



# FAMILY HANDBOOK

2024 - 2025

# **Summerfield Elementary**

**Teaching Children, Changing Lives!**



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Hello Shark Nation,

Welcome to the Summerfield Elementary family! We're excited to have you join us for what promises to be a JAW-Some year. This handbook is designed to answer the most frequently asked questions and provide you with essential information to ensure a smooth and successful school experience for both you and your child(ren).

Both experience and research tell us a child's education succeeds best when there is a strong partnership between home and school. Your involvement in this partnership is a critical piece to your child's success. We can work together encouraging your child to put a high priority on education. Please work with your child daily to make the most of the educational opportunities school provides, ensure your child completes all assignments (school and homework), special projects and comes to school each day prepared and ready to learn. Monitoring your child's academic progress and contacting teachers will also enhance our partnership. Attending scheduled conferences and requesting additional conferences as needed can be vital to your child's success. We look forward to an amazing year ahead!

Warm regards,

*Andrea Bryner*

Principal

## The information below will assist our families in answering the most frequently asked questions



### Student Emergency Card



It is extremely important to update your child's Student Emergency Card whenever a change occurs for address, custody, new phone numbers, or health/medication changes. You **MUST present a valid ID** when making a change (**in person**) in the office. This information is kept in the school office and used in the event school personnel need to contact you. Please be sure and provide a phone number where you can be reached. Remember, parents must be available to authorize treatment in the event of an emergency. If you do not have a phone, please leave a number for someone who can reach you.

**Only the person who signed the card at enrollment may make changes to the emergency card. Changes are done IN PERSON in the office**



### Attendance and Tardiness:

To ensure academic success, students are expected to attend school on time daily, from 7:40-1:55 P.M. except Mondays which are early release (12:55 P.M.). **Any student who is NOT SEATED in their classroom by 7:40 A.M. will be marked tardy.** Students who arrive late, must be accompanied by the adult dropping them off, sign in at the front office, and the adult will also **sign in with a VALID ID and MUST walk the student to the cafeteria.** This reduces other students missing instruction to come to the office to escort late students back to class.

**Communication of absences should be through the office by dialing (813) 671-5115 and press 1 to report your child's absence.** Please allow teachers ample time to prepare make-up work when students are absent. For safety reasons, students will only be released to parents, authorized guardians, and those listed on the student information card via the main office. **Continued tardiness will result in a referral to the school social worker for assistance.**



### Morning Arrival Procedures:

To ensure student safety, ONLY drop off car riders in the designated area. Morning drop-off for car riders is in the side of the school starting at 7:10am daily. Students should not be dropped off in the roads surrounding the school, or in the front bus loop. **Students are not to arrive on campus before 7:10 A.M.** There is no supervision for students who arrive early.

We ask you to please work with your child to make sure they have their bookbag ready to go when the patrols open the car door. Wait for the cars in front of you to move while remaining in one line. Please do not pass unloading and loading vehicles. **All parents must remain in their vehicles and the teachers will open the passenger side door to assist your child out of the vehicle. Cell phones usage during car line drop off is prohibited.**



**NEW THIS YEAR!!! At 7:35am, cones will be placed at the entrance of the car rider line and all cars will be redirected to the front of the school to park and sign in your child. Both the adult and the student will walk into the office and be signed in. Parents MUST show a valid ID and walk their child to the cafeteria.** If you are not in the car rider line by 7:35am, by the time you get to the ramp of the car rider line, your child would not be in their classroom and in their seat by 7:40am and they will be marked tardy.

Breakfast is available each morning from 7:10-7:40 A.M. Students who eat breakfast should pick up their breakfast from their assigned breakfast cart and go directly to class.

### Buses:



If your child rides a bus, there are clear safety procedures which must be followed while riding the bus and at the bus stop. It is especially important for all students to follow bus rules like staying in their seat and keeping hands to themselves. Please speak with your child about the importance these rules play in their safety during the ride on the bus. Bus privileges can be revoked if unsafe behavior is persistent.

### Early Checkout:



Students early release is until 1:10 p.m. except Mondays (12:10pm). **Adults signing students out MUST HAVE a valid photo ID, NO EXCEPTIONS.** This includes anyone who visits campus frequently, and the office staff knows you. You still need your ID! The close of the school day is an important time for students, and interruptions caused by calling into classrooms make it difficult for teachers to finalize instruction and adequately prepare students for dismissal. Please schedule doctor appointments to avoid conflicts with the school's checkout policy.



### Afternoon Dismissal Procedures:

Parents of car riders are to remain in their vehicle until their child is placed in the car. All car rider adults are required to have a car tag in their car window. Please include all students who ride in that car along with their grade levels. Students are escorted to their car by a Summerfield Elementary employee and a safety patrol will assist in opening the car door. If you need to buckle a child in a car seat, we ask you kindly pull over to allow the car line to keep moving forward.

- Students will not be allowed to get into cars without a car tag(s) displayed.
- For everyone's safety, students are not released to anyone walking up to the car line.
- Anyone without a car tag wishing to pick up a student will be required to park and go into the office to show proper photo ID and sign out the student. **NO EXCEPTIONS!** This is for your child's safety. You will need to wait until all car riders without rides are brought into the office.
- Place car tag(s) on dashboard at dismissal. **DO NOT USE LAST YEAR'S TAG.**
- Car tags will only be given to the head of the household listed on the emergency card.  
Limit of 2 per family

Monday Dismissal Times	Tuesday - Friday Dismissal Times	Grade Levels Released
12:50 pm	1:50 pm	KG and KG walkers, VPK/Peeps siblings, patrols
12:52 pm	1:52 pm	Walkers & Bikers
12:54 pm	1:54 pm	1st & 4th grade buses, first set of car numbers
12:56 pm	1:56 pm	2nd & 5th grade buses
12:58 pm	1:58 pm	3rd grade buses
1:00 pm	2:00pm	YMCA to cafeteria, All daycares
1:10 pm	2:10 pm	Remaining car riders and daycare students

**\*\*\* Car rider numbers will be continuously called throughout dismissal\*\*\***

Parents can help ensure safe and convenient transportation by communicating any changes to the teacher in writing at the beginning of the day and clearly reminding their child. **Transportation changes NOT in writing will not be honored and children will be dismissed their normal way.** Children will not be released a different way unless those changes are in writing. Frequent changes in dismissal transportation make it confusing for the child and the staff.

### WE REQUEST YOU HAVE ONLY ONE WAY HOME EVERY DAY.

- Example: If your child is typically a bus rider, but you want to change to a car rider, please leave them as a bus rider and meet them at the bus stop to them pick up.
- Transportation changes due to last minute emergencies should be communicated directly with the front office via phone call first and then immediately followed up in an email to [202018@hcps.net](mailto:202018@hcps.net) AND [215319@hcps.net](mailto:215319@hcps.net), so we have written documentation of your requested change due to the emergency.



### Before/After School Programs:

We offer a morning YMCA program from 6:30am – 7:10am. Call the YMCA office @ 813-224-9622 for more information or register at [tampaymca.org/afterschool](http://tampaymca.org/afterschool).

See a full list of After School Providers on our school website at:

[Summerfield Elementary / Homepage \(hillsboroughschools.org\)](http://SummerfieldElementary/Homepage(hillsboroughschools.org)).



### Special Activities:

We are excited to have multiple special activities at Summerfield Elementary! Please be sure to listen to your weekly phone calls/emails/texts from Mrs. Bryner and Ms. Smith for weekly updates on what is happening at school.

### Cafeteria Services:

Summerfield Elementary is recognized as a Community Eligible Provision site. This means **ALL** students enrolled will receive free breakfast and lunch without having to apply for meal benefits. Breakfast is served from 7:10–7:40 A.M. daily. Students also have a 30-minute lunch. **Phone calls home will not be made for forgotten lunch boxes but lunchboxes may be dropped off before the child's lunch time.** Bag lunches are permitted, however **outside food, from a vendor, should not be dropped off during the school day.** **Please do not send any glass bottles or containers to school or anything requiring heating.** Snacks are available for purchase from the cafeteria. For the first three weeks of school, we will not be offering a snack option with lunch. After this point, we will introduce a limited menu of one different snacks each day.

Parents may pay in advance for snacks using [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or through direct payment into the student account in the cafeteria. **Per district policy, parents and guests are not allowed to eat breakfast/lunch with their children.** There will be no exceptions to this rule. Also, parents, if your child brings lunch from home, please make sure they can open the packages and items you send.

### Illness and Use of Medications:

Our goal is to keep our school a healthy, safe place for students and staff. Some children need only to rest in the clinic for a short time and then are sent back to class. However, we will call you immediately if your child becomes severely ill during school hours. You are expected to arrange for your child to be picked up as quickly as possible after receiving our call. Our school clinic is not equipped or staffed to handle ill children for long periods of time.

Please check in with your child every morning before going to school and if they are running a fever or not feeling well, please keep them at home. **We ask you not to send your child to school if any of the following signs listed are present:** Vomiting, diarrhea, fever within past 24 hours, sore/red throat, persistent coughing or sneezing, red/watery eyes, rash, earache, drainage from ear, excessive mucus from nose (runny nose). **If your child has any symptoms such as fever or vomiting, they must be free of symptoms for 24 hours WITHOUT MEDICATION before returning to school.**



### **Illness and Use of Medications Continued:**

If your child is injured at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency number(s) you listed on the Student Emergency Card and take proper emergency actions deemed appropriate by the school nursing staff and administration. This could require the school to call 911 if we cannot reach anyone listed on the emergency card.

**Any fees for the call to 911 are the responsibility of the family to pay if the student is transported to the hospital. Please make sure we always have your current phone numbers and the required emergency information available throughout the school year.**

Students with contagious or infectious diseases should not return to school unless cleared by the school nurse or accompanied by a note from the family physician. Parents of students who will be out for 3 days or more should contact the school nurse to discuss the child's return.



Parents are required to deliver all medications (**prescribed and over the counter**) in person to the school with detailed information for administration from a physician. All medications must be in a prescription bottle labeled with the name of the child for whom the medication is intended. A signed authorization form is required for each student who needs to receive medication at school. Over the counter medications may not be dispensed by office staff unless approved by a physician. For safety reasons, students may not bring or keep medications in the classroom. **Medications will only be dispensed as indicated on the medication label, this includes cough drops.**



### **Water Fountains and Refilling Stations:**

Water fill stations have been installed throughout campus for students to be able fill their own bottles - **please make sure your child's water bottle is labelled with their name.**



### **Permission Slips/ Field Trips:**

Signed parent permission slips are required for all students planning to participate in school field trips. Parents will be notified in advance of all school-sponsored field trips. Teachers may require parent attendance if student behavior warrants additional support. **Permission slips and payment will not be accepted after the stated deadline.**

**ALL field trips must be paid for on [www.mypaymentsplus.com](http://www.mypaymentsplus.com)**



### **Celebrations:**

Due to allergies and student safety, **we ask no balloons, flowers, party invitations or gifts for students be brought on campus.** Each teacher has a plan in place to celebrate in a manner which is equitable for all students in their classrooms - please contact each teacher for specific details. To maintain confidentiality, we are not able to provide a birthday/address list. Additionally, **party invitations of any kind are not permitted to be distributed at school.**





### Conferences and Visitation:

Parents should request conferences with the teacher by appointment. Teachers are not permitted to conference with parents from 7:10–7:40 a.m. as they are supervising students and preparing for the day. Please do not plan to visit the classrooms during the day without permission from the classroom teacher and the school office. All visitors on campus, at any time of the day, must sign in at the office with an ID and wear a visitor's badge. **Parents may bring forgotten lunches, water bottles, bookbags, jackets to the main office, however, you will need to sign in with a valid photo ID and take the item to your child's classroom with an office staff escort. This is to maximize the learning for our students and minimize the time out of class which causes a disruption of learning for our students.** Conference days are subject to change and parents should make note of calendar changes. It is not the responsibility nor obligation of Hillsborough County Public Schools to ensure compliance with a court order between two parties to a civil lawsuit. **Summerfield Elementary is not a visitation site for children of divorced parents and the school will remain neutral in all matters unless mandated by a court order.**



### Volunteers:

We love our volunteers and need your help! In order to volunteer, please apply or update your application on the district website at [Volunteer Services / Hillsborough County Public Schools Volunteer Information \(hillsboroughschools.org\)](https://hillsboroughschools.org/volunteer-services). This form must be completed and approved prior to you volunteering in any capacity on campus. PTA has many opportunities for you to help, especially with our night events and fundraisers. Your child's teacher would also love for you to help in the classroom. Please contact them for ways in which you can help.

Please sign in using the computer in the front office each time you visit our school. You **MUST HAVE a VALID PHOTO ID**. If you do not have your valid photo ID, you may not stay on campus. Volunteers must check in with the office at least 24 hours ahead of time to ensure there is a need.



### PTA:

We invite and encourage parents to join and to participate with the Parent Teacher Association (PTA). The PTA strives to involve all members of the community in the improvement of the educational process for the students we serve. Various committee work takes place throughout the school year and is a chance for everyone to be involved.

**Please email the PTA at [Summerfieldempta@yahoo.com](mailto:Summerfieldempta@yahoo.com) to see how you can become involved!**



### SAC:

Parents are encouraged to join the School Advisory Council (SAC). The SAC committee meets monthly to discuss school operations, budget, and current events happening at the school. This is your opportunity to have a voice in making school level decisions.



### Lost and Found:

Lost and found student items should be returned to the office. Please check with the office to look through the lost and found area. Parents can avoid problems by **labeling everything**, especially jackets, coats, water bottles, lunchboxes, and backpacks.



### **Civility:**

At Summerfield Elementary we follow Hillsborough County's Code of Civility. To provide a safe, caring and orderly environment, we expect civility from **ALL** who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities **ALL** need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions. For more details and information, please see the information teachers will send home and the Civility Code posted on our website.



### **Bullying:**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- **Results in harm to the student or the student's property,**
- **Places a student in reasonable fear of physical harm or of damage to the student's property, or**
- **Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.**

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school. Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying." If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action.



### **Report Cards:**

Report cards are generated at the end of each quarter – every nine weeks – in October, December, March, and May. All grades on report cards are letter grades and consist of both academic and student conduct (Behavior). Students and parents may view grade reports online via the Synergy parent portal utilizing a confidential login and password at the address here: <https://reportcards.sdhc.k12.fl.us/>

Parents may contact the office for assistance in accessing the student information system or to request a print copy of the grade report.



### **Textbooks and Library Books:**

Textbooks and library books are provided for your child's use on a loan basis. Please assist your child by keeping track of all school assigned books. **Parents are required to pay for any damaged or lost books.**



### Communication and Planners:

Although a time for parent conferences is designated, we encourage you to contact your child's teachers or our school counselors Mrs. Jimenez or Ms. Laucer, at any time you have a concern or question about your child's progress at school. **We strongly encourage you to make a list of all your teachers' names and email addresses and keep it handy.** You can find them on our Summerfield website. We welcome parents to contact us at any time. A parent conference with individual teachers or team can be arranged at any time during the school year, just reach out to the teacher to schedule a time which works for everyone.

Teachers will send home communication, student work, and school handouts. Parents should review the information with their child. Many school and community flyers will be accessible electronically via the PEACHJAR icon on the district and school websites. Please update your phone number & email addresses with the school so you also receive fliers via email, texts, and weekly phone calls with updates and information.

Teachers will send home planners with students daily. This is another way teachers and parents can communicate about assignments, behavior, and upcoming events.

**The Summerfield expectation is all staff will respond to parent notes/emails within 24 to 48 hours.**

Follow us on



### Dress Code:

At Summerfield Elementary we follow the Hillsborough County Dress Code. Students have the responsibility to dress and groom in such a manner to reflect cleanliness, modesty, safety and good taste; become familiar with and adhere to approved dress and grooming regulations of the School Board of Hillsborough County. Kindergarten – Fifth Grades

- Shoes shall be worn and be securely fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and **unsafe shoes such as "flip flops", "clogs", "skate tennis shoes" and "crops" are not allowed.** Shoes must be close toed on PE days and must always have straps to keep them securely fastened to their feet.
- Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible. Clothing shall not expose the mid-chest area. Mini-skirts, mini-dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length. All pants and shorts shall be secured at the waist.
- Head coverings (**ex: hoodies, hats**) shall not be worn in the building unless required for religious observance or health-related reasons.
- Garments and/or jewelry that display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or that provoke violence or disruption in the school, shall not be worn. Wallet chains shall not be worn.



### **Electronic Devices (Ex: Cell Phone/Smart Watches, etc.):**

During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only.

**Summerfield Elementary is NOT RESPONSIBLE for lost/stolen/broken phones, or other electronic items.** Students must comply with the directives of school/district staff regarding when and where electronic devices can be used.

Devices may only be used in approved areas and students must comply with the directives of school/ district staff regarding when and where electronic devices may be used. Cell phone conversations during the school day are prohibited unless under the supervision of staff/school personnel. Failure to comply with staff directives may result in student consequences. **Law prohibits the recording of any meetings or conversations of any parties without consent from both sides.**



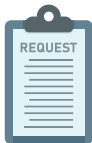
### **School Security:**

Summerfield Elementary has a full-time school resource officer and a security system which includes a camera monitoring system at all entrances as well as within the school. As necessary, the system is reviewed to provide information regarding safety and security. Any video obtained from the system is the property of Hillsborough County Public Schools and will only be released to outside parties as legally necessary. All exterior gates and doors are locked during regular school hours, and visitors must buzz the front office to be admitted or seen by a school official.



### **Fire Drills/ Lockdown/Evacuation Drills:**

By law, all Hillsborough County Public Schools must conduct a fire drill and/or a lock down drill monthly. These drills will alternate each month. During a fire drill, evacuation drill, or when instructed by school administration, the building must be vacated as quickly as possible when the fire alarm sounds. Students must follow the directions of all teachers and must exit the building in an orderly manner. Students should walk as quickly as possible to the emergency exit established for their room. Talking and running during a fire drill are strictly prohibited. Lock down drills are designed to practice appropriate procedures when the safest action is to take shelter within the classroom or school location. Each classroom will have a designated lockdown location which each teacher will choose and articulate to their students early in the school year. During emergency and evacuation drills, students need to remain with their assigned teacher, or nearest staff member. If a student is in transit during the time of the drill, he/she must report immediately to the nearest staff member. Following the drill, the student must report back to the assigned teacher/classroom. **During these drills, the front office is CLOSED, as ALL staff participate in evacuations and lockdown drills. This means the phones will not be answered and there are no student sign outs until the drills are completed.** We appreciate your understanding and your patience as we practice ensuring student safety.



### **Teacher Requests:**

We are committed to providing a high-quality education to all our students. Each of our teachers is highly qualified and dedicated to fostering a positive and effective learning environment. While **we are unable to accommodate specific teacher requests**, we understand the importance of matching each student with the right educational environment. To help us better understand how your child learns best and the type of environment in which they will thrive, we kindly ask you to complete the parent/guardian questionnaire in the office. Your input is invaluable to us, and we will take it into careful consideration as we strive to place your child in a classroom setting where they can succeed and flourish. Thank you for your understanding and cooperation.



## School-Wide Expectations

Students are expected to follow school rules and common area expectations for classrooms, resources, the cafeteria and the playground. Students will receive expectations for each of the common areas in the first two weeks of school and review them throughout the year as needed. Summerfield Elementary follows the Hillsborough County Student Code of Conduct when assigning consequences for student discipline. **We are excited to be a Positive Behavior Intervention School (PBIS) beginning in the 2024-2025 school year.**

**Summerfield learners are:**



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## **Family Handbook and School-Wide Expectations Acknowledgement Form**

***Please return to your child's teacher***

**Student's Name:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

Our signatures acknowledge we were given a copy of Summerfield Elementary's Family Handbook and School-Wide Expectations. We understand the handbook contains information about the policies and procedures of our school. We understand it is our responsibility to learn the rules and help our child(ren) understand their role in making Summerfield a safe and enjoyable learning environment.

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Note: Failure to return this acknowledgement form will not relieve a student and/or parent/guardian from responsibility for knowledge or non-compliance of the procedures or policies stated in this plan.***