



SOARING INTO A NEW SCHOOL YEAR!

**RAE C. STEDMAN ELEMENTARY
STUDENT HANDBOOK
2018-2019**

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OUR MISSION:

Petersburg Schools will advocate for continuous growth, promote a healthy environment, and provide diverse educational opportunities where all students achieve.

A message from the principal...

Welcome to Stedman Elementary School! We are looking forward to an exciting and rewarding school year. Children need a positive, caring, supportive, and creative atmosphere in which to learn and grow. Stedman Elementary provides this atmosphere.

Teaching takes a lot of work. It takes academic knowledge, inspiration, intuition, talent, patience, creativity, and of course, a love for children. Our friendly, dedicated staff is committed to providing an excellent academic foundation for our students.

One of the most important roles a teacher assumes is that of a motivator. However, the teacher's hard work alone cannot guarantee automatic student learning. The child must participate. Working closely with parents and students, we want to build a desire for knowledge that will last a lifetime. We have high academic standards, but we see the whole child. We also want our students to learn skills that will encourage them to be responsible and be able to resolve relational conflicts in a peaceful manner.

At Stedman Elementary School, the staff sees our relationship with parents and family members as a partnership. We strive to provide the most productive learning environment possible here at school, while maintaining open communication with parents regarding their child's progress, successes, and concerns. When you read with your child, take an interest in daily assignments, show support for school activities, and volunteer to help whenever you can, your child understands how much you value his/her education. Your support is much appreciated.

It is my sincere wish and the wish of every staff member that this year will be filled with positive learning experiences and successes for you and your children. We look forward to visiting with you in the near future. Welcome!

Mrs. Teri Toland

2017-2018 STEDMAN STAFF:

Kindergarten:	Special Services:
Becky Martin	Barb Marifern
Erin Willis	Heather Conn
First Grade:	P.E.:
Michelle Brock	Dino Brock
	Swim:
Second Grade:	Dan Van Swearingen
Kerri Curtiss	Music:
Mary Midkiff	Matt Lenhard
Third Grade:	Counselor:
Kelly Demko	Rachel Etcher
Stephanie Pawuk	Administrative Assistant:
Fourth Grade:	Cena Worhatch
Gregg Kowalski	Paraprofessionals:
Fourth/Fifth Grade:	Kelly Peterson
Dan Sullivan	Annica Tufele
Fifth Grade:	Tanya Thynes
Sara Dembs	Sharon Smith
Librarian/Media Specialist:	Shelley Johnston
Mary Ellen Anderson	Marketa Ith
Title 1 Reading/ESL/Migrant:	Kirsten Susort
Eliza Warmack	Christy Ware

ACADEMIC INFORMATION & PERMANENT RECORDS:

An active record of student progress is kept at school. These records are available for parents to review and are not shared with others unless a release is signed by the parent. School records contain:

- *Personal data such as names of parents or legal guardians, date of birth, immunization records, birth certificate, home address and phone number.

- *Previous grades and/or copies of report cards.

- *Student's yearly attendance records.

- *Reading, writing, and math portfolios.

ADMISSIONS:

To be eligible for the first grade, a student must be six years of age by September 1. Kindergarten students must be five years of age by September 1. There is a registration period for kindergarten students every spring and before school officially begins in the fall. Further information about the registration process may be obtained by calling the elementary school office.

New students who are entering our school for the first time need to be enrolled by their parents or guardians, who will sign a confidential record release form and other specific permission forms (i.e. field trips, etc.). A copy of the student's birth certificate and immunization records will be needed as certain immunizations are required by Alaska State Law before a student may attend school. Parents are encouraged to enroll their children in school as soon as arriving in Petersburg. Please call the school office if you have any questions.

ATTENDANCE AND ABSENCE REPORTING PROCEDURES:

Regular and consistent attendance is necessary for a student's success in school. Make up work does not replace all of the instruction and classroom activities that are essential to keeping up with the rest of the class.

1) The bell rings at 8:00 a.m. and students may enter the building at this time.

- School officially begins at 8:15 a.m., and students arriving after this time will need to check in at the office and bring a signed tardy slip to their teacher. **We ask that students arrive no sooner than 7:45.**
- Please make every effort to have your children here by 8:00 am. When your child is tardy, they miss the most important part of the day and feel anxious or awkward coming in late and not knowing what to do because instructions have already been given. If your child will be tardy and needs a school lunch, let us know so s/he can be included in our lunch count.

Tardies and absences affect a child socially. Other children notice that a child is not present to rely on as a friend and a collaborator on group projects. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled with parents to make a plan so that attendance will not continue to negatively impact the child's education.

2) All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office (9:00am), we will call to

verify the absence. This procedure ensures student safety and is a requirement of the Alaska Statute 14.30.010. (Compulsory Attendance Statute) .

- After five (5) cumulative days of absences or tardies per trimester, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law. If a student is absent for 5 consecutive days due to medical/illness, we ask that you communicate with school officials, as we may request a doctor's note to excuse the absence.
- After ten (10) cumulative days of absences or tardies per trimester, a second letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law. A meeting may be scheduled to discuss attendance concerns.
- After twelve (12) cumulative days of absences or tardies per trimester, a third letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law. Depending on the nature of the absences or tardies, a copy may be sent to the Superintendent and an intervention meeting may be scheduled with the principal, counselor, teacher, local authorities, and parents.

Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times. We recognize that there may be extenuating circumstances where extended school absence will be necessary (i.e. medical conditions/emergencies, funerals, specific family situations, etc.), and we are more than willing to work with individual families on these situations. Arrangements should be made in advance with the individual teacher regarding missed class assignments. **Absences have an impact on how the state evaluates our school, so we urge families to plan for students to be at school on designated days.**

For more information regarding the Alaska State Compulsory Attendance Law (**Alaska Statute 14.30.010**) you may visit the Alaska Legal Resource Center online or contact the school for a copy of the statute.

BUS TRANSPORTATION/RULES:

The bus drivers have the responsibility for the safety and conduct of all students riding the bus to and from school. Students are expected to obey the driver at ALL times. If students do not heed warnings from the bus driver, they may receive a bus misconduct citation.

First Citation:

- Conference with student and driver.
- Parents contacted.

Second Citation:

- Conference with student and driver.
- Parents contacted.
- Student may be denied bus privileges for 2-5 days.

Third Citation:

- Conference with student, driver, and parents.

- Student may be denied bus privileges for the remainder of the school year.

CELL PHONE USE:

Students are welcome to bring cell phones to school, but they must be turned off and placed in backpacks once they enter the building. They can be turned on and used once students leave the building at the end of the school day. We ask that all parents and visitors observe the same standard in order to minimize disruptions in the hallway and in classrooms. Cell phones will be taken from students and held in the office for parent pick-up if this standard is not followed. Staff cell phone use is to be restricted for school use only, such as school email and apps that require cell phone technology.

CHANGE OF ADDRESS OR PHONE:

In order to maintain accurate records, it is important to inform the school of any changes in telephone or post office box numbers. In case of an emergency, the school needs current phone numbers where family members can be reached during school hours.

COMMUNICATION:

Family members play a major role in helping us efficiently manage the day to day activities at school. We want our school to be a safe and productive environment for learning. We ask that parents and/or guardians observe the following considerations:

- Safety issues require that all visitors must check into the school office before going to their child's classroom.
- Please call ahead to make an appointment with your child's teacher. Each teacher has a daily plan of instruction and activities. Unexpected visitors require the teacher to shift attention from the students, instructional time is lost, and the children become distracted. It would be much appreciated if you could call ahead to arrange a time to visit with your child's teacher.
- Please call ahead to make an appointment to talk with the principal. She may be away from the office attending meetings, greeting children in the hallway as they arrive or leave the school, or meeting with individual students. She may be elsewhere in the building working with the staff or observing in one of the classrooms. If you call ahead, she will be more than happy to schedule a time to meet with you.
- It is our goal to minimize disruption to the school and classroom routine as little as possible while maintaining the flow of communication between home and school.
- We appreciate it when you send absence notes, permission slips, and lunch money to school when it is due.

DISCIPLINE and “EAGLE PRIDE”:

Our students show “Eagle Pride” when they are **Respectful, Responsible, and Safe.**

Throughout the year, students are taught specific expectations from a school-wide matrix based on these three behaviors. Staff members model and role-play in order to teach and reinforce expected behaviors. *Please see the attached matrix in Appendix A of the student handbook.*

Students are rewarded for making good choices. Staff members provide regular positive verbal feedback to students, and tickets are also given out to recognize and encourage appropriate behavior.

There are also times when students make poor choices and may face disciplinary consequences. The main goal of any disciplinary action is to help the student learn from their mistake and make better choices in the future. Consequences may include:

Possible Classroom Consequence, (Minor Offenses):	Possible Classroom Consequence, (Major Offenses):
Warning	Warning
Re-teach behavior	Re-teach behavior
Loss of privilege	Loss of privilege
Parent contact	Parent contact
Behavior contract	Behavior contract
Office referral	Lunch in a quiet room
	After school detention
	Suspension

Please see attached Minor/Major Behavior Definitions in Appendix B of the Student Handbook.

DISMISSAL:

Kindergarten dismissal will be at 11:15 a.m. from the beginning of the school year until October 9 when kindergarten students will be dismissed at 1:15 p.m. daily through the end of the school year.

First-fifth grade students will be dismissed at 2:45 p.m. Monday-Thursday, and 1:45 p.m. on Fridays.

****Students should not arrive at school before 8:00 a.m. unless they are participating in the breakfast program. Students are not to remain at school after 2:45 p.m., as there is no supervision available. ****

DRESS AND GROOMING:

The dress code for all students shall meet school board requirements. The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and is non-disruptive of the educational activities and processes of the school.

- Shoes shall be worn.
- Clothing that exposes the entire shoulder, strapless tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt.
- Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible.
- Hats and hoods shall not be worn in the building.
- Mini skirts, mini dresses, and short shorts are to be worn only with leggings or tights.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- In order to participate in physical activities during recess, we ask that students dress for being out in the rain or snow.

EMERGENCY DRILLS:

Periodic emergency drills are required by law and are an important safety precaution. We practice these drills and take the possibility of a fire, need for evacuation, or need for lock-down or lock-out at school very seriously. Students are taught the run, hide, or fight concepts for safety. The children quickly learn that everyone must look to the trusted adult in the room for instructions during emergency situations.

EMERGENCY PROCEDURES and Emergency Commands:

“Clear the Halls”

Students and staff exit the halls. Students are to go to the nearest room where there is adult supervision, and remain quiet and away from internal and external windows and doors. Only use the classroom phone in an emergency. No one should exit the building.

“Lockdown” the School

Staff are to secure exterior doors. Students will go to the nearest room where there is adult supervision. Teachers are to secure their classrooms. Everyone is to remain quiet and away from internal and external windows and doors. Shut off lights and close shades if possible, and lock classroom doors. Only use the classroom phone in an emergency. No one should exit the building. In the event of a fire alarm during a period of lockdown only evacuate the building once actual signs of fire are detected. If you are outside the building move away from the building to a safe area.

“Shelter in Place”

Due to dangers that may exist outside the building staff and students should seek shelter inside the building. Close all windows and doors (do **not** lock) and turn off any air exchanging equipment.

“Evacuate the Building”

Students, staff and visitors exit the building and move to the designated safe areas at least 300 feet from the school. Teachers take roll and account for all their students.

FERPA NOTIFICATION FOR ELEMENTARY AND SECONDARY INSTITUTIONS (60 Fed. Reg. 59291, 59297)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Petersburg City School District to amend the record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company in whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

HEALTH SERVICES

1) ILLNESS

If students become ill during the school day, they will be sent to the office for the secretary to determine what action should be taken. If necessary, the parent or guardian will be contacted for advice or information or to take the child home.

2) FIRST AID AND EMERGENCY CARE

A) **We do not have a school nurse on duty.** The secretary and other staff have First Aid and CPR training, but they are not nurses.

B) In case of a serious accident or injury, appropriate first aid and emergency care will be provided by the most accessible and qualified first aid care giver. Parents or guardians will be contacted as soon as possible. If deemed necessary, the Emergency Medical System (911) will be activated to provide additional assistance. (Please be sure that all emergency information on your child's school records is current and complete.)

3) MEDICATION

A) If it is necessary for your child to take any **prescription** or **over-the-counter** medication during the school day, you (**and your doctor for prescription medication**) must complete a medication form indicating what is to be administered to your child, when, why, the dosage and the duration. Medication is to be sent to the school in the original bottle or packaging.

B) All medication must be stored in the office. Please deliver the medication directly to the office and do not send it to school in your child's backpack.

C) It would be best to ask your doctor for dosages that do not require taking medicine during school hours. Most children's prescriptions can be given at home outside of school hours.

D) You can contact the school for a medication form.

4) COMMUNICABLE DISEASES

A) Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, etc.

B) Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school.

C) Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.

5) FEVER or **DIARRHEA**

If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian. Students must be fever and diarrhea free for 24 hours before returning to school.

6) VOMITING (due to illness):

Children may return to school 24 hours after the last vomiting incident.

7) LICE

A) Head lice (pediculosis) are a recurring problem in Petersburg schools, as it is in schools all over the country. Lice are tiny, wingless insects that live on the hair of human heads. They lay eggs (nits) which attach to the hair tightly and then hatch, increasing the chances of spreading to others. They can cause itching, scalp irritation, sores, and spread easily when children are in close contact. Although they do not carry diseases and are not harmful, they are very annoying and we try our best to work with families to keep lice out of the school and their homes.

B) When we discover a child has lice, we follow these procedures:

- All other students in that child's classroom are checked, as well as the child's brothers and sisters in the school.
- Parents are notified by phone to thoroughly explain the procedures for treating the child, the family and their personal items in the home.
- Students come back to school after being properly treated, and we check each child when they return to make sure they are free of lice.
- We ask that parents re-check the student and pick out nits daily for 7-10 days, which is the incubation period in case some were not taken care of by the treatment. Check continuously every week after that.

C) To prevent the spread of lice, we take many precautions at school. The students are taught about lice and not to share combs, brushes, hats, clothing, etc. If a classroom has a lice problem, we take special precautions with coats, earphones, carpeting, stuffed animals and anything that may contribute to the spreading of the lice.

D) YOU CAN HELP!

- Inspect your child's head on a regular basis looking for lice or nits. Checking after each bath/shower is the best way to remember – establish it as a routine. Make sure you check the first week of school so we don't start off the year spreading them.
- Notify us right away if you suspect your child or a member of your family has head lice. This helps us know to check your child's classmates to help stop them from spreading to other students.
- Notify any groups, neighbors, friends or playmates or anyone who has been in close contact with members of your family who have head lice. This can prevent further spreading and could prevent the re-infestation in your own family.
- If you ever have questions, or would like assistance, please call the school and we would be happy to help in any way we can.

HOMEWORK POLICY:

The Stedman staff believes that homework is an important part of the educational process; therefore, homework will be assigned during the school year. Homework will be tied to classroom activities and curriculum, and will be appropriate for age and ability. We appreciate it when parents ask their child about homework each evening. When parents show an ongoing daily interest in what their child experiences at school, it creates meaningful dialogue and makes the child feel that their work is important and valued. It also allows parents to keep up with what their child is learning and encourages further communication between the parent and teacher.

LABELS AND LOCKS:

It is not unusual for elementary students to have problems managing their personal belongings. To avoid lost lunch bags, swimsuits, hats, boots, coats, etc., we suggest labeling. If parents/guardians put the child's name and phone number on all items that could be misplaced at school they can be easily identified and returned to the owner.

There is a bike rack for students who ride their bikes to school. To be sure that the bike is safe, parents/guardians are encouraged to invest in a good lock that is large enough to lock the bike to the rack. It is also recommended that students wear bike helmets.

LIBRARY:

The Rae C. Stedman library provides an ever-expanding resource center containing a healthy collection of books and other media tools, which support the curriculum (i.e. computers with internet access, video tapes, books on tape). There are also a variety of fiction and non-fiction books designed to meet the needs of emerging and developing readers.

During library time, students learn basic library skills and behaviors such as use of the online catalog, locating books using the Dewey Decimal system, internet navigation skills and safety, and book care. They also learn a variety of information literacy skills. The librarian and teachers coordinate as much as possible to link library lessons with grade level curriculum.

LUNCH/BREAKFAST PROGRAM:

Our award-winning hot lunch and breakfast program is served on full school days and early release days. Students bringing cold lunch will also eat in the lunchroom. Lunch and breakfast tickets may be purchased for an extended period of time. Breakfast prices are: \$2.50 for students and \$3.00 for adults. Lunch prices are: \$3.50 for students and \$5.00 for adults. Menus are published in the weekly newsletter, and all menus *exceed* state and federal nutritional guidelines.

The school district offers reduced lunch/breakfast tickets based on family size and income. Free and reduced lunch/breakfast forms are available at the school office and on the school district website. Students may leave the school during their scheduled lunchtime, but MUST have a written note from a parent.

Breakfast is served at 7:45 a.m.

The daily recess/lunch schedule is as follows:

LUNCH/RECESS Schedule:

Kindergarten	10:50-11:10	Recess	11:10-11:40	Lunch
1 st Grade	11:10-11:30	Recess	11:30-11:55	Lunch
2 nd Grade	11:35-11:55	Recess	11:55-12:15	Lunch
3 rd /4th Grade	11:55-12:15	Recess	12:15-12:40	Lunch
5 th Grade	12:20-12:40	Recess	12:40-1:05	Lunch

****Parents are always welcome to have breakfast or lunch with their child.**

To join your child for lunch, have your child sign you up in the morning or call the office to order that day's lunch. No advance notice is necessary for breakfast.

Lunchroom rules and courteous behavior:

- Observe good dining room manners at the table.
- Put your trash in the garbage containers.
- Leave the table and surrounding area clean.
- Return trays to carts.
- Do not take food from the lunchroom.
- Do not crowd others in line in the lunchroom.
- Leave the lunchroom in an orderly fashion when dismissed.

PARENT VOLUNTEERS:

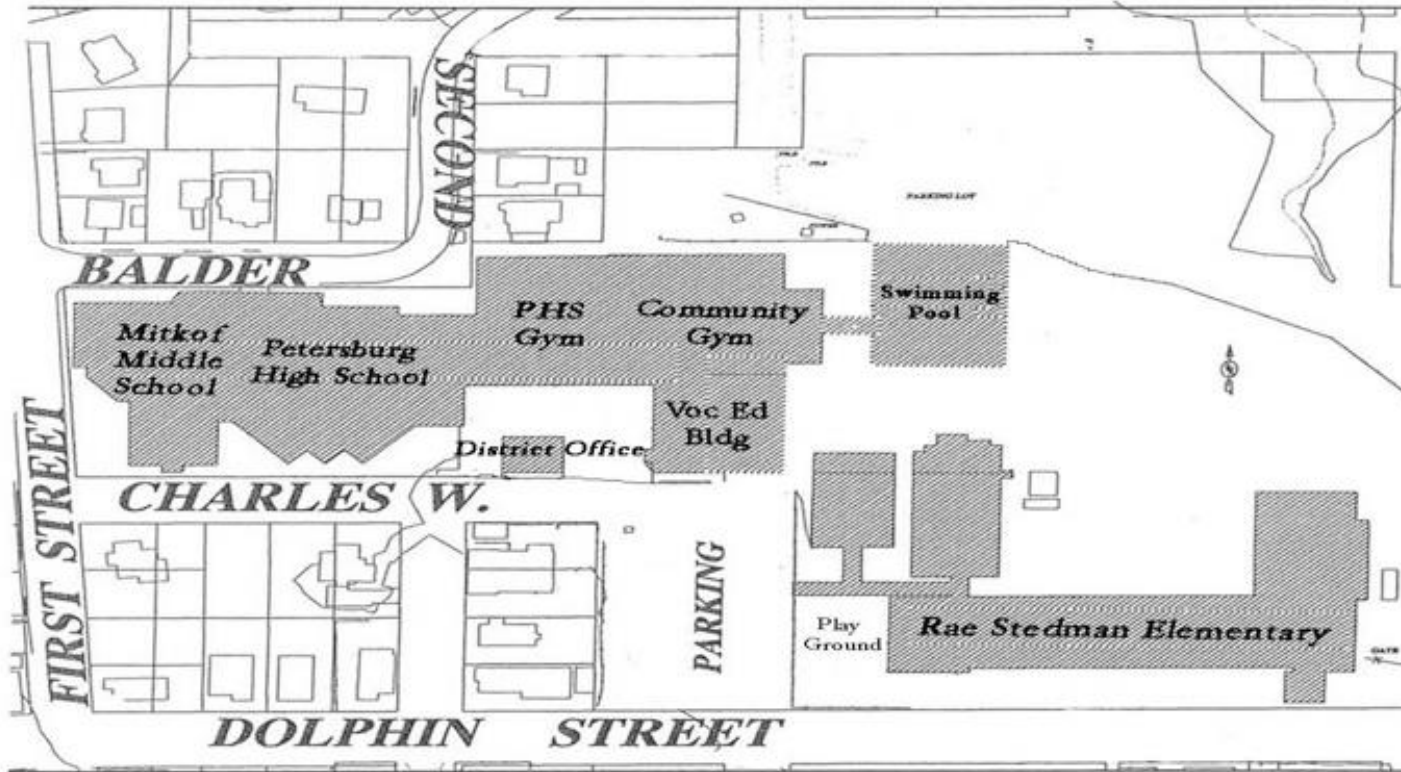
We encourage parents to volunteer time to help both inside and outside the school building. We appreciate the support you give whether it is in the classroom during the regular school day, after school hours, or helping with special projects on the weekends. We do have an active parent/teacher organization called "Partners in Education" (PIE) if you are interested in joining. We welcome your support and involvement! We also recognize that you make valuable contributions to your child's success at school every day when you see that your child completes his or her homework, gets plenty of rest, and eats nutritious meals.

If you are interested in being a volunteer at the elementary school, please let us know.

Volunteer Opportunities:

- Creative Writing Assistant: Helps students write, edit, and bind original books.
- Community Resource Volunteer: On call for special presentations and demonstrations about jobs, special talents, hobbies, etc.
- Library Volunteer: Assists the librarian with filing, shelving books, checking materials in and out, and working on cataloging on-line.
- Classroom Volunteer: Works closely with teacher to coordinate class parties, help with field trips, and other special projects.
- Computer Volunteer: Assists with technology projects.
- Reading Volunteer: Listens to children read and helps children with book reports or other classroom reading activities.
- Yearbook compilation
- Fundraisers
- Partners in Education (P.I.E.)

Petersburg City Schools



REPORT CARDS, PARENT CONFERENCES, and POWERSCHOOL:

Report cards are given to families at the end of each trimester. Scheduled conferences are held at the end of the first and second trimesters. If needed, conferences can be arranged at other times during the year. Call your child's teacher to set up an additional conference or to request a progress report. "Introduction to My Child" conferences take place at the beginning of the school year. This is an opportunity for parents to exchange information about their child with the classroom teacher.

Parents and students can also access current grades and attendance through the internet. The following PowerSchool website will allow you access to your information: pcsd.powerschool.com/public. For security purposes, parents are assigned unique user names and passwords for each individual student at Rae C. Stedman Elementary. To receive your ID and password, please contact the elementary office.

SNACK/CELEBRATION GUIDELINES and Gifts:

Fresh fruits and vegetables are available daily for snack for all students (free of charge). Students are encouraged to participate in the school-wide snack program unless there are specific dietary needs or other special circumstances. Parents are asked not to bring in birthday treats on individual student birthdays, as there will be a monthly celebration in each classroom (focusing on healthy food choices and activities, in accordance with district Wellness Policy). Student birthdays will be recognized during morning announcements, as well as receiving a special certificate and gift from the principal (summer birthdays will be recognized during the school year). Gifts brought to the school for students will be kept at the office and students may pick them up after school to avoid disruption in the school day.

SUPPORT PROGRAMS:

Our school offers a variety of support programs to provide the most appropriate learning opportunities for all of our students. Students are identified for programs through careful evaluations administered by qualified personnel. Teams of parents, teachers, students, and appropriate professionals meet to determine which of the following programs might be prescribed to meet the particular needs of students:

- **Hearing and Speech:** Our speech therapist screens all kindergarten, first, second, and third graders for hearing and articulation ability every fall. We provide services for all qualified students, age 3-21. Students may be qualified in the areas of articulation, language, voice, and fluency.
- **Special Education Program:** Students who qualify for special education services have academic, physical, and/or emotional needs that require specialized learning programs. The special education staff works closely with parents and classroom teachers to identify, test, and develop programs for these students. Our district also contracts occupational and physical therapy for students who require these services.
- **Title 1 Reading:** This program offers supplementary, individual, and small group instruction in reading and early literacy classes for students needing additional instruction.
- **Migrant Education:** The Migrant Education program helps provide instructional aides in our classrooms and support early literacy programs for all students.
- **ESL/ELL Program:** This program provides services in the regular classroom to students learning English as a second language. Services include translation (when available), English as a second language instruction, and assistance with regular academics.
- **Counseling Services:** We are fortunate to have a full-time counselor on staff at Stedman Elementary. She is available for individual, group, and family counseling. She also collaborates with classroom teachers for in-class lessons focusing on self-esteem issues, social concerns, and group dynamics.
- **Homework Busters:** This program provides after school tutoring and homework support for students Monday-Thursday from 2:45-3:45 p.m.

SWIMMING AND PHYSICAL EDUCATION:

All elementary students alternate between swimming and P.E. classes each week. The Physical Education program helps develop fundamental skills, physical fitness, game play, and sportsmanship. Our swimming program emphasizes swimming skills and water safety.

Clothing needs for each student:

- Swimming suit and towel for swimming class.
- Inside shoes that will remain in the classroom throughout the year. (Outside shoes are removed when children enter their classroom).
- Indoor gym shoes for P.E. class (lace-up or Velcro; no slip-ons). These shoes can be the same ones used for “inside shoes” in the classroom.

TECHNOLOGY:

Stedman Elementary is networked with the district office, the middle school, and the high school. Each classroom has supervised internet access, laptop computers and ipads. Students are taught basic computer skills, word processing skills, internet navigation skills, as well as online safety. Students have opportunity to explore a variety of age-appropriate software programs and apps. Our technology program continues to grow, progress, and adapt as the student and staff needs change. The emphasis is shifting from “computer instruction” to “technology integration,” as students enter school with more advanced computer skills.

TEXTBOOKS AND SUPPLIES:

All classroom textbooks and materials, and library materials are loaned to students free of charge. However, students are responsible for lost or damaged books and materials, and will be expected to pay for them. Students are urged to take good care of their books. Many of the consumable supplies are furnished by the school, but the students will be required to bring some personal supplies. The classroom teacher will indicate what personal materials will be necessary.

TRANSFERRING TO A NEW SCHOOL:

When a family is planning to move, we ask that parents or guardians notify the child’s teacher and the principal as far in advance as possible so we can make the transfer to another school as smooth as possible. Library books and textbooks must be returned before leaving so that school records can be forwarded.

In Petersburg, we take pride in being a community of lifelong learners who take responsibility for ourselves and for the world around us and positive educational environment through respecting others, and ourselves, as displayed by our efforts and attitudes toward learning.

	HALLWAYS	BATHROOM	LUNCH AREA	SCHOOL GROUNDS	SCHOOL BUS	AUDITORIUM
RESPECTFUL	<p>Use appropriate language and volume.</p> <p>Be kind and courteous.</p> <p>Acknowledge personal space.</p> <p>Respect Surroundings.</p>	<p>Use appropriate language and volume.</p> <p>Respect others' personal space and privacy.</p> <p>Use facility properly.</p> <p>Wait patiently.</p>	<p>Use appropriate language and volume.</p> <p>Hands to yourself.</p> <p>Practice good meal manners.</p>	<p>Use appropriate language and volume.</p> <p>Be kind.</p>	<p>Use appropriate language and volume.</p> <p>Listen to the driver.</p> <p>Keep hands, feet, and other objects to self.</p> <p>Be polite and courteous.</p>	<p>Use appropriate language and volume.</p> <p>Be attentive.</p> <p>Participate appropriately.</p>
RESPONSIBLE	<p>Keep it clean.</p> <p>Be on time.</p> <p>Use acceptable noise level.</p>	<p>Keep it clean.</p> <p>Use in a timely manner.</p> <p>Choose appropriate time.</p>	<p>Take what you want; eat what you take.</p> <p>Keep it clean.</p>	<p>Practice self-control.</p> <p>Keep it clean.</p>	<p>Electronic use only when seated.</p> <p>Take care of personal belongings.</p> <p>Communicate change of plans with parents/drivers.</p> <p>Keep it clean.</p>	<p>Keep it clean.</p>
SAFE	<p>Keep hands, feet, and other objects to self.</p> <p>Walk.</p>	<p>Keep hands, feet, and other objects to self.</p> <p>Practice good personal hygiene.</p> <p>Report concerns or inappropriate behavior.</p>	<p>Practice good personal hygiene.</p> <p>Move through line in a calm, orderly fashion.</p>	<p>Comply with rules.</p> <p>Be aware of others.</p> <p>Be aware of your surroundings.</p>	<p>Stay seated.</p> <p>Walk up and down steps.</p> <p>Wait for driver's signal to cross.</p> <p>Keep aisles clear.</p>	<p>Walk.</p> <p>Use aisles.</p> <p>Follow directions.</p>

Appendix B

Minor Behavior Definitions

- Defiance/Disrespect/ Non-compliance (M-Disrespect)
- o Student engages in brief or low-intensity failure to respond to reasonable adult requests.
- Disruption (M-Disruption)
- o Student engages in low-intensity, but inappropriate disruption to educational setting.
- Dress Code Violation (M-Dress)
- o Student wears clothing that is not within the dress code guidelines defined by the school district.
- Inappropriate Language (M-Inapp Lan)
- o Student engages in low-intensity instance of inappropriate language.
- Inappropriate Location/Out of Bounds Area (M-Out of Bounds)
- o Student is not where they are supposed to be.
- Physical Contact (M-Contact)
- o Student engages in inappropriate physical contact or infringes in other's personal space.
- Property Misuse (M-Prpty Misuse)
- o Student engages in low-intensity misuse of property.
- Tardy (M-Tardy)
- o Student arrives at class after bell.
- Off Task
- o Student does not engage in expected behavior after prompting, but it not disruptive.
- Technology Violation (M-Tech)
- o Student engages in inappropriate use of technology equipment (cell phone, music/video players, camera, computer, etc.) and/or failure to comply with the PCSD Electronic Use Agreement.

Major Behavior Definitions

- Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)
- o Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way with intent to harm or cause disturbance/disruption.
- Arson (Arson)
- o Student plans and/or participates in malicious burning of property.
- Bomb Threat/ False Alarm (Bomb)
- o Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
- Defiance/Disrespect/Insubordination/Non-Compliance (Disrespect)
- o Student engages in refusal to follow a "reasonable request," directions, talks back, and/or delivers socially rude interactions.
- Disruption (Disruption)
- o Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming, noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
- Fighting (Fight)
- o Student is involved in mutual participation in an incident involving physical violence.
- Forgery/Theft (Forge/Theft)
- o Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
- Gang Affiliation Display (Gang Display)
- o Student uses gesture, dress, and/or speech to display affiliation with a gang.
- Harassment/Bullying (Harass)

- o Student delivers disrespectful messages* (verbal, written, or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes through the use of electronics.
**Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*
 - Inappropriate Location/Out of Bounds Area (Out Bounds)
- o Student is in an area that is outside of reasonable school boundaries (as defined by school) that places that student or others in a potentially dangerous situation.
 - Cheating/Lying (Lying)
- o Student delivers message that is untrue and/or deliberately violates rules or engages in plagiarism or copying another's work.
 - Physical Aggression/Assault (PAgg)
- o Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
 - Property Damage/Vandalism (Prop dam)
- o Student participates in an activity that results in destruction or disfigurement of property.
 - Skip Class (Skip)
- o Student leaves or misses class without permission.
 - Truancy (Truancy)
- o Student receives an 'unexcused absence' for ½ day or more.
 - Tardy (Tardy)
- o Student is repeatedly late (as defined by the school) to class or the start up of the school day. Emphasis will be shown to excessive tardies at the beginning of school, after lunch time and following long breaks.
 - Technology Violation (Tech)
- o Student engages in inappropriate use of technology equipment (cell phone, music/video players, camera, computer, etc.) and/or failure to comply with the PCSD Electronic Use Agreement.
 - Use/Possession Alcohol (Alcohol)
- o Student is in possession of or is using alcohol while on school property, school-sponsored trips, or otherwise on school jurisdiction or control.
 - Use/Possession of Combustibles with Intent to Harm (Combust)
- o Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid).