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Student Handbook Overview

Welcome to a new school year filled with learning, growth, and fun! This Student Handbook is designed to help you understand what to expect at Seven Springs Elementary and how we can all work together to create a safe, respectful, and successful school community.

Inside this handbook, you'll find important information about school rules, daily routines, dress code, behavior expectations, and more. Whether you are new to our school or returning for another great year, this guide will help you and your family stay informed and ready.

At Seven Springs Elementary, we believe every student can learn, grow, and succeed—and we're here to support you every step of the way. Let's make this year amazing together!

Bell Times & Daily Routines

Arrival & Dismissal

- **Arrival:** School campus opens at **9:20 AM**. All students must be in class by **9:40 AM**. Students arriving after 9:40 AM are marked tardy and signed in at the front office by an adult.
- **Dismissal:** School ends at **3:50 PM**. Students remaining after **4:00 PM** will be taken to the front office, where parents must park and sign them out. *Note: Multiple late pickups will result in a parent conference with administration and the school Social Worker.*

Dismissal Locations

- **Pre-K, Kindergarten, & 1st Grade :** Pickup in the **Front Car Loop**.
- **2nd – 5th Grade:** Pickup in the **West Car Loop** (gates open at 3:30 PM).
- **Siblings including both PreK-1st and 2nd -5th:** All students will be picked up together at the **Front Car Loop**.

Early Release Days (ERD)

Early Release Days are designated for staff professional development.

- **ERD Dismissal Time:** 1:50 PM
- **ERD Early Pickups:** Must be completed no later than 1:30 PM.
- **2026–2027 ERD Dates:** October 28, 2026 | January 27, 2027 | February 24, 2027

Dismissal Changes & Early Checkout

- Early pickups on regular school days must occur before **3:30 PM**. *Why?* This ensures student **safety** and a smooth dismissal process for everyone. The end of the day is a busy time when classes are packing up and important final announcements are being made.

- All dismissal changes must be called into the front office by **3:00 PM**. Dismissal changes will not be accepted via email. *Why? This is critical for student **safety**. Email accounts are not monitored constantly during the busy afternoon rush, and a phone call guarantees that the front office receives the message immediately and can safely guide your child to the correct dismissal location before the bell rings.*
- For the safety of our students, individuals will not be released early from school unless accompanied by an adult who is explicitly listed on their emergency contact form. Photo identification is required at the time of pickup.

Car Loop Safety Reminders

To ensure the safety of all students and staff, please adhere to the following rules:

- Use designated car loops only. Drive slowly and **avoid texting/phone use**.
- Move forward to the next available space and **remain in your car**.
- Display your school-issued **car tag clearly** in the windshield.
- Avoid stopping to speak with staff during drop-off or pickup lines.
- Do not drop off students without active staff supervision.
- **Weather & Dismissal:** Dismissal may be delayed due to weather conditions. Please bring your car tag and walk up to get your student if needed.
- **Parents are welcome to park and walk up to with car tag or ID in the event dismissal is on hold due to weather conditions. (Please reference our Rainy Day and Severe Weather Dismissal Plan)**

Attendance & Calendar

School Attendance Reminders

Regular school attendance is incredibly important for your child's academic success! Please keep these essential attendance rules and guidelines in mind:

Reasons for Excused Absences

Absences may be excused for reasons including, but not limited to:

- Illness of the student.
- Major illness in the student's immediate family.
- Trips or other parental requests, provided they meet the following conditions:

Requests must be approved in writing by the principal (or designee) at least one (1) week in advance.

****A maximum of 5 days per school year will be excused for trips or parental requests.**

Excessive Absences

An absence is considered extended or excessive if a student misses:

- 3 consecutive school days (in a row).
- 5 days within a single calendar month.
- 10 days within a 90-calendar-day period.

When the School Takes Action

To ensure our students stay on track, the school and district are required to intervene if a student reaches:

- 5 unexcused or unknown absences in a single month.
- 10 unexcused or unknown absences within a 90-calendar-day period.
- 15 unexcused or unknown absences within a 90-calendar-day period (*triggers district-level action*).



Important Note: If a student develops a pattern of missing school, the school may require official doctor or legal documentation to excuse any future absences. Please submit and upload your absence notes and documentation through the myStudent Parent Portal.

Report Cards & Progress Reports

Families can access all academic reports digitally via the **myStudent Parent Portal**.

Grading Period	Progress Reports	Report Cards
Quarter 1	Sept. 18, 2026	Oct. 16, 2026
Quarter 2	Nov. 20, 2026	Jan. 11, 2027
Quarter 3	Feb. 11, 2027	April 5, 2027
Quarter 4	Apr. 23, 2027	TBD

Campus Life & Student Services

Breakfast

All students receive **FREE** breakfast daily starting at 9:20 AM. If your child eats breakfast at school, please ensure they arrive no later than 9:30 AM so they have plenty of time to get a breakfast before heading to class by the 9:40 am tardy bell. Menus are available on the school website under Meal Viewer.



Student Birthday Celebrations

Students will be recognized on the morning news and will receive a special birthday item to celebrate their big day!



Outside Food & Treat Policy

In compliance with USDA Smart Snack Standards, outside sweet treats (such as cupcakes, cookies, or donuts) are not permitted at school.

- Parental Approval Required: Parental approval is strictly required for any outside food brought into the school.
- Respecting Preferences: Please note that some parents prefer that their child does not eat certain treats due to health, dietary, or personal reasons. These preferences must be respected.

School-Approved Celebration Options

If you would like to provide treats for a classroom celebration, you may purchase approved snacks directly through the school cafeteria.

How to Order: All menus, approved snack lists, and ordering directions can be found on our school website at www.sses.pasco.k12.fl.us under the Meal Viewer tab.

Cell Phones & Personal Devices

New School Board Policy states *All cell phones and wireless communication devices (WCD) must remain silenced and kept in a backpack or out of view the entire day. This includes headphones and smart watches.* If a WCD interrupts the learning process, it will be taken by the teacher and given to an administrator. Parents will then be contacted, and the device will need to be picked up from the front office. The school is not liable for stolen, lost, or broken phones or devices.

Clinic & Student Illness

To access clinic services, parents must approve the *All-Health Services* section of the **Parent Bill of Rights Consent Form** on the myStudent Parent Portal.

Students may not attend or remain in school with the following symptoms (list is not exhaustive):

- Fever (100.4°F or greater) or chills
- Sore throat or distracting pain from an earache/headache
- Repeated episodes of vomiting or diarrhea
- Severe cold (heavy runny nose or a bad cough that disrupts normal activities)

 **24-Hour Rule:** Students exhibiting these symptoms must remain home for **24 hours AFTER symptoms have completely resolved** without the use of over-the-counter symptom-reducing medications.

Student Dress Code:

Elementary School Dress Code Guidelines

Our dress code is designed to promote a safe, focused, and positive learning environment where all students can play, learn, and grow comfortably. We ask that students dress in clothing that allows them to participate fully in all school activities, including recess and physical education.

Key Guidelines

- **Appropriate Footwear:** For safety during PE, students must wear closed-toe shoes (like sneakers). Sandals, flip-flops, slides and shoes with wheels are not permitted.
- **Daily Attire vs. Pajamas:** Students should wear standard everyday clothing to school. Pajamas and sleepwear are not permitted except on specially designated school spirit days.
- **No Face Paint or Costumes:** To avoid distractions in the classroom, face painting, masks, and full costumes are restricted to approved school events and holidays.
- **Appropriate Graphics:** Clothing must be free of offensive attire, including any words, graphics, or symbols that promote violence, discrimination, profanity, or inappropriate content.
- **Spandex and Form-Fitting Clothing:** To ensure comfort and coverage during active play, standalone spandex shorts or athletic tights should not be worn unless they are layered under skirts, dresses, or standard shorts.

- **Weather-Ready Clothing:** Please dress students according to the weather. This includes coats and hats for cold days, and lightweight, breathable fabrics for warmer months.

Important Reminders

- **Inside the Building:** Hats, hoods, and sunglasses are welcomed during outdoor recess but must be removed when inside the school building.
- **Labeling Gear:** Please label your child's jackets, sweaters, and lunchboxes with their name to help us return lost items.

Academics & Expectations

Homework

The purpose of homework is to reinforce grade-level standards and provide targeted practice to help students master skills taught in class.

- **Primary (K–2):** Average of 20–30 minutes nightly.
- **Intermediate (3–5):** Average of 30–50 minutes nightly.

Late & Make-Up Work

- **Late Work:** Under extenuating circumstances, late work will be accepted within **one week** of the due date when accompanied by a parent note.
- **Make-Up Work:** For extended absences, please contact the school **24 hours in advance** to request assignments and coordinate with your child's teacher.

Student Code of Conduct

Please visit the school website for the full Student Code of Conduct document, which outlines student rights, responsibilities, rules of conduct, and disciplinary procedures.

District Policy: Threats Against the Educational Environment

The District is committed to maintaining a safe, secure, and supportive learning environment for all students and staff. Any threat of violence directed toward a school community or its members is a grave matter that will be addressed with immediate and serious administrative action. In accordance with safety protocols, all threats will be fully investigated through a formal Threat Assessment to determine appropriate intervention and disciplinary measures. For any student found to have engaged in threatening behavior, the District may implement a Student Support Management Plan (SSMP) to ensure school safety and correct the behavior. In cases involving a student with a qualifying disability, the District will provide reasonable accommodations and appropriate behavioral interventions if the conduct is determined to be a manifestation of the student's disability and lacks both the intent and the means to be carried out.

Weapons and Toy Weapons at School

Our school must always be a safe place for everyone. Students are not allowed to bring weapons of any kind to school, on the bus, or to school events. This rule also includes **fake or toy weapons**, such as toy guns, water pistols, plastic knives, or anything else that looks like a real weapon. Bringing these items to school is against the rules and will result in serious consequences, and parents will be called right away. Please leave all real and toy weapons at home so we can keep our school safe.

Student Recognition & Celebrations

- **Shark of the Month & Shark of the Year:** Recognizes students who demonstrate strong resiliency skills in their daily learning and interactions. Teachers nominate students monthly based on a targeted skill.
- **Turnaround Shark of the Year:** The **Turnaround Shark of the Year** award recognizes an individual who has demonstrated exceptional resilience and growth. It honors someone who successfully reversed a difficult situation, turning challenges into achievements through focus, determination, and hard work.
- **Quarterly Academic Recognition:** Celebrates outstanding student achievement and growth in Math, Reading, and Science.
- **Quarterly PBIS Celebrations:** Students will celebrate their achievements in academics, attendance, and behavior each quarter. To qualify, students must meet the following benchmarks:
 - No more than 2 excused absences per quarter.
 - Zero Office Discipline Referrals (ODRs).
 - No more than 1 minor infraction.
 - Work completion is in good standing, identified by the classroom teachers.
- **PBIS:** **PBIS** stands for **Positive Behavioral Interventions and Supports**. It is a school-wide program designed to help every student feel safe, happy, and successful. Instead of just focusing on rules and punishments, PBIS teaches, practices, and rewards positive behavior.

We are SHARKS!

At our school, we show our school spirit and positive behavior by being **SHARKS** every single day. This means we are always:

- **Safe, Helpful, Accountable, Respectful, and Kind**

Transportation & Campus Safety

Bus Riders

Bus passes will be available on Meet the Teacher Day and will be visible in the myStudent Parent Portal. Students must follow schoolwide bus rules at all times. Multiple safety referrals may result in a bus suspension based on district guidelines.

Student Release Policy & Deliveries

Students will only be released to adults explicitly listed in the myStudent Portal. **All adults must present a valid photo ID.** Legal court orders regarding custody must be kept on file in the front office, if applicable.

Visitors & Volunteers

All visitors must check-in at the front office with a valid photo ID to receive a visitor's badge.

- **Parent Teacher Conferences:** Must be prearranged with the teacher. **In-person conferences are preferred**, though virtual or phone meetings can also be arranged to fit your schedule.
- **Lunch Visits:** Families may eat with their child at the outdoor picnic tables. For safety reasons, **only your child** may accompany you outside. Lunch times are subject to change due to testing; please call ahead to confirm.
- **Field Trips:** All chaperones must be approved school volunteers. You can apply on the Pasco County Schools website.

Smoke-Free Campus

Seven Springs Elementary is a entirely smoke-free and vape-free campus. This includes all buildings, fields, and the school parking lots.



School Operations & Resources

Home-School Communication

We provide ongoing communication through flyers, digital updates, and the parent portal to keep you informed about school activities, academic milestones, and events. Please read, sign, and return the **Home Compact Agreement** provided at the start of the school year.

Emergency Contact Info

It is critical that the school has accurate contact details. Please notify the front office within **5 days** of any changes to your address, phone numbers, or emergency contacts.

Library / Media Center

Students may check out up to **2 items for 2 weeks** at a time. There are no late fees, but overdue books must be returned before a student can check out new items. Lost or damaged materials must be paid for.

Textbooks & Property

Students are responsible for all textbooks and technology issued to them during the school year. Lost or damaged school property must be paid for.

Lost & Found

The Lost & Found area is located just outside the cafeteria. Please label all of your student's jackets, water bottles, and lunchboxes. Unclaimed items will be donated to charity at the end of each grading quarter.

School Pictures & Yearbooks

- **October 6, 2026** – Fall Individual Picture Day
- **November 3, 2026** – Fall Picture Makeup Day
- **February 16, 2027** – Spring Individual & Class Picture Day

Note: Pictures will be available for purchase and featured in the annual yearbook. Parent approval in the myStudent Portal is required for your child to be included in the yearbook photo sections.

At Seven Springs, we love to capture our learning in photos! In order for your child to be included in the yearbook, and if you are open to having their picture taken for school highlights,

Parent-Teacher Organization (PTO)

Our PTO brings parents, teachers, and staff together to support and enrich the educational experience for all sharks. The team meets monthly to plan school events and fundraisers. Contact the front office to find out how you can join!

School Advisory Council (SAC)

The SAC is a collaborative team of parents, teachers, community partners, and the principal who help drive school improvement. SAC assists with reviewing the School Improvement Plan (SIP) and guides budget allocations for academic goals. Quarterly meetings are open to all families. We are actively looking for members for the 2026–2027 school year! Contact the office for details.

PLACE Program

For information regarding our on-site Before & After School childcare program, please call **727-774-9692**.

Asbestos Notification

Inspection and management plans are on file and available for review in the school main office and at the District Maintenance Department.

Equal Education Opportunities

All students are entitled to equal access to education, programs, and activities regardless of personal background, race, gender, or circumstances.

Respect & Civility Policy (Pasco County Schools)

The District School Board of Pasco County believes that a safe, secure, nurturing, and civil environment is essential to student success. This policy promotes mutual respect, civility, and orderly conduct among employees, students, parents, and the public.

- District staff will treat everyone with respect and expect the same in return.
- Staff will not conduct business with individuals who use obscenities or speak in a demanding, loud, insulting, or threatening manner.
- Volatile, hostile, or aggressive actions or language will not be tolerated and may result in penalties up to and including law enforcement notification and criminal prosecution.

Moving & Withdrawals

- **If You Have Moved:** Please notify the front office immediately if your address changes. If you have moved out of the school zone, there may still be options available to keep your child enrolled at Seven Springs Elementary. Please contact the office staff so we can work with you on the next steps.
- **Withdrawals:** If you are leaving the school, please notify the front office several days in advance. All library books, school-issued textbooks, and devices must be returned before the withdrawal process can be finalized.

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