



CHEROKEE ELEMENTARY

CHEROKEE ELEMENTARY SCHOOL

Parent/Student Handbook 2024-2025

3061 Kimball Ave
Memphis, TN 38114
901-416-5028

GREETINGS FROM PRINCIPAL SMITH

Welcome to Cherokee Elementary! You are embarking upon a journey of success that is child centered and project driven. Our school climate is positive and nurturing but charged with learning accountability and responsibility for individual growth. Because we are a family of learners, we welcome parents, extended family and other community stakeholders to join us in our mission to achieve excellence in academic pursuit today and every day.

SCHOOL HOURS

Monday-Friday 8:15 a.m. – 3:15 p.m.

Doors Open at 7:50 a.m.

For student safety, no early drop-offs before this time.

INFORMATION ABOUT OUR SCHOOL

CES inspire our students to become confident leaders and learners. Students' learning experiences are enriched through numerous exploratory classes such as music, instrumental music, library, physical education, and visual art. School clubs include Cheer, Majorettes, Flag Football, Basketball, Health & Wellness, Cooking, Choir, and Science Club, which are conducted on club days (last Friday of each month). CLUE is offered for eligible students.

PURSUIT OF EXCELLENCE

Each member of our school community is expected to give more than 100% in effort and dedication. It is our expectation that school administrators, students, teachers and parents have special gifts and talents that he/she may share in making our world a better place. We expect everyone to give their very best in everything they do, to ensure that we continue to the district's 'Best Kept Secret'. We strive for Excellence in everything we do.

Memphis Shelby County School Board Policies specific categories of student behaviors can be found on the MSCS web site. Other specific classroom rules and consequences are published, posted, and distributed within the grade level teams.

BEHAVIORAL EXPECTATIONS AND STUDENT DISCIPLINE

Cherokee Elementary is a peaceful learning community. We embrace and encourage peace among our entire school family. Peace breakers may lose their opportunity to participate in extracurricular activities or privileges. No one is allowed to prevent teachers from teaching or students from learning. We believe that our insistence upon peace renders rewards of high achievement in a positive, safe, and orderly climate. Everyone is happier when we practice peace.

Behavioral expectations for everyone at Cherokee Elementary are centered in the following principles:

- Obedience – obey those who have authority over you.
- Respect – respect yourself, others and the person and property of others; respect the boundaries established to maintain order.
- Responsibility – assume responsibility for your actions and act upon the stated expectations for your role; be responsible for your environment.

ARRIVAL

Children are NOT to be dropped off before 7:50 a.m. Otherwise, they will be unsupervised, which is not safe for your child. Staff members will escort them to their respective classes. Children will pass in orderly, single-file lines. **THANK YOU FOR YOUR COOPERATION.**

DISMISSAL PROCEDURES

Dismissal will begin daily at 2:55 p.m. and all students must be picked-up by 3:30 pm. Car riders are dismissed to their location at 2:55 pm. Personnel will load students in their cars. **Walk-ups in the car rider line are not allowed to retrieve students.**

Walkers will be escorted to the crosswalk by their teachers to dismiss from campus. For safety and security reasons, students are asked not to return to the class space once they have been dismissed.

Prekindergarten students must be signed in and out daily. All students should be signed in by 8:00 am and picked up by 2:30 pm.

LATE ARRIVAL

Students that arrive after 8:15 a.m. will be required to report to the main office and get a tardy slip with a parent. Students that are habitually late will be targeted for state level intervention (see MSCS truancy policy). It is unfair to the child for them to miss quality educational time, unless there is an emergency.

DISMISSAL OF STUDENTS DURING THE SCHOOL DAY



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Students are not allowed to leave the school grounds except when going home at the regular dismissal time. If it becomes necessary for a student to leave school early, the parent or guardian **MUST** report to the school office, **show valid ID**, and sign the student out. Parents are encouraged to send the teacher a note by the child if he/she will be leaving school early. The note should include the time the child will need to be ready and the name of the person who will be picking the child up. This advance notice will allow the teacher time to get the student and their things ready. Please understand that frequent early dismissal will be handled in a like manner as excessive tardiness because your child is missing valuable learning time. **No early dismissal after 2:15 p.m. DO NOT BLOCK THE COMMUNITY DRIVEWAYS AND DO NOT PARK IN THE FACULTY DRIVE. Thank you for your understanding and cooperation.**

LATE PICKUP FOR DISMISSAL

In the case your child is picked up after 3:30, the parent must come to the office and sign the child out. After the third time, the parent will be referred to the SEED office and referred to DCS. It is the parent's responsibility to ensure their child is picked up on time daily.

PARKING

Parents should not park in the faculty parking lot when activities are taking place. Parents may park in the front of the building. Only teachers are allowed to park in the parking lot. Parents should refrain from parking in the faculty drive and blocking any driveway. We must make sure we are courteous to our community and our staff.

ABSENCES

A written excuse should be sent after absences. The written excuse should be sent the day the child returns to school, stating the dates the child was absent and the reason for the absence. Any absence that does not have a written excuse is considered an unexcused absence. In case of communicable diseases (ringworm, pinkeye), a doctor's written notice is required to return to school. In the case if your child has hair lice, we will contact the parent and the child cannot return until the hair is treated. If there are live nits, the child cannot return until the child's hair has been treated.

Students are expected to attend school every day. However, if your child is sick with a contagious illness, please keep them at home. We do not want to spread germs to other students or teachers. **Five unexcused absences will be reported to the Truancy Department.**

SCHOOL EMERGENCIES

It is essential that we have accurate and updated contact information on every child. We will gladly contact you or a responsible designee whenever your child becomes ill or is injured at school. Major school emergencies, such as early dismissal for the whole school, will be handled through public broadcast. But for day-to-day events, we need multiple numbers to call in order to serve the children's needs. Please notify the persons whose names and numbers you submit so that they are aware of the agreed upon procedure for handling emergencies or contacting you. Also, it is important that you and your designee know your child's teacher by name.

LOCKED DOORS

For security reasons, all doors of the building will be locked. If you need to enter the school, please buzz in at the front door. This is an effort to keep our students safe from any unauthorized visitors during the school day.

MSCS policy requires that all visitors must report to the main office. You will be asked to leave a form of identification when signing in. You must adhere to this policy. It is important to everyone's safety that we know who is in the building.

Parents and other visitors are always welcome to our school, but you must sign in at the office before going to any classroom and will need to have made prior arrangements with the teacher, counselor, or principal for confirmed conference times.

OUR UNIFORM POLICY AND DRESS CODE

Uniforms are mandatory for all students in grades K-12. Listed below, you will find the basics of the dress code:

- Pants, skirts, jumpers and walking shorts must be khaki, navy or black.
- Walking shorts, skirts/skorts must come to the knee.
- Shirt colors must be of the following colors: red, white, or navy.
- Pants must not be oversized or undersized.
- Blouses and shirts must have sleeves and collars (polo, golf, or dress style) and they must be plain red, white, or navy.
- All belts should fit. Belts should be worn on bottoms with belt loops.
- Tennis shoes are permitted. **For student safety no sandals or open toe shoes.**
- No colored undershirts or distracting leggings/tight.



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If your child comes to school out of uniform, you will be contacted to bring the proper attire to the school. Repeat offenders will lose privileges such as the right to participate in extracurricular activities.

BREAKFAST

Breakfast will be served daily from 7:50 a.m.-8:15 a.m. All students eat breakfast at no charge. Breakfast will be served in the cafeteria for 1st-5th grade students. Pre-k and Kindergarten students will eat breakfast in the classroom. Students will not be allowed to eat after 8:15 a.m.

SCHOOL LUNCHES

Students will receive a free hot lunch daily. The lunch period is part of the regular instructional program; therefore, no child is permitted to go home for lunch. Your child may bring his/her lunch. Please do not send glass bottles or soft drinks to school.

PARENT PARTICIPATION

We will communicate in the monthly calendar all of the meetings and events parents are welcome to attend.

Also, be advised that we hold several Title I parent meetings. Watch the home school communication materials for announced dates.

All teachers are available for parent conferences during their planning times (teachers will provide you with that time in their 1st newsletter).

Listed below are additional ways to help your child succeed at school:

- Become involved in your child's education. Supervise and check homework. Read and respond to flyers and check backpacks daily.
- Establish routines and procedures at home in the evening and on weekends that support learning and success in school.
- Provide resources at home for reading and learning.
- Stress the value of education by discussing its importance with your child.
- Encourage children to do their best in school.
- Support school rules and goals.
- Call teachers early if there is a problem.
- Volunteer in the classroom and participate in school activities.
- Attend scheduled Parent/Teacher Conferences and Family Night events.

ARTICLES BROUGHT TO SCHOOL

Cellular phones, electronic games, headsets/ear pods, radios, toys, expensive jewelry, and large amounts of money should not be brought to

school. The school will not assume responsibility for these items if they are lost or stolen.

CAMPUS GUIDELINES

Due to traffic congestion at CES, the following regulations are being made for the safety of everyone, especially our children:

1. When letting children out of the car, please do not block the crosswalk. **Children should not exit the vehicle on the driver's side.** Also, for their safety and yours, please follow the directions of the staff who will be at the crosswalk to aid in traffic control.
2. By order of the Fire Marshall, no area marked Fire Lane should be used for parking, ever! No stopping or standing is allowed in these areas.
3. By the City of Memphis, parents should not park in the NO parking area in the front of the building between 7:45-8:15 and after 2:15 pm. This is a direct violation of safety.

HOMEWORK

During our Annual Open House, your child's teacher will explain homework expectations. In general, homework is a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Rules concerning homework cannot be made since individual teachers may vary slightly in assignments. However, best efforts are directed by the teacher to establish uniformity for each grade level. Everyone at CES has assignments that are appropriate for each grade level. Time should be spent reading every night. Check **Class Dojo** and homework folder regularly for updates.

REPORT CARDS

Report cards will be available every nine weeks in Power School. The purpose of the report card is to help parents identify the student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly. Conferences are encouraged and may be requested either by the teacher or the parent as needed.

GRADING SCALE

The district believes that a sufficient number of grades should be earned and recorded to accurately reflect a student's progress. Students in grades 1-5 must be provided an opportunity to earn at least 17 grades per nine-weeks (quarter) distributed among the following categories with the following weights. With the exception of projects, portfolios, and presentations, two grades for each required category (totaling eight grades) must be earned and recorded by the interim of the nine-week period.



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Homework: 5% (min. of 4 grades)
Class Participation: 5% (min. of 4 grades)
Classwork: 40% (min. of 4 grades)
Projects/Portfolios/Presentations: 5% (min. of 1 grade)
Assessments: 45% (min. of 4 grades)

MSCS Grading Scale	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

PROGRESS REPORT

Progress reports are used by teachers to report student progress during the mid-point of a grading period. A parent teacher conference will be requested for any student that receives an unsatisfactory or failing grade. Information about work habits may also be reported on progress reports.

TEXTBOOKS

All textbooks and workbooks are issued without a charge to students for use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement or repair fee.

WEB RESOURCES

<https://schools.scsk12.org/wellsstation-es>
<http://www.clue901.com/>
<https://www.splashlearn.com/>
<https://www.getepic.com/sign-in>
www.pbskids.org
www.timeforkids.com
<https://tntel.info/>
<https://kids.nationalgeographic.com/>
www.crayola.com

FIELD TRIPS

Field trips are scheduled to various places throughout the year, however it is not mandatory for your child to attend. In order for your child to go on a field trip, they will be required to return a signed permission slip and any fee associated with the trip. Money sent in for field trips should be sent in an envelope with the student's name, teacher's name, and the name of the field trip. Students with unsatisfactory conduct may be asked to have a parent accompany them on the trip. A limited number of chaperones may be invited to accompany a class on field trips. MSCS Board regulations do not authorize transportation of younger siblings with Cherokee Elementary students on

field trips. Parents will not be allowed to ride the bus, as they are reserved for students and staff.

BIRTHDAY PARTIES AT SCHOOL

If you would like to celebrate your child's birthday with his/her classmates, you are welcome to do so. However, we ask that you follow a few simple guidelines:

1. **Ask your child's teacher in advance** so that the class schedule can be cleared to avoid any conflicts with instructional time. If not scheduled in advance, you will have to reschedule for another day.

Parties must be during your child's lunch period.

- Kindergarten & 1st Grade lunch- 10:25-10:55
 - 3rd & 4th grades lunch- 11:00-11:30
 - 2nd & 5th lunch- 11:35-12:05
2. Parents are responsible for setting up, serving, and cleaning up.
 3. You may serve any commercially prepared item. Food items cannot contain nuts or nut oil.

PARENT'S ATTIRE

Parents we must be presentable at all times and abide by the following prior to entering the school:

- No short and revealing clothes exposing buttocks or cleavage
- No lingerie
- No bonnets or sleepwear

NO SMOKING OR VAPING ON SCHOOL GROUNDS

- Parents school grounds is a non-smoking environment per district policy.

NO FIREARMS

- Parents firearms are prohibited on school grounds.

Parents thank you for choosing Cherokee Elementary and we look forward to an excellent school year!