

Parent/Student Handbook

2019-2020



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Founder/President

Ms. Ivonne Gacel, M.Ed.
Principal

Welcome to Springview Academy. An interesting, challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

NOTE: All the rules set forth here are for the safety of **all** our children, and **all** must follow them in order to ensure the safety of **each** student.

FAMILY SCHOOL RELATIONSHIP POLICY/PARENT CODE OF CONDUCT

We are committed to providing a safe and supportive environment to nurture a love of learning for both children and staff. We believe children benefit most from a collaborative relationship between the school and our families to best support a child's physical, emotional and cognitive development. We strive to create an environment for open and respectful communication when sharing concerns; this often leads to prompt resolution to everyone's satisfaction. Should the need arise, please inform the school director of any conflict and we will assist promptly.

Our staff embodies our mission to provide an enriching and stimulating environment for the unique potential of each of our children, and so it is essential that they feel supported by our organization and our families. For this reason, we must always insist on respectful behavior from our parents. We have found that a hostile school environment can be the result when parents are unsupportive of the school and its mission. We reserve the right to dis-enroll any family at any time without notice for the following behaviors. This includes behavior towards children, staff or other Springview Academy families. It includes but is not limited to:

- Use foul language at or in front of staff, families or children
- Unprofessional behavior
- Yelling in a loud voice
- Physical harm or intimidating body language
- Threatening or intimidating language or behavior
- Threatening harassment including but not limited to face to face contact and social media
- Speech that harms the school's reputation

COMPLAINTS/GREVIENCE

From time to time, parents may have complaints or problems with school operations. Parents are asked to follow school procedure in order to obtain information and resolution.

1. Seek facts.
2. First discuss the problem with the teacher as soon as possible.
3. If necessary, contact the principal or administrator.
4. If the concern involves another student or family, it must be handled through the principal.

5. All school issues must be directed to the principal before seeking outside assistance including assistance from the president of the school.

ACADEMIC POLICIES

CURRICULUM

Springview meets the standards established by the state of Florida. State supervision regulates hours of the school day, attendance records, and reports.

Beginning in Kindergarten and continuing through grade 8, our adopted state curriculum includes instruction in the following areas:

<i>Reading</i>	<i>Phonics</i>
<i>English</i>	<i>Spelling</i>
<i>Literature</i>	<i>Core Values</i>
<i>Mathematics</i>	<i>Social Studies</i>
<i>Science</i>	<i>Art</i>
<i>Music</i>	<i>Spanish</i>
<i>Handwriting</i>	<i>Technology</i>
<i>Physical Education</i>	

GRADING

The evaluation of student progress is one of the most complex and important duty of the teachers. Grades for report cards are apportioned to include class work, class participation, projects, test and quizzes. Assignments, projects and homework are mandatory unless otherwise specified by the teacher. Failure to complete work may cause the student to receive an incomplete on his report card. A student must complete missing task(s) to remove the incomplete grade. Students are evaluated for mastery of skill and content during each marking period. Each grade level has evaluation procedures suited to the levels of the students. The purpose of the evaluation is to assist the student with academic progress. Reports are given for grades K-5th.

PROGRESS REPORTS

Our online gradebook is used to keep parents informed of their child's progress. In addition, the school sends written progress reports home every 4-5 weeks. It is each parent's responsibility to check the online gradebook database on a regular basis to remain informed as to his/her child's performance in each class. Parents who wish to contact teachers to monitor their child's progress must schedule an appointment with the teacher, send a note to the teacher, email them, or leave a message for the teacher in the main office. The teacher will contact the parent to set an appointment within 48 hours. If contact is not made, please contact the main office. If a student fails to perform on grade level, the teacher or the principal may request interventions, and that the student be tested for a learning disability. If such a request is made, it is made after serious consideration of the student's needs; therefore, a parent's refusal to comply may result in the student being withdrawn from Springview Academy.

GRADING SCALE

Kindergarten through 5th grade: Checklist for student mastery will be used as measure of achievement.

100-90: A

89-80: B

79-70: C

69-60: D

59-below: F

Behavior and effort may also affect the student's grades. Any student who has been caught cheating is given a zero and the work cannot be made up.

PRINCIPAL'S HONOR ROLL AND HONOR ROLL

Springview Academy has determined the following Principal's Honor Roll for grades K-5.

Principal's Honor Roll Criteria:

All A's in all subject areas and in conduct. All students on the Principal's Honor Roll will receive a certificate of recognition.

Honor Roll Criteria:

A's and B's in all subject areas and in conduct. All students on Honor Roll will receive a certificate of recognition.

RETENTION AND PROMOTION

If a student receives an overall failing grade in all core subjects: Reading, Language Arts and Mathematics, that student will be required to repeat the grade.

Generally, all students should be promoted unless retention would enable a student to achieve academic success. Promotion to the next grade presupposes that a student has mastered the basic skills and subject matter taught to each grade level. Written notice will be given to parents indicating possible retention, and final decision on retention will be made by the end of May.

PRIVATE TUTORING, LESSONS OR COACHING

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. **Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.**

ADMISSION POLICY

Springview Academy will not discriminate against any individual based on the grounds of race, color, gender, national origin or physical limitations.

Springview Academy cannot offer a continuum of services, as financed through the public system under IDEA (Individuals with Disabilities Education Act), or section 504 of the Rehabilitation Act.

In some cases, parents of students attending Springview Academy may be asked to provide additional outside support services to ensure student success.

Springview Academy reserves the right to refuse admission or readmission to students for the following:

- Educational needs cannot be met
- Discipline records are below standard
- Difficulties in collecting fees from families
- Little or no cooperation has been received concerning school events or policies.
- Excessive absences and/or tardiness

Acceptance to Springview Academy is contingent upon:

- Parental commitment to the school's education and social programs.
- Fulfillment of the school financial obligations
- Review of student's academic & behavioral performance records

Mandatory Documents for all students:

- Birth Certificate
- Registration packet
- Registration information form
- Social Security Number
- Health Forms (HRS form 3040 & 680)
- Standardized Test Results
- Complete report card from previous grades (1-5)
- In addition, any neurological, speech, or other professional evaluations, which may assist us in identifying student needs is requested.

Children and Family Services Requirements:

- Children entering, attending, or transferring to kindergarten in Florida schools are required to have completed the Hepatitis B vaccination series and varicella.
- A second dose of measles vaccine (preferably MMR) will be required for children attending grades kindergarten through fifth grade.
- ALL STUDENTS entering, attending or transferring to SEVENTH GRADE will be required to have a completed hepatitis B vaccination series, a second measles vaccination (preferably MMR) and a tetanus-diphtheria booster.
- All students are required to have an up-to-date Florida Certificate of Immunization (HRS 680) and physical exam from a doctor (HRS 3040).

NOTE: Failure to provide the correct vaccination information will exclude the student from classes until the original forms are brought into the office.

Springview Academy is in accordance with Florida Statute 61.13(3) will make school records and in person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

IMMUNIZATION

Springview Academy requires that prior to enrollment or attendance in grades Kindergarten and above, each student presents or has on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption.

ANTI-BULLYING POLICY

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

I. Definition

a. **Bullying** is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

b. This definition includes students who either directly engages in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

a. This policy prohibits bullying that occurs either:

- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal will provide the student/parent with the

Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

BULLYING/HARRASMENT INVESTIGATION DISCLOSURES

While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or other measures that relate to the harassment and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

ARRIVAL AND DISSMISSAL PROCEDURES

All students should arrive between 7:40 –7:50 a.m. School begins at 8:00 a.m. for Kindergarten and First Grade and at 8:15 a.m. for First through Fifth Grade.

All students who arrive between 7:00 and 7:50 a.m. must report to the lab (Miami Lakes campus) or the patio area (Hialeah campus).

Students may not be left at school before 7:00 a.m. No supervision is provided before 7:00 a.m.

Dismissal for K–1st grade will be at 2:00 p.m. and 2nd – 5th at 3:15pm.

For dismissal, cars are required to park in the school parking lot and the child will be walked to your car.

An authorized person must pick up students at the designated location.

Cooperation with the teachers is mandatory for the safety of students.

Changes in regular dismissal for any student must be in writing.

Please note that students not picked up by our two dismissals, 2:15 and 3:30 p.m. are automatically placed into the Extended Day Program and parents will be charged a fee of \$10.00 per hour. The school expects the cooperation of all parents in this matter in order to keep students safe and protected.

After our two dismissals, 2:15 and 3:30 p.m. all students MUST report to either, Extended Day Program or their authorized activity, otherwise disciplinary action will be taken.

ATTENDANCE POLICIES

School is in session a minimum of 180 days. This is a Florida State Law. Students may be excused up to a maximum of 5 days in any quarter unless a special arrangement is made with the school for a homebound program. However, a student who is absent more than 20 days in a year, may be retained. Absences are excused for illness of student, doctor's appointment or death in the family. Please be reminded that it is encouraged that the child attends a portion of the school day before or after doctor's appointments whenever possible. It is the student's responsibility to make arrangements for work missed during the absence. Students are required to bring a note the following day upon returning from an absence. **Retention may be required for excessive absences.**

Late arrivals disrupt the learning environment for the student and his peers. All students should be in class by 8:00 a.m. (K&1st) or 8:15 a.m. (2nd – 5th). Failure to be in class by 8:10 a.m. (K&1st) or 8:20 a.m. (2nd – 5th) will incur a late arrival. At the end of each quarter, a fee of \$25.00 will be incurred for every 5 tardies, per family.

Students who do not report to school by 11:00 a.m. or leave home early and do not have a valid reason are ineligible to participate in any extracurricular activity on that day.

Parent Request for Early Dismissal

Parents who need to pick up students for dismissal before the regular dismissal time must come to the school office to sign the student out. Request for early dismissal must be made before 2:00 p.m. After these times, early dismissal requests are issued only under emergency circumstances. A doctor's note will be required on the day following the early dismissal (if applicable). Early dismissal times will be accumulated on the students' records for attendance purposes.

CHILD PROTECTIVE INVESTIGATIONS

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

COMMUNICATION TO PARENTS

Springview Academy uses several media to communicate information to its families. Parents may receive paper documents such as letters, notes, and information. Student grading may be viewed via the electronic gradebook. Official School communication may be made via e-mail. As a general rule most personnel's email address will include the grade and @springviewacademy.net ie:

first@springviewacademy.net. Another resource of information available to parents is the school website www.springviewacademy.net.

Traditional phone calls and messages may be made to the school office. The school has also contracted the telephone service of Dial My Calls. Dial my Calls allows the school to communicate to all or a group of parents via an electronic message that can be transmitted from school or remote location. Please be advised that the school will use your provided home and cellular numbers. Please be sure to keep those up to date. If an emergency arises that involves our school or immediate area during the school day, before 6 pm, a message will be sent as soon as possible to advise of the apprised situation. If the school needs to send out general information or requests, the calls will come in after 5 pm or on weekends.

COMPUTER USAGE POLICY

Technology:

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and its teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the school;
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like Instagram or Facebook;

- g. Do not send spam, chain letters or other mass unsolicited mailings;
- h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
- i. Do not engage in any form of cyberbullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Instagram and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with our moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parental/guardian execution of this Handbook constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

DRESS CODE POLICY

No excuse will be accepted for any violation of the dress code. Dress Code violations will cause disciplinary consequences and a school uniform must be rented for the day at a cost of \$10 per day.

School uniforms for Springview Academy must be purchased from the school office during designated times in the year.

It is suggested that parents purchase at least two sets of uniforms. Personal cleanliness and neatness are important lessons. Uniforms should be neat and clean with no rips or tears.

Girl's Uniforms

Kindergarten through Grade 5
Uniform shirt in navy, light blue or white
Skirt, and/or split skirt in khaki
Uniform pants in Khaki (black belt must be worn)
Closed toe sneakers
White Socks
Uniform or navy school jacket
Solid Black Belt

Boy's Uniforms

Kindergarten thru Grade 5
Uniform Shirt in navy, light blue or white
Uniform pants in Khaki
Uniform shorts in Khaki
White Socks
Closed toe sneakers
Uniform or navy school jacket
Solid black belt must be worn

Note: All school shirts must be tucked in. Pants must be worn at the waist. If undershirts are worn they must be entirely white.

Required Physical Education Uniform for Boys and Girls in Grades K through 5

Uniform PE shorts (3 inches above the knee or longer)
Springview PE T-shirt
Running Sneakers
White Socks

Note: T-shirts must be tucked in.

General Regulations

No make-up or artificial nails

No tattoos-real or fake.

Hats are not permitted. Girls may wear hair ribbons or bows.

Earrings:

Girls- One pair of plain small stud earrings for pierced ears on the lower lobe is permitted. No dangling or hoop earrings are allowed. Earrings may only be worn on the ears.

Boys-No earrings are permitted.

A simple watch may be worn. Apple Watch is not permitted.

Shirts and blouses must be tucked in during school hours and school functions.

Socks – All students must wear plain white socks, navy or black (no logos). Socks must be ankle length or higher. The length must be 1 inch above the ankles.

Hairstyles:

Properly groomed hair is required at all times.

Girls- No extreme hair styles. Students must keep their natural hair color. Students with treatments applied will be required to return hair to natural color or have it cut to length that removes the color treated portion.

Boys- Extreme cuts, wedges, line, coloring or shaved heads are not permitted. Students must keep their natural hair color. Hairstyle must be simple and neat. No excessive use of gel. Hairstyles are subject to the approval of the administration.

Dress-down Days

Jeans are permitted. No torn jeans are allowed, only black or blue jeans may be worn.

No leggings or jeggings allowed.

Class Shirts or if specifically announced an appropriate T-shirt may be worn.

No spaghetti straps, backless, halter-tops, sleeveless shirts or bare midriffs are permitted.

No flip-flops, open sandals or shoes without backs are permitted, sneakers are permitted.

Dresses and skirts must be appropriate length.

Boys must wear socks.

NOTE: General appearance is subject to the approval of the administration. The student may be sent home until the problem is corrected

Violations of Dress Code Policy:

1st Offense: Lunch Detention

2nd Offense: Lunch Detention

3rd Offense: After school detention

DRUG AND ALCOHOL POLICY

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem.

A school may conduct random searches as set forth in this handbook.

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products,

electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

EXTENDED DAY PROGRAM

The Extended Day Program is offered from 2:30 pm to 6:30 pm Monday through Friday on school days. The cost is \$50.00 per week for one child. A \$5.00 discount from the weekly rate will be given for each additional child in the same family. The program provides homework/study time, organized play and a snack. Please refer to the School Office for further information.

FINANCIAL OBLIGATION

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts, or any other student records, and deactivate the electronic handbook. Also, participation in or access to school activities may be disallowed, and/or disenrollment of the student if any financial obligations are not met. Students may not participate on any extracurricular activities if tuition is not up to date.

TUITION

2019 - 2020 Rates & Information

All tuition rates and information may be discussed with our tuition manager, Raul Pineyro.

FUNDRAISING

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

Since tuition is not the source of funding for maintenance and upgrades to facilities and/or technologies, all families are expected to participate in school-sponsored fundraisers.

FIELD TRIP PROCEDURES

Field trips are arranged for educational purposes. Permission slips are sent home in advance and must be returned before the trip. The field trip fee must also be paid by the due date in order for the student to participate. Only those students who meet the requirements set and return the field trip form with parents' signature will be allowed to participate. Private buses are used to provide transportation. The method of transportation will be listed on the field trip form.

Chaperones on field trips must realize that they must follow teacher's requests. Chaperones are responsible for all students assigned to them, not only for their own child. Chaperones must meet the requirements set for school volunteers. Teachers request the appropriate number of chaperones according to the needs of the activity. For some field trips, teachers may only request a limited number of chaperones. Parents must follow the teacher's request; however, they may choose not to allow their children to participate. Siblings are not to attend field trips.

TRANSPORTATION ARRANGEMENTS

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires written authorization by the parent.

GENERAL PROCEDURES

Main Office Hours of Operation

The School office is open 7:00 a.m. to 3:00 p.m. during the school year.

Use of Phone by Students

The use of cell phones by students during school hours (8:00-3:30) is prohibited. If an emergency arises an official school phone must be used.

School Visitors Expectation

All persons entering the school during school hours must enter and register at the main office and obtain a visitor's or volunteer's pass. This includes visits to the classrooms. All visitors are reminded that Springview Academy strives to maintain an educational environment and children learn from our example; appropriate attire is mandatory.

Change of Address/Phone Number

Notify the School Office of any change of address or phone number as soon as possible. This applies to both home and business and is vital in case of emergency notification.

Weather Emergencies

In the event of any weather emergency such as hurricane, tornado, or flooding, stay tuned to the news channels and follow the procedures for Miami Dade County Public Schools. If the emergency arises during the school day the school will make arrangements to safeguard students; however, parents are encouraged to pick up their children. All students not picked up early by parents will be held until regular dismissal time.

Emergency Contact Information

In case of emergency all students are required to maintain up-to-date emergency information with correct contact information and proper health conditions.

Accidents and Injuries

All accidents on school grounds must be reported to the office immediately and parents will be notified if the seriousness of the situation warrants.

Health Emergencies

In case of a serious health emergency the school will call the Health Department.

Lost and Found

The school is not responsible for the loss of personal property, money or books. Any property found by a student should be turned in to the office.

Backpacks

All students are required to have a backpack to protect their books and materials as well as take care of their personal belongings. Backpacks with wheels are only permitted in our Miami Lakes location. If a student forgets the entire backpack and the parent delivers the backpack to the school office, it will be given to the student.

Parties

Simple birthday celebrations are permitted at the discretion of the teacher and principal. Please check with the classroom teacher before making preparations.

HARRASMENT AND DISCRIMINATION

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the school president. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

MEDICATIONS

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school must be prescription medicine and must be labeled with the child's name and the exact dosage by the pharmacy filling the prescription. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.
4. Exceptions to this policy may be made for the use, supply and administration of an epinephrine auto-injection (EpiPen), and as authorized in writing by the school.

PEANUT ALLERGY POLICY

In order to ensure the safety of students with peanut allergies, please notify the homeroom teacher 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify parents of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can parents nor teachers distribute party bags and/or candy.

All allergies must be listed in Emergency Cards that are part of the registration forms. If an EpiPen is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920.

OPEN ADMISSION POLICY

The school has an open admission policy. No person, on the grounds of race, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

PARENTAL COOPERATION

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or another public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

SPORTS/CHEERLEADING

The following criteria must be met to participate in the sports/cheerleading program:

Students must have an EKG done.

Students must have proper attire and/or equipment.

The student must not receive an F in any major subject area or more than one D. He/She must also maintain a 3 or better in conduct and effort.

The team coach is responsible for supervision and discipline at practice and games.

If absent on the day of practice, a game or a competition, a student may not participate that day.

It is a privilege to participate as a member of a Springview Academy sports team. The administration reserves the right to remove a student, temporarily or permanently from a team.

Individual fees associated with each sport are the responsibility of the athlete and must be paid at the beginning of the season. Failure to pay the fee may result in the student not being allowed to participate.

All tuition must be up to date in order for a student to try out for any sport. All balances must be kept up to date for participation in sport to continue.

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, Springview Academy, Inc., and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.

The school is not responsible for student participation in any sports, leagues or clubs outsourced by an independent company. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not

control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities. The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

PARENT CONFERENCES

Parents are asked to discuss issues that involve the classroom and their child with the teacher first. If the teacher cannot accommodate the request, provide the necessary information or satisfy the parent's request the parent is then advised to contact the school administration. Parents who wish an appointment with a teacher should do so through the school office, send an email or a note to the teacher. Teachers are not to be interrupted during normal hours of instruction, and will not answer emails after 3:30 P.M. If a response is not received within 48 hours please contact the main office. Parents who wish to speak to the principal or counselor must contact the main office for an appointment. Parents will not be seen if an appointment has not been scheduled.

PUBLIC DISPLAY OF AFFECTION

Springview Academy promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion.

SCHOOL SPONSERED EVENTS

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, Springview Academy, Inc., and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

SEARCH AND SEIZURE POLICY

The principal and his/her designee has access to any desks, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

SEXTING

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious

disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

EXCEPTIONAL STUDENT EDUCATION (THERAPIES)

Any Springview Academy student that requires therapy such as but not limited to (speech, occupational, physical or behavioral) must have proper documentation provided to the school that indicates the type of therapy and time needed. In addition, any therapy that will take place at Springview Academy during school hours must be communicated and approved by the administration. All therapists providing therapy in school must be fingerprinted. He/She must sign in and out on the day services are provided. All therapies must be coordinated between the parent and the therapist.

CONDUCT

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

We want all students to realize that the observance of rules will bring happiness to themselves and others. We are very much dependent upon the parents to uphold and support our code of discipline. It is the policy of Springview Academy to notify and involve parents in disciplinary action.

Parents are their children's primary educators and need to be aware of their behavior while at school. The reason for disciplinary consequences is teach the child limits and correct behavior. Every child has choices and consequences for those choices. Students must learn to take responsibility for their actions.

The following are expected behaviors:

- Self-Respect
- Respect Others
- Follow School & Classroom Rules

Any behavior deemed unacceptable by teachers or administration may result in detention, probation, Principal's Warning, suspension, and/or expulsion. The student is considered a student of the school at ALL times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school will be disciplined. Excuses such as, "I was only kidding, joking; everybody does it," will not be accepted and will be dealt with accordingly. Immediacy of consequences is judged to be a key element in properly instructing the student as to the seriousness of the offense.