



DOBY ELEMENTARY GENERAL INFORMATION AT-A-GLANCE

EMERGENCY CARD (EXTREMELY IMPORTANT)

All students will have an emergency card on file in the front office. **Only those individuals listed on the emergency card will be permitted entrance into the school during normal school hours.** The only person who can make changes or additions to the emergency card is the parent/guardian who signed the card, including adding/deleting contact names. All individuals will be asked to show a photo ID, to identify themselves as the person listed on the card. In the event additional emergency contact names need to be added to the card, they can be hand-written on the back of the emergency card; these additional contacts need to be updated annually.

MORNING DROP OFF PROCEDURE

Students who plan to eat breakfast in the cafeteria should arrive at 7:10 AM. **Students are not permitted to arrive earlier than 7:10 AM because our staff is not on duty until 7:10 AM.** Students who arrive earlier than 7:10 AM are using our fee-based HOST program as childcare. If you would like to pay for your child to have childcare at the school before 7:10 AM please contact HOST. Students who are not eating breakfast in the cafeteria can arrive between 7:10 -7:40 AM and walk directly to class. Students arriving after 7:40 AM will not be permitted to get breakfast.

TARDY PROCEDURE

The student school day begins at 7:40 AM. **At 7:40 AM, your child should be seated in the classroom ready to begin his/her day.** Please help your child be on time. Promptness is a responsible habit that students learn from adults around them. All doors and gates will be closed and locked for student safety at 7:40 AM. **Any child arriving after that time must be signed into the office by an adult and will be marked tardy.**

PARENT AND VISITOR SIGN-IN PROCEDURES:

Student safety is our greatest priority. We take every precaution to be sure that all students are safe and well-cared for while they are at Doby Elementary School. To help us, we use an electronic sign-in procedure required by HCPS and School Security. All individuals entering the school campus to volunteer, or visit must be listed on a student's emergency card. **You will need to have your ID with you every time you come into the school.** If your name appears on the emergency card, your license will be scanned and cleared. A visitor badge will be printed with your photo and name that must be worn while you are on campus.

During the school day, parents will be invited to:

- Volunteer in the classroom (if needed by teacher)
- Attend special school events/activities
- Attend special classroom events/activities
- Parent/Teacher conferences

- PTA meetings
- PTA Volunteering

Please note: To maintain a secure, safe campus, parents are not invited to eat lunch with students at this time.

You can register as a school volunteer by visiting [Volunteering in HCPS](#). This is required to attend field trips and regularly volunteer on campus. It also makes the sign in process go slightly faster.

SIGNING OUT STUDENTS BEFORE DISMISSAL

A student will only be released to an adult listed on his/her emergency card. If a person arrives at school to pick up your child and he/she is not on the emergency card, the school will not release your child. In addition, no changes to a student's emergency card will be taken over the phone. **All changes must be done in person and must be done by the parent/guardian who signed the emergency card.** You will need to have photo identification to be able to sign a student out.

AFTERNOON SIGN-OUT PROCEDURE

Early sign-out is discouraged. Anytime children are not in their designated space during school hours, they are missing an opportunity to learn. Please make appointments with this in mind. Please try to avoid signing out a student during their lunchtime if possible. **If early sign-outs become necessary, students may be signed out until 1:30 PM. No one will be allowed to sign out a child unless his/her name appears on the emergency card. Photo ID will be required. There will be no sign outs after 1:30PM on Tuesday-Friday or 12:30PM on Monday.** The office will notify the teacher and the student will be escorted to the front office. This policy is in place to maximize instructional time, alleviate traffic problems with buses that arrive in front of the school, and allows students to be safely supervised during our dismissal procedures. Your cooperation is appreciated.

Changes Made to Normal Dismissal

Changes to a student's normal dismissal procedure will need to be made to your child's teacher in writing. You may send in a note, write in the agenda, or notify your child's teacher in person. **If you have an emergency, please call the main office and we will help you through the emergency at that time. You will need to email all emergency changes to our main office and to the teacher. No changes will be made after 1:00PM on Tuesday-Friday or after 12:00PM on Monday.**

MEALS

Breakfast is served free to all students from 7:10 AM-7:40 AM. Students should be dropped off no earlier than 7:10 AM because there is no supervision prior to that time. This upcoming year, all students will also have the option of getting a free lunch. Even though every student will get free lunch, it is beneficial to the school to fill out the link that is used for free or reduced lunch as it impacts our school funding.

<https://www.hillsboroughschools.org/sns>

CLINIC/STUDENT HEALTH

Administering Medication:

Authorized school personnel will assist students in the administration of prescription medication when the following guidelines have been followed:

- All medication must be delivered to school by a parent/guardian (this includes all over the counter medicine, cough drops, sunscreen, and bug spray.) Over-the counter medication must be delivered to school in the container in which it was purchased and accompanied by written orders from a physician that includes student's name, name of medication and dosage.
- Any medication that does not include written orders from a physician must be administered by a parent.
- For the safety of all students, parents MUST bring all medications to the school. Do not send medication with any child.
- When possible, medications should be administered at home.
- A Parental Authorization Form, available in the school office, MUST be completed prior to administration of all medications.

Broken Bones, Casts, Crutches, Surgery, etc.:

If your child has a broken bone, crutches, cast, or a sling, we MUST have a note from the doctor stating that your child may return to school. The note must also state any limitations your child may have. If your child has surgery, we MUST also have a note from the doctor stating that your child may return to school and the limitations your child may have.

BUS / DAY CARE DISMISSAL

Bus riders will be dismissed at 12:55 PM on Mondays and at 1:55 PM on Tuesday - Friday. Buses will park at the bus ramp on the side of the school (Covington Stone). Students will be escorted by adults for boarding. Cars should **NOT** enter this area for pick up. (Please note that for the first week or two drop-off times may be later than originally scheduled on the route; as bus drivers are carefully checking and rechecking student names and stops prior to delivering students to their destinations. This is for your child's safety, so please be patient while this process is underway.)

CAR RIDERS

All car riders will be picked up at the front of the school (Covington Garden. At Open House, ALL car riders will receive ONE Doby car rider tag. Teachers will write your child's name and grade level in large, dark letters and display the tag to assist with identification and the pick-up process.

IMPORTANT SAFETY PROCEDURE: A car without the special Doby car rider tag will be sent to the main office to show identification for pick-up. This is for the safety of all students. **Parents should remain in their car. Pull as far forward as possible, quickly pick up your child and exit the campus. Caution and patience will make this area safe and the process quick. The car line typically ends at approximately 2:10 PM. Students should not be picked up in a car at any other place other than the car line.**

Cars should not park on Covington Stone to pick up students. This is a safety issue. (Please note that for the first week or two, the car line will be longer than 2:15. Please be patient while we get it working smoothly.)

Students who are not picked up by 2:15 PM will be brought back to the main office. Parents will be required to come to the office to sign their child out after that time. **Students who are not picked up by 2:30 PM will be escorted to our afterschool HOST program where parents will be required to register and pay for after school care services or pay the drop in fee of \$50.00 per session.**

WALKERS AND BIKE RIDERS:

Arrival: All walkers and bike riders will enter campus through the front gate at the front of the school (Covington Garden). Students must walk their bikes on campus. If they need to cross the street they need to cross at the crosswalk with the crossing guard. Students and parents must follow the directions of the crossing guard. Only cross when instructed to do so by the crossing guard.

Dismissal: All walkers and bike riders will be dismissed from the walker gate on Covington Stone. They will travel to the sidewalk and if they need to cross the street will go east to the crossing guard to cross safely at the crosswalk. Students will not be permitted to cross even with adult supervision at any other area other than the crosswalk. This is for everyone's safety. Bike riders will need to walk their bikes out to the sidewalk. Bike helmets are required by Florida State Law 316.2065 and must be worn at all times.

If you designate your child as a “walker/bike rider” this means that they know how to walk home from school. It is unsafe to have your child walk to a location along or off Covington Stone and/or Covington Garden to be picked up. Our school does not support this procedure. If your child cannot walk home, then you must get in the car line for pick up.

HOST

For your convenience, we offer an after-school care (HOST) program from 2:00-6:00 PM daily, as well as morning hours of 6:30-7:10 AM for an additional fee. Applications and registration are done through the HOST program. Click the following link for info: [HCPS HOST Info and Application](#)