



SPRUCE CREEK ELEMENTARY STUDENT HANDBOOK
642 TAYLOR ROAD, PORT ORANGE, FL 32127
(386) 322-6200

MISSION

Bobcats strive to EXCEL as a diverse community of critical thinkers, problem solvers and responsible citizens.

Dear Families:

Welcome to Spruce Creek Elementary School, home of the Bobcats. I hope that you will use this information as an overview of our school's policies and procedures. Should you at any time have questions or concerns, please contact the school office and we will be glad to assist you.

We are proud of the programs and experiences offered at our school. We hope that you will become an active and involved member of our school family. Support from families and from stakeholders in the community is absolutely critical to student success. I welcome that support from you, and I look forward to working together as we continue to move SCES forward and advance student learning.

Sincerely,

Andrea M. Hall

Principal

AFTER SCHOOL ACTIVITIES

Children are expected to go directly home after school is dismissed, as supervision is not provided after 2:05 PM. Only those children who are participating in after school programs may remain on campus. Extended day students are expected to report to the cafeteria no later than 2:10 PM.

ARRIVALS AND DEPARTURES

School hours for children are 7:55 AM until 2:05 PM (except on Early Release Wednesdays when dismissal is at 1:05).

Children should not arrive at school prior to 7:30 AM as supervision is **not** available. If your child is eating

breakfast on campus, they may walk directly to the cafeteria upon arrival (please, note, breakfast is served until 7:50 AM). When your child has finished breakfast or if you have a child who is not eating breakfast, they are to report to their grade level designated waiting area. A teacher will be supervising your child in the morning waiting area until their teacher arrives.

DESIGNATED WAITING AREAS

- **K – Courtyard between building 2 & media**
- **Grade 1 – Cafeteria**
- **Grade 2 – Courtyard by Building 3**
- **Grade 3 – Courtyard between Buildings 9 and 10**
- **Grade 4- Building 13**
- **Grade 5- Central Bobcat Courtyard**

Students arriving after 8:00 AM must report to the office (Building 2) for a tardy pass. Parents **MUST** accompany the student to the office.

When students are dismissed at the ringing of the bell, teachers and staff will escort them to either the bus loop/day care pick-up area, car loop, extended day, or to the bike racks for riders and walkers. For the safety of our students, the "parent-walk-up" option is no longer available. We encourage parents to use the car loop.

Students not picked up by 2:15 p.m. will be taken to the main office. Parents should come into the office to sign out. Remember to bring your ID.

ATTENDANCE

If your child is absent from school, please call the attendance office. Only absences related to religious holidays, illness, or medical treatment may be excused.

Regular school attendance of students between the ages of 6 and 16 is required by Florida Statute. The principal is required to report absences over 15 days, whether excused or not excused, to the proper authorities and to notify the parent or guardian that any further absence requires a physician's note (Florida Statute 1003).

BIKE RIDERS AND WALKERS SAFETY RULES

Students:

- * cross only in areas supervised by the school crossing guard and/or traffic lights
- * look both ways before crossing
- * follow the bike path to the bike rack; walk your bike single file on school campus
- * riders must wear a helmet; it's the law
- * are to obey the Safety Patrols
- * are not allowed to tow other students
- * are not allowed to stop on the path, it causes traffic jams and accidents

Parents, if you plan to meet your child who is walking or riding a bicycle home, please wait for them at the walking gate entrance and not near the bike rack.

BUSES

Only students who live outside a two-mile radius of school are eligible to ride the school bus. Ineligible students may not ride a school bus. Each student is assigned a specific bus to ride to and from school. A student may not ride a different bus. School bus schedules, stops, and routes are determined by the District Department of Transportation.

CAFETERIA

The School Way Café serves both breakfast and lunch, or students may choose to bring a lunch from home. All students are assigned a school meal account and a lunch number. Parents are requested to pay for meals in advance whenever possible. Payment is accepted in person or may be sent to school in an envelope with the child's name, teacher name, and lunch number clearly written on the front of an envelope. Checks are payable to School Way Cafe. The School Way Café may be reached at 322-6200, option 4. Parents also have the convenience to pre-pay for student meals and a la carte items using a credit or debit card through www.myschoolbucks.com. Contact Spruce Creek Elementary School cafeteria manager for additional

information regarding the breakfast and lunch programs. A free or reduced breakfast and lunch program is available for families who qualify. Contact the school office for details. Breakfast is served every day. School meal prices are as follows:

<u>Breakfast:</u>	FREE for Students 7:30-7:50 AM
<u>Lunch:</u>	Student Price \$2.00 Reduced Student Price .40 cents Adult Price \$3.25

CELLULAR/ELECTRONIC DEVICES

Volusia County recognizes the right of all students to possess a cell phone or tablet while on a school campus or while riding district student transportation. However, in order to prevent the disruption of school and instructional activities, Volusia County Schools restricts the use of cell phones and electronic devices by students, as follows:

- Student at elementary schools may possess a cell phone or tablet while on a school campus or while riding district student transportation, but at all times, are required to keep the cell phone or tablet out of view (e.g., in the backpack, purse, pocket, etc.) and are not permitted to use their device in any manner without the express permission of an administrator, teacher, or bus operator. All devices are to be turned off.
- If a parent has a need to communicate with his or her child during the school day, the parent should contact the main office. The school will see to it that messages from parents/guardians are communicated to the student. Students are not permitted to contact anyone using their cell phones during school hours.

CHANGE IN ADDRESS/TELEPHONE NUMBER

Notify the office and your child's teacher of any change in address or telephone number. Emergencies can occur at any time and the school must be able to contact you at all times.

CODE OF STUDENT CONDUCT & DISCIPLINE

The School Board of Volusia County has adopted a Code of Student Conduct and Discipline. The code was developed to help students understand their rights and responsibilities as students. Every student

receives a copy of the code. At the beginning of the year, teachers review it with their students. Parents should also review the code with their children and help them understand the concept of responsible citizenship.

Our discipline policy is to work with all children in a positive way. Any disciplinary action taken by the principal or her designee is intended to help the child accept responsibility for his/her actions. Of course, family support is critical and every effort is made to work with parents to achieve that goal. Please note pocketknives, play guns (of any kind), matches and lighters are strictly prohibited.

DRESS CODE

Volusia County Schools has adopted a mandatory uniform policy. Please refer to Volusia County Schools Policy 217 and attached flyer for details.

EARLY RELEASE DAYS

On designated Wednesdays, students will be dismissed 1 hour early. Please be sure arrangements are made ahead of time as supervision after dismissal is not available.

FIELD STUDIES

Field studies are an integral part of the curriculum and students participating in them are expected to conduct themselves appropriately at all times.

Parents may not transport their child to a field trip. Siblings, including pre-school siblings, may not participate in field trips (district policy) as the field study is designed to be an important educational experience for the students involved.

All fees and permission slips must be turned in to the teacher at least 24 hours prior to the trip.

GUIDANCE

A guidance counselor serves students in the school through classroom instruction, small groups, and individual conferences. The counselor works with parents and teachers to assist children in their personal and academic growth. If you wish to make an appointment with our counselor please contact the school office.

INTERIM REPORTS

At the midpoint of each nine-week term, each student will receive an "Interim Report." This report will indicate how well the student is progressing at that time in the grading period. The report is to be signed and returned to the school. However, please note, grades are available on parent-portal. Log-in information will be sent home soon.

INSURANCE

The Volusia County School Board does not provide medical benefits for injuries that occur on school property. If you do not have adequate family coverage, carefully consider the insurance program offered to the students through a flyer that will come home early in the school year.

MEDICATION

School personnel cannot administer any medication (prescription or non-prescription) without an *Authorization to Administer Prescription/Non-Prescription Medication* form completed by the physician and signed by the parent. Under no circumstances will any student receive medication without a completed signed form. Medication must be brought to the school by an adult and be documented as received by clinic personnel. Medication must be stored in its original container with the pharmacy label intact. **Students may not have in their possession any prescription or non-prescription medication. This includes but is not limited to over-the-counter medications such as cough drops, Tylenol, Claritin, etc.**

PARENT-TEACHER CONFERENCES

Parents and teachers are encouraged to have conferences concerning students' progress and behavior. We ask that teachers and parents have at least one conference in person by the mid year point. Parents wishing to conference with teachers should call the school to schedule an appointment. This serves two purposes: (1) it ensures that the teacher will be able to meet with you when you come, and (2) it gives the teacher time to get materials and information ready for your conference. Please do not attempt to conference with a teacher while the students are entering, leaving or in the classroom.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) is composed of administrators, parents, teachers, and interested community members. The duties include participation in the school improvement planning process. Anyone interested in joining this group or attending meetings should contact the principal.

SAFETY PATROLS

Safety patrols who are on duty are representatives of the school. Patrols volunteer their time before and after school to assist students and make sure students are safe. It's crucial for everyone on campus to show respect and appreciation to our dedicated patrols.

TELEPHONE CALLS

The school telephones are for school business and may not be used by students except in an emergency. Spending the night with a friend or forgotten homework would not be considered an emergency.

TEXTBOOKS/LIBRARY BOOKS

Textbooks and library books are loaned without charge to students. Students are expected to return all books in good condition. Students are required to pay for any lost or damaged books that are checked out or assigned to them.

TRAFFIC - SAFETY COMES FIRST!

- The front parking lot (bus loop area) is designated for buses, childcare vans, and staff parking **ONLY**.
- The side parking lot is for student drop-off/pick-up, **Visitor Parking*****, and staff parking.
- Parent Pick Up Car Loop – You can pick up your child by utilizing the parent pick up loop. A car tag with your child's name must be displayed every day. Your complete attention is necessary during this process. ***Please turn off your cell phones.*** The Car Loop will be opened at 7:30AM daily.

***** Visitor Parking is clearly identified. Numbered spaces are for staff only! Thank you for parking in the correct areas. This will help eliminate traffic issues and allow for our staff members to arrive to their duties on time.**

Teaching students to follow rules and be courteous starts with our own actions. Student safety is our #1 priority.

VISITORS

Visitors are welcome. To ensure the safety of our students, ALL visitors must check in with the office (Building 2) for a badge using the Visitor Management System (VMS) before entering the campus. Visitors must present a valid government issued ID. The badge must be worn and clearly visible at all times. There are no exceptions. If you wish to visit in the classroom, please make prior arrangements with the teacher. School Board Policy states, "Anyone wishing to contact teachers or pupils during the school day must receive permission from the principal or her representative."

VOLUNTEERS

Spruce Creek Elementary welcomes volunteers every day in every capacity. Our entire staff greatly appreciates the hours that are donated by our dedicated volunteers. Please consider becoming an active member of our school community. All volunteers must complete the online volunteer application at www.myvolusiaschools.org and be cleared through Professional Standards prior to volunteering. We encourage interested persons to call the school at 322-6200. You will never regret the time you spend helping children.

VOLUSIA COUNTY SCHOOLS DRUG POLICY

Our school district has a zero-tolerance drug policy. Possession or sale of a controlled substance, as defined in Florida Statutes, CH 893, by any student while on school property or in attendance at a school function is grounds for expulsion.

Spruce Creek Elementary is a nonsmoking campus; including vehicles parked or driving through the school grounds.