

Spring Lake Elementary School- Student/Parent Handbook



General Information

Spring Lake Elementary School welcomes you!! The staff at Spring Lake is committed to providing a program that is designed for individual students. This handbook provides a brief overview of our program design and information that will be helpful to you during the school year. We look forward to working with you

School Hours:

The school office hours are from 7:30am – 3:30pm. Classroom instruction begins at 7:50 a.m. and ends at 2:20 p.m. for all students, kindergarten through fifth grade. Wednesday hours are 7:50am – 1:20pm. Students are expected **in their classroom by 7:50am** and may arrive at 7:20am. Breakfast is complimentary and will be provided between 7:20am and 7:40am. If your child arrives after 7:50 a.m., he/she is considered tardy. The student must come to the office, accompanied by a parent, for a tardy pass before going to class. Afternoon dismissal is from 2:20-2:50 p.m.. and 1:20-1:50 on Wednesdays. The school is not responsible for children left alone on school grounds prior to 7:20am or after 2:50pm.

School Colors: Red, White, and Blue

School Mascot: Manatee

School Phone Numbers

Spring Lake's telephone system provides a phone and voicemail in every classroom. Numbers and communication procedures will be published via our newsletter. (For quick access, choose 1 for English, 2 for Spanish, then press "0" for the front office.)

Office (407) 746-1650
Cafeteria (407) 746-1652



Guidance (407) 746-1653
Extended Day (407) 746-1660

Uniforms

Our school has adopted a mandatory uniform policy for all students. All students in grades PK-5 are required to wear uniforms **every day**. The uniforms emphasize colors not brand names or logos. The basic uniform consists shirts with collars and sleeves such as polo or oxford shirts can be red, white or navy and worn with pants, skirts, shorts, or jumpers in navy, red or khaki. Denim jeans (blue or black) and sweatpants are not allowed. Uniform free days will be at the discretion of the Principal for special occasions.



Visitors:

All persons entering campus are to report to the school office to sign in. A driver's license or state identification card is required in order to complete the sign in process. Only Dividend approved volunteers will be permitted on campus. To protect our students each person is checked through the child abuse and child predator database prior to being issued Dividend clearance. Please be patient with our office staff as they follow the procedures that have been laid out for them. Parents wishing to eat lunch with their student(s) must sign in at the front office. Parents may not bring siblings or invite other students to eat outside with them.

Guarding Instructional Time/Maintaining Academic Environment

Spring Lake Elementary has established a "Do Not Disturb" policy in order to reduce the number of classroom interruptions. Research shows that if a student is distracted and loses focus, it takes twice as long to refocus the child and complete the assigned task. Therefore, we will not call classrooms to report a parent dropping off items for a student (book bag, homework, snack money, etc.) during instructional time. Should a child forget their lunch money, the office will inform the cafeteria. Messages will be

delivered to teachers' mailboxes and will be picked up at the teachers earliest convenience. These items must be given to your child before school. Please understand that if we call into a classroom, we not only distract your child but the teacher and 20 or more other students. We can best do that with non-interrupted instructional time – time for teachers to teach and students to learn. Your understanding and cooperation in this policy is greatly appreciated.

Phone Calls:

Phone calls to students will be allowed in the case of an emergency. We discourage parents from calling the school and leaving messages for students unless it is urgent. Phone calls to teachers will be put through to the classroom only during the teachers' planning time, lunch, and before or after school. Parents wishing to communicate with a teacher may, however, leave a voice message for the teacher or staff member.

Attendance

Absences

Regular and punctual attendance is essential for the optimum growth and development of students. When a student is absent from school, he/she must bring a written excuse stating the reason for the absence on the day he/she returns to class.

Tardiness

It is extremely important that students arrive at school on time each day. Students should be in their classroom no later than 7:50am. Students arriving after 7:50am must come into the office to be signed in by an adult. Continued or excessive tardies will be referred to the social worker and a home visit will result.



Dismissal During the Day

Students will only be released through the main office. Please use discretion when making appointments that interfere with school time. Early releases should be an occasional request so that classes are not interrupted and that student learning is not jeopardized. Student attendance records will be updated to indicate students who do not attend a full day of school. Students may only be released (signed out) to parents, guardians, or other persons designated on the Spring Lake Security Card. You will be required to use the security code you provided on the Security Card and/or show identification when picking up your child from the office. Parents are discouraged to pick up their children after 2:00pm as dismissal procedures are in process.

Extended Day Care

Seminole County Public Schools offer an extended day care program on the Spring Lake campus. For more information, call (407) 746-1660.

Arrival/Dismissal

At the beginning of the year, the way the student goes home will be recorded (car rider, bus rider, walker, bike rider, day care, etc.). The teacher must be notified through a written note from the parent if a change occurs, otherwise the student will be sent home the same way everyday. (If using commercial day care, please notify the center directly when other arrangements are made.)

Car Riders

- 1) Children are to be picked up on the car ramp only and our designated car tag must be displayed.
- 2) The driver should not leave his/her car unattended.
- 3) Please pull all the way down the car ramp to drop off or pick up your child.
- 4) Car riders are not picked up on the street behind the school.
- 5) **DO NOT PARK YOUR CAR.** Stay on the car rider line and your child will be called to come to the car ramp.



Walkers

All students walking to school must carefully observe safety rules and obey the crossing guard. Students are to cross the street only at the crosswalk with the guard.



Bike Riders



Students riding bikes to school will walk their bicycles to the bicycle parking area. The law requiring safety helmets will be enforced. Scooters, skateboards and skate shoes are not allowed on campus.

Bus Riders

- 1) Parents are responsible for the behavior of their own children while at the bus stop.
- 2) No child may ride a bus other than one assigned. If a child is not a regular bus rider, he/she may not ride a bus at any time.
- 3) The driver is in full charge of the bus and students. He/she will assign students to specific seats on the bus.
- 4) Students must be seated while the bus is moving and must keep their arms and head inside the bus.
- 5) Quiet conversation is permitted except when the bus driver signals for silence.
- 6) No eating or drinking is allowed on the bus.
- 7) No animals, glass items, helium filled balloons, or other potentially hazardous items may be taken on the bus.
- 8) Failure of any student to observe these rules and regulations will be reported by the driver to the school principal or designee, who has the authority to suspend the student from riding the bus.
- 9) The principal or designee may suspend students from riding the bus for up to 10 days. Parents are responsible for transportation during a bus suspension.



Behavior

The Seminole County School Board Student Conduct and Discipline Code forms the basis for our behavior policies. This code is in effect on school property during regular school hours as well as other places and times where teachers and school administrators are in charge of students. This code also applies to students being transported on school buses.

Prohibited Items

Candy, gum, toys, radios and anything that would be considered a weapon should not be brought to school. Possession of these items may lead to disciplinary action.

Valuables at School

Students and parents, not the school, are responsible for their personal property. Be smart and take care of any valuables by leaving them at home. Students should never carry large amounts of money or expensive items. Radios, iPods, headphones, handheld games, toys, etc. are not to be brought to school.

Behavior

Spring Lake emphasizes a tiered, problem solving approach to dealing with behavior. Positive Behavior Support (PBS) has been adopted to set expectations and rules for behaviors school-wide. The following expectations which are the foundation of our school wide behavior management plan under the RTI (Response To Intervention) model should be followed at all times:

The four B's:

- Be Safe
- Be Respectful
- Be Honest
- Be an Active Participant



Curriculum

Acceptable Use/Photograph Policy

All students in Seminole County Public Schools have access to the district network for electronic information and the internet. Student access to and use of electronic networks will be under teacher direction and will be monitored as any other classroom activity. All students will have their photograph taken for the yearbook and on other occasions. In the case you **DO NOT** wish your child to have access to the internet and/or be photographed, a written notice must be on file at the school and submitted each year. These forms are on our website at www.springlake.scps.k12.fl.us under Acceptable Use Policy.



Grading System

The following grading system is used for the elementary grades:



Grades K & 1

S – Satisfactory
N – Needs improvement
X – Area of concern

Grades 2 through 5

A – 90 — 100
B – 80 — 89
C – 70 — 79
D – 60 — 69
F – 0 — 59

Homework Policy

Elementary students need time for independent practice of lessons taught during the day. Homework is directly related to the instruction received during the classroom hours and serves to increase student understanding. Homework procedures will be developed at each grade level. Please set aside time each night for homework. Encourage your child to read 20-30 minutes daily.



Field Trips

Field trips provide direct experiences for learning. Intelligence is a function of experience. The types of input for learning include: being there, immersion, hands on (real thing), hands on (representational), second hand (books, TV, etc.) and symbolic.



Field trips are a part of the curriculum and no child will be denied participation. A signed permission slip is required and a fee may be collected for field trips. If parents wish to chaperone, a dividend form must be completed **every year**. This form is on the Seminole County Public Schools website at www.scps.k12.fl.us under Community Involvement then Dividend Volunteer.

Physical Education

The 2008 Legislature passed Senate Bill 610 which was signed into law by Governor Crist on June 2, 2008. It included changes in statute as it relates to physical education requirements for Florida students. Section 1003.455, Florida Statutes, requires 150 minutes each week of physical education for students in grades kindergarten through fifth grade. This requirement may be waived for students who meet the following criteria:

*The student requires remediation

*The student's parent indicates in writing to the school that the parent requests the student enroll in another course from among those courses offered as options by the school or district; OR the student is participating in physical activities outside the school day which are equal to or in excess of the mandated requirement.

For a short period of time, such as following an illness or injury, excuses, in writing, are required and must include length of time the student is to be excused, the date, the reason, and the parent's signature. A doctor's note must be submitted when an excuse is needed for more than three (3) days. In order for a

student to be excused from physical education on a long term basis, the school must have a statement on file from both physician and parent requesting that the student be excused. If girls wear skirts or jumpers, it is suggested that shorts also be worn underneath. While tennis or jogging shoes are best, any shoes that may be securely fastened are acceptable. Boots, slides, or opened shoes are unsafe and inappropriate.

Food Service Program

Nutritious breakfasts and lunches are served daily at Spring Lake. The price of lunch is \$2.25 which includes milk. If you prefer to pack your child's lunch, a paper bag or lunch box is suggested. Please do not send drinks in glass containers. Milk and juice may be purchased separately. If your child has an allergy to specific foods, please contact the food service manager directly at (407) 746-1652. Checks or credit cards will be accepted by the cafeteria and money may be placed in the student's account. You may also enroll online at MyLunchMoney.com. Additional information as well as applications for free/reduced lunch will be sent home the first day of school.



Guidance

Educational Records

Spring Lake maintains educational records on each of our students. Only the following individuals are permitted access to these records since they are private: the student, the student's parent/guardian, or school officials with a legitimate educational interest. Parents wishing to review student records should contact the guidance office or administration. Our school guidance counselors are professional educators who promote and enhance the learning process and they welcome the opportunity to conference with any student, parent, or teacher. Their goal is to enable all students to achieve success in school and become contributing members of the community. School counselors help students develop their strengths by teaching academic, social/personal, and exploration skills, support Exceptional Student Education, and offer links to outside services.



Guidance Program

Counselors in elementary school work with students in small groups and individually on study skills, coping skills, self-discipline skills and social skills. The Guidance Counselors also work with teachers, parents, community groups and outside agencies. A parent, teacher, or the student himself/herself can make a counseling referral. The student may come for individual or group counseling. The Guidance Counselors help to implement anti-bullying, peer mediation, PBS incentive programs, the character education program and career activities. The Guidance Counselors also chair the Response to Intervention (RtI) Team to initiate, screen and refer students for additional educational planning. If you feel that your child needs to be screened for educational planning, please conference with the student's teacher.

Health and Safety

Clinic Service



Spring Lake's clinic is staffed with a clinic assistant. Students who become ill or injured are sent to the clinic and if the condition warrants, parent/guardian will be notified. Please do not send your child to school ill. No child with a fever will be allowed to remain at school. The school clinic is not equipped or staffed to handle ill children for long periods of time. It is essential that you pick up your child as soon as possible when contacted. A Health Services Emergency Card will be distributed to all students and it is imperative that this card be filled out completely every year and returned to the clinic. Each student is also required to have an Emergency Card on file at the school including emergency telephone numbers. **Any change of phone, address or emergency contacts should be reported to the office immediately.** Head lice will occur from time to time. We urge all parents to examine their child's scalp periodically for head lice. Absences due to head lice in excess of three (3) days will be considered an unexcused absence. Further information is available in the school clinic upon request..

Medication

If it becomes necessary for a student to take any medication at school, by law it may only be dispensed through the clinic. Only those medications which have been prescribed by a doctor may be administered in the schools. An Authorization for Medication Form must be completed every year by the parent/guardian and physician prior to the administration of any medication to a student. Medication must be in the original container which is clearly labeled with the student's name, name of drug, directions for usage, physician's name, and recent date. If the pharmacy label is not attached, a doctor's statement with the above information must be on file in the clinic. Students may not carry medication (including aspirin, medicated lip balm or cough drops) to and from school or have any form of medication with them while at school.



Safety

The safety and security of our children is of utmost importance. All visitors, including parents, must sign in at the office where they will receive an identification badge to be worn at all times while on campus. Items such as lunch money, books, clothing, etc., that you might bring for your child must be brought to the office. The gate at the back of the school leading from Weathersfield will be locked from 8:10am to 2:00pm on Monday, Tuesday, Thursday, and Friday and from 8:10am to 1:00pm on Wednesday.

Water Bottles

It is recommended that students have available fresh water by bringing their own personal water bottle with their name on it to school.



Classroom Celebrations/Food

Because our focus is on student learning, each class is only allowed to have two class parties a year. These parties will take place during the last hour of the school day on the day before the Winter break and on the last day of school. Parents who wish to bring in cupcakes and other goodies for the class during "non-party" days may do so only during the class lunch time. Please contact the classroom teacher to make arrangements prior to bringing the goodies in for the students. Only store-bought treats are permitted to be brought into the school to share with a students. Please be aware of what is in food items brought to share with a class, as many students have food allergies. Classrooms will not be called to announce the arrival of treats, so pre-arranging these with the classroom teachers is imperative to avoid frustration.



Lost and Found

Lost and found will be located in the cafeteria. Please put last name on jackets and sweaters, other articles of clothing, purses, lunch boxes/bags, notebooks, and other items brought to school so that may be returned when lost. Items not claimed will be donated to charity.

Parent Involvement

Opportunities to become involved at Spring Lake include SAC, PTA, and the Dividends Volunteer Program. The SAC is representative of our school community and assists in the preparation and evaluation of the School Improvement Plan. The PTA functions as a means of communicating between home and school, organizes fundraisers and sponsors educational programs. Dividends are volunteers who help teachers and students. Special skills and training are not required.



Parent Conferences

Parent/guardians are encouraged to monitor their child's progress and keep in touch with the school. A teacher/parent conference is a two-way exchange of information about your child that may occur at any time during the year. Information included in cumulative folders, gradebooks, lesson plan books, and portfolios may be shared during this time. Report cards, progress reports, and student planners will have places for parents or teachers to request conferences. To schedule a conference, please write or call your child's teacher to make arrangements. All teachers have a phone with voicemail should you need to contact them directly with any questions or concerns. Remember to sign in at the office and wear a visitor's tag while on campus when you come to school for a conference.



Home/School-Parent Communications

Student planners/agendas will be given to all students, free of charge, to facilitate parent/teacher contact, compliments this year or our PTA. They may be used to report progress, deficiency and behavior on a daily basis as well as a way to communicate general information. Parents should review planners for homework assignments, field trip information, etc. There will be a \$5.00 charge for a new agenda in case the first one is lost. All students will also receive a weekly school/home folder to assist in getting papers to and from school and home efficiently.

Teachers and parents must communicate frequently if the education process is to meet the needs of each individual student. Various methods are provided by the school to keep parents informed of student progress, school policies and achievements including school newsletters. School and community (scouts, sports, camps, etc.) handouts are available. Also visit our school website at:

www.springlake.scps.k12.fl.us and the Seminole County Public Schools website: www.scps.k12.fl.us which contain additional information about the school lunch program, bus schedules, calendars, and other district information. Spring Lake has a Parent Notification System (PNS) which will notify parents of school events via telephone and the Parent Information Network (PIN) which will enable parents to obtain their child's assignments, attendance, and grades as well as email the teacher.

Collaborative problem solving is practiced at Spring Lake. It is essential that parents who have questions and concerns about any class or school activity, talk with the appropriate and involved staff member(s). Sometimes satisfactory solutions come only after several discussions, but most problems can be solved through a dialogue between adults.

Withdrawals

If it is necessary to withdraw a child from school during the year, the parent/guardian must come to the school office and sign the necessary forms so records may be sent to the school the child will be attending. All fees and fines such as lost textbooks, library books, and cafeteria must be paid in full at the time of withdrawal. For your convenience, a phone call prior to your office visit will speed up the process.

Residency Changes

When a change of address occurs after the initial enrollment, verification of the new residence is required. If your phone numbers change, you must notify the school in writing. A student who is found to be attending an out-of-zone in-county school as a result of giving false or misleading information at registration, shall be immediately withdrawn and advised to enroll in the appropriate school in legal residence. *Florida Statutes 837.06* provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree. It is the right of the school to verify all information given by the parent at any given time throughout the year.

