

# Clark Elementary



Wednesday, August 10<sup>th</sup>  
is the first day of school for all students.  
(Students dismissed at 1:55)

August 2, 2022

## Important Information

Dear Cougar Families,

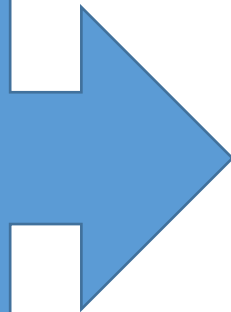
You will receive a postcard in the US Mail this week with your child's homeroom assignment. Our Meet the Teacher event will be on Monday, August 8<sup>th</sup>. Please note your assigned time in the blue box below. Each student can attend with no more than TWO parents or guardians. You are welcome to attend only within the assigned time, according to your last name.

\*\*During your Meet the Teacher time, please plan to find your child's classroom, say a quick hello to the teacher, drop off school supplies, and receive any other important information from their teacher (no more than a few minutes).

<b>Monday, August 8<sup>th</sup> Meet the Teacher(s)</b> <b>Divided into two sessions by the FIRST Letter of your LAST Name</b>
<b>8:30-9:30 All Grades – Last Name A-L</b>
<b>10:30-11:30 All Grades – Last Name M-Z</b>
<b>Multipurpose Room:</b> <b>★ Visit our PTA Expo (purchase membership and spirit shirts) ★</b> <b>★ Receive your NEW car tag ★</b>

### **IMPORTANT TO NOTE**

Please plan on attending the additional dates and times listed in the box to the right for a closer look into your assigned teacher's procedures and expectations for the year.



<b>Orientation Schedule</b>		
<b>Aug. 8<sup>th</sup></b>	5:00-5:30	4 <sup>th</sup> Grade
	5:30-6:00	AGP – 4 <sup>th</sup> Grade
<b>Aug. 16<sup>th</sup></b>	5:00-5:30	Kindergarten & Pre-K
	5:30-6:00	1 <sup>st</sup> Grade
	5:30-6:00	AGP – Kindergarten
	6:00-6:30	AGP – 1 <sup>st</sup> Grade
<b>Aug. 17<sup>th</sup></b>	5:00-5:30	2 <sup>nd</sup> Grade
	5:30-6:00	3 <sup>rd</sup> Grade
	5:30-6:00	AGP – 2 <sup>nd</sup> Grade
	6:00-6:30	AGP – 3 <sup>rd</sup> Grade
<b>Aug. 18<sup>th</sup></b>	5:00-5:30	5 <sup>th</sup> Grade
	5:30-6:00	AGP – 5 <sup>th</sup> Grade

Please read over the following information very carefully.

School Hours: 7:40am – 1:55pm (Monday- early dismissal at 12:55pm)

## ★Arrival★

*Parents are not allowed on campus during arrival or dismissal. We have many adults around the school to help your child get to the cafeteria or classroom safely.*

### ❖ *Doors open at 7:10 am*

#### ❖ *Breakfast*

- *All students* will either report directly to the classroom or cafeteria to receive breakfast—and then head straight to class. Please keep in mind that breakfast is served BEFORE school. If you plan for your child to eat school breakfast, he/she must arrive between 7:10 and 7:30am, eat quickly, and be in class, ready to learn, at 7:40am.

#### ❖ *Car Riders*

- No parking during arrival and dismissal. All students must be dropped off at the car loop by the cafeteria/multipurpose room unless directed to drop off in the front of the school. No vehicles are allowed on the bus ramp during loading or unloading of students.
- Only students may exit the vehicle. Please do not get out of your vehicle as this disrupts the flow of traffic and slows the line. We have lots of supervision to assist students when exiting the vehicle.
- Please be sure that students exit vehicle from the passenger side to eliminate having to walk around vehicle or a chance of an ongoing car passing by.
- Please know that students may get out of the car without someone opening their door. Students may open their own vehicle door.
- Upon exiting a vehicle, students needing breakfast will enter through the “Entrance Only” door. Students who do not wish to get breakfast will follow a controlled movement (traffic flow) pattern to report to their classroom.

#### ❖ *Host*

- Morning: Host opens at 6:30am. The Host supervisor will dismiss students from the cafeteria at 7:10am. Students will pick up their breakfast and report to class. Students will eat in the cafeteria and then use the exit-only door and follow the controlled movement pattern to get to their classroom.

#### ❖ *Walkers and Bikers*

- Only students are allowed past fire hydrant about 100 feet before the bike ramp during arrival.
- Adults should not congregate on the sidewalks, allowing students to pass by freely. **Parents must stop at the fire hydrant and say goodbye at that point.**
- When students reach the fire hydrant, students must walk their bikes to the bike rack to ensure safety as buses and vehicles leave the school.

## ★Dismissal★

### ❖ *Car Riders*

- Car Riders will be escorted to the car loop by an assigned teacher and will be arranged by grade level. Carpools and siblings will be located inside the multi-purpose room and enter through the “Entrance Only” door by the car loop. They will sit by carpool/family until their number is called for pick up.
- Single car riders will sit by their designated grade level location on the side of the car loop and wait until their number is called for pick up.

### ❖ *Walkers and Bikers*

- Parents must wait for their student(s) behind the fire hydrant. They are not allowed to come closer to campus. Students will be escorted by an assigned teacher and released to report to their parent/guardian.

### ❖ *Host*

- Students attending HOST will be escorted by an assigned teacher to the cafeteria or identified area for supervision. Host pick-up is 6:00pm.

### ❖ *Change in Dismissal*

- *Students must have a consistent way that they travel home from school.* Any deviation from that after-school plan must be provided in writing to the teacher. Without written information from the parent, we will insist that the student goes home the “regular” way. Teachers may not get a chance or find it difficult to check email all day long. Please send a note in the morning. It is our priority to get every student home safely. We need your help by being proactive and notifying the teacher in writing so that we can plan dismissal accordingly.

### ❖ *Signing out*

- Adults must show a form of ID that matches information recorded on the emergency card. We are following procedures directed by the district.
- We ask that you take note in your child’s lunch times and specials times. To expedite the sign-out process, please plan to arrive around lunch or specials schedules, not during these times. *Sign outs during these times will be delayed as teachers are on their lunch or planning time.*
- There will be NO signing out early on Monday after 12:30pm or Tuesday-Fridays after 1:30pm.

# ★ Bus Safety ★

Bus Riders must follow the driver's directions at all times. Keeping students safe on the bus requires that all students follow the rules below. It is important that you discuss these rules with your children.

- 1. Wait at the assigned bus stop according to your address. Always be alert and aware of traffic on nearby streets.*
- 2. Masks are optional at this time.*
- 3. All students must sit in assigned seat and remain seated for the entire ride. Florida law requires that students wear seatbelts on school buses (when available).*
- 4. Students should sit quietly and speak only with other students that share their seat.*
- 5. No food is allowed on the bus.*
- 6. Students must keep hands and feet to themselves and out of the aisle of the bus.*
- 7. All school rules apply on the bus and at the bus stop.*
- 8. If your child is in Kindergarten, you must be waiting at the bus stop when the bus arrives. If you are not at the bus stop, the procedure for the driver is to bring student back to the school.*

# General Information

## *School-to-Home Communication*

- It is extremely important that we have your child's correct address, accurate email addresses of parents, and correct phone numbers for parents and emergency contacts (cells and work phones). You will receive consistent and important communication from us by email and/or text throughout the year. We must have the correct contact information. The school phone number is 813-631-4333—please add this number to your cell phone.

## *Uniforms are mandatory for all students.*

- Red, white, or navy-blue collared shirts.
- Khaki/beige, navy blue, or denim pants, shorts, skirts, skorts, or jumpers.
- Sneakers should be worn every day.
- Spirit shirts and unripped jeans may be worn on Friday.
- Monday through Thursday, all students should be in uniform EVERY DAY.
- Opt-out option must meet with Principal.

## *Visitors and Volunteers*

- For the safety and security of our school community we will continue to have limited access to our school campus. Visitors will not be allowed during arrival and dismissal times.
- Parents will not be permitted to have lunch with their student(s) or walk their students to class.
- There are designated days throughout the school year that we will open our campus to our parents for school-wide events.
- All visitors must fill out a volunteer application and be approved. The district has a new volunteer management platform, Raptor, which streamlines the volunteer application process and sign-in process. Raptor compares ID information to a real-time database that contains registered sex offenders from 5 states as well as local criminal record flags. Raptor also makes the process of volunteering at our school sites more streamlined, while ensuring maximum security. The 2021-2022 Volunteer Application will release mid-July/early August. Please visit “Volunteer Services” for updates. HCPS requires all volunteers and community partners to complete the HCPS Volunteer Application annually. [Volunteer Services / Overview \(hillsboroughschools.org\)](https://www.hillsboroughschools.org/volunteer-services/overview)

### *Breakfast and Lunch*

- If your child has food allergies, it is imperative that you notify Casey Buskey, our Student Nutrition Manager. 813-631-4333 ext. 252
- Breakfast is free for all students.
- Students MUST learn their lunch number and input it correctly on the keypad.
- All students MUST stay in their own space. They must NOT touch each other or others' food. No food is to be shared...*students are unaware of others' allergies, and they should never touch each other's food.*
- Students may get a school lunch or may bring a **healthy** lunch from home. No soda or excessively sugary foods/snacks.
- Students must be able to open and manage all lunch items independently.
- Behavior that is unsafe and subjects others to possible illness, loud, rude, or disruptive will result in consequences as appropriate.

### *The Clinic*

- Please do NOT send your child to school sick. No fevers or throwing up in a 24-hour period.
- If you receive a call to pick up your child due to illness, please do so expediently. Make sure you have a couple of alternate plans for this situation. We need everyone to continue to be vigilant about personal space, handwashing, and staying healthy.

### *If a STUDENT Tests Positive for COVID-19 (Isolate) Regardless of vaccination status:*

- Proof of positive test result must be provided to the school or site.
- Proof of a positive home test is a photo with the student's name and the date of the test written on a piece of paper and included in the photo.
- Students are not marked absent.
- Their attendance is documented in our database as "isolation," and they complete learning at home after communication with the teacher.
- Stay home for 5 days from the onset of symptoms or positive test result. Return to school on day 6 with no fever and improved symptoms.

### *Tardy Students and Signing Out Early*

- **Students may NOT be signed out after 12:30 on Mondays or 1:30 Tuesday through Friday.**
- For sign-outs, adults must ring the bell, show a photo ID, and we will retrieve your child and sign him/her out officially. Please only sign your child out early when there is a doctor appointment or some other *unavoidable* appointment that cannot be scheduled after school hours.
- **Arrive on time every day.** It is imperative that students are in class when we begin at 7:40am. A good rule of thumb would be to arrive by 7:30am. It is disruptive for the whole

class when a student arrives late but even more disruptive for the student coming in trying to catch up and get settled in a hurry. This is a hard way to start the day. Learning to be on time is learning to be a responsible person. Students learn this with your help.

### *Cleaning and Sanitizing*

- Students and staff work together to ensure everyone is contributing to a healthy environment by wiping surfaces after classroom instruction is complete.
- Students will practice sanitizing work-stations, common touch points, and supplies upon leaving the classroom.
- Students will be encouraged to take hand-washing breaks throughout the day, before sharing common materials, in addition to before and after eating.



# Who do I call?

## Front Office: 813-631-4333

All general questions	Main Office Secretary- Jill McNickle, ext. 0
Attendance line- leave a message regarding absence	Press 1
Administration	Press 2
Guidance/ Student Services	Press 3
Data Processor	Press 4
Host	Press 5
Clinic	Press 6
Cafeteria Manager	Press 7
Enrollment, attendance, contact information, records	Data Processor- Deanna Gaylor, ext. 229
<ul style="list-style-type: none"> <li>• Questions concerning Covid protocols</li> <li>• Schedule meeting with Principal</li> </ul>	Principal's Secretary- Shannon Ferreira, ext. 225
<ul style="list-style-type: none"> <li>• Questions concerning clinic-related concerns</li> <li>• Medications</li> </ul>	Nurse, LPN- Alicia Brown, ext.226
<ul style="list-style-type: none"> <li>• Character Education/ Social Emotional Learning</li> <li>• 504 Plans</li> </ul>	School Counselor- Aimee Addison, ext. 234
<ul style="list-style-type: none"> <li>• Family emergencies (eviction, grief, transition)</li> <li>• Mental health</li> <li>• Social/emotional concerns</li> <li>• Community support/resources</li> </ul>	Student Services School Counselor- Aimee Addison, ext.234 School Psychologist- Sonia Shuaibi, ext. 232 School Social Worker- Darlene Classen, ext. 233
Exceptional Student Education	ESE Specialist- Debra Schieler, ext. 241
English Language Learner Program	ESOL Resource Teacher- Michelle Lillius ext. 239
<ul style="list-style-type: none"> <li>• Response to Intervention (RTI)</li> <li>• Progress monitoring</li> <li>• Additional testing</li> <li>• Evaluations</li> </ul>	First, conference with your child's teacher. School Counselor- Aimee Addison, ext.234 School Psychologist- Sonia Shuiabi, ext. 232
<ul style="list-style-type: none"> <li>• Excessive attendance concerns</li> <li>• Transportation issues</li> </ul>	School Social Worker- Darlene Classen, ext. 233
Questions about assignments, classroom behavior, school/home communication, and concerns specific to the classroom	Contact your child's teacher.
<ul style="list-style-type: none"> <li>• Questions about the curriculum or state testing</li> <li>• Bus concerns</li> </ul>	Assistant Principal- Kelly Wackes, ext. 228
Bullying Report Anonymous bullying report link	Administrators Principal- Dr. Rabeiro (Ms. Ferreira, ext. 225) Assistant Principal- Kelly Wackes, ext. 228 <a href="#">HCPS Anonymous Bully Report (office.com)</a>
Student Nutrition	Café Manager- Casey Buskey, ext. 252
HOST (before and after school care)	ext. 253

Dear Clark Family,

You can contact me by email at [delilah.rabeiro@sdhc.net](mailto:delilah.rabeiro@sdhc.net) or call the front office and leave me a message. I will return messages within 24 hours. My priority each and every day is your child's safety and education. My team and I will be in classrooms every day supporting teachers. Communication will be as needed by parent link text and/or email to keep everyone informed. Please be sure we have the most up-to-date contact information to ensure strong communication between home and school. Our goals are to make sure your child is as safe as possible, has opportunities for social and emotional growth, and is held to our high academic standards. With your help and support, as part of our Clark family, we will accomplish these goals together.

Sincerely,  
Dr. Rabeiro  
Principal