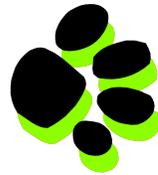
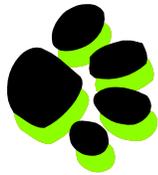
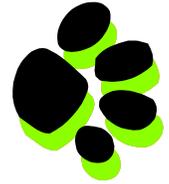
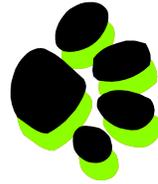
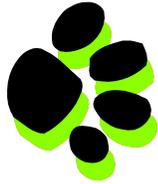


# CLEVELAND ELEMENTARY



CUB “Paw book” 2022-2023

Parent Handbook

August 1, 2023

Dear Cleveland Parents/Families/Guardians:

On behalf of the staff at Cleveland Elementary School, I am happy to welcome you to the 2022-23 school year! All signs point to another incredible and productive school year by setting high academic expectations for all children and providing supportive systems to assure they are met. By addressing school culture, setting high standards for teacher performance, increased academic expectations for all students and engaging the community, it is our goal at Cleveland Elementary School that all students are college and career ready without mediation.

Our teachers are energized and deeply committed to making a positive difference in the lives of your children. Our enthusiastic office team is registering new families, ordering needed materials and updating student files. Our hard working and conscientious custodians have spent the entire summer thoroughly cleaning the facility. In addition, our much-appreciated PTA is gearing up to welcome families, provide volunteer opportunities, and offer other exciting events and programs. We are indeed a joyous and caring community with the common goals of nurturing responsible, caring students and promoting high-level learning.

We look forward to a very positive and productive year together! We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible. We value your involvement and support in your child's education! Your active participation is key to the success of our young Cubs during their early school years. We ask that you guide and support your child's learning by ensuring that he/she:

1. Attends school daily and arrives on time, ready for the day's learning experiences.
2. Completes all homework assignments given by teachers.
3. Reads daily to develop a love for reading and to improve literacy skills.
4. Shares school experiences with you so that you are aware of his/her school life.
5. Informs you if he/she needs additional support in any area or subject.
6. Knows that you expect him/her to succeed in school and go on to college and/or pursue a career.

Please know that we highly value home/school communication here at Cleveland Elementary School. It is vital and plays an integral role in each student's success. We encourage you to contact us if/when the need arises, and to *stay in the know* about your child's studies, assignments, assessments, and school activities, as well as other events and happenings.

We are so excited to announce that we have sustained our school grade of a "C". We are also one of the top schools with growth of 105 points from 2019 to 2022. Although we have sustained our school grade, we know that we have much more work to be done to get to our goal of an "A"!

Thank you to all who are helping prepare for the new school year. Your commitment to ensuring that Cleveland remains a celebrated and successful school is awe-inspiring. I eagerly look forward to greeting students and families again. It remains an honor and privilege to serve as your principal. Please stop by and say hello. Together, I know we will make this school year one of growth and achievement for all children.

Sincerely,

Christina Copeland, Principal

## CLEVELAND ELEMENTARY PROCEDURES

### ARRIVAL AND DIMISSAL LOCATIONS AND TIMES

**Bus-** Hamilton Avenue (front/west end of the school)

Arrival: 7:10 a.m. – 7:35 a.m.

Dismissal: 12:55 p.m. (Mondays)

Dismissal: 1:55 p.m. (Tuesdays – Fridays)

### **Day Care Vans-**

Arrival: 7:10 a.m. – 7:35 a.m. Hamilton Avenue (front of the school)

Dismissal: 12:55 p.m. (Mondays) North Arden Avenue (side/east end of the school)

Dismissal: 1:55 p.m. (Tuesdays – Fridays) North Arden Avenue (side/east end of the school)

### **Car Drop off/Pick-up Area – Hamilton Avenue (front of school ONLY)**

Arrival: 7:10 a.m. – 7:35 a.m.

Dismissal: 12:55 p.m. (Mondays)

Dismissal: 1:55 p.m. (Tuesdays – Fridays)

Head Start Arrival: 7:10 a.m. – 7:35 a.m. North Arden Avenue (side/east end of the school)

Head Start dismissal: 12:45 p.m. (Mondays) North Arden Avenue (side/east end of the school)

Head Start dismissal: 1:45 p.m. (Tuesdays – Fridays) North Arden Avenue (side/east end of the school)

***PLEASE NOTE: Drivers are to remain in their cars in the appropriate lane, including all Headstart parents.***

*Please do not park your car in the pick-up lane when dropping off or picking up your child. If you wish to walk your child to class, please park in the front of the school in designated parking areas.*

***ALL*** visitors that are on campus between 7:10 a.m. and 7:40 a.m. will be required to sign-in the front office and show photo identification prior to walking students to breakfast or their child's classroom. At that time, a visitor's badge will be issued. Please wear at all times and return to the office prior to leaving. Any visitor on campus after 7:40 a.m., will be asked to exit the building so that instruction may begin.

### **Walkers –**

Arrival: 7:10 a.m. – 7:35 a.m. Hamilton Avenue (front of the school)

Dismissal: 12:55 p.m. (Mondays) Hamilton Avenue (west end of the school)

Dismissal: 1:55 p.m. (Tuesdays – Fridays) Hamilton Avenue (west end of the school)

- PLEASE NOTE:**
- \* Pets are not allowed on school campus during arrival/dismissal times, unless they are service dogs.
  - \* Roller blades/skates, skateboards, scooters, shoes with rollers, etc. are not permitted on school grounds.
  - \* Rolling book bags are not permitted.
  - \* Students should report to the cafeteria for breakfast before going to their classroom.
  - \* If not eating breakfast, they go directly to their classrooms.
  - \* After 7:40 a.m. the front entry doorway will be locked and students/guest must use the intercom system and go to the main office.

## **ATTENDANCE**

For students to fully benefit from the instructional program, they must attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness may result in low or failing grades. (**Five** or more absences or tardies will result in an indicator “√” on the report card.)

1. The first bell rings at 7:35 a.m. Students must be in their classrooms prior to the 7:40 a.m. bell. Students arriving after the 7:40 a.m. bell are considered late (tardy) and must report to the main office to receive a tardy slip (students will not be marked tardy due to HCPS bus transportation delays).
2. For a child to receive the award for perfect attendance during a 9-week period, he/she cannot have any absences, cannot have more than 4 tardies and cannot be signed out early more than four times in a nine-week period.
3. **On the tenth unexcused absence within a 90-calendar day period**, a 10-day letter will be sent home to parents and a mandatory conference with the Principal, Social Worker and Guidance Counselor will be scheduled.
4. **Attendance Laws:** School Boards are authorized to allow accumulated unexcused tardies, regardless of when they occur during the day, and early departures from school to be recorded as unexcused absences (S.1003.02). Although the Hillsborough County School Board has not yet formally adopted procedures to address this new law, parents should be aware that this law became effective July 1, 2006. This law reinforces the expectation that parents ensure their students are in school on time, every day, all day. All incidences of absences from school affect student achievement and should be minimized in order for students to reach their maximum potential. Excessive unexplained or unverified sign-ins or sign-outs will be addressed by principal or designee.

## **BIRTHDAY RECOGNITION**

Birthdays will be recognized at school in an appropriate, yet special way for all students. If parents would like to contribute ***store bought*** cakes/cupcakes for their child’s class in recognition of their birthday to be ***served at lunch***, you may do so by contacting the child’s classroom teacher to make arrangements to distribute them. If the parent wishes to remain and assist with the distribution at lunch, please note that visitation will be limited to lunchtime only. In addition, please inform the teacher that you will be bringing store bought cakes/ cupcakes for the class at least one-day prior. Please do not send in balloons, party favors, flowers or other party items. Birthday invitations can be distributed in the classroom only if all of the students receive one.

## **BREAKFAST**

Breakfast is free for all students (breakfast is served between 7:10 – 7:35 a.m. If you escort your child to breakfast, we ask that parents sit in assigned areas of the cafeteria. Please note, that due to lack of space, parents may be asked to stand when seating is limited. ***ALL*** visitors that are on campus between 7:10 a.m. and 7:40 a.m. will be required to sign-in the front office and show photo identification prior to walking students to breakfast or their child’s classroom. At that time, a visitor’s badge will be issued. Please wear at all times and return to the office prior to leaving. Any visitor on campus after 7:40 a.m., will be asked to exit the building so that instruction may begin.

## **BUS TRANSPORTATION**

Please have your child to the bus stop five (5) minutes prior to the scheduled time. To ensure the safety of all, proper behavior is required of children who ride the bus. If you are going to meet the bus in the afternoon, plan to be there a few minutes early. For the first few days of school, please understand that buses will be late due to the traffic.

Kindergarten students need a parent at the bus stop or the child **will not** be allowed off the bus and will be returned to school for parent pick-up.

## **CELL PHONES**

Cell phones are to be kept in zipped book bags and turned off. Students may not take them out or make calls at school. If a student needs to call a parent from the school for emergency purposes, he/she may call from the school phone. See student handbook for the school board policy.

## **CHANGE OF CLOTHES**

Occasionally, a child has a health or physical problem and will need an extra set of clothes at school. If a child has a need for an extra set of clothes at school, the parent must notify the teacher and provide the child's clothes. All clothes should be marked with the child's name. If a child needs a change of clothes and the parent has not provided them, the parent will be telephoned.

## **CLASSROOM RULES**

- Classroom rules will be posted in each individual classroom in the fall. Your child's classroom teacher will explain those rules to all families during our "Open House" and reiterate during "Conference Nights".
- Please do not allow your children to bring toys, candy, soda drinks, or gum to school. Our teachers will collect these items as they cause many problems at school.

## **DAILY TIME SCHEDULE**

School hours are 7:10 a.m. - 12:55 p.m. (Mondays) and 7:10 a.m. - 1:55 p.m. (Tuesdays – Fridays). The Cleveland staff and I ask for your support in assuring the students arrive and depart from school promptly. Breakfast will be served from 7:10 a.m. to 7:35 a.m. The first warning bell is at 7:35 a.m. students will be marked tardy at 7:40 a.m. Students will be considered a late pick-up after 1:15 p.m. (Mondays) and after 2:15 (Tuesdays – Fridays).

## **DROP OFF PROCEDURE (7:10 a.m. – 7:35 a.m.)**

*To ensure your child's safety and our accountability on school grounds*

1. Parents are to form one single line of cars in the front of the school.
2. Follow the line to the front of the building.
3. The car line will begin promptly at 7:10 a.m. with staff supervision.
4. Do not have your child get out of the vehicle until a staff member or safety patrol are visible outside.
5. Staff and/or safety patrols will assist your child exiting the right side of your vehicle only.
6. To ensure that the line of traffic flows smoothly in the front drive, please do not park or get out of your car.
7. If you need to park to walk your child to class, you may park in the front parking lot. Do not park along the curb in the front of the school.
8. You must walk your child into the building if you park your car.
9. When parking, we ask that you do not allow students to walk across Hamilton Avenue without an adult walking with them. **Please do NOT block other cars in the parking lot**, use designated parking spaces when parking your car. Entrance into the campus will be through the front doors on Hamilton Avenue. A staff member will be there to let you in from 7:10 a.m. to 7:35 a.m. only. ***ALL*** visitors that are on campus between 7:10 a.m. and 7:40 a.m. will be required to sign-in the front office and show photo identification prior to walking students to breakfast or their child's classroom. At that time, a visitor's badge will be issued. Please wear at all times and return to the office prior to leaving. Any visitor on campus after 7:40 a.m., will be asked to exit the building so that instruction may begin.

**PLEASE NOTE:** Get all those school supplies in hand, etc. BEFORE reaching the UNLOADING zone. Students need to be ready to get out of the car as soon as your car stops in the unloading zone.

## **EMERGENCIES**

In the event of an emergency and you need to see your child during school hours, you must first contact the secretary in the main office. She will make all necessary arrangements promptly. **Parents are never to go to the child's room without first going by the office.** Even small interruptions in the class disturb the learning process of the entire room.

## **FIELD TRIP PERMISSION**

Permission forms will be sent home for parent/guardian signatures prior to date of the field trip. All field trip forms will be due at least 2 days prior to the field trip. Any child without permission by that date will not be permitted to participate in the field trip.

## **HILLSBOROUGH COUNTY WEBSITE-PARENT/STUDENT INFORMATION**

Many important school updates and information are on our Hillsborough County Public Schools website. Please be sure to read it and keep it for future reference along with our Cleveland Elementary School handbook.

### **HOST**

Our school offers an after-school program for students called HOST. If you have need of this program, please call (813) 276-5583 Ext. 300 after 1:00 p.m.

### **ILLNESS OR ACCIDENT AT SCHOOL**

If your child becomes ill or is injured at school, every effort is made to get him/her home. Therefore, it is important for us to have a telephone number where you can be reached at all times. Please notify the school office of changes as soon as possible. It is the responsibility of the parent to see that the school office has correct, up-to-date, emergency numbers and hospital preference.

### **LOST CLOTHING**

Please label your child's clothing, especially coats and sweaters, with his/her name. Check immediately with the office for lost articles. All unclaimed items will be donated to charity after the last day of school every year.

### **LUNCHROOM BEHAVIOR**

Students will be given several opportunities to correct their behavior if they choose not to follow the lunchroom rules. There will be one friendly reminder, and a change of seating.

### **LUNCHROOM PROCEDURES**

A balanced and nutritious hot lunch is served daily under the supervision of well-trained personnel. Learning to eat a variety of foods and cultivating good food habits are important phases of our school program. **Please remember that carbonated drinks, candy, and gum are not permitted at school.**

1. We urge that lunches be paid weekly (on Mondays) in the lunchroom, lunch for children is \$2.25 per day ([http://www.sdhc.k12.fl.us/SNS/meal\\_prepay.asp](http://www.sdhc.k12.fl.us/SNS/meal_prepay.asp)). In an emergency, a child may charge a lunch for one (1) day and pay the next day.
2. Free lunches are available according to school board approved salary scale. (Please complete the form in this packet.)
3. Parents who wish to have lunch with their child occasionally (due to space this cannot be an everyday occurrence) will need to do the following:
  - Inform the teacher at least one day prior.
  - Bring food only for your child

### **MEDICATION**

Only PRESCRIBED medicines are to be taken at school. Please notify the office if your child will need to take medicine. Medicines are **NEVER** kept in the classroom (**this includes cough drops and aspirin**). Medicines are administered at school only when it is **ABSOLUTELY** necessary according to the prescribed schedule. Medicines must be brought to (and picked up from) the clinic by adults only. Office personnel and classroom teachers should be informed of their child's health concerns and medicine needs.

### **PAYMENTS**

- (a) Cash or money orders only for field trips, lost textbooks, lost library books. **No checks will be accepted.**
- (b) Money orders only for after school H.O.S.T program. **No checks or cash will be accepted.**
- (c) All money sent to school should be placed in an envelope with the child's name, teacher's name, amount of money enclosed and the purpose for which it is intended written on the outside of the envelope.
- (d) Checks for lunches must be made to Cleveland Elementary School with the child's name written on the check.

### **PICK-UP PROCEDURE** (Mondays 12:55 p.m. – 12:10 p.m.) and (Tuesdays – Fridays 1:55 p.m.-1:15 p.m.)

The following procedures are in place for the safety of all students. Please follow them so that all children return home safely each afternoon. **Students will not be released to anyone not following our procedures. The safety of our students comes before anyone's convenience.**

1. Parents are to form one single line of cars in the front of the school. Do not attempt to pull around any vehicle unless asked by a Cleveland staff member.
2. To ensure that the line of traffic flows smoothly in the front drive, please **do not park/leave your car in the line of traffic.**
3. **Stay in your car, do not get out and attempt to walk up to the building.** Place your child's name and teacher's name on the sheet provided to you in your first day packet and place the sheet in the right corner of your windshield so it can be seen by the teacher on duty.
4. Drive slowly and cautiously.
5. Students will be placed in cars when your car reaches the pick-up point.
6. Be prepared for a longer wait in the car line the first few days. Be patient, it will get much better after a few days.
7. Only parents wishing to escort a child that "walks" home should come to the west/front end of the school (by the bus ramp).

### **PICK-UP CHANGE PROCEDURES**

"Changes" in the way children normally go home must be restricted to school sponsored activities or family emergency needs. "Social" reasons for changes in transportation will not be permitted. Our staff's time must be focused on helping those with more urgent matters, and school related business matters. Please help us with this by limiting requests for changes to those described above as acceptable. By doing so, you will help us better service ALL of our families. When parents request a change in the way a child normally goes home, it is very important that the following safety procedures are followed:

1. It is necessary to write a note to the teacher stating the requested change. If a child is going home with another child, each family needs to send a note. Students may not go home via bus with another student. Students may not change their assigned bus stop.
2. Students will not be allowed to change the way they normally go home without following the above process.
3. Your child's safety is our utmost concern. By following these procedures, we will be able to handle dismissal safely and quickly. Thank you for your cooperation.

### **PERMISSION TO LEAVE SCHOOL BEFORE DISMISSAL TIME**

Students are expected to remain at school all day unless there is an emergency or unusual circumstance requiring early sign-out. Please schedule appointments after the school day whenever possible. Every family's cooperation and understanding in this matter is very important.

**Any change in the dismissal procedure for your child must be in writing.**

- Only adults listed on the emergency card will be allowed to sign-out students. Please do not go to your child's classroom.
- ***Any students signed out must occur before 12:15 p.m. (Mondays) and before 1:15 p.m. (Tuesdays –Fridays).***
- Adults signing students out must present their photo id, driver's license and must be listed on the student's emergency card.

### **RAINY DAY DISMISSAL**

Student safety is our first and only priority; students will remain inside their classrooms until called for dismissal. Please note that dismissal times may vary depending on the weather. Students will be escorted to their vehicles; parents are to remain in their cars.

## **SCHOOL SAFETY PLANS**

Extensive safety procedures have been developed to help ensure that our staff is ready to react effectively should an emergency situation arise during school hours. Some of our plans are briefly noted below for your information.

- ✓ FIRE DRILLS – Students are taught evacuation procedures, which are practiced once a month throughout the school year. (VISITORS WILL NOT BE ABLE TO ENTER THE SCHOOL)
- ✓ THREATENING WEATHER – Students are brought inside the building.
- ✓ TORNADO ALERTS – 2<sup>nd</sup> floor students are brought downstairs. Each class located upstairs is assigned to a downstairs room. Students are taught to use a “tuck and duck” posture if needed.
- ✓ LOCK IN/BOMB THREATS – The objective is to LOCK our site DOWN to ensure the immediate security of our students, staff, and visitors. After we conduct perimeter searches, students are evacuated. A complete campus check is done before students are returned to classrooms. (VISITORS WILL NOT BE ABLE TO ENTER THE SCHOOL)

Note: In case we were to have cause to evacuate our campus, we would go to Seminole Elementary. If Seminole Elementary was unsafe at the same time, we would go to Christ Fellowship Church. We would return to Cleveland as soon as our campus was determined to be safe.

- ✓ SHELTER IN PLACE – All students/staff immediately go into rooms. Classrooms are closed, locked, and sealed until the danger passes. (VISITORS WILL NOT BE ABLE TO ENTER THE SCHOOL during a “Shelter in Place” emergency, as opening a door could endanger the occupants inside.)
- ✓ ***ALL*** visitors that are on campus between 7:10 a.m. and 7:40 a.m. will be required to sign-in the front office and show photo identification prior to walking students to breakfast or their child’s classroom. At that time, a visitor’s badge will be issued. Please wear at all times and return to the office prior to leaving. Any visitor on campus after 7:40 a.m., will be asked to exit the building so that instruction may begin.

## **SCHOOL WIDE TIER I BEHAVIOR PLAN**

- It is very important to provide a safe learning environment for all our students and teachers. In order to achieve this, a consistent school-wide discipline program will be implemented during this school year.
- The school-wide discipline program will be sent home in the first day packet, **please sign** and return it to your child’s homeroom teacher.

## **STUDENT SIGN-IN PROCEDURES**

Students who are tardy to school (after 7:40 a.m.) must be signed in at the office. For safety reasons elementary students must not be dropped off. When your child is tardy, you must do the following:

- Come into the main office and sign the child in. Drop offs are NOT permitted.
- For student safety purposes, we need the parent/guardian to remain while the student is being signed in on the computer. If another adult is responsible for bringing the child in, he/she must remain while the student is being signed in on the computer as well.
- Head Start students arriving after 7:40 a.m. must first sign-in at the main office and obtain a tardy slip.

## **USE OF SCHOOL TELEPHONE**

Since we have limited telephone service in the school office and interruptions to our classes are to be kept to a minimum, it is necessary to limit personal calls to emergencies. Please give any message to your child before he/she leaves home. Children should not ask to use school telephone (which is a business telephone) to call parents to bring them forgotten articles.

## UNIFORM POLICY

At Cleveland Elementary, uniforms are mandatory. Uniforms that are oversized, extremely tight fitting or sagging are not allowed. This policy will be strictly enforced. The school uniform consists of the following:

### **Tops:**

Red, White or Blue polo shirt, collars and sleeves are required. Polo shirts that are aligned to student House colors- Green, Red, Yellow, Blue with collars and sleeves (please contact the school if you want to know which House your child is in) School spirit t-shirts and/or House shirts may be worn on Fridays (and can be purchased from the PTA). No other logo will be shown on any shirt. Midriff shirts, shirts with any type of cut outs or grossly oversized shirts are not acceptable.

### **Bottoms:**

Navy Blue or Khaki slacks, shorts, skirts, skorts, or jumpers must not be shorter than 2" above the knee measured from the bend of the knee. No denim is allowed (except for Fridays when worn with school "spirit" t-shirt). All pants and shorts shall be secured at the waist with belts.

**Monday:** Mondays, students are encouraged to wear their House spirit shirts, and/or Polo color shirt that aligns to their house- Green, Red, Blue, or Yellow with Khaki bottoms.

### **Shoes:**

Shoes should be sneakers or dress shoes (no open-toe or open-heel shoes). Tennis shoes, loafers or Oxfords. No sandals or flip-flops. Shoes shall be securely fastened to the feet and suitable for outdoor physical education classes.

- Students shall have a grace period of one week from the first day of school to be in compliance. New students entering Cleveland during the school year will have a one week grace period from the first day of enrollment.
- Each student is expected to adhere to the Cleveland Elementary Uniform Policy every day.
- No hats are to be worn in the building except with a doctor's referral. Hats may be worn on Field Day or any outside Field Trip.
- All students are expected to be in uniform every day. Jeans can be worn on Fridays **ONLY** with a school spirit t-shirt. The jeans must be fitted, blue and free of holes and/or designs.
- Exceptions to the uniform policy shall be permitted when:
  - Students participate in spirit day on Fridays. Cleveland spirit t-shirts and jeans may be worn.
  - Students may deviate from the uniform on days when the class participates in a school sponsored fieldtrip where the uniform would be inappropriate attire as permitted by the principal.
- **Uniform Assistance:** A parent who is experiencing an unusual financial hardship or circumstances may request to meet with the school social worker to assist with the acquisition of uniforms. Please make an appointment through the main office.

## VISITORS

1. All visitors must sign-in at the office and be cleared to be on campus by swiping a Florida State issued Driver's License and obtaining a visitor badge.
2. Please see "Cleveland's Volunteer and Visitor Policy" enclosed in the student's first day packet.
3. ***ALL*** visitors that are on campus between 7:10 a.m. and 7:40 a.m. will be required to sign-in the front office and show photo identification prior to walking students to breakfast or their child's classroom. At that time, a visitor's badge will be issued. Please wear at all times and return to the office prior to leaving. Any visitor on campus after 7:40 a.m., will be asked to exit the building so that instruction may begin.

## VOLUNTEERS

1. Please complete the Volunteer information enclosed in First Day packet, if you are interested in becoming a volunteer.
2. All volunteers must sign-in at the office and be cleared to be on campus by swiping a Florida State issued Driver's License and obtaining a visitor badge.
3. Please see "Cleveland's Volunteer and Visitor Policy" enclosed in the student's first day packet.