

# SCHWARZKOPF ELEMENTARY



## SCHOOL HANDBOOK

## SCHWARZKOPF ELEMENTARY PHILOSOPHY

The Schwarzkopf faculty and staff believe that in order 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; and
- ❖ An opportunity to benefit from an ongoing parent, community resource network.

We are committed to: the fundamental concepts of whole school effectiveness and the continuous improvement model and are diligent in the implementation of policies that emphasize these models and the district priorities of:

1. Reading is a foundation for academic achievement.
2. Internal and External communication.
3. Updated/integrated Technology.
4. Staff Development
5. A safe, caring and orderly environment.

Our goals are:

1. Raise the achievement levels of all learners to reflect improvement in reading, writing, mathematics and science.
2. Enhance professional teaching skills through support and staff development opportunities.
3. Increase efforts to provide parent involvement opportunities.
4. Provide more opportunity for enrichment activities.
5. Infuse the continuous improvement model into the school.

### **Vision Statement**

Each Schwarzkopf student will become an educated, capable citizen with a lifelong love of learning.

### **Mission Statement**

Schwarzkopf will provide all students with a variety of opportunities to expand their knowledge and strengthen their abilities to reach their maximum potential.

## SCHWARZKOPF ELEMENTARY SCHOOL

Dear Parents and Guardians,

Hello! Welcome to Schwarzkopf Elementary School! The faculty and I look forward to getting to know you. We welcome your visits, interest, and volunteering. Because 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” which we envision is of utmost importance and greatly valued. You are an essential member of our “school team”.

We need your involvement in order to successfully meet the challenges of our school vision. I hope to see you often!

Wishing you a very happy, memorable, and successful year.

Most Sincerely,

Cheryl Holley  
Principal

## THE DAILY TIME SCHEDULE

School day for grades K through 5:

8:00 a.m. – classes begin promptly

2:15 p.m. – dismissal (any early check-outs must be an emergency, or doctor's appointment and approved by the principal.)

Children may not arrive at school before 7:30 a.m. and they should leave the grounds promptly at dismissal. Parents picking up children by motor vehicle should be in the front drive area at 2:15. Please follow the signs posted and directions of our staff. County school buses use the back drive (cafeteria) area. (NO CAR DROP OFF OR PICK-UPS ARE PERMITTED IN THE BACK PARKING OR BUS DRIVE AREA.)

## ARRIVAL AND DIMISSAL LOCATIONS AND TIMES

Bus Back Drive – next to cafeteria

7:20 – 8:00 a.m. – Buses Only

1:50 – 2:20 p.m.

This area will be reserved for buses ONLY.

Back Drive for Day Cares – Must wait behind buses

7:30 – 8:00 a.m.

2:15 – 2:30 p.m.

Car Drop off/Pick-up Area – front of school ONLY

7:30 – 8:00 a.m. – **NOTE:** Drivers are to remain in their cars in the

2:15 – 2:30 p.m. appropriate lane. (Please do not park your car when picking up your child.)

Walkers/\*Bicycles

7:35 – 8:00 a.m. – Students should report to the cafeteria for breakfast. If not eating breakfast, directly to their classrooms.

2:15 – 2:30 p.m. – All bicycle riders and walkers will exit the school through the cafeteria sidewalk. They will follow the sidewalk under the supervision of Schwarzkopf personnel past the bike racks to the apex of the sidewalks in the front of the school. Parents who wish to walk students home may wait at the apex for their child to arrive.

Bikes -

- \* 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.

PLEASE NOTE:

- \* Pets may not be brought onto the school campus during arrival/dismissal times.
- \* Roller blades/skates, skateboards, scooters, shoes with rollers, etc. are not permitted on school grounds.
- \* Rolling book bags are not permitted.

## **PARENT DROP OFF PROCEDURE**

1. Students may not be dropped off at school before 7:30 a.m. At 7:30, Schwarzkopf staff will begin supervising the front drive area and directing students to unload from cars. (NO DROP OFF IS PERMITTED IN THE BACK SCHOOL DRIVE AREA. THIS AREA IS A RESTRICTED AREA FOR SCHOOL BUSES ONLY.)
2. 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.)
3. 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.
4. Once in the unloading area, students are expected to immediately get out of cars (in order to expedite this process, staff will NOT open doors for each student.)

NOTE: PLEASE get all those “bear hugs”, school supplies in hand, etc. BEFORE reaching the UNLOADING zone. Students need to be ready to get out of the car as soon as your car stops in the unloading zone.

## **PARENT PICK-UP PROCEDURE**

1. Place student name card in lower, right-hand corner of windshield.
2. Remain in your car. Form a single line at the front school drive. (Please do not park your car. Only parents wishing to escort a child that “walks” home should come to the front of the school exit area.)
3. Your child will be directed to your car by one of our staff members.
4. Drive slowly and cautiously.
5. All children are to be picked up at the designated **PARENT PICK-UP** area **ONLY**.
6. When your child’s means of transportation changes, a written note must be sent to the office.
7. Students may not be taken off buses or day-care and without prior clearance from the office. After clearance of changes, students will be called to the office to meet the parent.

**NOTE: “Changes” in the way children normally go home must be restricted to school sponsored activities or family emergency needs. “Social” reasons for changes in transportation will not be permitted. Our staff’s time must be focused on helping those with more urgent matters, and school related business matters. Please help us**

**with this by limiting request changes to those described above as acceptable. By doing so, you will help us better service ALL of our families.**

When parents request a change in the way a child normally goes home, it is very important that the following safety procedures are followed. It is necessary to write a note to the teacher stating the requested change. If a child is going home with another child, each family needs to send a note.

In the event the change requested involves school bus transportation, a parent must call the Transportation Office at 631-4052 or 631-4053 with the school bus number to be assured that there is room on the school bus. The note to the teacher with the requested change must be initialed by the bus driver preceding the afternoon of the requested bus change and prior to the approval of the teacher or administrator. Again, if a child is going home with another student, each family must follow the same procedure.

Students will not be allowed to change the way they normally go home without following the above process.

Your child's safety is our utmost concern. By following these procedures, we will be able to handle dismissal safely and quickly. Thank you for your cooperation.

### **PERMISSION TO LEAVE SCHOOL BEFORE DISMISSAL TIME**

Permission for a child to go home other than the usual way must come in writing from the parent. All early checkouts must be approved. If it is necessary for a child to leave school before dismissal time, only an authorized person may checkout the child through the office. Children are expected to remain at school all day unless there is an emergency or unusual circumstance requiring early checkout. In such cases, we require parents/guardians to check students out BEFORE 1:45 p.m. (Checkouts after this time interfere with the dismissal process). Please schedule all appointments after the school day whenever possible. Every family's understanding and cooperation in this matter is very important.

### **ATTENDANCE**

Our school attendance goal is to achieve 96% daily attendance rate. For students to fully benefit from the instructional program, they are expected to attend school regularly, be on time for classes, and satisfy, all course requirements. Poor attendance or excessive tardiness may result in low or failing grades. (Five or more absences will result in a "√" on the report card.)

### **TARDINESS**

Promptness is a greatly desired virtue and must be part of a child's education. Any child who is tardy must report to the office for a class permit. OF course, if a school bus is late, the children on that bus are not counted tardy. The school day begins promptly at 8:00 a.m.

Students not in class by 8:00 a.m. must report to the office for a tardy admit. (Note: 3 or more tardies will result in a “√” on the report card.)

## **LUNCHES**

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

We urge that lunches be paid weekly (on Mondays) in the lunchroom lunch for children is \$1.75 per day. In an emergency, a child may charge a lunch for one (1) day and pay the next day. Breakfast is free for all students (served between 7:30 – 7:50 a.m.).

Free lunches are available according to school board approved salary scale. (Please complete the form in this packet.)

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 in to school for children during lunchtime.

If volunteering at school, parents may make arrangements to eat with their children, however children must remain seated with their classes.

Parents who wish to have lunch with their child occasionally (due to space this cannot be an everyday occurrence) will need to do the following:

1. Complete a serve volunteer form. (Found in the 1<sup>st</sup> day packet)
2. Inform the teacher at least one day prior.

## **ILLNESS OR ACCIDENT AT SCHOOL**

If your child becomes ill or is injured at school, every effort is made to get him/her home. Therefore, it is important for us to have a telephone number where you can be reached at all times. Please notify the school office of changes as soon as possible. It is the responsibility of the parent to see that the school office has correct, up-to-date, emergency numbers and hospital preference.

## **MEDICATION**

Only PRESCRIBED medicines are to be taken at school. Please notify the office if your child will need to take medicine. Medicines 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.

Medicines must be brought to (and picked up from) the clinic by adults only. In addition to talking with office personnel and about medicine needs (and health concerns), parents should also discuss this information with their child's teacher(s).

### **LOST CLOTHING**

Please label your child's clothing, especially coats and sweaters, with his/her name. Check immediately with the office for lost articles. All unclaimed items will be donated to charity after the last day of school every year.

### **POLICIES RELATING 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 he/she is to do. Make your child responsible to you for following the plan decided upon. Limited telephone service in the school office makes it necessary to restrict personal calls; this means that children cannot be allowed to call home for someone to come for them.

All students need to have a raincoat for rainy weather. For safety reasons, students are NOT permitted to bring umbrellas.

### **USE OF SCHOOL TELEPHONE**

Since we have limited telephone service in the school office and interruptions to our classes are to be kept to a minimum, it is necessary to limit personal calls to emergencies. Please give any message to your child before he/she leaves home. Children should not ask to use school telephone (which is a business telephone) to call parents to bring them forgotten articles.

### **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. Parents are never to go to the child's room without first going by the office. Even small interruptions in the class disturb the learning process of the entire room. Should you want to volunteer in the classroom, it can be prearranged with the teacher. (However, you must stop by the office for a visitor's permit.)

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 student handbook for the school board policy.

### **SCHOOL SAFETY PLANS**

Extensive safety procedures have been developed to help insure that our staff is ready to react effectively should an emergency situation 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 once a month throughout the school year.
- ✓ THREATENING WEATHER – Students are brought inside the building.
- ✓ TORNADO ALERTS – 2<sup>nd</sup> Floor students are brought downstairs. Each class located upstairs is assigned to a downstairs room. Students are taught to use a “tuck and duck” posture if needed.
- ✓ BOMB THREATS – After we conduct perimeter searches, students are evacuated. A complete campus check is done before students are returned to classrooms.

Note: In case we were to have cause to evacuate our campus, we would go to Sickles High School. In the event that Sickles High was unsafe at the same time, we would go to Idlewild Baptist Church. We would return to Schwarzkopf as soon as our campus was determined to be safe.

- ✓ SHELTER IN PLACE – All students/staff immediately go into rooms. Classrooms are closed, locked, and sealed until the danger passes. (VISITORS WILL NOT BE ABLE TO ENTER THE SCHOOL during a “Shelter in Place” emergency, as opening a door could endanger the occupants inside.)

### **EXPEDITION (FIELDTRIP) PERMISSION**

Permission forms will be sent home for the signature of parent’s prior to date of the expedition. All expedition forms will be due at least 2 days prior to the expedition. Any child without permission by that date will not be permitted to participate in the expedition.

NOTE: the signed official school board permission form is the only form of permission, which is accepted.

### **PUPIL TRANSFER**

When moving from the school boundary area, parents are requested to obtain a transfer.

In order to process records, please notify the school in writing of the child’s last day of attendance and future home address. Your child will be given a transfer the last day of attendance that he/she will present to the receiving school.

### **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 has a need for 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.

## **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.

## **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 class in recognition of their birthday to be served at lunch, you may do so by contacting the lunchroom manager, Margie Smolka, to make arrangements for the lunchroom monitors to distribute them. If the parent wishes to remain and assist as they are distributed at lunch, a SERVE Volunteer application will need to be completed and approved. Also, please inform the teacher that you will be sending cupcakes for the class at least one day prior. Please do not send in balloons, party favors, flowers or other party items. Birthday parties are to be planned at home.

## **CLASSROOM RULES**

Classroom rules will be posted in each individual classroom in the fall.

**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 cause many problems at school.

Please review our Schwarzkopf Discipline Plan Handbook for information regarding school wide discipline procedures.

## **HILLSBOROUGH COUNTY PARENT/STUDENT HANDBOOK**

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.

## **DRESS CODE**

The dress and grooming of pupils shall be that which contributes to the health and safety of the individual and which is non-disruptive of the educational activities and process of the school. Dress and Grooming Policy – Grades K – 5.

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.
3. Hair shall be clean and neatly groomed. The general appearance of student should reflect neatness and good personal hygiene.
4. Head covering shall not be worn in the building unless required for religious observance or health-related reasons.
5. Mini skirts, mini dresses and short shorts are not permitted. Hemlines shall be no shorter than fingertip length.
6. All pants and shorts shall be secured at the waist.
7. 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. Wallet chains shall not be worn.

NOTE: We appreciate parents’ assistance in explaining the code to their children. It will be thoroughly reviewed at school. Children in disruptive or inappropriate dress apparel will be sent home.

## **VOLUNTEERS / VISITORS**

All volunteers and visitors must sign in at the office and be cleared to be on campus.

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

Volunteers may NOT bring preschoolers to Schwarzkopf while they are involved in volunteer activities in the classrooms or expeditions. This includes helping with parties and craft activities in the classrooms. Parents meeting or volunteering in the PTA portable may bring preschoolers as long as they are closely supervised and do not allow the preschoolers to disrupt proceedings.

The reason for this is due to safety and distractions. We must be consistent with enforcing this procedure for all, as it would be unfair to do otherwise. We ask for every volunteer’s understanding and cooperation.

NOTE: Parents may choose to bring preschoolers when visiting the campus (not volunteering) for certain formal activities such as: American Education Week classroom visits, Citizen of the Month programs, etc. We do expect small children to remain with their parent's during such visits and be under their careful supervision at all times. Bringing small children to some of these functions can help prepare them for the time when they are ready to start school.

### CLASS ASSIGNMENTS

Your child has been tentatively assigned to a classroom through the 20<sup>th</sup> 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 20<sup>th</sup> day due to units, classroom assignment changes will not be made unless there is a legitimate reason and there is a space in another class (class size reduction).

### HOST

Our school offers an after school program for students called HOST. The previous name for this program was SACC. If you have need of this program, please call Gelaine Gonzalez at 975-6945 ext. 256 or 975-6947 after 2:00 p.m.