



***Palmspringes.org***  
***(305) 822-0911***

## **Parent/Student Handbook**

**2023/2024**

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## **ACCIDENTS**

In the event that your child is injured at school, we will do everything possible to make him/her comfortable. You will be called immediately by the staff member supervising the student or an office staff member. Please make certain the information on the emergency contact card is current and correct. Too often we experience not being able to contact the parent or guardian of an injured child. If the accident or condition is serious, fire rescue will be called for first aid administration, and/or transport to hospital. If you cannot be contacted, we will contact all the individuals you have listed on the emergency contact card. Note that the school is only able to apply ice or provide a small bandage as a form of first aid.

## **ACCIDENT INSURANCE**

Student insurance covers accidents that happen on school property. All students in the aftercare program are required to be enrolled in this insurance. Information about this insurance is sent home with each student early in the year, and is available in the school at all times. Student insurance is primarily designed to furnish a **low cost accident policy** to the pupils of Miami-Dade County. The School Board approves the sale of accident insurance for the convenience of students and parents. The Board does not accept any responsibility for policy interpretations or claim payments. It is advisable for parents to encourage their children to report any accident or injury, no matter how small, to the supervising teacher as soon as it occurs.

## **AFTER SCHOOL CARE PROGRAM**

The After School Care Program at Palm Springs Elementary School is providing by an outside vendor. The organization is After School All-Stars. (786) 517 2868 or (305) 502 3310.

## **ATTENDANCE**

Attendance at school or class is defined as follows:

- A) Students are to be counted in attendance only if they are actually present for at least two (2) hours of the day or engaged in a school-approved educational activity which constitutes a part of the instructional program for the student.

Excellent attendance has a profound and positive effect on your child's progress at school; however, please do not send very ill children to school for his/her sake as well as the sake of others. **Every absence and tardy** must be followed by a note from home which should include the date and the nature of the illness or the reason for the late arrival. If your child is absent for more than 2 consecutive days, please email the teacher to inform of condition and to make any arrangements necessary for continuity of your child's education.

## **TYPES OF ABSENCES**

### **Excused Absences**

Board Policy 5200 -Attendance, defines Excused School Absence as:

- A. Personal illness of the student (medical evidence may be required by the principal or designee for absences exceeding **five** consecutive days). The written statement must include all days the student has been absent from school. If a student is continually sick and repeatedly absent from school due to a specific medical condition, the student must be under the supervision of a health care provider in order to receive excused absences from school.
- B. Medical Appointment: If a student is absent from school due to a medical appointment a written statement from a health care provider indicating the date and time of the appointment must be submitted to the principal.
- C. Death in immediate family.
- D. An approved school activity (absences recorded but not reported).
- E. Other absences with prior approval of the Principal.
- F. Attendance at a center under Department of Children and Families supervision.
- G. Significant community events with prior permission of the Principal.
- H. Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service should be observed
- I. Court appearance of the student, subpoena by law enforcement agency or mandatory court appearance.
- J. Outdoor suspensions.
- K. Other individual student absences beyond the control of the parent or student, as determined and approved by the Principal, require documentation related to the condition.

### **Unexcused Absences**

Any absence that does not fall into one of the above excused absence categories is to be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon the return to school will result in an unexcused absence.

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt).

Unexcused absences do not require that the teacher provide make-up work for the student. However, the Attendance Review Committee may assign educationally-related activities to mitigate the loss of instructional time.

### **BOUNDARY (Attendance Boundary)**

Only students who reside within our attendance boundaries may attend our school. If at any time a family moves from our attendance boundary, the parent/guardian must come to withdraw the student to his/her new school. Proper proof of address may be required and/or home visits to verify claimed address may occur.

### **BREAKFAST/LUNCH PROGRAM**

1. Breakfast is provided free to all students between 7:50 a.m. – 8:15 a.m.
2. Lunch is also free to students. ***Student lunches brought from home should NOT include candy, gum, or bottled soft drinks. No glass containers at all, please.***

We wish to maintain a safe and pleasant place for your child to eat. It is necessary to set high standards of conduct in the cafeteria. Your child's conduct will be closely monitored, and each child will be expected to behave in the following manner:

- ★ Follow directions issued by adults the first time they are given.
- ★ Stay in his/her seat unless given permission by an adult to get up.
- ★ Talk quietly.
- ★ Refrain from hitting, harassing, or bullying anyone.
- ★ Refrain from cutting in line or saving a place at the table for anyone.
- ★ Refrain from sharing food.
- ★ Pick up food and paper around his/her dining area.

**Students continuously violating the above rules may be suspended from school.**

### **CANDY AT SCHOOL**

We highly discourage parents from sending students to school with candy including: lollipops, gum (against school rule), mints, lifesavers, chocolates, etc. Often times these items cause an unwanted distraction in the classroom or the cafeteria, or unwanted melted candy/gum on our school's walkways. Please refrain from sending candy with your child to this school; save the treat for your home.

### **CELEBRATIONS/PARTIES**

The teacher is authorized, if deemed appropriate, to allow 2 celebrations each school year. A winter recess celebration and an end-of-year celebration are permitted. Special consideration may be given by the principal for curriculum related culminating activities. **In the interest of proper use of instructional time, equity amongst students, and respect for cultural diversity, no other celebrations, unless approved by the principal, are permitted in classrooms. This includes birthdays, departures, special holidays, etc.**

### **CODE OF STUDENT CONDUCT (FOUND ON OUR WEBSITE)**

The Miami-Dade County School Board utilizes a Code of Student Conduct which outlines the rights and responsibilities of students, the duties of teachers and administrators, and the

suggested responsibilities of parents. It defines violations, which disrupt the educational process and disciplinary actions that must be taken in order to deal with the misconduct. You may find the latest Code on our school's website. **We ask that you review the code of student conduct with your child so that he/she is fully aware of behavior expectations and consequences.**

Cooperation from you the parent or guardian is essential if we are to provide the best help for each child. Please review these basic rules with your children.

1. Remain quiet and orderly in classrooms and hallways.
2. Behave courteously to all adults and other students.
3. Observe all cafeteria rules.
4. Refrain from engaging in any type of fighting.
5. Refrain from intimidating, harassing, bullying, or threatening others.
6. Refrain from the use of profane language or gestures.
7. Refrain from damaging or destroying property belonging to others.
8. Refrain from leaving school grounds without permission during school hours.
9. Your child must inform an adult at the school if another student is intimidating, harassing, threatening, or hitting your child.

The Code of Student Conduct also clearly indicates that: "Individuals caught using, possessing, and /selling drugs or weapons will be subject to expulsion from the Miami-Dade County Public Schools." Make certain your child does not have any of the aforementioned items in his/her possession.

#### **COMMUNICATING WITH FACULTY & STAFF**

We have found that the most effective method of communication with faculty and staff is either via class DOJO or school email. All email addresses may be found on our website. A second method may be the traditional way of calling and leaving a telephone message; however due to a large volume of calls, we encourage the email method when communicating with faculty and staff whenever possible.

#### **CONFERENCE WITH COUNSELOR OR ADMINISTRATOR**

In the event that a parent cannot correct a problem with the teacher or a problem exists that is not classroom related, a parent may request a conference with a counselor or administrator by either calling the school or emailing your child's respective counselor/administrator. Email addresses can be found on our website.

#### **CONFERENCE WITH TEACHER**

Good communication between home and school is necessary for your child's success. The home and school must work together. Sometimes what seems like a problem is simply a lack of communication. ***A parent may have a conference with a teacher by appointment.*** When you wish to arrange a conference with your child's teacher, please be sure to send a note to the

teacher and include your phone number so that the teacher can contact you to arrange a time to meet with you, or Email your child's teacher. We appreciate your cooperation in not seeking "instant conferences" during school hours (email addresses can be found at our website). ***We cannot allow any student's education to be interrupted.***

### **EARLY DISMISSAL**

A parent or an authorized adult must come to the school's attendance office to request an early dismissal for a student. No student will be released except to those adults authorized on the Emergency Contact Card. **Picture identification is required.** Teachers will not release students from the classroom to a parent during school hours. **To minimize classroom interruptions and to promote continuity of instruction at the end of each day, students will not be released 30 minutes or less than their scheduled departure time. Example: *If a child leaves at 3:05 p.m., he/she may not be picked up early unless it is prior to 2:35 p.m.***

### **ELECTRONIC DEVICES**

Telephones/music/gaming devices/etc... are not permitted to be used while the student is on campus. These items, if used, may be confiscated, labeled, and stored in the school's vault until a parent comes to the main office to pick up item. **It is the students' responsibility to inform parent if an item is confiscated.**

### **EMERGENCY CONTACT CARD**

**In case of an emergency, we must have accurate emergency information. It is necessary that each student have an accurate and updated emergency contact card on file.**

1. Please include home, work telephone numbers, beeper, cellular, and a relative's or neighbor's telephone number.
2. Correct address.
3. All authorized/unauthorized persons who may or may not pick up your child.

If you move, or if your telephone number is changed, please notify the school office. School records must be kept up-to-date so that you may be reached in an emergency. Remember to advise the school of any change in the name and numbers of your emergency contact (the person we may contact if unable to reach you)

### **FIELD TRIPS**

Another learning experience may be offered to your child through field trips planned by the teacher or grade level. All approved trips will be appropriate for the student's age and will relate to subjects being studied in the classroom. We believe that school time is valuable and that it should be used to help each student make the best possible academic progress. In addition to being carefully planned, field trips must be adequately supervised. Parents are asked to assist the teacher as chaperones on field trips. All parent chaperones must first become approved chaperones, Ms. Lucia, in our main office, is in charge of the process. Parents serving as

chaperones may not bring other children or people with them on the field trip. Parent permission must be on file for a child to participate in a field trip. **Monies and permission forms must be returned by the cut-off date or the student will not be permitted to go on a field trip.**

**GAMES/TOYS**

Students are **not permitted to bring games, collectible cards or toys to schools.** These items disrupt the learning environment and often lead to inappropriate behavior on the part of students around a game or toy.

**GRADING POLICY**

You are urged to discuss your child’s progress with his/her teacher on a regular basis. The teacher will be able to explain the requirements upon which a grade is based. In addition, the teacher is able to offer valuable suggestions and recommendations that will assist you and your child. **Additionally, students not reading at grade level will not receive a grade of “C” or higher on their report card until the student is able to read at his/her respective grade level.**

**GRADES 1-8**

Academic Grade	Numerical Value	Interpretation
A	90 - 100	Outstanding, excellent, consistently higher than the typical student
B	80 - 89	Good, above that of the typical student
C	70 - 79	Satisfactory
D	60 - 69	Minimally acceptable: improvement needed, below grade level
F	59 or below	Unsatisfactory, below grade level

**EFFORT**

- “1” Consistently works diligently towards completing all assigned tasks
- “2” Sometimes finishes assignments
- “3” Not completing assignments or not completing assignments to the best of his/her ability

**CONDUCT**

- “A” Consistently demonstrates outstanding, exemplary behavior
- “B” Consistently behaves well in school with little redirection
- “C” Behaves satisfactorily, but the teacher must redirect behaviors occasionally
- “D” Conduct needs significant improvement
- “F” Regularly violates school rules of conduct



Before promotion to the next grade level, a student must have mastered those basic skills identified for the present grade. **By grade 3, the student must be reading at, or near grade level, or the student may not be promoted to the next grade.**

### **GUM CHEWING/CANDY**

Absolutely **no gum chewing/candy that turns into gum at any time** in or around our campus is permitted. Gum finds its way under chairs, desks, on tile and concrete floors and is very labor intensive to remove.

### **HOME LEARNING POLICY**

The School Board of Miami-Dade County, Florida recognizes regular purposeful home learning as an essential component of the instructional process. Regular home learning provides opportunities for developmental practice drill, the application of skills already learned, the development of independent study skills, enrichment activities, and self discipline. Home learning is assigned to provide reinforcement and extension of class instruction, and serves as a basis for further study and preparation for future assignments. Questions regarding home learning should first be discussed with the child's teacher.

The suggested number of **minutes (on average)** for daily home learning assignments for all subject combined:

<b><u>Grade Level</u></b>	<b><u>Number of Minutes</u></b>
<b>K- 1</b>	<b>30 minutes</b>
<b>2- 3</b>	<b>45-60 minutes</b>
<b>4- 5</b>	<b>60-90 minutes</b>

### **Student's Responsibilities**

1. Completing assigned home learning as directed
2. Returning home learning to the teacher by the designated time
3. Submitting home learning assignments that reflect careful attention to detail and quality of work.

### **Parent's Responsibilities**

1. Establishing **"home learning time"** in the household where, at a certain time each day, your child goes to the assigned area in the house to complete home learning assignments.
2. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of assigned home learning.
3. Demonstrating an interest in assignments and assisting, if possible, when requested by the child, but not to include completing the work for the child.
4. Supporting the school in regards to the student being assigned home learning.
5. Requesting assignments for students when short term absences are involved.

Reading is recognized as a universal skill that relates to all subjects. When a homework assignment is completed in a shorter period of time, every student should read for pleasure or particular purpose. According to the Miami-Dade County Comprehensive Reading Plan, all students should read at home for at least thirty (30) minutes per day.

Kindergarten teachers shall exercise professional judgment in making homework assignments by considering the child's readiness level and the type of work to be accomplished.

### **HONOR ROLLS (First thru Eighth Grades)**

Students who meet the most rigorous academic standards are recognized in two ways. The Principal's Honor Roll and the Honor Roll. The criteria are as follows:

#### **Principal's Honor Roll**

Academic avg.	4.00
Effort Grades	All 1's
Conduct avg.	4.00

#### **Honor Roll**

Academic avg.	3.50 or above
Effort Grades	All 1's and a maximum of two 2s
Conduct avg.	3.50 or above

### **ILLNESS**

If your child is **very** ill, please keep your child home until he/she is well. This will allow your child time for recuperation, while not infecting other children. We cannot keep ill students in school. If your child becomes ill during the school day, we will contact you immediately using the information provided on the emergency contact card and ask that you come to the school to take the child home.

### **IMMUNIZATION PROGRAM**

All students must have the approved shots prior to entering school. The forms are available at your doctor's office. Students entering on temporary immunizations must complete the series of shots before the expiration date. **Please return the form completed by the doctor to the school office.** It is your responsibility as a parent to keep your child's immunizations current. **IF THE EXPIRATION DATE PASSES, YOUR CHILD WILL NO LONGER BE ALLOWED TO ATTEND SCHOOL UNTIL THEIR RECORDS ARE UPDATED. PLAN AND BE PREPARED!**

### **INTERIM PROGRESS REPORTS**

You will receive Interim Progress Reports approximately four weeks after the beginning of each grading period. The reports will inform you of the progress your child has made and where improvement is needed. Parents are encouraged to have a conference with the teacher to discuss any unsatisfactory progress.

### **INTERRUPTIONS TO THE SCHOOL ENVIRONMENT/SCHOOL DAY**

In order to not interrupt the learning or school environment, we will not be able to deliver, or arrange for the delivery of, items/information to students during the school day. **Please make certain your child leaves home with his/her appropriate lunch, lunch money, supplies, transportation instructions for the day, medicine, or any other item necessary.**

### **LICE**

Any student found to have head lice will be required to seek treatment to eliminate the condition and will then be permitted to return to school. Lice do not jump or remain alive without a host for more than 48 hours.

### **LOST OR DAMAGED BOOKS**

Your child's textbooks are extremely valuable and should be well cared for by your child. Children are responsible for all textbooks or library books issued to them. **Parents must pay for all lost or damaged books.** If the lost book is found, monies paid will be refunded. Please bring your receipt that was issued to you by the secretary/treasurer. All monies collected are recorded and are paid to the proper fund for replacement purposes.

### **LOST AND FOUND**

Items that have been lost by students are usually turned into the school's main office. **It is an excellent practice to label all personal items including lunchboxes, sweaters, water bottles etc.** If your child loses an item, he/she may come to the office to see if the item has been returned to Lost and Found. ***Do not allow your child to bring large sums of money or valuable electronic equipment to school. We are not responsible for items that are lost or stolen. Please have your child or an adult come to the school's lost and found immediately upon losing an item. We regularly donate unclaimed items to charity in order to avoid excessive unclaimed items.***

### **LOSS OF PRIVILEGES**

It is of utmost importance for all our students to follow the Code of Student Conduct and our school rules. It is our goal to provide a safe and orderly environment for all of our students. Students, who violate the Student Code of Conduct frequently and/or are suspended from school, may lose privileges including but not limited to exclusion from grade level activities, and grade level field trips.

### **PERSONAL BELONGINGS**

Please discuss with your child the importance of taking care of money and personal belongings. Students should only bring the minimum amount of money necessary. No valuable jewelry, including watches, rings and earrings, should be worn to school. Students are **not to bring music devices, electronic games, roller blades, sports equipment, etc.** All appropriate personal belongings should be properly labeled with your child's name. This would include sweaters, purses, lunch boxes, wallets, etc. **We are not responsible for items lost, stolen, or confiscated.**

### **PARENT/ TEACHER/ASSOCIATION (PTA)**

Since the greatest portion of your child's day is spent at school, his/her growth and development are our joint responsibility and concern. The PTA serves our school in many ways. The PTA provides you with the opportunity to be informed and involved. We urge everyone to become active in helping to further the goals and growth of the PTA. We will be requesting your aid and support in the near future. Please watch for notices of the membership drive and upcoming meetings and events. Please join our PTA; it's a small investment towards a bright future.

### **RAINY DAY DISMISSAL...VERY IMPORTANT INFORMATION!**

Please plan ahead and make the necessary arrangements so that your child knows what to do on rainy days. During heavy downpours, children will not be dismissed until the downpour subsides. Students who are bussed will be dismissed as busses arrive. Our parent pick up students will be housed inside the building along East 65 street/Parent pick up area, and will be called individually as cars approach. This procedure keeps students safe, but does lengthen the pickup process significantly. Be patient.

### **REPORT CARDS**

Report cards are issued every nine weeks and demonstrate your child's progress. We will publicize when report cards are distributed via our telephone communication system.

### **SCHOOL HOURS**

<b>Grades K - 1</b>	<b>8:20 - 1:50 p.m. Any student arriving after 8:20 is marked tardy.</b>
<b>Grades 2 - 5</b>	<b>8:35 - 3:05 p.m. Any student arriving after 8:35 is marked tardy.</b>
<b>Wednesdays</b>	<b>8:20 - 1:50 p.m. <u>STUDENTS GRADES K-1</u></b>
<b>Wednesdays</b>	<b>8:35 - 1:50 p.m. <u>STUDENTS GRADES 2-5</u></b>

Please pick students up promptly at the appropriate dismissal time. Our school office hours are from 8:00 a.m. to 4:00 p.m. **Your child may not arrive at school before 7:50 a.m.** There is no supervision prior to this time.

### **SCHOOL VOLUNTEERS**

Parental support is vital to the effectiveness of the overall school program. Volunteer programs involving parents and other community members can help strengthen existing school programs. Volunteers in the school provide much needed help and support for students and teachers. Volunteers can serve the school in many capacities. Some possibilities are: classroom assistant, student instructional tutor, library aide, clerical assistant to teachers, or the office staff, and listener of student readers. If you are able to give at least an hour or two each week, visit the office and request to fill out a volunteer form. Volunteers must complete a Miami-Dade County Public Schools Volunteer Application and sign in and out in the office in the Volunteer Book. **Ms. Lucia Rodriguez, our Community Involvement Liaison is in charge of volunteers. Note: we do not place volunteers in their child's classroom.**

**STUDENT DROP-OFF\*\*\*\*\*IMPORTANT**

The drop-off and pick-up of students must occur in the Parent drop off driveway off East 1<sup>st</sup> Ave in the loop. Parents are not to PARK their cars along the drop off. Parents may only park in the parking spots in the interior of the loop. All vehicles must exit by 8:35 a.m.

**SUPERVISION OF STUDENTS BEFORE AND AFTERSCHOOL**

There is no assigned supervision prior to 7:50 a.m., and after the 3:05 p.m. dismissal. **Please do not drop your children off before 7:50 a.m. or pick them up after 3:05 p.m. in the afternoon.** Please make necessary arrangements for your child to be here at the correct time and picked up at the correct time.

**TELEPHONE CALLS**

Providing messages for your child disrupts the educational process. We will only interrupt classes for extreme emergency messages. Children are discouraged from making telephone calls from our school unless it is a matter of urgency.

**UNIFORMS**

This school is a mandatory school uniform school. Students are required to attend school in uniform every days/week except for Fridays, when they may wear JEANS and a SCHOOL SPIRIT SHIRT. Our PTA also sponsors WOW Wednesdays the FIRST and LAST Wednesday of each month. On those Wednesdays, student are encouraged to donate a dollar and they are able to dress casually. It is the parent's responsibility to make certain their child has a uniform to wear each day school is in session. Students who fail to come to school in the appropriate uniform will be required to call their parent or guardian so that he/she may provide the appropriate school uniform to the student.

**VISITORS**

To ensure the safety and protection of all students, anyone wishing to enter the building **MUST** obtain a pass from the office before proceeding to the classroom. Unscheduled visits tend to disrupt normal routines and interrupt instruction. **Parents are not permitted to visit their child's classroom without an appointment, during school hours.** Teachers are instructed not to accept anyone without a pass. We appreciate your cooperation in providing only the safest learning

environment for our children.

### **WALKING STUDENTS TO CLASS (PARENTS)**

In order to provide the safest learning environment possible, we do not permit parents/guardians/nannies to walk students to class each morning or pick them up from the classrooms in the afternoon. Reducing the number of unauthorized adults within our campus increases the overall security of our campus. Parents should drop students off following our drop off procedures which can be found on our school's website. *During the first two days of school, we will permit parents of students in kindergarten and first grade to escort their child to class so that they may become acclimated to their new environment, but after that time, all parents must abide by our rules.* Parents who are registered volunteers may volunteer to assist in the areas students wait prior to school starting. Ms. Lucia Rodriguez can assign you a position once the parent is a registered volunteer. Your positive attitude and encouragement towards this practice will assist in making your child feel comfortable and confident about this process.

### **WORK SAMPLES**

There will be times when the teacher will send home some of your child's papers for you to review and sign. Please take time to discuss them with your child. If you have any questions, please contact your child's teacher.