



RICHARD F. PRIDE ELEMENTARY SCHOOL
"Home of the Lions"
Quick Reference Guide for Parents



Student Day – 7:40 a.m. – 1:55 p.m. (Designated Mondays EARLY DISMISSAL – 12:55)
Teachers - 7:00 a.m. – 3:00 p.m. Office Hours - 7:00 a.m. – 3:40 p.m.

SCHOOL PHONE NUMBER: (813)558-5400 (Please press option 1 to report your child's absence.)

School Website: <https://www.hillsboroughschools.org/pride>

Facebook: Pride Elem

Twitter: PrideElemTampa

AFTER & BEFORE-SCHOOL CARE

The H.O.S.T. (Hillsborough County Out of School Time) program begins on the first day of school and is available Monday through Friday from 1:55 p.m. to 6:00 p.m. (12:55 to 6:00 on Mondays). **Cub Care** is a program that provides supervision for our Pride Lions before school from 6:30 a.m.-7:10 a.m. each regularly scheduled student school day. Registration and fee information can be found online at www.hillsboroughschools.org/host or you may contact the H.O.S.T. office directly at 744-8941.

ARRIVAL/DISMISSAL PROCEDURES

CAR RIDERS -Please use the drop-off/ pick-up line by the lunchroom. The gate is opened at 7:05 a.m. and student drop-off begins at 7:10. Students should be in class to view our Morning Show at 7:30-7:40 a.m. for announcements and recognitions of success, and in the classroom ready to learn no later than 7:40 a.m. Please be patient and courteous in the car line. For the safety of our students (and in accordance with Florida law) there should be **NO CELL PHONE USE** while in the car line.

MORNING CAR DROP OFF PROCEDURES: The car rider drop-off point is located at the back of the school by the cafeteria. Student drop-off begins at 7:10 am each morning. Parents may arrive prior to 7:10 and wait in the Cross Creek Park parking lot until released by a Pride staff member. Fifth grade student leader (Patrols, Ambassadors, Morning Show) vehicles will have a sign displayed in their front windshield to allow passage to the front of the school for drop off from 6:55-7:05 a.m. Cars will be released from the park at 7:05 a.m. and again at the end of the car line at approximately 7:40 a.m. Cars exiting the park between 7:05 and 7:40 a.m. must make a right-hand turn and travel through the car line. Please drive slowly as you approach the school. Follow the path to the back loop drop off points. Please move forward as far as possible before stopping to let your child out. School staff will be clearly visible to guide you. Direct your child not to step out until your car has stopped moving and a Pride Safety Patrol is visible to open your car door. Please ensure that all students can enter and exit your vehicle from the passenger side of your car.

AFTERNOON CAR PICK-UP PROCEDURES: Please do not arrive early. If you are parked in the road, please allow room for cars to use the outside lane and drive into the parking lot for Cross Creek Park. Students will not be dismissed before 1:55 p.m. Teachers will supervise students in grade level groups. When you reach the Pride staff member in the parking lot, please roll down your window to hear which numbered space you should pull up to, as your child will meet you there. Please encourage your child to learn your assigned car hangtag number, as this speeds up the dismissal process. **PLEASE KEEP THE CAR TAG DISPLAYED UNTIL AFTER YOUR CHILD IS LOADED IN YOUR VEHICLE.**

- Single-Family Pick Up will be at the back of the school using a numbered car hangtag. Each child in the family will use the same numbered hangtag, regardless of their grade level.
- Carpools for Multi-family Pick Ups will be at the front of the school. Carpool hangtags will be numbers in the 600s and will be distributed to families once Pride staff has verified the carpool group and confirmed the carpool with each parent from the group. This ensures that all families have agreed to be a part of the carpool. Carpool requests may be made in the front office or through a written note sent to the teacher.

Cars are restricted from parking on the road and blocking traffic prior to afternoon dismissal at 1:55. Ignoring these restrictions is dangerous to our pedestrian traffic and causes congestion to the exiting car and bus traffic. Safety is always a priority over convenience.

WALKER AND BICYCLE PROCEDURES - Students who ride bicycles are required by law to wear helmets. Bicycles should be locked to bike racks. Please practice the walk or bicycle ride to school with your child if this is a new experience for them. Be sure to stress that **children must cross the street where there is a crossing guard.** Please note that due to storage and safety concerns, rollerblades are prohibited. As part of our *Sidewalk Stompers Program* to encourage bicycling and walking to school, Pride Student Ambassadors will collect the number of students bicycling and walking to school each day to award a weekly trophy and monthly Physical Education equipment bundle to the class with the most participation.

SEVERE WEATHER DISMISSAL- In the case of severe weather (tornadoes or lightning) students will not be released to Cross Creek Park, or to walk or ride their bikes home until the weather conditions improve. Please have a dismissal plan in place with your child's teacher in the event of SEVERE WEATHER. Classroom teachers will need to know if you prefer your child to wait until the severe weather has passed, or if they will be picked up in the car line. There is a severe weather plan option in the first-day packet. Please be sure to choose a plan and return the form to your child's teacher.

ATTENDANCE

"If You Miss School, You Miss Out!" Please give us the entire day to teach your child by preventing tardies and early sign-outs. Schedule vacations using the district school calendar. Days missed due to vacations are unexcused absences. If your child is going to be absent, please call the Absentee Phone Line, 558-5400 - Option 1. State your child's name, teacher's name, reason for absence, and anticipated number of days they will be absent.

BIRTHDAYS

We enjoy making every day special for all our students, however, please note that for birthdays, NO FOOD ITEMS or BALLOONS are allowed due to food and latex allergies. Please consider non-food items such as pencils, stickers, bookmarks, etc. Please contact your child's teacher with any questions. Student birthdays may be recognized on the school marquee by making a \$5 donation to our PTA (Parent Teacher Association) - <https://pridetampa.memberhub.store/store>.

BUS INFORMATION

The bus drop-off is in front of the school. CARS ARE NOT PERMITTED on the bus ramp while buses arrive from 7:10 a.m. – 7:40 a.m. or from 1:25-1:55 p.m. during dismissal. All students riding a school bus are expected to behave appropriately. It is the policy of Hillsborough County Public Schools to refuse school bus transportation to any student whose behavior on the bus or at the appointed bus stop is disruptive or endangers their safety or the safety of other children. Students who misbehave will be disciplined and may be suspended from riding the bus.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices are not allowed to be used at school unless directed by a teacher to assist with instruction. Students must keep cell phones/electronics secure as they are responsible for all personal items. Students must be responsible DIGITAL CITIZENS and use cell phones, the internet, and social media in responsible and positive ways.

CLASSROOM DISRUPTIONS

To limit classroom disruptions during the school day, please ensure homework, lunches and other belongings are brought to school by your child each morning. Students without lunch, or lunch money, will be provided lunch and parents will be notified that it was necessary for him/her to charge lunch. To avoid interrupting instructional time, teachers will be notified via email of deliveries left for students in the main office. Although we make every effort to ensure all students receive the items delivered, teachers are only available to check their messages during non-instructional time, and therefore may not be notified prior to lunch or the end of the school day.

CLASS PARTIES

To maximum instructional time for all students, elementary school classes may have two parties per year (winter break and end of the year). District policy prohibits parents from bringing or sending food items to celebrate individual student birthdays. Class celebratory food brought by parents at the request of the teacher or food provided by teachers/administrators for student incentives must be pre-packaged and factory-sealed, with the ingredient label visible on the individual/original packaging.

CONFERENCES AND VISITATIONS

Conferences with teachers are to be arranged prior to or after the student day. Only in an emergency will instruction be interrupted. Any parent desiring to visit a classroom must make prior arrangements with the classroom teacher. All visitors must be issued a visitor pass from the main office before visiting a classroom.

CROSS CREEK PARK

Cross Creek Park is not part of Pride Elementary. Pride Elementary staff members do not provide supervision for students released on the sidewalk near the park as walkers or bike riders. Students should be met by a parent or designated adult or walk/ride bike home as soon as they are dismissed. **Parents are responsible for the supervision of their children at Cross Creek Park at all times.**

DISMISSAL CHANGES

Parents must notify the teacher in writing whenever there is a change in their child's dismissal procedure. Written notification from both households must also be received when a student is going home with another student. Students will not be permitted to go home with another student on the bus. Notification by phone or fax will not be accepted for any dismissal changes. **TO AVOID DISRUPTION IN THE DISMISSAL PROCESS, PARENTS MAY NOT SIGN STUDENTS OUT AFTER 1:25 p.m. (12:25 p.m. on Mondays).**

EMERGENCY CARD (STUDENT ENROLLMENT RECORD)

We will use the information you provide on your child's Student Enrollment Record (SER/Emergency Card) to contact you in case of illness or injury to your child. Regular *ParentLink* email and text messages with important school and classroom information will be sent to the email address and phone number you provide on the card. **Please keep this important contact information up to date by notifying the teacher and the school office of changes.**

LOST & FOUND

Articles of clothing and other items lost at school will be placed in our Lost & Found Box. Items that are not picked up within 30 days will be donated to charitable organizations. Please label (on the inside) sweaters, coats, lunch boxes, etc.

MEDICATION

We are unable to administer over-the-counter medications to students. Our school nurse can provide you with information regarding procedures for administering prescribed medication that must be administered during the school day. Please see the Hillsborough County Public Schools Student Handbook for additional information.

PHYSICAL EDUCATION

Students should wear closed-toed shoes suitable for physical activity on Physical Education days. Students must bring a written note from their parent or doctor to be exempted from participation in Physical Education class.

SCHOOL BREAKFAST/LUNCH

Hillsborough County School District offers free breakfast to all students in every school, regardless of eligibility status. Students should arrive on campus no later than 7:30 if they would like to have breakfast in our cafeteria. Lunch may be purchased in the cafeteria. Information regarding the cost of lunch and free/reduced lunch eligibility can be found at www.hillsboroughschools.org/sns.

SCHOOL UNIFORM

School uniforms are mandatory at Pride Elementary. Parents may order uniforms with our school logo (optional) online at landsend.com/school or purchase from other retailers. Our uniform options include khaki or navy shorts, skirts, pants, or jumpers and a burgundy or white collared shirt. Students may wear spirit t-shirts or college shirts and denim on Fridays only (School Spirit Day). Spirit shirts can be purchased from our PTA - <https://pridetampa.memberhub.store/store>. Torn or bleach spotted denim is not allowed. We have a "clothes closet" with donated uniform items. Anyone needing assistance with uniforms can contact our school counselor at 558-5400 ext. 227.

TARDY STUDENTS

Please ensure that your child arrives at school in time to be in their classroom by 7:40 a.m. A STUDENT ARRIVING LATE TO THEIR CLASSROOM (AFTER 7:40 a.m.) MUST REPORT TO THE OFFICE, ACCOMPANIED BY A PARENT OR GUARDIAN, TO SIGN-IN AND RECEIVE A TARDY PASS.

VISITORS AND VOLUNTEERS

All visitors and volunteers must SIGN-IN and OBTAIN a VISITOR PASS in the main office prior to going to classrooms or other areas of the campus. A driver's license is required every time you sign in. All volunteers must have an approved volunteer application on file.

VOLUNTEER APPLICATION FOR HILLSBOROUGH COUNTY SCHOOLS

HCPS requires **all** volunteers and community partners to complete the HCPS Volunteer Application **or** have a current active application on file prior to any volunteer engagement. Notices of renewal dates are sent (30 days in advance) to the applicant based on expiration date. Completing the HCPS Volunteer Application is the first step in the process for volunteering in our school. The volunteer application process includes Volunteer Policy and Procedure Acknowledgement, Information Collection and Background Check Authorization. **Applications should be submitted at least two weeks prior to any volunteer activity** (<https://www.hillsboroughschools.org/volunteer>).

