



Dr. Carter G. Woodson PK8



WE CAN, WE WILL, WE ARE WOODSON

2022-2023

PARENT HANDBOOK

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ABSENCES/ATTENDANCE

Promptness is a value that is important and useful throughout life. We want to instill this leadership quality in our students at a very young age. Please ensure your student(s) arrive to school on time daily. The school gate will be opened at 7:10 a.m. and closed at 7:40 AM. To ensure the safety of your child(ren), no student is to be left unattended at the car rider's gate prior to 7:10 AM. Any student arriving after 7:40 AM will be marked as tardy or late. Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day's learning on the previous day's and to grow as an individual. Absences or tardiness from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences or tardiness.

An excused absence includes:

- illness;
- medical or dental appointments (doctor's statement may be required);
- automobile accident;
- deaths or funerals;
- emergency situations acceptable to the Principal or designee;
- required court appearance (subpoena required);
- established religion observance;
- severe weather;
- breakdown of school bus.

Unexcused absence includes the following:

- car problems (ex: flat tire, no gas, car won't start);
- heavy traffic;
- overslept;
- returned for forgotten items or student obtaining an absentee admit;
- non-educational appointments.

LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis result in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

If a student is checked out early, he or she will need to be checked out prior to 12:40PM on Monday and 1:40PM Tuesday-Friday. We will not release any student after the times listed due to possible disruptions in the dismissal process.

For students in elementary and middle school, a parent or otherwise authorized adult (any person listed on the child's emergency contact) must come to the office and sign the student out. **PLEASE BE PREPARED TO SHOW IDENTIFICATION.** Once an

identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

DISMISSAL CHANGES

Our number one priority is to ensure the safety of your child(ren). Please make sure to call the front office or send written notification of changes to your Child(ren)'s teacher about how he or she is going home. **No change will be made to a student's dismissal without a phone call or written parent consent.** If a dismissal change is requested, please do so before 12:00 PM daily.

ON AND OFF BOARDING PROCEDURES

WALKERS

If your student is a walker, he or she will arrive and be released at the south gate located on upper campus. During arrival and dismissal, parents are not permitted to enter the gate and must always remain the designated areas. This process ensures the safety of our students, staff, and parents.

BUS RIDERS

Students have the right and responsibility to:

- School bus transportation will be provided if they live two (2) miles or more from school
- Transportation that may be provided for elementary students who live within two miles of the school if hazardous conditions as outlined by Florida Statute 1006.23 exist
- Transportation as determined by a student's Individual Education Plan

CAR RIDERS

To prevent congestion from vehicles when dropping off students in the morning and picking them up in the afternoon, please use the following procedures:

- Under no circumstance is a student to be dropped off in the passing lane or parking lot and allowed to walk across the driveway alone.
- Under no circumstances are vehicles allowed to park in the passing lane or in any area of the parking lot that is not a designated parking space.

- In the morning parents may park in the parking lot and walk their child (ren) to the gate of the campus. Parents will not be permitted to walk their children into the building during the 2022-2023 school year, until clearance is provided by the District of Hillsborough County Public Schools.

- At 7:40 AM all outside gates will be locked and remain locked for the safety of our students and staff. Do not ask staff or students to open outside doors.

- Any person picking up a child should be prepared to show identification. All students that are “car riders” will walk to their designated locations at once their car tag number has been called. Parents will be issued a car tag to hang from their rearview mirror. Anyone who comes through the carline to pick up a child **MUST** have the assigned car tag. If they do not have the tag, they will have to park and to come into the front office of the school, show ID and sign the child out. **Please do not get out of your vehicle in the pick-up lane.** If you need to buckle your child in a car seat, please pull up past the last cone; this will allow us to keep the line moving at a steady pace. **Please keep in mind that the parking lot is narrow, and students and staff may be entering and leaving cars. DO NOT SPEED AND KEEP AN EYE OUT FOR CHILDREN AND STAFF AT ALL TIMES!**

- **Because of safety concerns, all parents are to remain their cars. Parents or guardians are not allowed to walk up to the gate to retrieve children.**

AFTER SCHOOL CARE

Free after school care is offered to all students in grades 3rd-8th. The extended day program allows students to remain at school in a structured program that provides academic, enrichment and recreational activities. Program hours are from 1:55 PM-6:00 PM on Monday and 3:00 PM-6:00 PM on Tuesday- Friday. Spots are limited, so parents must act quickly during the open enrollment window to ensure their child receives a spot. Transportation is not provided, so students must be picked up by a parent or guardian at the designated time. Parents can find the sign-up link located on our school's website under the Afterschool All-Star tab.

In addition, HOST is also provided for before and after care. Please see the HOST portal for details about enrollment.

DRESS CODE

Unity and inclusion is a top priority at our school. Therefore, dress code is strictly enforced. Any student entering the campus must be in uniform and attire must adhere to the following District's guidelines:

- Shoes shall be worn and be securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes such as "skate tennis shoes" are not allowed.
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Mini-skirts, mini-dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length. All pants and shorts shall be secured at the waist.
- Head coverings shall not be worn in the building unless required for religious observance or health-related reasons.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.

Uniforms include but are not limited to:

TOPS (Polo Shirt)

- white,
- navy blue,
- burgundy,
- or light blue

BOTTOMS: (Pants, Shorts, or Skirt)

- Khaki,
- Navy blue

SHOES

- Closed toe shoes are strongly encouraged as students will be engaged in outdoor activities that require physical movement and exposure to the elements.



BIRTHDAY CELEBRATIONS:

During the 2022-2023 school year, parents **will not** be permitted to send food items or balloons to the campus for the purpose of class parties, until clearance has been provided by the campus administrators. Speak with your child's teacher to identify ways to celebrate your child while at school.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying." If a student believes that he or she has experienced

bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention.

The administration will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying.

Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited. Upon the recommendation of the administration, the district may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

CELL PHONE POLICY

Technology and cell phones are an important part of our daily lives, and it keeps us all connected. At Woodson we strive to remain technologically advanced, and we understand the importance of staying in touch with family. However, during the instructional day, cell phone usage is strictly restricted to before and after school. Student phones must be turned off and put away unless authorized by school official. Violations of this policy may result in disciplinary action and/or confiscation of the wireless communication or electronic device.

REPORT CARDS

Report cards are generated at the end of each quarter – every nine weeks – in October, December, March, and May. All grades on report cards are letter grades and consist of both academic and student conduct (Behavior). Students and parents may view grade reports online via the Synergy parent portal utilizing a confidential login and password. Parents may contact Woodson's Student Affairs Office for assistance in accessing the student information system or to request a print copy of the grade report

SCHOOL-HOME COMMUNICATION

Important notices regarding school events will be posted to the Dr. Carter G. Woodson's website as well as communicated via Parentlink, school flyer, PBIS Rewards, and morning announcements (which are also posted on our website) throughout the year. In addition, Canvas will provide vital links to classroom resources, assignments, and tracking of academic progress over the course of each grading period. It is important for students and parents to periodically check in with each other with regard to upcoming events and communications sent home from school, posted to our website, or sent via Parentlink in addition to discussing activities that occur in school on a regular basis.

Although a time for parent conferences is designated, we encourage you to contact your child's teachers or guidance counselor at any time you have a concern or question about your child's progress at school. We strongly encourage you to make a list of all your teachers' names and email addresses and keep it handy. We welcome both parents and students to contact us at any time. A parent conference with individual teachers or team can be arranged at any time during the school year. Your child's guidance counselor will be happy to assist you in arranging a conference with teachers or any of our resource personnel at school.

Woodson embraces the use of technology and continues our efforts in "going green" by reducing the amount of paper copies used. When appropriate, school-home communications, especially those on a large scale, will be accomplished electronically via Parentlink, e-mail, or our school website. Please make sure to update your home address, emails, and phone number(s) with the Student Affairs Office to remain well-informed of what is taking place around campus.

SCHOOL SECURITY

Dr. Carter G Woodson has a security system that includes a camera monitoring system at all entrances as well as within the school. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of Hillsborough County Public Schools and will only be released to outside parties as legally necessary. All exterior gates and doors are locked during regular school hours, and visitors must buzz the front office to be admitted or seen by a school official.

FIRE DRILLS/SCHOOL EVACUATIONS/LOCKDOWN

By law, all Hillsborough public schools must conduct one fire drill and one lock down drill each month. During a fire drill, evacuation drill, or when instructed by school administration, the building must be vacated as quickly as possible when the fire alarms

sound. Students must follow the directions of all teachers and must exit the building in an orderly manner. Students should walk as quickly as possible to the emergency exit established for their room. Talking and running during a fire drill are strictly prohibited.

Lock down drills are designed to practice appropriate procedures when the safest action is to take shelter within the classroom. Each classroom will have a designated lockdown location which each teacher will choose and articulate to their students early in the school year.

During emergency and evacuation drills, students need to remain with their assigned teacher. If a student is in transit during the time of the drill, he/she must report immediately to the nearest teacher. Following the drill, the student must report, without delay, back to the assigned teacher/classroom. Failure to do so will be considered a class cut and will result in appropriate consequences. Any misbehavior during emergency or evacuation drills may result in administrative action and disciplinary consequences.

WORKING TOGETHER

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school. Your involvement in this partnership may include some of the following:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the administration any questions you have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or administration, please call the school office at 813-631-4312 for an appointment.
- Becoming a school volunteer - All volunteers are required to complete a background check before participating in before, during, or after school activities.