

PETERSHAM CENTER SCHOOL



STUDENT HANDBOOK

2020-2021

Everyone at Petersham Center School wants you to:

1. Learn skills to do well and enjoy your time at school.
2. Learn skills that will help you get along with other children and adults and make good choices.
3. Have the chance to explore your talents.
4. Work out problems.
5. Become a good citizen.
6. Learn all of the above and in a positive place.

The staff at Petersham Center School believes that:

1. Everyone has the right to be physically safe.
2. Everyone has the right to be treated with courtesy and respect.
3. Everyone has the right to a clean, positive, and safe place to learn.

Arrival at School

The earliest students can arrive at PCS to eat breakfast in the cafeteria is 8:00am. The earliest other students can arrive is 8:00am. Students can not be Dropped off any earlier than 8 a.m. as the main School doors will be unlocked at that time. Students are expected to be in their classrooms by 8:20 am.

If students arrived after 8:20 a.m., they are tardy and a parent or Guardian must sign the student into the office. The student will then pick up a tardy slip from the office before going to class.

Students can get to school either by riding the school bus, walking, riding their bike if in grade 2 or above, or if they got dropped off.

Attending school

Attendance is recorded by the teachers and the office. The number of days a student is absent or tardy will be noted on the report card.

If a student needs to leave school early, their parent / Guardian needs to send a note into the school and they will be dismissed from the office.

Our cafeteria

Money and tickets for lunch are collected by teachers and sent to the office. Lunch tickets, along with the menu, are sent home each month. Students must have a lunch ticket even if they're having a cold Lunch. Hot lunch can be purchased for \$3.00 which includes milk. Students can also purchase milk separately for \$0.50.

No lunches will be served on early dismissal days.

Breakfast can be bought in the cafeteria at 8:00 a.m. All students need to arrive in their classroom no later than 8:20 a.m. after eating their breakfast.

Students can either bring their own snacks from home or purchase a snack from school. A wide range of snacks are offered from the cafeteria. Snack money is collected at the time of purchase and should not be sent to the office.

PCS lunches

K, 1, 2: 11:00 to 11:30

Grade 5, 6: 11:55 to 12:25

Grade 3, 4: 12:30 to 1:00

Recess

You will have outdoor recess everyday unless the nurse, principal, or Lead Teacher determines the weather conditions to be too unsafe. All students are able to attend school are to participate in outside recess whenever it is offered, except in extraordinary circumstances.

Please remember to dress warmly during the winter months. Boots, mittens, a hat, a jacket, and snow pants are essential. Students who are not dressed appropriately for the weather will not be able to participate in outdoor recess. You should not wear your boots during the school day, you should have other footwear for the classroom. It is helpful for both yourself and the teacher if all outer clothing worn to school is marked with your name, especially if you were in the lower grades.

Homework

All students are given home-school folders to bring homework and notices back and forth between school and home.

Please note that students' homework time varies depending on their grade.

Agenda books

Students in grades K through 6 receive an agenda book each school year to keep track of their daily assignments.

Going home

School is dismissed at 2:50 pm.

Any changes in a student's going home routine must be explained in a note from parents or guardians. These notes must be given to a student's classroom teacher first thing in the morning. If there are any changes after arrival in the morning a parent or Guardian must call the office.

If a student does not have a note, their teacher will help them to follow their regular dismissal routine.

Specials

Every student has this following specials on the following days:

Music theory and concept with Mrs. Haynes: Monday

PE with Mr. Whitelaw: Tuesdays and Thursdays

General Art with Mrs. Leonard: Thursdays

Performing Arts with Mrs. Garrett: Friday

Band

Students in grades 4, 5, and 6 can take small group instrument instruction, during the instructional day, and play in the band.

Chorus

Students in grades 3, 4, 5, and 6 can take chorus during the instructional day.

School calendar

The PCS school calendar is on the school website: www.petershamcenterschool.org.

Lost and found

The lost and found is located outside the main office. Students should check for any lost item, as we donate unclaimed items throughout the school year to a local charity.

Personal items

Students should leave special belongings like toys, electronic games, or tablets at home unless they're for a special project. Cell phones will not be permitted in school unless requested by a teacher for a special project. The Petersham Center School cannot replace any items that are lost or stolen.

Text books

Students should not write in any school textbook unless directed by their teacher. If a student should lose a textbook, they will be financially responsible to replace it.

Riding bikes to school

Students in grades 2 and up can ride their bikes to school. Bikes should be parked in the front of the old part of the school in the bike rack. Massachusetts state law requires all children to wear a helmet when riding their bikes.

Pets

Pets are not allowed in school unless you make special arrangements with your teacher and your parent or Guardian agrees to bring a pet to school.

Office phone use

If a student needs to use the phone for an emergency, they must get permission to go to the office from their teacher. Students are not allowed to use the phone to set up or plan after school visits with friends.

Drills

Several times during the school year, Petersham Center School conducts both fire drills and lockdown drills. Students will be instructed in proper procedures for these drills by their teachers and PCs staff.

Field trips

Students must have written permission from their parent or Guardian to go on a field trip.

Student dress

Students should wear clothes that are comfortable for school and will not distract others. Shorts and skirts cannot be above the middle finger at resting arm length. Straps on tank tops or spaghetti straps must be two fingers widths at a minimum. Appropriate shoes must be worn for safety in school and at recess. Sneakers must be worn for gym class.

Use of perfumed items

If a student would like to wear any perfume item, please use prior to school as some of our PCS Community is allergic to many scents.

Procedures for leaving classrooms

Each teacher will inform students of the process for signing out of their classroom.

Behavior in school

All students at the Petersham Center School are expected to follow the code of conduct during the school day. Behavior that is hurtful, disrespectful, or destructive is not allowed. We ask that all students:

- Respect themselves
- Respect others
- Respect property

Bullying is not tolerated at school or on the bus. Appropriate consequences and discipline will occur for bullying Behavior.

If a student breaks the Petersham Center School rules, there will be consequences. Consequences for a minor offense will be dealt with according to the seriousness of the offense, the age of the student, and whether or not the behavior is a one-time or repeated event.

Consequences for major offenses are:

First report

- Loss of two days of recess with time spent on community service or repair.
- Student completes a behavior report describing his or her behavior and the reasons why it is unacceptable.
- Parent or Guardian is contacted and the report is carried home by the student for the parent or Guardian to read, sign, and return to school. If necessary, the principal or classroom teacher will follow up.

Second report

- Repeat all consequences for first referral, with three days of community service or repair.
- The principal will make personal contact with a parent or Guardian. Classroom teacher and supervising adult will be notified of this contact.
- Student and parent or Guardian will be reminded of consequences if a third report is necessary.

Third report

- Repeat all consequences for the first referral with five days of community service or repair.
- Parent or Guardian will be called to meet with the principal, classroom teacher, and supervising adult if necessary, and the student to discuss the discipline issue.

- In school suspension (all assignments completed in a supervised space other than regular classroom) may be administered at the discretion of the principal.

Additional reports

- In-school and out-of-school suspension may be administered at the discretion of the principal.
- Note: some offenses are of such serious nature that it becomes necessary to circumvent the stated procedures. Possession or distribution of tobacco, drugs, alcohol, and dangerous weapons, as well as major physical aggression are examples of such offenses. Consequences for these and similar offenses will result in the principal taking immediate action which may include suspending the student and are notifying the Petersham police. Detailed behavior policies can be found in the parent handbook.