## MABRY ELEMENTARY SCHOOL Sherri Frick, Principal

#### Dear Parents;

As part of our registration process, we are sending home this packet of materials containing general information about our school and forms that need to be completed and returned to school. Items marked by an asterisk (\*) must be returned to the school as soon as possible.

- \* 1) Authorization for Student Release and Emergency Information Card (provided at school on first day of school)
- \* 2) Parent Signature Return Form (See Section B on Parent Signature Form for Internet Access Permission)
- \* 3) 2020-2021 YES Volunteer Application Form (online) https://community.sdhc.k12.fl.us/wps/portal/community/sdhc.home/sdhc.volunteer/sdhc.applyvolunteer/#/Volunteer
- \* 4) Student Dismissal Plan/Dismissal Procedures Form
  - 5) School Counseling Program Letter
  - 6) Student Nutrition Services Information (Breakfast & Lunch)
  - 7) Lunchroom Management Plan
  - 8) Radio/Photo/Video, Fundraising, Birthday Policy, Student Lunches
  - 9) Student Progress Report Recognition Procedures
  - 10) School Discipline Plan
  - 11) Uniform Policy Guidelines
  - 12) Dress Code and Grooming Policy for Grades Pre-K through 5
  - 13) Standards of Conduct for Students Riding School Buses
  - 14) Mabry campus map

## FORM MUST BE ON FILE PRIOR TO STUDENT PARTICIPATION

# MABRY ELEMENTARY SCHOOL PARENT SIGNATURE RETURN FORM

			Grade	
A.	I have received and reviewed the following:		(Please circle)	
	1)	Student Uniform Policy Guidelines	Yes	No
	2)	Radio/Photo/Video/Fundraising/Birthday Policy/Lunches	Yes	No
	3)	Standards of Conduct for Pupils Riding School Buses	Yes	No
	4)	Student Dismissal Plan (return form to teacher)	Yes	No
	5)	School Discipline Plan	Yes	No
В.		permission for my child to be interviewed, photographed, r video-taped in accordance with school policy.	Yes	No
nt Signa	t Signature			



# Volunteer & Visitor Management Hillsborough County Public Schools



All volunteers and community partners must complete/reactivate the online HCPS Volunteer Application each school year. Anyone who submits a volunteer application after July 1 will remain active in our system through June 30 or the end of fiscal year.

This application should be submitted at least **two** to **four** weeks prior to any volunteer activity.

\*\*Allow longer for Level 2 Fingerprinting\*\*

#### **Becoming a Volunteer**

HCPS is moving to a new centralized volunteer application and visitor management system (SafeVisitor) for the 2020-2021 school year. The new centralized volunteer application is scheduled to be available early August 2020.

#### From the District website (www.sdhc.k12.fl.us)

- Click on the "Families" menu and select Helpful Links
- Then click on the "Volunteering in HCPS" link.
- Finally, click on the "Y.E.S." icon on the right.



#### From a school website

- Click on the "Volunteer Services" menu.
- Finally, click on the "Y.E.S." icon on the right.



#### Visitor/Volunteer Safety Guidelines

It is essential to create a healthy and safe environment by limiting potential COVID-19 exposure whenever possible.

At this time, we are suspending all **general** volunteer and extra-curricular activities onsite without prior approval until further notice. Our district will be **limiting** access to visitors and volunteers by appointment only. A request must be made at least 24 hours in advance.

All volunteers, mentors, and community partners will be encouraged to continue their services utilizing alternative methods (i.e., virtually and outside the school building) in partnership with district office or school administration. Extracurricular activities should be done virtually where feasible.

Visitors/volunteers will not be permitted in classrooms, common areas, or to have lunch with children.

All visitors will be by appointment only • All visitors must wear a mask before entering school campuses • All visitors will be required to sign in and will be screened for wellness, inclusive of a temperature check • All visitors exceeding the number to safely ensure social distancing will need to wait outside of the school offices.

#### STUDENT DISMISSAL PLAN

Creating and maintaining a safe, orderly school environment is not only a school district priority but also one we take great pride in at Mabry Elementary School.

Our hallways must be clear to allow for uninterrupted movement routines when students are to be dismissed to the buses, car pick-up, bicycles, daycare vans, and crossing guards.

Please note: THERE IS NO PARENT WALK UP THIS YEAR.

<u>For Car riders</u> - For those families who pick up students by car, please follow the traffic route map that is attached when entering the back circle from Neptune. This map will alleviate the congestion and traffic problems at the corner of Neptune and Lois. You will be given a hanging tag with your child's name and grade level. Please hang from rearview mirror. Using this sign in the car pick-up line will assist with the safety of car riders and keep our line moving.

<u>For Walkers</u> - If your child will walk home or to a designated area, please note that you are responsible for establishing a safe route with your child. Children can be released from the northern or southern side of the campus. Crossing guards should not be a resource for child care after school. Their responsibilities include directing traffic so children have safe locations to cross.

For Bus and Daycare riders - If your child is riding the bus and you need additional information, please contact the school. We have a number of daycare providers who pick-up at the school. Please make arrangements directly with the daycare facility. If you pick-up your child at dismissal when they are normally a daycare rider or bus rider, make sure you have notified the front office of this change in dismissal, as well as your daycare.

Please indicate on the Student Dismissal Procedures form how your child will go home each day.

Any changes in your child's dismissal plan <u>must be submitted in writing</u> to your child's teacher or faxed to 554-2252 prior to 12:00p.m.

Thank you for your continued support and cooperation in helping us create and maintain a safe, orderly environment at dismissal.

Sincerely,

Sherri Frick Principal

# Student (After School) Dismissal Procedures Form

Student's Name	
Teacher's Name	
Room # Grad	e e
My child's dismissal transporta	ation arrangement for the 2020-2021 school year will be:
Car rider	
Walk home	
Bike rider parked at	the front or back of school (please circle one)
Bus # to	(bus stop location)
Day care/van rider _	
	(name of day care)
*NOTE: There will be NO	PARENT WALK-UP option this year.*
Please indicate alternate dismis	ssal to be used <b>ONLY for walkers and bikers</b> on rainy days.
On rainy days, my child will:	
, ,	to my child's dismissal <u>must be submitted in writing</u> to my faxed to 554-2252 prior to <b>12:00pm</b> or my child will follow
Parent Signature	Date

#### **CAR RIDER AM DROP-OFF**

All car riders will be dropped off in either the front or back of the school. Adults will be stationed out front and back to assist students.

If you are dropping off in the back of the school, please form a single line heading east on Neptune and do not allow your child to get out of the car until you are at the stopping point in the school driveway.

If you are dropping off in the front of the school, please pull all the way up in the circle before your child gets out of the car. When exiting the front driveway, please exit to the **right only**.

#### CAR RIDER PM DISMISSAL PROCEDURES

Parents will line up in a single file line in the back of the school heading east on Neptune. The first car will begin at the stop signs at the beginning of the driveway.

All parents will join the car line at the end. The car line builds westward on Neptune, then wraps southward straight down Manhattan. The easiest way to join the car line is by traveling north on Manhattan. Please pull up to the car in front of you. Please do not leave any gaps between cars as this causes confusion.

Please do not block intersections or crosswalks. Please be extra careful at the intersections of Hubert/Neptune, Hubert/Estrella, and Estrella/Manhattan where children will be crossing the road. The crossing guard cannot cross walkers if cars are blocking the intersection.

To make the afternoon dismissal a little quicker for parents, we would like to ask you to adhere to the following schedule for the car line dismissal:

Pre-K, K & 1st Pick-up at 1:45 (Monday 12:45)
2nd & 3rd Pick-up at 2:00 (Monday 1:00)
4th & 5th Pick-up at 2:15 (Monday 1:15)

\*\*For families picking up more than one child, choose the pick-up time for your oldest child. If you show up early, we will ask you to circle around and go to the end of the line.

#### WE WILL NOT ALLOW CARS TO WAIT IN THE CAR LINE.

Our car line is a "NO CELL PHONE ZONE." For the safety of all students, please refrain from cell phone use during arrival and dismissal times.

The traffic pattern for our school was developed by Risk Management services from the Hillsborough Public School District.

We always want to be courteous and respectful of our neighbors. Please use the street parking spaces and do not park in our neighbors' yards or driveways.

It is not safe to drop-off or pick-up your child in the middle of street.

School Board Melissa Snively, Chair Steve P. Cona III, Vice Chair Lynn L. Gray Stacy A. Hahn, Ph.D. Karen Perez Tamara P. Shamburger Cindy Stuart



#### Dear Parents;

Welcome to the 2020 – 2021 school year! We are excited for another school year as members of your Student Support Services team. Lauren Richards will continue to serve students in primary grades K-2. Karen Heinberg, who is in her 10th year at Mabry, will focus on intermediate grades 3-5. However, both counselors will be available to support all students and families. Although things look a little different this year, we are here for everyone, whether you are an E-Learner or back on our campus.

The comprehensive counseling program at Mabry is designed to support the mission of our school by promoting and enhancing the learning of every student through the integration of academic, career, and social/emotional development. A variety of topics are addressed through classroom lessons, individual and small group guidance, as well as district approved school-wide presentations. Examples of these include:

- Physical and Emotional Health/Safety
- Mental Health Awareness and Wellness
- Character Education
- Conflict Resolution
- Bullying Prevention
- Drug and Alcohol Prevention
- Harassment and Violence Prevention

Grade level specific programs that may be available to your child include:

- Kindergarten, First, and Second grades Sanford Harmony, a social/emotional curriculum that focuses on five specific themes to enhance relationship building among peers.
- Third Grade Champions for Children's Kids-on-the-Block presentation: Child Abuse Prevention Uses puppets and child-appropriate language in skits to inform children about the four different types of abuse: Physical abuse, emotional abuse, sexual abuse, and neglect.
- Fourth Grade Champions for Children's Kids-on-the-Block presentation: Bullies and School Safety Uses puppets and child-appropriate language to present information on bullying prevention and tolerance to teach students peaceful alternatives and solutions.
- Third, Fourth and Fifth Grades Student Success Skills
  A research based program that teaches students the skills necessary for personal and academic success, including goal setting, study skills, test taking skills, techniques to reduce stress/anxiety, and the power of positive thinking.

Please feel free to contact either of our school counselors at 872-5364, Lauren Richards ext. 230 (K-2) or Karen Heinberg ext. 225 (3-5) if you have any questions, or wish to preview materials related to any of the programs above. We wish you the best school year yet!



#### SAFE AT SCHOOL - Additional Precautions due to COVID-19

- All SNS employees and will be required to wear masks when preparing and serving food.
- Plexiglass shields are being installed where social distancing between the cashier and students isn't possible.
- Cleaning and sanitizing of frequently touched surfaces including serving lines, cafeteria tables and food production areas will occur throughout the day.
- All food items will be wrapped or packaged for serving.
- Meals will either be placed on a tray or in a bag (no self-service).
- Pinpads will remain on the line ONLY if they can be used in a safe, sanitary manner.
- Share Tables will be discontinued.



#### FREE BREAKFAST FOR ALL STUDENTS

All students are offered a nutritious breakfast free of charge.

#### FREE MEAL BENEFITS - Lunch meals are available free of charge for those students who qualify

Parents are encouraged to submit a household meal benefit application either online at <a href="www.sdhc.k12.fl.us/sns">www.sdhc.k12.fl.us/sns</a>, or via a paper application. A household application means that parents complete only one application for all children in the same home. Parents can learn about the status of their application by calling 1-866-544-5575. Parents are expected to pay for all meals until an application is processed and approved.

#### **MEAL PRICES**

Your child may qualify for free or reduced price meals. Apply for FREE meals at <a href="https://www.myschoolapps.com/Application-40ply-for-benefits-through-the-Florida Department of Children and Families at <a href="https://www.myflorida.com/accessflorida/40ply-for-benefits-through-the-Florida Department of Children and Families at <a href="https://www.myflorida.com/accessflorida/40ply-for-benefits-through-the-Florida Department of Children and Families at <a href="https://www.myflorida.com/accessflorida/40ply-for-benefits-through-thro

#### ON-LINE "MEAL HISTORY"/ON-LINE PAYMENTS

- Check out Meal History at https://www.MyPaymentsPlus.com/ to review two weeks of menu selections for any student.
- Making on-line payments is a quick and easy way to be sure a child has enough money to pay for meals.
   Just go to <a href="https://www.MyPaymentsPlus.com/">https://www.MyPaymentsPlus.com/</a> follow the instructions for online payments.
   Plus, you can receive regular e-mail "reminders' when your child's balance is low.

#### SPECIAL DIETS/MEALS

If a child requires a diet substitute because of a medical condition, the parent is encouraged to complete a **DIET PRESCRIPTION FORM**. A **meal preference form** can also be completed by the parent if other needs are required because of cultural or religious reasons. Both forms, available on the SNS web page, are **required each school year**.

#### **NUTRITION INFORMATION**

Visit the SNS website to get nutrition facts such as calories, fat grams and allergens for daily menu items. A comprehensive nutrition communication program provides serving line signage on nutrition info for all menu items.

### Mabry Elementary Lunchroom Management Plan 2020-2021

Good lunchroom manners should reflect expectations of dining at home and in social/restaurant settings. Our staff is implementing a plan that will ensure a positive eating environment for all students.

Our lunchroom rules are as follows:

- 1. Enter and exit the cafeteria quietly
- 2. Show your respect to everyone in the lunchroom
- 3. Stay in your assigned seat
- 4. Talk softly to those at your table
- 5. Raise your hand for help
- 6. Eat your own food; no food sharing
- 7. Keep personal items at home
- 8. Clean up your area and wait for dismissal



Our school can be exemplary in every way! Our lunchroom deserves the same commitment to excellence we have in all of our classrooms and programs. Please work with us as we make the lunchtime an enjoyable, relaxing half-hour for you youngsters.

#### \*\*\* PLEASE NOTE\*\*\*

Due to increased security procedures and in order to provide due diligence at all times for students, students are required to eat in the lunchroom under the supervision of school board personnel. There will be no visitors for lunch.

Only food served by Student Nutrition Services or lunch boxes from home are permitted in the cafeteria. No fast food will be permitted.

I have read and discussed Mabry's Lunchroom rules with my child.	
Child's Name	
Teacher	
Signature of Parent/Guardian	Date

#### MABRY ELEMENTARY SCHOOL

#### RADIO / PHOTO / VIDEO INFORMATION

During the school year our students may be interviewed, photographed, and/or video-taped for use in school/district publications, or use by the general news media for print or broadcast purposes. We will utilize pictures in accordance with county policies. Please be assured that we would not permit picture taking in any way that would embarrass students or parents.

If you give permission for your child to participate as mentioned above, please indicate on the PARENT SIGNATURE RETURN FORM.

#### **FUNDRAISING INFORMATION**

Throughout the year, our school may participate in several fundraising activities. The money raised from these activities will be used to provide additional instructional materials for the students at our school.

To promote the safety of all children, Hillsborough District policy does not allow "door to door" selling. We feel that it is important that the school and home work together to ensure the safety of every child.

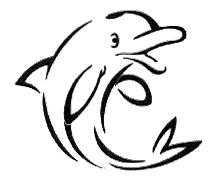
Please notify your child's teacher if you do not want them to participate in the school's fundraising activities.

#### **BIRTHDAY POLICY**

PTA sponsors a birthday table once a month (including summer birthdays) in the cafeteria for all students. Classroom birthday celebrations are not encouraged at Mabry. Our classroom focus is academics and time on task. Food items brought in for birthday celebrations and balloons are not permitted at school.

#### STUDENT LUNCHES

Students that forget their lunchboxes at home will be allowed to charge a school lunch. Please print the child's name on the lunchbox and water bottles.



# MABRY DOLPHIN PRIDE Student Progress Report Recognition 2020-2021

#### AWARDS FOR THIRD THROUGH FIFTH GRADERS

<u>Perfect Attendance</u> - Children who are in attendance every day during the nine-week period. See Student Handbook from the School District of Hillsborough County for the list of excused religious holidays.

#### **Citizenship**

Children who have no marks in the expected behaviors column of their progress report. Tardiness will affect receiving this award. If a child is tardy (5) five or more times, excused or unexcused, during a grading period, he/she will not be eligible to earn citizenship recognition.

#### Honor Roll

Grades 3-5 Students earn all A's and B's.

Children must also meet the Citizenship requirements to earn this recognition.

#### Principal's Honor Roll

Grades 3-5 Students earn only A's Children must also meet the Citizenship requirements to earn this recognition.

# AWARDS FOR KINDERGARTEN, FIRST GRADE and SECOND GRADE

Kindergarten, first grade and second grade students may earn the Perfect Attendance and Citizenship awards as listed above.

# Mabry Elementary School Discipline Plan

The staff of Mabry Elementary School believes that all children can and want to behave. The staff has generated the following school rules, with individual classroom modifications based on the age and maturity level of the students.

- 1. Follow directions and procedures
- 2. Be Respectful
- 3. Be Responsible
- 4. Be a Kind & Caring Person

#### Positive reinforcement for appropriate behavior may include the following:

- 1. Praise
- 2. Classroom Incentives
- 3. Citizenship Awards (Report Card Recognition)
- 4. Character Champs

#### Consequences for breaking the rules are as follows:

- 1. Verbal Warning
- 2. Loss of Privileges
- 3. Phone or note home to parent(s)
- 4. Teacher Conference with parent(s)
- 5. Discipline Referral Follow Referral Procedures online in EdConnect

#### **Bully Prevention Strategies**

- 1. School wide training with faculty and staff
- 2. Character Education Program.
- 3. Information given to parents on Bullying Prevention and how to report bullying given during PTA Meetings and School Newsletter. Classroom lessons for students on what to do if they are bullied and how to report bullying for K-2 and Bullying Prevention/Awareness grade level presentations for 3-5.

#### If bullying is reported:

- 1. Referral to Administration for investigation
- 2. Parent Notification
- 3. Consequences and behavioral remedial action for students who commit acts of bullying range from behavioral interventions (ex. counseling) to suspension.
- 4. Individual/Small group counseling with emphasis on victim's assistance, social skills, empathy training and anger management can be offered.

#### MABRY ELEMENTARY SCHOOL

#### **UNFORM POLICY GUIDELINES**

Mabry Elementary School has adopted a mandatory school uniform policy for all our students.

The uniform policy, which began in the 1998-1999 school year, was instituted based on research that has shown improvement in discipline, time on task, decrease in tardiness, and overall improvement in respect for oneself and others. It also has served as a safety measure in quickly identifying a Mabry student.

#### The mandatory student uniform consists of the following:

- ✓ Solid white, red or navy top with a collar. (Knit pullover shirt, blouse, and button-up shirt or turtleneck shirt)
- ✓ Solid navy or khaki bottom. (Shorts, long pants, skirt, jumper, or sweatpants.)
- ✓ No athletic shorts or items with sports logos.
- ✓ Students are permitted to wear a school-sponsored T-shirt on Fridays or special designated days (i.e. field trips).
- ✓ Shoes shall be worn and 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, "skate tennis shoes" and "Crocs" are not allowed.

#### Exceptions to the dress code shall be permitted when:

- ✓ A student wears a uniform of a nationally recognized youth organization, such as Boy Scouts, on regular meeting days.
- ✓ A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
- ✓ The wearing of clothing in compliance with the uniform policy violates a student's sincerely held religious belief.
- ✓ A student's parent or guardian has secured permission from the principal due to unusual circumstances.

#### **Compliance Measures**

The school will use positive reinforcement measures to encourage full compliance with the uniform policy.

#### **Annual Evaluation**

The school will conduct an evaluation at the end of each school year to determine the effects of the mandatory school uniform policy. Data will be solicited from the school records, school staff, parents, and other members of the community.

#### Financial Hardships

No student shall be denied attendance at school nor otherwise penalized for failure to wear clothing that complies with the uniform policy if such failure is due to financial hardship. An application procedure has been established to assist families in need.

#### MABRY ELEMENTARY SCHOOL

#### DRESS CODE AND GROOMING POLICY – GRADES PRE-K -5

- 1. Mabry has a mandatory school uniform policy.
- 2. Shoes shall be worn and 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, "skate tennis shoes" and "Crocs" are not permitted.
- 3. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing may be worn only with a blouse or shirt. Clothing that exposes 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.
- 4. Hair shall be clean and neatly groomed. No decorative hairspray. The general appearance of students should reflect neatness and good personal hygiene.
- 5. Head coverings shall not be worn in the building unless required for religious observances or health related reasons.
- 6. Hemlines shall be no shorter that fingertip length.
- 7. All pants and shorts shall be secured at the waist.
- 8. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, weapons, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- 9. Leggings are permitted in school colors only.
- 10. We encourage students to wear winter clothing in school colors; however outerwear can be of any color.

#### Dear Parents:

Please read the following Standard of Conduct for Pupils Riding School Buses with your child. It is important that you and your child understand the standards of conduct for students riding Hillsborough County Public Schools' buses.

Sign this form and return to the school, where it will be retained on file.



#### **GENERAL**

Daily bus service will be provided for all pupils living in excess of two miles from school. Pupils, who are physically handicapped 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 observe regulations at all times.

#### 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 a period of suspension, the School Board shall not be responsible for transporting the pupil to school.

#### STUDENT CONDUCT

- Recognize that the bus driver is the authority on the bus; obey and be courteous to the driver and to fellow students. Follow the directions of safety patrols that are 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.
- 5. Never run alongside a moving bus.
- Wait until the bus and other traffic comes to a full 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 onto the bus any glass items, reptiles, insects, pets, weapons or sharp instruments.
- 10. Keep the aisles clear at all times.
- 11. 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.
- 13. 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. Keep arms and head inside the bus at all times.
- Do not tamper with the emergency doors.
- No eating, drinking, smoking, yelling, or fighting is allowed on the bus.
- 18. 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.

#### PARENTS' RESPONSIBILITIES

- Parents are encouraged to walk with students to and from bus stops and to meet their children at the bus stop in the afternoon.
- Parents are responsible for their children's safety when they are

- going 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. If necessary, conferences can be arranged through the school and the Transportation Department.
- 4. 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.
- Parents are to refrain from boarding school buses and/or attempting conferences with drivers at bus stops.
- Parents may access their children only at designated bus stops unless the driver has authorization for a change approved by the school administrator.

#### FOR PARENT OR GUARDIAN

I have read and helped my child to understand the Standards of Conduct for Pupils Riding School Buses.

Signature: Parent or Guardian
Date:
Child's Name (printed):
School Child Attends:

PLEASE RETURN TO YOUR CHILD'S SCHOOL AFTER SIGNING.

