Northwest Elementary School

Student Handbook

2026 - 2027

840 Green River Road
Gaffney, SC 29341
Phone: (864) 206-6727
Fax: (864) 487 - 1245
School Website: www.nwe.cherokee1.org

Welcome

Welcome to Northwest Elementary School. I am honored and excited to serve as the principal of NWES! It is a privilege to join this incredible community, and I look forward to working together to create a nurturing, engaging, and successful learning environment for all students.

With 20 years in education, my passion has always been fostering a school culture where every child feels valued, supported, and inspired to reach their full potential. I believe that strong partnerships between home and school are essential for student success, and I look forward to building meaningful relationships with students, staff, and families.

At Northwest Elementary, we are committed to helping every student grow academically, socially, and emotionally. To guide us, we will follow the BOBCAT expectations:

- **B**e Kind and Respectful – Treat others with kindness and respect.
- **O**wn Your Actions – Take responsibility for your choices.
- **B**e Responsible – Show responsibility in all areas of school life.
- **C**hase Your Dreams – Work hard and set goals for your future.
- **A**lways Tell the Truth – Be honest and trustworthy.
- **T**ry Your Best – Give your best effort in everything you do.

These principles will serve as the foundation of our school culture, ensuring that every student feels safe, supported, and encouraged to do their best. Our goal is to create a school where kindness, integrity, responsibility, and perseverance are at the heart of everything we do.

I encourage you to stay connected and involved in your child's education. Together, we can create a positive and inspiring learning experience for all students. Please feel free to reach out, and I look forward to a fantastic year ahead!

Students First,

Ashley Roberts

Positive Behavior Intervention Supports
Today's a Great Day to be a Better Bobcat!

Be Kind and Respectful

Own Your Actions

Be Responsible

Chase Your Dreams

Always Tell the Truth

Try Your Best



Northwest Bobcats

Cherokee County School District

2026-27 Academic Calendar

AUGUST
3 ½ Staff Development / ½ Workday
4 ½ Staff Development / ½ Workday
5 District Professional Development / Convocation
6 Teacher Workday
7 ½ Staff Development / ½ Workday
10 First Day of School

SEPTEMBER
7 Labor Day Holiday (Schools Closed)
11 Progress Reports

OCTOBER
9 Staff Development/Teacher Workday
13 End of First Quarter
15 Report Cards/Parent/Student Data Conference

NOVEMBER
2 Staff Development
3 Election Day (Schools Closed)
18 Progress Reports
25–27 Thanksgiving Break

DECEMBER
18 Half Day / End of Second Quarter
21–31 Christmas/Winter Break

JANUARY
1-3 Winter Break
4 Staff Development/Teacher Workday
5 Students Return
7 Report Card / Parent/Student Data Conference
18 Martin Luther King, Jr. Holiday (Schools Closed)

FEBRUARY
8 Progress Reports
17-22 Mid-Winter Break

MARCH
15 Staff Development/Teacher Workday
16 End of Third Quarter
18 Report Cards / Parent/Student Data Conferences

APRIL
5-9 Spring Break
26 Progress Reports

MAY
20 Graduation
26 Half Day
27 Last Day of School for Students/ Half Day
28 Staff Development/Teacher Workday
31 Memorial Day

First/Last Day of School
Staff Development
School Holiday
Parent Conferences
Progress Reports
Report Cards
Half Day
End of Grading Period

July 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Days missed due to inclement weather are typically designated as eLearning days. In the event a missed day is not made up through eLearning, in-person makeup days will be held on the following days: February 17, February 18 and May 28 (full day).

Revised and Approved: 1/12/2026

Address Changes

The emergency information you provide at the beginning of the school year is important. Please inform the office of any change during the school year of address, email, or telephone number. It is imperative that we have each parent's current address and phone number at all times, even if your phone number is unlisted. We use the Class Dojo system to message home throughout the year about upcoming events and other important information. Contact information is especially important in case of an emergency. If there is a change in residence, two new proofs of residence (power bill, water bill, property tax bill, or landline phone bill) will be required within 30 days. Please notify the school office at (864) 206 - 6727 immediately upon change of address or phone number.

Attendance

Cherokee County Public School students, as well as students statewide, are expected to attend school each day of the 180 day school year. Any student who is absent from school must present an excuse in compliance with the criteria established by the policy if the absence is to be considered lawful.

1. When your child is absent, you will receive an automated call from the school.
2. When a student has accumulated 3 consecutive unlawful absences, or a total of 5 unlawful absences, the parent or guardian will be contacted by the school to determine the reason for your child's continued absences.
3. After a student has accumulated 10 absences, lawful or unlawful, future absences will be referred to the Coordinator of Attendance, Truancy, and Discipline.
4. Students will be given the opportunity to make up work missed during all absences.

An absence can only be considered excused when (1) an excuse from a doctor or medical provider is sent or (2) a parent note is sent to school explaining the reason for the absence. A valid written excuse or medical note must include date(s) of absence(s), the day the excuse was written, reason for absence and signature of a parent or guardian. A telephone call is not an acceptable method of reporting an absence.

Students are only allowed 5 parent notes per school year. Once parent notes have been received for 5 of your child's absences no additional parent notes can be accepted. It will be documented as an unexcused parent note. A valid medical excuse must be provided for any additional absences in order for the absence to be excused.

Bell Schedule

- **Student Instructional Hours:** 7:45 AM – 2:15 PM
- **Morning Drop-Off Window (Bus and Car Riders):** 7:00 AM – 7:40 AM
- **Afternoon Pick-Up Time:** 2:15 PM

Please note, students should be inside the building no later than 7:40 am in order to make it to class by 7:45 am. Students being picked up early, must be picked up before 1:45 pm or we will ask that you wait until 2:15 pm. This is for the safety of all students during dismissal time. **Please do NOT send an email or Class Dojo message for transportation changes. All transportation changes should be made by calling the school prior to 11:45 am the day of the requested change.**

Tardiness/Early Dismissal

The tardy bell rings at 7:45 am and children should be in their classrooms and ready to begin learning at this time. When children arrive late, instructional time is lost and your child may miss important information. If your child is late, you need to come to the office to sign your child in. If the doors are closed and you do not see an adult outside, please pull around and walk your child into the office. Early dismissal should only be used for emergencies or doctor's appointments that cannot be scheduled after school. Repeated early dismissal is discouraged and can be considered when looking at truancy.



Awards Day Information

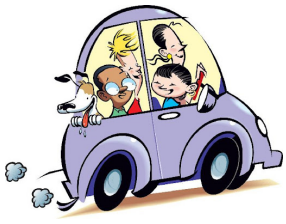
Awards Day will be in the classrooms at the end of each 9 weeks in Q1 - Q3. The last Awards Day of the school year will be held in the Multipurpose Room. Awards Day dates and times will be posted on the NWES parent newsletter. All are welcome to attend. If your child is receiving an award, you will receive a private message from your child's teacher.

Transportation

Car Rider Procedures - Morning Car Riders

All students should be dropped off on the sidewalk in front of the cafeteria areas. Drivers should follow the single file line of traffic ONLY beside the sidewalk directly in front of the school building. In the interest of student safety, the parking lot should not be used for student drop off.

Afternoon Car Riders



Dismissal of students will begin at 2:15 pm. There will be no calls to classrooms for early dismissal after 1:45 pm. School personnel will call children to the loading zone as cars arrive. School personnel will assist children getting into the car. Parents are asked not to get out of their cars as this interferes with the traffic flow. Please follow the instructions of the teachers on duty. Car tags must be present!

Change of Transportation - Dismissal

Please make sure afternoon bus/car arrangements are made before your child leaves home each morning. If there is a change from the normal routine, you must send a note to your child's teacher that is signed by the parent/guardian. Children will not be allowed to verbally change their method of afternoon transportation. In the absence of a note, your child will be sent home the normal way. For the protection of all students, we request that no changes be made by phone unless it is an emergency. Should an emergency arise during the day, please call the school office. If a call must be made, it must be made before 11:00 am. Otherwise, we cannot ensure that the message will get to your child before dismissal procedures begin.

We will not allow anyone to pick up students other than those listed on the pick up list at the time of registration. If you would like to add or remove someone from the pick up list, you will need to come to the front office to do so.

Students are expected to ride the bus they are assigned. If a bus change is necessary, a change form must be completed in the office. Because teachers do not often check their email or Dojo until the end of the day, please do not send an email or Dojo message to your child's teacher requesting a change in transportation.

Dismissal with Another Student

To allow your child to ride home with another student, notes are required from the parents of both children. Notes should be turned in by 8:00 am on the day of the request. Notes must include contact information for both parents so the office staff can confirm the request. Unfortunately, if a note is not received from each parent, or we are unable to confirm the request, your child will not be permitted to ride home with another student. Students are not allowed to ride home with friends via bus. This will only be allowed for car riders.



Bus Riders

Student and driver safety is our main priority on the bus. The bus driver is responsible for maintaining appropriate student behavior. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Abuse of this privilege will result in a disciplinary report that will be submitted
from transportation for disciplinary action. A copy of the bus discipline referral will be sent to the parents. If the problem persists, the student will be suspended from bus transportation. The transportation supervisor may be reached at 864-902-3646.

***Disciplinary action will be taken if students break the following rules:**

- disorderly conduct, improper language, unnecessary noise, eating or drinking on the bus, head or arms out of the bus window, tampering with or defacing the bus, out of seat when bus is in motion, and scuffling, hitting, pushing, or fighting.

Please talk with your child about the importance of good behavior on the bus. Bus drivers are responsible for keeping students safe during the ride, and they report any misbehavior to the Director of Transportation, who then notifies the school. If problems arise, appropriate steps will be taken to keep the bus ride safe for everyone.

Returning students will ride the same bus to which they were assigned the previous school year and will be dropped off and picked up at the same locations unless notified otherwise.

Parents of new students must contact the transportation department at 864-902-3646 to request bus transportation for your child. Please be aware that requests may not be approved on the same day. Parents are responsible for transporting their child until notified by the transportation department that their request has been approved.

Bus Stop Responsibility Notice

State law provides that parents/guardians of a child being transported on a school bus are responsible for the child's safety and conduct prior to the arrival of the bus at the child's designated stop for pick up and transport to school, and after the school bus drops off the child and departs the stop when transporting children from school.

Cafeteria

Breakfast and lunch are free for all students. Hot breakfast is from 7:00 am - 7:30 am.

Parents can come eat lunch with students at their allotted lunch time. Parents must sign-in with the front office.

Parents are welcome to bring birthday treats in at lunch. We respectfully ask that you are mindful of allergies when choosing birthday treats that you would like to share with the class. We do not permit class parties to celebrate a student's birthday, however you are welcome to provide treats at lunch. For the health and safety of all students, all snacks or treats must be commercially packaged so ingredients are listed and visible. Please limit it to one sweet snack.

Parents are welcome to send prepackaged food items to classes.



School Breakfasts and Lunches

A well-balanced lunch meeting USDA guidelines is provided for students each day. A monthly menu will be on the weekly parent newsletter.

It is the **responsibility of the parent** to **notify the teacher and the nurse** each year if the student has any food related allergies or special dietary restrictions. A "Special Dietary Authorization" form MUST be completed and signed by a licensed healthcare provider in order for a student with a disability or medical/dietary need to receive modifications or substitutions to the regular school meals. A new form must be completed EVERY school year. Forms are available from the school nurse or on the CCSD website under "School Health Services".

The school menus can be found at https://www.myschoolmenus.com/organizations/897.

Clubs

Students in grades 5K - 5th will have the opportunity to participate in clubs each month, during the last hour of the school day. Different clubs are offered at each grade level.

Junior Beta Club and Chorus are by invitation only. Chorus will meet after school. Chorus will have auditions in November. Chorus will practice from December until the Art Expo. Chorus will dismiss at 3:00 pm. Junior Beta Club meets during the school day and is both an academic and service organization.

A Robotics Club will also be offered for an after-school club option. Details on criteria, how to be a member, and dates/times for after school practice will be shared at a later date. This club would be for 4th and 5th graders only.

Students may be removed from clubs for unacceptable behavior during club meetings, multiple late pick ups, or excessive office referrals.

Curriculum & Instruction

At Northwest Elementary School, we consider a child's curriculum to include all the experiences he/she has while attending school. Subjects taught include: Reading/Language Arts, Handwriting, Science, Social Studies, Math, Health, Art, Music, and Physical Education. The State Department of Education dictates the number of hours per week that each subject must be taught.

Cell Phone Policy



Visibility and/or use of a cellular/digital phone and/or audio/visual electronic device is prohibited throughout the school day. Smart watches are allowed, however, if inappropriate use becomes an issue, it will then be treated like a cell phone. Consequences will apply to the owner and user of the device. Confiscation of cell phone and return to parent/legal guardian at the end of the day. By law, any individuals entering into a school building are subject to search at any time by school administration and/or law enforcement. Any inappropriate objects or use of objects that interrupt the learning environment may be confiscated.

Code of Conduct

All Cherokee County School District Board of Education policies, student expectations, and the Code of Conduct are fully in effect during any school-sponsored or school-related activity. This includes, but is not limited to, field trips, extracurricular activities, athletic events, competitions, performances, end of year activities, and any event held on or off school grounds that is organized, supervised, or sanctioned by the school district.

Students are expected to conduct themselves in a manner consistent with district standards at all times during these activities. Any behavior that violates school policies or the Code of Conduct may result in disciplinary action, regardless of the location of the event.

Participation in school-sponsored activities is a privilege, and students are expected to demonstrate responsibility, respect, and appropriate behavior while representing the school district.

Dress Code

The orderly conduct of the educational process requires that the clothing and grooming of students not be distracting, disruptive, or provocative. Therefore, the following, while not an exhaustive list, are examples of inappropriate dress and will not be permitted in classes in the district:

- Low neck and/or open back dresses and/or shirts
- Open midriff blouses or shirts
- Halter tops, or sheer see-through blouses
- Hats, bandanas, head bands, or any garments which cover the head - only on assigned hat days
- Short-shorts; shorts must be longer than the middle finger when hands are stretched down on the side of the body.
- All holes in jeans should be below the middle finger when hands are stretched down on the side of the body.
- Clothing with obscene or suggestive language; Items that promote or advertise drugs, alcohol, tobacco, violence, or use of weapons.

- If sleeveless shirts are worn, they must be at least three inches wide across the shoulders
- No portion of any undergarment may be visible; all belts are to be buckled or fastened at the student's natural waistline.
- Tight fitting and/or revealing clothing, includes clothing usually worn in aerobic workouts
- Leggings, unless covered by an appropriate length dress/top
- pajamas/nightwear/bedroom/house slippers unless assigned PJ days
- Spikes or chains
- Dark glasses

Early Dismissal

Whenever possible, please schedule medical and dental appointments after school hours to avoid interrupting the daily learning process. If you plan to sign your child out of school early, please send a note to the child's teacher on the morning of the early dismissal. Please give the reason, time of the early dismissal, a contact number, and your signature. Parents/guardians must report to the main office to sign their child out if he/she is being picked up prior to 1:45 pm. We will not be dismissing students early after 1:45 pm. We will ask that you get in the car line or wait until the 2:15 pm dismissal is complete. Students are not permitted to leave school grounds during the school day unless signed out by a parent or an individual listed on the official school Sign-Out Sheet. The student will be called by the office staff when the parent or legal guardian arrives. For the protection of your children, office staff will require picture identification to be presented as necessary.



Emergency Drills

Fire, tornado, earthquake, and intruder drills help children react quickly and responsibly in emergency situations. In accordance with state laws, Northwest Elementary School has at least one emergency drill each month. Drills are held without warning. During a drill, teachers instruct their students on the fastest and safest exit routes. Evacuation routes are posted in each classroom.

Emergency School Closings

Please follow Class Dojo and the district website for information on school closings. The Kinvo messaging system will also message your primary number listed in PowerSchool and announce the decisions for the day. Decisions to close or delay opening of school are typically made by 6:00 am each morning. When school is delayed, please do not bring your child to school until the announced time. 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. Decisions for early dismissal of schools are made to allow parents adequate time to pick up students.

Field Trips



Field trips are centered on units of study and feature different activities based on grade level standards. This ensures that students have a wide range of experiences at the ages that would be most appropriate. Parents are asked to sign permission forms for their child's participation; no child will be allowed to go on a field trip unless this form is signed. Out of state field trips must have the permission slip notarized. We have a notary at the school who can notarize the form between the hours of 7:00am and 3:30pm. Each child is expected to pay a fee to cover expenses. Field trip fees cannot be refunded if a student has been counted in the original number. Charges for trips are determined by the number of students signed up to go and once individual fees are set, the school cannot refund the fees. Volunteers are needed as chaperones on many of these excursions. Chaperones must complete a volunteer form that will be processed for a SLED background check. Siblings are not allowed to accompany students and chaperones on trips.

Field Trips and Special Events

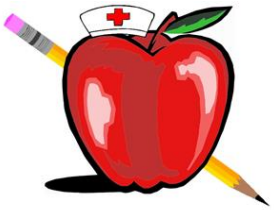
Field trips and special events are a privilege, as well as a learning experience for students. To ensure student safety and an opportune learning environment for all students, the following are considerations for participating in these activities:

- All fees must be paid in full (i.e. textbooks and library fees.
- No OSS for the semester
- No excessive office referrals per 9-weeks
- No excessive absences/tardies

Guidance Program

Northwest Elementary School has a full-time School Counselor. Each class has scheduled guidance programs. Our district uses the curriculum "Sources of Strength" for classroom guidance. The School Counselor is also available for small groups when needed.

Health Services



Our school has a full-time Registered Nurse to handle medications, illnesses, injuries and emergencies occurring at school. The DPH (Department of Public Health) has developed School Exclusion Lists to help parents decide when children are too ill to go to school and when children will be sent home from school. This list is found on the DPH website: https://dph.sc.gov/health-wellness/child-teen-health/school-exclusion

Health Service Guidelines & Services

If a child becomes ill while attending school, the parents or authorized person will be notified by the school nurse to pick up the child. It is a parental obligation to provide this transportation in the interest of the child's health and security. Please ensure the school always has updated phone numbers.

1. Sick and injured students are sent to the clinic for assessment and evaluation by the school nurse.
2. If your child has a medical condition or illness that requires special treatments and/or nursing procedures, these will be managed in the clinic.
3. If your child is too ill or uncomfortable to remain in school, or if his/her fever is 100 degrees or more, the school nurse will notify you by telephone to pick your child up from school. It is a parental obligation to provide this transportation in the interest of the child's health and security.
4. **Please complete the Health/Emergency form you are given at registration. Telephone numbers are especially important. Please update your telephone number if a change occurs.** All questions on the form must be answered so that your child's health care needs can be met adequately during school hours. If your child has a chronic health condition, the school nurse will contact you to set up an appointment for the purposes of developing an Individual Health Care Plan (IHP) and/or an Emergency Action Plan (EAP).
5. Our Health Clinic takes care of a lot of sick children daily. To help keep your child well, please encourage them not to make unnecessary trips to the clinic.
6. If you are called to pick up your child, please come into the office and sign your child out at the front desk.

Medication

All medications (including over the counter medications) should be administered at home by a parent/guardian unless the medication MUST be administered during school hours. If a medication must be given at school by the nurse, the following is required:

- A medication permission form that is signed by a physician. This form can be obtained from the school nurse, or on the Cherokee County School District website under "School Health Services". The parent/guardian must sign the form giving permission for school personnel to administer the medication.
- All medications must be brought to school by a responsible adult. Do not send medications to school with your student.
- All prescription medications should be in the original, labeled pharmacy container.

- All over the counter medications should be in a new container that has not been opened.
- Parents must provide a new prescription and prescription bottle for all medication changes.
- Only emergency medications are permitted to be kept with students. The physician must complete the bottom portion of the form allowing the student to keep the medication with him/her.

The entire district medication policy can be found online at www.cherokee1.org under "School Health Services".

Grading Scale

The following scale will be used by teachers in grading student work and for report cards:

A - (90-100)	Superior
B - (80-89)	Above Average
C - (70-79)	Average
D - (60-69)	Below Average
F - (Below 60)	Failure
M -	Met standards
P -	Progressing towards meeting standards

ELA, Math, Social Studies, Science

60% Major Grades 40% Minor Grades

Parents are encouraged to keep up-to-date with their student's academic progress throughout the year by using the PowerSchool Parent Portal. The website is: **https://cherokee1.powerschool.com/public/home.html**

Homework



Homework, when assigned, should be purposeful, developmentally appropriate, and provide meaningful practice or reinforcement of skills taught at school. Homework may be used to:

- Reinforce or extend learning that has taken place in the classroom.
- Help students develop responsibility, independence, and positive study habits.
- Provide families with opportunities to support and stay connected to their child's learning.
- Encourage students to read, practice skills, and continue learning beyond the school day.

We recognize that students also need time after school for family, extracurricular activities, play, and rest. As a general guideline, homework may average approximately **10 minutes per grade level** (for example, about 10 minutes in 1st grade, 20 minutes in 2nd grade, etc.). Students are also encouraged to **read or be read to regularly at home** to build strong reading habits and a love of reading.

Internet Acceptable Usage

Students will have access to the Cherokee County School District Internet connection as a part of instructional activities planned and scheduled by the teachers. The school district will implement security measures to limit, to the greatest extent possible, Internet access only to sites which are suitable for educational use. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information. In the schools, student access to, and the use of, the Internet will be available under teacher direction and monitored as any other classroom activity. Parents are given a form to complete at the beginning of each school year which gives their children permission to access the Internet throughout the school year.

School Issued Devices

5K-5th grade students will have access to iPads during the school year. Proper and responsible usage is expected. Examples of minor misuse of devices include:

1. Use during unauthorized times or locations.
2. Illegal installation or transmission of copyrighted materials.
3. Unauthorized use of Internet or computer games.
4. Downloading inappropriate applications.
5. Giving out personal information, for any reason.
6. Other misuse as determined by the administration.

Examples of major misuse of devices include:

1. Bypassing the Cherokee County School District web filter.
2. Actions violating board policy or public law.
3. Deleting district system applications and changing of personal mobile computing device settings (exceptions include personal settings such as font size, brightness, etc.).
4. Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, pornographic, obscene or sexually explicit materials.
5. Use of chat rooms or sites selling term papers, book reports and other forms of student work.

6. Spamming (disruptive emails, messages including iMessages).
7. Gaining access to another student's accounts, files, and/or data.
8. Use of the school's Internet or email accounts for any illegal activity.
9. Vandalism (any malicious attempt to harm or destroy the personal mobile computing device).
10. Transmission or access of obscene, offensive or threatening materials or materials intended to harass or demean.

District discipline policy will be followed for major and minor misuse.

iPad Charges - Parent/Guardians are responsible

Prices below are subject to change. Repair/replacement for lost, stolen, or maliciously damaged devices. Stolen devices - charges can be waived with verified police report

Replacement $429
Keyboard Case $100

K-2nd - iPads will not be sent home
3rd - 5th - iPads will only go home if necessary for school purposes

Legal Custody

If you have legal custody of your child and you do not want anyone else picking up your child, you must inform the office. A copy of the court order must be brought to the office and filed before we can deny a biological parent from taking his or her child. Please inform the office at the beginning of the school year if you are the only one to pick up your child. For everyone's safety, no student will be allowed to leave school with anyone other than those adults designated on the school's Pick-Up List. In situations where there are custody conflicts between parents, it is necessary to have a copy of legal custody orders on file in the school office. Otherwise, children will be dismissed by either biological parent. Photo identification will be requested from the person who signs out a child. Please note that it is the parent's responsibility to provide us with legal documentation.



Lost & Found

A lost and found area is maintained in the cafeteria. To help us return items to your child, we recommend putting your child's name on items of clothing, lunch boxes, etc. Articles of clothing that are not claimed will be donated at the end of each semester.

Make-Up Work

If a student is absent, a student has 3 days from the time they return to school, to complete assignments and turn them in. For example, if a student is out Wednesday and Thursday and returns to school on Friday, the work will be due on Wednesday. Tests will be made up at the discretion of the teacher. Note to parents: If a child is absent for one day, you do not need to call and request their work. The teacher will send the missed work home to be completed the following school day. If a child is absent for 2 or more days, please contact the office to arrange pick up of assignments.

Media Center

The Media Center exists to meet children's needs, to help them find possible solutions to their problems, to make them aware of their abilities and values, and to motivate them. The Media Center is "headquarters" for all teaching materials, books, magazines, pamphlets, pictures, audio recordings, and video. The center enriches classroom instruction and bridges the gap between textbooks and reading materials used in everyday life. The Media Center helps children learn by:

1. Providing books and other media for educational programs.
2. Helping students develop an interest in reading, thereby stimulating their interests in other subjects.
3. Teaching students how to use the Media Center and become information literate.

The Media Center is open from 7:30 am until 3:00 pm. With teacher permission, students may come anytime during these hours for reference work or for recreational reading. Students may check out books for one week and renew them, if necessary. The Media Center does not charge an overdue fine, but asks you to make sure your child returns his/her books on time. The Media Center does charge for lost or damaged books.

Media Release

Occasionally students and staff members may be identified or photographed for publication, broadcast, or electronic display by the news media or school and district public relations officials, in accordance with district policy and privacy laws. A form will be given at the beginning of each school year for completion to allow the release of your child's pictures. This includes allowing your child to be posted on Social Media. If you have any questions or concerns, please contact the school principal.

Office Hours

Office staff will be available to assist parents and/or children from 7:00 am – 3:30 pm. If you have questions or concerns please call (864) 206-6727 during these hours.



Parent Teacher Conferences

There are three parent-teacher conferences scheduled during the school year. We encourage you to attend these conferences. These will be scheduled through your child's homeroom teacher. You may contact your child's teacher to schedule other conferences throughout the school year.

Permanent Records

Office personnel maintain a permanent record for each student in the school. This record is confidential and is accessible only to the school's professional staff, the student, and the student's parents or guardian. If your child transfers to another school, parents/guardians must request for their child's records to be forwarded to the new school.

Personal Checks

The Cherokee County School District is now requiring additional information on each check made out to a school, PTO, or district organization. All checks must have the following information: Driver's License Number or State ID Number and the State it was issued in, the Check Writer's Date of Birth, and a Contact Number. We will no longer be able to accept a check without this information.

Personal Belongings

Personal belongings are the responsibility of each student. Students are discouraged from having large sums of money while at school or bringing anything to school that has a significant monetary value such as jewelry, baseball cards, coin collections, electronics, toys, cell phones, etc. This eliminates theft, classroom distractions, and arguments. If these items are stolen or broken, NWES will not be responsible for investigating the theft. Unauthorized items brought to school will be taken by the teacher and kept until the parent comes to the school to pick them up. If the items are brought again, they will be kept until the end of the year. Students are not allowed to buy, borrow, sell, or trade any items with other students at school.

Playground Safety

Although we make every effort to prevent injuries at school, unexpected accidents unfortunately can occur. Even with close supervision, injuries may occur on playground equipment. For this reason, we ask that you stress the importance of safe play with your child. There should be no wrestling or rough play, even for fun. There should be no tackle-type football. Children may not throw rocks or any other objects which might injure other students. Students may not pick up items they may find on the playground. If something is found, they should notify an adult immediately.

Recess rules include going down the slides, never up the slides. One student at a time should use the slides. Students should never stand on top of the recess equipment.

Parent Teacher Organization (PTO)

Our Parent-Teacher Organization actively supports our efforts to provide the best possible learning experiences for our children and provides an important link between home and school. This organization sponsors a number of activities to improve and support education and build school communities. We are fortunate to enjoy assemblies, field trips, and educational materials and supplies provided through our PTO fundraisers. All parents are encouraged to join and support our school's parent organization.

Related Arts



Each classroom receives art, music, library, and physical education once a week. 5K through 5th grade will receive physical education twice a week. Tennis shoes are required for PE. Guidance is provided on a monthly rotation.

School/Classroom Visitation

Our instructional time is precious. We try our best to minimize any distraction or disruption during classroom instruction. With this in mind, it is our practice to limit classroom visits or observations throughout the year.

School Improvement Council

Our School Improvement Council (SIC) consists of elected and appointed parents, teachers and community members who provide valuable assistance in planning school activities for the children, addressing current issues, and preparing our Annual School Report. SIC members meet a couple of times throughout the school year. SIC nominations and elections are held in the Fall. Please consider being a part of this group.

School Supplies

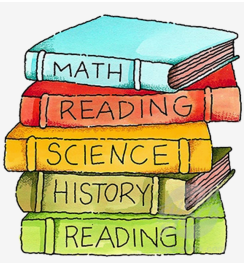
Parents are requested to supply their children with basic school supplies. Supply lists are sent home at the end of the school year and are also available on our school website as well as posted on our school Facebook page.

School Progress Reports

Northwest Elementary School distributes a progress report (report card) for each child at the end of each nine-week grading period. The report lists the student's grades in reading, language, spelling, handwriting, mathematics, social studies, science and health, art, music, and physical education. Students in the Accelerated English Language Arts class (gifted and talented) also receive a grade. If you do not receive a report at the end of each nine-week grading period, please notify the school office. A midterm progress report is issued every four and 1/2 weeks. This is done to keep you informed of your child's progress.

Tests

Northwest Elementary School follows the District and State Test Programs. We administer standardized achievement and aptitude tests and will release the results of those tests to you, upon request. Standardized test data is never used for grading or placement purposes; but to identify those areas in which students show academic strength or weakness and to improve our instructional program.



Textbooks & Library Books

The South Carolina State Department provides free textbooks for all students in elementary school. If a student loses or damages a textbook, he or she must pay the assessed amount. Students will also be responsible for library books that are lost or damaged.

Tobacco-Free Campus

Northwest Elementary School is a tobacco-free campus. Cherokee County School District 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, playgrounds, restrooms, etc. Your cooperation is appreciated.

Visitors & Volunteers

All visitors to the school must sign in at the office and wear a visitor's badge at all times while in the building and/or on the school campus.

Withdrawal Procedures

The office should be advised of a student's withdrawal from our school prior to the withdrawal date, if at all possible. Please provide the child's last day in school and mailing address for the new school.

Textbooks, library books, and technology fees must be accounted for before the child withdraws. School records will not be forwarded to other schools until such accountability has taken place.

Please note that school records will not be forwarded until we receive a request from another school. The student will not be dropped from our attendance reporting system until we receive that request.



Car Dismissal Procedures

1. Car dismissal will use both lanes.
2. Once you enter the car line, the first car should pull all the way down to the **start of the car line and stop**.
3. Parents should **not exit their vehicles**. Students will be assisted by faculty members.
4. We are asking that students **enter and exit the car on the passenger side** when possible. This is for safety reasons.
5. Please **wait for the faculty member** directing traffic to **motion you forward.**
6. Always have the **car tags of all students you are picking up displayed and visible** everyday. **Students will not be dismissed without a car tag visible**. If you do not have a car tag, you will be asked to go to the front office and show your ID to sign out your child.
7. **Please limit distractions**, such as texting, while in the car line. Safety is of utmost importance.
8. All car riders should be **picked up through the car line**. Please do not park on the street or faculty and guest parking lot and walk up to get your student.

Northwest Elementary Handbook
Signature Page

Scan QR Code for access to our Student Handbook

---------- **Cut and Return Bottom Portion** ----------

Parent/Guardian Agreement Statement

As the parent/guardian of a Northwest Elementary School student, I read and agree to the above rules and procedures as listed in this Parent & Student Handbook. I understand that these rules and procedures are in place to keep my child safe while in attendance at Northwest Elementary School.

Parent/Guardian Signature: _____ Date: _____

Student Agreement Statement

As a Northwest Elementary School student, I read and agree to the rules and procedures as listed in this Parent & Student Handbook. I understand that these rules and procedures are in place to keep me safe while attending Northwest Elementary School.

Student's Signature: _____ Date: _____

Please sign and return this page to your teacher by Friday, August 21, 2026. Thank you!