



Woodbridge Parent Information

Important Dates:

First Day of School: Monday, August 12th

Meet the Teacher: Thursday, August 8th, 2:00-4:00 PM

Conference Night 1: Thursday, October 3, 3:00-8:00 PM

Conference Night 2: Thursday, February 13, 3:00-8:00 PM

Labor Day Holiday/ No School: Monday, September 2nd

Non-Student Day: Monday, October 14th

Veteran's Day/No School: Monday, November 11th

Fall Break/No School: November 25th-29th

School Hours:

Monday: 7:40-12:55 PM (Mondays are Early Release days-Dismissal at 12:55 PM)

Tuesday-Friday: 7:40-1:55

Breakfast Daily: 7:10-7:40

Teacher Assignments: Check the label on the postcard mailed home late July for your child's teacher's name.

Morning Arrival: The car line gate will close at 7:39 promptly. If the car line gate is closed, please drive to the main office and sign your child in.

Student Sign-Out: A picture ID is required for all student sign outs. Only adults listed on the Emergency Card may sign out a student. Student sign-out is stopped 30 minutes before dismissal for safety and instructional reasons. This would be 12:25 PM on Monday and 1:25 PM Tuesday-Friday.

Absences: Student absences must be reported by an adult on the day of the absence by 8:40 AM. For student absences call: 813-871-7460 and press 1.

When calling in an absence, please leave the following information:

- 1. Record student's full name, grade level and teacher**
- 2. Caller's name and relationship to student**
- 3. Reason for absence and expected day of return**
- 4. Telephone number where caller can be reached**

Important Extension Numbers for Parents:

When calling the main line, 813-871-7460, you can press the following number to reach these divisions or perform a needed task:

1. Report absences
2. Administration
3. Guidance
4. Registration
5. Clinic
6. Cafeteria
7. HOST: 245

DRESS CODE POLICY

Students are required to wear the school uniform.

Bottoms: Tan or navy blue pants, walking shorts (fingertip length), jumpers, skirts, or Capri pants. No logos, designs or ornamentations are permitted.

Tops: Shirts must be uniform style polo shirts with a collar or a solid-colored T-shirt. The colors must be Red, Navy Blue, or White. No logos, designs or ornamentations are permitted.

We request jeans be worn on Fridays only. No ripped jeans please.

Families that are in need of uniforms may contact our School Social Worker, Mr. Pagan at jovan.pagan@hcps.net.

Arrival and Dismissal Information

Students may receive a grab and go breakfast from a breakfast cart on the sidewalk and report to their classrooms.

Staggered Dismissal for PreK and Access Students

Students in PreK and Access are dismissed at **1:40** Tuesday-Friday (Mondays at 12:40) Parent pick up for these students is in Car Line area. **Dismissal ends at 2:10 PM. PLEASE arrive on time to support our teachers and staff who have meetings to attend. ALL students must be picked up by then, unless they attend HOST.**

STUDENT SAFETY

The front parking lot is reserved for staff and PreK parents with a YELLOW car tag.

ALL cars must use the Car Rider Line. All vehicles using Car Rider line **must** have a car tag in the front window for safety purposes.

All Walkers will be dismissed at 2:05 daily.

Parents picking up walkers should be prepared to show blue walker tags. Blue walker tags may be requested from the front office with ID.

There is no adult supervision until 7:10 am. Students may not exit their cars before 7:10 am and Walkers should not be left unattended.

Students and parents must use designated crosswalks and sidewalks at all times. Cross with the crossing guards on Woodbridge and Northbridge. **Use the crosswalks in the parking lot and please do not cross in front of cars. Please** be respectful of school staff that are directing traffic and **stop** when directed in order to maintain safety.

Respect our neighbors and do not block driveways or park in yards.

During dismissal for car riders, please remain in your car and continue to the designated pick up point with your tag in the car. For student safety, we do not dismiss students to parents who park and wait, or who do not have a car tag.

A change in your child's dismissal routine must be made in writing or email no later than noon of the same day. Emails or written notes with change of dismissal **must** be sent to maria.swanson@hcps.net and victoria.morse@hcps.net.

NO change in plans will be made by phone. Students may only ride their own bus.

EARLY DISMISSAL/RELEASE OF STUDENTS

When signing out your child the following procedures must be followed: Before 1:25 P.M. (12:25 P.M. on Mondays) you must report to the main office with proper identification to sign out your child. Students will remain in their class until you arrive. **Whenever possible, medical and dental appointments should be made outside of school hours.** Any student who leaves during the school day must be released through the school office.

It is very important that students arrive in class **by the 7:35 warning bell** and are seated and ready to **begin learning at 7:40**. Arrive early to make it through the Car Rider loop, and in enough time to eat breakfast.

PROCEDURES RELATING TO RAINY DAYS

- Walkers and bike riders will not be dismissed if lightning is present. Parents must pick up these students.
- Car rider pick up will follow the usual procedure.
- Front Gate Walkers will be released at the same location by the Main Office.
- Back Gate Walkers will be released at the **Bus Ramp at 2:05 p.m.**

On rainy days, dismissal will be on the usual schedule. Plans should be made in advance, and parents are expected to see that their child fully understands what he/she is to do. Make your child responsible to you for following the plan decided upon. Limited telephone service in the school office makes it necessary to restrict personal calls. Children are not allowed to call home to make rainy day arrangements.

Students need to carry a rain poncho in their backpacks at all times.

We will ALWAYS keep our student safety as our number ONE priority. If weather is severe, students WILL not be dismissed until the weather has subsided. A parent link will go out to all parents if this is to occur! Please DO NOT ASK to have children released!

Students are NOT permitted to bring umbrellas to school.

LUNCH AND BREAKFAST

A balanced and nutritious hot lunch is served daily. Learning to eat a variety of foods and cultivating good food habits are an important focus of our school program.

A free hot breakfast is available, daily for all students from 7:10 a.m.-7:40 a.m. **(Students may not bring in breakfast from home or fast food restaurants.) Students will report to the specified breakfast cart to obtain their breakfast and report immediately to their classroom.**

Students choosing to bring their lunches must bring them when they arrive in the morning. No lunches, breakfasts or snacks may be purchased from outside and delivered to students at school. Carbonated drinks, candy, and gum are not permitted at school.

ALL STUDENTS MUST KNOW AND BE ABLE TO ENTER THEIR 7-DIGIT SCHOOL MEAL NUMBER.

USE OF SCHOOL TELEPHONE

Students are not permitted to use the school phones and will not be called from class to speak to a parent by telephone.

Medication Reminders

Please do not send ANY meds with student to school (in backpack, etc.). ALL medications must be **checked into the clinic by parent/guardian** and remain in the clinic. If your student needs to take any medication at school, please discuss with the clinic nurse.

Guidelines for Administration of Medication: English

https://docs.google.com/document/d/1CVHchNxtqRWuenZS3sP018ooH5Whp_Ft/edit?usp=sharing&ouid=106853137534913224584&rtpof=true&sd=true

Guidelines for Administration of Medication: Spanish

https://docs.google.com/document/d/1HdAWiOnxH1l9g5-uZ5cz6gy0sUSzosgS/edit?usp=share_link&ouid=106853137534913224584&rtpof=true&sd=true

Teacher Conferences - If you need to speak to a teacher, please do not attempt to do so during dismissal. All staff members are in place to maintain student safety. If they are engaged in conversation with you, their attention is not focused on the students. Please schedule a time for conferencing, if needed, with the teacher.

BIRTHDAY CAKES / CUPCAKES / TREATS / BALLOONS / FLOWERS

Birthday cakes and/or cupcakes to share with the class will not be permitted.

TOYS

Toys, silly bands, electronic games, make-up, candy, carbonated beverages and gum are not allowed at school. These items will be collected by teachers and returned only when a parent comes to school to pick them up. **Bringing toy guns, other toy weapons or explosives may result in a suspension from school.**

CELL PHONES

Students may carry cell phones, but they **may not** be out or turned on at school. The school does NOT accept responsibility for cell phones. If a student has a phone on or out, the teacher will take it. Parents must come to school to pick it up.

HOMEWORK

Hillsborough County policy allows homework to be assigned to all students on a regular basis. The homework assignment may be approximately 30 minutes in length for students in grades K, 1, 2 and 3 and approximately 45 minutes in grades 4 and 5. Periodically, a homework assignment may be made which will extend over a period of time. These assignments may include book reports, science projects, math projects, etc. Contact individual teachers if there are questions. Your support with homework is appreciated.

CIVILITY STATEMENT

In order to provide a safe, caring and orderly environment, Hillsborough County Public Schools expect Civility from All who engage in school activities. **Mutual respect, professionalism and common courtesy** are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

Unacceptable Behavior

- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

Woodbridge's Plan for Success

I. Success Motto:

Wildcats show **PAWS** (**P**ositive **A**ctions **W**ith **S**uccess)

II. School Rules:

Prepared to Learn

Always accept responsibility

Work hard

Show respect and be responsible

THERE IS ZERO TOLERANCE FOR BULLYING, INAPPROPRIATE BEHAVIOR AND HARASSMENT

Inappropriate language, willful disobedience, disrespect, fighting, possession and/or use of toy (or real) weapons, or other items used as weapons, or use of explosives will NOT BE TOLERATED.

BEST BEHAVED WILDCATS will be eligible for weekly classroom incentives. In addition, students who earn the required PRIDE DOLLARS will be eligible to participate in a monthly event at the end of each month. A student will participate only if he/she earns the qualifying amount of pay for that month.

The number of points required for each month will be announced on the morning show, and posted around the school.

III. Point System:

Each child will have the opportunity to EARN 4 dollars per day for following class and school rules. The number of dollars will be calculated at the end of the month to determine if the student will be able to participate in the end of month event. A reminder slip will be sent home if the student has earned this monthly incentive. Keep in mind high expectations and align this with report card indicators.

Students will be able to earn “PRIDE DOLLARS” daily for various reasons as determined by grade levels and teachers. These “PRIDE DOLLARS” will be able to be used to purchase incentives from the classroom and school-wide end of month event. Students will also have the opportunity to earn "PAWSITIVE" recognition by demonstrating exemplary leadership skills which allows a student to be entered into a random monthly drawing for special recognition on morning show.

BULLYING

Bullying is a form of aggression that occurs when a person who perceives a power imbalance, willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal and/or physical action which results in the victim feeling oppressed (stress, injury, discomfort) at any school site or school board-sponsored activity or event. Students who engage in such conduct shall be subject to a range of punishments to include verbal or written reprimand, in-school or out-of-school suspension, change of placement and/or expulsion.

Examples or types of bullying include, but are not limited to:

- **Physical** - punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling;
- **Verbal** - hurtful name-calling, teasing or gossip;

- **Emotional (Psychological)** - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or peer pressure;
- **Sexual** - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as bullying;
- **Cyber-bullying** - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

Bullying may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully. Allegations of bullying will be promptly investigated. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

Retaliation is defined as "to pay back (an injury) in kind." When a person is accused of having engaged in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the victim back (retaliate). **Retaliation must not occur.**

Some examples of retaliations are:

- attempting to discuss the matter in any way while it is under investigation;
- spreading rumors
- following the person
- becoming physical in any way
- destroying property

- using the telephone or any other electronic/written form of communication to retaliate in any way
- ostracizing.

TO MINIMIZE THE RISK OF BEING ACCUSED OF BULLYING

DO's:

- Keep your hands to yourself.
- Remember that NO ONE has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying behavior you have witnessed to appropriate school personnel.

DON'T's:

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being “inappropriate” and has clearly told you to “stop.”
- Make remarks that may cause another person to feel “oppressed” (stressful, scared, intimidated).

Bullying vs. Inappropriate Behavior

It's important to note the difference between true bullying and behavior in which kids are simply acting out.

The accepted definition of bullying requires three factors: 1) an imbalance of power (i.e., one person is older, bigger, or has more authority than the other);

2) there is intent to physically or emotionally harm the other person; and 3) the behavior is repeated over time.

While bullying is inappropriate behavior, not all inappropriate behavior is bullying.

Inappropriate behavior is random. Bullying is purposeful.

Example: a child shoving another child or teasing someone on a one-time basis is inappropriate behavior, to be sure, and should be dealt with by school personnel, but it is not bullying unless it is happening in a repetitive manner meant to intimidate a weaker individual.

CONFERENCES

The District expectation is for parents to engage in **TWO** face-to-face conferences during the year with their child's teacher. Please reply promptly to requests for a conference. Parents may request a conference by contacting the teacher for an appointment. Interim Reports, Progress Alerts, phone conferences and notes to parents will be used to communicate with parents between conference days or between report periods. If you have a question or concern, please contact your child's teacher.

Good communication is much easier to achieve if everyone takes an active role. Parents are encouraged to write notes or call the teacher if they have questions or concerns about their child's progress. Teachers are in class, the majority of the school day, but will return your call within 24 hours.

VOLUNTEERS / VISITORS (APPOINTMENT ONLY)

All volunteers and visitors must sign in and out at the office and be cleared to be on campus. Volunteers must complete a new on-line Volunteer Application form each year and submit to a background check. A visitor tag must be worn while on campus and turned in upon leaving. EVERY visit to campus will require check in through the office.

School Board policy prohibits volunteers from bringing babies/preschoolers to school while they are involved in volunteer activities. This includes chaperoning on field trips. We must be consistent with enforcing this procedure for all, as it would be unfair to do otherwise. We ask for your understanding and cooperation.

NOTE: Parents may choose to bring babies/preschoolers when visiting the campus (not volunteering) for certain planned activities such as: family dinners, student performances, Open House, etc. We do expect small children to remain with their parents during such visits and be under their careful supervision at all times.

WILDCAT NEWS

The Wildcat News will be posted MONTHLY!! Please make sure your e-mail address is correct and on-file in the office to receive this monthly communication.

Office Waiting Area

Food and beverages are not allowed in the office.

The waiting area in the front office is to be used exclusively for:

1. Registration of new students.
2. Signing students in and out.

Thank you and we look forward to an amazing 2024-2025 school year.

Victoria Morse, Principal

Kimberly Lee, Assistant Principal

