

SPRINGER ELEMENTARY SCHOOL

Welcome to Springer Elementary School! The purpose of this handbook is to provide you with important information about our school. During the course of the year, please review updates on activities and events in the Springer STAR online. The STAR is published each Friday afternoon.

**Mission Statement**

“Develop to the fullest  
each students  
Intellectual Potential  
To Read, To Write,  
And to Reason  
Both Quantitatively and Qualitatively,  
In an environment that fosters  
Respect, Responsibility, Aesthetics,  
and love of learning.”

Sincerely,

Wade Spenader and the Springer Staff

## Attendance

Daily school attendance is important to your child's progress. Please keep early dismissals for appointments, tardiness, and planned absences within your control. Our staff plans to enjoy and work with your child each and every day.

If your child is ill and must miss class, please call the attendance line before 8:30 (943-4240) to report your child's absence. The school will call home each morning to verify unexplained absences.

Absences will be identified as unexcused unless a phone call or notification is received by the school office attendance clerk.

## Arrival / Departure

The playground opens at 8:15 A.M. Children in grades 1-6 should arrive to school between 8:10 and 8:25. The 8:25 bell signals the beginning of the school day. Our students should report to their class line by the 8:25 start bell. If a student arrives after 8:30, he/she must report to the office to complete a class admission notice.

Students are expected to leave the school grounds after dismissal from class. The playground is NOT supervised by school personnel. Students may participate in after school playground use with organized club activities, Abracadabra, or with direct parental supervision.

Students may return to school to use playground facilities after 3:30.

## Birthdays

We encourage our students to be sensitive to the needs and feelings of others. Classroom teachers have their procedures for recognizing birthdays. Baked goods or food treats are NOT permitted. Please check with your classroom teacher before sending gifts to members of the class to celebrate and/or remember this important day.

## Closed Campus

The school maintains a closed campus policy. Students are expected to remain at school the entire school day. Visitors to campus must have approval from the principal to be on campus. All visitors to campus must sign in at the office and receive and wear a badge indicating "VISITOR ON CAMPUS." Please return the badge and sign out when leaving the campus.

Books and lunches brought to the campus by parents must be brought to the office. The items will be distributed by staff. Please do not enter our campus area to drop off items.

## Computers

The computers at Springer School are to be used to further the educational experience of all students at the school. This acceptable use policy is an extension of the Los Altos School District behavior standards, building a school culture that displays respect for learning, people, and property. One way to determine if use of the computers is acceptable is to ask whether student behavior in the electronic world would be acceptable in a similar fashion in the real world.

The use of the computers is a privilege. Students may continue to be able to use the computers as long as they use them in a responsible manner. Minor violations of this policy may result in the short term suspension of computer privileges. Repeated or major violations of this policy will be handled in the same way as violations of the school behavior standards.

Use the computer for school approved activities only. This includes assignments and reference. Internet access is for classroom related projects and activities. The Internet is only to be accessed with the permission and supervision of a staff member.

Computer Use standards are now sent home to be signed by students and parents.

## Consequences for Unacceptable Behavior

At Springer School we believe that all students can behave appropriately if they know the expectations. When these expectations are not met, the following consequences will apply.

### **Step 1** (Verbal Warning)

1. The student identifies the behavior, and/or the expectation they were not following. The student needs to state the alternate behavior that is acceptable. The adult restates the rule.

### **Step 2** (Behavior Slip)

1. Student disregards expectations again. Staff member fills out a Behavior Slip.
2. Behavior Slip is taken home to be signed by a parent to be returned the following school day to the office.
3. If the Behavior Slip is not returned the following school day, the student will sit on a bench during morning recess.
4. Your child's morning recess privileges will resume upon receipt of the signed Behavior Slip.

### **Step 3** (STAR Team Intervention)     3 Behavior Slips= STAR Team Intervention

1. Any student receiving three Behavior Slips must attend an after school problem solving session called STAR Team.
2. The goal of the STAR Team session is to address unacceptable behaviors and to emphasize positive, respectful choices. Therefore, it is possible that a student would need to attend STAR Team only once. If a student continues to make poor choices and accumulates three more Behavior Slips, they will attend another STAR session.
3. If a student continues to have behavior difficulties they will be placed on an individualized behavior plan. This plan will be individualized and appropriate for the student to develop behavioral improvement.

The Principal reserves the right to handle disciplinary matters. In cases where an infraction falls within the California Education Code "Grounds for Suspension or Expulsion", the Principal shall manage disciplinary matters.

## Dress for School

Safety, good taste, and appropriateness determine the choice of school clothing. Student dress should not disrupt the educational environment. When students do not follow the Springer dress code, their parents will be contacted to provide appropriate clothing. Guidelines:

- Outer clothing must cover all underwear.
- Strapless blouses/dresses are not allowed. Spaghetti straps for girls in upper grades are not allowed.
- Clothing with offensive language, or pictures, or with references to alcohol, drugs, or tobacco is not acceptable.

## Diversity

Students of all races, cultures and learning diversities are represented in our student body. All students are expected to treat each other with dignity and understanding as they go through the day. All are encouraged to continue to develop a respect for the contributions of all people in our society.

## Homework:

It is the student's responsibility to complete homework assignments as they are assigned and turn in work by the due-date. To achieve this goal, it is necessary to plan after school hours to allow for quiet study time as well as leisure time activities. Springer recommends a homework setting that is quiet, well lit and free from any distractions.

Make homework a "given" in your household. While homework is your child's responsibility, parents can play an important role in making sure your child develops good study habits.

## Illness and Injury

The health and safety of every student while at school is a major concern of the school staff. If a student is injured at school, he/she will be administered emergency first aid when necessary by the school nurse, office staff, or principal, or 911 will be called if necessary. Parents will be immediately notified in those cases that are serious enough to warrant communication. If the parent is unable to be reached, the emergency number(s) will be called. It is extremely

important that you provide the office with several phone numbers of persons to contact.

Office personnel will determine if a child is to be sent home. Students with an oral temperature of 99.6 degrees or above should remain at home until free of fever for 24 hours. Children with head lice or scabies are excluded from school until treatment has been completed and all nits removed.

### Leaving School During the Day

Early dismissal requires a note or phone message involving student's health or family emergency. Please indicate the time you will come to the office for a sign out. Students will not be dismissed from the classroom unless notified by the office staff. The student will come to the office for sign out with parent verification.

Upon return to school, the parent and student must sign in at the office before being permitted to return to class.

### Lost and Found

Please label all personal possessions brought to the school campus so the staff may easily locate the owner of lost or misplaced items. Unclaimed items will be donated to charitable organizations.

### Medication

Parents are urged with the help of their physician, to work out a schedule of giving medications outside of school time. If medications, whether prescription or "over the counter", need to be given during school time, obtain a "Permission to Administer Medication" form from the school secretary. This form must be completed and signed by both the parent and physician. In addition, students may not carry inhalers without the parent and doctor completing "Permission to Carry Inhaler" form.

The district nurse will verify the doctor's orders for medication before it is administered. Until that time, parents will need to come to school to give their child medication.

## Phone

Students are not permitted to use cell phones during the school day and their presence is discouraged. If a student must have a cell phone for after school use, the phone should be placed in the phone locker in the office for safe keeping during the day.

## Policy Towards Others

The California Education Code 5145.3, the Los Altos School District, and Springer Elementary School shall emphasize the enforcement of the safety of each child from intentional harassment, threats, or intimidation to the extent of having the actual and reasonable effect of materially disrupting classwork, creating disorder, and invading student rights. Failure to comply with this emphasis may result in Suspension or Expulsion.

## Student Notice

At the beginning of each school year, the principal of each school shall ensure that all students and parents are notified in writing of all school rules related to discipline, suspension, and expulsion. (Education Code 35291.5) A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause or threatened to cause physical injury to another person or violence upon the person of another, except in self defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess item from a certificated employee with the principal's concurrence.
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substances as defined in Health and Safety Code 121053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substances, alcohol beverage or intoxicant.
5. Committed or attempted to commit robbery or extortion.

6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. These restrictions shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen property or private property.
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Made a terrorist threat against school officials and/or school property. A student in grades 4 through 12 is also subject to suspension or recommendations for expulsion when it is determined that he/she:
  17. Committed sexual harassment as defined in Education Code 212.5.
  18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code
  19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having actually and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

## Student Planners

Students in Grade 4 - 6 are expected to maintain and use a student planner. The planners are excellent tools that help teach organizational skills while facilitating home to school communication. They are checked by classroom teachers for completion either weekly or daily. Successful use of the planner contributes to each student's study skills grade.

## Student Progress

Student progress is reported in several ways:

1. Report Cards are sent home three times a year (except for Kindergarten).
2. Parent - Teacher conferences are scheduled in November. Others also may be scheduled at mutual convenience when requested by teacher or parent
3. Notes, emails, and phone conferences are initiated by parents and teachers.
4. Student work is sent home via the Friday Folder except for some writing samples maintained for student portfolio.
5. Parents may visit the classroom. (Academic observations must be scheduled with the teacher or principal ahead of time. A 24 hour notice is required. The length of the observation will be no longer than 30 minutes).
6. Progress reports for students in Grades 4 - 6 are sent home approximately halfway through the trimester.

**Volunteers and Visitors** We appreciate our volunteers and welcome visitors. ALL volunteers and visitors to the Springer Elementary School campus must sign in and sign out at the office. In addition, each volunteer or visitor must obtain and wear a lanyard signifying recognition for assistance and/ or permission to be on the secure Springer Elementary School campus.

If you have questions or comments regarding your child's progress, please do not hesitate to contact the classroom teacher or the principal. We are always pleased to hear from you.

The staff and I hope this handbook will provide a quick lookup for you when questions arise regarding school policy.