

# SPRINGFIELD PARK ELEMENTARY



Student-Parent  
Handbook  
2018 - 2019

# Welcome to Springfield Park Elementary

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Our entire faculty and staff look forward to working with you to promote a strong partnership dedicated to the commitment of ensuring success for each child.

**Springfield Park Elementary**  
**4301 Fort McHenry Parkway**  
**Glen Allen, VA 23060**

Office (804) 527-4630

Fax (804) 527-4631

Website - [springfieldpark.henricoschools.us](http://springfieldpark.henricoschools.us)

## School and Office Hours

7:00 am – Office hours begin

7:20 am – Students begin arriving

7:40 am – Tardy bell ~ Supervision ends at car loop  
and instructional day begins

2:00 pm – Afternoon announcements  
and Car Rider & Daycare Dismissal

2:08 pm – Bus dismissal

4:00 pm – Office hours end

*Please remember that teachers are on duty beginning at 7:20 am and remain on duty through dismissal. If a conference is necessary, please call the office to schedule an appointment.*

## Half Days

**11:05 a.m. - Dismissal**

A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, <http://www.henricoschools.us>. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.

# Principal's Message

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## Springfield Park Elementary School

*"Be Kind"*

Dear Springfield Park Families,

Welcome to the 2018-2019 school year! To each of you I extend a warm welcome. The staff and I are excited about the new school year and look forward to working with your family.

This handbook is designed to be a resource for your family throughout the school year. If you have any questions please feel free to contact your child's teacher or myself.

Thank you for your dedication and support to Springfield Park Elementary. You are a key member of our school community!

Looking forward to an amazing year!

Mandi Mulholland  
Principal

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# Contents / Attendance

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# Attendance

## Arrival

Parents are responsible for having their child to school regularly and on time. Children may enter the building at 7:20 a.m. Students should not arrive before 7:20 a.m. because no adult supervision is available. Any students arriving after 7:40 a.m. must report to the clinic with a parent to get a tardy pass.

## Tardies

According to the county guidelines, there are only a few reasons that are accepted for a student coming late to school:

- Illness of the student
- Medical or dental appointment
- Court appointment
- Other reasons approved by the principal (such as family emergencies)

Any other reasons for a tardy will be marked as unexcused. If the accumulated tardies reach 5, 10, 15, or more, further action is required, such as conferences with the school counselor, the principal, and/or the school social worker.



Parents are responsible for having their child to school regularly and on time. Any students arriving after 7:40 a.m. must report to the clinic with a parent to get a tardy pass.



Excessive tardiness will be handled by the administration according to the county policy.

## Absences & Dismissal

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### Absences

If your child is going to be absent from school, please call the school by 8:00 a.m. so that we will know your child is not going to be present. A note should be sent with the child when he/she returns to school stating the dates and reason the student was absent. Any absenteeism beyond 15 days in succession, regardless of the reason, requires a student to be withdrawn from our roll until the student returns to be reregistered.

### Please refer to your copy of the county's Code of Conduct for acceptable reasons for excused absences.

- You must make your request in advance and in writing to the principal for approval for an unexcused absence (such as an out-of-town trip). Notes or emails to the teacher are appreciated but notification of the principal is needed.



### Dismissal

HCPS Policy P6-02-007 states that any change in dismissal plans requires a written note. **Change of transportation will NOT be accepted over the phone, by email or fax** for the safety of your child.

- If you are picking up your child early or he/she will be going home a different way, a note should be sent to the classroom teacher stating the following:
  1. Child's full name and the name of the teacher.
  2. Date and time of early dismissal or change in transportation.
  3. Reason for the early dismissal or change in transportation.

## Dismissal (con't)

- To pick up your child early the following procedure must be followed:
  1. The parent will report to the office.
  2. The office will call the child's classroom, and the child will meet the parent in the office.
  3. The parent will sign the Early Dismissal Log.

The instructional day ends at 2:10 p.m. Please keep this in mind when scheduling appointments.

## Transportation

- Riding the school bus is a privilege. Students are expected to obey the rules of the bus drivers as well as those stated in the HCPS School Bus Safety Regulations brochure signed by parents.
- Traffic laws prohibit vehicles from entering the bus loop. We have designated the car loop in front of the school for morning drop-off and afternoon pick-up of children. To ensure safety and efficiency, please pull forward as far as possible and avoid passing other cars.
- Student safety is a primary concern for all of us and we hope to avoid dangerous conditions by controlling vehicular traffic.
- Please remember that any changes in your child's afternoon transportation **MUST** be put in writing. The notice needs to include your child's first and last name as well as the teacher's name. **Under no circumstances will a change of transportation plan be accepted over the phone, by email or fax.** This rule is strictly enforced to ensure the safety of your children. If your change affects daycare transportation, please be sure to notify them in advance.



If your child is going to be absent from school, please call the school by 8:00 a.m.



Any change in dismissal plans requires a written note. Change of transportation will **NOT** be accepted over the phone, by email or fax.

## Morning Drop-Off

- Please remember that students should arrive at school no earlier than 7:20 a.m. and adult supervision at the car loop ends when the Tardy Bell rings at 7:40 a.m.
- Please use the designated car loop for morning drop-off as supervision is provided in this area. Please use extreme caution when using the car loop. **Let the children out on the sidewalk side of the car** and only move away after the car in front of you moves from the curb.
- Those who prefer can park in the parking lot and walk their children into the building.

## Car Dismissal

- If you are picking up your child by car, you need to proceed to the car loop, pulling-up as far as possible. Please **remain in your car**. A staff member on duty will bring your child(ren) to your car.
- Students still waiting at 2:30 will be taken to the office. At that point, parents need to walk into the office to sign-out students.



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## Backpacks

Rolling backpacks are discouraged in Kindergarten. Since only lightweight items go home in this grade, such backpacks are not needed and lead to traffic problems in the hall.

## Academics

### Homework

Homework is an integral extension of classroom experiences used to provide practice for skill developments, to promote good work habits, and to increase self-direction and self-responsibility.

The following times are listed as guidelines for periods of study at home :

- Kindergarten:** No specific time allotments; opportunities for reading readiness enrichment and language awareness should be encouraged
- 1<sup>st</sup> and 2<sup>nd</sup> grade:** 30 minutes per evening
- 3<sup>rd</sup> grade:** 40 minutes per evening
- 4<sup>th</sup> and 5<sup>th</sup> grade:** 60 minutes per evening

Homework, if assigned on the weekend, should not exceed the above time allotments.

### Make-up Work

If a student is absent fewer than three consecutive days, the work is normally made up following an absence. The usual time frame given to complete the work is two days for every day missed. A parent may request make-up work prior to the absence, however, most of the assignments will need to be given to the student once he/she returns to school. Make-up work should be completed and turned in on the date as directed by the classroom teacher. We appreciate your consideration in giving the teacher twenty-four hours notice for requested assignments.

Please remember that students should arrive at school no earlier than 7:20 A.M.



If a student is absent fewer than three consecutive days, the work is normally made up following an absence.

## Academics

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### Report Cards

Four nine-week student evaluation periods are designated for the school year. Interims will be distributed to students in Kg & 1st. Parents of students in grades 2-5 will use PowerSchool Parent Portal to view interim grades. The interim reports and report cards need to be signed and returned to your child’s classroom teacher. There are two different grading scales for report cards.

#### Grading Scale for Elementary K-1

Four Point Scale:

- 4: Student performance consistently meets or exceeds standard/expectation and student produces outstanding work.
- 3: Student performance usually meets standard/expectation and student produces acceptable work.
- 2: Student performance is approaching standard/expectation and student inconsistently produces acceptable work.
- 1: Student performance is below standard/expectation and student frequently requires re-teaching.

#### Grading Scale for Grades 2-5:

A	90-100	Excellent
B	80-89	Very Good
C	70-79	Satisfactory
D	65-69	Marginal Progress
F	below 65	Failing

## Promotion/Retention:

Decisions as to whether a child will be promoted to the next grade level or retained are based on the needs of the individual student. Parents are important participants in this critical decision. When a teacher has reason to believe that a child needs additional time in a grade level, he/she consults with the principal, parents, and other school professionals who have worked with the student.

## Forms

If forms are needed for other professionals outside of the school, we request 2 business days for teachers to complete. A 'Release of Information' must be completed prior to school personnel filling out forms or questionnaires.



When a teacher has reason to believe that a child needs additional time in a grade level, he/she consults with the principal, parents, and other school professionals who have worked with the student.

# Conduct & Dress Code

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# Conduct & Dress Code

## Conduct

**Henrico County Public Schools distributes a Code of Student Conduct to each student. Parents should read the entire handbook, review each section with their children, and return a signed copy of the “Acknowledgement of Receipt and of Receipt and Review” for each child’s file.**

The classroom teacher and administrator will provide clear expectations for appropriate behavior and prescribed consequences for inappropriate behavior in the following areas:

- Respect for self and others:** Students will respect other’s well-being and property, as well as their own.
- Integrity:** Students will complete their own class work, homework, and tests.
- Hallway conduct:** Students will walk quietly in the hallways to maintain a safe and calm learning environment.
- Cafeteria Conduct:** See “Cafeteria Expectations and Procedures.”
- Electronics:** Students may not bring cell phones, iPods, radios, or electronic games/players onto school grounds without prior written approval by administration.
- Weapons:** The possession of dangerous objects such as knives, guns, fireworks, or their “look-alikes” is strictly prohibited.
- Disruptive Behavior:** Disruptive behavior includes fighting, obscenity, disrespect, inappropriate dress, and inappropriate literature or illustrations.

Multiple referrals may result in a parent conference with the teacher and/or an administrator.

## Dress Code

Clothing that interferes with safety or a positive learning climate will not be permitted. The complete Student Dress Code, approved by the School Board, may be found in the Code of Student Conduct. Some important guidelines are:

-Clothing must provide appropriate coverage. Clothing that exposes undergarments or the midriff is unacceptable. Cut-offs, muscle shirts, mesh or see-through, and tank tops should not be worn. Girls' tops must be at least 2" wide at the shoulders. Boys and girls in K-5 are permitted to wear shorts and skirts. Clothing must not be shorter than the tip of the thumb when hands are placed by the side – even with leggings/tights.

-Clothing must not display messages or illustrations of a profane or inappropriate nature.

-Students may not wear hoods, hats or other headgear inside the school building. Certain religious and cultural observances requiring special head coverings shall be honored.

-Students are not permitted to wear bedroom slippers, shoes with wheels (wheelies), high heels, or flip flops. Elementary students are encouraged to wear athletic shoes or closed toe shoes with a rubber sole and should wear such shoes for PE and recess.

-Clothing must be worn as designed (buttoned, zippered, etc.). Students must wear pants on the hips, secured above the buttocks.

-Sunglasses are prohibited unless prescribed by a physician.

-The school administration shall make final determination when standards of dress requirements are in question. If necessary, parents will be contacted to provide appropriate clothing for their children.



The classroom teacher and administration will provide clear expectations for appropriate behavior and prescribed consequences for inappropriate behavior.



According to the HCPS Code of Student Conduct, clothing that interferes with safety or a positive learning climate will not be permitted.

## Communication & Cafeteria

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### Communications

Every student is provided with a communication folder. Teachers may use this weekly or daily. Check your child's folder for important information, including a weekly conduct and work habits report. Also, look for teacher and school newsletters to keep you informed about school events.

For questions regarding your child's performance, contact your child's teacher by telephone, e-mail, or by sending in a note.

If a conference is necessary, please contact your child's teacher in advance to schedule an appointment. Teachers may be available to meet after all students have been dismissed.

Administration requests that parents do not drop in or stop by the classroom when bringing students to school in the mornings, when picking up students in the afternoon, or when children are receiving instruction, as this prevents the teacher from supervising the students. Teachers are not available for mini-conferences at drop off time. Parents are encouraged to set a mutually agreeable meeting time with their child's teacher. Classroom observations, if needed, must be established with the classroom teacher and should not last more than an hour as to not disrupt the day.

### Cafeteria Expectations and Procedures

Breakfast and lunch are available at school daily. Parents are encouraged to send in cash, check (payable to Springfield Park Elementary), or to visit the website [www.myschoolbucks.com](http://www.myschoolbucks.com) to put money on your child's account. Your child's account number and name should be included on the check. Unused money is not refunded. You may inform the cafeteria manager if you want to place restrictions on what your child is allowed to purchase.

Phone calls are not permitted if a child has no lunch money. Any student who has forgotten or lost lunch money is permitted to charge their meal. Charges may go up to \$5.00 and no ala carte items will be allowed. The amount owed is due the next school day.

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## Cafeteria Expectations & Procedures (con't)

*The following cafeteria rules apply:*

- Students are to remain quiet while walking to and from the cafeteria and through the food service line.
- Upon exiting the food service line, students will pick up the necessary utensils and condiments.
- Students sit at their classroom's assigned tables. Once seated, students may not change seats or save seats for others. They must raise their hands for all requests such as a forgotten item, visit to the restroom, water, or clinic.
- Students may not reenter the food service line for any reason. A lunchroom volunteer will assist with all student requests.
- Students should sit facing forward so that their legs are under the table. They may talk quietly to those sitting at their table.
- If individual behavior problems occur, students may be moved to a reflection table to complete their lunch.
- Classes will be dismissed by the cafeteria monitor or teacher.
- All students pick up the trays in their area and dump their own trays in the trashcans. A custodian is on duty to wipe down the tables.
- No opened food may be taken out of the cafeteria.

Every student is provided with a communication folder. Teachers may use this weekly or daily. Please check your child's folder for important information.



Teachers are NOT available for mini-conferences at drop off time. Parents are encouraged to set a mutually agreeable meeting time with their child's teacher.

## **Cafeteria Expectations and Procedures**

Parents and siblings are welcome to join their child for lunch. Remember to check in at the office anytime you visit the school.

### **Birthdays/Treats/Food**

HCPS Policy (P6-12-007) states that **the distribution of treats to celebrate special occasions is discouraged**. Therefore, we will continue to join many other elementary schools in the county with a significant change in our cafeteria and classrooms in regards to “treats.” Springfield Park will be moving away from outside “treats” being shared with the entire class during lunch or during the instructional day. This DOES include birthday treats. Other birthday treat ideas instead of food include pencils, stickers, erasers, etc.

**Families will continue to be allowed to send in food or outside “treats/food” for their own student during lunch, but not to be shared with other students.** At this time, we will still be allowing teachers to use food for activities in the classroom and the PTA will still sponsor treat days. This is able to continue since the teacher and room parents can control what is brought into the classroom for these events.

We continue to strive to ensure a safe environment for students and believe this change is in the best interest of all students.

### **Parties**

HCPS Policy (P6-12-007) stipulates that one party may be held during the year on school time. This activity is scheduled during the last hour of the last school day before winter vacation. A \$3 donation can be collected from each student for this activity. Please do not send party invitations to school unless the whole class is invited.

### **Volunteers and Visitors Policy # R11-10-002**

We appreciate the abundance of time and talent given to our school by volunteers. Please sign in at the office to obtain a volunteer/visitor pass. **Due to insurance regulations, younger siblings are not permitted to accompany the volunteer when working in the classroom or building, this includes the winter parties.**



# Clinic

## Clinic

The clinic is available for student needs throughout the school day. The clinic attendant is certified to provide first aid according to the *American Red Cross First Aid Manual*. A wheel chair is available to be used on school grounds Should your child require such service.

When students go to the clinic due to illness, the clinic attendant decides if the illness requires parent notification. If a child has a fever above 100° or an observable sign of illness, the parents are contacted to pick up the child.



## First Aid and Medications

Medication must be brought into the school by a parent or guardian. Students will not be allowed to transport nor share medication, including aspirin, Tylenol, cough drops, gargles, eye drips, etc. This procedure is necessary for the protection of the student and the school staff. We ask your assistance in carrying it out.

No medicine shall be given to pupils by school personnel, except as provided herein. No treatment, other than first aid, as contained in the *American Red Cross First Aid Manual* and in periodic county Health Department regulations shall be given to pupils by school personnel.

School nurses will be allowed to administer **over-the-counter medication** to students. A form for this purpose may be obtained from the office. The form will be kept on file until the end of the medication period. Medication must be in a new, unwrapped package with a complete OTC medical form.

Parents and siblings are welcome to join their child for lunch.



Due to insurance regulations, younger siblings are not permitted to accompany the volunteer when working in the classroom or school.

## Clinic

### First Aid and Medications (con't)

*Exceptions:*

School personnel may administer certain medications such as insulin, anticonvulsive medication, etc. only upon a proper prescription or written clearance from a physician *and* a written parental request.

- Physician’s prescription and/or written clearance giving the following information shall be submitted:
  - Name of person to receive the medication
  - Date of prescription
  - Exact dosage
  - Exact time dosage is to be given
- This procedure should be used only when the student is required to take such medication during school hours.
- Parent’s written request for the school staff to administer the medication prescribed by the physician, including a written release of liability, must be signed and executed by the pupil’s parent. These forms are located in the clinic.

When your child complains of being sick, and has symptoms like sore throat, head cold, diarrhea, vomiting, or has had a fever greater than 100° in the past 24 hours, your child should remain home from school. **Please do not send your child to school medicated with Tylenol or Ibuprofen** (this only masks the problem).

Children should be fever free (without medication) and/or no vomiting or diarrhea for at least 24 hours before returning to school.

Children will be sent home for fevers of 100 degrees or greater as well as symptoms of nausea, vomiting, diarrhea, head lice, and conjunctivitis (pink eye).

# Lost & Found, Field Trips, & Weather

## Lost and Found

All outerwear and other personal items should be labeled with your child's name. Misplaced items are located in the gym annex in the "Lost and Found" area.

Unclaimed items will be donated or recycled throughout the school year.

## Field Trips

Permission forms will be sent home for parent and student signature. Written permission is required. Permission cannot be accepted by telephone. Chaperones will be requested as needed, will be selected by the teacher, and must have a completed volunteer form on file with the school 48 hours prior to the field trip leaving. A fee may apply. If you are unable to pay, please contact your child's teacher.

HCPS Code of Conduct applies.

## Weather

School closings due to inclement weather are authorized by the Superintendent of Henrico County Schools.

Information concerning school closings is given by local radio and television stations. Additionally, HEAT 99 (Comcast) and Verizon 38 (Henrico's cable channel) and the HCPS website will be updated with early dismissal and closing information.

Please do not telephone the school to check on weather closings. Administration is not notified in advance of closing announcements.

Parents who cannot be at home should make arrangements for alternate/emergency care for their children, should early dismissals be necessary. In the event of an early school closing, students will be dismissed according to the Emergency Closing Information form.

Reminder: Changes of transportation are not accepted over the phone, by email or fax.

When your child complains of being sick and has symptoms like sore throat, head cold, diarrhea, vomiting, or has had a fever greater than 100 in the past 24 hours, your child should remain home from school.

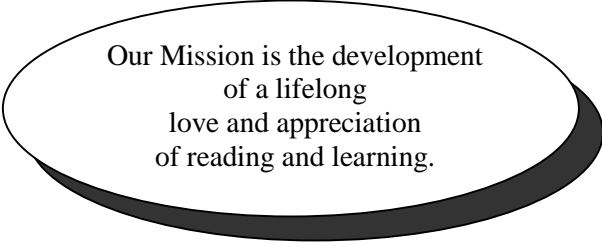


Please DO NOT contact the school to check on weather closings.

## Media Center – Library

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### Media Center – Library



Our Mission is the development  
of a lifelong  
love and appreciation  
of reading and learning.

The library staff provides all members of the school community with print and digital access to information for reading, research, assistance, and instruction that supports the curriculum and educational goals of Henrico County Schools. Integration of reference skills and literature with the curriculum fosters a partnership with teachers, ensuring that information skills are an integral part of learning. This will enable students to function successfully in the information society.

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## School Website

[springfieldpark.henricoschools.us](http://springfieldpark.henricoschools.us)

Click on Library Media Center, which includes links to our:

Information and Procedures  
Online Resources

## Overdue and Lost Books

The Henrico County policy for lost and damaged books is listed below. Students will receive notices for lost, damaged, or overdue books. There are no fines for overdue books at the elementary level. Fines for lost or damaged books are:

Hardcover books will cost \$16.00  
Paperback books will cost \$5.00

Notices are sent home for missing books and refunds are issued if the books are subsequently found.

The library staff provides all members of the school community with print and digital access to information for reading, research, assistance, and instruction that supports the curriculum and educational goals of Henrico County Schools.



There are no fines for overdue books, but there are fines for lost or damaged books.

### **Springfield Park Elementary School PTA**

Contact: [www.springerpta.com](http://www.springerpta.com)

**PTA = Parent Teacher Association**

The PTA is a non-profit organization which supports the school by providing volunteers, programs, equipment, and materials.

The mission of the PTA:

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

**National PTA website:** [www.pta.org](http://www.pta.org)

**Virginia State PTA website:** [www.vapta.org](http://www.vapta.org)

- Membership: Membership dues are \$6.00 per person.

### **Events**

The PTA has different events throughout the year such as:

- Back-to-School Night
- Trunk or Treat
- Reflections
- Family Spirit Nights
- Family Movie Night
- Spring Carnival

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## PTA

The PTA contributes greatly to our school. Here are a few areas in which they have assisted our students.

- Math Manipulatives
- Materials for Library
- Books for Guided Reading Room
- School Beautification Items
- Communication Folders
- Homework Agendas
- Student Publications
- Art Supplies to enhance our art program
- Musical Instruments
- Science Materials
- Variety of school programs throughout the year.
- Technology enhancements

## Meetings

Meeting times may vary according to the program (i.e. Back-to-School Night).

A notice will be sent home announcing times and dates.



The PTA is a non-profit organization which supports the school by providing volunteers, programs, equipment, and materials.

