

2024 - 2025



Family Calendar and Handbook

MUSTANG MESSAGE

Welcome to Springfield Elementary! We are so excited for the 2024-2025 school year and look forward to working with all of our families, new or returning. Please make sure to review everything in this handbook. Any changes to these procedures will be communicated to you in the weekly Springfield Updates email from Mrs. Williams. These are sent every Wednesday to the email address in PowerSchool.

Springfield Elementary School continues to receive supplemental academic assistance to ensure all students have a fair, equal and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging State Academic Achievement Standards and State Academic Assessments (Part A of the Elementary and Secondary Act of 1965). For the 2024-2025 school year, we have received an allocation of \$448,644 which will be used to support student achievement in the areas of reading and math. Springfield will continue to fund the following positions with title I dollars: parent advocate, math interventionist, computer lab TA, .5 reading interventionists (certified and classified), and a classroom teacher. Additional spending includes purchasing software licenses, supporting staff professional development and purchasing instructional materials and supplies to support ELA and Math.

The Charleston County School District has also allocated funds using a weighted student formula (WSF) to support students in the following categories: Pupils in Poverty, multilingual students, and students receiving special education services. The school has been allocated \$690,232 in our WSF funds. We will support the following positions with this new allocation: math coach, additional math interventionist, additional multilingual teacher, additional resource teacher, SEL/Climate teacher, 210 Assistant Principal, and 210 Receptionist.

School climate is essential to learning. Springfield continues its participation as a Positive Behavior Intervention Support School. This initiative, coupled with Response to Intervention, allows positive and effective educational and behavioral support for all students. The PBIS School Team meets monthly and serves as a catalyst to ensure consistency with school wide expectations. All classrooms will utilize the Second Steps curriculum, a social emotional learning program.

Visitors and volunteers will continue to be allowed on campus. Parents are welcome to have lunch with their child(ren). Please remember that parents will not be permitted to go to the classroom unless a prearranged visit or conference has been scheduled by the teacher. This includes morning drop off so please plan to use the car rider line to drop your child off each morning. You may park in the parking lot, use the crosswalk, and walk your child to the car rider door but we do encourage everyone to use the car rider line in an effort to keep the line moving freely. Parents may not drop children off in the parking lot, behind the school, or off campus and allow them to walk unsupervised. We appreciate your support and understanding with this.

It will be a pleasure and an honor to meet each of you. Please feel free to call or email you with your ideas, suggestions or concerns. Your input is important to us and an integral part in all that we do.

Megan Williams, Principal

Sha'Shawna Seabrook, Assistant Principal

Kevin Forse, Assistant Principal



2024-2025 Handbook

Springfield Elementary School

2130 Pinehurst Avenue

Charleston, SC 29414

<http://springfield.ccsdschools.com>

<https://www.facebook.com/SpringfieldElementaryCharleston>

IMPORTANT NUMBERS

Main Number	(843)763-1538	First Student (Bus Transportation)	Executive Director of Elementary
Guidance Office ..	(843)763-1538 ext.2241	District 10 Supervisor	Learning Community
Clinic	(843)573-8452	Lakisha Brown	Francine Mitchell.....
Kaleidoscope Ext. Care	(843)573-8457	Exec. Dir. of Student Transportation	Springfield FAX.....
Cafeteria	(843)573-8459	James Lynch	(843)769-2236

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GENERAL INFORMATION

Topics are presented in alphabetical order for your convenience.

ARRIVAL AND DISMISSAL– Student arrival begins at 8:05am. Students arriving on campus before 8:05am must be accompanied by their parent and/or guardian. Students eating breakfast will report directly to the cafeteria. At 8:15am, students will report to their classrooms. The cafeteria will stop serving breakfast to car riders at 8:25am. The instructional day begins at 8:30am.

Car rider students arriving after 8:25am must be accompanied by a parent/guardian to the front office. Parent/Guardian must park in the parking lot and sign in the student before he/she is admitted to class. Students are marked tardy if arriving after 8:30 am.

No student may be checked out after 2:30pm. When picking up your child before regular dismissal time, please come directly to the main office. Your child will be called from the classroom. Students will not be called out of the classroom prior to parent's arrival. Identification must be shown in the office when a child is picked up. For the safety of our children, only parents, someone on the emergency card, or someone that the parent has indicated in writing with their signature ahead of time, will be allowed to pick up a child.

It is essential that your child's afternoon transportation is arranged prior to school each day. **Only extreme emergencies should require a change in transportation.** Transportation changes must be made in writing and received by 2:30 pm. Please send any changes via email to springfield_attendance@charleston.k12.sc.us. Transportation changes will not be accepted over the phone.

Buses will leave as soon as they are loaded. Walkers and bikers will be released after the buses and car riders depart.

Parents who choose to walk home with their children must wait until walkers and bikers have been released.

Students who ride in cars will be dismissed at 3:30pm. **Security Car Placards** are required to pick up students in the car rider line. Cars without a placard must park and come into the main office after dismissal is over. It is the responsibility of the parent to distribute his/her child's car placard to the driver he/she authorizes to pick up the student in the car rider dismissal line. **Do not discard this placard. It is to be used during your child's enrollment at Springfield Elementary.** Additional placards may be purchased for \$5.00. You may bring in an old placard to be replaced or if any sibling updates need to be made at no charge.

All students who ride by car will be dropped off and picked up in front of the building. Drivers should enter from Pinehurst Avenue in single file manner. Cars should exit only down Pinehurst Avenue.

Your patience with these procedures is appreciated in order for us to maintain security throughout the dismissal process. The safety of all students is our #1 concern.

ATTENDANCE AND TARDIES- Parents and school officials have a responsibility to ensure children attend school regularly. If a child, who is at least 6 but not yet 17, accumulates three consecutive unlawful absences or a total of 5 unlawful absences, that child is classified as truant. Once a child is classified as truant, school officials will begin a truancy intervention plan. A letter will be mailed home giving a date and time for a truancy intervention meeting, where school officials will work with parents to develop a written intervention plan to address the unlawful absences.

AUGUST 2024

Core Essential Theme: Wisdom - Finding out what you should do and doing it.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 Meet the Teacher Families A - M 4pm - 5pm N - Z 5pm - 6pm	9	10
11	12	13 First Day for K-5 Students Full Day 8:30am - 3:30pm	14 Child Development Parent Orientation 10:00am or 4:30pm	15 Child Development Meet the Teacher Drop In 11:00am - 12:00pm	16	17
18	19 First Day CD Group A Students First Day PIC Students	20 First Day CD Group B Students	21 First Day for CD students all together	22	23 WSTM Applications Due 4th & 5th Graders Safety Patrol Applications Due 5th Graders	24
25	26	27	28	29	30 College Football Spirit Day 	31

ATTENDANCE AND TARDIES continued:

Please note, all absences require written documentation, either from a parent/guardian or medical provider before they can be considered lawful. All documentation required by the school is subject to review and must be approved by the principal. Absences in excess of ten days per year will not be considered excused with a parent/guardian note unless they are accompanied by official medical or legal documentation.

Lawful/excused absences include but are not limited to: absences caused by a student's own illness, absences due to illness or death in the student's immediate family, absences due to a recognized religious holiday of the student's faith, and absences due to activities that are approved in advance by the principal.

Unlawful/unexcused absences include but are not limited to: absences of a student without the knowledge of his or her parents/guardians and absences of a student without acceptable cause with the knowledge of his or her parents/guardians.

It is very important for students to be on time at the beginning of the school day and in school for the full day. Students who are habitually tardy or signed out early can disrupt the learning environment in the classroom. Students are **required** to come to the office with their parent/guardian for a tardy pass when arriving late. Students may not be signed out early after 2:30 pm. Excessive unlawful/unexcused tardies and sign-outs will result in a parent conference to develop school-based and district level interventions.

Excuses must contain: Student's name, Class section, Teacher's name, Date of absence, Reason for absence and Parent signature.

BIRTHDAYS-We encourage healthy birthday snacks for nutritional purposes. Please coordinate with the classroom teacher if you plan to send snacks in to celebrate.

BUSES AND BUS DISCIPLINE-First Student is a private firm that operates the Charleston County Bus System. If you have a problem or concern with transportation, please contact the following persons in the order listed: Charleston County School District Director of Student Transportation Services, Mr. James Lynch at (843)566-8141. Any bus concerns specific to your student or to report a concern involving student behavior, bus stop locations, driver issues, etc., please contact Ms. Seabrook via email at Shashawna_Seabrook@charleston.k12.sc.us or by calling (843) 214-7426.

Any student who wishes to ride a different bus other than his/her assigned bus must complete a Transportation Change form. Forms are located in the main office and must be received no later than 2:30 PM. No exceptions will be made.

Safety on the buses is the prime concern. Digital camera systems are installed on every bus. This video information is not released to the public and will only be available to School and Transportation Administration. The order maintained on the buses is an important safety factor. If you have any complaints/feedback regarding bus operations or personnel, please scan the QR code to complete the form, which will go directly to CCSD's transportation office.





The Charleston County School District Code of Conduct applies to student behavior on the bus as well. Any code of conduct violation on the bus will be reported to administration and addressed following the Charleston County School District Progressive Discipline Plan.

Parents or designated adult of child development, kindergarten and 1st grade students are required to be at the bus stop every morning and afternoon. Any student without a parent in the afternoon will be returned to school. Parents of any student returned to the school must complete a Kaleidoscope Extended Day Program application to ensure proper supervision is in place.

SEPTEMBER 2024

Core Essential Theme: Compassion - Caring enough to do something about someone else's needs.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 NO SCHOOL Labor Day School & Offices Closed	3	4	5	6	7
8 Progress Reports Distributed this week Grandparents' Week Grandparents are encouraged to have lunch with their grandchild.	9 BOOK FAIR Begins PIC, CD, & LIAU Grandparents	10 Kindergarten Grandparents	11 BOOK FAIR 1st Grade Grandparents	12 2nd & 3rd Grade Grandparents	13 4th & 5th Grade Grandparents	14
15	16 BOOK FAIR Ends	17	18 Student Council Applications Due 4th & 5th Graders	19 Student Council Candidates Meeting 2:30pm 	20 NO SCHOOL for students Family Data Conference Day	21
22	23 Student Council Candidates Posters On Display	24 NED SHOW CD-2nd 9:30am-10:15am 3rd-5th 10:40am-11:25am PTA/ TITLE I Annual Meeting & OPEN HOUSE 6:00 pm	25 WEAR YELLOW Childhood Cancer Awareness	26	27 Student Council Speeches & Elections 	28
29	30	CHILDHOOD CANCER AWARENESS MONTH				

CELL PHONES AND COMMUNICATION DEVICES-No student may use a cell phone or portable communication device on school property during the school day. During school hours cell phones and/or communication devices must be turned off (not on vibrate mode) and stored out of sight. Using a cell phone or communication device may include but not be limited to text messaging, taking pictures or videos, playing games, receiving and/or sending calls. Students may not activate video cameras at any time unless they are directed to by a teacher or administrator.

1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
<p>Teacher will ask student to put phone away.</p> <p>*Teacher Managed Referral - Violation of Classroom Rules - Parent contact made by teacher.</p>	<p>Teacher will confiscate phone and will return phone at end of day</p> <p>*Teacher Managed Referral - Violation of Classroom Rules - Parent contact made by teacher..</p>	<p>Teacher will confiscate phone and hand phone over to admin. Admin will contact parent and return phone at end of day.</p> <p>** Office Managed Referral - Unauthorized Device - Parent contact made by admin.</p>	<p>Teacher will confiscate phone and hand phone over to admin. Admin will contact parent, phone will be returned to parent pending conference.</p> <p>** Office Managed Referral - Unauthorized Device - Parent contact made by admin.</p>	<p>Teacher will confiscate phone and hand phone over to admin. Admin will contact parent, phone will be returned to parent pending conference. Phone will not be allowed at school for remainder of school year.</p> <p>** Office Managed Referral - Unauthorized Device - Parent contact made by admin.</p>

CHANGE OF ADDRESS-The school office must have a parent's current address and telephone number at all times. This is particularly important in case of an emergency. Please notify the school immediately when moving, changing telephone numbers or place of employment. You must provide 2 proofs of residence when an address is changed and complete a residency affidavit of a student's domicile which has to be notarized. When Parent/Guardian is not head of household the parent must provide proofs of residency within 30 days of enrollment. Call the office should there be questions. Any updates are to be emailed to : Patricia_Duggan@charleston.k12.sc.us.

CLINIC-A Registered Nurse is on duty throughout the week during school hours. The clinic is located in the main building across from the office.






Accidents-The school makes every effort to provide a safe environment for your child. In the event of an accident the school nurse or a member of the staff will render first aid and notify parents, if necessary. Parents must complete an emergency card for each child with a minimum of three telephone numbers.

Head lice-Head lice is not a health risk, but an inconvenience. Students are sent home for immediate treatment should head lice be present. Parents must accompany their child to school and provide proof of treatment. If live lice are still present the parent must take the child home for further head lice treatment/removal.

Medications-All medication must be registered with the clinic before school begins on the day medication is to begin. A physician's authorization form must be on file in the clinic. The medication form may be picked up in the school clinic or the main office. **Over the counter medications may be available for occasional use if the student meets criteria approved by the CCSD physician consultant. Refer to the health card for more information. No medication may be brought to school by a student.**

OCTOBER 2024

Core Essential Theme: Self-Control - Choosing to do what's best even when you don't want to.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3  Family Night	4 Early Release 1:30pm	5
6	7	8	9  Kick Off Day	10	11 End of Q1	12
13	14 Q2 Begins	15	16	17  Fun Run	18 PBIS Quarterly Celebration Half Day Dismissal 11:30am	19
20 Report Cards distributed this week	21	22 9:00am C of C President's Award 9:45am 1st Grade 10:15am 2nd Grade 10:45am Kindergarten 9:00am 5th Grade 9:30am 3rd Grade 10:00am 4th Grade SPIRIT RALLY & AWARD ASSEMBLY	23	24 FALL PICTURES	25 	26
27 RED RIBBON WEEK	28	29	30	31  Biscuit Day		

COMMUNITY PARTNERSHIPS-Local businesses and organizations have a vested interest in the quality of education in their community. Therefore, local businesses unite with schools for their benefit. These partnerships improve the quality of life in the community and give local citizens an opportunity to participate in the educational process. If your business is interested in becoming a business partner, call the front office. Please see back page of this handbook for all out current community partners.

CREDIT CARD PAYMENTS-CCSD has authorized REVTRAK to provide a secure way to collect payments online. There is a convenience fee of 4.19%. As your student has student activities requiring payment, parents will be instructed which activity to select on the website: <https://springfieldelementary.revtrak.net>

DRESS CODE-Springfield's dress code coincides with CCSD's dress code policy which can be referenced in the current Student Code of Conduct. All students are expected to wear appropriate clothing which complies with health and safety requirements and which does not interfere with the educational process. Shoes that have a back and protect the feet from injury must be worn. Pants must be worn at waist level and shorts must be fingertip length or longer. Jeans or pants with rips in them may not show skin above fingertip length. Clothing such as backless or strapless blouses or dresses, halter tops, strapless tops, bare-shouldered tops, spaghetti straps, midriff or tank tops, T-shirts with inappropriate messages, short shorts, flip flops, soccer sandals and sunglasses are not permitted. Hats are not to be worn in the building.

EMAIL– Springfield administration communicates on a school level with all families via email. You will receive a Springfield Updates email message every Wednesday at 5:00pm. Please call the front office (843 763-1538) to update your email address.

EXTENDED DAY CARE-Before and after school care is available at Springfield for students from 5 years old through grade five. This Kaleidoscope Extended Day Program service is provided by the West Ashley School Community Education Program. The goal is to provide a safe and engaging before and after school learning environment. Kaleidoscope offers quality care, academic support, and a wealth of enrichment/recreational activities focusing on the positive development of each child. Dinner is served to afterschool attendees. They are now accepting ABC vouchers for the 2024-2025 school year. Once the maximum enrollment is reached, no new registrations are accepted. Leanna Gallagher is the Kaleidoscope Director and can be reached via phone at (843) 518-1337 or email at leanna_gallagher@charleston.k12.sc.us.

GUIDANCE-Guidance in the elementary school is concerned with the mental, emotional, social, physical and educational development needs of the students. Individual and group counseling is offered along with regular classroom lessons. Guidance helps to implement the Core Essential Program sponsored by Chick-Fil-A.

HOMEWORK–Homework should be meaningful and include a variety of activities. Homework does not just consist of reading or studying, but reinforces skills learned during the day as well as develops responsibility. Homework will be acknowledged on a daily basis.

LOST AND FOUND-All lost items are placed on the clothing rack by the Media Center. At the end of each quarter unclaimed items are donated to charity. The labeling of clothing, lunch boxes and other personal items is strongly recommended to ensure the return of lost items.

NOVEMBER 2024

Core Essential Theme: Generosity - Making someone's day by giving something away.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 CAREER DAY	2
3	4	5 NO SCHOOL Election Day	6	7	8	9
10 Progress Reports distributed this week	11	12	13	14	15	16
17	18	19	20	21 	22	23
24	25 (No school for students unless used as Weather Make-up day)	26	27	28	29	30

FALL BREAK - NO SCHOOL

MEAL PROGRAM-The cafeteria provides breakfast and lunch to all students every day at no cost. Ice cream, snacks, and juices may be purchased for an additional cost. Students who bring lunch from home can purchase a milk for \$.50 if desired. Students may have funds in their account to use as parent permits for the healthy treats. Checks should be made out to Springfield Cafeteria or cash for payment. You may email the cafeteria manager at Carolynd_Jones@charleston.k12.sc.us, call her at (843) 573-8459 for your child's cafeteria account balance, or get the online payment instructions. Students will be served breakfast from 8:05am to 8:25am. Only students arriving on late buses will be allowed to eat breakfast after 8:25am. Meal menus are available online at ccsdschools.com.

MENTORING PROGRAM-Springfield has a Mentoring Program available for students who may need additional academic or social support. For more information, contact the Guidance Counselor at (843) 763-1538, ext.2241.

MTSS TEAM-The MTSS Team is available to provide academic or behavioral support to our students. The team consists of administration, school psychologist, guidance counselor, teacher and parent. The team uses data to provide intervention resources as appropriate.

PARENT/TEACHER COMMUNICATION-Teachers will send home graded papers and school communication on Wednesday. If you would like a conference with one of your child's teachers, please call or email the teacher directly. Springfield staff will communicate with families via Talking Points, an app available for download. Parents and teachers may also communicate via phone, email, or written notes.

PICTURES-Both individual and group pictures are taken throughout the school year. Fall picture proof and Spring picture packet will be sent home with your student with ordering and payment information. Profit from these sales is used to improve the educational opportunities of our students. Class pictures will be taken in the spring requiring payment on picture day. A yearbook is published in the spring.

PTA-The Parent Teacher Association is an integral part of the programs and services that are offered at Springfield Elementary School. Your membership and active participation are vitally important to the education of our children. See page 22 for more details and a list of the officers.


RETURNED CHECKS-Payments made to the school that cannot be processed will result in the student being put on the delinquent fee list and records held until the responsible person discusses the repayment. Check payment privilege will be revoked.

SCHOOL IMPROVEMENT COUNCIL/TITLE I PLANNING TEAM-The purpose of the School Improvement Council is to allow those closest to the students, parents and teachers to make decisions to improve educational quality and student achievement in each school. Title I Part A of the Elementary and Secondary Schools Act of 1965 (ESEA) provides supplemental academic assistance to ensure all children have a fair, equal and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and State academic assessments. South Carolina Act 135 established legal requirements for School Improvement Councils.

SOCIAL MEDIA-Springfield uses social media to share pictures of school, grade level, and classroom events. Please follow the school on Facebook.

DECEMBER 2024

Core Essential Theme: Service - Lending a hand to help someone else.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Make-Up FALL PICTURES	6	7
8	9	10	11	12	13	14
15  PTA Holiday Shop This Week	16	17 PTA Meeting 1st & 2nd Grade Performances 6:00pm	18	19	20 PBIS Quarterly Celebration End of Q2	21
22	23	24	25	26	27	28
	← WINTER BREAK No School →					
29	30 WINTER BREAK No School	31				

TELEPHONE-The school requests that your child be given all necessary instructions before leaving home in the morning. It is imperative the school have a working phone number for each student. Your assistance in this area will allow the school to operate more efficiently and ensure student's safety.

TESTING PROGRAM-Kindergarten students will take the KRA assessment in the fall as well as the FastBridge assessment 3 times per year for reading and math. 1st grade students will be administered the FastBridge assessment for reading three times per year. Kindergarten - 5th grade students will take the iReady diagnostic in the fall, winter and spring. 3rd - 5th grade students are given SC Ready ELA, math and science (4th grade only). Specific dates for each test will be communicated in the Wednesday Springfield Updates email from the principal and by the students' teachers. Any changes to the testing program will be communicated by the school administration.

TITLE I-Title I of the federal *Elementary and Secondary Schools Act* (ESEA) legislation is a federal program that provides opportunities for the children served to acquire the knowledge and skills necessary to meet challenging state content standards. Title I resources are distributed to schools where needs are the greatest in amounts sufficient to make a difference in the improvement of instructions. Title I coordinates services with other educational services and, to the degree possible, with the health and social services programs.

TRANSFERS AND WITHDRAWALS-Parents must go through the following procedures concerning withdrawing or transferring of students:

1. The student must return all library books, textbooks, and school property. Outstanding fees must be paid or discuss payment plan.
2. Parents are asked to give the school at least five days notice before the student transfers if possible.
3. Withdrawal Form must be completed.

VISITOR MANAGEMENT SYSTEM-Each individual entering the building will need to sign in by presenting a Driver's License, Photo ID or Passport in order to receive a visitor pass to proceed to his/her destination. Each individual will need to come back through the office to be signed out. This will help to minimize class disruptions and to keep our school safe.


VISITORS AND CONFERENCES-The office will only permit visitors to the classrooms for a prearranged conference or class event. All visitors will have a specific destination on their visitor's pass. All visitors are required to obtain a visitor pass from the office prior to proceeding to their destination. Parents are welcome to have lunch with their student. Parents will not be allowed to walk their children to class during arrival.

VOLUNTEERS: There will be several opportunities for volunteering throughout the year. This includes chaperoning a field trip, helping at the book fair, passing out Booster prizes, etc. All volunteers must complete a volunteer application that can be found at ccdschools.com and click on family resources.

504 PLANS-A 504 Accommodation Plan is available to students whose medical diagnosis limits his/her ability to make progress in the school setting. This plan is designed for each student according to individual need. Students must have a doctor's statement with diagnosis for a 504 plan. Please contact the guidance counselor for more information.

JANUARY 2025

Core Essential Theme: Resilience - Getting back up when something gets you down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			WINTER BREAK No School			
5 Report Cards distributed this week	6 School Resumes Q3 Begins	7	8	9	10	11
12	13	14 9:00am C of C 9:45am President's Award 10:15am 1st Grade 10:45am 2nd Grade Kindergarten	15 9:00am 5th Grade 9:30am 3rd Grade 10:00am 4th Grade	16	17	18
		SPIRIT RALLY & AWARD ASSEMBLY				
19	20 NO SCHOOL Martin Luther King, Jr. Day	21	22	23 	24	25
26	27	28	29	30 CLASS PICTURES	31	

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes in school communities while preventing problem behaviors. It includes setting clear behavioral expectations, providing explicit instruction on the expected behaviors, consistently acknowledging expected behaviors and correcting errors. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn.

PBIS at Springfield

1. Students at Springfield are expected to be **Respectful**, **Responsible**, and **Ready** in all areas of the school campus and school bus. These expectations are established and consistently and routinely taught and reviewed throughout the school environment. Expectations for each area of the building can be found on pages 16 and 18 of this handbook and are also posted in each area.
2. Students are recognized for following these expectations through verbal praise and/or Spirit Tickets. Students collect and save their Spirit Tickets to go shopping at our Mustang Mall. The Mustang Mall visits all classrooms on the last Thursday (CD-2) and Friday (3-5) of the month. Students can purchase cool prizes, toys and trinkets from the Mustang Mall.
3. Each quarter, students who have exhibited our school-wide behavioral expectations of being **Respectful**, **Responsible**, and **Ready** are invited to attend our quarterly PBIS celebration. These celebrations are exciting for our students and range from a school-wide movie day to our PBIS water day! These celebrations are held to acknowledge our students who display positive behavior and follow our school-wide expectations.
4. Classroom incentives will occur daily and/or weekly and will vary by grade level. Your child's teacher will communicate specific grade level plans.
5. Students not following the school-wide expectations will be corrected and retaught the appropriate behavior expectations. Parents will be contacted should the correction not occur.

Student Conduct

Students are expected to conduct themselves according to the Charleston County School District Student Code of Conduct. Any student violations of codes are documented by school staff in Review 360 based on the level of infraction (teacher managed or office managed). Codes are assigned based on the actual student behavior. Classroom managed behaviors will be handled by the teacher and Level One (Disorderly Conduct), Level Two (Disruptive Conduct), and Level Three (Criminal Conduct) behaviors will be handled by administration. Administrators will follow the CCSD Progressive Discipline Plan for code violations occurring on campus as well as on the school bus.



Bullying Policy

Bullying is a level three violation of the student code of conduct. Bullying is defined as a deliberate, repeated act with intention to hurt, insult, or threaten another person in school, on school grounds, in school vehicles, or at school events. Bullying consists of an imbalance of power. Cyberbullying is willful harassment, threat and/or intimidation of a person through the use of digital technologies.

All reports of bullying will be investigated and handled according to Charleston County School District Progressive Discipline Plan.

FEBRUARY 2025

Core Essential Theme: Uniqueness - Learning more about others so you can know more about yourself.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p>School Fundraiser - Students created a piece of art work in Quarter 2. Families will have the opportunity to purchase this art work on a variety of items (coffee mugs, key chains, ornaments, etc). Ordering information will be sent home this month.</p> 						1
2	3	4 PTA Meeting, Curriculum Night 6:00pm	5	6	7 Black History Month Program	8
9 Progress Reports distributed this week	10	11	12	13	14 Half Day Dismissal 11:30am	15
16	17 NO SCHOOL President's Day	18 Wear black, red or green in celebration of Black History Month!	19	20 	21	22
23	24	25	26	27	28	

Springfield Elementary School PBIS Matrix

School Wide Rules/ Expectations	Classroom	Hallways	All Bathrooms	Cafeteria
I am RESPECTFUL	<ul style="list-style-type: none"> •Raise hand •Eyes on the speaker •Use listening ears •Use encouraging and kind words 	<ul style="list-style-type: none"> •Walk on the right •Keep body to self •Maintain place in line •Voice level 0 	<ul style="list-style-type: none"> •Keep the bathroom clean •Flush the toilet •Respect privacy •Voice level 0 	<ul style="list-style-type: none"> •Voice level 1 at lunch tables •Use good table manners •Respond politely to adults
I am RESPONSIBLE	<ul style="list-style-type: none"> •Follow directions •Accept consequences for my actions •Complete class work and homework accurately and on time 	<ul style="list-style-type: none"> •Walk on the right •Voice level 0 	<ul style="list-style-type: none"> •Report maintenance problems or misbehavior •Use bathroom in an appropriate and timely manner •Throw trash in container 	<ul style="list-style-type: none"> •Follow procedures •Clean up eating area •Maintain place in line and at the lunch table •Accept lunch that you ordered
I am READY	<ul style="list-style-type: none"> •Have necessary materials •Follow classroom arrival and dismissal procedures 	<ul style="list-style-type: none"> •Face forward •Walk the shortest hallway route to destination •Have a pass 	<ul style="list-style-type: none"> •Have bathroom pass •Take care of business then exit •Wash and dry hands 	<ul style="list-style-type: none"> •Bring lunch money •Begin eating immediately •Remain in line with voice level 0

MARCH 2025

Core Essential Theme: Cooperation - Working together to do more than you can do alone.




Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 District Book Battle Competition
2 READ ACROSS AMERICA WEEK	3	4	5	6 SPRING PICTURES	7	8
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> BOOK FAIR </div>						
		Donuts with Grownups PIC, CD & LIAU 7:30am - 8:05am	Donuts with Grownups Kindergarten & 1st Grades 7:30am - 8:05am	Donuts with Grownups 2nd & 3rd Grades 7:30am - 8:05am	Donuts with Grownups 4th & 5th Grades 7:30am - 8:05am	
9	10 BOOK FAIR Ends 11:00 am	11	12 End of Q3	13 Q4 Begins PBIS Quarterly Celebration Early Release 1:30pm	14 NO SCHOOL Teacher Workday	15
16 Report Cards distributed this week	17	18 9:00am C of C President's Award 9:45am 1st Grade 10:15am 2nd Grade 10:45am Kindergarten SPIRIT RALLY & AWARD ASSEMBLY	19 9:00am 5th Grade 9:30am 3rd Grade 10:00am 4th Grade	20	21 World Down Syndrome Day 	22
23	24	25	26	27  Biscuit Day	28	29
30	31					

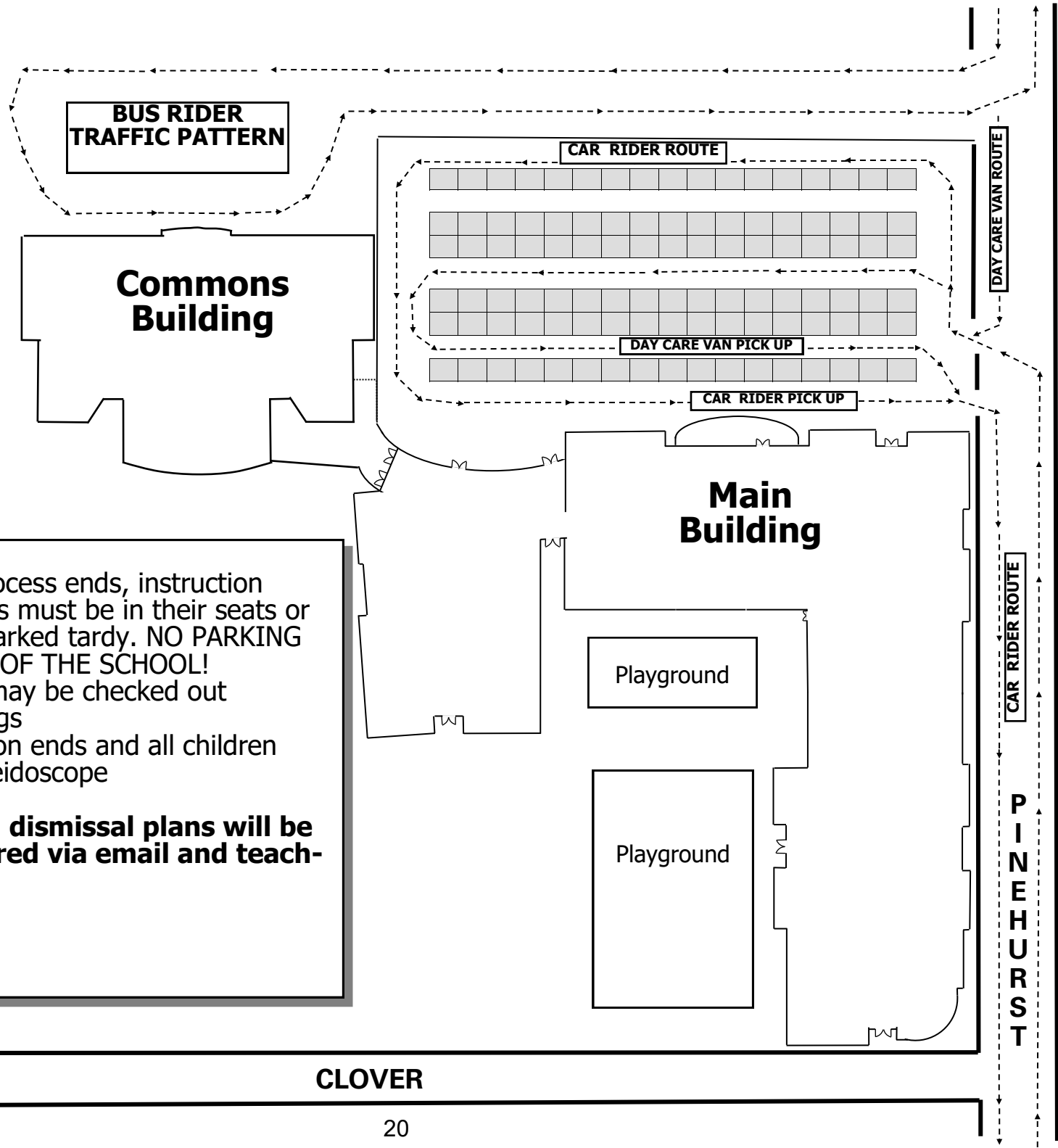
Springfield Elementary School PBIS Matrix

School Wide Rules/ Expectations	Recess	Related Arts	Special Events	Bus
I am RESPECTFUL	<ul style="list-style-type: none"> •Take turns and cooperate •Include others •Use encouraging and kind words 	<ul style="list-style-type: none"> •Treat books, materials and equipment carefully •Raise hand •Work cooperatively •Follow routines 	<ul style="list-style-type: none"> •Participate appropriately •Listen, watch, learn •Maintain personal space 	<ul style="list-style-type: none"> •Follow adult directions •Speak politely to others •Respect personal space at all times •Use a voice level 1
I am RESPONSIBLE	<ul style="list-style-type: none"> •Follow safety procedures •Accept consequences for actions •Use equipment appropriately •Pick up trash •Report bullying 	<ul style="list-style-type: none"> •Follow directions •Accept consequences for actions •Stay in assigned location •Put materials away 	<ul style="list-style-type: none"> •Follow teacher directives •Stay in assigned area 	<ul style="list-style-type: none"> •Accept consequences for actions •Report a problem to bus driver or adult •Clean up your area •Enter and exit bus following safety procedures
I am READY	<ul style="list-style-type: none"> •Line up calmly and quickly •Wear weather appropriate clothing 	<ul style="list-style-type: none"> •Bring necessary materials •Wear appropriate clothing on P.E. days •Return library books on time 	<ul style="list-style-type: none"> •Wear appropriate clothing •Bring only necessary items 	<ul style="list-style-type: none"> •Use listening ears and stay at a voice level 1 •Remain seated at cone while waiting for your bus to be called. •Sit correctly in assigned seats •Keep all materials inside book bag

APRIL 2025

Core Essential Theme: Hope - Believing that something good can come out of something bad.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 WEAR RED Autism Acceptance	2	3 3rd-5th Grades Parent Testing Information Night 6:00pm	4	5
6 Field Day times to be determined.	7 FIELD DAY Child Development PIC & LIAU	8 FIELD DAY Kindergarten 1st Grade	9 FIELD DAY 2nd Grade 3rd Grade	10 FIELD DAY 4th Grade 5th Grade	11 Early Release 1:30pm	12
13	14	15	16	17	18	19
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> SPRING BREAK - NO SCHOOL </div>						
20	21 NO SCHOOL (unless used as Weather Make-up Day) Teacher Workday	22 School Resumes	23	24	25  Volunteer Appreciation Luncheon 	26
27 Progress Reports distributed this week	28	29 PTA Meeting/ 3rd, 4th & 5th Clubs Showcase 6:00pm	30 	AUTISM ACCEPTANCE MONTH		



8:05 Arrival begins
 * When arrival process ends, instruction begins, students must be in their seats or students are marked tardy. **NO PARKING IN THE FRONT OF THE SCHOOL!**
 2:30 Latest students may be checked out
 3:30 Dismissal bell rings
 4:00 Faculty supervision ends and all children escorted to Kaleidoscope

***Specific arrival and dismissal plans will be determined and shared via email and teacher communication.**


WOOD

CLOVER

PINEHURST

MAY 2025

Core Essential Theme: Initiative - Seeing what needs to be done and doing it.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Kindergarten Cap & Gown PICTURES	2	3
4 Teacher Appreciation Week	5	6	7	8	9	10
11	12	13	14	15 	16 PBIS Quarterly Celebration	17
18	19 PET PARADE 10:00AM	20 9:00am C of C President's Award 9:45am 1st Grade 10:15am 2nd Grade 10:45am Kindergarten SPIRIT RALLY & AWARD ASSEMBLY	21 9:00am 5th Grade 9:30am 3rd Grade 10:00am 4th Grade	22 Kindergarten Graduation 10:00am	23 5th Grade Moving Up Ceremony 10:00am	24
25	26 NO SCHOOL Memorial Day School & Offices Closed	27	28 Early Release 1:30pm	29 Last Day of School Half Day Dismissal 11:30am	30 Weather Make-up day	31 Report Cards distributed week of June 1st

SPRINGFIELD PTA

Mission of the PTA

- To support and speak on behalf of children and youth in the schools, in the community and before government bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

The Purpose of the PTA

- To promote the welfare of the children and youth in home, school, community and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

SPRINGFIELD SCHOOL IMPROVEMENT COUNCIL

What is the School Improvement Council?

The School Improvement Council (SIC) serves as an advisory committee to a school's principal and faculty. Councils are mandated by law to exist in every public school in South Carolina. They play a key role in the education of our state's children, bringing together parents, educators and community stakeholders to collaborate on the improvement of their local schools.

What do SICs do?

Councils work collaboratively with the school to develop and implement a five-year school improvement plan (school renewal plan), monitor and evaluate success in reaching the plan's goals and objectives, and write an annual report to parents about the progress of the plan.

The Springfield School Improvement Council also offers practical improvements on the daily operations of the school. Election of parents to serve on the School Improvement Council will take place in September.

SPRINGFIELD PTA Board Members

President - Aaron Holmes
Vice President - Leticia Wine
Secretary - Hunter Kite
Treasurer - VACANT
Hospitality - VACANT
Volunteer Coordinator - Stephanie Grimes

Board Members: Kristen Richardson
Jennifer Stout & Jamie May

Regina Stephens - Media Coverage
Megan Williams - Principal

SPRINGFIELD SIC Members

Parents

Lashonta Martino
Leslie Mays

Teachers

Jennifer Ginn
Samantha Behringer

Higher Education

Kevin Eakes (College of Charleston)

Principal

Megan Williams

Assistant Principals

Shashawna Seabrook
Kevin Forse

JUNE 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>1</i> Report Cards distributed this week	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>
<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>
<i>29</i>	<i>30</i>					

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

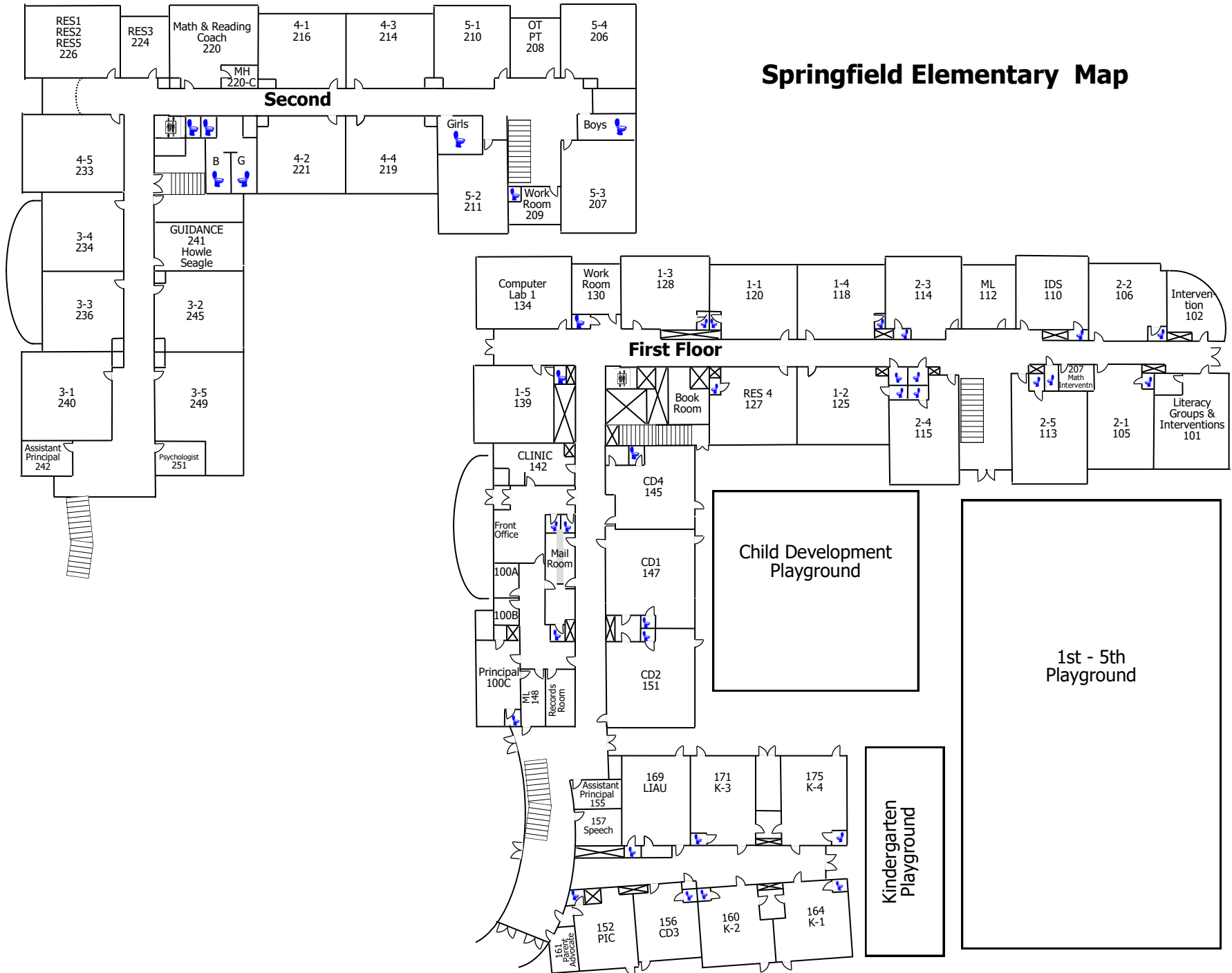
JULY 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

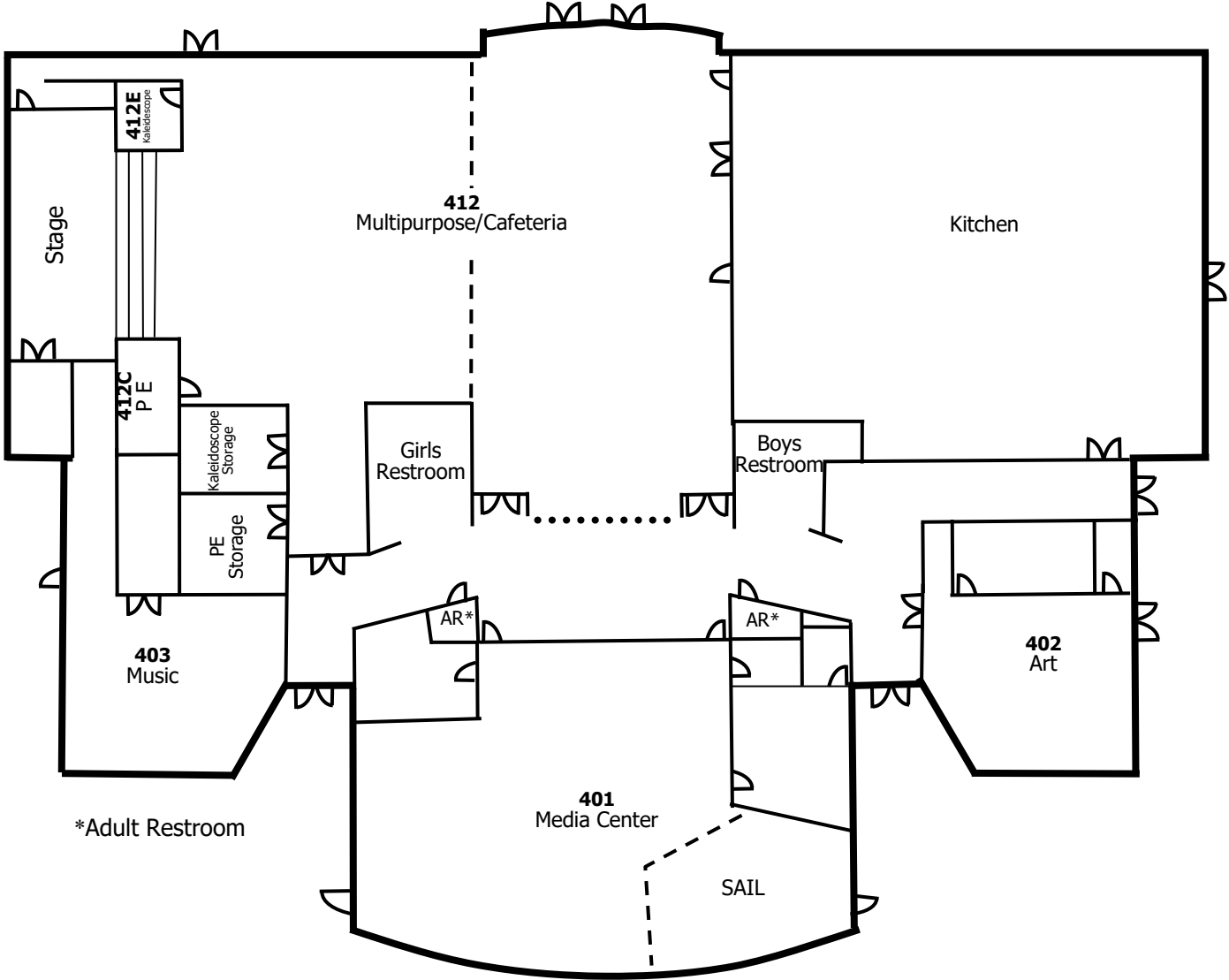
2024-2025 Springfield Elementary Faculty and Staff

Position	Name	Location	Position	Name	Loca-	Position	Name	Location	Position	Name	Location
CD1	A. Fogle	147	2-1	M. Olson	105	PIC	S. Mayo	152	Principal	M. Williams	100C
	A. McNeil-Fults		2-2	C. Hill	106		E. Mitchell		Asst. Prin.	S. Seabrook	242
CD2	K. Rioux	151	2-3	E. Whitesides	114		S. Jones		Asst. Prin.	K. Forse	155
	K. Lewis		2-4	K. Quinlan	115	LIAU	B. Peper	169	Sec/Bookp	T. Kemmerlin	100B
CD3	M. Linn	156	2-5	L. Smith	113		A. Librera		Data Clerk	P. Duggan	100A
	L. Eidson						T. White		Receptionist	V. Mieke	FO
CD4	A. Boehm	145	3-1	A. Wesson	240	IDS	L. Burkhardt	110			
	R. Evans		3-2	M. Maier	245		J. Myrie		Parent Advocate	T. Cobb	161
			3-3	P. Horne	236		C. Yurevich		Psychologist	A. Grow	251
K-1	C. Anderson	164	3-4	A. Lipscomb	234	RES1	L. Spray	226	Reading Coach	C. Dennard	220
	T. Jeffries		3-5	S. Behringer	249	RES2	M. Bomar	226	Literacy Interventionist	M. Corrigan	101
K-2	J. Ginn	160				RES3	K. Woodward	224	Literacy T A	G. Smalls-Ford	101
	D. White		4-1	T. Steele	216	RES4	J. Pisani	127	Literacy T A (.5)	C. Smith	101
K-3	L. Laban	171	4-2	S. Grason	221		H. Weise		LiteracyTeacher (.5)	S. Wechsler	101
	C. Carter		4-3	J. Spanner	214		S. Eaton		Math Coach	S. Pettigrew	220
K-4	K. King	175	4-4	K. Windon	219	RES5	K. Thomas	226	Math Interventionist	E. Armstrong	102
	K. Jones		4-5	M. Stewart	233				Math Interventionist	A. Furmanchik	107
						Music	M. Henke	403	Speech	M. Williams	157
1-1	A. Hammond	120	5-1	K. Pridgen	210	Art	E. Mark	402	Speech	S. Wanninger	157
1-2	L. Coggins	125	5-2	S. Scruggs	211	Teacher Librarian	R. Stephens	401	ML Teacher	L. Carpenter	112
1-3	J. Stone	128	5-3	H. Brncic	207	P.E.	M. Ellison	412C	ML Teacher	A. Benton	148
1-4	L. Dickson	118	5-4	B. Dinkins	206	P.E. (.5)	G. Tooley	412C	SAIL	K. Sanyal	241
1-5	A. Malone	139				Comp Lab	I. Walker	134	OT	E. Cockcroft	208
						Guidance	L. Howle	241	Preschool IT	K. Hammond	147/151
						SEL/Climate	J. Seagle	241			
Clinic - RN	A. Famulari	142	Day Porter	Mr. Ramil	404C	Cafeteria Mger	C. Jones	Cafeteria	Kaleidoscope	L. Gallagher	412E

Springfield Elementary Map



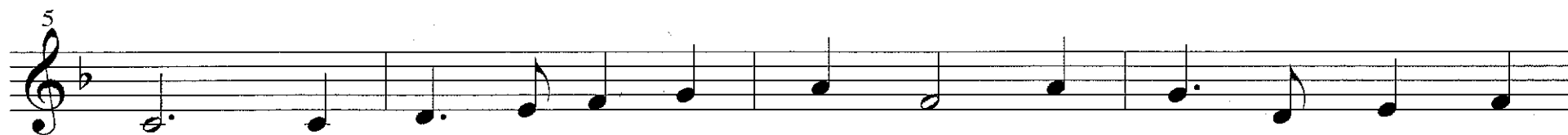
Commons Building



The Alma Mater of Springfield Elementary



In Char - les - ton's West Ash - ley stands our Al - ma Ma - ter



5 dear. Her loy - al sons and daugh - ters are faith - ful through the



9 years. Spring - field we love you. We hail thee so true. We



14 pledge our loy - al - ty, our hearts, in grat - ti - tude to you.

SPRINGFIELD ELEMENTARY COMMUNITY PARTNERSHIPS THANK YOU FOR YOUR SUPPORT!

