walking distance must walk students into the front door for arrival and meet students in the office to walk them home.

Whenever possible, schedule medical and dental appointments after school hours. If you must take your child from school early, send a note to the child’s teacher on the morning of the early dismissal. The note must state the reason and should specify the time of the early dismissal. Parents/guardians report to the main office to meet their child for early dismissal. We are not allowed to pull students out of class ahead of time in order for parents to check them out. Parents must arrive to the office before a student can be called for dismissal. **Parents must arrive in the office before 2:00 p.m. to guarantee early dismissals.**

We do not allow children to leave the school grounds during the school day unless you or another adult designated by you accompanies them. Anyone not known by the office staff will be asked for appropriate identification and must be listed on the student contact list.

IMPORTANT: Supervision ends at 2:40 p.m. with the exception of those students staying for extracurricular activities. We are not responsible for students other than the times stated above. All students, including ones picked-up by daycare, must be picked-up by 2:40. The principal will contact parents regarding continued late pick-up and discuss consequences and options.

VISITORS

Each school in District Three has been equipped with a “call to enter” system at the entrance.

For the safety of all children, visitors and parents must report to the office to sign in before proceeding to any part of the school building. All outside doors are locked. Once visitors enter the office, you will be required to present a valid driver’s license or state ID and scan your information into the computer. **Visits to classrooms during instructional time are by invitation or appointment only.**

We look forward to learning together this year!

Parent and community input is valued and appreciated. Please e-mail or call Elizabeth Phillips at ephillips@spartanburg3.org or call 279-6100 with comments or questions about the parent-student handbook and calendar.

Cannons Elementary School
1315 Old Converse Road
Spartanburg, SC 29307
(864) 279-6100
Fax (864) 279-6110
ephillips@spartanburg3.org

Spartanburg School District Three
P. O. Box 267
Glendale, SC 29347
(864) 279-6000
Website: www.spartanburg3.org

