

SPRINGVIEW ELEMENTARY SCHOOL

PARENT HANDBOOK

2015-2016



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ARRIVAL AND DISMISSAL PROCEDURES

Although many teachers arrive to school early, they use the time before students arrive to prepare materials and activities for the day. Children should not be left unattended, or in any classroom without school-site supervision. Upon arrival, students should proceed to the cafeteria for breakfast, and should remain in the cafeteria until picked up by their teachers (K-1). Teachers will escort the students to their classrooms. Grades 2-5 will be sent to the Hard-court line up following breakfast in the cafeteria.

At dismissal time, teachers will escort their students to the dismissal area (1st Place) for parent or bus pick up. We appreciate that students are picked up **promptly** after dismissal. If you are unable to pick up your child from school in a timely manner, please contact the school regarding the after school care program with the South Florida All-Star After School Care.

SCHOOL HOURS

Prekindergarten, Kindergarten and First Grade: 8:20 AM – 1:50 PM

Second, Third and Fourth Grade: 8:35 AM – 3:05 PM

On Wednesdays, all students are dismissed at 1:50 PM

Arrival after 8:20 A.M. for Pre-kindergarten, Kindergarten and First Grade means the student is tardy. Arrival after 8:35 A.M. for Second through Fifth Grade means the student is tardy. **Students must stop by the main office to pick up a late pass before going to class. Students who arrive to class after the bell rings without a tardy / late pass will not be admitted to class, and will be asked to report to the main office.**

For the safety of our children, please adhere to all arrival and dismissal procedures.

ATTENDANCE

There are no factors more important to a student's progress in school than regular and punctual school attendance. In the event your child must be absent from school, please be reminded that a written note must be submitted to the homeroom teacher within three days of the absence(s). The note must include the child's name, date(s) of absence(s) and reason for the absence(s). **A phone call is not a substitute for a written note; a written note is required in order for the absence(s) to be excused.**

M-DCPS School Board Rule, 6Gx13-5A-1.04, Student Attendance, defines excused school absences as:

- student illness
- medical appointment
- death in the family
- observance of a religious holiday
- school-sponsored event or educational enrichment activity approved by the principal
- subpoena by law enforcement agency or mandatory court appearance
- outdoor suspensions.

Any student who has been absent from school will be marked with an unexcused absence until the required note / documentation, as specified above, is received. Failure to provide required documentation within three days upon the student's return to school will result in an unexcused absence.

Unexcused School Absences include:

- absences due to vacation
- personal services
- local non-school event
- program or sporting activity
- absences due to older students providing day care services for siblings
- absences due to illness of others
- absences due to non-compliance with immunization requirements (unless exempt)

No student will be permitted to leave the campus unless an authorized adult (18 years or older) signs them out in the Main Office. The adult must be listed as “authorized” on the student data card (Emergency Student Data Form) and must present a valid picture identification. Anyone who is not listed on the card will not be permitted to take the student with him/her. School Board rule does not allow for early dismissals during the last thirty minutes of the school day.

BEHAVIOR

The Miami-Dade County Public Schools Code of Student Conduct is the mandated guide for student behavior at Springview Elementary School. Infractions of the Code of Student Conduct will result in disciplinary actions. Students at Springview Elementary show respect for themselves, for other students and for the faculty. Misbehavior on the part of students can be generally corrected when the home and school work closely together.

Springview Elementary School promotes model behavior through its core values, “Values Matter”. Students who exemplify the school’s core values are recognized for their behavior. The Core Values are: **Citizenship, Cooperation, Fairness, Honesty, Integrity, Pursuit of Excellence, Respect, and Responsibility.**

Students who break classroom and/or school rules will face a consequence as per the Code of Student Conduct. Consequences may range from a conference with the teacher and/or an administrator to detention or even suspension from school depending on the severity of the behavior.

In the event a teacher needs to issue a detention, the parent will be notified 24 hours in advance. The parent will be responsible for providing transportation.

BIRTHDAY CELEBRATIONS

Birthday celebrations are NOT allowed in the classroom or during instructional time. However, parents may bring goodie bags on birthdays to be distributed by the classroom teacher at the end of the school day.

BREAKFAST AND LUNCH PROGRAMS

The Breakfast Program is offered to students daily from 7:30 AM - 8:15 AM. Breakfast is free to all students.

A nutritious lunch costs \$2.25 per day. As a service to families, prepayments can be made at the beginning of the school day in the cafeteria.

Parents are encouraged to complete a Free or Reduced Meal Application online. The application can be found in the MDCPS parent portal.

The following rules have been established to maintain order and ensure safety in the cafeteria:

1. Walk at all times, do NOT run.
2. Stay in your seats.
3. Raise your hand for assistance.
4. Always use a soft voice when talking, do not scream or talk loudly.
5. Keep your area clean.
6. Throw out your trash in the waste basket, never on the floor.

BUS TRANSPORTATION (CONDUCT ON THE SCHOOL BUS)

Students who ride the Miami-Dade County Public School busses are to follow all safety rules and listen to the bus driver. If the rules are not followed, a student may be suspended from riding the bus. **Violations of the rules will result in a suspension of bus privileges as per the Code of Student Conduct.**

CONFERENCES

Communication between the teacher and the parent is an integral part of a student's academic success. If you would like to schedule a conference with your child's teacher, please make an appointment by emailing, calling or writing a note to the teacher. We appreciate your cooperation in refraining from seeking "instant conferences" during school hours. Teachers are instructed NOT to conduct parent / teacher conferences during instructional time or during any time when they are responsible for supervising students. Conferences should be scheduled in advance, and should take place before or after school, or at a time when the teacher is not responsible for students.

DRESS CODE

Springview Elementary School is a **mandatory uniform school**. All students are required to wear the school uniform. Students may wear yellow, white or hunter green polo-style shirts and hunter green or Khaki pants, shorts or skirts. If a student is not in uniform, a courtesy call will be made to the parent. We ask for your support and cooperation by sending your child to school in uniform every day. Every Friday the students can wear their spirit t-shirt with jeans. (ONLY ON FRIDAYS).

DRUGS and WEAPONS

Under no circumstances are students to bring drugs, cigarettes, mood-modifying substances, or any kind of weapons to school. Real or toy weapons, knives, guns or any device intended to harm others are strictly prohibited. **Violations of any of these rules will result in an automatic 10 day suspension and possible exclusion from school as per the Code of Student Conduct.**

ELECTRONIC DEVICES

Electronic devices provide a distraction that interrupts the learning environment. As a result, portable electronic devices (video games, MP3 players, etc.) are **not allowed** in school. Students in possession of electronic devices will have them confiscated. Electronic devices will be returned to parents only.

Students are allowed to have cellular phones as long as they are turned off during school hours and stored in their backpacks.

GRADING

Academic grades are to reflect the students' academic progress based on the competencies/benchmarks for the grade level. Academic grades in **Grades 1-5** are as follows according to the District's Student Progression Plan:

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

Conduct grades are used to communicate to the students and parents the teacher's evaluation of a student's behavior and citizenship development. The conduct grading scale is the following: A (excellent conduct), B (good conduct), C (satisfactory conduct), D (conduct needs improvement), and F (unsatisfactory conduct).

Effort grades are used to communicate the students' effort in relation to the instructional program considering potential, study habits and attitude. Effort grades are as follows: 1 (outstanding effort), 2 (satisfactory effort), and 3 (insufficient effort).

In **Kindergarten**, the academic grading scale evaluates a student's developmental progress in the subject areas taught. The conduct scale evaluates the student's behavior. The kindergarten code of development is as follows:

Grade	Academic	Conduct
E	Excellent Progress	Excellent Conduct
G	Good Progress	Good Conduct
S	Satisfactory Progress	Satisfactory Conduct
M	Minimal Progress	Some Improvement is Needed
U	Unsatisfactory Progress	Behavior is Consistently Unacceptable

Report Cards are sent home four times per year every nine week grading period. Students are assessed in all subject areas they are taught. Report cards reflect academic achievement and conduct for children in grades Kindergarten through Grade Five. Effort grades are also earned by children in Grades One through Five.

Additionally, Interim Progress Reports are sent to all students midway through the grading period. These reports notify parents if students are doing satisfactory work or need to improve. **Parents are asked to sign the Progress Report, and return it to the teacher the following day.**

Parents have access to the Electronic Grade Book through the District's Parent Portal in order to stay abreast of their children's academic grades.

HOME LEARNING POLICY

The Miami-Dade County School Board follows the Student Progression Plan when determining the amount of home learning assigned. Below you will find the guidelines used for assigning home learning.

Kindergarten and Grade One: 30 minutes per night, five days per week, including Fridays
Grades Two and Three: 45 minutes per night, five days per week, including Fridays
Grades Four and Five: 60 minutes per night, five days per week, including Fridays.

These times do not reflect the additional 30 minutes of required reading for all students K-5. Participation in the Gifted Program often requires additional home learning assignments on a daily basis.

HONOR ROLL CRITERIA

	Principal's Honor Roll	Superior Honor Roll	Honor Roll
GPA	4.0	3.60-3.99	3.00-3.59
Academic Grades	A's only	A's and B's only	A's and B's only
Conduct Grades	A's only	A's and B's only	A's and B's only
Effort Grades	All 1's	1's and 2's	1's and 2's

Perfect Attendance - 100% attendance for the grading period **with no more than 3 tardies**.

ILLNESS and INJURIES

If a child is hurt at school or becomes ill, we will do everything possible to make him/her comfortable. You will be called immediately, and if you cannot be contacted, we will contact the person you have listed on your child's Emergency Student Data Form. Please make sure that your emergency contact information is current and updated every time it changes.

In the event of a serious or life-threatening emergency, the school will call 911 in addition to contacting the parent or an emergency contact.

MEDICATION

The administering/dispensing of medication to students by employees of the school system is forbidden unless authorized, in writing, by a licensed physician and the parent of the student. **PLEASE DO NOT SEND ANY TYPE OF MEDICATION FOR YOUR CHILD TO TAKE ON HIS/HER OWN.**

There are certain medical conditions that require daily and periodic medication. In these instances, an "Authorization for Medication" form will be provided to the parent. The parent and the child's physician are to complete and sign the form. The form is to be submitted to an administrator. This form allows school personnel to administer medication as prescribed by the doctor. A new form must be completed every year. All medications must be sent to the school in the original container labeled with the prescription and the child's name.

OBJECTS TO LEAVE AT HOME

In order to avoid accidents and protect the health and welfare of all children, we ask your cooperation in seeing that the following items do not come to school:

1. Chewing gum and candy
2. **Baseball bats, yoyos, rubber bands, knives and other sharp objects, guns and bullets (including toy guns).** Bringing any potential weapon will **automatically result in a (10) day suspension** and may include a recommendation for expulsion, as per the Code of Student Conduct
3. Money in amounts beyond what the student may need for lunch
4. Toys, including game boys, virtual pets, and radios
5. Pokeman cards, or any other type of collectable cards
6. All pets
7. Valuable jewelry and irreplaceable or valuable articles.

PARENT ASSOCIATIONS

The Parent Teacher Association (PTA) is an important part of our school community. Parents and staff work together in this organization to promote understanding and continual improvement of the educational, social and physical climate of the school community.

RAINY DAY PROCEDURES

Our rainy day dismissal plan will go into effect whenever severe weather is imminent. Students will be escorted to the dismissal area in the front of the building (1st Place). From there, students will either take the school bus, or will wait for parent pick up. Rainy Day Procedures may be adjusted if necessary.

VISITORS

All persons (**including parents and school volunteers**) are required to sign the Visitor's Log and report to the main office to secure a visitor's pass. This is a Miami-Dade County Public Schools policy and will be strictly enforced. Strict observance to this rule will enable us to protect your children. **For the safety of all students and faculty members, the administrative staff requests that all visitors use the main entrance located on Bluebird Avenue.**

VOLUNTEERS

School Volunteers are an integral part of Springview Elementary School's success. All volunteers must register online through the Parent or Community Portal on a yearly basis. You will successfully complete a background check, before being placed in a school, or beginning service as a school volunteer. A driver's license or an appropriate photo identification card (passport, school ID, etc.) must be provided at the time of registration. Upon registration, volunteers must wait until they receive notice from the school or worksite to begin service. **All volunteers must have an approved volunteer number.**

All volunteers must sign the Volunteer Log located in the main office and wear an identification tag. Volunteers will be assigned specific duties and responsibilities as identified by the school staff.

SAFETY REMINDERS

- **Parking for parents/visitors is very limited. Please be mindful of our neighbors and all posted parking signs.**
- **Students may NOT be on campus before 7:30 A.M. or after 3:15 P.M. unless they are enrolled in the after school program. The school will not open until 7:30 A.M.**
- Please, do not ask your child to alter or deviate from the established dismissal procedures.
- At dismissal time, students are not allowed to wait for parents in an area where there is no adult supervision (including parking lot and sidewalk areas).
- All visitors and volunteers are to report to the main office and obtain a pass before proceeding to any area on campus. School personnel will not allow anyone in a classroom without a pass.

