

Mendenhall Elementary School

Welcome to the 2022-2023 school year. All our faculty and staff are very excited about the start of the new year and having the opportunity to work with you and your child. We encourage you to be a member of our Parent Teacher Association (PTA) and to be actively involved in our school. It is very important that all parents/guardians take some time to read the information included in this folder. If you have any questions about this information, please contact the school at 872-5221 so they can help you.

We hope you will join us next month for **Open House!**
More information coming soon!

Student Drop Off and Pick Up

7:10 AM – 7:35 AM	Student arrival time – gates will open daily at 7:10 AM. For safety reasons, please do not drop off your child before 7:10 AM. Free breakfast will be served in the cafeteria for all students. Students arriving after 7:35 AM will have to have breakfast "to go". Car line and walker gate closes at 7:38 AM.
7:40 AM	The bell rings for the start of instruction. Students must be in class and seated.
1:55 PM	Student dismissal (Early release on Mondays is at 12:55 PM.)

To optimize student safety, Mendenhall Elementary School is a closed campus. During arrival, school staff members are stationed at all points of entry to ensure students enter campus safely. **Parents may not walk their child to their classroom.** School staff members are stationed throughout the school to guide all students to their classrooms. We appreciate your assistance in keeping our school safe.

Late Arrivals

The school day begins promptly at 7:40 AM. Please adhere to this time, as every minute of instruction is important to your child's academic growth. If you arrive after 7:40 AM, you must walk your child to the front office and sign him/her in. Your child will receive a tardy slip and will be sent to class. When signing in tardy, you will need to indicate the reason for the tardy. A pattern of tardies for any student will result in a conference with the principal to discuss ways to solve this problem. Please note: Any student receiving five or more tardy slips in a nine-week period will be given a Needs Improvement indicator on his/her report card. If applicable, he/she may have his/her choice assignment revoked. **Students are considered tardy if they are not in their seats inside the classroom at 7:40 AM.**

Early Pick Ups

Students are dismissed at 1:55 PM. Please make every effort to schedule appointments after school hours so that instructional time is not lost. In case of emergency and you need to sign your child out early, it must be before the following times:

- 1:30 PM Tuesday through Friday.
- 12:30 PM Monday (Early dismissal).

Please be prepared to present your photo ID. Students will only be released to individuals with photo identification that are listed on the child's emergency card. If you arrive later than 1:30 PM, your child will have to follow his/her regular dismissal procedure.

Changes in Dismissal Plans

If you need to change your child's dismissal plans, you must send a note to your child's teacher and fill out a new dismissal form at the office for a permanent dismissal change. Due to safety concerns, we will not accept changes over the telephone. Our number one concern is the safety of your children, and we want to be certain they arrive home as planned.

Arrival and Dismissal Procedures

Car Transportation

The designated drop-off and pick-up area for students is located at the back of the school entering on the west side of the building. Morning drop off begins at 7:10 AM and closes at 7:38 AM. Please remain in your car and continue moving forward in a single line to the drop-off/pick up point. Staff members will be stationed to supervise students ensure they enter and exit the building safely. Cars should not refuse to open the door or wait for the 1st spot. To help morning drop off go faster, please have your child ready with backpack on ready to exit the car as soon as you are safely stopped. Cars must follow staff directions. Once your car has arrived in any numbered spot (#1-6), your child must exit. If you arrive after that carline closes at 7:38, you must park in the front of the school and walk your child to the office to sign him/her in. **FOR SAFETY REASONS, PARENTS WILL NOT BE ALLOWED TO PARK AND WALK TO PICK UP THEIR CHILDREN AT DISMISSAL.** Please use the permanent purple car rider pick-up tag to place in your front window to help expedite car rider pick up. Once you have arrived at the designated area to pick up students, please move forward. If we all follow the procedure outlined, dismissal should be completed by 2:15 PM. Children who are not picked up by 2:15 PM will need to be signed out from the front office. Parents must come to the office, present their photo ID, and then pick up students from the car rider line.

Walkers – Solos

If your child will be walking by him/herself, please discuss with your child the safety procedures for walking to and from school. Please communicate dismissal procedures for rainy days. Walkers will be dismissed after buses and daycare vans have been released.

Walkers with Parents

Parents may stand in a line on the sidewalk parallel to the front of the school until walkers are dismissed. Parents must have the permanent blue walker tag with student name and teacher information on it. Please do not try to pick up your child from this point in your car; we will not release him/her to you. Please do not walk or stand on the grass. Let's keep our campus beautiful! Walkers will be dismissed after buses and daycare vans have been released. For student safety, we need to limit points of entry and will have all walkers dismissed on the same side of the school as buses, daycare and bicycle riders.

Bicycle Riders.

The bicycle rack will be located outside Room 301, next to the front parking lot. Bike riders must wear a helmet; each bicycle must have its lock. Hillsborough County Public Schools will not be responsible for personal property brought to the school, which includes bicycles. Bicycle riders will be dismissed after buses and daycare vans have been released to ensure all student safety.

Bus Transportation

The Transportation Department wishes to notify all parents about the many mediums by which you can access bus run information before school starts. If you have any questions, please call 813-982-5500 where they will be happy to answer any questions you have. Please remember that if you have an ESE child receiving specialized transportation services, your bus driver will contact you in August with the location of the specific bus stops, times and bus numbers. Buses unload at the front of the building in the teacher parking lot. All students transported by bus must be at the bus stop at least 10 minutes before their scheduled time. **Kindergarten bus riders MUST have the green card attached to their backpack throughout the school year.**

Parking

Parking is limited. There is only parallel parking in the front of the school for parents who have business in the front office.

Car Riders and Walker Permanent Pick Up Tags

Please follow our school-wide safety procedures. Parents whose children "walk with a parent" or are car riders will receive a new plastic walker or car rider sign. All students who go home this way will now use these signs. Families will receive one sign per child at no charge. Additional signs will be available for purchase for \$1.00. Lost/forgotten replacements will be \$1.00 and can be purchased in the front office with photo ID.

Daycare

HOST is a program offered by HCPS that provides supervision for our Tigers before school from 6:30 AM – 7:10 AM and afternoon HOST until 6:00 PM. If you would like a list of daycares that pick up and drop off at Mendenhall, please send a note with your child's teacher

THANK YOU so much for adhering to these procedures.

Uniform Policy

The parents and staff of Mendenhall have agreed that we are to have a mandatory school uniform policy. Research indicates that school uniform policies in schools promote school safety, improve discipline, and enhance the learning environment. The school uniform consists of the following:

- White, navy blue, or red shirt with collar (knit shirt or blouse).
- Navy blue or khaki bottoms (shorts, pants, skirts, skorts, or jumpers). No denim.
- Friday: spirit or uniform shirt may be worn with jeans with no holes.

Please be sure to label your child's clothing (jackets, sweaters, etc.) with his/her name so that items are easily identified and returned if they are misplaced. After a reasonable time, clothing and items that are not claimed will be donated to a local charity.

All students are expected to comply with the uniform policy. Consequences for students who do not comply within a 9-week grading period are as follows:

First Offense: Parents will receive a warning letter for non-compliance with the uniform policy.

Second Offense: Parents will receive a call from the child's teacher and a second warning letter will be sent.

Third Offense: The student will be sent to the office and the parents will be called. Either a uniform will need to be brought in for the student, or the student will receive a uniform on loan if one is available.

Fourth Offense: The parent will be called by the administrator and a conference will be requested with the parent.

Please contact your child's teacher or our Social Worker in case you need uniform assistance or further information about the uniform policy. If you have concerns regarding the mandatory uniform policy, you will need to make an appointment with administration. The entire Mendenhall Staff appreciates your support of our uniform policy.

Student Cell Phones

During school hours and while on the bus, cell phones and other electronic devices are not to be activated. They should be stored in the student's backpack, unless it is a "bring your own device" activity designed by the teacher and in a predesignated area.

OTHERWISE, IF WE SEE IT, WE TAKE IT. Any device confiscated by a staff member will be brought to the office and the parent will be called for pickup of the device.

Civility

In order to provide a safe, orderly and caring environment, Hillsborough County Public Schools expects civility for all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that we all need to

demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

Emergencies

Fire, Tornado, Lock Down and Shelter in Place are drills that are conducted regularly. Mendenhall faculty are trained in the management of Comprehensive Crisis, including bomb threats and civil disruptions.

Student Handbook

This handbook is a complete reference for questions most commonly asked by parents. We encourage you to read this important document and carefully review the sections entitled: Student Code of Conduct, Student Rights and Responsibilities, and Dress Code. By reviewing these sections, each student should understand that home and school work together to make the best experience for each child. The student handbook is now available online on the district website.

School Wide Behavior Expectations

- Be safe
- Be responsible
- Be respectful

Bullying Prevention

Hillsborough County Public Schools, in compliance with the Florida Statutes, adopted its own Anti-Bullying and Harassment Policy (HCPS Policy 5517.01).

It is the policy of *Hillsborough County Public Schools* that all of its students and school employees have a safe educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate any kind of harassment and bullying. Conduct that constitutes bullying or harassment, as defined in the policy, is prohibited. All *Hillsborough County Public Schools* students and employees will receive information updates at the beginning of the school year. Parents will also receive information during the *Open House*. The information is also in the student and teacher handbook. The *Hillsborough County Public Schools* district expects students and school employees to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Mendenhall Expected Behaviors

- We will not bully others
- We will help others if they are being bullied
- We will include others in activities
- We will tell an adult at school and at home if someone is being bullied

School Meal Information

Breakfast

All students arriving between 7:10 and 7:35 AM are invited to have a free breakfast each morning. The cafeteria doors will close at 7:38 AM. Your child can have breakfast to go from the office.

Lunch

During the 22-23 school year, Mendenhall Elementary is able to provide all students with school meals at no charge with no household meal application.

Birthdays

In order to protect instructional time, birthdays are not celebrated during the school day at Mendenhall. This includes food items, treats, balloons, flowers, etc. We also recognize that our students are from many different cultures and have different traditions. If requested, we will recognize the child's birthday and make him or her feel special

Health Information

Food Allergies

Please fill out the necessary forms with the School Nurse and Cafeteria Manager.

Illness or Accident at School

If your child is sent to the office during the school day due to illness or accident, the parent will be notified. It is extremely important that we have the following information so that we can contact you promptly:

1. Name, cell phone and work telephone number, address of the parent or guardian, and email address.
2. Emergency Numbers: Name and phone numbers of a relative, friend, or neighbor should your child need to be picked up from school if a parent cannot be reached. **This information should be included on your child's emergency card which should be completed and returned to school as soon as possible.**

****New this year: A Parent/Guardian Consent for School Health Services Form is required for each student every school year. Additional parent/guardian written consent is required every school year for employees to administer medication as needed, conduct medical procedures, or provide medical treatment. In case of an emergency, first aid, CPR, or use of an automated external defibrillator (AED) will be performed by employees until emergency medical services arrive without prior parent/guardian consent.**

Medication

If your child must take any medication at school, a parent must complete the appropriate forms (available in the main office) and bring a supply of the medication in the prescription bottle. Students will not be allowed to bring medication to school under any circumstances. Office staff are not permitted to dispense non-prescription medications.

Head Lice

According to school policy, the child should be excluded from school when the student has lice and/or nits. The child cannot be permitted to return to school until his/her hair is free of lice and/or nits. Parents are responsible for providing appropriate treatment to remove lice and nits before the child returns to school. A student should miss no more than one or two days of school because of head lice. Excessive absences due to head lice will be addressed in accordance with the provisions of the Compulsory School Attendance Act. All children are required to be checked by the school nurse upon returning to school, after the incident.

Get involved in Your Child's Education

Becoming involved in your child's education is a critical component to student success. When parents are involved, students tend to make more academic growth, regardless of the parents' socioeconomic status, ethnic/racial background, or educational level.

We invite all Mendenhall parents and family members to be part of the school community. We want all our families to be "our partners in education." Please talk to your child's teacher or Assistant Principal about volunteer opportunities. Help in the Media Center is always needed and appreciated.

The application system for volunteers can be located on the district website. This information will be available soon. Volunteers must have a valid PHOTO ID, passport or driver's license to volunteer at the school. **The application must be submitted each school year.**

Communication Between School and Home

Join the PTA

It is very important that we get 100% in the membership of our PTA (Parent-Teacher Association) to support parent involvement. Dues paid toward your PTA membership go directly to students through funding of school programs and student incentives. You will receive a package from the PTA in the next 2 weeks.

PTA is selling School Spirit Shirts in the front office for only \$15 (including PTA membership).

Supporting the School Advisory Committee

The School Advisory Committee (SAC) serves to assist the principal and school members in developing and implementing the School Improvement Plan (SIP). If you are interested in participating in this committee, please contact the front office.

Mendenhall Elementary Important Communication Information

We are providing these important numbers, which can be of help to Mendenhall families throughout the school year. Please do not hesitate to call the school if you have any questions or concerns.

Main Office (813) 872-5221

Attendance Line (813) 872-5221 x 400

Emailing Staff

All school employees have an email and they check their emails regularly. If you would like to contact a member of the staff via email: firstname.lastname@hcps.net

Follow us:



@MendenhallHCPS

(Please remember to return the authorization for your child to participate in the various activities to be photographed).

School Website: <http://mendenhall.mysdhc.org/>

