

# SPIRIT ELEMENTARY

STUDENT/PARENT HANDBOOK

2019 - 2020



## **Spirit's Mission Statement**

*We will stimulate the potential in ALL through high expectations and a positive SPIRIT of learning from which our students will emerge as responsible, productive citizens of tomorrow.*

**Carrie Devaney**  
**Principal**

**1500 Meadowlark Drive, Deltona, Florida 32725**

**(386)-575-4080**

**<http://schools.volusia.k12.fl.us/spirit>**

### **PUPIL PROGRESSION**

Our goal for every student is not just to complete fifth grade, but to graduate from high school in order to accomplish this goal, students MUST be able to read proficiently. In order for your child to be promoted to the next grade level, he/she must meet the standards and expectations of the current grade. A student's level of reading proficiently will be determined using a variety of different measures, including standardized testing and assessments. Timely and accurate feedback is provided to parents. If a child is not meeting grade level expectations, by definition he or she is at risk for retention. Please maintain contact with your child's teacher and work with us to enable your child to achieve at the highest level possible.

### **ABSENT-TARDY**

School attendance is vitally important for your child's success. We require parents to call the school when a child is absent. The school telephone number is 386-575-4080, option 2, to report an absence. You may follow up the telephone call with a written note to the classroom teacher on the day the child returns to school.

If a child has been excluded from school because of health reasons (such as communicable disease, etc.), your child must report through the clinic before they will be allowed back in class. A note from a doctor MAY BE REQUIRED. Once a student reaches 15 absences, for any reason (excused or unexcused), our school social worker will contact the family and assist in determining if additional follow-up measures are necessary.

### **ACCIDENTS**

All accidents must be reported immediately to the teacher on duty or the classroom teacher. Teachers complete an accident report form and immediate efforts are made to contact parents or guardians. This is why we must have your residence telephone number and your work telephone number. An emergency number is also required.

### **BICYCLES**

It is recommended that if your child rides a bike to school the child should have a strong lock to insure its security. Remember, Florida law requires each child riding a bicycle to wear a helmet.

### **BREAKFAST**

If your child is to eat breakfast, the child should arrive at school no earlier than 7:20am and no later than 7:50am so he/she will not be tardy for class. Allowances will be made for students who ride the bus.

### **BUS RULES**

Transportation is provided as a convenience to parents, not as a right to students. Students who do not obey the bus rules will lose the privilege of riding the bus for a period of time. Bus times are made available to all students at the beginning of the school year.

Students are expected to conduct themselves in a courteous, well-behaved manner while waiting for the bus and during travel. The authority of the bus driver to preserve order and good behavior is supported by the principal.

**PARENTS ARE RESPONSIBLE FOR TRANSPORTING STUDENTS TO AND FROM SCHOOL IF HE/SHE IS SUSPENDED FROM RIDING THE BUS.**

### **CHILDREN EXCUSED DURING THE SCHOOL DAY**

If it becomes necessary to have your child dismissed during the school day, please send a note that morning to the teacher informing the teacher of this. All children will be signed out at the office. Notification of traumatic instances should be done through the office.

## CONFERENCES

Conferences are very important and we strongly urge you to visit your child's teacher to discuss progress and/or problems. Please make an appointment with the teacher at least 24 hours prior to your visit to insure you of a private and productive conference time. Please do not assume that the teacher is free every afternoon for conferences. Conferences are not permitted while class is in session.

## CODE OF STUDENT CONDUCT AND DISCIPLINE

The School Board of Volusia County has adopted a Code of Student Conduct and Discipline. Parents are responsible for informing their children of its contents. Our school will comply with the revised Code of Student Conduct.

A copy of the parent and student acknowledgment form must be signed and returned to your child's teacher. **Failure to return the parent and student acknowledgement form does not exempt the parent and/or student from the responsibilities outlined in the booklet.** Your cooperation is appreciated.

## CONTROL OF STUDENTS

Pupils are under the authority of the principal and are subject to the principal's discipline as provided by Florida Statutes. The administration of discipline by principals and teachers is authorized as provided in Florida Statutes. "Grounds for disciplinary action are willful disobedience of school personnel or other persons so delegated by the principal; open defiance of authority of school personnel or other persons so delegated by the principal; violence against person or property; any act that disrupts the orderly operation of the school or school processes and activities; and willful disobedience of school rules."

## DISCIPLINARY ACTION

We operate on the premise that the school has the responsibility to ensure that no student's learning will be infringed upon by another student's misbehavior. Every child has a right to an education in a positive, safe learning environment. Student control is the responsibility of the faculty, but an individual's chronic misbehavior is the responsibility of the parents. Our school's disciplinary policy involves immediate notification of and participation by parents. Minor offenses will be handled through parent teacher contact. Students, who continue to be disruptive, disrespectful, disobedient or defiant, will be removed from class. Parents may be notified shortly after they are referred to the office to come to the school to pick up their child as often as the referrals are made. Please talk with your child so that he/she will not need to be removed from school.

## EMERGENCY HOME INFORMATION

Please keep the office informed of change of address and telephone numbers and be sure that the office has a telephone number where you can be reached in case of emergency. If you have an unlisted number, we will keep it confidential; however, we must have the number. Children are not allowed to use the office telephone for routine matters.

## HEALTH

If your child is ill, we strongly suggest that you keep your child at home. When he/she returns to school, please send a note to explain the absence. Notify the school by 8:00am each day your child is going to be absent.

## **HOMEWORK POLICY**

The faculty at Spirit Elementary believes that homework is an important extension of the classroom, and provides a link between home and school. Its purpose is to reinforce class work, develop responsibility on the part of the student, and allow parents the opportunity to be aware of what is currently being done at school. It is the policy of this school for all students to have some type of homework that they are capable of doing. Due to our large student and teacher population, as well as a variety of teaching styles, we will not impose a uniform homework policy. However, we will use the following guidelines:

1. Homework is assigned when the concept has been explained and understood by the students. Assignments are specific, and students should know what is expected of them.
2. In grades two through five, your child will be assigned homework in one or more subjects. Homework is usually given on Monday, Tuesdays, Wednesdays, and Thursdays.
3. Homework assignments are reasonable in length. In most cases, homework is
  - Kindergarten: as needed on an individual basis
  - 1<sup>st</sup> Grade: 15-30 minutes as needed
  - 2<sup>nd</sup> Grade: approximately 30 minutes
  - 3<sup>rd</sup> - 5<sup>th</sup> Grade: Ranging from 30 minutes to one hour
4. Homework is an integral part of classroom activities: It is not busy-work or construed to be punishment.
5. Homework is corrected, discussed and returned to the students. Credit is given in light of the assignment's objectives.
6. Please provide satisfactory homework conditions. Parents are encouraged to assist with, but never do, the homework.

Teachers maintain records on homework and will discuss it with you upon request. Each teacher has a different method of dealing with incomplete homework and has established reasonable consequences for not completing assignments. If your child says he/she has no homework, please contact the teacher. If you have any questions regarding the homework policy, please contact the teacher.

## **MEDIA CENTER**

Lost library books must be paid for. Money will be refunded if the book is found within a reasonable time and returned in good condition.

## **LUNCH AND BREAKFAST**

Students who have approved applications from last year will be allowed to eat meals at the reduced price or free for the first 30 days of the school year. All other students will have to bring their own lunch or pay the full price. New applications are required for each child even though the child may have participated in the meal program in the past. Once the application is complete, you must allow up to ten (10) school days for the application to be processed by the school. A class "A" hot lunch is served in our lunchroom at a price that is established by the School Board. Extra milk is available at the established sales price. All checks for meals should be made payable to Spirit Elementary School Lunchroom. Lunch price for K-5 will be \$2.00. The reduced priced for lunches is \$.40. Breakfast is complimentary for all students this year.

## **MEDICATION**

Parents must bring any medication to school that is to be administered. A medication form must be completed by the parent, physician, and public health nurse before it can be taken at school. This includes aspirin and other over the counter medications.

### **MORNINGS**

School begins at 7:50am. Your child should arrive at school no earlier than 7:30 am. We cannot properly supervise your child if he/she arrives earlier than 7:30am.

### **PHYSICAL EDUCATION**

No child will be excused from participation in physical education unless a written excuse is presented or the teacher feels it is necessary. Prolonged excuses must have a doctor's note for exclusion (those in excess of one week).

### **PICK-UP**

Parents must pick up their children PROMPTLY at 2:30 pm. Parents wishing to pick their child(ren) up by car must stay in their car, have a numbered car tag (provided by the school), and drive through the parent pick up loop. Walking parents or parents without a car tag must park in the bus loop parking area and walk into the office to check out their child. Supervision is not available after 2:50pm. No early pickups are allowed after 2:00pm.

### **REPORT CARDS**

Report cards are issued every 9 weeks for grades K-5. Parent-teacher conferences are encouraged. Interim reports are sent home midway through each nine weeks for the purpose of informing you of your child's progress.

### **RESPONSIBILITY**

The school system assumes the responsibility for your children once they arrive on the school campus during designated school hours. Students who leave the school campus during the day without permission from the principal or her designated representative are the parent's responsibility. They should be instructed to go to the office to talk with the principal or office personnel when they feel that assistance is needed rather than leave the campus. Problems which arise out of the school's jurisdiction should be solved by the parents of the children involved. Feel free to contact the principal for suggestions or advice.

### **SCHOOL DAY**

The school day begins at 7:50am and ends at 2:30pm for all students K-5. When students arrive on campus, they are to report directly to the specific area set aside.

### **TEXTBOOKS**

Textbooks are expected to last for five (5) years. Parents are required to pay for damaged or lost textbooks.

### **SCHOOL SAFETY PATROL**

The school has student Safety Patrols to assist students on campus. They have no authority to discipline children. School Board policy dictates that once students leave the school property, they are under the jurisdiction of their parents. Although the school will cooperate, all parents must understand that the jurisdiction of the school ends when the student leaves the school property.

### **STUDENT ACCIDENT INSURANCE**

Insurance coverage against accidents at school, on the playground, going to school or returning home is offered at a low cost. Follow the instructions on the material being sent to you. Please have your child check with the teacher if he/she did not receive an application. The application and money must be sent directly to the company.

### **STUDENT DRESS**

We encourage parents to pay close attention to the attire their children wear to school. It is very important that each child is dressed appropriately for school each day, including consideration for

the weather, activities at school and with respect for a safe and orderly school environment. In this regard, we have established the following guidelines for student dress:

- Shoes with socks should be worn each day. Open toed and open heeled shoes are not appropriate for school. Sneakers/tennis shoes should be worn every day.
- Polo/Button down shirts are required. Blouses and shirts must be sensible and proper for school wear. Bare midriffs are not allowed.
- Pants should be worn correctly, at the waist, and with a belt. Pant legs should not drag the ground. Very tight and or very brief short shorts are not appropriate for school wear.
- Hats, bandanas and scarves are not permitted. Exposed wallet chains, key chains and other items that may dangle from clothing are not permitted. Heavy neck chains, hoop earrings and other types of jewelry that dangle from clothing are not permitted at school.
- Friday is Spirit Shirt Day
- Dress, that in any way promotes or advertises alcohol, tobacco or drug use, is not permitted.
- Hair color should be natural and non-distractive to the classroom atmosphere.
- Make-up, including lipstick and eye shadow, is not appropriate for elementary age students and is not allowed.
- Perfumes and colognes should not be worn.
- PLEASE REFER TO VCSB DRESS CODE POLICY. Our school colors are orange, black, grey, green and white.

Administration will determine if a particular piece of attire is appropriate for school. Students not conforming to these guidelines will be asked to change and/or correct the infraction of the school dress code. Parents may be called to provide replacement clothing. Refusal to comply with these guidelines could result in consequences under the school district Code of Conduct.

#### **TOYS AND OTHER ITEMS AT SCHOOL**

Please do not allow your child to bring toys to school. This includes, but is not limited to: trading cards of all types (baseball, POKEMON), metal or plastic items and electronic devices such as Game Boys, personal CD players, beepers, etc. If a student brings an unauthorized item to school, it may be confiscated. Items that could be used as a weapon, in any way, WILL be confiscated and the student will be subject to consequences under the school district Code of Conduct. Sample items may include pocketknives, fingernail clippers, laser lights, chains or any item that even resembles a firearm. Consequences for all discipline offenses, depending on the severity of the infraction include the following: warning, detention, in-school suspension, out-of-school suspension, and referral for expulsion.

#### **SUBSTANCE ABUSE**

The county policy pertaining to substance abuse will be followed. Students may be suspended, recommended for expulsion or turned over to law enforcement officers.

**SPIRIT ELEMENTARY SCHOOL**  
**1500 Meadowlark Drive, Deltona, Florida 32725**  
**386-575-4080**  
**Principal: Carrie Devaney**  
**Assistant Principal: Jamie Robinson**  
**Secretary: Teri Judge**  
**School Colors: Green, Khaki, Orange and Black**

**ZERO**



**TOLERANCE**