



PEPPERHILL ELEMENTARY SCHOOL

3300 East Creola Road
North Charleston, SC 29420

Phone: (843) 767-5905 Fax: (843) 767-5927

Home of the Panthers

Mascot: PJ Panther

MISSION:

This mission of Pepperhill Elementary is to create a positive learning environment with the collaboration of students, teachers, parents and the community to prepare EVERY student for the 21st century through personalized instruction.

School Website: pepperhill.ccsdschools.com

District website: www.ccsdschools.com

Tanya Underwood, Principal

Jamie McCarthy, Asst. Principal

PARENT HANDBOOK 2013-14

STUDENT REGISTRATION

The following items are required for registration:

1. Birth Certificate
2. SC certificate of immunization
3. 2 Proofs of residence (lease, utility bills, license)

STUDENT FEES

We determine the amount for students by the cost we pay for Student Agendas, workbooks, special hands-on materials, and other consumable items. We require all parents to pay their child's student fees. If this is not possible for financial reasons, parents may request a fee waiver. Waiver forms are available from the office.

Students entering before December 25th shall pay a fee if \$20.00. Students entering after December 25th shall pay a fee of \$10.00. During the school year other fees may be collected for special supplies, field trips, or parties. Individual teachers will inform the parents about these fees and the reason the fee is being collected.

Please note: All returned checks will be subject to a fee of \$15.00 each. This is the penalty the bank charges the school for every returned check. This policy includes any and all checks written throughout the school year. We reserve the right to hold a student's report card until financial obligations are met.

TEXTBOOKS/LIBRARYBOOKS

The State Department of Education provides textbooks to students. Pepperhill issues these textbooks to students at no cost. The school also provides library books and services to students at no cost. However, students are held responsible for the care of these books. Students are expected to pay for any loss, damage or destruction of any textbook or library book (including the removal or damage of bar codes).

VISITS

We invite parents to come and visit Pepperhill frequently. We ask all visitors and volunteers to report to the office, show a picture ID for the Raptor Visitor Management System, and get a badge to wear while in the building. **ALL VISITORS AND VOLUNTEERS MUST SIGN IN AND WEAR AN IDENTIFICATION BADGE WHILE IN THE SCHOOL.** This policy is in place for the safety of our students. Visitors must turn in their badges at the end of their visit. **Your id will be held in the office until you sign out from your visit.**

NEWSLETTERS/NOTICES

Throughout the year, we send notices of importance home with your child. Our success is dependent upon excellent lines of communication with parents. On our website, we post the monthly newsletter "The Panther Pause" the first of each month, in an effort to go green. If you do not have computer access to view this please notify your child's teacher for a hard copy.

CONFERENCES

Whenever you wish to meet with your child's teacher, the guidance counselor, or the administrators, please call the office at 767-5905 in advance to schedule a conference. Your input and concerns are taken very seriously. Classroom instructional time **MAY NOT** be interrupted for conferences.

TELEPHONE CALLS

We encourage you to call the school at 767-5905 whenever you are in need of information or to discuss your concerns. In addition, visit our school website at www.pepperhill.ccsdschools.com for pertinent information, schedules, and calendars. Instructional time will NOT be interrupted for teachers to receive phone calls during the school day. By calling 767-5905, you will be forwarded to the party's voicemail, and should expect a return phone call within 48 hours. To protect valuable instructional time, parents are asked to communicate with teachers using the Daily Agenda or email.

STUDENT UNIFORMS

- All students will follow the dress code below:
- Khaki or navy blue pants, skirts, or shorts (appropriate length). **NO DENIM.**
 - White, green, or blue collared shirts (no emblem or wording).
 - Pepperhill Elementary T-shirts
 - Shirts tucked in.
 - Belt if your pants have belt loops
 - Shoes must have heel attached. No slides or flip flops.
 - Sweaters and or sweatshirts of uniform color may be worn in the building.
 - Hats and heavy coats may not be worn in the classroom. Students may store these items in a secure place inside the classroom during cold months.
 - No distracting jewelry or accessories.

TESTING PROGRAM

In addition to frequent and ongoing assessments, your child's academic growth and development will be measured throughout the year to determine specific areas of weakness and to develop a plan to address those areas. The Measures of Academic Progress (MAP) will be administered three times during the year for all Kdg-5th graders to determine growth in areas of Reading, Language Usage, and Math. After each administration, parents will receive a complete report on the results.

All students in our school K-5th grade will be given the AIMSweb test for reading fluency.

3rd -5th grade students will take PASS tests. This is a state designed test that determines how well students are meeting grade level requirements for learning and state standards.

Although the results of the test are sent home, parents are encouraged to discuss the testing results, if they so desire. In addition, a great many volunteers are needed to help monitor the classrooms during test periods for each of the tests given. If you feel you can be of assistance with this or if you have any further questions, you may call the school office at 767-5905.

PARENT VOLUNTEERS

The school is constantly seeking parent volunteers to assist as classroom aids, room mothers/fathers, and in many other capacities. The volunteer program is worthwhile and rewarding. It provides the school with much needed and valuable service. If you are interested in serving the school, please contact our Guidance Counselor @ 767-5905.

STUDENT RECOGNITION

At Pepperhill Elementary, we believe it is important to recognize the efforts and achievements of our students. We have several recognition programs.

AWARDS ASSEMBLIES

At the end of each semester we recognize students for the following:

- ❖ Academic Excellence
- ❖ Honor Roll
- ❖ Principal's Challenge
- ❖ Perfect Attendance
- ❖ Perseverance
- ❖ Golden Rule

OTHER AWARDS

These are determined by the classroom teacher.

- Good Citizen
- Super Reader
- Accelerated Reader
- Spelling Bee
- Terrific Kids
- Highest MAP Score
- Highest Gains in MAP

ARRIVAL & DEPARTURE PROCEDURES

For the safety of your children, students should not arrive before 7:10 am. If you are in need of child care arrangements prior to this time, there are several day care centers in the area which provide transportation to school. All students will enter the building and proceed to assigned hallways

CAR RIDERS

DROP OFF: When you bring your child to school, turn right at the entrance, and follow the canopy down to the last covered walkway. Drop your child off at this point. **Do not drop off students before 7:10 am.** If you need to come into the building, please park in one of the parking places. **DO NOT PARK NEXT TO THE SIDEWALK. THIS IS THE DROP OFF LANE ONLY.** DO NOT drive to the back of the building. This is for **BUSES ONLY. DO NOT DROP OFF AT**

THE SIDE OF THE BUILDING either as this is employee parking and unsafe to for students.

PICK-UP: In the afternoons, you will again turn right at the entrance. Drive in the lane next to the sidewalk. **DO NOT leave your car parked in this lane. This is the PICK UP lane only.** It is important that traffic keeps moving in this lane. To help the Pick Up lane move faster, we ask that you use the car rider sign given to you and placed in your front windshield. If you do not have this sign you will be asked to come into the office and show ID to sign your child out. Additional car rider signs are

available in the front office. To insure better safety for your children, car riders will be assigned to a car rider room until called by radio for pick up. Adults will help your child get to you quickly and safely. PLEASE drive safe. Watch out for other children and other drivers. THANK YOU

BUS RIDERS

Students riding the school bus enter and exit from a door in the bus loop area located in the back of the school. **Cars are NOT allowed in the bus loop area.** Teachers in this area assist the students on and off the buses and usher them in and out of the building as necessary.

BIKE RIDERS & WALKERS

Students riding their bikes to and from school must WALK their bikes on the sidewalks while on school grounds. Students should lock their bikes on the bike rack near the kindergarten playground. Bike riders and walkers are dismissed before the buses have left for safety reasons. Students are not supervised once they leave school grounds. Please instruct your child(ren) to go directly home when dismissed.

CHANGE IN STUDENT'S DISMISSAL

If a student's dismissal should need to change, You may also fax this information @ 767-5927. **PHONE CALLS WILL NOT BE ACCEPTED.**

Students will **NOT** be permitted to be signed out after 1:45 pm each day.

HEALTH SERVICES

We provide a clinic and a full time school nurse to meet the needs of our students. In addition, the office staff and our P.E. instructor are trained in first aid. During the school year we provide screenings for vision and hearing. We also monitor all records for immunization forms and we check for any contagious diseases.

ILLNESS AT SCHOOL

If a child becomes ill at school:

1. He/she is sent to the clinic
2. His/her temperature is taken
3. Reason for visit is entered in the clinic log

If it is determined the child is too ill to return to class, we contact his/her parents to come and pick him/her up. Situations which automatically result in the child being sent home are:

1. If his/her temperature is over 100°
2. If he/she has thrown up
3. If he/she has a contagious disease
4. If he/she has active head lice

MEDICATION AT SCHOOL

1. Any medication to be given at school whether it is prescription or over the counter must be sent in the original container and must be accompanied by the Medication Permission Form filled out and signed by the prescribing physician. **ALL MEDICATION MUST BE REGISTERED WITH THE NURSE OR OFFICE BEFORE HOMEROOM BEGINS.**
2. No more than a 30 day supply will be kept at the school.
3. Parents of children with special health conditions must inform the school as soon as possible. Special health conditions cover such problems as asthma, heart condition, epileptic seizures, and severe allergies such as bee stings. This information must be given to the school on an annual basis. A health management plan will be kept on file.

STUDENT INSURANCE We encourage you to read the student insurance form in the student information packet carefully. Accidents do happen and when they happen at school, parents often assume the school will pay the medical bills. This is not the case. Charleston County School District makes available a student insurance program for parents to purchase. Please consider this as an option.

MEDICAL APPOINTMENTS

Efforts should be made to schedule your child's appointments before or after school hours. If this is not possible, try to stagger the appointments so that the same class period is not repeatedly missed. A medical statement from the physician will be required upon returning to school. **NO STUDENTS WILL BE DISMISSED BETWEEN 2:00 - 2:30.**

HOMEWORK

The faculty and staff of Pepperhill Elementary believe that homework is a necessary extension of the skills stressed in the classroom. When independent projects are assigned, parents are urged to take an active part to ensure the completion of a well planned project by its due date. To help train your child to become a more responsible student and to take pride in doing his/her best, we have implemented the following homework procedures:

- ✓ Each teacher develops a specific plan for managing homework. This plan is discussed with students at the beginning of the school year. You will receive a copy of this plan.
- ✓ Teachers assign homework every day of the school week (parents are told of any exceptions).
- ✓ Students are expected to read every day at home.
- ✓ Students who repeatedly fail to complete homework assignments on time are required to have assignments initiated by both teacher(s) and parent(s).
- ✓ Homework will follow CCSD guidelines as follows:

Kdg	10 minutes
Grades 1-2	20 minutes
Grades 3-5	90 minutes

GRADING & REPORTING STUDENT PERFORMANCE

Teachers provide detailed information regarding student academic performance in a variety of ways. They send home "Wednesday Folders", an interim report midway through each grading period, and a report card at the end of each nine weeks. The Wednesday Folder includes all graded work for the week, comments on student behavior, attendance, and tardies. Parents sign and return the Wednesday Folder. The interim report provides a summary of the student's work and progress for the first four and a half weeks of the grading period. The report card is the record of the student achievement for the nine weeks. Parents are encouraged to schedule conferences with their child's teacher at any time throughout the year to discuss progress.

EMERGENCY SCHOOL CLOSING

When it is necessary to close the school because of adverse weather or other emergency conditions, the information will be broadcast by local radio or TV stations. The Parent Link phone call system will also be used. If an occasion arises for the school to dismiss early, be sure your child is instructed where to go in the event that you are not home. **PARENTS ARE REQUESTED NOT TO CALL THE SCHOOL TO MAKE INQUIRIES, AS THE TELEPHONES MUST BE KEPT OPEN TO RECEIVE EMERGENCY INFORMATION.** Parents who come to school to pick up their children will be required to sign those children out. No one other than parents or designated adults listed on the sign out card will be allowed to take the children home unless previous arrangements have been made and approved by the principal.

BREAKFAST & LUNCH

We provide a healthy breakfast and lunch for all students in grades CD through fifth. We encourage parents to eat breakfast or lunch with their children. Please call the cafeteria at 207-3331 to make arrangements. Breakfast is free for all students and is delivered to the classrooms by 7:20 each morning. Breakfast and lunch prices are as follows:

	Full Price/Reduced	
Lunch	\$2.25	\$.40
Breakfast	Free	Free

FREE & REDUCED LUNCH PROGRAM Applications for free and reduced lunch are sent home with each student and are available in the office throughout the year. An application must be completed on each student. Please make sure all information on the application process. In addition, the applications may be filled out on line at the CCSD web site www.ccsdschools.com. Also, at the beginning of the year, children who were on free or reduced lunch the previous year are given two weeks to turn in new applications. During this time, these children will continue as free or reduced. At the end of the two weeks, they will either begin paying full price or will be notified of their approved application. A new application must be turned in each year.

PREPAY We start taking prepay the second week of school, and stop taking prepay approximately two weeks before the end of the school year. Parents may pay as much in advance as they wish. The majority of parents pay a week at a time, but any amount paid will be credited to the child's account. Prepay is taken on Monday's only. The only exception to this is if the child were absent or if Monday is a holiday.

ITEMS FROM HOME

We expect students to be responsible for any and all items brought from home. Personal items should be taken home each day. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ITEMS.** In spite of this, we recognize students do lose things, therefore we keep a Lost & Found area outside the cafeteria. We ask that you check our Lost & Found throughout the year. PLEASE WRITE YOUR CHILD'S FIRST AND LAST NAMES ON ALL JACKETS, COATS, ETC. Items in the Lost & Found are donated to charity when unclaimed after nine weeks notice. **STUDENTS ARE NOT TO BRING TOYS, HANDHELD GAMES, OR ANY OTHER DISTRACTING ITEM TO SCHOOL. TOY OR FAKE GUNS ARE NOT PERMITTED AND COULD RESULT IN SUSPENSION OR EXPULSION FROM SCHOOL.**

Any such items will be confiscated and held until the end of the school year, unless a parent comes to school to personally pick up the item. Cell phone policy is listed in the CCSD Code of Conduct. Please read this information carefully.

EARLY DISMISSAL

Students are encouraged to remain in school for the full day. Should the need for an early dismissal arise, the student should bring a note stating:

1. The reason for early dismissal.
2. The name of the person who will pick up the student.
3. The time of dismissal, and
4. a telephone number so the note can be verified, if needed. This note should be turned in to the office no later than the morning of the day of early dismissal. The person picking up the student must come into the office and sign the student out.
5. There will be NO exceptions to the above procedures for the safety of all children.

SIGN OUT PROCEDURES

At the beginning of the year, we require all parents to complete and return an emergency card. We ask you to list all adults who are authorized by you to pick up your child. We consider anyone 18 years or older as an adult. Whenever your child is picked up early we follow these procedures:

1. We ask for a picture ID.
2. We check that name with the name on the sign out card that are allowed to take the child from school.
3. The adult is required to sign the child out.
4. The principal must approve any deviations from the above procedure.

HOMEBOUND

Whenever a child is unable to attend school due to medical reasons or extenuating circumstances, that child is eligible for homebound instruction. This is not in lieu of attending school, but is designed for the student who, for health reasons as verified by a physician, must be out of school for an extended period of time. Parents are urged to contact the office at Pepperhill for more information about this procedure. The office number is 767-5905.

EMERGENCY MEDICAL PROCEDURES

At the beginning of the school year, we require parents to complete and return the emergency card. It is critical that the information on this card is accurate and up to date at all times. Please make corrections as necessary throughout the school year. This information is incorporated with the Parent Link System which sends home school information and/or emergency information.

Positive Behavior Interventions & Supports & Schoolwide A PLUS HIGH FIVES

At Pepperhill, we believe we can be our best when we each take responsibility for creating a safe,

nurturing and peaceful environment in which everyone has the right to learn and work. Pepperhill Elementary abides by the Charleston County School District Student Code of Conduct. In addition, Pepperhill is proud to continue Year Seven of a State Improvement Grant provided by the Department of Education called Positive Behavior Supports or PBS. The following is a summary of that plan.

1. Throughout the year and especially at the start of school, teachers and staff spend concentrated amounts of time teaching a set of clear schoolwide expectations for behavior and procedures.
2. Each teacher has specific classroom rules that reflect the A PLUS HIGH FIVES, including a planned series of procedures for dealing with unacceptable behavior, and specific strategies for recognizing appropriate behavior.
3. Teachers communicate on a regular basis with parents about their children's behavior, both appropriate and inappropriate.
4. Teachers and parents work together to change inappropriate behavior and celebrate appropriate behavior.
5. If a student's behavior surpasses the classroom expectations, appropriate classroom consequences and/or interventions are determined by the teacher. These infractions are called "Minors". If a child accumulates 3 Minors within a 5 day week, an official Behavior Documentation Form will be sent home to be signed by the parent.
6. "Majors" are offenses which cause immediate safety concerns or that are unable to be effectively addressed within the classroom setting. Major offenses include fighting, vandalism and other criminal behavior. Major offenses will be immediately referred to the principal for disciplinary action.
7. Consistent minor offenses will not be tolerated. If a student continues to disrupt instruction and violate school rules, he or she will be placed on CCSD Consistent Offender Status and parents and staff will create a specific Behavior Change Plan to assist the child in making appropriate behavior choices so that he/she can be successful at school.

Under the structure of PBIS, every effort is made to ensure all students are successful at Pepperhill Elementary. In addition to the individual classroom management plan, Pepperhill has a school wide discipline plan that includes one or more of the following interventions:

- Classroom Community Agreements
- Classroom behavior systems
- Behavior documentation
- Guidance
- School work detail (with parent's permission)
- Parent contacts
- Shared Responsibility
- Conditional suspension
- Student Assistance Program
- After school detention
- Temporary abbreviated day
- Referral to the Superintendent
- Consistent Offender Status
- Principal's Probation
- Referral for expulsion

A PLUS

All students are expected to follow the school A PLUS HIGH FIVES at all times.

- A** Always do your best
- P** Prepare for learning
- L** Listen, learn and demonstrate
- U** Use teamwork
- S** Show respect and safety

A PLUS HIGH FIVE tickets are given out when students model the above expectations. This year, students may save their tickets to use for purchases at our exciting

A PLUS HIGH FIVE School Store. Our A PLUS HIGH FIVES are a positive way to help students learn appropriate behavior at school.

PJ's Positive Behavior Program

Every day children will have the opportunity to earn points in class for following the A+ High Fives. These points will earn them a ticket to our club day once a month.

SHARED RESPONSIBILITY Shared responsibility is an intervention used in Charleston County Schools in response to disruptive student behavior. When the principal or assistant principal requests shared responsibility, a parent/guardian/adult designee attends school with the student for the specified amount of time. After completing shared responsibility, the parent/guardian/adult designee can meet with school administration to share observations, concerns, and/or suggestions for the student's learning environment.

SCHOOL BUSES

Students must realize that in South Carolina it is a privilege to ride a school bus. Therefore, it is prudent that safety is most important in the operation of school buses in this school district. Realizing that the bus driver is in charge of the bus during its operation, the following rules have been set up governing school bus discipline:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner.
3. The bus driver may assign seats at his/her discretion.
4. When assigned seats are made, students are obligated to sit in his/her assigned seat.
5. Students are not allowed to stand in the aisles during operation of the bus.
6. No eating, drinking or smoking is allowed on the bus.
7. No part of the body should ever extend outside the bus.

8. Conversations should take place in normal tones. A sudden scream or yell is especially dangerous.
9. Nothing should be thrown either into or from the bus.
10. Students wishing to ride a bus other than their assigned bus must present a note to the driver from their parent or guardian which has been pre-approved by an administrator. When a student is in violation of any bus rule, the driver will issue a Bus Discipline Notice stating the student's name, date and nature of the infraction. An administrator will conference with the student and follow the consequence menu listed below. Students will receive a copy of the discipline notice to take home and have signed by a parent before he/she boards the bus the following day. Students who fail to have the slip signed may face further reprimands from a school official.

The general procedure adopted by the District for dealing with misconduct on school buses is as follows:

1st offense: Bus slip and warning.

2nd offense: Bus slip & a one-day bus suspension.

3rd offense: Not less than 3 days of bus suspension.

4th offense: Not less than 5 days of bus suspension.

5th offense: Suspension of bus privileges for 10 days.

6th offense: Suspension from the bus for the remainder of the school year.

Note: Students and parents are directed to the State School Law which states that "A student may be excluded from bus transportation to and from school during the period of such exclusion". In addition, "Bus privileges of a student may be suspended on a first or second offense when in judgment of school officials the misconduct is serious enough to justify such action". If you have questions or concerns regarding buses, please call Durham School Services @ 745-7084