

PARK SPRINGS ELEMENTARY
2022-2023
STUDENT/PARENT HANDBOOK



5800 NW 66 Terrace
Coral Springs, FL 33067
754-322-7750
754-322-7752 attendance line
754-322-7790 fax
754-322-7760 cafeteria
754-322-7780 aftercare
www.browardschools.com/parksprings

PSE's Vision Statement

PSE will provide a safe environment where ALL learners are empowered to reach their fullest potential.

Park Springs School Hours

School hours are from 7:45 a.m. until 1:45 p.m. Supervision begins at 7:15 a.m. Classes begin promptly at 7:50 a.m. All students are expected to be in their classrooms by 7:45 a.m. Being tardy disrupts school routine. Children who arrive after 7:45 a.m. will be marked tardy. Refer to the Code of Student Conduct for the Attendance Policy. Student dismissal is at 1:45 p.m. All students that are not participating in after school activities are required to leave school premises.

Attendance

Regular school attendance is required by Florida school law, vitally important to a student's academic achievement, and is recorded daily. The attendance policy allows eight (8) reasons for an absence to be excused. The reasons are: illness of a student, illness of an immediate family member, death in the family, religious holidays of the student's own faith, required court appearance, special event, scheduled medical or dental appointment, or student having, or suspected of having a communicable disease. If your child will not be attending school for any of the above reason (**written documentation may be required**), you must report the absence within 48 hours by calling the school's attendance line, **754-322-7752**.

Make up work for credit and grade is allowed for excused absences and suspensions. Students are allowed two days from the date of return, to complete and submit the make-up work. **However, work missed due to suspension is due on the first day back in school after the suspension. Students are NOT allowed to make up work for unexcused absences.**

Absences are monitored for Broward's Truancy Intervention Program (BTIP). Both excused and unexcused absences along with tardiness and early sign-outs will be counted when determining a student's "**pattern of non-attendance**". A student has a "**pattern of non-attendance**" if he or she is absent from school a total of 30 hours (5 days) in one marking period or 60 hours (10 days) within 90 days. If a student has unexcused absences, excused absences without acceptable documentation, tardies or early sign-outs that add up to "pattern of non-attendance", consequences may be imposed and the child's parent may be required to appear in court. **Please check Virtual Counselor for absences and call the school if there are any discrepancies.**

After Care

Park Springs Elementary offers an on campus after care program on school days from dismissal to 6:00 pm. The program is run by Park Springs Elementary and governed by Broward School Board's policies and standard practices. Students must be

registered and pre-paid to participate in this program. Failure to pay by due date will result in removal from the program and students will have to re-register and pay a re-registration of \$25.00 if space is available.

Awards Ceremonies:

Grades K-4 will present their awards to students in the classroom at the end of the year. 5th grade will hold their "Moving Up" Ceremony at the end of the year for parents and students in the PSE Cafeteria.

Students in grades 3-5 that bring up their grades will be recognized quarterly.

Before Care

Park Springs Elementary offers a before care service on school days from 6:30 a.m. to 7:15 a.m. This program is contingent upon the number of students enrolled. Please contact the school's office for before care information.

Bicycles, Rip-Sticks, and Scooters



An area is provided at the west and east side of the school for bicycles, rip-sticks, and scooters. **STUDENTS MUST LOCK THEIR BIKES, RIPSTIKS, OR SCOOTERS AT ALL TIMES AS THESE ARE NOT ALLOWED INSIDE THE CLOSED SECTION OF THE CAMPUS.** Please provide locks and keep a record of the serial number(s). The school cannot be responsible for stolen bicycles, rip-sticks, or scooters. A student may lose the right to ride a bicycle, Rip-stick, or scooter to school. Please adhere to the following safety rules:

- Helmets are required by law.
- One person on a bike, Rip-stick, or scooter.
- Walk the bike, Rip-stick, or scooter on school grounds.
- Walk bikes, Rip-sticks, or scooters across intersections.
- Do not share locks.

Cafeteria



Free and reduced meal applications are located on the Broward School website. An application must be made every year regardless of if your child receiving free or reduced meals in the past. Student lunch and breakfast are free for the 22-23 school year.

PSE’s Cafeteria Behavior Expectations:

1. Enter and exit the cafeteria in an orderly manner.
2. Remain seated and sit properly at all times. (Raise hand for assistance.)
3. Use “inside” voices and good manners.
4. Eat only what is on your plate. (Touching another student’s food is not permitted. No sharing.)
5. Always keep hands and feet to yourself.
6. Leave tables and floor areas clean.

Infractions of these expectations may warrant a cafeteria referral.

Clinic

The school clinic is equipped to handle only first-aid situations. Medical services are **not** available. PLEASE DO NOT SEND A CHILD TO SCHOOL IF HE/SHE IS ILL. When a child needs clinic services, the teacher will send the child to the office with a clinic pass. Parents will be contacted, depending upon the nature of the issue.

Conferences

Parent-Teacher conferences are an essential part of your child’s education. School staff may notify you in writing or by phone of a conference day and time. Please notify the teacher if you are unable to attend. Anytime you feel the need for a conference time during the school year, please call or email and ask to set up an appointment. Please understand that teachers planning time and instructional time cannot be interrupted for unscheduled conferences.

Arrival/ Dismissal

Please instruct your child to use the safest route to and from school and always obey the school crossing guard. Car riders must be picked up in the car loop in a vehicle. Children will not be permitted to leave the car loop on foot with the parent. The parent must go to the front office with proper id to be cleared and receive a pass to be allowed to take student. When dropping off and picking up your child(ren), please drive all the way forward. Do not allow your child(ren) to exit the car before you have come to a complete stop. Please remain in your vehicle, in line, and **pull all the way forward**. Children are to enter and exit vehicles next to the sidewalk. Please Park only in designated parking areas.

All students are dismissed at 1:45 pm. If you are meeting students who are walking or biking home, please wait outside the designated areas (east and west

bike racks). **Please do not wait at the front entrance of the school.**

Please be advised that if your child is a car rider, bus rider, or walker (includes bike, scooter, and rip-stick) and needs to stay afterschool for a club event, detention, or other school sponsored function, your child must be picked up by an adult due to the fact that there are no crossing guards or active school zones. He/she cannot walk (includes bike, scooter, and rip-sticks) after normal dismissal times.

We ask that all families picking up in the car line display the student car tag with the Curbsmart number on the front rear view mirror. This allows us to call for your child in the car line.

Car Pool/Walkers:

Due to our extensive car line, we ask that our families carpool or walk/ride bikes to school when possible. This is a great way to help us reduce the number of cars in the car line for both arrival and dismissal!

Communication

In lieu of “hard paper copies”, school wide communications, district announcements, and classroom information will be emailed to you through your child’s teacher or via Parentlink. Please make sure that your child’s teacher has your current email address and check your email on a regular basis. Please visit the school’s website at <https://www.browardschools.com/parksprings> for further information. Our staff will make every effort to return phone calls and emails within 48 hours.

Dismissal Changes

Please notify the school **before 1:00** when there needs to be a change in the way your child normally goes home. If **no notification is received, your child will follow his/her regular method of getting home.**

In addition, if your child attends PSE’s Aftercare program or any other aftercare program, **you must** contact the aftercare program and notify them of any dismissal changes. For reporting dismissal changes to PSE Aftercare Program, please call the Aftercare Attendance Line at **(754) 322-7780.**

Dismissal--Rainy Day



Please talk to your child about what to do if it is raining at dismissal and indicate these specific instructions on the emergency dismissal form. Making phone calls should not be a part of the instructions

since lines are usually busy with incoming calls. Students will be held in the classroom during lightening until weather conditions permit a normal dismissal; otherwise, students will be dismissed at the regular time when raining without lightening.

Early Dismissal

Early release of students causes disruption to the academic performance of all students and may create safety and security problems. Should the need arise for a student to be dismissed early, the parent, legal guardian, or authorized adult must sign the student out in the school office. **Students will not be permitted to leave school grounds unless accompanied by his/her parent, legal guardian, or other authorized adult who has written approval from the parent on the official school emergency form. Picture identification is necessary. Please be reminded that early sign-outs will count when determining a student's "pattern of non-attendance". Students will not be released for early dismissal after 1:15 p.m.**

Emergency Dismissal

In case of an unforeseen emergency, such as inclement weather, children will be dismissed and sent home as requested on the emergency dismissal form. Hurricanes or other serious weather disturbances are reported on local radio and television stations. They will keep you informed concerning possible early dismissal and/or cancellation of school.

Early Release Days

There will be six early release days this school year. **Students are dismissed at 11:45 a.m. on these days.** Refer to the school calendar for exact dates.

Emergency Phone Numbers



It is vital that the school have current contact information so they may contact parents and guardians in an emergency. In addition, each child is required to have emergency telephone numbers on file at the school. Please provide additional numbers of responsible adults we can call in case of an emergency when parental contact is not possible. **Any change of address or telephone number during the year MUST be reported to the school immediately.** Please work with your child so they too are aware of an emergency name and ten-digit number.

Health

Your child's health is of the utmost importance to us and we ask for your complete cooperation in the matter of communicable diseases. A child who has any

communicable disease, such as measles, chicken pox, mumps, etc. must remain at home during the course of the illness and will not be readmitted to school until he/she is free of all existing symptoms. A doctor's note may be requested. Head lice are considered communicable and treated similarly.

Media Center

All students will visit the library each week with their class. All students will be able to borrow books from the media center. Students who have a hold on their media account (lost or overdue book) will need to clear their account before borrowing another book. If a book is lost, students will have an obligation on their account. Obligations can impact other school events such as field trips.

Medication

Broward County School Board Policy #6305 states: "School personnel shall not administer or dispense prescribed medication to any student without the written consent of the parent and completed treatment plan **signed by the "physician."** An Authorization for Medication form is available in the school office should your child need medication during the school day. This form must be filled out **and signed by you and your doctor** and filed with the school office before medication may be administered to your child. A new authorization is required every 12 months. Medication that must be administered during a field trip must be also authorized with the medication form.



Physical Education

If it is necessary for a student to be excused from physical education, a note from the parent stating the reason and length of time must be presented to the child's teacher. If the condition extends beyond five days, a statement from a physician is necessary.

Report Cards

Report cards are issued four (4) times a year at the end of each quarter (approximately 45 days). **Interim reports** will be issued as needed by teachers in the middle of each quarter to alert parents if improvement is needed in academics and/or behavior. Please refer to the district's calendar for dates. **Kindergarten Parents:** Kindergarten students will not receive a progress report for the first marking period. **Kindergarten, Grades 1-2:** Students will receive report cards using a numerical scale of one to three to assess students on the criteria appropriate for their grade level. **Grades 3-5:** Students will receive letter grades.

Safety

1. Students in grades PreK-5 will be issued a PSE Student ID Badge. The badge will be worn at all times during the school day. In addition, a badge will be provided to aftercare students. Plans are in place for new students to PSE and kindergarten students to obtain badges.
2. All late items (including but not limited to: homework, snacks, ice cream money, field trip forms, jackets, water bottles, birthday items) will be accepted in the front office up until 8:30am.
3. All visitors and school volunteers must be cleared through the Broward School Board and enter through the Raptor System in the Front Office. We ask that all volunteers arrive on campus after 8:00am and dismiss before 1:30pm unless attending special events such as field trips and school wide events. Arrival and dismissal are busy times and we need all walkways clear of additional traffic to ensure that all students are safe.
4. During the first two weeks of school, students will participate in a Fire Drill, Tornado Drill and a Code Red (Lockdown) Drill. More information will be provided to parents immediately following the drills.

Threat Assessment

A threat assessment is a systematic process that is designed to identify situations/persons of concern, investigate, and gather information, assess situations, manage the situation, and mitigate risk. Threat assessments are conducted by school-based teams with mandatory members, as outlined in the procedural manual, and led by a school-based administrator.

Schools are confronted with a variety of potential threats that must be evaluated and responded to in order to maintain a safe and secure learning environment for all students and staff. Broward County Public Schools' Behavioral Threat Assessment (BTA) Procedures incorporate the most updated recommendations from national leaders in threat assessment, including the Federal Bureau of Investigation (FBI), the U.S. Secret Service, and the Virginia Department of Criminal Justice Services (DCJS). With the goal of maintaining safe and secure schools, the Behavioral Threat Assessment (BTA) Procedures Manual outlines and provides guidance to school and district staff on the most current threat assessment policies and procedures for Broward County Public Schools, Florida. Additionally, these procedures are in compliance with current state legislation (Marjory

Stoneman Douglas High School Public Safety Act, SB 7026, SB 7030).

Suicide Prevention

Suicide is currently the second leading cause of death for youth, ages 10-24, according to the Center for Disease Control (CDC). Awareness is one of the most critical steps to prevention. This starts by talking about suicide with our youth, recognizing warning signs, and understanding risk factors. The National Association for School Psychologists (NASP) offers tips for parents and educators on risk factors, warning signs, what to do, and reminders. Together, families, educators, and community partners can support our students and save thousands of lives.

PSE and Broward County Public Schools (BCPS) is committed to the success and positive mental health of all students. It is important to understand how to identify and support students who may need mental health support.

If you or someone you know is suicidal, get help immediately via 988, the National Suicide Prevention Lifeline at 1 800-273-8255 (TALK) or the Crisis Text Line (text "HOME" to 741741).

Suicide is preventable. Youth who are contemplating suicide frequently give warning signs. Do not be afraid to ask about suicidal thoughts. Never take warning signs lightly or promise to keep them secret.

School Advisory Council (SAC)

Every school is required to have School Advisory Council otherwise known as "the SAC team". The SAC team is comprised of all of the school's



"stakeholders"—teachers, parents, administrators, non-instructional staff and community members. The **purpose** of the School Advisory Council is to look at aspects of their school as suggested by the priorities and to come up with a written plan for school improvement.

The council must look at what is known about their school and decide which areas need improvement. An analysis of student achievement and school performance data should occur. Then the SAC must decide which needs are most pressing and most important.

Next, the group will develop strategies – the "how-to" for improving the areas that are the most important to their school. Finally, they will decide how to measure the results of what they plan to do. The end product of this work will be a master plan for improving the school that addresses issues relative to budget,

training, instructional materials, technology, staffing, student support services, school safety, discipline strategies, student health and fitness, indoor environmental air quality, and other matters of resource allocation.

This comprehensive plan drives the school's programs and strategies. Watch for information in the school newsletter regarding meeting days and times. We welcome your attendance and participation.

SAF (School Advisory Forum)

Every school has a school advisory forum (SAF) comprised of parents. SAF acts as a proactive group to address various educational issues. Their ideas and concerns are forwarded to both area and district advisories that meet regularly with key staff and the Superintendent. Advisories do outstanding work on behalf of students. Please refer to the school newsletter for meeting dates and times of PSE's SAF. Your involvement is welcomed and encouraged.

School Wide Behavior Intervention Plan (BIP)

We want your child to be happy and successful at school. We believe that you, as parents, play a key role. We believe that a major role of parents in school responsibility is to continually show interest in, and support for, their child at school. When the child knows that parents are actively interested and supportive of the school program, greater success and fewer problems result. In addition, students need to be made aware and reminded of their roles and responsibilities regarding class and school rules. Please be sure to review the District's Code of Conduct Book and PSE's School wide Behavior Intervention Plan (BIP) with your child. All information can be found on the PSE website.

Every teacher is required to implement a classroom behavior management program. At times, classroom behavior infractions warrant an administrative referral. Administrative action will be based upon the severity of the referral along with the consequences outlined in the Broward County Public Schools Discipline Matrix. These actions may include, but not be limited to, detention, internal or external suspension; referral to guidance or school social worker; parent conference; student conference.

The 2022-2023 Code of Student Conduct Handbook is located at:

[School Climate & Discipline / Code of Conduct \(browardschools.com\)](https://www.browardschools.com)

Student Emergency Contact Form

All families are required to fill out the Student Emergency Contact Card each year. This form is located in the first day packet. It is very important that this completed form is returned to your child's teacher. If

you need to make changes to this form throughout the school year, please contact the front office at Park Springs.

Volunteers

Park Springs embraces volunteers! If you are interested in volunteering or chaperoning in any capacity, you must complete the School Board's Online Volunteer Application. The Broward County Public Schools volunteer application is on-line at the Community Involvement Department online at: [https://www.browardschools.com/volunteer application](https://www.browardschools.com/volunteer-application) Please keep in mind that it may take at least one week for the approval process, so complete your application as soon as possible. A permanent ID badge must be on file at the school prior to volunteering or going on a field trip. All volunteers for class celebrations, field days, Book Fairs, etc. must be an approved volunteer through Broward County Schools.

Visitors

All visitors must have a valid government issued photo ID (i.e. driver's license, passport, state id, etc.) to enter the campus. Younger siblings are not permitted on campus during events that occur during school hours, such as performance demonstrations, class parties, and lunch. Siblings are permitted during award ceremonies, field days, and evening events.



**Planting seeds
of kindness**
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