



Welcome to the 2020-2021 school year! Please take the time to read, complete, and review the information in this first day packet with your child. Please return items in the list below:

- **Emergency Card – MOST IMPORTANT!**
 - Check pre-printed information and make corrections as needed
 - Complete all sections that are not pre-printed
 - Sign, date, and return as soon as possible
- Health History Information Questionnaire
- Dismissal Procedure Form and Walker/Bike/Inclement Weather Form
- Student Permission Form (Photos, Internet, Field Trips)
- Student Code of Conduct Agreement

NOTE: All volunteers will need to complete the YES Volunteer form online.

<https://community.sdhc.k12.fl.us/wps/portal/community/sdhc.home/sdhc.volunteer/sdhc.applyvolunteer/#/Volunteer>

Communication is Key!

Westchase strives for transparency and continuous communication. We will be sending out a weekly Parent Link message indicating upcoming events and important information you will need to know. Please make sure your correct email and phone number is listed so you will receive these key points of information! Below are some of the additional ways the Westchase team reaches out to keep parents informed:

- **Newsletters:** Many teachers send home newsletters, either hard copies or digitally.
- **Website:** Our school website, www.westchase.mysdhc.org has a plethora of information available at your fingertips!
- **Twitter:** Please follow us on Twitter @WestchaseWizard! We will be tweeting highlights of our school along with important information.
- **Parent Link:** Blackboard is a system that allows us to call/text/email all families. Please make sure your email and phone number are accurate on your student enrollment form.
- **Email:** Teachers have email addresses that you can access from the school web page. Typically it is their firstname.lastname@sdhc.k12.fl.us. (For example, my email is elise.suarez@sdhc.k12.fl.us) Teachers make every attempt to respond to emails within 24 hours or one work day.
- **Telephone Calls:** The phone number to Westchase Elementary is 813-631-4600. The office normal work hours are Monday through Friday, 7:00-3:30. If you call the office to speak to a teacher, an office staff member will take a message and ensure the teacher receives that message. Unfortunately, teachers do not have access to outside lines in their classrooms. We

strive to maximize our instructional time for all students, so phone calls will be returned as soon as possible.

- **Parent Conferences:** Formal Parent Conference Nights are held two evenings a year, October 22, 2020 and February 18, 2021 from 3:00 – 7:00PM. In addition to those dates, you may request a conference at any time. Please know that teachers are unavailable for conferences from 7:10-7:40 a.m. as they are supervising students and working with others to provide additional assistance. You may call the office and leave the teacher a message or you can send the teacher a note/email to set up a time to conference in person.

Attendance and Tardy Information

Westchase Elementary Absentee Phone Number: 631-4600 x 400

Attendance is a KPI (Key Performance Indicator) for success in school. We need our Wizards to be here to provide them with the best educational experience possible. If attendance or tardies are excessive, we will reach out to see how we can help!

Tardies: All students who arrive late to school must be walked to the office **by a parent** and be signed in. Unattended students will be considered unexcused tardy. When a student is tardy, he/she misses key instructional time and disrupts the learning process for other children in the class.

Frequent tardies and absences will be turned over to the school social worker.

Help Westchase to surpass our 96% Attendance goal! Please keep in mind that children who are sick (fever and/or vomiting) should stay home for at least 24hours.

Mom and Dad

Please keep me home if any of the following occur:

- Vomiting or diarrhea within past 24 hours
- Fever within past 24 hours
- Sore/Red Throat
- Persistent coughing or sneezing
- Red, watery eyes
- Rash
- Earache, drainage from ear



Dress Code

Westchase Elementary is a non-uniform school. Students must comply with the HCPS Policy 5511 which can be found on the district website. Please be mindful of outdoor play where closed toed shoes would be optimal. **NOTE: Students have either PE with the PE coaches or Teacher Directed PE daily.**

Parents, please be mindful that this is an elementary school and as adults, we need to be an example for dressing appropriately (similar to the student dress code).

Bullying: Zero Tolerance

Westchase Elementary and the Hillsborough County School District maintains a zero tolerance for bullying. "Bullying" means **systematically and chronically** inflicting physical hurt or psychological distress on one (1) or more students or employees. It is defined as any **unwanted and repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is **severe or pervasive** enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation.

Currently, the school district has posted a copy of the district Bullying and Harassment Policy on the website [http:// www.sdhc.k12.fl.us/bullyprevention/](http://www.sdhc.k12.fl.us/bullyprevention/) which explains district policies regarding bullying and harassment. The reporting form is available in the office and may also be reported online from the school district website at: <http://www.sdhc.k12.fl.us/bullyprevention/>

There will be ongoing discussions in the classroom, as well as with the guidance counselors. Please follow up at home with discussions about bullying. Our goal is that Westchase will continue to be a safe place where everyone has the opportunity to learn.

Hillsborough County Public Schools, in compliance with 2008 Florida Statute - 1006.147~adopted its own anti-bullying and harassment policy in December, 2008. 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.

Student Handbook

Hillsborough County Public Schools' Student Handbook is now available online through the mySPOT Parent Hub. A copy is also available on our Westchase Elementary school district website.

My Payments Plus

We will continue to use My Payments Plus as often as we can for lunch accounts, field trips, and other monies collected. This eliminates the cash flow and is more secure. Please see the attached flyer on how to set up the account for your children.

School Counseling Department

The comprehensive school counseling program at Westchase Elementary is designed to support the mission of the school by promoting and enhancing the learning process of every student through integration of academic, career, and personal/social development. Many prevention topics are addressed through classroom guidance, career, and personal/social development, and small group guidance and district approved school-wide presentations. Examples of these topics include:

- Physical and Emotional Health/Safety
- Character Education
- Peer Mediation/Conflict Resolution
- Bullying Prevention

- Drug and Alcohol Prevention
- Harassment and Violence Prevention

There are some grade level specific programs that may be available to your child, such as:

- In Grades K-5 - Red Ribbon Week Utilizes the “Too Good for Drugs” Mendez Curriculum
- In Third Grade – Champions for Children’s *Kids-on- the-Block* uses puppets and child-appropriate language in skits to cover child abuse issues with third grade students.
- In Fourth Grade – Champions for Children’s *Kids-on- the-Block* uses puppets and child-appropriate language to present information on bullying prevention and tolerance to fourth grade students to teach them peaceful alternatives and solutions.

These are just a few examples of the exciting activities that your child may be participating in at our school. Please feel free to contact us at 631-4600 if you have any questions or concerns. Kiersten Rivenburg ext 227 & Melanie Rosado ext 223.

Arrival and Dismissal

Morning drop off begins at 7:10. Students should not arrive before this time as there is no supervision until 7:10. Morning HOST is available beginning at 6:30AM and the current price is \$12 per week.

All students are encouraged to take part in the breakfast program that is provided free of charge. **Students are to get breakfast before going to the classroom.**

The north side of the small parking lot will be coned off until after 7:40 a.m. This area will be supervised as a second drop-off point. It will still only be accessible through Westchase Drive, via Montague. **As a matter of safety, children are not to be dropped off from parking spaces, the bus drop off area, the side leading to the back of the school, or the middle of the road.**

Morning Arrival Map:



Arrival: Students may enter the building who walk, ride a bicycle, or ride in a car through the main side entrance. Parents will be allowed to escort students to class through August 14th. Beginning August 15th, students will be expected to walk to class independently. Parents who wish to volunteer with a purpose beginning at 7:10, may sign in through the main office as long as the teacher is aware they are coming. This will help us maximize our educational time with our students and enhance security on campus.

Dismissal begins at 1:55 (12:55 on Monday). Students who walk home and ride bicycles will be released from the “**walker gate.**” Parents will receive three tags that will enable them to get their child(ren). The extras are for any other family/friends that you want to be able to pick up your child. If anyone comes to pick up a child without the tag, they will be directed to enter the main office and show identification. This is to ensure the safety of all students.

At 1:55 (12:55 on Monday), students are escorted to their respective dismissal points. School buses are scheduled to depart at 2:05 (1:05 on Monday) from the rear lot.

Parents who prefer to drive and pick up their children may do so in the parent pick-up loop in the front of the school. **The small side lot in between the school and the REC Center will be closed daily at 12:25 (Mondays) and 1:25. There will be no parking in this lot in the afternoon for student safety. Families who are not TRULY walkers must use the car line for dismissal.** Hangtags are included in the first day packet. After the first week of school, if someone comes to pick up a child without a hangtag, they will be directed to park and enter the office and show identification. For the safety of ALL our Wizards, please show your hangtag each day at dismissal. Walkers and bicycle riders will be released from the gate west of the main office. Students who ride bicycles must wear a helmet.

Afternoon Dismissal Map:



Early Dismissal/Release of Students

A request to have a student excused from class early should be sent with the student on the morning of dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours.

Any student who leaves during the school day must be released through the school office. **The parent must bring photo identification to the office to sign the child out on the school safe-net system.** If the parent is authorizing another adult to pick up the child the office must be advised in writing. This information should be sent with the child. No child will be released without positive photo-identification.

The student will then be escorted to the office. Students may not be called to wait in the office before parent arrival. Students are only called after photo identification has been verified.

**** The latest time to sign-out students on Monday is 12:25 and Tuesday – Friday is 1:25. There will be no exceptions as this impacts our ability to dismiss students safely****

Transportation Changes

Student transportation changes may not be made over the phone.

Parents may:

1. Send the teacher a note (a template is provided for you to use, if you like);
2. Email the teacher and the office staff:
 - vanessa.stucki@sdhc.k12.fl.us
 - delvina.strine@sdhc.k12.fl.us
 - carmen.brinda@sdhc.k12.fl.us(It's best to email at least the teacher and one other person. More is better!)

Change in Transportation: Westchase Elementary School

Date _____ Student Name _____ Homeroom Teacher

_____ In effect for the following

date(s): _____ -or- _____ Until Further Notice

My child will be changing their regular mode of transportation by the method checked below:

_____ Picked up in the car line by _____

_____ Riding Bus# _____ Stop _____ (pending approval by transportation)

_____ Going to Daycare _____

_____ Walker _____ Bike Rider _____ Other _____

Parent Signature _____ Phone # _____

Walkers/Bicycle Riders/Inclement Weather Permission Form

If you would like your child to walk or ride a bicycle home from Westchase, we must have your written permission on file, as well as your rainy day plan. Children will not be released to ride bikes or walk home during inclement weather.

Student Name: _____ Age: _____

Homeroom Teacher: _____ Grade: _____

As the parent or legal guardian of _____, I hereby grant permission to the school to release my child to walk and/or ride a bicycle from school. I understand that children without helmets will not be released with their bicycles and parents will be called to arrange pick-up.

In case of inclement weather, our family has discussed our plan (outlined below) for alternate dismissal:

Parent Signature _____ Date _____

Parent Phone Number _____

Please return this form to your child's teacher!

After School Providers

The table below has information regarding after school providers that work with Westchase. Please use this as a reference.

NAME	PHONE	LOCATION	CONTACT PERSON
HOST - Westchase Afterschool	631-4600 Ext 248	9517 W. Linebaugh Ave.	Amanda Freidel
Westchase Rec. Center	964-2948		Vince Bowers
JCC Federation	264-9000	13009 Community Campus Dr.	Alissa Fischel
Kids R Kids	926 5437	9802 Westchase Dr	Lisa Haney or April Hetrick
Land of Learning Academy	886-6494	8809 West Robson St.	Angie Triplett
Lugo's Martial Arts	920-7590 362-0022	8549 Gunn Hwy.	Laura Ricchino
Primrose School	814-9685 814-9686	12051 Whitmarsh Ln	Opal Gierschke
Potential Sports	843-9460	14401 Waterchase Blvd.	Nyree Bland
Traditional Tae Kwon Do Center	855-6666 545-0774	8991 Race Track Rd.	Karl Schweiberger
Vinh's Tae Kwon Do	882-8000	5537 Sheldon Rd. Suite B	Master Hieu Vu



Healthy Schools

Dear Parents,

I would like to welcome all the students back to school. It is time to update student's health information. **If your child has any medical conditions**, please fill out the **Health History** information sheet and return it to the school.

If your child needs to take any medication while at school, please come to the school clinic and speak with the clinic's LPN or RN.

If your child has a **food allergy** or a **special diet**, please request a **diet prescription form** that must be filled out **each school year** and speak with the **school nurse**.

If you have any questions, please contact the clinic.

Estimados Padres,

Me gustaria dar la bienvenida a todos los estudiantes de regreso a clases. Ya es tiempo de actualizar la informacion medica de su niño/a. **Si su niño/a tiene una condicion medica**, por favor complete el formulario de informacion del **Historial de Salud** de su nino/a y regresarlo a la escuela.

Si su niño/a necesita tomar algun medicamento mientras esta' en la escuela, favor de visitar la clinica de la escuela y hablar con el personal de la clinica.

Si su hijo tiene **una alergia a los alimentos** o **una dieta especial** por favor solicite una **forma de prescripción de dieta** que debe ser llenado **cada año** escolar y hablar con la **enfermera de la escuela**.

Si tiene alguna pregunta, favor de comunicarse con la clinica.

HEALTH HISTORY INFORMATION – School Health

Dear Parent/Guardian:

Your child's school physical and/or Emergency Card indicate that he/she has the following condition(s)

- 1. _____
- 2. _____
- 3. _____

Please provide me with the following information so that I may have a better understanding of your child's needs while at school.

- 1. Is your child under the care of a physician for the above condition(s) Yes No

- 2. Has your child had a problem with this condition in the last year? Yes No

Physician's Name: _____ Phone #: _____

- 3. Should your child's activities at school be restricted in any way? *(Please note that some restrictions may require a physician's letter of explanation)* Yes No

Please explain:

- 4. Does your child take medication(s) regularly? Yes No

Medication Name: _____ Dosage: _____

Reason for medication: _____

- 5. What action do you want the school to take when your child is sent to the school clinic for the health problem?

Emergency Contact Number:

Name: _____ Relation: _____ Phone #: _____

Name: _____ Relation: _____ Phone #: _____

- 6. Please list any other information that might be helpful in caring for your child.

Parent/Guardian Signature: _____ Date: _____

If you wish to speak with me, please call your child's school and leave a phone number where I can reach you during school hours.

INFORMACIÓN SOBRE HISTORIAL DE SALUD

Servicios Escolares de Salud

ESTUDIANTE: _____ ESTUDIANTE #: _____ GRADO: _____ FECHA: _____

Estimado padre/madre:

El Examen Físico y/o la Tarjeta de Emergencia de la escuela indica que su niño(a) presenta la siguiente condición(es) médica:

1. _____
2. _____
3. _____

Por favor, envíeme la siguiente información para tener una mejor comprensión de las necesidades que tendría su niño(a) en la escuela.

1. ¿Está siendo tratado su niño(a) por un médico por la condición(es) indicada arriba? _____ SÍ _____ No
2. ¿Ha tenido su niño(a) algún problema reciente por esta condición? (*Durante el último año*) _____ SÍ _____ No
Nombre y teléfono del médico: _____
3. ¿Deben restringirse de alguna manera las actividades de su niño(a) en la escuela? (*Por favor, esté al tanto de que algunas restricciones pudieran requerir una nota del médico. Si se requiere, usted será contactado para que nos provea dicha nota.*) _____ SÍ _____ No

Explique:

4. ¿Toma su niño(a) algún medicamento(s) regularmente? Por favor indique cuál(es). _____ SÍ _____ No

5. ¿Qué acción quiere usted que el personal escolar tome si su niño(a) es enviado a la clínica de la escuela por algún problema de salud?

En caso de emergencia

Nombre _____ Pariente masculino y femenino _____ Teléfono _____
Nombre _____ Pariente masculino y femenino _____ Teléfono _____

6. Por favor, indique cualquier otra información que podría sernos útil para ayudar al cuidado de su niño(a).

Firma del padre/madre/Fecha _____

Si usted quisiera hablar conmigo, por favor déjeme en la escuela de su niño(a) un número de teléfono (donde pueda localizarle en horas de clases).



Getting Started with *MyPaymentsPlus*

Step 1: Visit www.mypaymentsplus.com and click “register now”

Step 2: Select your state and then find Hillsborough County school district in the dropdown menu.

Step 3: Enter your first and last name along with your email address. Create a password that is at least seven characters and includes at least one number. Double-check that everything is accurate before continuing to the next step.

Step 4: Select the option that represents you best: parent/guardian, student, staff member, or guest. Click next after making the appropriate selection.

Step 5: Add students to your new account. If you do not know your students' ID numbers, you may skip this step and come back later.

Step 6: Once you have added your students to the account, click “done.”

Congratulations! You are now ready to use MyPaymentsPlus.