Southern Pines Primary

Family Handbook



2016-2017

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Southern Pines, NC 28387

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Tonya Wagner – Principal

Katrina Fox – Assistant Principal

Sharon Cole – Data Manager

Madeline Miller – Bookkeeper

Dear Southern Pines Primary Family,

We are excited to begin another year of learning at SPP with you and your child! This year promises to be an exciting adventure as your child learns and grows. We will work together to ensure that your child reaches their maximum potential. Please know that I am here to serve you and your student.

Thank you for taking the time to read this document. It contains many important policies and procedures that govern our school day and ensure our day runs smoothly and efficiently. If I can be of any assistance, please do not hesitate to contact me.

Sincerely,

Mrs. Tonya Wagner

Principal

**School Hours**

**School Hours: 7:30 am to 2:30 pm**

**Office Hours: 7:05 am to 4:00 pm**

**After School: 2:30 pm to 6:00 pm**

**Arrival/Dismissal**

Students should arrive by 7:30 to be prepared to begin the day. Students may not arrive prior to 7:05 am since there is no one to supervise them. Students arriving between 7:05 am and 7:20 am must go to the cafeteria to eat breakfast or to the walking club. No students or parents are allowed to go to the classroom until 7:20.

**Morning Drop Off**

The designated parent drop-off area will be in front of the administrative building by coming down the long driveway off New York Avenue. A staff member will greet your child near the gym entrance. There are five (5) cones strategically placed so please pull all the way down to the designated cone. Please leave the yellow cross walk free for traffic to cross. Students will not be allowed to be dropped off at any other areas on campus.

Afternoon Pickup

* All car rider families will be issued a NAME CARD. This NAME CARD will need to be clearly displayed in the driver’s side windshield.
* A staff member will direct you to a cone station.
* Staff members will load children into car.
* All first & second grade students will be dismissed at the auditorium drive-through.
* All kindergarten students will be dismissed at the gym drive-through.



**Bus Transportation**

Only students riding the Moore County School Buses will be allowed to enter and exit the bus gate.  Please be reminded that once students have loaded the school buses and the doors have closed students will not be taken off the buses due to this being a safety hazard.  Students and parents are not allowed to walk in between buses. Please help us keep students safe.

In order for students to ride the MCS buses a parent must complete the MCS transportation form.  This form is located in the office.  It takes up to three days for the approval or denial process to take place.  The school will contact the parent to inform information the parent when the child  can officially begin riding the school bus.

**Attendance**

We believe that regular attendance is essential in order for students to do well in the learning process. However, we understand there are times when students must be absent from school. Please keep the following in mind with regards to attendance:

* Following an absence, a written excuse note signed by a parent/guardian must be submitted to the child’s teacher within 2 days of the absence.
* The following are defined as lawful absences by NC Law: illness or injury, quarantine, medical/dental appointment, death in immediate family, court or administrative proceedings, religious observances, and educational opportunities
* Days for educational opportunities must be approved by the principal prior to the student’s absence.
* Military families may also take excused days after a family member returns from a deployment. These too must have prior approval by the principal.

**Tardies/Early Dismissals**

We encourage all parents/guardians to ensure all students are in school for the entire school day. Students must be in their classrooms, ready to begin instruction by the 7:30 bell. If a child is not in the classroom when the bell rings at 7:30, they are considered tardy. If a child is tardy, a parent/guardian must walk them in to the office to sign them in. Parents checking a child for early dismissal must check them out in the office. All gates throughout campus will be locked at 7:30 am.

* Bus Riders: In the event the MCS bus is late, students riding the bus will NOT be counted as tardy.
* Car Riders: Both parent AND student must come into the office & sign in. Once signed in, students will receive a tardy pass and proceed to class. Parents may not walk their children to class at this time.

**Change of address and phone number**

It is imperative that we have accurate contact information for our students in case of emergency. Please update the office and teacher with any change of phone number or address immediately.

**Classroom Visits/Lunch**

We welcome you to volunteer in the classroom. You will need to fill out a volunteer form prior to volunteering in the room. We ask that you arrange the visit ahead of time with the classroom teacher. Feel free to join us for lunch any day. Please check in through the office**.**

**Behavior Expectations**

Our school uses a positive behavior and intervention program (PBIS) with all of our students. It is a proactive approach to create a positive school environment. This year, as part of our PBIS program we are doing something called Fun Friday! Students will have many chances to earn bee bucks throughout the day. Bee bucks are given out by all staff to students for following the rules and showing positive behavior. Your child will come home with a calendar to let you know how many bee bucks they earned each day. On Friday’s, they will count up their bee bucks and be able to cash them in for some Fun in their classroom. Each classroom will have 20-30 minutes for their “fun” time. Please talk to the teacher about specific times. Each student will be able to participate in Fun Friday. Every week they will start over earning bee bucks again. We will also have two big bee buck parties that students can earn by saving some of their bee bucks.

Our school rules are: Bee Responsible, Bee Safe, and Bee Your Best

There is also a link on our website with important PBIS information. Ask any staff member if you have questions about PBIS.

**Bullying Prevention**

Bullying and/or harassing are strictly prohibited. The repeated pattern of intimidation may be real or threatened. There are 3 types of bullying: emotional, physical, and relational. Bullying may include, but is not limited to verbal taunts name-calling, implied or stated threats, and exclusions from peer groups. Bullying can occur in person, or through social networking, texting, blogging, and the internet.

Students who feel bullied, harassed or intimidated at school by an adult or another student should report the concern to a teacher, administrator or other staff member at school.

Moore County Schools also has a bullying/safety hotline. Feel free to call at 910-957-5061.