



**Petersburg Primary School
Student Handbook
2018-2019**

**326 North Arnold Street
Pageland, South Carolina 29728
Phone: (843) 672-6241
Fax: (843-672-5866**

***Dr. Shanika Harrington-David, Principal
Mr. Thomas Brewer, Assistant Principal***

Congratulations!
PPS Teacher of the Year 2018-19
Mrs. Anna Hancock

PPS Staff Person of the Year 2018-19
Ms. Felicia Miller

August 2018

Dear Parents and Students,

The faculty and staff of Petersburg Primary School are delighted to welcome you back to the 2018-19 school year. We sincerely hope you will find our school to be a warm and friendly place where your child will learn and be challenged to perform at his/her potential. Our staff is dedicated to making PPS a premier primary school.

It is the responsibility of our staff to provide the best educational environment possible. We count it a privilege to serve the parents and students of the Pageland community. We realize that in order to provide an optimum educational setting it will take a cooperative effort on the part of all stakeholders. We encourage parents to be active participants in our school. There are many opportunities to volunteer and be involved in the excellent education that occurs within our building. In addition, we welcome and value your opinions and suggestions. We desire to work together with all of our stakeholders to ensure that the educational experiences we provide are excellent in every way.

The handbook is designed to provide information for you about our school. Procedural information and school/district policies are detailed. Please review the handbook carefully.

Again, welcome to the 2018-2019 school year! We look forward to a successful school year and trust that the year will be enjoyable for everyone.

Sincerely,
Dr. Shanika Harrington-David, Principal
sharringtondavid@chesterfieldschools.org

Vision

Petersburg Primary
will be a lighthouse to its students,
guiding them to become lifelong learners.

Mission

Together we can
provide a safe,
caring, and
academically
challenging
environment
where all
students can
succeed.



General Information

For assistance, please contact the following staff members at 843-672-6241.

Principal- Dr. Shanika Harrington-David
Assistant Principal/Title I Facilitator-Mr. Thomas Brewer
Guidance Counselor- Mrs. Patsy Griffin
Media Specialist- Mrs. Lauren Wilson
Food Service Manager- Mrs. Katrina Robinson
Secretary/Bookkeeper-Mrs. Shelby Kimrey
Attendance Clerk- Mrs. Shanethia Hamilton
Office Assistant-Mrs. Michelle Raynor
Nurse-Mrs. Lynn Chapman
Parent Educator-Mrs. Maria Bautista Perez

School Hours

7:15 AM Students are welcome to begin arriving at school at 7:15 a.m. when staff members will be present to greet them. Students are to sit quietly in their assigned areas in the hallway. The students are supervised by a teacher and then report to their classrooms at 7:30.

7:30-7:45 AM Breakfast is served in the classrooms.

7:45 AM School begins. You are tardy after 7:45. Any student arriving after 7:45 (when an adult is no longer outside on duty) must report to the Main Office, accompanied by an adult. Because arriving late to school is disruptive to a student and the student's classroom, we encourage all students to be on time.

2:20 PM Dismissal of car riders.

2:25 PM Dismissal of bus students.

2:50 PM All car riders should be picked up by this time.

Visitors

We encourage parents to visit our school and we want to work together for the best education possible for all students. For the safety of our children, all visitors (including parents) must be buzzed into our building by an office staff member beginning 7:45 a.m. You will need to show your ID. No exceptions!

Drop-in/unscheduled conferences are strongly discouraged as teachers are responsible for instructing and supervising students during the academic day. A conference with the teacher can be scheduled before or after school, or during the teacher's planning period by sending a note or e-mailing your child's teacher.

In the morning during arrival time (7:15-7:45) is not a good time to conference with a teacher. Please refrain from trying to do this.

Parent Conferences

Communication is an essential part of the educational process. We feel it is very important for parents to keep in close contact with their child's teacher. If you would like to schedule a conference with your child's teacher, please call, email, or send a note to inform them of your request. Please respect our teachers' instructional time by not interrupting it for brief or impromptu conferences at any given time.

Attendance

Children can't be expected to successfully do his/her best if attendance is irregular. It is very important that your child attends school and are on time every day. To miss a day may mean that your child will miss an introduction to a lesson or the development of necessary skills.

Early dismissal interrupts the learning process of your child and others. Please cooperate with the school by not signing your child out early to avoid the afternoon traffic. If a parent wishes to pick up a child from school during the day, the parent is required to present government issued identification (e.g. driver's license, state-issued ID, military ID, etc.) to sign the child out of school.

Absences

All children are expected to be in attendance each day unless they are ill. Please remember that a written note from the parent/guardian or doctor explaining the absence is required when the student returns to school. The absence excuse should include the student's first and last name, teacher's name, dates and reasons for the absence. The parent's signature and contact telephone number should also be included in case any information needs to be discussed.

Tardiness

Promptness to school is very important. Classroom disruption occur each time students are tardy, and these disruptions hinder the education of all students. Students need to be in their classes ready to work at 7:45 AM. Students who are tardy must be signed in by their parent/guardian in the office. A record of tardiness for each student will be documented and maintained on file.

Upon the third tardy within a nine-week period, the parent will be required to meet with the Principal for a truancy intervention meeting. Tardies are coded as unexcused unless accompanied by a doctor's note.

Please note, that if your child arrives to school after 7:45, breakfast in the classroom is over and breakfast cannot be brought in after 7:40. If your child is arriving to school after 7:40, he/she should have already eaten breakfast.

Transportation

Any changes in normal delivery/transportation of your child must be made in writing. Under no circumstances will changes in a child's transportation be made over the phone.

Bus Riders

Students are assigned to ride buses that will pick them up and drop them off near their homes. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. If a student is suspended from the bus, they must be picked up from school by 2:50 p.m. from the car rider line.

Car Riders- Loading and Unloading

Teachers will be on duty at 7:15 each morning in strategically located areas. For those students who ride in a car to school, we ask that they arrive at school no earlier than 7:15 a.m. Please DO NOT drop off your child to come in until there is school personnel standing outside on duty. Any student arriving after 7:45 a.m. must report to the school office with an adult before being admitted to class. At no time should a student be dropped off at the front entrance without a parent/guardian accompanying them to the office.

Report Cards/Interim Reports

Report cards and interim reports are issued every nine weeks.

CERDEP (4K) Students will receive a checklist



Kindergarten and 1st Grade students receive a standards based progress report. This report use the following numbering system:

- 3= Meets the standard independently
- 2= Requires assistance and redirection to meet the standard; progressing
- 1= Requires considerable assistance and redirection; emerging

The district grading scale for second grade is:

Grade A	90-100	Excellent
Grade B	80-89	Above Average
Grade C	70-79	Average
Grade D	60-69	Below Average
Grade F	Below 60	Failing

Art, Music, and PE classes' progress will be reported with the following scale:

- E (Excellent)
- S (Satisfactory)
- N (Needs Improvement)

Media Center Information

All students go to the Media Center on a regular schedule to learn about various authors and illustrators, to participate in shared reading sessions, and to become familiar with the vast array of information sources that are available for their use. Students are allowed to check out books as decided by the Media Specialist. If they read the book(s) before the next scheduled period, they may return and exchange them for other books. We want to make this a very pleasant experience for students in order for them to form lifelong habits of selecting, reading, and enjoying books.

Parents will be asked to pay for lost or damaged books. Students who do not pay for lost or damaged books will not be allowed to check any additional books out of the library for use at home.

Text Books

The state provides free textbooks for all students in elementary schools. If a textbook is lost or damaged by a student, the student is charged the assessed amount. Please encourage your child to take care of and be responsible for his/her textbooks.

Internet Use at School

The following information outlines the expectations of all Petersburg Primary students using the internet in the classroom, computer lab, or Media Center.

Appropriate Use means that you agree to:

- Use network resources for educational purposes.
- Use computers, programs, and files only with a teacher's permission, supervision, and with appropriate log on procedures.
- Not reveal personal information such as anyone's full name, address, or telephone number in any network communication unless specifically authorized by a teacher.
- Not tamper with or vandalize components of the network or use the network in any manner, which creates disruptions for other users.

Respect for Others requires that you agree to:

- Be polite, use appropriate language, and exercise network etiquette.
- Not create or pass on threatening, vulgar, obscene, offensive, or harassing material.
- Not read, modify, or delete files owned by others, respect the privacy of electronic communication but understand that this privacy is not guaranteed.
- Yield use of the computers to students and staff with specific research needs related to instructional assignments.

Ethical Conduct requires that you agree to:

- Not use the network for commercial or political purposes.
- Access only educationally appropriate sites consistent with your assignment.
- Comply with all copyright laws regarding software use and avoid plagiarism.

Dress Code for Students

Neatness and cleanliness are expected of all students at all times. Clothing items must fit properly. Excessively small fitting or large fitting clothing items are not permitted.

- Midriff tops, halter-tops, camisoles, revealing sun dresses, tube tops, tank shirts, or clothing that excessively reveals parts of the body will not be allowed.
- No flip-flops please. Sandals should fasten around the back of the foot.
- No hats or sunglasses will be worn in the building.
- All pants/shorts will be worn at the waist (no sagging). Wear a belt if needed.
- All clothing (shorts, skirts, etc.) must be worn at fingertip length or below with arms extended straight down by the sides.
- No unfastened clothes/belts allowed.
- No clothing displaying profane language or pictures are permitted.
- No clothing promoting the use of drugs, alcohol, or tobacco products are permitted.
- All other items that may be considered inappropriate for school will be determined by the administration.

Care of School Property

The staff at Petersburg Primary work hard to maintain a beautiful and inviting campus. Therefore, any damage done to school property must be repaired or replaced at the expense of the offender. The cooperation of parents is required in helping to teach children to respect school property, materials, furnishings, and equipment.

***Book bags with wheels are not permitted.**

School Rock

Parents may reserve the school rock by checking with Mrs. Raynor in the front office. The cost is \$5.00 and parents are responsible for doing the painting themselves or commissioning someone to paint it.

Discipline Policy

Please refer to the Chesterfield County School District Elementary Discipline Handbook for a detailed outline of the board-approved discipline policy. A student can be referred to the office for the following offenses:

- Physical aggression/fighting
- Vandalism
- Dishonesty (cheating, stealing, etc.)
- Possession of a weapon or controlled substance of any kind—or any item deemed inappropriate for having at school (see below)
- Classroom misconduct
- Truancy (cutting class and cutting school)
- Disrespect
- Disobedience
- Bus violations

- Harassment (verbal, physical, and/or psychological)
- Inappropriate language or actions

Items Prohibited in School

Items which are hazardous to the safety of others or interfere in some way with school procedures may not be brought to school by children. Weapons or objects used to inflict bodily injury upon another or that which can cause a dangerous situation include, but are not limited to, guns, knives, brass knuckles, blackjacks, matches, lighters, and razor box openers. Administrators will take action. Chesterfield County School Board of Education has a zero-tolerance policy for weapons or other dangerous objects brought on campus. Possession of a weapon or other dangerous item may result in immediate suspension with a recommendation to the district for expulsion for the remainder of the school year. Administrators may also be required to contact area law enforcement.

Chesterfield County School District prohibits the use and possession of beepers, paging devices, and cellular telephones during the school day. These electronic devices will be confiscated by school administration and returned to a parent when the parent comes to the school.

Money Owed

Anytime a student owes money to the school, the school administration reserves the right to suspend the student's extra-curricular privileges, such as field trips and parties, until the debt is cleared.

Lost and Found

Miscellaneous lost items are turned in to the main office. Jackets, etc. are usually stored on a rack at the entrance of the cafeteria. **Parents are strongly encouraged to write your child's name on the label of coats, gloves, sweaters, lunch boxes, etc. for proper identification.** Please check in the office if your child has lost something at school. Items will not be kept after the last day of school.

Meals

Breakfast is free and served 7:30-7:45. Students must be present and in their classrooms at this time to be served breakfast. Occasionally, students bring in breakfast from home or a fast-food restaurant. This is allowed as well, **as long as the student arrives by 7:40** so he/she can eat breakfast with his/her class. However, no breakfast is to be consumed in the classroom after 7:50; this is when instruction begins. Also, no soft drinks will be allowed for breakfast.

Lunch is also free to all students. If your child brings his/her lunch, we again request no soft drinks.

You are welcome to come to eat lunch with your child any day☺!

Medication

If a student needs to take any type of medication at school, the proper forms (available in the school office) **must** be filled out and **signed** by the parent. If it is a prescription, the doctor's signature is also required. All medication must be sent in the original container with the prescription label. School system policy will be followed for dispensing all medication. (Medications include all over the counter pain relievers and ointments.)

*If you have questions or concerns, please contact Mrs. Lynn Chapman---Registered School Nurse for Petersburg Primary.

PowerSchool Parent Portal

PowerSchool is an online informational system that parents can access on the internet or mobile device app. Parents can check their child's grades (second grade only), access their child's attendance by using a password that can be obtained from our attendance clerk, Mrs. Shanethia Hamilton.

Automated Call Out System

Our school uses an automated call out system to notify parents/guardians of any school information, closing, and other school related events. You can be notified by phone, text message or email. Please make sure that the information that in PowerSchool is accurate. If your number changes, you should send the new number to the school immediately to notify your child's teacher and our office.

Cancellation/Delay of School

Whenever decisions are made to modify the entire school system's schedule, notice is given to all major local radio and television stations. In addition, if a correct, working "home" telephone number is on file in our computer system, you will receive an automated call out to alert you of closings and other information. An important "Action Plan for Early Dismissal" form is to be completed and returned to the school office at the beginning of the school year. This plan will serve as official parental direction for release of students in the event school is dismissed early.

Change of Address and/or Phone Number

It is extremely important that the school has a **current address and phone number** for each student at all times. This information is especially important in case of an emergency. Please notify the school immediately if any address or telephone changes occur. At least one reliable emergency phone number also needs to be on file in the office. At any time that we cannot reach a parent, the emergency numbers will be tried in the order you provide.

Withdrawal

Students who need to withdraw from Petersburg Primary School must contact our attendance secretary and receive a clearance form that must be signed by appropriate teachers and staff. Student records will not be forwarded until all books have been returned and all fees paid.

School Telephone

Petersburg Primary School's telephone number is (843) 672-6241. Messages will be taken for students and teachers and delivered as soon as possible. Neither students nor teachers will be called to the telephone, except in an emergency. Parents who want to talk with teachers on the phone are welcome to contact the school after 3:00 PM or during the teacher's planning period. Teachers are unable to leave their classrooms for telephone conferences during instructional periods.

Please note again that we do not **accept phone changes to your child's afternoon transportation**. These must be done in person or by a written note.

Testing

The Chesterfield County School District uses various assessments to measure academic achievement of students. Your child will be assessed with several types of testing this school year.

Our four year old program, Child Early Reading Development and Education Program (CERDEP), students are assessed through the Dial 4 and PALS

- The Developmental Indicators for the Assessment of Learning-Fourth Edition (DIAL-4) is used to determine eligibility to our CERDEP/4K program. It is an individually administered developmental screening test designed to identify young children who need further testing or who need help with academic skills. The DIAL-4 tests a child's motor skills (skipping, jumping, cutting, writing), conceptual skills (knowledge of colors, counting), and language skills (knowledge of letters and words, ability to solve problems). In addition, the Parent and Teacher Questionnaires measure a child's self-help skills (dressing, feeding, bathing) and social-emotional skills (getting along with others, staying on task).
 - The skills measured by the DIAL-4 are proven to help predict a child's success in the classroom. The DIAL-4 screening test can help parents and teachers decide if a child's skills are appropriate for his/her age or if further testing or interventions are needed. This information can help with planning the child's education and, if necessary, can help parents and teachers address any needs the child may have at home or in school. The DIAL-4 provides scores that show how the child's developmental skills compare with those of a national norm group - a group of typical children from across the United States who are the same age as the child.

- The Phonological Awareness Literacy Screening (PALS) is a formative assessment that is individually administered by the teacher. It measures preschoolers' developing knowledge of

important fundamentals in literacy skills: name writing ability, upper-case and lower-case alphabet recognition, letter sound and beginning sound production, print and word awareness, rhyme awareness, and nursery rhyme awareness. The assessment reflects skills that are predictive of future reading success and offers guidance to teachers for tailoring instruction to children's specific needs. This assessment is given in the Fall and Spring of the school year.

Kindergarten Students are assessed through the Kindergarten Readiness Assessment (KRA), NWEA MAP and the Fountas and Pinell Benchmark Assessment System

- The KRA is a developmentally appropriate instrument that measures a child's school readiness across multiple domains. Understanding a child's school readiness helps kindergarten teachers best meet the child's needs, and it helps schools, families, communities and policy makers know how best to support young children as they enter the K-12 environment.
 - The KRA determines each child's readiness level from an evaluation of four domains: Social Foundations, Language/Literacy, Mathematics, and Physical Well-Being. The KRA provides a snapshot of students' abilities at the beginning of the school year.
- The Fountas & Pinnell Benchmark Assessment Systems are accurate and reliable tools to identify the instructional and independent reading levels of all students and document student progress through one-on-one formative and summative assessments.
- MAP for Primary Grades assessments in Reading and Math meet the unique needs of early learners by utilizing advanced technology to display interactive visuals and audio for beginning readers. Kindergarteners will be given this assessment in the Winter and Spring of the year.

First and Second Grade Students are assessed through NWEA MAP, F&P and Math Benchmarks

- NWEA's Measures of Academic Progress (MAP) assessments are computer adaptive achievement tests in Reading, Language Arts and Math. MAP is a norm referenced measure of student growth over time. They help teachers identify the instructional level of the student and provide context for determining where each student is performing in relation to our South Carolina College and Career Ready Standards. This assessment is given in the Fall, Winter and Spring of the year.
- Math Benchmarks will assess students' knowledge in the South Carolina College and Career Mathematics Standards.

Gifted and Talented Testing

Chesterfield County School District provides services for all gifted and talented students. Students are identified for this program by demonstrating high performance ability or potential in academic and/or artistic areas. In accordance with State Board of Education regulation 43-220, the South Carolina Department of Education (SCDE) provides an aptitude and an achievement assessment for this purpose. Although the primary purpose of these assessments is to identify students for the Gifted and Talented programs, the student results can be useful to teachers as they examine their instructional practices and can help them identify teaching strategies for all students.

Second grade students will take two assessments (Iowa Assessments and CogAT) to

determine eligibility for gifted and talented services.

The Iowa Assessments measure a student's knowledge in subject areas that students have learned in school – reading, language arts, mathematics, science and social studies.

The CogAT Test measures the level and pattern of cognitive development of a student compared to age mates and grade mates. These general reasoning abilities, which start developing at birth and continue through early adulthood, are influenced by experiences gained both in and out of school.

The CogAT measures three different cognitive abilities.

- The verbal section measures a child's ability to remember and transform sequences of English words, to understand them and to make inferences and judgments about them.
- The quantitative section measures a child's understanding of basic quantitative concepts and relationships.
- The non-verbal section measures reasoning using pictures and geometric shapes. This section reduces the impact of language on the student's score.
- The composite score is a total score for all three batteries.

Petersburg Primary School Behavior Expectations Matrix

Overall Expectation: Follow Adult Directions the First Time Given

Common Area	Be Safe	Be Respectful	Be Responsible
Hall	<ul style="list-style-type: none"> Walk facing forward. Use 2nd block on right Keep hands, feet and objects to self. 	<ul style="list-style-type: none"> Use kind words and actions. Wait for your turn. Hold door open for person behind you. Use quiet voices. 	<ul style="list-style-type: none"> Take proper care of all personal belongings and school equipment. Walk directly to your destination.
Cafeteria	<ul style="list-style-type: none"> Keep all food to self. Sit with feet on floor, bottom on bench, and facing table. Walk at all times. 	<ul style="list-style-type: none"> Allow anyone to sit next to you. Use manners and expected table etiquette. Use quiet voices. 	<ul style="list-style-type: none"> Raise hand for help. Get all utensils, milk, etc., when first going through the line. Clean up your space.
Playground/Recess	<ul style="list-style-type: none"> Walk to and from the playground. Stay within boundaries. Be aware of activities/games around you. 	<ul style="list-style-type: none"> Play fairly. Include everyone. Use kind words and actions. 	<ul style="list-style-type: none"> Take care of school equipment. Use equipment appropriately.
Bathrooms	<ul style="list-style-type: none"> Keep feet on floor. Keep water in sink. 	<ul style="list-style-type: none"> Give people privacy. Use quiet voices. Put paper towels in garbage can. 	<ul style="list-style-type: none"> Flush toilet after use. Wash hands. Exit promptly.
Arrival and Dismissal Areas	<ul style="list-style-type: none"> Walk at all times. Sit and wait quietly in designated areas. 	<ul style="list-style-type: none"> Use kind words and actions. Wait for your turn. Hold door open for person behind you. Use quiet voices. 	<ul style="list-style-type: none"> Take proper care of all personal belongings and school equipment. Walk directly to your destination.
Special Events and Assemblies	<ul style="list-style-type: none"> Wait to be called for arrival and dismissal. Keep hands and feet to yourself. 	<ul style="list-style-type: none"> Raise hand for zero noise. Clap at appropriate times. Pay attention to presentation. 	<ul style="list-style-type: none"> Sit with legs crossed.
Classroom	<ul style="list-style-type: none"> Keep hands, feet, and objects to self. Keep walkway clear. 	<ul style="list-style-type: none"> Treat other's property with respect. Listen to the speaker. Use appropriate voice level and words. 	<ul style="list-style-type: none"> Be prepared. Stay on task. Clean up after self.

Petersburg Primary School
 Bus Behavior Expectations Matrix
Overall Expectation: Follow Adult Directions the First Time Given

BUS LOCATION	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Waiting on the Bus	<ul style="list-style-type: none"> • Stay in designated area and visible to the driver • Wait to approach the bus until the bus has stopped and the doors are open 	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self • Respect private and public property 	<ul style="list-style-type: none"> • Be on time • Wait at your assigned stop • Line up as directed
Entering the Bus	<ul style="list-style-type: none"> • Use the handrail • Walk at all times with space between you and the person in front of you • Wait for the driver's signal to cross or board 	<ul style="list-style-type: none"> • Greet the bus driver • Use kind and quiet voices 	<ul style="list-style-type: none"> • Be seated quickly and slide over • Remain seated • Face forward
Riding the Bus	<ul style="list-style-type: none"> • Keep the aisle clear • Keep all objects inside the bus • Be silent at railroad crossings 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Use a quiet voice • Use appropriate language and topics • Be prepared for your stop 	<ul style="list-style-type: none"> • Stay seated, back to back, bottom on seat, feet toward floor • Keep food and drinks in your backpack • Follow the driver directions • Report vandalism and bullying
Exiting the Bus	<ul style="list-style-type: none"> • Stay seated until the door opens • Exit single file • Hold the handrail • If crossing, wait for driver's instruction, then cross in front of bus • Walk in designated areas straight to your destination 	<ul style="list-style-type: none"> • Keep an arm's length between you and the person in front of you • Keep aisle clear for students exiting • Assist other students as needed 	<ul style="list-style-type: none"> • Report sleeping students to bus driver • Get off at your assigned stop • Take all personal items off the bus
Evacuation	<ul style="list-style-type: none"> • Stay quiet, listen, and follow all adult instructions • Leave belongings on the bus 	<ul style="list-style-type: none"> • Assist other students as needed 	<ul style="list-style-type: none"> • Stay calm throughout the process • Exit quickly and safely (one row at a time)

Anti-Bullying Expectations

We will NOT bully others.	We will try to help students who are bullied.	We will try to include students who are left out.	If we know that somebody is being bullied, we will tell an adult at school and an adult at home.
---------------------------	---	---	--

Non-Negotiables

At Petersburg Primary, we have committed ourselves to the following “Non-Negotiables.” This means that these are qualities that we value. We promise to strive to exhibit these each day in everything we do.

Not only are we committing to these values, but we are asking our entire school community to partner with us in this commitment---including parents, other family members, and students. By having your child as a student at Petersburg Primary School, it is assumed that you agree to this commitment. You will see these posted throughout the school as a reminder for us all. These simple principles can make all the difference in what we are able to accomplish together. We are so happy to have you partner with us in this commitment!

At Petersburg Primary School, We Commit To

Be Nice
Be Positive
Be a Team Player
Be a Learner
and
Believe in Each Other...



Because
TOGETHER WE CAN Change What is Possible!