



# Schwarzkopf Elementary

18333 Calusa Trace Blvd.

Lutz, FL 33558

Office: 813-975-6945



# Mama Bear and Papa Bear School "Pawbook"

Si usted tiene dificultad en entender la información de esta u otra correspondencia de la escuela, por favor venga a la oficina.

# 2023-2024

## Student Handbook

Dear Parents and Guardians,

Hello! Welcome to Schwarzkopf Elementary School! The faculty and I look forward to getting to know you. Since parent involvement directly correlates to student achievement, you hold an important key to excellence, which we seek for our school. Your role in helping us create the "outstanding, reputable, exemplary school" we envision is of utmost importance and greatly valued. You are an essential member of our "school team."

We need your involvement to meet our school vision's challenges successfully. Please take some time to read through our school handbook. Hopefully, you will find it helpful and informative. If you have any questions, please get in touch with us; we will gladly assist you.

I am looking forward to working with all our families. It's going to be a great year!

Sincerely,  
Pamela Wilkins  
Principal

### SCHWARZKOPF ELEMENTARY'S PHILOSOPHY

The Schwarzkopf faculty and staff believe that to provide an academic center of excellence, every student needs:

- ❖ A holistic educational approach, which is progressively challenging and stimulating.
- ❖ A developmentally appropriate opportunity to grow and mature intellectually, physically, culturally, socially, and emotionally.
- ❖ A safe, positive, nurturing learning environment.
- ❖ An instructional approach based on comprehensive educational methodology.
- ❖ An opportunity to benefit from an ongoing parent, community resource network.

#### Vision:

Creating innovative minds  
for the future.



#### Mission:

Building Communication  
Enhancing Culture  
Active Engagement  
Revolutionary Instruction

## School Hours

**Students:** Monday: 7:40 a.m.-12:55 p.m. Tuesday through Friday: 7:40 a.m.-1:55 p.m.

**Teachers:** Monday through Friday: 7:05 a.m.-3:05 p.m.

**Office:** Monday through Friday: 7:00 a.m.-3:30 p.m.

## 2023-2024 Student Academic Calendar

|  |   |
|--|---|
| Students' First Day of School                                      | Thursday, August 10, 2023                           |
| Labor Day/Non-Student Day  | Monday, September 4, 2023                           |
| End of 1st Grading Period  | Thursday, October 12, 2023                          |
| Non-Student Day  | Monday, October 16, 2023                            |
| Veterans Day/Non-Student Day                                       | Friday, November 10, 2023                           |
| Fall Break/Non-Student Days  | Monday, November 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, December 25, 2023 - Friday, January 5, 2024 |
| Students Return to School  | Monday, January 8, 2024                             |
| Martin Luther King, Jr./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 3rd 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                                |

### **Please Note:**

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

Student Early Release Day Schedule:

Every Monday, except non-student days.

Students will be released 2.5 hours early on the last day of school.

Important people to know:

Pamela Wilkins - Principal

Lori Caro - Assistant Principal

Jennifer Miller - School Counselor

Domenick Saia - School Psychologist

Teresa Harlach - School Social Worker

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Also, check out Hillsborough County's Parent/Student Handbooks for more valuable information. Many important school procedures are in the district handbook. Please be sure to read it and keep it for future reference, along with our Schwarzkopf School Handbook. You may also want to read Schwarzkopf's Discipline Plan Handbook for very specific and detailed information regarding school-wide discipline procedures.

# 2023-2024 Schwarzkopf Elementary Policies and Procedures

## Arrival & Dismissal Locations and Times

### Morning - 7:10 - 7:40

- Car Riders: Drop off in front of the school ONLY
- Buses: Drop off at the back of the school
- Daycare Vans: Back of the school: - Must wait behind buses
- Walkers/\*Bicycles: - Enter through the front of the school

### Afternoon - 12:55 PM Mondays & 1:55 PM Tuesday through Friday

**Car Riders:** Pickup location is based on the student's last name

**Last name starts with A-K: Front of the school**

**Last name starts with L-Z: Back of the school (after buses leave)**

### Buses: Back of the School

Daycare Vans: Pickup in Front of the school before car riders

Walkers/Bicycles: Dismiss at 1:55-2:10

**(Must be a resident of Calusa Trace neighborhood to be a walker or bicycle rider)**

All walkers and bicycle riders will exit the school through the front of the school under the supervision of Schwarzkopf personnel to the apex of the sidewalks in the front of the school. Parents wishing to walk students home may wait for their child to arrive at the apex.

### Expectations for bicycle riders:

- All riders must wear helmets (state law).
- All bikes must be "walked" when on school grounds.
- All bikes must be placed inside the school bicycle rack area.
- Bikes are the responsibility of each owner.

## **Other safety expectations**

### **PLEASE NOTE:**

- Pets may not be brought onto the school campus during arrival/dismissal times.
- Roller blades/skates, skateboards, scooters, wheelies (shoes with wheels), etc., are not permitted on school grounds.
- Rolling book bags are not permitted.
- Students may not be picked up in a golf cart.

## **Car Rider Procedures**

For maximum safety of each student, please remember to:

- To drop off and pick up in the designated area only.
- Always let students out and load on the right side of the vehicle next to the sidewalk **ONLY**.
- Students should be riding in the back seat of the car
- Drive slowly and do not exceed 5 MPH
- Be patient and courteous.
- Do not park or leave your car unattended in the loading and unloading zone.
- Always pull all the way forward to maximize the effectiveness of this process.

## **Arrival Procedures: Car Riders**

**Drop-off happens in the front of the school for all car riders.**

Students may not be dropped off at school before 7:10 AM. At 7:10, Schwarzkopf staff will begin supervising the front drive area and directing students to unload from cars.

Cars should form and remain in a single line next to the school curb. (No car should attempt to pull around another in the unloading area.)

Patrols and/or Staff will direct approximately eight cars to unload at a time. They will then direct those cars forward and the next set of cars into the unloading zone area.

Once in the unloading area and the patrols open the door, students are expected to get out of their cars immediately.

### **Note:**

PLEASE get all those "bear hugs," school supplies in hand, etc. BEFORE reaching the UNLOADING zone. Students must be ready to get out of the car as soon as their car stops in the unloading zone.

## Parent Afternoon Pickup Procedures

Dismissal starts at 1:55 PM Tuesday through Friday and 12:55 PM on Mondays.

**Front on the school carline:** Students with last names starting with **A-K**

**Back of the school carline:** Students with last names starting with **L-Z**

Students transported by private automobiles in the afternoon must be picked up in the assigned area at dismissal time. Failure to pick up students on time causes undue anxiety and difficulty for all concerned. **Please be prompt.**

**Front of school dismissal procedures:** (Students with a last name starting with A - K)

- Parents are to form a line to the right and pull up to the signs that say, "Carline starts here," and wait until the staff is ready to start dismissal procedures for car riders. The daycare vans will need to be able to get through, and these students will be dismissed first.
- Parents should not block Calusa Trace Blvd. Please pull all the way to the right of the road without getting on the grass to wait in the afternoon.
- Parents are to always remain in their car.
- Clearly display the car tag with the child or children, names, and grade level so that staff can see it.
- Pull up to the cone number the staff gives you to pick up your child. Students are to enter the car on the right side of the car only.
- **Upon exiting the driveway, we ask that you make only right turns.**
- Please watch for students walking and on bikes and follow the directions of staff and patrols.

**Back of the school dismissal procedures:** (Students with a last name starting with L - Z)

- Parents should drive through the access road on Calusa Trace Boulevard, staying as far to the right as possible to allow buses to enter and exit the driveway as well.
- The first car should pull up to the cone that says: Carline begins here and form a line.
- Always remain in your car.
- Carline will begin at the direction of the staff.
- Please display your car tag with your child or children's names and grade levels clearly marked.
- When asked to begin moving forward, please pull up to the cone number the staff member assigns you to pick up your child. The staff will open your back door for the child to enter the car. Students are to enter the cars on the right side only.

### **Pre-K student pick up: (back of the school)**

- Please follow the access road through Calusa Trace Park to the back of the school. Pre-K is dismissed along the side of the icehouse. (See Diagram)
- Please pull up to the cone that has a stop sign. Please do not block the road to the cafeteria, as the buses will need to be able to pass by the bus ramp.
- Parents are to always remain in the car.
- Please display your car tag with your child's name.
- Staff will bring your child to your car to meet you.

\*\* If you have an older sibling to pick up, please let the teacher know they must dismiss with Pre-K.

### **Dismissal Changes**

When parents request a change in how a child normally goes home, the following safety procedures must be followed. It is necessary to write a note to the teacher or speak directly to the teacher about the requested change. If a child goes home with another child, each family must send a note. Students may not go home via bus with another student. Students may not change their assigned bus stop.

Students may not be taken off buses or daycare vans without prior clearance from the office. After clearance of changes, students will be called to the office to meet the parent.

### **Early Release of Students**

We encourage you to schedule your child's doctor's and other appointments after school hours. Early release of students is very disruptive to the student involved and all the other students and school personnel. If this is not possible, the child must be signed out in the main office. For your child's safety, they will only be released to authorized individuals listed on the student's Emergency Card. If there is no other alternative and you must sign your child out early, please do so before 1:30 PM (12:30 PM on Mondays), as there will be NO dismissals permitted after this time.

### **Rainy Day Dismissal**

On rainy days, dismissal will follow the usual schedule. Plans should be made in advance, and parents are expected to see that their child fully understands what they are to do. Please communicate with your child's teacher the plan for your child. If the event that it is not safe to walk or ride a bike, students will become car riders and be dismissed from the front of the school regardless of last name.



## **Attendance Policy**

To fully benefit from the instructional program, students are expected to attend school regularly, be on time for classes and remain at school the entire day.

Poor attendance, excessive tardiness, and leaving early impact your child's education. It may also cause added stress and frustration when they miss valuable instruction time. Please help ensure your child receives a full year of instruction.

Help your child be on time. Students can arrive at school 30 minutes before school starts. There are no adults on duty before that time. *Please wait for the first bell at 7:10 AM to sound before you drop your child off.*

- All absences, tardies, and early dismissals will be considered unexcused unless the school is notified by phone, in person, or by note. Only illnesses and emergencies are considered excused.
- Students who are excessively absent, tardy, or leaving early will be tracked. Parents will be contacted, and a conference will be scheduled.
- A computer-generated letter is mailed when the student accumulates five absences throughout the year.
- Students absent for more than five days in a marking period will receive a checkmark on the Report Card.
- A referral will be made to the Child Study Team (CST) when a student accumulates ten or more absences throughout the school year. A computer-generated letter will also be mailed.

## ***Tardy Policy***

We realize that there will be instances when your child may be tardy, but please avoid this from happening whenever possible. Tardiness interrupts your child's instructional time and all the other students in the classroom. ***If your child is tardy, they must be signed in by a parent at the front office.***

## ***Excused Absences - Attendance Line: (813)975-6945 and press option # 1***

Parents must call our attendance line on the day of the absence before 9:00 a.m.

If a parent does not call, the absence will be considered unexcused. The School Board policy considers the following factors to be reasonable excuses for time missed at school:

- Personal illness of the student. A student who has demonstrated a pattern of absences due to illness may be required to present medical verification to the principal.
- Court appearance of the student
- Medical appointment of the student. A note from a healthcare provider may be required.
- Emergencies that are acceptable to the principal

- Other absences as approved by the principal. A written request from the parent/legal guardian is submitted to the principal at least three days prior to the date of absence. The parent/guardian will be notified of the decision.
- Attendance at a center under Children and Families Services supervision
- Accident resulting in injury to the student
- Observance of an established religious holiday
- Death of a close relative. For purposes of this policy, close relatives shall be defined as the father, mother, brother, sister, husband, wife, son, daughter (or in-law), stepfather, stepmother, stepbrother, stepsister, half-sister, half-brother, stepchild, uncle, aunt, niece, nephew, grandparents, grandchild, or members of their household.

### **Birthday Recognition**

Birthdays will be recognized at school in an appropriate yet special way for all students. If parents would like to contribute **store-bought** cupcakes for their child's homeroom class only in recognition of their birthday to be served at school, you may do so by communicating and scheduling this event with your child's teacher. Please **do not** send in balloons, party favors, flowers, or other party items. Birthday parties are to be planned at home. Birthday invitations can be distributed in the classroom only if **all** the students in the class receive one.

### **Bus Discipline/Information**

**GENERAL** - Daily bus service will be provided to pupils living more than two miles from school. Pupils who are physically disabled or if walking would subject them to hazardous walking conditions (as defined by the State and the School Board) will be provided transportation regardless of the distance.

**STANDARDS** - Acceptable classroom standards of conduct are expected of bus passengers. Drivers shall ensure that pupils always observe regulations.

**DISCIPLINE** - A driver experiencing discipline problems with a student will notify the school principal by submitting a written referral describing the discipline problem. The principal may suspend the student's bus privileges.

During the suspension period, the School Board shall not be responsible for transporting the pupil to school. Parents will be notified of behavior problems that occur on the school bus. Continued disruptive behavior will result in suspension of the student's bus riding privileges.

### **BUS RULES:**

- Follow the bus driver's directions.
- Remain seated in your assigned seat.
- Follow safety procedures and wear seatbelts when available.
- Keep hands, feet, and objects to yourself.
- No prohibited school items are allowed on the bus.

### ***STUDENT RESPONSIBILITIES:***

- Recognize that the bus driver is the authority on the bus; obey and be courteous to the driver and fellow students. Follow the directions of safety patrols assigned to assist the bus driver.
- Plan to leave home each day so that you will arrive at your bus stop on time.
- When walking where there are no sidewalks, face the traffic, and walk on the shoulder of the road.
- Stand away from the highway at the bus stop.
- Never run alongside a moving bus.
- Wait until the bus and other traffic come to a complete stop and the bus door is opened before moving toward the bus. Cross in front of the bus at a distance of 10' to 12' feet.
- Use the handrail when boarding the bus.
- Go directly to your assigned seat and remain seated unless otherwise directed by the driver.
- Do not carry any glass items, reptiles, insects, pets, weapons, or sharp instruments onto the bus.
- Keep the aisles clear at all times.
- Hold books and other belongings firmly on your lap.
- Large or heavy articles that cannot be held on your lap should be transported to school by your parents; this includes large band instruments.
- Normal classroom behavior is expected while riding the bus.
- Observe complete silence at all railroad crossings.
- Do not throw objects about the bus or from a window. Always keep your arms and head inside the bus.
- Do not tamper with the emergency doors.
- No eating, drinking, smoking, yelling, or fighting is allowed on the bus.
- Leave the bus **ONLY** at your designated stop.
- Take all your belongings off the bus each day. Transportation is not responsible for articles left on school buses.
- Report any illness or injury sustained on or around the bus immediately to the driver.

### ***PARENT RESPONSIBILITIES:***

- Parents of Kindergarten students are required to be present at the bus stop at the end of the day. However, all parents are encouraged to walk with students to the bus stops and to meet their children at the bus stop in the afternoon.
- Parents are responsible for their children's safety when they go to and from the bus stop.
- A responsible person must accompany Exceptional Education students at their bus stop both in the morning and afternoon.
- Parents should not expect to have conferences with the school bus driver at the bus stop. Conferences can be arranged through the school and the Transportation Department if necessary.

- Parents should make a reasonable effort to understand and cooperate with those responsible for pupil transportation and accept responsibility for the proper conduct of their children.

### **Cell Phones and Electronic Devices**

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. **At all other times, cell phones and other devices are to be kept in zipped bookbags and turned off.**

Students must comply with the directives of school/district staff regarding when and where electronic devices can be used.

Using electronic devices on school property and school-sponsored transportation to record, photograph, transmit, or post images or videos of any student or staff without their permission is strictly prohibited.

Electronic devices with the ability to record or photograph are prohibited in restrooms and locker rooms.

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 and video recording during the school day are prohibited unless under the supervision of staff/school personnel.

Failure to comply with these procedures will result in confiscation and disciplinary action. The parent will need to come to the school to claim the property.

### **Change of clothes**

Occasionally, a child has a health or physical problem and will need an extra set of clothes at school. If a child needs an extra set of clothes at school, the parent must notify the teacher and provide the child's clothes. All clothes should be marked with the child's name. If a child needs a change of clothes and the parent has not provided them, the parent will be telephoned.

### **Civility**

Hillsborough County Public Schools expects Civility from ALL who engage in school activities to provide a safe, caring, and orderly environment. Mutual respect, professionalism, and common courtesy are essential qualities that ALL must demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

### **Unacceptable Behaviors include:**

- Behaviors that interfere with or threaten to interfere with school activities
- Using loud, offensive language or profanity
- Intimidating, harassing, bullying, and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail, or voicemail

### **Class Assignments**

Your child has been **tentatively** assigned to a classroom through the 20th day of school. As our student numbers are verified and justify the number of teachers we have been assigned, **children may be reassigned due to teacher unit losses or gains.**

Other than those adjustments made after the 20th day due to units, classroom assignment changes will only be made if there is a legitimate reason and if there is available space in another class (class size reduction).

### **Classroom Parties**

All classes are allowed two parties each year.

These occur on the Thursday before Winter Break and, on the Thursday, before the last day of school. Your child's teacher will provide more information regarding these events as we approach those specific days. **Any class celebratory food brought by parents for student incentives must be prepackaged and factory sealed, with the ingredient label visible on the individual/original packaging.**

### **Closed Campus**

Visitors to any campus must sign in with the receptionist in the office. Photo identification is required. Any non-student individual must obtain administrative clearance before entering the building. A pass will be issued to those with legitimate business with the school. Persons without a pass are subject to a trespass violation and possible arrest. Students enrolled in any Hillsborough County Public School may only visit any other school with the permission of the administrative personnel at the visiting school. Any student violating this policy will be subject to school disciplinary action. Visitors must receive the principal's approval to observe in a classroom.

Teachers cannot stop classroom activities to hold parent conferences. Students cannot arrange for their friends or relatives from other schools to visit the school anytime. Any individual found on the campus without clearance from an administrative staff member may be arrested for trespassing.

## Communication

Schwarzkopf also utilizes several forms of communication:

- Student planner/agenda
- Parent text messages/ phone call reminders
- Communication Folders
- Newsletters

Your child's teacher will communicate the preferred way for his/her class.

Black Board is Hillsborough County's mass communication system capable of sending out text messages, emails, and phone recordings. They recently launched an app for smartphones as well.

We use this system at Schwarzkopf to let parents know about important events, late buses, emergencies, and other general information. **Be sure to update your emergency cards so you will get all important messages regarding your student(s).**

## Conferences

Conferences are an effective means to communicate with your child's teacher. To avoid interrupting class, we ask that you arrange conferences with the teacher before and after the student day. Teachers are not prepared for "drop-in" conferences and are responsible for student supervision from 7:10-7:40 a.m.

Please email the teacher or call ahead for a conference so that it can be scheduled at a convenient time for all. There will be three scheduled Conference Nights throughout the school year. Your child's teacher will contact you when it's time for these to occur.

## Emergencies

If, in an emergency, it is important for you to see your child during school hours, you must first contact the secretary in the main office. She will make all necessary arrangements promptly.

Cell phones are to be kept in zipped book bags and turned off.

Students may not take them out or make calls at school. See the student handbook for the school board policy.



### Emergency Card

Parents/guardians must provide school personnel with accurate telephone contact numbers (home, cell, and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be specified on the Emergency Contact Card provided by the school at the beginning of the school year and updated as changes occur. Remember to sign and date the card. Only names listed on the emergency card may sign children out from school. All others will require parental permission before the release of the child. A driver's license or state ID will be required for any person, including parents, to sign a child out of school.

### Discipline/Rules/Expectations/Zero Tolerance Policy

Students are expected to observe all school rules and behave respectfully to teachers, staff members, and fellow students.

Many interventions are used at our school to help students demonstrate appropriate interactions and assist them in making correct choices. We make every effort to contact you when your child has been involved in a severe behavior incident. Our staff has high expectations regarding the behavior of our students. Misbehavior at the bus stop, on the school bus, on school grounds, or at school-related activities may result in time out, work detail, after-school detention, in-school suspension, out-of-school suspension, or other appropriate consequences.

Students who continually disrupt the school environment or commit serious infractions repeatedly will be suspended from school. **Parents, please take an active role in speaking with your child today about appropriate behavior while they are not under your supervision.**

### *Zero Tolerance Policy*

The legislature intends to promote a safe and supportive learning environment in schools, to protect students and staff from conduct that poses a serious threat to school safety, and to encourage schools to use alternatives to expulsion or referral to law enforcement agencies by addressing disruptive behavior through restitution, civil citation, teen court, neighborhood restorative justice, or similar programs. Please refer to the student handbook to review the complete list of zero-tolerance offenses.

### ***OTHER SCHOOL AREA RULES***

#### Cafeteria Rules

- Enter quietly and use an inside voice or Level 1: whisper in the serving line
- Sit facing the table with hands and feet to yourself
- Talk to people at your own table
- Keep food on your tray and only eat your food
- Pick up trash in your area
- Wait to be dismissed and exit quietly

## Restroom Rules

- Enter quietly
- Leave others alone and respect privacy
- Keep the bathroom area clean
- Conserve water, soap, and paper
- Return to learning quickly

## Classroom Rules

- Individual teachers will communicate with parents regarding the rules for their class.

### **Note:**

Parents, please do not allow your children to bring toys, candy, soda drinks, or gum to school. Our teachers will collect these items as they can cause disruptions at school.

## District Student Code of Conduct

The district student code of conduct can be found on the district website:

[Student Code of Conduct / Overview \(hillsboroughschools.org\)](http://hillsboroughschools.org)

## Early Release of Students

We encourage you to schedule your child's doctor and other appointments after school hours. Early release of students is very disruptive to the student involved and all the other students and school personnel. If this is not possible, the child must be signed out in the main office. For your child's safety, they will only be released to authorized individuals listed on the student's Emergency Card. If there is no alternative and **you must sign your child out early, please do so 30 minutes before dismissal, as there will be NO dismissals permitted after this time.** Special instructions on who may or may not pick up your child must be submitted in writing to the office. If legal documents, such as custody papers, support your request, they should also be submitted.

## Field Trip Information

Your child's teacher will send home information regarding all planned field trips in advance. Field trips are designed to enrich the classroom curriculum and provide students with opportunities to apply their learning to real-world experiences. Each grade level will have at least two field trips. Specific information and permission slips will be sent home for the parent's signature before the field trip. All permission slips will be due at least two days prior to the event. Any child without permission by that date will not be permitted to participate in the field trip.

Also, students are expected to demonstrate respectful and responsible behavior choices in and out of their classroom. If your child's behavior choices are negatively affecting their learning, you will be contacted by your child's teacher. If the behavior choices continue, your child could risk losing the privilege of attending their field trip.

Please get in touch with your child's teacher if you have any questions regarding field trip forms or expectations.



### **Fundraising Activities**

Throughout the year, our school may participate in several fundraising activities. The money raised from these activities will be used at Schwarzkopf Elementary to support educational activities/materials for students. To promote the safety of all children, Hillsborough District policy does not allow "door-to-door" selling.

It is important that the school and home work together to ensure the safety of every child.

### **Head Lice**

The School Board of Hillsborough County has a "No Nit" policy. If a child is identified as having head lice or nits, they shall be excluded from school and shall not be permitted to return to school until they are free from lice and nits. Nits are the white eggs that lice lay that adhere to hair strands. Parents must 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 school days because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the Compulsory School Attendance Law. (FS 381.0056, FS 1003.22).

### **Health Concern**

Please notify our nurse and your child's teacher of any unique health problems with your child. Some conditions require a physician's statement; please refer to the Medication Administration Guidelines within this handbook for more information.

### **HOST**

Our school offers an after-school program for students called HOST. If you are interested in this program, please call at HOST 813-975-6945 ext. 256 or 813-975-6947 after 2:00 p.m.

### **Illness or accident at school:**

Parents will be notified immediately in case of illness or accident at school. No child with a fever will be allowed to remain at school, nor will they be allowed to be transported on the school bus. The school clinic is not equipped or staffed to handle ill children for long periods of time. Emergency telephone contact numbers must be current to ensure we may contact you in the event of illness, accident, or emergency. Please get in touch with the school to update your child's Emergency Card whenever you have new information to add for yourself or your emergency contacts.

### Lunchroom Procedures

Both breakfast and lunch are free of charge for all Schwarzkopf students this year.

Breakfast is served from 7:10 - 7:30. Please ensure your child is early if they want to eat at school in the morning. All students must be in their classrooms by 7:40, ready to learn.

A balanced and nutritious hot lunch is served daily under the supervision of well-trained personnel. Learning to eat various foods and cultivating good food habits are essential phases of our school program.

Students choosing to bring their lunches must bring them when they arrive in the morning. (Please remember that carbonated drinks, candy, and gum are not permitted at school.) "Fast food" may not be brought into school for children.

### Medication

Only PRESCRIBED medicines are to be taken at school. Please notify the office if your child will need to take medication. Medications are **NEVER** kept in the classroom (this includes cough drops and aspirin). Medicines are administered at school only when it is **ABSOLUTELY** necessary according to the prescribed schedule.

Adults must bring medicines to (and picked up from) the clinic only.

In addition to talking with office personnel about medicine needs (and health concerns), parents should also discuss this information with their child's teacher(s).

### Medication Administration Guidelines

School-based health services are provided to all students in grades pre-kindergarten through twelve. Services are provided in accordance with the School Health Services Plan (pursuant to section 381.0056, Florida Statutes) jointly developed by Hillsborough County Public Schools (HCPS), the Department of Health (DOH), Hillsborough, school health advisory committee (SHAC), and public/private partners.

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

- Only prescription medication will be administered at school.
- Over-the-counter medication **WITHOUT** orders from the physician is **NOT** permitted.
- Cough drops are not permitted.
- Over-the-counter or sample medication must be accompanied by orders from the physician indicating medication and times to be taken. Without these orders, the medication will be returned to an adult and will **NOT** be administered.

Parents must deliver the medication to the school office in the container it was purchased.

- At no time should a child transport medication of any kind.
- Parent authorization forms must be completed for the student to take medication.

### **Money - Checks**

(a) All money sent to school should be placed in an envelope with the child's name, teacher, amount of money enclosed, and the purpose for which it is intended written on the outside of the envelope.

(b) All checks must be for the exact amount and payable to Schwarzkopf Elementary School.

(c) Checks for lunches must be made to Schwarzkopf Elementary School with the child's name written on the check.

### **Photograph/Video Consent and Web Site Release**

At our school, there may be instances in which pictures/videos are taken of our students while they are engaged in activities in their learning environment. Sometimes these pictures/videos are used for photo and slide presentations to students, staff, and parents. At other times, we have requests for student activity pictures/videos from the news media.

In such cases, pictures/videos are released only in accordance with the Hillsborough County School Policy.

### **Personal Property**

- Please label your child's clothing (jackets, sweaters, lunch boxes & backpacks) so they will be easily identified if misplaced.
- The school is not responsible for personal items, including toys, money, games, calculators, etc. Please return any found merchandise to the front office.
- Any item not claimed after 90 days will be given to a local charity in the area.

### **Policies Related to Rainy Days**

On rainy days, dismissal will be on the usual schedule. Plans should be made in advance, and parents are expected to see that their child fully understands what they are to do.

Make your child responsible to you for following the plan decided upon. On rainy days, students who normally are walkers will become car riders in front of the school regardless of last name. All students need to have a raincoat for rainy weather. For safety reasons, students are NOT permitted to bring umbrellas.

### **SAC - School Advisory Council**

Every school has a School Advisory Council, which is comprised of members from all stakeholder groups. The role of SAC is to:

- Conduct an annual needs assessment.
- Develop a plan and budget based on that assessment.
- Implement the plan through timely reports.
- Revise the plan based on the success or lack of success of the original plan activities.

SAC generally meets monthly to conduct business and report on the progress of the various targeted activities.

If you are interested in being involved with the School Advisory Council, contact the Principal or Assistant Principal.

### **School Safety Plans**

Extensive safety procedures have been developed to help ensure that our staff is ready to react effectively should an emergency arise during school hours. Some of our plans are briefly noted below for your information.

- FIRE DRILLS - students are taught evacuation procedures, which are practiced monthly throughout the school year as required by Florida Statute.
- Lock Down Drills- As Florida statute requires, we will practice locking down our campus monthly. This involves students learning to hide as well.
- THREATENING WEATHER - Students are brought inside the building.
- TORNADO ALERTS - 2nd Floor students are brought downstairs.
- Each class located upstairs is assigned to a downstairs room. If needed, students are taught to use a "duck and cover" posture.
- CAMPUS THREATS - After we conduct perimeter searches, students are evacuated.

A complete campus check is done before students are returned to classrooms.

### **Note:**

If we were to have cause to evacuate our campus, communication will be sent out to parents with further details and next steps.

- SHELTER IN PLACE - All students/staff immediately go into rooms. Classrooms are closed, locked, and sealed until the danger passes. (NO ONE WILL NOT BE ABLE TO ENTER THE SCHOOL during a "Shelter in Place" emergency, as opening a door could endanger the occupants inside.)

### **Student Internet Access Permission**

Access to the Internet is designed solely for educational purposes, and Hillsborough County Public Schools has taken reasonable precautions to supervise Internet usage and to filter inappropriate information.

Students must be responsible users, and violators will be punished. Please remember that Internet-related lessons provide valuable reference and research skills that would benefit your child's education. Our county has strong security programs that will not allow users to access questionable or unacceptable websites.

### Tardy Policy

We realize that there will be instances when your child may be tardy, but please avoid this from happening whenever possible. Tardiness interrupts your child's instructional time and all the other students in the classroom. **At 7:40 a.m., if your child is not in their classroom seat, your child is tardy and must be signed in by an adult at the front office.**

### Textbook and Library Book Information

Students are responsible for damage or loss of library books or textbooks assigned to them. Students who lose or damage schoolbooks or school property will be required to pay for the damage or replacement cost of the item. Records and Report Cards will be held until debts are cleared or arrangements have been made to reimburse the school for replacement costs.

### Toys, Games, and Other Personal Items Policy

Candy, gum, toys, radios, smart watches, etc., skateboards, and trading cards should not be brought to school. Possession of these items may lead to disciplinary action. Students shall not possess, handle, or transmit weapons, including guns, knives, razor blades, ice picks, explosives, chains, pipes, brass knuckles, Billy clubs, Chinese stars, mace, tear gas, any shocking toy, etc., or any dangerous instruments such as toy guns/knives or anything that resembles or could be considered a weapon on school grounds. This includes possession of such items up to 500 yards within school grounds, on school buses, at bus stops, or at school-related activities. Possession of weapons is a major violation of the Code of Conduct and will lead to suspension and/or expulsion from school.

### Transferring schools

When moving from the school boundary area, parents are requested to obtain a transfer. Please stop by the office to complete a withdrawal form before your child's last day of attendance at our Schwarzkopf Elementary.

Your child will be given a transfer on the last day of attendance that they will present to the receiving school.

### Transportation Information

Please notify your child's teacher regarding your child's afternoon dismissal plans. For your child's safety, once you inform the teacher of the plan, those arrangements will be followed daily unless the teacher is notified in writing (with the parent's signature) of other arrangements. **To ensure a safe dismissal, transportation changes cannot be taken over the phone as there is no way for our staff to verify who is making the phone call.**

Bus transportation is provided to a child's home address only.

### Uniform Policy

Schwarzkopf Elementary has a Mandatory School Uniform Policy. All students are required to follow the uniform dress code. Research supports that a uniform dress code focuses the student on the learning process, provides a sense of pride and belonging, emphasizes education and not fashion, sets the tone of the school family, and saves time and money in buying school clothing. No student shall be denied participation in the school dress code policy due to financial hardship. If such a situation exists, please get in touch with the school office.

Uniform clothing may be purchased at the store of your choice. For your convenience, monogrammed uniforms can be ordered from Mascot Universe. See our PTA website, [www.schwarzkopfPTA.org](http://www.schwarzkopfPTA.org), for more information or to order your child's Character and Spirit T-shirts.

### The school uniform consists of the following:

#### Tops:

Maroon or white polo-style shirts with collars and buttons. The shirts can have the Schwarzkopf logo on them, but it is not required. No other logo will be shown on any top.

#### Bottoms:

**Khaki or Blue Jeans**, shorts, pants, capris, skirts, skorts, or jumpers **without ornamentation** must be worn. No jeans with rips, tears, or distressing are to be worn. Other than pants, all lengths must be at least fingertip length when arms are held to the sides of the body.

### Expectations

1. Students shall be in uniform on the first day of school but will have a grace period of one week from the first day of school to comply if extraordinary circumstances occur. New students entering Schwarzkopf during the school year will have a one-week grace period from the first day of enrollment.
2. Each student is expected to adhere to the Schwarzkopf Elementary Uniform Policy daily.

### Exceptions to the uniform policy shall be permitted when:

- Students participate in spirit day on Fridays. Schwarzkopf spirit shirts may be worn.
- Students participate in character on Tuesday. Character tee shirts may be worn.
- School Picture Days occur (Students must comply with the dress code)
- A student wears a costume or special clothing necessary for a school play, chorus, or other school-sponsored activity as permitted by the principal.
- On Field Trips where the uniform would be inappropriate attire as permitted by the principal.



1. Midriff shirts, shirts with any cutouts, or grossly oversized shirts are unacceptable.
2. Pants must be secured at the waist. Oversized pants are not acceptable.
3. No hats are to be worn in the building except with a doctor's referral. Hats may be worn on Field Day or any outside Field Trip.
4. Shoes are to be securely fastened to the feet and should be closed-toed. Flip Flops are not permitted. Athletic or tennis shoes should be worn on days the student participates in physical education classes.

### **Consequences of Non- Compliance**

All students are expected to comply with the policy. The consequences for those who do not will be as follows:

- A notice will go home to parents.
- After three notices are sent within one nine-week period, parents will receive a phone call from the social worker or school counselor.

### **Uniform Assistance**

A parent experiencing an unusual financial hardship or circumstances may request to meet with the school social worker to assist with acquiring uniforms. Please make an appointment through the main office.

### **Visitors**

All visitors to our campus must sign in on the computer in the front office upon arrival with a government-issued photo identification, wear a visitor's badge while on campus, and sign out upon departure. Hillsborough County Public Schools has a policy in place stating that visitors must be identified while on school grounds. Visitors must receive the principal's approval to observe in a classroom.

Instructional time is valued, and visitations cannot take away from learning time, nor can teachers stop classroom activities to hold a parent conference.

### **Volunteers**

All volunteers and community partners must complete or reactivate the online Volunteer Application each school year for our children's safety. The application is located online at <https://www.hillsboroughschools.org/volunteer>. Please make sure you allow two weeks for your application to be processed so that you are cleared to be a volunteer. **Your application must be approved before you can start volunteering on campus, chaperoning field trips, or assisting in classrooms.**

All volunteers must sign in at the office and be cleared to be on campus by swiping a Florida State-issued Driver's License and obtaining a visitor badge.

Volunteering in the classroom must be prearranged with the teacher. Please stop by the office first to obtain a pass. Parents are not permitted to visit classes as this is distracting to students.

Due to safety reasons and/or distractions, volunteers may NOT bring preschoolers or other siblings to Schwarzkopf while they are involved in volunteer activities in the classrooms or on field trips. This includes helping with parties and craft activities in the classrooms.

We must consistently enforce this procedure for all, as it would be unfair to do otherwise. We ask for every volunteer's understanding and cooperation.

**Note:**

Parents may bring preschoolers when visiting the campus (not volunteering) for certain formal activities such as *Character Cub of the Month*, etc. We expect small children to remain with their parents during such visits and always be under careful supervision. Bringing small children to some of these functions can help prepare them for when they are ready to start school.