

School Board
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Morgan Woods Elementary School

August 2021

Dear Parents,

Welcome to the 2021-2022 school year at Morgan Woods Elementary! After a very unique last school year that had us learning in a variety of environments, we are extremely excited to welcome our students back! We have so many amazing things planned to continue providing the best educational experience possible to our students. This year's theme is once again **"One Team, One Dream."** I am confident that our school community will continue to rise above all challenges, keeping in mind that together—as one team—we can and will achieve excellence.

Please help us welcome the newest members of the Morgan Woods Family:

Charles Kantrasiri, 4th Grade
Dr. Sue Rose, Gifted
Linda Cox, Art
Sharon Barron, KG Assistant

Annmarie Daley, VE
Dr. Lisa Helton, 5th Grade
Jessica Brady, LPN
Caridad Garcia Montoya, Custodian

In addition to adding new staff, you will notice that our school building has undergone some enhancements. As part of the "Half Penny Promise" Referendum, the air-conditioning renovation that began a few summers ago is again moving forward and will be completed this fall. The air-conditioning systems in all classrooms in our original buildings are being replaced along with the cabinetry in those rooms. Several projects are still to come that will have our school looking as beautiful as it did upon opening nearly 54 years ago.

Students return to school on Tuesday, August 10, 2021. School hours are 7:40a.m. – 1:55p.m., except on early release Mondays when students are dismissed at 12:55p.m. Breakfast is free for all students and is available from 7:10 – 7:40 every morning. Students must be in their seats prior to the tardy bell which rings at 7:40a.m. Instruction starts promptly at 7:40a.m. Shortly before the school year begins, you will receive a postcard that provides your child's teacher assignment and directions to several important documents on our website. Please review this information carefully and call the office should you have any questions (813-872-5369).

Finally, please rest assured that as a school and district we will continue to be responsive to the needs of the community around us, and will keep our school family updated if/when changes occur. The health and safety of our students, staff, and school community has always been, and continues to be, a top priority.

We are here for you, and for our students, and are looking forward to an unforgettable year!

Sincerely,

Jessica Kepa, Principal

Parents,

Now that you have received the postcard with your 2021-2022 teacher assignment, please refer to the table below to find your child's homeroom teacher. Just match the room number on the postcard label to the room number to the right of the teacher's name on the charts below. The room number is located on the postcard label, above your child's name, and has been highlighted for you. Please call the office if you need assistance.

VPK	Room #
Ms. Zimmerman	130
Kindergarten	Room #
Ms. Smithey	132
Ms. Majors	134
Ms. Tran	138
First Grade	Room #
Ms. Walters	131
Ms. Alberici-Bainbridge	133
Ms. Copeland	136
Second Grade	Room #
Ms. Holliday	135
Ms. Jaramillo	137
Ms. Hammond	139
Ms. Farland	141

Third Grade	Room #
Ms. Skelton	801
Ms. Levy	802
Ms. Fiore	803
Ms. Boatman	804
Fourth Grade	Room #
Mr. Kantrasiri	701
Ms. Gilbert	702
Ms. Gladden	703
Ms. Molinaro	704
Fifth Grade	Room #
Ms. Marville	601
Ms. Avellan	602
Ms. Helton	604

Morgan Woods Elementary School
Member of the Town and Country STEM Innovation Hub
2021-2022
School Supply List

VPK

- 1 - Composition notebook (Blue)
- 1 - Box of Crayola Crayons (24 count)
- 2 - Large purple glue sticks
- 1 - Plastic pocket folder (Green)
- 1 - Solid color pencil box
- 1 - Pack of baby wipes
- 1 - Disinfecting wipes
- 1 - Box of tissues

Kindergarten

- 2 - Composition notebook
- 1 - Plastic pocket folder
- 1 - Pencil pouch
- 2 - Packs of pencils (Ticonderoga if possible)
- 4 - Boxes of Crayola Crayons (8 count)
- 1 - Box Crayola Markers
- 1 - Pack of dry erase markers
- 4 - Pack of glue sticks
- 1 - Pair child scissors (Blunt Tip)
- 1 - Pack of Post-It Notes
- 2 - Yellow highlighters

First Grade

- 2 - 1 inch 3 ring binders with pockets (white)
- 1 - Pack binder dividers (8 count)
- 3 - Spiral wide ruled, one subject notebooks (Red, Yellow, Green)
- 2 - Boxes of Ticonderoga Pencils
- 1 - Box of Crayola Crayons (24 count)
- 1 - Pack of Elmer's Glue Sticks (6 count)
- 1 - Pack Post-It Notes
- 1 - 2 pack of yellow highlighters
- 1 - Pencil pouch with 3 holes (no boxes)
- 1 - Pack black dry erase markers (5 count)
- 1 - Pair child scissors (Blunt Tip)
- 1 - Earbuds (optional)

Second Grade

- 2 - Packs of pre-sharpened pencils
- 1 - 1" binder
- 1 - Pack of glue sticks
- 2 - Pack of wide ruled paper
- 2 - Boxes of Crayola Crayons (24 count)
- 8 - Hardcover composition notebooks (2 Green, 2 Yellow, 2 Blue, 2 Red)
- 10 - 2 Pocket Folders with Prongs (2 Blue, 2 Red, 2 Green, 2 Yellow, 2 Orange)

Third Grade

- 1 - 2" 3 ring binder
- 5 - Wide rule composition notebooks (3 Red and 2 Blue)
- 8 - Folders with pockets and prongs (2 Red, 2 Blue, 2 Green, 1 Yellow, & 1 Orange)
- 2 - Spiral notebooks (Green)
- 1 - Pack of colored pencils or crayons
- 2 - Yellow highlighters
- 1 - Pack of Post-It Notes
- 1 - Zipper pencil pouch (no boxes)
- 2 - Packs of pencils
- 2 - Packs of glue sticks
- 1 - Pack wide ruled paper
- 1 - Earbuds (optional)

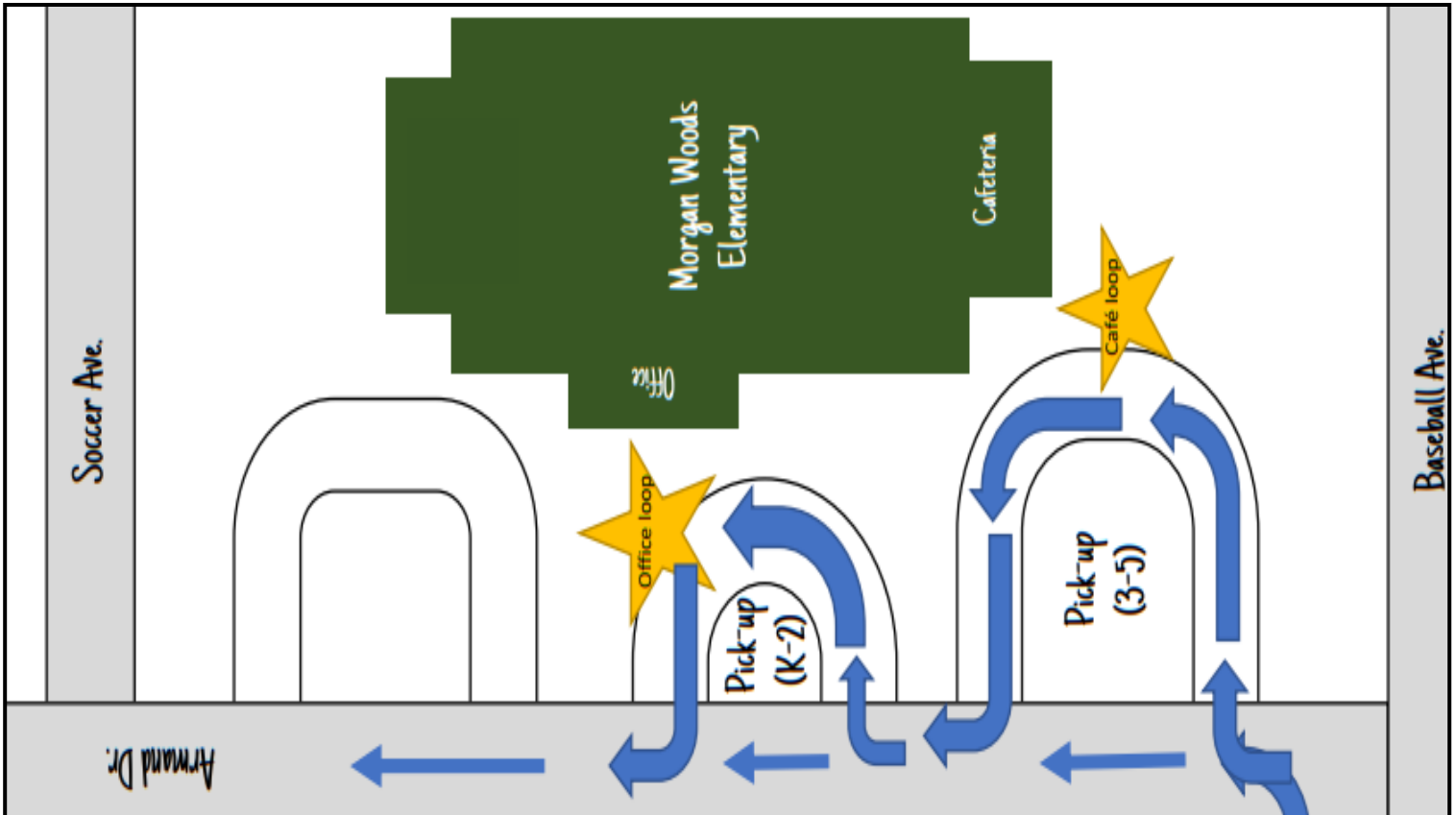
Fourth Grade

- 1 - Pack of colored pencils
- 2 - Glue sticks
- 1 - Pencil pouch (no boxes)
- 2 - 1-inch binders with pockets
- 1 - Pack of Post-It Notes
- 2 - Packs of Pencils
- 1 - Pack of dry erase markers
- 1 - Headphones/earbuds (optional)
- 2 - Composition notebooks
- 2 - 1 subject spiral notebook
- 1 - Box of tissues

Fifth Grade

- 2 - Packs of wide rule paper
- 1 - Composition notebook
- 2 - Packs of pre-sharpened pencils (no mechanical pencils)
- 7 - 1 subject spiral notebook (choose different colors)
- 2 - Packs of glue sticks
- 1 - Pack of colored pencils
- 1 - Pencil pouch (no boxes)
- 3 - Plastic folders with pockets and prongs
- 2 - Yellow highlighters

Arrival and Dismissal Procedures



No left turns into drop-off and pick-up areas!

Car Drop Off: Cars are to use the drive by the cafeteria to drop off students in K-5th grades. Students in grades 3-5 should begin arriving at 7:10AM. These students will proceed to the cafeteria for breakfast before going to their homeroom class. Students in grades K-2, along with their siblings from grades 3-5, if needed, should begin arriving at 7:25AM and may pick up breakfast using our hallway carts as they make their way to the classroom.

Car Pick Up: The horseshoe drive in front of the office is used for pick-up of students in VPK, Kindergarten, 1st, and 2nd grades. The drive by the cafeteria is used for pick-up of students in 3rd, 4th, and 5th grades. Families with students in both primary AND intermediate grades will have to go through both lines. Radios should be turned down to ensure students can hear their names when called. **Parents must have a yellow car tag to pick up students.** Yellow tags are ONLY available in the Main Office and will be assigned with proper ID.

Walkers: Walkers are dismissed under the oak tree by the front office. A crossing guard will be on duty at Hanley Road and Fountain Avenue and Barry Road and Armand Drive. Crossing guards are on duty 30 minutes prior to school opening and 15 minutes after dismissal.

Bicycles: Bicycle racks are available behind Pod 400. Students should chain and lock their bicycles. The school is not responsible for lost, stolen or damaged bicycles. Bicycles should be walked on school grounds at all times.



Dear Parents,

On behalf of the Morgan Woods Elementary PTA, we would like to take this opportunity to welcome back our returning families and extend a heartfelt WELCOME to our new families. We hope everyone had a relaxing and rejuvenating summer! I know that everyone is as excited for the 2021 – 2022 school year as our PTA Board!

As you all know we have a fantastic school because of the teamwork between our great teachers, administration, and dedicated parents that strive to make every year more successful. The PTA is looking forward to supporting our children's education while providing enriching activities and events for students and families. Two programs currently in the works include **Toolkit Tuesdays for Parents** (once a month) and **Reflections**, a program that is geared more so for students. More information about each will be shared within the coming weeks.

To make programs possible, we need your support! The more parent involvement there is, the more we can do here in our school community. Like we have all heard—It takes a village! During Open House, you will have the opportunity to join our PTA by completing the membership form and paying the required one-time annual membership fee of \$5 per family. Although we welcome those who are willing and able to volunteer their time, the \$5 fee does not obligate you to do so in any way. Paying the membership fee will, however, automatically enroll you in our Toolkit Tuesdays for Parents—a time to learn about our school programs and to ask questions of our team!

You may join our PTA at any time throughout the school year. It is an awesome way to show your support and have an active voice in your child's educational experience. We welcome any ideas and/or input you may have to offer. This may be done at any time, but especially by joining us during our monthly PTA meetings. These meetings may be attended in person or by joining our Zoom calls. Attendance in person may change depending on the guidance we are given surrounding COVID-19. Therefore, we plan on providing the option to join via Zoom for all meetings. Our hope is this option will make it possible for all families to join us. The Zoom information and link will be posted in the PTA section of our school's website (located in the "Community" dropdown menu) and important dates will be added to the website calendar (<https://www.hillsboroughschools.org/morganwoods>). We look forward to your involvement!

One of our goals this year is to have one PTA homeroom parent for each classroom. Alongside the teacher, the homeroom parent may be a point of contact for the other parents in the classroom—helping to build a tight, close-knit classroom community. Our school theme this year is "One Team, One Dream" and having a homeroom parent helps to strengthen each classroom team!

If you have questions about the PTA, please contact us via email at MorganWoodsPTA@gmail.com. We look forward to hearing from you!

Sincerely,

Kyle & Jessica Brady
Morgan Woods PTA

Morgan Woods Elementary School

2021-2022 Student Handbook



School Website: <https://www.hillsboroughschools.org/morganwoods>
Hillsborough County Public Schools Website: <https://www.hillsboroughschools.org/>
Teacher Email: first name.last name@hcps.net

7001 Armand Drive
Tampa, FL 33634
Phone: 872-5369
Fax: 873-4869

Vision:

Morgan Woods Elementary will develop individuals who are capable of successfully meeting the challenges of the future.

Mission:

The Morgan Woods Elementary School community will provide opportunities for personal growth and academic success for all students.

Policies and Procedures

The information included in this booklet relates to Morgan Woods Elementary School and serves as a supplement to the Hillsborough County Handbook.

School Hours:

Monday 7:40 a.m. – 12:55 p.m.

Tuesday-Friday 7:40 a.m. – 1:55 p.m.

Breakfast Hours: 7:10 a.m. – 7:40 a.m.

Hillsborough County Public Schools provides free breakfast to all students each day. Students may report to school beginning at 7:10 a.m.

Emergency Contact Information: Emergency cards must be up-to-date at all times in case of illness or injury. Changes to emergency cards may be made in the Main Office.

Attendance: Florida State Law requires that students be in attendance every day except for personal illness or extenuating circumstances. ATTENDANCE IS MANDATORY!

Absences: To excuse an absence, parents must contact the school by 9:00 a.m. with the reason for absence.

Tardiness: Students who arrive in the classroom after 7:40 a.m. will be considered tardy and must report to the office to sign in and receive a tardy pass. Parents must accompany late students to the office.

Please see the Hillsborough County Student Handbook for examples of excused absences and tardies.

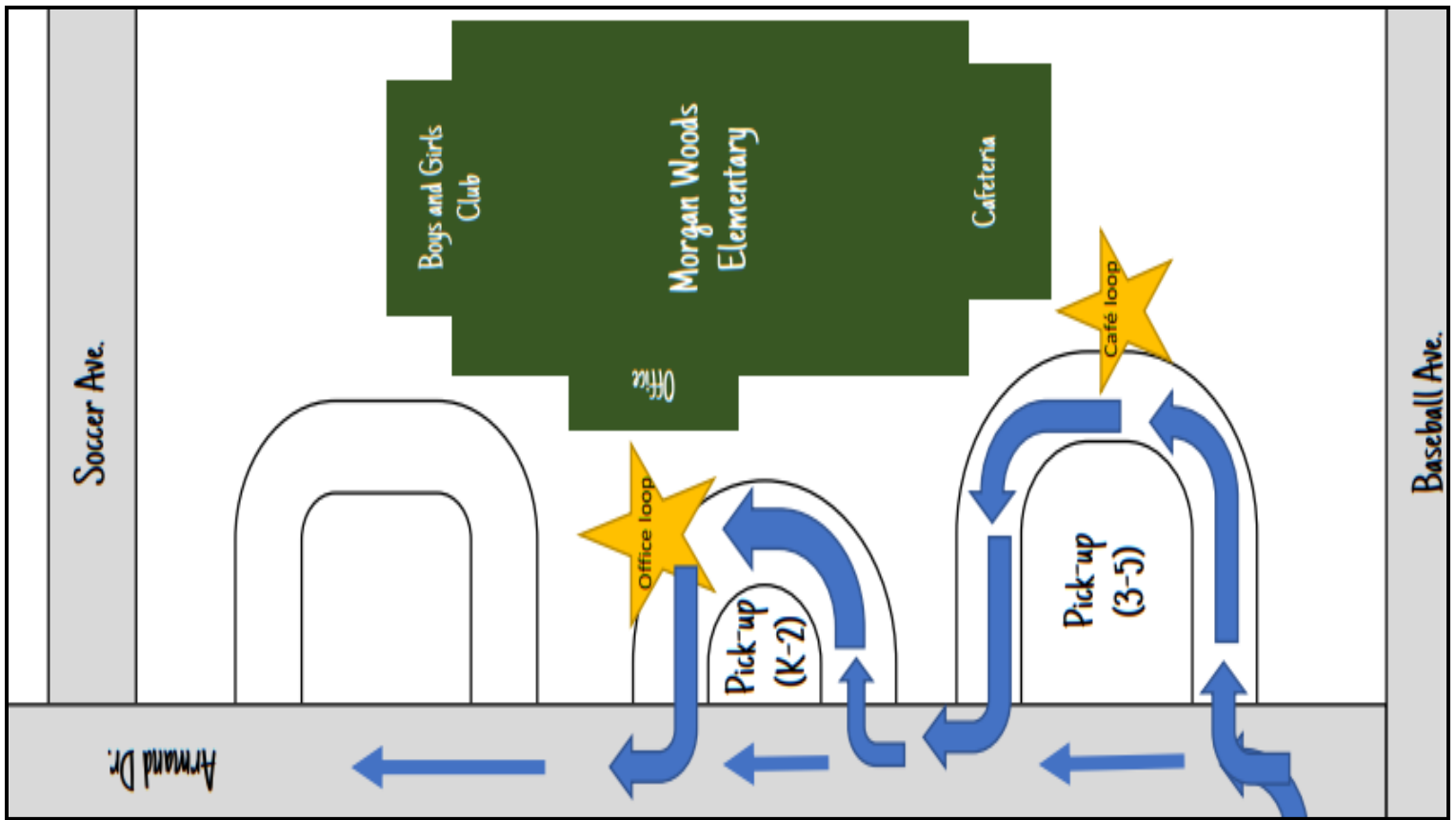
Early Sign Out: Students may be signed out early from the Main Office for emergency situations. Individuals signing a student out early must be on the emergency card and have a valid driver's license. Early sign-out ends 30 minutes prior to dismissal.

Take Home Tuesday: Important information will be sent home on Tuesdays in each student's green communication folder. Parents should set aside time each Tuesday night to review this folder with their child.

Illness or Accident at School: Parents will be contacted by the nurse when a child becomes ill or has an accident at school.

Medication: Medication is only administered at school when it is absolutely necessary according to the prescribed schedule. Parents should contact the school nurse to complete required forms to administer medication. Students may not have any type of medication in the classroom.

Arrival and Dismissal



Car Drop Off: Cars are to use the drive by the cafeteria to drop off students in K-5th grades. Students in grades 3-5 should begin arriving at 7:10AM. These students will proceed to the cafeteria for breakfast before going to their homeroom class. Students in grades K-2, along with their siblings from grades 3-5, if needed, should begin arriving at 7:25AM and may pick up breakfast using our hallway carts as they make their way to the classroom.

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Walkers: Walkers are dismissed under the oak tree by the front office. A crossing guard will be on duty at Hanley Road and Fountain Avenue and Barry Road and Armand Drive. Crossing guards are on duty 30 minutes prior to school opening and 15 minutes after dismissal.

Bicycles: Bicycle racks are available behind Pod 400. Students should chain and lock their bicycles. The school is not responsible for lost, stolen or damaged bicycles. Bicycles should be walked on school grounds at all times.

Rainy Day Dismissal: On rainy days, dismissal will follow the usual schedule. Students should know in advance of any alternate pick-up plans for rainy weather. Parents should notify their child's teacher of specific plans.

Change of Dismissal Plan: When a change in dismissal plans is needed, students should bring a note from a parent to their teacher in the morning. **Students may not alter dismissal plans without written parent permission.**

Mandatory School Uniforms:

Tops: Students may wear polo shirts or blouses with collars. Shirt color choices include white, navy, or hunter green. School spirit shirts may be worn on Fridays.

Bottoms: Students may wear pants, shorts, jumpers, skirts, skorts, or capris. Bottom color choices include khaki or navy. Denim jeans may be worn if they do not have holes or tears.

Students who are out of uniform will be sent to the office to borrow a uniform for the day. A letter will be sent home to notify parents when a student is out of uniform. Uniform assistance is available through our guidance office.

All clothing must adhere to the Hillsborough County Dress Code as indicated below.

Hillsborough County Elementary Dress Code (HCPS Policy 5511)

1. 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 “skate tennis shoes” are not allowed.
2. 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. Miniskirts, 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.
3. Hair shall be clean and neatly groomed. Head coverings shall not be worn in the building, unless required for religious observance or health-related reasons. The general appearance of student should reflect neatness and good personal hygiene.
4. 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.

School Lunch: A balanced and nutritious hot lunch is served daily. Other snacks and desserts are also available for an additional charge. Free or reduced priced lunches (FRL) are available according to federal guidelines. FRL applications may be found online or picked up in the office.

Students should bring their lunch with them when they arrive in the morning. Lunches must not require refrigeration. In addition, we are unable to heat lunches for students. Lunches should not be purchased from outside and delivered to students at school.

Visitors: Classroom visits may be available when arranged in advance with the teacher. Parents must check in at the office prior to going to classrooms. All visitors must enter the building through the office and sign-in with a valid driver's license.

Volunteers: We encourage parental involvement at school and have a variety of volunteer opportunities available on and off campus. Prior to volunteering, please complete an online volunteer application (<https://www.hillsboroughschools.org/volunteer>). All volunteers must enter the building through the office and sign-in with a valid driver's license.

Birthday Celebrations: Parents may bring store bought individual cupcakes or cookies for the class to celebrate their child's birthday upon prior approval by the teacher. Items may be dropped off when the student arrives and will be distributed to the class at a time designated by the classroom teacher.

Textbooks and Library Books: Students are responsible for all textbooks and library books issued to them during the school year. Students will be charged for lost or damaged books.

Cell Phones: Student cell phones must remain off throughout the school day. Phones should be kept in the student's book bag. If a cell phone is seen or heard during the school day, it will be taken. A parent will be notified to pick up the phone.

Discipline and Student Behavior:

The School-Wide Behavior Plan expectations match the district expectations as indicated by behavior marks on their school report cards. Each student has the list of these expected student behaviors in their agenda book. When a student fails to meet an expectation, the behavior infraction will be communicated to you in their agenda using the corresponding number. If a student receives 5 or more marks during a grading period for a particular indicator, they will receive a mark on their report card. Every day students will be reminded to use their P.A.W.S. behavior (**P**ositive Attitude, **A**ct Responsibly, **W**ork Hard, **S**tay Safe). The chart below shows how these behaviors link to the report card expectations:

P.A.W.S.	Expected Student Behaviors:
<u>P</u> Positive Attitude	Follows directions
	Works cooperatively with others
	Respects others and is courteous
	Respects authority
<u>A</u> Act Responsibly	Is prepared for class
	Listens attentively
	Completes homework assignments
	Works without disturbing others
<u>W</u> Work Hard	Participates in class activities
	Completes work in assigned time
	Shows effort to do best work
<u>S</u> Stay Safe	Follows school and classroom rules
	Takes care of personal and school property
	Practices self-control

Our school-wide discipline program has been developed to encourage and reinforce appropriate behavior. Our school uses a point system to reinforce positive behavior. Positive reinforcement will be provided by the teacher when students demonstrate the expected behaviors. This recognition may include stickers, certificates, praise, encouragement, treasure chest, no-homework coupons, positive communication with parents, recognition on the morning show (KNOW), recognition at awards ceremony, etc. Teachers will work with student support services and the administrative team to develop individualized behavior plans for students, as needed. Parents will be fully involved in the process as a plan is developed, implemented, and reviewed.