

SPRING LAKE ELEMENTARY- PARENT/STUDENT HANDBOOK

WELCOME

Welcome to Spring Lake Elementary School. This handout has been prepared to help you understand the school's organization and policies. These policies have been developed to provide a safe and positive learning environment. The entire staff is here to help and guide your child. Should you have any questions, please contact us.

Nomie Kuniak, Principal
Tony Oglesby, Assistant Principal
Lyssa Marquez, School Administrative Manager

SCHOOL HOURS

Daily school hours are 7:50am to 2:20pm except on Wednesdays when hours are 7:50am to 1:20pm. Students are to be in their classroom at 7:50am. If your child arrives after 7:50am, they will be marked as tardy. Late students (except for bus riders) will need to be signed in at the office by an adult.

STUDENT SUPERVISION

Supervision of students begin at 7:20am and ends at 2:30pm., and on Wednesdays at 1:30pm. Please arrange for your student(s) to arrive and leave within the time indicated. Breakfast is provided to every student at Spring Lake Elementary, free of charge from 7:20am to 7:40am.

There is no supervision of students before or after school.

Should you need to pick up your child prior to dismissal, please arrive at school no later than 1:50pm on Mondays, Tuesdays, Thursdays and Fridays and no later than 12:50 on Wednesdays. Students will not be called out of classes between 1:50pm and 2:20pm (Wednesdays 12:50- 1:20pm). Also, students will not be called out of class until the person picking them up is physically in the office.

It is the responsibility of the parent(s) to ensure that students are picked up on time. Seminole County Public School employees will maintain supervision of students for a period of 30 minutes after dismissal. Following that time, and after all efforts have been made to locate an emergency contact, the Altamonte Springs Police Department will be called to assist in this effort.

UNIFORMS/DRESS CODE

Spring Lake Elementary 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 brands or logos. The basic uniform consists of shirts with collars and/or sleeves such as polo or oxford shirts. Tops should be plain (no print) red, white or navy blue, worn with plain (no print) pants, skirts or jumpers in navy or khaki. Denim jeans/skirts and sweatpants are not permitted. Uniform free days will be at the discretion of the Principal for special occasions. School Manatee t-shirts may be purchased for students to wear any day of the week as part of their uniform. Any child attending school without a uniform will be sent to the clinic to have a uniform issued for their use for the day. No hats, caps, visors, hoods bandanas, sunglasses or other head gear may be worn on campus except with administrative permission

(I.e. medical necessity, religion and school related events.) Closed toe shoes should be worn every day and athletic shoes should be worn during PE classes.

SCHOOL PHONE NUMBERS

Spring Lake Elementary School's telephone system provides a voicemail in every classroom. Numbers and communication procedures will be provided to you via the grade level newsletter.

Front office	(407) 746-1650	Guidance	(407) 746- 1649
Cafeteria	(407) 746-1652	Kid Zone	(407) 746-1660

TRANSPORTATION

If you need to change your child's transportation, you must send a note to your child's teacher AND notify the front office. When you call to make a transportation change, you must be prepared to give the office staff your security code. This is the code you write on the Security Card at the beginning of each school year. We will not change transportation over the phone if you do not have the correct security code. This is to ensure the safety of all our students. If you do not notify both the teacher and the front office, then your child will be sent home the way he/she normally goes home. If there is a last minute emergency, please call the front office at 407-746-1650.

Bus: A child is only allowed to ride the bus that he/she is assigned. County discipline policies must be followed while students are on SCPS bus.

Car: A designated car tag must be displayed in the front window of each car that picks up children. Adults will be on the car ramp both in the morning and afternoon. The Parking lot is not a pedestrian area. Children should enter and exit the car/van on the curb side only. Please stay in your car and follow the established procedures so that the safety of your child(ren) is not compromised. The Colgate/Wethersfield back gate entrance is not a designated drop off or pick up area for car riders. The back gate area is only for walkers and bike riders.

Bike Riders: Bicycles are to be walked at all times when on school grounds. Bicycles should be locked at the bicycles racks while students are in class. Head helmets should also be worn under Florida Law. Bicycles, skateboards, rollers blades/skates and scooters are not permitted on school sidewalks at any times.

Emergency Pickup: All emergency and other dismissals must be done through the front office.

Daycare Rider: Daycare riders are picked up and dropped off on the bus ramp.

Walkers: There are two designated areas for students that walk to and from school. The Orange Avenue front gate and Colgate/Wethersfield back gate areas may be used for walking students. Students are to cross the street only at the crosswalk areas.

Extended Day Care (Kid Zone): Kid Zone is on the Spring Lake Elementary Campus. For more information, call 407-746-1660.

GUARDING INSTRUCTIONAL TIME/MAINTAINING AN ACADEMIC ENVIROMENT: Spring Lake Elementary has established a "Do Not Disturb" policy to reduce the number of classroom interruptions. Therefore, classrooms will not be called to report a parent has dropped off items for a student or deliver messages to the students during academic instructional time. Messages will be delivered to teacher's mailboxes and will be picked up at the teacher's earliest convenience. Your understanding and cooperation in this policy is greatly appreciated.

PARENT CONFERENCES

Parent- teacher conferences are encouraged. Call to make an appointment with the teacher. Leave a voice message and your child's teacher will return the call as soon as possible. Remember, teachers are in class most of the day and are not able to conference with you if you just drop in. Parents should sign in at the front office before the conference and wear a name tag while on campus.

SCHOOL-PARENT COMMUNICATION

Student planners are required by Spring Lake Elementary to establish parent-school communication. A planner has been provided for every Seminole County student this year. Children are required to bring the planner to school every day. Parents may monitor their child's grades by registering to FAMILY ACCESS. Parent identification should be brought to the front office to gain access to the network FAMILY ACCESS.

VISITORS

All persons entering campus should report to the school office to sign in and receive a visitor's pass. **A driver's license or state identification card is required in order to complete the sign in process.**

Lunch visitors- Parents wishing to eat with their child must sign in at the front office, and eat in the designated outside picnic table areas. Parents may not bring siblings or invite other students to eat outside with them. Parents are welcome to eat lunch with their child(ren) after LABOR DAY.

A 24 hour advance notice is required if you would like to observe in your child's classroom.

Arrangements are made through your child's teacher.

CAFETERIA

Breakfast is provided to all students at Spring Lake Elementary free of charge every day from 7:20 am- 7:40 am. Students may buy lunch at a cost of \$2.50 per child each day or bring their own lunch. Milk and other drinks may be purchased separately. Parents/guardians may set up a pre-paid lunch account for their child by using cash, checks or credit cards. Students may not bring glass containers to school. For more information please contact Seminole County Food Services at 407-746-1652.

Application for FREE/REDUCED lunch are available online on the SCPS website. After completing and submitting the application, the county office will notify you if your child(ren) is eligible. A new application must be completed each year to establish eligibility.

Lunchroom behavior will be closely monitored for safety reasons. Students who violate the accepted standards of behavior while in the cafeteria will be subject to appropriate discipline.

CLINIC

The clinic is staffed with a clinic assistant (not a nurse) to assist your child during the day. It is imperative that a complete and current emergency contact card be on file in the clinic for every student. Please do not send your child to school ill. A child with a fever or throwing up will not be permitted to remain in school.

MEDICATIONS

Any form of medication taken at school must be dispensed, by law through the clinic (even over-the-counter medications such as aspirin, Chap Stick, Lozenges, cough drops, etc.) A designated Authorization for Medication form must be completed by parent or legal guardian and signed by your child's physician prior to administration of any medications to a student. These authorizations for medications must be renewed each year. Medication must be signed in by the parent/guardian. Children may not transport medication.

All prescription medications to be administered in school must be in the original container labeled with the following information:

- a. Student name
- b. Name of drug
- c. Directions concerning dosage
- d. Time of day to be taken
- e. Physician's name
- f. Pharmacy name, address and telephone number
- g. Date and number of prescription

WATER BOTTLES

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

STUDENT INSURANCE

School insurance is available to all students. A packet will be available for each student on the first week of school. Purchase of this program is optional, but strongly recommended.

GUIDANCE

The guidance program is an organized plan to promote optimal development of children in areas of personal and academic progress. The purpose of the Guidance Program is to help each individual student achieve his/her highest growth mentally, emotionally and socially.

Behavior: Spring Lake Elementary 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 MTSS (Multi-Tiered Support System) model should be followed at all times:

Our Four B's are:

- * Be Safe
- * Be Respectful
- * Be Honest and Responsible
- * Be an Active Participant

GUM, CANDY, TOYS AND ELECTRONICS

Gum chewing is not allowed on school grounds. Toys, electronic equipment (iPads, iPods, recorders, calculators) and other such articles may be brought to school only upon request or permission of the teacher. Items brought to school for after school daycare or other activities must remain in the student's backpack throughout the day. The school will not be responsible for the security of these items.

CELL PHONE

Cell phones are to be turned off and kept in the student's backpack at all times during the

day. Cell phones are not to be used by the student during the day to receive or send text messages, phone calls or images.

EMERGENCY CONTACTS

We must have at least three current phone numbers for each student including emergency contacts. It is the parent's responsibility to inform the front office and his/her child(ren)'s teacher of changes in address and phone numbers throughout the school year.

DIVIDENDS (Volunteer Program)

Spring Lake's volunteer program is conducted through the county-wide Dividends Program. Dividends provide additional learning experiences for students, under the supervision of a teacher. All Dividends must complete an application online each year and the application must then be approved through the district Dividends program. Only Dividend approved volunteers will be permitted to work with children on our campus or participate in student activities such as field trips. A Dividend (Volunteer) application may be completed online by visiting the Seminole County Public School website at www.scps.k12.fl.us and selecting the "Community Involvement" section

PTA (Parent Teacher Association)

The Parent Teacher Association (PTA) functions as a means for communication between home and school, sponsors educational programs related to school, and organizes fundraising so supplies and supplemental materials may be purchased for the school. The PTA is always looking for volunteers to serve on their committees and assist with school activities. You are encouraged to get involved. It will give you an opportunity to make new friends and learn about Spring Lake Elementary School.

SAC COMMITTEE (SCHOOL ADVISORY COUNCIL)

The SAC Committee is composed of parents, teachers, non-instructional staff members as well as school administration and business partners. The council meets monthly during the school year and is involved in all aspects of the school as well as the writing of the School Improvement Plan. SAC acts in an advisory capacity to the principal. Concerns, suggestion and accolades will be accepted for discussion at regular meetings provided they are on the written agendas.

ACCEPTABLE USE POLICY/PHOTOGRAPHY 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/classroom assistant direction and will be monitored as any other classroom activity. All students will have their photography taken for the yearbook and during school events and activities. 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 school year by the parent/guardian. The forms may be obtained from the school website at: www.springlake.scps.k12.fl.us under the Acceptable Use Policy, or by contacting the front office.

REPORTING PUPIL PROGRESS

An individual student report card is sent home at the end of each grading period and a progress report is sent home in the middle of each grading period.

K-1 Report Card: Kindergarten and grade 1 children will receive an "S" indicating satisfactory progress, or an "N" indicating the need for improvement.

Grade 2-5 Report Card: Grades 2-5 children will receive "A", "B", "C", "D", OR "F" marks in all academic areas. The values are as follows for each grade:

90-100 = A

80-89 = B

70-79 = C

60-60 = D

Below 59= F

Please note that your child's report card will reflect whether the materials they are working on are at grade level or below grade level.

FOOD AND CELEBRATION TREATS PROVIDED BY PARENTS

Parents wishing to provide the class with a special treat may do so only during the class lunch time. Teachers should be notified that a simple individual treat for each student such as a cupcake or cookie will be sent in on a particular day. Only store bought treats, with all ingredients listed, and individual portions for each child, will be permitted to be distributed to the students. Many students have food allergies so the ingredients listed on the store label is essential. The classroom will not be called to announce the arrival of the treats, so pre-arranging with the classroom teacher is imperative. Please note that the food items will be delivered to the cafeteria by school staff.