

# General Clarence Tinker K-8 School Handbook

2023-2024

## TINKER K-8



Principal: Rachel Walters  
Assistant Principal of Elementary Education: Kenneth Jerome Tompkins  
Assistant Principal for Student Affairs: Kerri Shashack

8207 Tinker Street  
MacDill Air Force Base  
Tampa, Florida 33621  
(813) 840-2043

Tinker Website: <https://www.hillsboroughschools.org/tinker>

Family Number: \_\_\_\_\_

Child: _____	Teacher: _____
Child: _____	Teacher: _____
Child: _____	Teacher: _____
Child: _____	Teacher: _____

**2023-2024 Tinker K-8 School Calendar**

Students' First Day of School	Thursday, August 10, 2023
Labor Day Holiday/Non-Student Day	Monday, September 4, 2023
End of 1st Grading Period	Thursday, October 12, 2023
Non-Student Day	Thursday, October 12, 2023
Veteran's Day Observance/Non-Student Day	Friday, November 10, 2023
Fall Break/Non-Student Days	Monday, Nov. 20 - Friday, November 24, 2023
Students Return to School	Monday, November 27, 2023
End of 2nd Grading Period (End of 1st Semester)	Friday, December 22, 2023
Winter Break/ Non-Student Days	Monday, Dec. 25, 2023 - Friday, January 5, 2024
Students Return to School	Monday, January 8, 2024
Martin Luther King, Jr. Holiday/Non-Student Day	Monday, January 15, 2024
Non-Student Day	Friday, February 16, 2024
Non-Student Day	Monday, March 4, 2024
Spring Break/Non-Student Days	Monday, March 11 - Friday, March 15, 2024
Students Return to School	Monday, March 18, 2024
End of 3 <sup>rd</sup> Grading Period	Wednesday, March 20, 2024
Non-Student Day	Friday, March 29, 2024
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	Friday, May 24, 2024

**\* Hurricane Day(s) if needed: October 16, November 10, 20-22, and 24, 2023**

**Student Early Release Days**

Every Monday with the exception of non-student days.

On the last day of school, students will be released 2.5 hours early

## WELCOME

Welcome to Tinker K-8. I am proud to be a part of a community which values the leadership potential in every individual, and we strive to help every student feel a sense of belonging from day one.

May your time with us as a student or family member be both memorable and educationally profitable.

Rachel Walters  
Principal

## SCHOOL VISION STATEMENT

Our students will become leaders who remember Tinker K-8 as their best school experience.



## SCHOOL MISSION

We will educate our children in academic, social, and physical skills to reach their maximum potential.



### SCHOOL HOURS

8:30 a.m. – 2:15 p.m. Mondays  
8:30 a.m. – 3:15 p.m. Tues. – Fri.

Parents, please discuss with your children the importance of arriving on time and of leaving the building at dismissal. Students should arrive at least ten minutes before school begins. **The morning show will begin 5 minutes before instruction begins. Proper supervision is available before instruction begins and until the end of dismissal. Students arriving earlier than 8:05 AM will be required to register and attend HOST, which is a fee based program.**

## EARLY RELEASE DAYS

**Early Release Days** are scheduled on Mondays for the school year. Each Monday students are in school they will be released one hour early. Dismissal time on Mondays will be at 2:15 p.m.

## BUS

Bus transportation by Hillsborough County Public Schools, is currently provided for our students living in Chevron Park.

## PARENT COMMUNICATION

Below are listed several means we utilize to communicate with our parents:

- **Parent Link** is an automated telephone and e-mail system we use regularly to inform parents of events taking place at school. ***Please be sure to keep your telephone numbers and e-mail addresses current so you can receive all important messages.***
- **Student Agendas** may be used by some first through eighth grade classes. All homework assignments should be written in the agendas. Elementary parents are asked to check their child's agenda on a regular basis.
- **Tinker's Website** can be accessed at <https://www.hillsboroughschools.org/tinker>. The website contains many helpful links including, our school calendar, upcoming events, and email addresses for the faculty and staff.
- **Canvas** will be used to post student grades and daily assignments for grades 6 – 8. Parents will be able to access Canvas by setting up their own account. This is the fastest and easiest way to know what is going on in your child's classes daily.

## FIELD TRIPS

When a class is scheduled for a field trip, a letter with information about the trip, and the cost involved, will be sent home by the teacher. You must pay the appropriate amount due online by the designated day for your child to attend and so necessary arrangements can be made if your child will not attend.

## VISITORS AND/OR VOLUNTEERS

For the safety of our students, all visitors and/or volunteers visiting Tinker must sign in through the office. ***Please be sure to bring your driver's license as our sign in system requires that you scan your license to obtain a pass. Classroom visits must be prearranged with the teacher.***

## PERSONAL INFORMATION

**Please be diligent in updating information on your child's emergency card as soon as changes occur.** The changes might include a new address, telephone numbers, e-mail addresses, emergency contacts, and work telephone numbers. The emergency cards are maintained in the front office.

## **DRESS CODE POLICY**

1. Students must wear pants, shorts, skirts or dresses that are of a reasonable length. Undergarments should not be visible.

2. Students must wear tops that cover undergarments and do not expose the stomach. Tops must have a minimum of a 1 inch strap and have fabric in the front, back, and on the sides immediately under the armpits.

3. All clothing should be free of references to or pictures of profanity, weapons, violence. Illegal items or hate speech.

**4. Shoes must be closed toe and closed heel.** Tennis shoes are recommended due to physical education classes.

5. Students who do not follow the dress code policy will be sent to the office. Students will be given an opportunity to call their parents to get dress code appropriate clothing. If parents are unable to bring clothes, the student will be given a change of clothes if available.

6. Consequences for Dress Code Violation  
First Offense: Call parents and change clothes  
Second Offense- Conference with administration, phone call home, change clothes.  
Third Offense: Administrator / Parent conference, change clothes.  
Fourth Offense and subsequent offenses: In-School suspension for the day.

**Fridays:** Tinker spirit shirts, Robinson High School shirts, or college shirts are encouraged to be worn on Fridays.

## **SEVERE WEATHER DISMISSAL**

Please discuss with your child the procedure they should follow in the event of severe weather. Students **will not** be released to walk or ride bikes during severe weather as determined by the MacDill AFB weather center (e.g., lightning within five miles). It is important for students who walk home or ride bikes home or to the youth center, to have a backup plan. When the decision is made that it is not safe for students to walk or ride bikes due to weather, a message is sent via Parent Link to notify parents of this change. All students must be signed out from the classroom by a parent or authorized person.

**Advanced planning will help eliminate confusion during a Severe Weather dismissal.**

## **ATTENDANCE**

### **TINKER ATTENDANCE LINE 840-2043 EXT. 1**

Attendance is critical to student achievement. When you know your child will be absent, please notify the school as soon as possible by calling the attendance line. The attendance policy requires parents to be notified if their child is not at school. Also, you may be contacted by email, or a telephone call, if the office does not receive written notice from you excusing your child's absence. **You may refer to the School District of Hillsborough County Student Handbook or website <https://web.hillsboroughschools.org/conduct> for the policy in its entirety.**

**\*\*\* See Attendance Section\*\*\***

## **ABSENCE AND TARDINESS**

For your child to do their best, it is important to be on time to school each day. School promotion is based on progress and not on attendance. However, if a child is absent often or misses school for appointments on a regular basis, he/she will be missing valuable instructional hours that can affect their progress. Please try to keep absences to a minimum and arrange appointments for after-school hours whenever possible. **If a student is tardy, or returning to school from an appointment, he/she must be signed in by the parent or guardian** and receive a Tardy Slip from the office before being admitted to class.

## **SIGN OUT PROCEDURE**

***Due to safety protocols for dismissal, we can only sign out students no later than 30 minutes before regular dismissal time (1:45 on Mondays and 2:45 Tuesday – Friday). All parents and/or guardians listed on your child's emergency card will be required to show picture identification at the time of checkout. We cannot accept verbal changes over the telephone for any student.***

## **Birthdays**

As part of our healthy school initiative, we will not accept cupcakes or treats to share with the class. Teachers will establish traditions in the class to honor your child on their birthday. We also sing "Happy Birthday" to students in the cafeteria on their special day if they want the extra attention.

### **CHANGE TO AFTER SCHOOL PLANS**

If your child's after school plans need to be changed, please provide detailed, written instructions to be given to the teacher prior to, or the morning of, the afternoon change. If you are unable to pick up your child from school due to an emergency, you may email your child's teacher and authorize for your child to be released to one of the emergency contacts listed on your child's emergency card. For such emergencies, it is important that you've kept your card updated. Those listed on the card should have base access as well as a valid ID to be shown at pickup.

### **FORGOTTEN ITEMS**

Please bring forgotten items such as lunches, lunch money, eyeglasses, notebooks, homework, socks, etc., to the office for disbursement. The office personnel will make sure the forgotten items get to your child in a timely manner. Please remember that parents are not allowed to go to the classroom during instructional time unless prior arrangements have been made with the teacher.

### **LOST AND FOUND**

If your child is missing a jacket or other personal items, remind them to check the Lost and Found located in the cafeteria.

### **PROGRESS REPORTS/ALERTS**

Grades and attendance are reported four times during the year, every nine weeks. The Progress Report is an evaluation of your child's achievements in comparison to grade placement and instructional level. This special report is designed to help parents monitor their child's progress. Parents will have access to the report online. Student progress can be monitored on a regular basis on Canvas.

### **WEAPONS**

Hillsborough County School Board policy states that a student can be suspended, and recommended for expulsion, for possession, handling, or transporting weapons, dangerous instruments, toy guns, or anything that resembles or could be considered a weapon on school grounds and up to 500 yards from school grounds, on school buses, at school bus stops, or at school related activities.

### **PEDESTRIAN SAFETY**

When walking to or from Tinker, please remember to cross at designated crosswalks where patrols are stationed and encourage all children to respect the safety patrols and adults. Together we make Tinker a safe place.

**\*\*\* The circle drive speed limit is 5 mph \*\*\***

**According to base guidelines, children age 5 and under cannot walk to or from school unless supervised by an adult or a child at least 9 years old.**

### **LOADING AND UNLOADING CHILDREN**

Our traffic pattern requires that privately owned vehicles drive in the designated circle area before or after school. If you are going to transport your child, please familiarize yourself and your child with this area.

We have consulted with Civil Engineering and Security Forces in developing what we all agree will be the safest plan for our children. Your support and cooperation is greatly appreciated.

Regular student dismissal and Bus riders are dismissed together.

All traffic will enter the circle drive and drop off children with the assistance of the safety patrols.

The Circle Drive is designated for Drop-Off ONLY. **Do not drop children in parking lot areas to walk without adult supervision.**

Please move up to the designated drop off point and have your children exit from the **RIGHT** side of the vehicle **ONLY**.

The same procedure should be used when picking up children. Please have your family number placard hanging from your mirror for pick-up

We have two pick up lines in the afternoon. The left lane is for Pre-K families only.

**Please wait for traffic to flow and do not pass other vehicles in the circle drive at any time.**

Only park in a designated parking space and please do not leave your vehicle in the circle drive to interrupt the flow of traffic.

**Security Forces will be cooperating with us in the implementation of this plan. We thank you for your cooperation and patience.**

## SCHOOL GROUNDS SAFETY ISSUES

Consistent with county policy, only authorized personnel are permitted on the school grounds during periods when school is not in session. Students and other visitors not escorted by Tinker Staff are considered trespassing. We ask parents to assist us by advising their children to stay away from school grounds when it is closed. To reinforce this, base police patrols will randomly patrol the school and be on the lookout for possible vandalism and trespassers. Those found on the property will be detained and transported to the law enforcement desk where an incident report will be filed.

## CAFETERIA POLICY

**BREAKFAST:** A free breakfast will be served daily beginning at 8:05 a.m. to all children.

**LUNCH:** All Tinker students will be expected to eat their lunches in the school building. Hot lunches are served daily. Students may bring bagged lunches from home and purchase milk. **Parents, who have signed in at the main office with proper identification, may be able to eat lunch with their child in a designated outdoor area. When bringing off campus food items, please do not bring items for students other than your child.**

## FREE LUNCH ELIGIBILITY

Free school lunches are available to families with qualifying incomes.



## LUNCH MONEY

Please be sure that your child has either lunch money in their account, cash or a bagged lunch each day. You may prepay for lunches in the cafeteria or at the following website: [www.mypaymentsplus.com](http://www.mypaymentsplus.com)

	Free/Reduced	
Breakfast	Free	Free
Lunch (K-5)	Free	\$2.25
Lunch (6-8)	Free	\$2.75
Milk	Free	\$0.50
Adult		\$3.50



## MEDICATION

When possible, all medications should be administered at home. The administration of medication during school hours should be kept to a minimum. A complete copy of the Guidelines for Administration of Medication is available from the school clinic.

1. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication. Medication Authorization forms are available at the school.
2. All medication, prescription or over-the-counter, must be accompanied by a prescription from a physician.
3. Medication must be delivered to school by the parent/guardian in the container in which it was dispensed, and/or purchased, with the attached prescription label.
4. The prescription label on the medication must clearly indicate the student's name, name of medication, physician's name, dosage (amount) and time (frequency).
5. No prescription narcotic analgesics are to be dispensed at school. All unregulated products such as herbs or food supplements being used as treatments, dietary supplements, or folk remedies, are not to be given at school.
6. Students may not carry over-the-counter medicines (cough drops, etc.) at school.
7. A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis.
8. If medication requires equipment for administration (i.e. cup, spoon, dropper), the parent is responsible for supplying the necessary item, labeled with the student's name.
9. When medication is discontinued, or at the end of the school year, medication not picked up by the parent will be destroyed.

## **ELEMENTARY PROGRESS AWARDS**

### **K-8 Progress Awards**

Student achievement is reported on the nine weeks report cards, and the students are recognized each reporting period. The criterion for each award is as follows:

#### **K-5 Progress Awards**

- Principal's Honor Roll (Golden Tiger Award)
  - o Academic progress must be all A's
  - o Benchmark progress must be all E's
  - o Work habits and social development may NOT have any N's
- Honor Roll (Silver Tiger Award)
  - o Academic progress must be all A's and B's
  - o Benchmark progress must be all E's and S's
  - o Work habits and social development may NOT have any N's
- Citizenship Award (Proud Tiger Awards)
  - o No N's in work habits or social development section of report card
  - o Student not recognized with Golden or Silver Tiger award

#### **6-8 Progress Awards**

- Principal's Honor Roll (Golden Tiger Award)
  - o Students must earn all A's in academic and conduct grades
- High Honor Roll (Silver Tiger Award)
  - o Students must earn at least four A's on seven-period schedule with no grade lower than a B in academic or conduct grades.
- Honor Roll (Bronze Tiger Award)
  - o Students must earn all B's or higher in academic and conduct grades
- Citizenship Award (Proud Tiger Award)
  - o Students must earn all A's in conduct grades
  - o Student not recognized with Golden, Silver or Bronze Tiger award

**Homework:** Students may be assigned homework on a regular basis dependent upon individual teachers. Homework is given to reinforce basic skills or to extend and enrich concepts taught in the classroom. Homework may include finishing class work, practice activities, or special projects. Assignments are given according to individual student needs. Teachers communicate regularly with parents regarding homework. This may be done through Canvas in the upper grades.

