

**WIMAUMA ELEMENTARY  
IMPORTANT STUDENT INFORMATION  
2022-2023 SCHOOL YEAR**

**ARRIVAL / DISMISSAL TIMES**

7:35 Warning Bell    7:40 Classes Begin    12:55(Mon) Dismissal    Head Start: 7:40a.m.-  
12:55/1:55 p.m. 1:55 (Tue-Fri)

Student supervision begins at 7:10 a.m. Children are not to arrive at school prior to 7:10 a.m., as no adult supervision is available. If you transport your child (ren) by car and you arrive before 7:10 a.m., please supervise your child (ren) in your vehicle until the school personnel comes out to assist with the arrival process.

Students are to report directly home following dismissal from school. Students who do not ride the bus must be picked up once school has ended. Since there is no adult supervision, students are not allowed on campus during non-school hours (afternoons, evenings, holidays, weekends, etc.)

**ACCIDENT INSURANCE**

Students are not insured by the School Board. **The School Board has no legal responsibility for injuries incurred by students while at school.**

**ATTENDANCE**

Florida State law requires that a student be in attendance every school day except for personal illness. It is required by law that parents explain the cause of a child's absence or tardiness. If your child is absent, please call the school absentee line at 671-5159 #1 to explain. All students who have been absent **MUST**, upon returning to school, have a note explaining their absence. Ten or more days of unexcused absences will be considered excessive and will be referred to the school social worker.

All students who arrive after 7:40 a.m. must immediately report to the office to receive a tardy pass before going to class. Students who are tardy *must have a parent/guardian signed and dated note or be accompanied to the office by an adult.* We discourage excessive tardiness. Children miss important instruction if they arrive late. Being on time sets the tone for a good day!

**BIRTHDAY CELEBRATIONS**

- Birthday parties are not allowed at school. Due to food allergies, parents should not send in birthday treats that are homemade.
- **For the safety of students, birthday invitations to private parties, telephone numbers and addresses may NOT be distributed at school.**
- **Balloons and flowers should NOT be scheduled for delivery to school.** If we receive a delivery for a student, it will be kept in the main office until dismissal. Teachers will recognize your child on their special day.

**BULLYING AND HARASSMENT**

Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or

emotional harm to any student, or would be reasonably assumed to cause harm. Bullying is prohibited against any student for any reason, including but not limited to, any such behavior that is directed toward a student on the basis of academic performance, or against whom federal and state laws prohibit discrimination.

To guide the investigation of alleged bullying, three key elements must be present in order to fall into the Substantiated Bullying category. This includes behaviors that are repeated, or could be reasonably repeated, intentional, and reflect a power imbalance between the individual engaged in bullying behavior and the one being bullied.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, or purposely excluding someone from a group.

Cyberbullying is a specific form of bullying using technology to hurt, harm or humiliate another individual or group.

HCPS Bullying Hotline Link can be found at:  
<https://www.hillsboroughschools.org/bullyprevention>

Online Bullying Reporting Form  
[https://forms.office.com/pages/responsepage.aspx?id=-f2oEP\\_CDU6cGR\\_iwYgWSIfHKK0R9cNEu-CHNB5dB91UM0NVMFUzN1JKRktLM0xBT1IJTTRLN1AxMiQIQCN0PWcu](https://forms.office.com/pages/responsepage.aspx?id=-f2oEP_CDU6cGR_iwYgWSIfHKK0R9cNEu-CHNB5dB91UM0NVMFUzN1JKRktLM0xBT1IJTTRLN1AxMiQIQCN0PWcu)

### **BUS INFORMATION**

**There are procedures implemented for all Kindergarten students riding the school bus. All Kindergarten students will receive identification tags to hang on their book bags. Kindergarten students who cannot be delivered to their parents will be returned to the school. Parents must then pick up the child from school and present identification.**

School bus transportation is available for children who live two miles or more from school. All bus stops are based off the physical address of the family. Transportation may be provided for students residing less than 2 miles from school under certain conditions (if seats are available). Students must observe classroom conduct while getting on and off the bus and while riding the bus. The bus driver oversees the bus and should be treated with respect. Students riding the bus must comply with the rules of the bus and the driver. Any misconduct will be reported to the School Safety Sponsor and/or the Assistant Principal. Severe or continued misbehavior may be cause for suspension of a student's bus riding privileges.

Permission for a student to ride a bus other than the one assigned will not be granted unless the address has been verified. To obtain approval for alternate transportation, prior to 8:00 a.m. the parent must provide verification of the new address. The permission form will be given to the student to give to the driver. **Remember that times listed on the bus routes are estimated times and can change due to traffic.**

### **CIVILITY**

To provide a safe, caring, and orderly environment, the School District of Hillsborough County expects **CIVILITY** from **ALL** who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that we **ALL** need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

**A. Administration of Medication**

Authorized school personnel will assist students in the administration of prescription medicine when the following conditions have been met:

1. Parent Authorization forms must be completed in order for a student to take medication at school.
2. Only prescription medicine will be administered at school.
3. Over the counter or sample medication must be accompanied by orders from a physician. Without these orders, the medication will not be administered. Parents/Guardians may administer medicine in person.
4. Parents must deliver the medication to the school office in the container in which it was purchased. At no time should a child transport medication of any kind.

**B. Health Requirements**

Florida's School Health and Immunizations laws require students to have a physical examination prior to admission to school and to have the required immunizations. The school principal shall require acceptable proof of age, a school physical (not more than one year old) and a health certificate pertaining to inoculations for all children desiring to be admitted to school for the first time).

**C. Head Lice**

It is county policy that a child will be excluded from school when the student is found to have head lice and/or nits. The child will not be permitted to return to school until his/her head is free from lice and nits. **Do not send your child back to school on the bus if he/she has been sent home with nits or lice. Since the child must have a check before returning to class, parents must accompany the child to the school office.**

The school takes special precautions by informing the parents and isolating students with nits or lice. If you, the parent, will also check on a regular basis, this will help us. If you do notice this condition, please contact the school. Before a student may return to classes, he/she must be checked in the office and be free of all head lice and nits.

- D. The School Health Services program conducts health-screening activities at various times during a child's school experience and for various grade levels. Screening activities occur on a schedule dependent on guidelines established by the Health Department and local school health personnel. Parents/guardians must inform the school in writing if they do not wish their child to participate in any portion of the program.

**E. Illness/Accident at School**

Except in minor cases, parents will be notified immediately of an illness or accident at school. Minor scrapes and bruises, temporary discomforts, etc. will be treated and/or closely monitored at school. However, no child will be allowed to remain at school with fever, throwing up, or diarrhea. Because our school clinic is not equipped or staffed to handle ill children for long periods of time, we request that you pick up your child as soon as you are notified of the illness. The following information should be written on your child's emergency card and be **UPDATED** as needed:

1. *Name, address, home phone and business phone numbers of parents/guardians.*
2. *If parents or guardians cannot be reached, other names and numbers should also be on file.*

## **COMMUNICATION**

Various channels will be used to keep parents informed. Every Sunday, the Principal or APEI will send out a weekly update by automated phone call, text message, and email. The message will have reminders and updates about what is happening at the school.

Teachers are expected to communicate with you regularly. They will establish the means for how to best communicate with them if you need something (agendas, phone, Canvas, email, Remind, or Talking Points).

*Please note that a teacher is not required to use Remind or Talking Points. This is an application that is used at the discretion of the teacher and is not a directive from HCPS.*

Updates, information, and school events will be communicated through the following online platforms:

- Website: [Wimauma Elementary / Homepage \(hillsboroughschools.org\)](http://wimaumaelementary.org)
- Twitter: @wimauma1

## **CRISIS REUNIFICATION INFORMATION**

In an event of an emergency that results in the evacuation of the school campus we will relocate to the Wimauma Civic Center located at the back of the school. If the civic center is not a safe destination, we will go to Reddick Elementary. During a crisis, automated calls/text/emails to all parents will also be utilized as a communication tool.

## **DISCIPLINE**

Multiple strategies are used to promote a safe and orderly learning environment at our school. Character Education and Social Emotional Learning are at the heart of the strategies we use to help students develop healthy social-emotional skills.

If a child's behavior warrants involvement from an administrator, he/she will investigate and communicate with parents as needed and necessary.

Click link for [HCPS Student Code of Conduct](#)

## **DRESS CODE**

For the 2022-2023 academic year, Wimauma will have a uniform policy in place for students. If parents/guardians are exempting from the policy, they would need to come into the main office to sign the necessary paperwork that would be kept on file. Then they would be under the criteria under the student's handbook for what would be appropriate attire for school. Currently, the uniform is a navy blue and/or gray polo shirt for tops and the bottoms are beige (khaki)/navy blue and jeans. Spirit shirts may also be worn by students instead of the polo shirts. Wimauma Elementary does sell shirts to parents, but they are not required to buy them from the school. Student's shoes should always be secured and fastened to protect their feet at all times. SNEAKERS is the best type of shoe for all our students. CROCS are not safe shoes for students to wear. Parents will be notified when students may wear something different than their school uniform. An example would be for school pictures since parents have the option to purchase them.

## **EARLY RELEASE OF PUPILS**

In the interest of security, any student who must leave prior to dismissal time must be released through the school's office. The adults listed as male/female household head or as emergency contacts on the child's emergency card will be required to present picture identification and sign the student on our SafeNet system. Your child will then be called to the office. Under no circumstances will a child leave school prior to dismissal without following this procedure. Since only adults authorized as indicated will be allowed to remove your child from school, it is important that you keep your child's emergency card up-to date to prevent delays. **Also, children miss instructional time when they are released early, therefore, please reserve early sign-outs for emergencies or important medical appointments that may not be scheduled during non-school hours.**

Students who are signed out prior to the end of the school day will miss receiving handouts, academic instructions, class/homework assignments, etc. Therefore, parents are strongly encouraged to plan to arrive by 12:15 (Mon)/ 1:15 (Tues-Fri) p.m. if your child must be signed out early. If you arrive after the sign-out times, please join the car-rider line. Inform the office staff that your child will be a car rider, and then return to your car to follow the afternoon pick up procedure. Your cooperation is greatly needed to guarantee a swift, smooth, and safe dismissal. **When students are picked up early, teachers will be unable to stop instruction to prepare notes, assign homework...etc.**

## **FIELD TRIPS**

Once the district does approve field trips parents will be notified in advance of upcoming field trips. Money will be collected prior to the field trip by your child's teacher. If paying by check, please put your child's name and their teacher's name on the check. Also, please send one check for each student...per classroom. Do not combine students from more than one classroom on each check. Records are kept by their individual teacher.

## **HOMEWORK**

May be assigned daily, Monday through Thursday. District guidelines state that at the primary level (K-3), students should have approximately 30 minutes of homework while intermediate (4-5) should have approximately 45 minutes. Reading should also occur nightly. Parents can help with homework by providing a quiet work area and a regular homework time. To develop student responsibility, homework must be completed and returned on time.

## **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.

Visit the HCPS website for additional details about the HOST program.

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

Student Fees	Elementary/K-8
Registration Fee*	\$30.00
Before School - Weekly Rate	\$15.00
After School - Weekly Rate	\$70.00
Before & After School - Weekly Rate	\$85.00
Drop In Rate - <b>per session</b>	\$50.00

\*Registration fee is nonrefundable.

Limited seating may be available.

Click link for online application [Registration Portal](#)

### **MEALS**

Students are encouraged to eat a nourishing breakfast to assure classroom success. Breakfast is served at different carts stationed around the campus. All students qualify for our "FREE" universal breakfast. **Our breakfast schedule is from 7:10 a.m. to 7:40 a.m. To insure your child has a nutritious breakfast, they must arrive at school prior to 7:55 a.m. If your child is going to be late for school, please plan to provide them with breakfast prior to their arrival.** (Head Start students will eat breakfast after 7:45 a.m.)

Click [HERE](#) for information about school lunch benefits and free/reduced lunch application. For your convenience, you can pay online at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). Full pay lunches are \$2.25. Checks should be made payable to Wimauma Elementary with your child's name and student number on the check. Place it in a sealed envelope with your child's name and homeroom teacher written on the outside. If your child was on a free or reduced meal plan last school year, you will still need to complete a new application

Click [HERE](#) for information about allergy and special needs resources.

Applications for free and reduced meals will need to be completed on-line. Additional forms will be sent home in the first day packet. Please return these forms as soon as possible. Note: Students are not allowed to bring to school carbonated drinks, drinks/food stored in glass containers, candy, or gum.

### **PARENT CALLS TO LEAVE MESSAGES**

Since we have over 600 students, and it would be impossible for office staff to handle a large volume of incoming calls, parents are advised to limit incoming calls to leave messages for children. Most problems, plans or change in plans can be discussed with your child before he/she leaves home in the morning

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are a vital part of the educational process. Our school will have scheduled conference nights twice during the school year. Teachers and parents may SCHEDULE conferences at other times as the need arises. Also, because teachers supervise incoming students from 7:10 a.m. - 7:40 a.m. and spend most of their time involved with teaching and supervising students, scheduling a conference in advance ensures that the teacher will be available and prepared to talk privately with parents.

## **PERSONAL PROPERTY**

Please label your child's clothing (coats, sweaters, etc.) so they will be easily identified if misplaced. The Lost and Found is available for students to look for and deliver misplaced items. Do not send your child to school with personal items, which have no educational purpose such as valuables, toys, large sums of money, photographs, etc...

Children are discouraged from bringing large amounts of money to school. However, when it is necessary for your child to bring money to school, please instruct him/her to secure his money in a safe place. Also, students must not bring toys, candy, gum, snacks, beepers, telephones, real or toy weapons (including mace and pepper spray), valuables, glass/ceramic objects etc. to school.

## **PHYSICAL EDUCATION**

**All students are expected to dress appropriately for and participate in daily physical education activities. Shoes should be securely fastened to the feet of a reasonable heel height; therefore, no sandals, flip-flops, or CROCS will be worn. Students are not excused from such classes without a written statement from a doctor.**

## **PROGRESS REPORTS**

Teachers should regularly communicate your child's progress throughout a grading period. This communication may come in a written format, phone call, conference, and/or email. Teachers should work collaboratively with you to ensure a successful learning experience for your child.

## **REPORT CARDS**

Will be posted online approximately two weeks after each grading period ends). These reports serve as a record of your child's academic and social development. When you access to your child's report card, you are encouraged to discuss it with your child.

## **SIGNOUT PROCEDURES**

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 your child out.

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. If signing out your child early is necessary, please do so prior to 1:30 PM. The office will notify the teacher and the student will be escorted to the front office. We will not call a student to the office to wait to be signed out. 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.

### **Tardy Procedure**

The student school day begins at 7:40 AM. At **7:40 your child should be 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.**

### **STUDENTS USE OF THE SCHOOL PHONE**

In extreme emergencies, adults will assist students with phone calls to parents. (NOTE: Since each parent will submit a Rain Days Plan form, rainy days will not be considered emergencies and calls will not be necessary.) **Cell phones are permitted. However, they must be turned off and placed in a backpack.** They may be used only in emergencies with permission by the teacher or administration. Cell phones will be taken by school employees if there is any misuse of them. They will be returned at the end of the day.

### **TEXTBOOK INFORMATION**

Students are responsible for damage or loss of library books and textbooks assigned to their care. Students who lose or damage schoolbooks or school property will be required to pay for the damage or replacement cost of the item.

### **VISITATION**

We take every precaution to be sure that all students are safe and well-cared for while they are at Wimauma Elementary. To help us do that, we use an electronic sign-in procedure that all schools in the district adopted in the beginning of the 2021-2022 school year.

- **You will need to have your driver's license with you every time you come into the school. The only exception will be for conference night or any afterschool function.**
- **All individuals entering the campus must be listed on a student's emergency card (SER). If your name appears on the card or in the computer system, your identification will be scanned in our system. This process is similar if you were at the hospital. Please be patient as it may take several minutes per person.**
- **A visitor sticker pass with your name and photo will be given to you. This pass must always be worn while on campus. Employees have been instructed to question individuals who do not have a pass.**

We want our campus to remain as secure as possible, while also allowing parents to be a part of happenings at school. The protocols for visitors on campus are in place because of student and staff safety, not due to COVID. Due to limited space on campus and to ensure the safety of everyone at Wimauma Elementary, parents will not be allowed to walk children to class. We appreciate your cooperation and support.

**Other important information may be found in the HANDBOOK FOR PARENTS AND STUDENTS. New safety procedures will be placed on the district website and information shared with parents via other forms of communication.**