

Welcome to Cherokee Trail Elementary

<http://ctes.acsdsc.org/>



“At Cherokee Trail Elementary, all students soar!”

Our Mission

The mission of Cherokee Trail Elementary School is to support and challenge students every day to learn lifelong skills to become creative, responsible, and productive citizens.

Our Beliefs

We believe:

- all students, regardless of race, age, creed, or ability can learn to be successful
- all students have worth, dignity, and uniqueness
- all students deserve a safe and positive environment for learning
- all students have the potential to become productive members of society
- home environment expectations and attitude play an important role in student's development
- diversity of students must be reflected in the staff programs and priorities

Our Philosophy

We, the community of Cherokee Trail Elementary, are committed to provide an educational environment with opportunities that support the full academic and social development of each student. Our program stresses educational excellence with high expectations of achievement for each student. Within a safe, orderly and pleasant climate, the staff will help students understand reasons for and learn the skills of self-control while developing positive attitudes and behaviors toward self and others. We will continue to strive to work with families and the community to help students reach their full potential as lifelong learners.

Goals

- 1.) Students will demonstrate mastery of the South Carolina academic standards and district standards for each grade.
- 2.) Students will use a wide variety of approaches to learning, including the use of technology as a tool for learning.
- 3.) Students will demonstrate effective problem-solving skills.
- 4.) Students will demonstrate responsible and interpersonal behavior.

Message from the Principal

Dear Parents,

We have all endured so much change since March of 2020, I hope this finds you well and excited to embrace our new academic school year with even less restrictions than when our summer break began. Our incredible staff is ready for the 2021-22 school year and are here to support each of you!

The student handbook is an important tool that outlines most questions you may have throughout the school year. Please take a moment to carefully review and discuss with your child. The headings have been arranged in alphabetical order for easy identification of specific topics. Should you have any questions surrounding its content, please contact us for additional support.

We recognize the importance of parental involvement at Cherokee Trail Elementary and wish to extend this invitation to join our parent portal link on the district/school website and our Facebook page. This will keep you continuously informed as to your child's academic progression throughout the school year. We also invite you to take part in our Parent Teacher Organization (PTO) which supports Cherokee Trail in various capacities.

Through the combined efforts of Cherokee Trail Elementary staff, parents and students, we will have another rewarding and successful school year. I look forward to working with all of you.

Sincerely,

Donald O. Clendaniel III
Principal

ACADEMICALLY GIFTED PROGRAMS

The academically gifted program (GATE) is designed to maximize the potential of gifted and talented students by providing programs and services that match the unique characteristics and needs of these students in grades three through twelve. Gifted and talented students may be found within any racial, ethnic, or socioeconomic group; within any nationality; within both genders; and within populations with disabilities. Identification is determined by the South Carolina Department of Education.

ACCIDENTS AND EMERGENCIES

Every effort is made to prevent accidents. However, in case of an accident the procedure is as follows: First aid is given by authorized school personnel or the school nurse. If it is considered serious or if the child is uncomfortable, a parent is called. In all cases of accident or illness, every effort is made to contact the parents. The school will follow your directions on the enrollment and consent forms if we are unsuccessful in reaching you, and the child needs more than first aid.

****Important Note:** No treatment other than first aid will be given by school personnel. Therefore, it is important that you keep the school informed with the most up-to-date information about:

- Changes in your name, phone number, address and family doctor
- Names of persons to contact in case either parent cannot be reached
- Your absence from home if called out of town.

ANIMALS AT SCHOOL

Students are not allowed to bring animals (anything living or that was living) to school unless pre-approved by the principal.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because children bring articles to school, which are hazardous to the safety of others or interfere, in some way with school procedure. Items such as weapons, matches, tobacco products, toy weapons, or items that are distracting instruction and deemed unsafe are not permitted at school and will be taken from the students and handed over to administration. Possession/use/transfer of dangerous weapons, e.g. (firearms, knives,) will require administrative actions which will result in an automatic **10-day** suspension, the possible intervention of law enforcement authorities, and consideration of expulsion.

ARRIVAL OF STUDENTS

As we begin a new year, we would like to assure you that we are committed to providing a safe, secure, nurturing environment for your child. To offer the level of safety that your child deserves, students will be permitted to enter the building at 7:15 a.m. when adult supervision is provided. School begins promptly at 7:45 a.m. Students who arrive at school after that time are tardy and must be signed in by an adult. **Students must arrive at school no later than 7:45 a.m. to receive breakfast.**

ATTENDANCE

Cherokee Trail Elementary encourages good attendance. Good attendance instills in students' habits that will transfer to their adult life, and provides them with needed class instructional time. State law requires that schools monitor a students' attendance. Lawful absences include illness, serious family illness or death, and necessary medical appointments. **Three consecutive unlawful absences or a total of five unlawful absences**

requires the school to notify the district attendance supervisor who will intervene to encourage the students' future attendance. Students who continue to be absent unlawfully will be referred to Family Court. Parent/Guardian is legally responsible for a student's absence. Following an absence(s), a student must bring a written excuse from a parent or guardian to the homeroom teacher within **5 school days**. Three or more tardies/early dismissals could affect students' perfect attendance. Valid excuses must include:

- the student's name,
- date of absence(s),
- reason for the absence(s),
- parent/guardian's signature,
- telephone number where the parent/guardian can be reached.

BETA CLUB

Students are invited to join Beta Club based on their first semester grades during their 6th grade year. Members must maintain a 90 or above average in all core subject areas. Grades will be reviewed at the end of each semester. Students who have less than 90 in any subject will have a probationary period of one semester to improve to all 90's before being dismissed from the club. A student must exhibit exemplary behavior, honesty, respect and leadership skills with no major violations of school rules.

CELL PHONE

Student cell phones should be **turned off and put away in their book bags**. Consequences for violations vary based upon grade level, but parents will be notified if a violation occurs.

CHANGE IN CONTACT INFORMATION

It is important that we have your current address and phone number at all times. This information is especially important in cases of emergency. Please notify the school secretary immediately upon changing your address or phone number. If you change your home phone or cell phone number, the school must be notified.

CITIZENSHIP

Cherokee Trail Elementary School is an orderly, disciplined school where students are responsible and accountable for their actions. Our students will learn and put into practice good citizenship, and conduct themselves at all times in a manner that will be in the best interest of our school.

COMPUTER EDUCATION

Please make sure that you sign the Student Computer Use/Internet Safety & Responsibility Form at Registration. Please refer to the Rights and Responsibility handbook.

CURRICULUM AND INSTRUCTION

Cherokee Trail Elementary School provides a curriculum that is designed to meet the needs of the students we serve. Academic subject areas include English Language Arts, Math, Science, and Social Studies. The State Department of Education prescribes the minimum number of hours per week that each subject must be taught. All content areas and other areas of learning are required to meet the standards for classroom instruction established by the State Department of Education and the Abbeville County Board of Trustees. In an effort to enhance our current academic subject areas and further challenge our students, Cherokee Trail Elementary has implemented the following curriculum programs:

Accelerated Reader

Accelerated Reader is a computerized program used by Cherokee Trail Elementary School to encourage reading for pleasure. Students read books which they choose on their individual independent reading level and take tests on their comprehension of the selected books.

RTI - Response to Intervention

Cherokee Trail Elementary Response to Intervention (RTI) is an approach used by all teachers to increase the opportunity for all students to meet academic achievement standards. The classroom teacher is the primary interventionist. Additional direct instructional strategies, resources, and interventions will be used to appropriately target all students to ensure high quality education.

CUSTODY SITUATIONS

For everyone's safety, no student will be allowed to leave school with anyone other than those adults designated by the parent or legal guardian. In situations where there is a custody conflict between parents, it is necessary to have a copy of legal custody orders on file in the school office. Otherwise, children will be dismissed to either natural parent. Photo identification will be required from the person who signs out a student.

DELAYED OPENING/CLOSING OF SCHOOL SCHEDULE

The Superintendent, acting upon authority delegated by the Board of Trustees, determines whether school shall be in session. If it is decided that buses cannot safely operate due to weather conditions, school will not be held throughout the school district. This will be announced on local radio and television stations, and by our school messenger system.

DISMISSAL OF STUDENTS

- Car riders will be dismissed beginning at 2:25 when called by the front office. A school employee will identify parents in the car rider loop area using the given car tags and will call for the student(s). All car riders must be picked up from the outside car rider area.
- Early bus riders are dismissed at 2:20.
- Daycare vans will pick up students at 2:30 at the cafeteria entrance.
- ***All students must be picked up by 3:00.***

We expect traffic flow to be smooth and swift. To provide optimum safety measures for your child, we ask that you follow the traffic plan as outlined:

- When dropping off and picking up students please use the car loop to load and unload students. Remember to unload and load on the passenger side only. Please follow the signs and use both lanes until the lanes turn into one. No car should go around other parked cars still unloading or loading. Please remember this is for the safety of all. **No alternate methods of dropping off or picking up students beyond the car loop will be permitted unless approved by administration.**
- The bus loop is for **buses only**. This is state law.

DRESS CODE

Cherokee Trail Elementary students are expected to wear clothing that is appropriate and in good taste in a classroom, and which does not interfere with learning or teaching. Hats and sunglasses are not allowed on campus. Shoes must be worn to school. All clothing should be comfortable enough to allow full participation in physical education classes.

***Students are discouraged from wearing flip flops/slides and must wear appropriate shoes on days they go to Physical Education (PE) for Related Arts. ***

EARLY DISMISSALS

Teachers have been instructed not to excuse any child without a written or personal face-to-face request from parent or guardian and are not to permit any child to go from the school premises with an unidentified person. This has been done in order to help protect your child. Students must be signed out at the office by parents before they can leave school.

If you need to pick up your child early from school for a doctor's appointment, etc., please send a note to your child's teacher that day indicating the time he/she is to be dismissed; this will enable the teacher to make preparations for him/her to be dismissed. **Students will not be dismissed early after 2:00 p.m.**
No phone calls will be accepted to change a student's mode of transportation.

FCA

Fellowship of Christian Athletes is geared for our 6th and 7th grade students. Various guest speakers are invited to share encouraging words on designated Fridays between 7:15 and 7:45. Mrs. Angie Nickles is our school lead for additional information.

GUIDANCE PROGRAM

Cherokee Trail's comprehensive developmental guidance and counseling program is an essential component of the total instructional program, which provides all students the opportunity for optimum development. Students should gain skills that can assist them with their own development toward productive citizenship. The Guidance program follows the South Carolina Comprehensive Developmental Guidance and Counseling Program, and this description is adapted from the guidelines. This comprehensive developmental guidance and counseling program is implemented by certified School Counselors with the support of teachers, administrators, and parents. It provides important benefits to individual students by addressing their intellectual, emotional, social and psychological needs. It includes sequential activities designed to address the needs of all students by helping them to acquire competencies in knowledge of self and others, in identifying educational goals, and in career planning.

A School Counselor works with all students, parents, teachers, administrators, and the community. Large-and small-group structured learning provides instruction for all students in all grade levels. Individual, small-group, personal, and crisis counseling are available to all students. Consultation services concerning student behavior and academic progress are provided for parents, teachers, and administrators. Beckman Mental Health provides a counselor at Cherokee Trail Elementary.

GRADING POLICY

- **ELA**
 - 90%-Reading/Writing
 - 60% for Tests
 - 30% for Quizzes and Classwork
 - 10%-Word Study
- **Math**
 - 60%-Tests
 - 40%-Quizzes and Classwork
- **Science**
 - 60%-Tests
 - 40%-Quizzes and Classwork
- **Social Studies**
 - 60%-Tests
 - 40%-Quizzes and Classwork

HEAD LICE

Students are allowed to stay in class with nits and/or live lice. Upon return the next day, if nits and/or lice are evident, they will be sent home.

HEALTH AND SAFETY

Good physical health is vital to a child's success in school. You can help your child to be physically healthy.

- Provide nutritional meals
- See that your child gets plenty of sleep by going to bed at a regular time each night
- Establish a regular routine for bathing, shampooing hair, and brushing teeth
- Provide clothing which is clean and suitable
- Encourage outdoor play and exercise and limit the amount of time spent watching television.
- Consult the doctor when your child becomes ill.

HEALTH OF STUDENTS/MEDICATION AT SCHOOL

Please inform the school of any health problems at the beginning of the school year and of any important changes in your child's health or medication during the school year. Students should be kept at home when they are sick, have a fever (100 degrees or higher), are vomiting or have diarrhea, have had tylenol or motrin in the past 24 hours or have undiagnosed rashes. A child should be fever-free for 24 hours before returning to school. District policy requires that we store and administer medicines in the office. If your child is taking a prescription from his/her doctor and must take it during the school day, please notify the teacher, school nurse and inform them of any side effects the drug might cause (such as drowsiness) so the child's symptoms won't be confused with something else. All prescriptions must have the child's name on it. Additionally, district policy requires a medical permission form for prescription and non-prescription medications be completed and signed by both the parent/guardian and the child's physician. (A copy of this form may be requested at the front office). All medication must be brought to school in the original container with the proper labeling.

HOMEWORK

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. You can help your child develop some routines that will be of assistance in completing homework assignments. The following are homework guidelines for our students:

- Ask your child if he/she has homework that day. By asking your child about homework, you are helping him/her to remember there is an assignment to be completed.
- We believe homework is to be used as a supplement to instruction, to strengthen or increase skills. Homework is in the nature of enrichment activities such as special reports and single research work, or when the pupil needs specific practice or drill; for example, addition facts.
- Remember that homework is your child's work – not yours. You should not do the work for the child; rather you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem. It is the
- teacher's responsibility to make the homework assignment clearly understood by each student.
- Help your children set a regular homework time each day and remain with the commitment. Free your child of other responsibilities at that time.
- Provide your child with a quiet place to work and study where he or she is not disturbed by younger children or pets.
- Read to and/or with your child each night.

HONOR ROLL

- A Honor Roll - Students must have 90 or above in each of the 4 core content areas: Language Arts, Math, Science and Social Studies
- A/B Honor Roll - Students must have at least one A with the other three subjects being an 80 or above.

IMMUNIZATIONS

All students must have a South Carolina immunization form from their doctor or the health department before entering school. When a child enters from another school, immunizations will be checked to make sure all is completed. If not, the student will be required to get necessary shots as soon as possible.

LOST AND FOUND

Clothing and property should be labeled with your child's name. Students and parents should check the lost and found box located in the guidance hallway when items are misplaced. Small items such as keys and glasses can be claimed from the office.

MEALS/CAFETERIA

Breakfast Program

All students will have the opportunity to participate in our school breakfast program. Breakfast will be served in the cafeteria from 7:15 to 7:45. Students must enter the cafe by 7:45 a.m. The program is free to **all** students.

Lunch Program

- Lunch is once again **FREE for all students** during the 2021-22 school year
- Students may purchase extra milk for 50¢ per milk. Send this money daily, and the students will pay the manager as they come through the line.
- Adults/teachers lunch may be purchased for \$3.50 each.

Free and Reduced Lunches

Your child will bring home information and forms concerning free and reduced price lunches. All parents are required to complete these forms in its entirety. You will be informed by letter if your child is eligible for free or reduced lunch prices.

MONEY SENT TO SCHOOL

Children should not bring money to school except for specific purposes. When money is brought to school by your child, please place the exact amount in an envelope and write the student's name, the amount, and the purpose on the envelope. Neither the teacher nor the school can be held responsible when money or other items are lost.

NOTES REQUIRED FROM PARENTS

The school requires notes from parents explaining the following:

- Absences
- Request for early dismissal
- Request to miss recess or physical education
- Permission for field trips
- Permission to go home with another student
- Change in usual method of transportation home (only 2 bus changes per year will be honored unless proof of change in residence is provided)
- Authorization to administer prescription medicine
- Authorization to administer non - prescription medicine
- Any medical conditions or concerns
- Change in address and/or phone number

PARENT TEACHER CONFERENCES

There will be scheduled conferences(s) with your child's teacher during the school year. The first report card will be issued via parent conference at the end of the first nine weeks. All parents are urged to attend these scheduled conferences. Parents are encouraged to initiate conferences at any time by writing a note or calling the school for an appointment with your child's teacher. Teachers will also request parents to come in for special conferences when they observe the need.

PARTIES

Please contact your child's teacher regarding classroom parties. We normally 'celebrate' in the fall, winter and end-of-school. All other celebrations should be limited to after school or the weekend.

PEANUT-AWARENESS POLICY

Cherokee Trail Elementary recognizes that peanut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy and the safety of others. In order to protect those students, staff, employees, visitors and guests of CTE from an environment that may be harmful to them because of such an allergy, and because of possible harm to personal well-being, CTE strongly discourages the use, serving, or selling peanuts, peanut butter or any product containing peanuts or peanut oil by students, staff members, employees, visitors, or guests in the building and grounds or by any concessions at any of the schools functions. For purposes of this policy, "Peanuts" will mean all nuts including products that use or contain nuts and peanuts, or use peanut oils.

PERFECT ATTENDANCE

To qualify for the yearly perfect attendance award, a student must be present every day. To be counted present, a student must arrive before 11:30 a.m. and/or not leave after 11:30 a.m. If a student accumulates a total of 3 tardies and/or early dismissals, the student will be disqualified from perfect attendance. We will follow the district policy in determining perfect attendance.

PROMOTION/RETENTION

Students in grades 1-7 must meet requirements of the Abbeville County School District Promotion/Retention Policy.

P.T.O.

Our Parent Teacher Organization is a vital part of school. We encourage each and every parent to join this organization as we try to work toward promoting educational success at Cherokee Trail Elementary School. Please join us and help us by volunteering a little time periodically throughout the year. There will be several fundraising events throughout the school year.

REPORTING PUPIL PROGRESS

We feel that the lines of communication between home and school must be kept open. We urge you as parents to contact the school personnel if you have any questions concerning your child's progress or behavior at school. In addition, please obtain a PowerSchool account and check it regularly to keep up with your child's grades. We ask you as students to be responsible for sharing your work with your parents and respond in a positive way when help is needed. Report cards are sent home following the end of each nine-week grading period except the first and third report card period. Parent conferences will be scheduled to pick up your child's first report card and third report card. During the grading period, you will receive a progress report and communication from your child's classroom teacher. Your child will bring work home for you to review. When tests are brought home, please sign to indicate you saw them and return to the teacher promptly. Report cards will not be issued to students at the end of the school year who have not turned in all their books or who have outstanding debts at the school. The state of South Carolina has adopted a statewide grading scale. The new grading scale is as follows:

Report Card Grading System

90-100	A-Excellent
80-90	B-Good
70-80	C-Average
60-70	D-Poor
0-59	F-failure
I-	Incomplete

An incomplete is given only in cases due to illness, emergency, or by pre-arrangement the student has not been able to complete his/her assignments. An incomplete on the report card becomes an “F” four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

SCHOOL BUS REGULATIONS

The safety of our students being transported to and from school is very important. Violations of the student behavior code will be enforced while students are on the bus. A school bus driver represents the school authority and therefore, must have supervision and authority over the passengers. Riding the bus is a privilege and must be treated as such. To continue riding the bus, passengers must follow certain rules of behavior. These rules are:

- Upon entering the bus, go to the area you have been assigned.
- Do as the driver asks. If you have a complaint, take it to the principal.
- Remain seated unless loading or unloading.
- Never put your head, arms, or legs out of a bus window.
- Do not talk to the driver except in an emergency.
- Smoking, eating, or drinking is not allowed on the bus.
- Obscene language, signs and rude remarks to persons outside the bus are prohibited.
- You must ride your assigned bus every day. You may not switch buses without permission beforehand.
- Any type of disruptive behavior (such as loud talking, throwing objects, disrespect to a fellow student or the driver, fighting, etc.) will be dealt with promptly.

SCHOOL BUS VIOLATION NOTICE PROCEDURE

- First violation - written notice to parent or guardian
- Second violation – suspension from bus for one week
- Third violation – suspension from the bus for two weeks
- Fourth violation – suspension from the bus for the remainder of the year

The above procedures are the steps normally followed in dealing with student violations. At the discretion of the administration, additional options may be provided. Note also that for a severe and serious violation, a student may be suspended from the bus for the remainder of the year regardless of whether previous violations exist. Video cameras have been installed in our school buses to monitor student and driver behavior.

SCHOOL-WIDE DISCIPLINE PLAN (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

- **S**afety: Everyone will behave in such a way to ensure the physical and emotional safety of all.
- **P**roperty: Everyone will respect school property and the property of others.
- **O**rders: Everyone will maintain order inside and outside the classroom.
- **R**espect: Everyone will demonstrate respect for self and others at all times.
- **T**ask: Everyone will be on task at all times.

SCHOOL IMPROVEMENT COUNCIL

The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. The roles and responsibilities of members are outlined in several state laws. Persons interested in serving on this committee should contact the principal.

SCHOOL OFFICE

The school office hours are 7:15 am until 3:00 pm, Monday through Friday.

SCHOOL PICTURES

School pictures are made in the Fall and Spring of each school year. Each parent/guardian will have the opportunity to purchase his/her child's pictures.

SCHOOL TELEPHONE

The school telephone number is 379-8500. Messages will be taken for students and teachers, but it is not always possible to deliver them immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to the teacher's planning period or after school (**2:30 PM-3:00 PM**). Students wishing to call home may use the school phone for emergencies.

SCHOOL VISITORS

Parents are welcome at Cherokee Trail Elementary at any time. All visitors must present a current driver's license or a valid ID. All visitors must immediately sign-in at the school office and state the nature of their visit upon arriving on the school grounds. Once signed in, all visitors must wear a visitor's badge for identification purposes. Only persons listed on the child's emergency card will be permitted. Class visits, unless agreed upon with the teacher for volunteer services, are a time for observation only and should be limited to a 30-minute session. To avoid making a class visit during the time a test is given, the parents should call the teacher in advance to arrange a time and date for a class visit. At no time should parents interrupt the class to speak with the teacher. This is essential to protect the safety of our pupils and to ensure that instruction is not disrupted.

STUDENT PICTURE USE POLICY

From time to time students' pictures may be used to promote their accomplishments. These pictures may be placed on the bulletin boards, in newspapers, on the school's web site, on the Internet, and in various other types of news media. If you do not wish for your child's picture to be used and displayed, you may waive your child's participation by writing a letter to the school expressing your wish that your child's picture not be used and displayed.

TARDIES

Students are expected to enter the school **NO LATER THAN 7:45am**. Students who enter classrooms late are disruptive to the instructional program and may be subject to disciplinary actions. Habitually tardy students will be disciplined according to the district's tardy policy.

TESTING

Cherokee Trail Elementary school participates in the district testing programs. Standardized achievement and aptitude tests include: PALS (PreK), KRA (K5), DRA2, MAP, Fountas and Pinnell Reading Assessments, NAEP, CogAT, SCREADY and SCPASS to name a few. These assessments are used to identify students' academic strengths or weaknesses and to assist in planning our instructional program.

TEXTBOOKS

The state provides free barcoded textbooks for all students in S.C. schools. If a textbook is lost or damaged by a student, the student must pay the assessed amount.

TITLE I PROGRAMS

Cherokee Trail Elementary is a Title I school. Title I funds are used in kindergarten through seventh grade in the most needed areas to supplement the overall academic program. Compliance of Section 1119 of the No Child Left Behind Act requires all teachers in a program supported with Title I funds and all paraprofessionals (except paraprofessionals whose duties are exceptions) hired after the date of enactment of the No Child Left Behind Act to be in compliance with the qualification and duty requirements of Section 1119 and be highly qualified. Please call the school if you have any questions about our compliance with Section 1119 of the No Child Left Behind Act.