

CLAIR-MEL ELEMENTARY SCHOOL
1025 South 78th Street
Tampa, Florida
2021-2022 Information

School Hours

School hours for Head Start, Kindergarten through Grade 5 will be 7:40 am to 1:55 p.m. (Students are dismissed on designated Mondays at 12:55 p.m.) Students cannot be on the school grounds until 7:10 a.m., as supervision is not provided prior to this time. **If students are not in their classroom at 7:40, they must go to the office to receive a tardy pass before they will be permitted to enter the classroom.** We understand that sometimes things happen that are beyond our control and students will be tardy. Please make every effort to get your child at school on time. This will definitely improve your child's academic success.

Breakfast

Clair-Mel will participate in the **"Breakfast in the Classroom"** program. We will have several breakfast carts around campus between 7:10 and 7:35. Each grade level will be assigned a cart for their students to pick up their breakfast. Upon arriving on campus, students who wish to eat breakfast will go to their designated cart, get their breakfast and then go directly to class. **Breakfast will not be served after 7:40 so it is imperative that students arrive on time.** Breakfast is provided free to ALL students. HeadStart students will eat with their class at 7:45.

Lunch

All Clair-Mel students will be expected to eat their lunch on campus. Students may bring bagged lunches and purchase milk or juice. Free lunch will be offered to those students who qualify. **Please remember to complete a lunch application.** Please contact our lunchroom manager, for any questions or concerns about lunch forms and prices. Snacks are additional items we offer our students. Students who owe for lunches, may not purchase a snack until the bill is satisfied. Please be mindful of the amount of money your child brings to school. We encourage students to limit their snack purchases to two a day.

Bicycles

Students should walk their bicycles while on school grounds. Bicycle racks are available to house students' bicycles. Students should chain and lock their bikes to ensure their safety. The school cannot be responsible for lost, stolen or damaged bicycles. Students will not be allowed to ride bicycles to and from school without a helmet (It is the law in Florida).

Rainy Days

Children need to have a definite understanding with their parents regarding their dismissal plan if it is raining. The school telephone must be available for emergency calls. Please review the rainy day plan with your child frequently and send any dismissal changes to the office in writing. Walkers and bike riders will not be released in severe weather. Please have your child bring a raincoat or umbrella in case of lite rain.

Early Dismissal of Students

Parents must sign students out to be dismissed before 12:25 on designated Mondays and 1:25 on Tues.-Fri., on an emergency basis only. Authorized adults will ring the bell at the gate for assistance. Your child will be escorted out to you by a staff member. Checking students out early on a regular basis is disruptive to your child's learning and to the class. Only individuals (with picture identification) listed on the emergency cards will be allowed to check students out early. Please **do not call the school ahead of your arrival to ask that your child be in the office**

while you're on your way. If your child is signed out early or arrives late, he/she will not be eligible for perfect attendance rewards.

Safety and Traffic Patterns

Parents who drive their children to school or pick them up should always drop off and pick up on the curb side of the car. Parents should not attempt to drop off their children or pick them up in the school parking lot. This is unsafe.

Only delivery vehicles are to park in spaces designated Delivery! Handicap spaces are for those with a handicap permit.

Pedestrian Safety

To ensure the safety of students and adults, it is requested that no individuals walk through the parking lots at any time. All pedestrians should use crosswalks and car riders should yield before crosswalks and keep them clear for pedestrians.

Pets

Pets on the school grounds can be dangerous. To protect all children, do not allow your pets to follow children to school; and please do not bring any animals on campus. This includes the parking lot.

School Security

Our school gates will be locked at 7:40 to ensure the safety for our students and staff. One gate on the southwest side of the cafeteria will be accessible with an electronic entrance. All parents and visitors are welcome, but must go through the main office to conduct school business and /or to obtain a visitor's pass (with picture ID) by appointment ONLY.

Evacuation and Reunification Sites

Student safety is always our first concern. In the event of an evacuation at our school, students will be sent to Dowdell Middle School (behind or school). If Dowdell Middle School is unavailable, our secondary site is Palm River-Elementary School.

Change of Address/Telephone

It is extremely important that every student maintains an up-to-date home address, home telephone number and emergency number on the emergency card kept in the office. If any of these items change during the school year, the emergency card must be updated in the main office by the person who signed the card and presents identification.

School/Home Communication

We believe in open and consistent communication. Please check your child's communication folder daily for important information. By following this procedure, children learn to be responsible and items such as field trip notices, conference requests, progress reports, general announcements, etc. are not missed.

Teachers are on duty in the classroom from 7:10-7:40, during the instructional day and during dismissal duty. Should you need to schedule a conference; please call the office and we will arrange for the teacher to call you or schedule a conference time.

Care of Textbooks, Library Books, Calculators, etc.

Students are responsible for all textbooks, library books, etc. that are issued to them during the school year. All lost or damaged items must be paid for. If a lost item is found after payment is made, the money will be refunded.

Vandalism and Property Damage

Students who damage or vandalize school property will be required to pay for losses or damages. School property includes books, desks, bathroom fixtures, walls, equipment, windows, etc. Please speak with your child about the importance of respecting school as well as their own property and that of other students in our school.

Student Absences PAW Hotline IMPORTANT! IMPORTANT!

We are requesting that you call the office (744-8080 ex.1) every day that your child is absent. In addition, when a student returns to school following an absence he/she is still required to bring a note from his/her parent explaining the absence. This policy enables the school to monitor and detect any unexcused absences. If it is necessary for a child to be absent for an extended period of time and you desire to have assignments sent home, it is requested that the school be given one day's notice. This time period will make it possible for the teacher to get the work and necessary directions prepared. All extended absences must be approved by the principal. Vacations are not excused absences.

Conferences

The teachers and administrators at Clair-Mel desire to work closely with our parents and community. An important part of our overall Communication Plan is to conduct conferences. An official Conference Night is scheduled during the Fall and Spring semester. Teachers will send written invitations with scheduled appointment times. Conferences are also encouraged throughout the school year. Parents may schedule a conference with a teacher and/or an administrator by calling the school for an appointment. Conferences will not be held without an appointment, unless a true emergency exists.

Classroom Parties and Celebrations

Classrooms will host two parties per year. These are held at Clair-Mel on the last school day prior to the Winter holiday and on the last day of the school year. Birthdays parties, balloons or flowers for students are **not permitted** at school. Prior arrangements must be made with the classroom teacher if a parent chooses to send in a treat to share with the class at the end of the school day. No balloons permitted at school. Invitations to private parties will not be given out at school. Treats are not permitted for **Head Start**.

Head Start Program

The Head Start Program is made available to children who will be four years of age by September 1, 2020. This Pre-school offering helps prepare children for their Kindergarten experience. Families must be able to meet income guidelines for eligibility. Additional information may be obtained by calling Head Start Program at 740-7870.

Report Cards

Student Report Cards are distributed four times during the year, at nine-week intervals. They are available for online viewing and download following the district calendar.

Progress Alerts

Progress Alerts are sent home to notify the parent that the student is having difficulty in academics and/or behavior. Progress Alerts will be sent 4 weeks into the grading period; however, teachers may send an alert home to parents anytime within the nine week grading period.

Progress Awards

Student Achievement on Report Cards is recognized each reporting period. Awards and Certificates are issued to acknowledge the academic achievement, good citizenship, and good attendance of our students.

After School Care Program

The After-School Care Program (HOST-Hillsborough Out of School Time) meets daily in the cafeteria and room 32 from dismissal time until 6:00 p.m. The cost for this care is determined by the number of children in the family who attend and the family earnings. Further information may be obtained by calling 744-8941 ex. 247.

Medication

Any prescribed medication that you wish your child to take at school must be in the original bottle or container. A form must be filled out and signed by the parent and/or guardian. Over-the-counter medications must be accompanied by a physician's note. All medications will be administered by clinic personnel. Items such as aspirins, cough drops, throat drops, vitamins etc. are not permitted at school.

Safety Patrols

Fifth grade students are selected for Safety Patrol based on their leadership abilities, academic progress, reliability and dependability. They are nominated and trained at the end of the fourth grade, with additional instruction taking place in the fifth grade through the Sheriff's Office.

Chorus

Students in grades 3, 4 and 5 are eligible for participation in this group. The students chosen demonstrate talent and/or interest in this area of music. The student's classroom behavior is also considered for this offering.

P.T.A.

Clair-Mel Elementary needs you to join our Parent Teacher Association. We need parents to lead this group. We are here to support you if you volunteer for this organization. We urge our parents to join and keep abreast of all school happenings. Membership is \$5.00 per individual. Meeting dates and activities will be announced at a later time. Please call the office if you are interested in serving as an officer of the PTA.

Student Electronic Devices

Students bring personal devices to school at their own risk. The district will not be held responsible if a device is lost, stolen or misplaced, including those that have been confiscated. Cell phone conversations during the school day are prohibited unless under the supervision of staff personnel. During school hours and while on campus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only if the teacher has directed students that they may be used.

ARRIVAL AND DISMISSAL PROCEDURES

The safety of our students, staff and visitors is a top priority. To ensure a safe and efficient arrival and dismissal for all students, please follow the procedures detailed below.

The 78th Street Gate will be secured at 7:40 and unlocked at dismissal. All visitors **MUST bring a photo ID**, enter through our electronic entry system and sign in at the front office by appointment only.

GRADES K-5 MORNING ARRIVAL PROCEDURES

Students may only be dropped off on 78th Street in the morning. Supervision and breakfast begins at 7:10. Instruction begins at 7:40. Please make every effort to help your child arrive on time. Parents are not permitted to walk their child to class. Access to campus is limited.

GRADES K-5 AFTERNOON DISMISSAL PROCEDURES

Students are dismissed at **1:55 on Tuesdays- Fridays** and at **12:55 on designated Mondays**.

- Car riders will be dismissed on 78th Street **ONLY**. **Parents will place a car tag in their front window and remain in their vehicles during dismissal. You will be provided a car tag during the first week of school when you are in the car line.**
- It is the parent's responsibility to inform the teacher where their child will be dismissed. **All changes to dismissal procedures must be submitted to your child's teacher in writing.**
- **ONLY** Daycare vans will pick up on Destin at dismissal. Please do not park in the circle. If you are blocking the circle, you will be asked to move your vehicle.
- Bike riders and walkers will be dismissed at 1:55 on 78th Street and Destin.
- 78th Street walkers are to walk off campus alone. **There is no parent/adult waiting area for parent walk up on campus. If you prefer to meet your child to walk together, you will need to designate Destin walker as their dismissal and wait off campus for your child.**
- Students must be picked up on time or they will be enrolled in our fee-based HOST program.

HEAD START MORNING ARRIVAL PROCEDURES

All Head Start parents are required to drop off their child in the 78th Street parking area at the designated location. Parents will release them to the staff member to walk to the classroom. Parents are not permitted to walk their child to class at this time.

HEAD START DISMISSAL PROCEDURES

All Head Start students are to be picked up at the 78th Street parking area at the designated location in the afternoon at 1:55. Students must be picked up in a vehicle. Students will not be released to adults who walk up to the dismissal area. Parents who have other children at Clair-Mel in grades K-5 must write a note to each teacher to inform them to have their child dismissed at the Head Start location with their Head Start sibling.

Clair Mel Elementary
Transportation Form and Rainy Day Dismissal Form
2021-2022

Please return this form to your child's teacher by the first day of school!

Making sure your child gets to his/her after school destination safely is a priority of our faculty and staff. This is a huge responsibility which requires all of us working together. We will do our very best every day to ensure the safety and wellbeing of your child as he/she is dismissed from school. You can help us by **ALWAYS** notifying the teacher of dismissal changes in writing. Without written instructions, teachers will dismiss your child to his/her regular destination. Additionally, we will **NOT** accept changes to your child's afternoon dismissal routine based on a phone call. It is impossible for us to verify the caller and poses a safety risk to your child. Please complete the form below designating **ONE** dismissal procedure for your child. These directions will be kept on file and followed every day unless we are given **WRITTEN** instructions notifying us to do otherwise. Thank you for your cooperation and support in keeping our Cougars safe!

Child's Name: _____ Phone: _____

Teacher: _____ Grade: _____

Dismissal Procedure:

- _____ Walker (78th Street) (**Students will be released on their own. There is no waiting area on campus.**)
- _____ Walker (Destin Drive) (**Students will be released on their own. There is no waiting area on campus.**)
- _____ Day Care- _____
- _____ HOST
- _____ Car Rider
- _____ **HeadStart and HeadStart Sibling-78th Street**
- _____ Bike Rider (Helmets must be worn!!)
- _____ Boys and Girls Club at Winston Park

Rainy Day Dismissal: During rainy days, my child is to do the following:
(Please make sure walkers have rain gear with them if they are to walk home on rainy days.
Walkers will not be released to walk home in severe weather.)

(CHOOSE ONE BELOW)

- _____ Follow the regular dismissal schedule
- _____ Change to the following dismissal procedure: _____

Any change in dismissal plans for a student MUST be sent to the teacher in WRITING.
For the safety of your child, we CANNOT accept dismissal changes over the phone. Students will only be released to those listed on the emergency card with proper identification.

Clair-Mel Elementary School Physical Education Health Form

Dear Parents:

To assist us in working with your child this school year, please complete and return this survey to your child's teacher.

Student's Name _____ Date of Birth _____

Student's Teacher _____ HR# _____

Parent/Guardian _____

Emergency Phones: Home _____ Work _____

_____ My child has no health problems.

My child has the following medical condition that I want you to know about.

If any of these are checked, please explain on the back of this survey. Please add any other information that you think would be helpful to us in working with your child.

Please remember that if your child needs to be excused or restricted from physical education activities we will need a note from you. If they are excused for more than one week, we will need a note from the doctor.

Please encourage your child to wear tennis shoes for physical education. If you need further information, please feel free to call the school.

School Advisory Council



Needs YOU!

We are committed to being better today than we were yesterday.

SAC Members:

- * Are actively involved in improving the school.
- * Thoroughly examine all aspects of their school when developing the school improvement plan
- * Determine and prioritize the needs of their school.
- * Decide how to measure the results of what they plan to do.
- * Assist in the preparation and evaluation of the School Improvement Plan.
- * Assist in the decision making of the school's SAC budget.
- * Meets monthly to monitor the School Improvement Plan.
- * Ensures the School Improvement Plan is a dynamic document that is reviewed often and revised as necessary.

Who should get involved?

- Teachers
- Parents
- Students
- Education Support Personnel
- Principal

If you are interested:
Fill out the
information on the
next page.

