

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--C3(e)-3(u3(f)] ang (en-U10 G[(e)

hill.k12.sc.us/Domain/303 You can also contact Transportation at 980-2022

your child is in, you can use t

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

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: _____

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.

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

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

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

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

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**

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-

expulsion from the district schools. It is not permissible for students to invite a

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 (us hen eo(e)-3()-9a(h)-3(e)5((e)-3()-9vly)] Tei(b)fierat a3(f)

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

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

