**Information for Claywell Elementary Families**

**Principal:** Mr. Robert Jones

**Assistant Principal:** Mrs. Diane Dunlap

**School Contact Information:**

Website: [www.Hillsboroughschools.org/Claywell](http://www.Hillsboroughschools.org)

Phone: (813) 975-7300

Address: 4500 Northdale Blvd. Tampa, FL 33624

**School Hours:**

**Monday: 7:40am-12:55pm (No early sign-outs after 12:15pm)**

**Tuesday-Friday: 7:40am-1:55pm (No early sign-outs after 1:15pm)**

**Contact Information & Communication:**

Throughout the school year, we will communicate with you through notes in the PAWS folder, telephone calls, emails, progress reports, report cards, and parent-teacher conferences. We encourage you to contact us if you have any questions or concerns. If you need to reach your child’s teacher, please request, and save their email address, and/or call the school at (813) 975-7300.

If your contact information changes throughout the year, please update your information in the front office and with your child’s teacher. You MUST make changes to your emergency card, such as emergency contacts, in person.

We cannot release a student to anyone that is not on the emergency card, for any reason.

Mr. Jones sends out ALL the important school information via Parent Link which is both a text and an email. Please listen to the entire recorded message so that information is not missed. These messages are sent to the primary phone numbers on file. These numbers must always be kept up to date to receive school information.

**School Attendance**

Your child’s regular and prompt attendance at school is critical to his/her success. Please see school as a priority and make sure your child attends every day except in cases of illness or emergency. To report an absence, please call 813-975-7300 and press option one.

Arrival:

Our school day starts promptly at 7:40am. Our first bell is the warning bell at 7:35. If your child is not inside of his/her classroom prior to the final bell at 7:40am, the student will need to sign in at the front office to receive a tardy slip. Please plan to get your child to school prior to 7:40 so that your child is in the classroom on time and does not result in missing any instructional time. The classrooms will be open for students to enter at 7:10am every morning.

Methods of Arrival:

Bus- Buses drop off by the front office in the Northdale loop. Students exit the bus and may go to the cafeteria for breakfast or directly to the classroom.

Car line- Cars line up in the Shillington loop. There is NO left turn into the school on Shillington from Northdale. Please turn onto Sapwood and follow it around. You can only turn right from Shillington onto Northdale during arrival and dismissal. The car line begins at 7:10am.

No cars are authorized to enter the Northdale loop at the front of the school between 7:10-7:40am. This is for buses and daycares only. Late drop offs begin at 7:40am.

Walker- Students may walk on to campus starting at 7:10am. We have crossing guards located at the Northdale crosswalk to assist students crossing the street.

HOST- HOST is available in the mornings at 6:30am. You must be registered and pay online. Drop-off is at the school cafeteria.

Daycare- Daycare buses arrive through the front of the school along with the school buses. Daycare drop off must be arranged through the daycare company.

Bike riders: The bike gate is by the Northdale faculty parking lot. The gate opens at 7:10am. Students must walk their bikes onto the campus. Helmets must be worn while riding.

\*Students are not permitted on school property prior to 7:10am.

**Breakfast Information:**

All students receive a FREE breakfast in the cafeteria Monday-Friday from 7:10-7:35am. Make sure your child arrives in time to get breakfast. They report to their classrooms after picking up their breakfast.

**Lunch Information: Students will receive FREE lunch for the 2024-2025 school year.**

You can see the menu at: <https://schools.mealviewer.com/school/ClaywellElementarySchool.> Children are welcome to bring their lunch from home but keep in mind that we have no means of keeping the lunches cold or heated up. (If your child does bring lunch, please NO carbonated drinks or candy).

**Change of Dismissal Information:**

If it is necessary to change your child’s normal mode of transportation, a note MUST accompany your child explaining the changes. Including the effective dates. Please have your child give the note to the teacher or front office at the beginning of the school day. IMPORTANT: emails may not reach the teacher before dismissal. Students will not be able to ride the bus home with friends due to the strict bus policies.

**Afterschool Care and Dismissal options:**

Claywell offers several dismissal options. Bus transportation, afterschool daycare pickup, HOST, Car line, walkers, and bike riders.

Bus- If your child’s residence qualifies for bus transportation, please notify the teacher and front office that your child will be riding the bus. We will give you all the information and a bus pass.

Car- This is the preferred pick-up option if you do not have a bus stop. The car line is in the Shillington loop. You will be provided with a curb smart number at the beginning of the school year. This number should be displayed in the car window along with the child's last name.

Walker - If you want your child dismissed as a walker, you must tell us if they will be a Shillington or Northdale walker. Shillington walkers are strictly those children who live off Shillington Road. Northdale walkers are released at the crosswalk at the Northdale Golf Course. Parents are to wait across the street for their students to be crossed. Parents are not to come on campus for pick up.

HOST- Host is an after-school program located in our school cafeteria. Host is available Monday-Friday after school until 6:00pm. You can get more information and apply online at [www.hillsboroughschools.org](http://www.hillsboroughschools.org)

Daycare options- Please see the front office for a list of daycare options that pick up from Claywell and transport to the daycare.

Bike Rider- Students will be dismissed to the bike rack. Students are expected to get their bike and walk it to the sidewalk. They may begin to ride once they are safely off the campus and must wear a helmet.

Rainy day dismissals - Unless there is thunder, lightning or bad wind and rain, we will dismiss the students as normal. If the weather is bad, we will wait until it is safe again to dismiss. To be proactive please give the teacher a rainy-day dismissal option for all walkers and bike riders.

**Parking:**

We have two locations for visitor parking. If you will be 5 minutes or less, you may park in the Northdale loop near the front office. These spaces are reserved for visitors signing students in/out or dropping off/picking up something quickly. If you plan to attend an event, meeting, or being on campus for over 5 minutes, parking is in the Shillington loop. The parking lot off Northdale is for faculty, staff, and district personnel only.

**PAWS Folders:**

Your child will be responsible for bringing home and returning a communications folder, referred to as the PAWS folder. PAWS is an acronym for our school behavior plan: **P**ositive Attitude, **A**ct Responsibly, **W**ork Hard and **S**tay Safe.

The folder is used for home/classroom communication and storing homework that is not in a textbook or notebook.

In addition to being the place or recording daily homework assignments, the weekly communication for has the Claywell Behavior expectations and behavior box or each day in the school year. Teachers may use the boxes to indicate and expectation your child had difficulty meeting. Blan boxes mean your child is meeting behavior expectations. Five or more behavior marks in one area indicated that they would most likely receive the corresponding mark on their report card.

Any school information and communication (such as PTA, Administrative, Field trips, etc.) will be sent home in this folder. Please ensure that you check the folder for information and return it when it is due.

**Folders should be initialed/signed on a daily basis.**

**Homework:**

Homework assignments are given to help children review and enhance skills they are learning in class. The assignments will be determined and sent home by your child's teacher. In addition to any written assignments, we encourage students to read for at least 20 minutes every day.

**Parents on Campus:**

We will continue to have a closed campus. If you would like to volunteer, please inform your child's teacher and they will set up a schedule with you. We love to have volunteers come in to help in the classrooms, but everyone must first be approved through the district before they will be allowed to volunteer. This is the same for all Field trips. Teachers from other schools in our district must be volunteer approved for Claywell Elementary School. We recommend that you fill out your online volunteer application as early as possible as it may take a few weeks to become approved. [www.hillsboroughschools.org](http://www.hillsboroughschools.org) and find the online volunteer application.

We are not allowing parents to come on campus to eat lunch with their child. We need to know everyone that enters our campus.

**Allergies and Medical Problems:**

Please inform the teacher and school nurse of any of the following:

* Allergies
* Medical Conditions
* Medications- All medications that need to be dispensed during the school day MUST be on file with the school nurse. Parents MUST come into the front office with the medication and a doctor’s note. Over the counter medications, such as Tylenol, Motrin, Benedryl, etc., are not allowed to be administered on our campus without written authorization from a doctor.

**Birthdays:**

We ask that birthday celebrations be done at home. Please DO NOT send in balloons and/or cupcakes (any type of food item) for your child’s birthday. If your child would like to pass out birthday party invitations, please discuss with your child’s teacher in advance. We celebrate birthdays monthly at Claywell.

**Field Trips:**

There will likely a field trip planned for the students in each grade level. Information and field trip permission slips will be sent home as soon as they are available. All chaperones must fill out an Online Volunteer Application and be approved by the district. Please do not delay in filling out this application.

**Dress Code (HCPS (Hillsborough County Public Schools) Policy):**

Claywell is a uniform school. Red, White, and Navy-Blue polo shirts and Khaki and Navy Blue shorts, pants, or skirts.

Our PTA sells spirit Shirts that are encouraged to be worn on Fridays.

Shoes shall be worn and be securely fastened to the feel and have a low heel height. Footwear must be suitable for outdoor physical activity. Unsafe shoes such as “skate tennis shoes or flip-flops are not allowed.

All pants must be secured at the waist. Mini Skirts and Short Shorts are not permitted. Hemlines shall be no shorter than fingertip length.

Sunglasses and hats may not be worn in the classrooms and hallways.

If students wear a hoodie, the hoods must stay off while in the classroom and hallways.

All shoulders must be covered as well as the stomach area.

Students not following the school dress code will be sent to the office. Parents will be notified. Students will need to change and be dress code appropriate to remain in class.

**Supplies:**

Grade level supply lists can be found on our school website at [www.hillsboroughschools.org/claywell](http://www.hillsboroughschools.org/claywell)

If you need assistance with supplies for your child, please let us know.

**Water Bottles:**

We have water bottle filling stations located throughout the school. Please send your child to school with a refillable water bottle every day. Please label the water bottle with their first and last name.

**Lost and Found:**

Each year our Lost and Found bin fills up with articles of clothing, lunchboxes, and other items. Sadly, not all the items get claimed. We kindly ask that you please label your child’s jackets, sweatshirts, lunchboxes, water bottles with their first and last name. This makes returning items to their owners much easier.

If your child does misplace something, they may ask their teacher to go to the Lost and Found located in the MPR. Valuable items, such as glasses, jewelry, wallets, cell phones etc. Should be retrieved from the front office.

Parents are welcome to come in after school from 2:30-3:30pm to look for lost items.

**Cell Phones:**

Cell phones should be turned off and stored in the students' backpack upon arrival at school. If a student is seen on the phone, even in the hallways, without the teacher's permission, the phone will be confiscated until the end of the day.

**Media Center:**

Students will be able to check out books at our school library each week. Once students check out a book, they must return it to check out a new one. If a book becomes overdue, a notice will be sent home. If a book becomes lost or damaged, parents will receive a notice with the cost to replace the book. Students will not be able to check out new books until the cost of the book is paid in full, or the books are returned.

**PTA:**

We highly recommend parents and grandparents join the PTA. The money collected by the PTA goes directly back into the school and classrooms. PTA puts together several functions and fundraisers throughout the school year to benefit students, teachers, and families. You may contact the PTA for the sale of spirit shirts and Birthday messages on our school marquee. PTAClaywell@gmail.com or go to the PTA Resource page on [www.hillsboroughschools.org/claywell](http://www.hillsboroughschools.org/claywell)