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# CHEROKEE ELEMENTARY SCHOOL

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Parents and Students:

On behalf of the Cherokee Elementary family, it is my pleasure to extend a warm and heartfelt welcome as we begin a new school year. The faculty and staff are anticipating an exciting, productive year for everyone at CES.

This Student/Parents Information Guide serves as a resource to notify students and parents of their basic rights as well as the responsibilities that accompany these rights. Students will be held responsible to respect the rights of all persons in the educational process and will not interfere with the education of a fellow student. We have high expectations for all students to succeed and achieve. Students are expected to strive to meet and/or surpass the expectations as well as exercise the utmost degree of self-discipline in observing and adhering to rules and regulations.

Parental support of CES is vital to the success of our students. Together we will move forward in our mission to create a nurturing, disciplined, and challenging environment in which all students can learn at optimum levels and become responsible members of society.

Please read this handbook and discuss the appropriate sections with your child. Then, sign the parent acknowledgement page and return it to the teacher. Again, welcome and thank you in advance for your support of Cherokee Elementary School. Let's ***Make it a Great Year!***

Sincerely,

Anthony Olivis  
Principal

## ***Vision***

*Cherokee Elementary School exists to nurture a love of learning in a safe environment where high expectations are set for academic and social development conducive to life-long success.*

## ***Mission***

*Cherokee Elementary School will work cohesively with the district, parents, students and stakeholders to educate all students with a challenging curriculum while maintaining a safe and supportive learning environment.*

## ***Core Beliefs***

- *All children can learn.*
- *School should be a safe environment for children.*
- *The classroom should be well-managed and conducive to learning.*
- *We educate children academically and socially.*
- *We nurture a love of learning for life-long success.*
- *A well balance of compassion and discipline should exist in the school.*
- *Teachers set high expectations for student learning and behavior.*
- *Active involvement of students, parents, and the community determine overall school success.*

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## **DISCIPLINE**

Cherokee Elementary School uses the Positive Behavior Support System. The students are encouraged to follow the three school rules:

- **BE RESPONSIBLE**
- **BE RESPECTFUL**
- **BE SAFE**
- **BE GREAT**

If a student chooses not to follow the school-wide rules, parents/guardians should realize that the primary responsibility for the student's behavior rests with them. This means that it may be necessary to hold a conference if the student continues to misbehave. The teachers and principal will enforce the rules to insure the safe and efficient operation of the school. No student has the right to disrupt the teaching and learning process.

## **STUDENT ARRIVAL / BREAKFAST / MORNING ROUTINE**

- Classes begin at 7:50 a.m.
- Students will not be allowed in the school building until 7:15 a.m. each day.
- Students who get to school before 7:30 are to report to the cafeteria. Students are to be seated and well behaved.
- Breakfast will be served beginning at 7:15 and ending at 7:45.
- Students will be allowed to go to their classroom when the 7:30 bell rings.
- Students may purchase pencils, paper and other school supplies at the school store at 7:30 a.m., prior to going to the classroom.
- The tardy bell will ring at 7:50 a.m. Students are to be in their classroom at this time.
- Parents/Guardians are required to accompany students inside the building after 7:50 a.m.
- Check-ins without a doctor's excuse will count as a tardy.
- **TARDY POLICY:** Student's with five (5) tardies in a semester will result in one day of detention (2:45-3:15p.m.). Detention dates will be determined by the principal. Failure to complete detention may result in placement in C.L.A.S.S. (alternative school setting at Colbert Heights High School) or a 1-day in-school suspension. If a student exceeds ten (10) tardies per semester, a conference will be required between the teacher, principal, parent and student.

***YOUR CHILD'S ATTENDANCE IN SCHOOL IS IMPORTANT TO HIS OR HER FUTURE. WE STRONGLY ENCOURAGE COMING TO SCHOOL WITH A GREAT ATTITUDE EVERYDAY—ON TIME!***

## **STUDENT CHECK-OUTS / DISMISSAL**

- All student check-outs must be done through the office. Any persons checking a student out of school must be on that student's approved checkout list.
- **IN ORDER FOR YOUR CHILD TO RECEIVE THE BEST POSSIBLE EDUCATION, PLEASE KEEP CLASSROOM INTERRUPTIONS (TARDIES & CHECK-OUTS) TO A MINIMUM.**
- No student is allowed to walk home without a parent or guardian. Due to safety regulations, walkers must wait with the parent until the buses depart.
- Check in/outs will count against perfect attendance as outlined in board policy.

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- Please make sure that your child knows his/her daily routine. Both student and parents should know the student's bus number and driver. Students must have written permission from a parent and signed by the principal or his designee to change their bus routine. Sometimes it is necessary to make a change after the student comes to school.
  - **CHANGES TO A CHILD'S ROUTINE WILL NOT BE ACCEPTED PER A PHONE CALL AFTER 2 P.M.**
  - Adults picking up students in the car-rider line must be prepared to show identification if the teachers in charge do not recognize the driver. For the safety of the students, if we are unsure of the driver's inclusion on the pick-up list, it may be necessary to come inside the school to verify.
  - **Regular school dismissal time will be at 2:35 p.m. for car riders and 2:40 for bus riders.**

### **DRESS CODE**

We will enforce the following dress code:

- All shorts, skirts and dresses must at least be finger-tip length when the wearer stands upright and holds arms straight by side.
- Undergarments must not be visible at any time.
- There shall be no rips or tears above the knee in blue jeans or sweats.
- Garments that are "see-through", cut low, or expose one's midriff are not acceptable.
- Students shall not wear pants/shorts that are baggy, sag, or fit below the waist.
- All pants/shorts must fit around the waist and be properly fastened
- **WHEN DRESS OR APPEARANCE OF AN INDIVIDUAL STUDENT DISRUPTS THE TEACHING-LEARNING PROCESS OR IS UNSAFE, THE ADMINISTRATION HAS THE AUTHORITY TO TAKE DISCIPLINARY ACTION.**

### **VISITORS**

All visitors must be cleared through the principal's office before going to other areas of the building or grounds. All visitors will be required to wear a visitor sticker while on campus to insure the safety of all students. Anyone who picks up a child during school hours must come by the principal's office and sign the student out.

### **PARENT CONFERENCES**

Teachers are available for conferences upon request. All conferences must be scheduled. Parents must contact the school for the scheduling of appointments with teachers. Classroom instruction will not be interrupted by unscheduled visits or phone calls.

### **LOST ARTICLES**

A lost and found box is maintained by the school and is located close to the office. All clothing and personal items should be clearly marked with your child's name. All unclaimed items will be donated at the end of each nine weeks.

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## **TELEPHONE USAGE**

All students should make plans concerning after-school activities and rides home before leaving home in the morning. Phone calls will only be made in emergencies.

Please make sure that your child knows where he/she should go if school is dismissed early during the day for an emergency. This will eliminate the necessity of numerous phone calls. Please have some understanding before this time, if at all possible, to avoid confusion.

## **EMERGENCY TELEPHONE NUMBERS**

Parents or guardians of students must provide telephone numbers in the office and with the homeroom teacher where a parent, relative, or neighbor can be reached in the case of an emergency situation. These emergency numbers will remain on file in the office. Please notify the office as soon as possible with any student information changes. It is important to maintain accurate records for communication purposes.

## **SOCIAL MEDIA**

CES encourages social media to be used appropriately to support students, staff, and the school. We ask that parents monitor their child's social media activity and address school concerns with the school administration. A social media mix-up can be a critical problem with the potential to harm students, employees, guests, and others. A loss of confidential information and data may occur which can set back any progress the school has previously made.

## **P.T.O.**

All parents, grandparents, and guardians of Cherokee Elementary Students are encouraged to participate in the Parent Teacher Organization or P.T.O. A schedule of P.T.O. meetings and possible volunteer activities will be sent home with the registration pack.

## **HOMEROOM PARTIES**

Classes are permitted to have two parties during the school year. These will be scheduled by each grade-level. Parents will be responsible for organizing the parties. Birthday celebrations should be scheduled with the teacher and will only be allowed during the class' snack time.

## **SNACK AND LUNCH**

- Students in each class will be allowed a break time for snacks during the day.
- Parents may send snacks or purchase them at school. The cost for all snacks and juice boxes is \$ .75. The price for other drinks is \$1.00.
- Students are not allowed to bring soft drinks or "fast food" for lunch or snack.
- Students need to bring lunch and breakfast money in an envelope marked with their name, teacher's name, lunch number and amount. The envelope should be turned in to the classroom teacher or the lunchroom manager before the 7:50 a.m. bell. **DO NOT** place any other money in this envelope. Remember, if your child buys extras at lunch, this comes out of his/her food account.

***Thank you for helping us "Create Everyday Success"  
at Cherokee Elementary School!***

LET'S MAKE IT A GREAT CHEROKEE YEAR!!!