

Graham Elementary

Welcome to the 2022-2023 school year. All of the faculty and staff are very excited about the start of the new year to have the opportunity to work with you and your child. We encourage you to become a member of our PTA and be actively involved in our school. It is very important that all parents/guardians take the time to read the information included in this folder. If you have any questions about any of the information included, please contact the school at 276-5408 for assistance.

IMPORTANT SCHOOL PROCEDURES

Daily Schedule/Arrival and Dismissal Times

7:10 a.m. – 7:40 a.m. Student arrival time – Gates open daily at 7:10 a.m. **For safety reasons, no child should be dropped off prior to 7:10 a.m.** Free breakfast is served on carts for all students. Breakfast closes at 7:40am

7:40 a.m. Tardy Bell rings. The student day officially begins.

1:55 p.m. Student dismissal (*Every Monday is Early Dismissal 12:55 p.m*)

Late Arrivals

The student day begins promptly at **7:40 a.m.** Please adhere to this time, as every minute of instruction is important to your child's academic growth. If you arrive after 7:40 a.m., you **must** walk your child to the front office and sign them in. Your child will receive a tardy slip and will be sent to class. When signing in tardy, you will need to indicate the reason for the tardy. The only tardies that will be considered excused will be those related to illness or injury. All other tardies will be considered unexcused. A pattern of tardies for any child will result in a conference with the principal to discuss ways to solve this problem. Please note: Any student receiving **five** or more tardy slips in a nine week period will be given a needs improvement indicator on his/her report card and if applicable may have their special assignment revoked.

Early Pick Ups

Students are dismissed at 1:55 p.m. Please make every effort to schedule appointments after school so that instructional time is not lost. If your child must be signed out early due to an appointment or family emergency, you may sign him/her out at the front office no later than 1:30 p.m. Tuesday through Friday and Mondays at 12:30 p.m. **Please be prepared to present photo ID. Your child will not be released to anyone unless they are listed on the emergency card and present photo ID.** If you arrive later than 1:30, your child will have to follow regular dismissal procedures. Those parents who continuously sign students out for doctor's appointments will need to submit a doctor's note.

Change in Dismissal Plans

If you need to change your child's regular dismissal plans due to an emergency, you must send a note to your child's teacher or fill out a new dismissal form with the front office for a permanent dismissal change. Our number one concern is the safety of your children and we want to be certain they arrive home as planned.

Arrival and Dismissal Procedures

Car Transportation

The designated car rider drop-off and pick-up is located in the school parking lot. Please remain in your car and continue moving forward in a single file line to the drop-off/pick-up point. Staff members will be stationed to help students open and close car doors and ensure they enter and exit the building safely.

For safety reasons, we will not allow parents to park and walk to pick up children at dismissal.

Please use the enclosed car rider pick-up sign to place in your front window to help expedite car rider pick up. Once you have reached the designated pick up area, please move forward. If everyone follows the procedure outlined, dismissal should be completed by 2:15 PM. Children not picked up by 2:15 PM will need to be signed out from the front office. **Any car without a car tag will be asked to park and show ID in the front office. Safety of our Eagles is paramount.**

Walkers – Solo

If your child will be walking by themselves, please discuss safety procedures for walking to and from school with your child. Please communicate dismissal procedures for rainy days. Kindergarten students are not allowed to walk home alone. They must be accompanied by an older sibling or an adult.

Walkers with Parents

Parents will meet students at the gate to the right of the office. **Please do not try to pick up your child from here in your car.** We will not release them to you. Please do not walk/stand on the grass; let's keep our campus beautiful.

Bus Transportation

The Transportation Department wishes to notify all parents of the many mediums by which you can access bus run information before school starts. If you have any questions, please call transportation at 813-975-7620 where they will be happy to answer any questions you may have. Buses unload at the front of the school in the bus ramp. All students transported by bus are requested to be at their bus stop at least 10 minutes before their scheduled time. Kindergarten bus riders **MUST** have their green tag attached to their book bag all year long and be picked up at the bus stop by an older sibling or an adult.

Thank you so much for adhering to these procedures.

Uniform Policy

The parents and staff of Potter have agreed that we are to have a mandatory school uniform policy. Research indicates that school uniform policies can promote school safety, improve discipline, and enhance the learning environment. The school uniform consists of the following:

- House color collar shirt (red, yellow, blue, green) Each child was assigned a color at registration
- Navy blue or khaki bottoms (shorts, pants, skirts, skorts, jumpers)
- Fridays – spirit t-shirt may be worn with jeans

Please be sure to label your child's clothing (coats, sweaters, etc.) so that it will be easily identified and returned if it is misplaced.

All students are expected to comply with the uniform policy.

Please contact an administrator if you need uniform assistance or further information about the uniform policy. If you need a waiver from the mandatory uniform policy you must make an appointment with administration. The entire Potter Staff appreciates your support of our uniform program.

Student Handbook

This handbook is a complete reference for questions most commonly asked by parents. We recommend that you read this important document and carefully review the section entitled Code of Student Conduct and Student Rights and Responsibilities and Dress Code with your child. By reviewing these sections, each student will understand that the home and school are working together to make the best possible experience for each child. The student handbook is now located online.

Bullying Prevention

Hillsborough County Public Schools, in compliance with the Florida Statutes, adopted its own anti-bullying and harassment policy (HCPS Policy 5517.01)

It is the policy of Hillsborough County Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment, as defined in the policy, is prohibited. All Hillsborough County students and employees will receive updated information at the beginning of the school year. Parents will also receive information during Open House. Information is also in the Student and Teacher Handbooks. The Hillsborough County Public Schools district expects students and school employees to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Graham Expected Behaviors

- We will not bully others
- We will help others if they are being bullied
- We will include others in activities
- We will tell an adult at school and home if someone is being bullied

School Meal Information

Breakfast

All students arriving between 7:10 and 7:40 a.m. are invited to eat a free breakfast every morning. The cafeteria carts go inside at 7:40 a.m.

Lunch

Students that qualified last year must reapply this year. Each family interested in applying needs to only complete one application per family. Please complete the form online through the district website. You must pay for your child's lunch until they have qualified for the program.

The price of a school lunch is \$2.25.

Please be sure to complete and submit the lunch application.

Health Information

Illness or Accident at School

If your child is sent to the office during the school day due to illness or an accident, a parent will be notified. It is extremely important that we have the following information on file so we are able to promptly reach you:

1. Name, home phone, business phone, and address of parent or guardian. If applicable we would also like your cell phone number.
2. Emergency numbers: Name and phone numbers of a relative, friend or neighbor, should your child need to be picked up from school if a parent cannot be reached.

The above information must be included on your child's emergency card that is to be completed and returned to school as soon as possible.

Medication

If your child must take medication at school, a parent must complete the appropriate forms (available in the main office) and bring a supply of medication in the prescription bottle to school. Children are **not** allowed to transport medication to school under any circumstance. The office staff is not permitted to dispense nonprescription medication.

Head Lice

It is School Board policy that a child must be excluded from school when the student is found to have head lice and/or nits. The child cannot be permitted to return to school until his/her hair is free from lice and/or nits. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one or two days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the Compulsory School Attendance Law. All children are required to be checked and cleared by the school nurse upon returning to school after an incident.

Getting Involved in Your Child's Education

Becoming involved in your child's education is a critical component for their success as a student. When parents are involved, students tend to achieve more regardless of socioeconomic status, ethnic/racial background, or the parents' education level.

We invite all of our Potter parents and relatives to become a part of our school community. We want all of our families to be "partners in education." Please see your child's teacher or the Assistant Principal for volunteer opportunities. Help in the Media Center is always needed and appreciated.

Applications for volunteers will be completed online. Please contact the front office once you have completed the online application.

Volunteers must have a valid photo ID, passport or driver's license to volunteer on campus. This form must be submitted every school year.

Communication between Home and School

Agenda Planners and Communication Folders

Our staff feels it is very important to regularly communicate with our parents. Teachers at each grade level will communicate with parents via agenda planners and communication folders. Please take the time to review your child's planner/folder so that you will be informed of his/her behavioral and academic progress.

Join PTA

It is very important that we obtain 100% membership in our PTA (Parent Teacher Association) in order to show support for parent involvement. Dues paid toward your PTA membership go directly back to students through the funding of special school programs and student incentives.

