

# Cannons Elementary School

2011-2012



Cannons CARES - "Children Are Really Everything"

Palmetto Gold Award

Palmetto Silver Award

Red Carpet Award Winner

Healthy Schools Award Winner

Recognized by the SCDE for Closing the Achievement Gap



# 🍏 Welcome Back 🍏

**Welcome to the 2011-2012 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. In addition to this handbook and calendar of events, we also send school newsletters, biweekly progress reports, classroom news and homework home with students and post on our webpage. The school marquee also posts events during the school year.

Our school-wide theme is **"Discover the Magic of Learning in 2011-2012."** **Class begins at 7:35. Students are considered tardy after 7:45.** We are dedicated to putting students first and keeping the focus on their learning and achievement in academics, physical education and the arts. The faculty and staff at Cannons are dedicated to the Spartanburg School District Three mission statement. A special thank you goes to parents for helping us keep classroom disruptions to a minimum in order to protect instructional time for all students.

### **CANNONS Cub Code**

I will: be respectful, be responsible, be ready and be safe!



**Mission Statement:** The mission of Spartanburg School District Three...steeped in history, focused on the future...is to equip our students to thrive economically as productive citizens by ensuring challenging and relevant learning experiences in a healthy, safe, nurturing environment.

Cannons was awarded the Palmetto Gold Award for improvement on the PASS tests. This award represents the hard work and dedication of our school and community.

We are very excited to begin 2011-2012 and encourage families to attend events, volunteer and be involved. Your involvement is important to us and to the success of your child. Cannons Elementary is a Title I school. We value and encourage your involvement and input.

*Sincerely,  
Karen Grimm, Principal*

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(864) 279-6000**

**Website: [www.spartanburg3.org](http://www.spartanburg3.org)**

**Cannons Elementary Faculty and Staff  
2011-2012**

**4-K PM Class**

Kathy Bishop

**Kindergarten**

Brandi Huckaby  
Stephanie Seay

**First Grade**

Yolanda Fowler-Moore  
Tracy Herring

**Second Grade**

Marlene Jacobs  
Sabra Morrow

**Third Grade**

Lisa Dunagin  
Denise Lowery

**Fourth Grade**

Brooks Amick  
Sara Margaret West

**Fifth Grade**

Heidi Beers  
Caroline Davis

**Related Arts**

Martha Corbin - Music  
Nicole Myers - Art  
John David Goodwin - P.E.

**Guidance Counselor**

Amanda Davis

**Media Specialist**

Vashti Summerfield

**ATLAS**

Loraine Moore

**Reading Specialist**

Christon Carroll

**District Reading Specialist**

Renee Phillips

**Speech Specialist**

Rachel Engle

**Special Education**

Cynthia Burrell  
Celina Hurley  
Meghanne McDaniels  
Bonnie Mizzell  
Carol Stephen

**Computer Lab**

Renea Shealy

**Preschool**

Mechelle Camby  
Kylee Brown  
Kim Durham

**ESOL**

Patti Hester

**Assistants**

Martha Burnett  
Sharon Branch  
Beverly Carruth  
Carrie Chesebro  
Libby Fain  
Pam Gardner  
Darlene Killian  
Cynthia Rawley

**School Nurse**

Heather Blanton

**Custodial Staff**

Punzel Fernanders, Head  
Custodian  
Gloria Atkins  
Troy Edwards

**Cafeteria**

Monica Quinn – Manager  
Michelle Cannon  
Catherine Corry  
Barbara Jones

**Secretary**

Janice Smith

**Bookkeeper**

Sharon Owen

**Principal**

Karen Grimm



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## ADDRESS AND PHONE NUMBERS

We must have your current address and phone number at all times, even if your phone number is unlisted. This is especially important during an emergency. **Please notify the school secretary or nurse if you change your address and/or phone number.** The school will not release an unlisted number.

## ATTENDANCE

**The tardy bell is a 7:45. Class begins 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.** Regular attendance at school is an important factor for attaining success in school. However, a child should not come to school ill. The school should be notified if a student will be absent for any period of time.

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

S. C. law states that 5 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 excessive sign-outs result in the necessity of an intervention plan and/or referral to the Spartanburg Truancy 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 1<sup>st</sup> 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.

## CLASS PARTIES and BIRTHDAYS

To keep a safe and productive learning environment at Cannons we ask that families 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 winter break. This is a way of celebrating all that has been accomplished before starting a new semester. The winter holiday parties are the last hour of the full school day before we leave for the winter holiday.

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.

Please watch for notes from your child's teacher or class room mother regarding what the class will be doing to celebrate and how parents can help. We are a Healthy School Award winner and therefore promote healthy snacks.

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 we ask that you do this during lunch. We are happy to distribute birthday or party invitations as long as there is an invitation for each student in the class.

## CLOSING SCHOOL

At times, weather conditions 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.

## CONDUCT and DISCIPLINE

Maintaining a safe learning environment is imperative. All students are expected to follow the Cannons Cub Code: Be respectful, be responsible, be ready and be safe on the bus, on field trips, at school events and in the classroom. Teachers will send the Elementary Behavior Code home with students on the first few days of school.

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. Students should not bring toys or electronic devices to school.

Harassment and bullying are forms of discrimination prohibited by federal and state laws; it is the policy of Spartanburg School District 3 that harassment and/or bullying of students is prohibited. Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to contact the school or district administration immediately.





### CURRICULUM and INSTRUCTION

The curriculum is based on the South Carolina Curriculum Standards. In the elementary grades, instruction focuses on a hands-on active approach to learning. Many subjects are integrated to help students develop important concepts. Instruction does not take place in isolation. 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. Our overall goal is to produce life-long learners. Instruction in art, music, P.E., computer instruction, and research (library skills) 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.

### DAILY SCHEDULE

<b>7:00</b>	<b>Supervising teachers arrive for duty. Students <u>are</u> not to be allowed in the building before 7:00 a.m.</b>
7:00	Doors Open
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	Breakfast Ends
<b>7:45</b>	<b>Tardy Bell – (Instruction Begins)</b>
10:50	First Lunch Period
2:20	Afternoon Announcements – Transportation Changes Delivered to Teachers
2:25	Begin Dismissal



**IMPORTANT:** Supervision of students will begin at 7:00 a.m. Students **ARE NOT** to be left at school before this time. Supervision ends at 2:50 p.m. with the exception of those students staying for extracurricular activities. We are not responsible for students other than the times stated above.

### EMERGENCIES and DRILLS



We make every effort to prevent accidents. Should an accident or emergency occur, however, 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.



### FIELD TRIPS

Field trips are aligned to the state standards and planned by the teacher as part of the instructional program. These are considered an extension of the classroom and are used to introduce or conclude 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 have an approved volunteer form on file. Chaperones assist the supervising teacher and also ride the bus.

### GRADING PROCEDURES

#### (Grades 1 & 2)

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

#### (Grades 3-5)

- 93-100 – A      \*E – Excellent
- 85-92 – B      \*S – Satisfactory
- 77-84 – C      \*N – Needs Improvement
- 70-76 – D
- 69 – Below F

Number grades will be given for all subjects in grades 3, 4 & 5. E, S, & N will be used for art, music and P.E.

#### Honor Roll (Kindergarten, First Grade and Second Grades not included)

Grade 3 - a combination of A's & B's or all B's - (E's & S's or all S's)

Grades 4 & 5 - 85 or above on each subject

#### Principal's Honor Roll

Grade 3 - all A's & E's

Grades 4 & 5 - 93 or above on each subject

#### End of the Year Certificates

Principal's Honor Roll Certificate: Principal's Honor Roll 3 out of 4 nine weeks

Honor Roll Certificate: Honor Roll or Principal's Honor Roll 3 out of 4 nine weeks



### 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 citizenship is recognized as part of the Cannons Character Club.



## HEALTH

Each year, the school nurse performs vision and hearing screening for Cannons students. If she discovers a problem with your child, she will notify you. Teachers send sick and injured children to the Health Room. Health Room personnel record the visit, take the child's temperature, and administer first aid. Health Room personnel do not dispense aspirin, cough drops or any other medication without a doctor's prescription and note from a parent.

If your child is too ill or uncomfortable to remain in school, or if his/her fever registers 100 degrees or more, Health Room personnel will notify you by telephone. Because of such situations, **we must have your current address and phone number**, and another emergency number. Each time your child visits the health room, you will receive a health form making you aware of your child's symptoms and action taken. See the medication sections for guidelines regarding medication administered at school.



## HOMEWORK

Homework is an extension of the classroom. It helps provide needed practice while developing responsibility and maturity. Students will have homework each day except Friday (unless PTO or special event). As a general rule, each subject area should not exceed 30 minutes per night. Students are expected to begin work on long-range projects as soon as they are assigned to avoid working late at night or on weekends.

The parent's role is to provide time and space for quiet, productive work and to provide encouragement and reinforcement if the child encounters difficulty. Teachers send written assignments with students and also post homework assignments on the school webpage. Parents are invited and encouraged to communicate with teachers either by email, note or by phone.



## 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.

## 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.



#### CUB CARE – AFTER SCHOOL PROGRAM

An after-school day care is provided until 5:30 p.m. daily for those parents who need childcare services. Please call the school at 279-6100 if you need childcare services after school.

#### 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, they are donated to the Salvation Army.



## LUNCH & BREAKFAST PROGRAM

A student may pay an advance amount for school meals. That amount is placed on his/her lunch account. We will send a note home when the account balance will cover only two more meals. Students may also pay by the day as they go through the lunch line.

We do our best to provide healthy lunches with choices for our children. Fast food and carbonated drinks are not allowed in the cafeteria at lunchtime. We are fortunate to be a Healthy Schools Award winner and encourage healthy eating and living habits. **We appreciate that parents help promote healthy living by only sending healthy snacks and beverages with children and for class events.**

Free and reduced-priced meals are available as outlined by the National School Lunch Program. Returning students receive an application form in the mail before school begins. New students will receive an application when they enroll in school. 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 small children should be placed in a sealed envelope with the student's name, grade, and teacher's name written on the outside.



## SNACKS IN CAFETERIA

Students are permitted to purchase snacks in the cafeteria. Student Council sells snacks for \$.25-\$.50. Purchase of snacks is a privilege and is earned based on classroom performance. Students may only purchase snacks for themselves.

## 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.

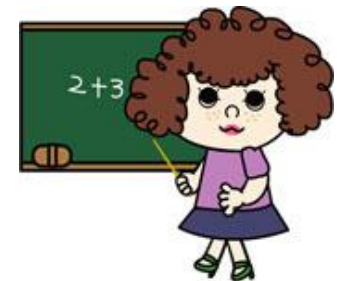
## NO CHILD LEFT BEHIND PARENT NOTIFICATION

In January 2002, President George W. Bush signed the "No Child Left Behind" act into law. The law is designed to ensure that all children have an opportunity to obtain a quality education.

As a parent of a student at Cannons Elementary School, you have the right to know the professional qualifications of the teachers and instructional assistants who instruct your child.

Professional qualifications include:

- ❖ Licensing criteria for the grade level/subject areas in which instruction is provided;
- ❖ The baccalaureate degree major;



- ❖ Graduate certification or degree held and the field of discipline of the certification;
- ❖ The qualifications of teacher assistants, if the child is provided instructional services by them.

A parent who wishes to inquire about the qualifications of his/her child's teacher or instructional assistant should make a written request to the school principal. In the request, the parent may only inquire about any qualification(s) listed above.

### 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
- To change normal transportation procedures
- 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 3 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-TEACHER CONFERENCES

Conferences between the child’s teacher and parent will be scheduled during the school year at the end of the first reporting period. All parents are expected to attend these scheduled conferences. Your child’s teacher will be corresponding with you to set up an appointment for a fall conference. The dates are October 20 and 25 for the first nine-week period and March 15 and 20 for the third nine week period from 2:45 – 6:30 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.**

### PROTECTED HEALTH INFORMATION NOTICE

The Health Insurance Portability and Accountability Act requires certain offices/persons within School District Three to maintain the 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.



### 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 CLOTHING**

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 principal will bring it to the attention of the child and/or parent concerned. Children may not wear tank tops, short shorts, halter tops or pants below the waistline. Shoes must be worn at all times. 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.



### **STATEMENT OF EQUAL OPPORTUNITY**

Spartanburg School District Three does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in providing employment or educational opportunities and benefits in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title D) of the Americans With Disabilities Act of 1990, and all other applicable civil rights laws. Any person having inquiries or complaints concerning Spartanburg County School District Three's compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other civil rights laws should contact the Director for Personnel and Pupil Services, 3535 Clifton Glendale Road, Glendale, South Carolina 28346, call at 864-279-6000 or FAX 864-279-6010.

### **STUDENT ACTIVITIES and INCENTIVES**

Student Council  
Chorus  
Youth Advisory Council  
CPC News  
Art ATLAS  
Music ATLAS  
Intramurals

Principal's Helpers – Office helpers and greeters  
Welcoming Committee  
Running Club  
Peer Pals  
Drama  
Walking Club

School-wide Reading Incentive Program

Office Reward

Terrific Kids

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

Attendance Awards

Honor Roll

Principal's Honor Roll

Champion Behavior Award with Bicycling for Behavior at the end of the year

Principal's Pals

Principal's Writing Award

Fine Work Awards

Cannons Character Club Awards

Kiwanis Multiplication Medallion Award for Third Grade Students



## TARDINESS



**The school day begins promptly at 7:45 a.m.** Children should be in their classrooms and ready to begin work at that time.

When children arrive late, they interrupt the class and miss important explanations of the work to be done. Punctuality is a quality of good citizenship. Help your child arrive on time. If your child is late, please come in and sign your child in at the office and write a note of explanation. If a child receives three tardies, you will receive a letter from the principal. A student is allowed three tardies in a nine-week period without penalty. Additional tardies will result in referrals to the district social worker. Unexcused tardiness results in referral to the district social worker and truancy officer.



## 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 timely responses to parents' suggestions.
- Develop and distribute a School-Parent Compact.
- 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.
- Provide other practical support for parental involvement activities as parents may request.



## 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.



### TRANSPORTATION, TRANSPORTATION CHANGES, AND PERMISSION TO LEAVE SCHOOL

The entrance drive for car riders is the same drive as the one to enter the front parking lot and is labeled as one way. 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 and children may not be dropped off from this entrance between the hours of 7 a.m. and 7:45 a.m. or picked up between 2:00 p.m. and 2:45 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 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. **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

### VISITORS TO SCHOOL

Each school in District Three has been equipped with a “call to enter” system at either the entrance to the building or to the office. **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 (except the front door) are locked from 7:45 a.m. to 2:30 p.m. 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.



### 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. Persons volunteering must complete a registration form. Volunteer registration forms are available in the office and are also included in the student registration packet.



We look forward to learning together this year!

“Discover the Magic of Learning in 2011-2012”

*Parent and community input is valued and appreciated. Please e-mail or call Karen Grimm at [kgrimm@spartanburg3.org](mailto:kgrimm@spartanburg3.org) or call 279-6100 with comments or questions about the parent-student handbook and calendar.*

