

# Welcome to H.B Plant High School!

## Beginning of the School Year Forms & Information for Families 2024- 2025

- 2024-2025 Student Calendar
- Plant High School Administration & Staff Directory
  - HCPS Important Dates
  - High School Athletic Eligibility
  - Bus Transportation Letter
- Guidelines for Administration of Medication
  - Volunteer Online Registration
- SNS (Student Nutrition Services) Information Sheet
  - SNS Parent Information Letter
  - SNS Emergency Meal Policy
- (FERPA) Family Education Rights & Privacy Act



## 2024-2025 Student Academic Calendar

### Board Approved 9/19/23

|  |   |
|--|---|
| Students' First Day of School                                | Monday, August 12, 2024                             |
| Labor Day/Non-Student Day                                    | Monday, September 2, 2024                           |
| End of 1st Grading Period                                    | Friday, October 11, 2024                            |
| Non-Student Day  | Monday, October 14, 2024                            |
| Veterans Day/Non-Student Day                                 | Monday, November 11, 2024                           |
| Fall Break/Non-Student Days                                  | Monday, November 25 - Friday, November 29, 2024     |
| Students Return to School                                    | Monday, December 2, 2024                            |
| End of 2nd Grading Period/1st Semester                       | Friday, December 20, 2024                           |
| Winter Break/Non-Student Days                                | Monday, December 23, 2024 - Friday, January 3, 2025 |
| Non-Student Day  | Monday, January 6, 2025                             |
| Students Return to School                                    | Tuesday, January 7, 2025                            |
| Martin Luther King, Jr./Non-Student Day                      | Monday, January 20, 2025                            |
| Florida State Fair/Non-Student Day                           | Friday, February 14, 2025                           |
| Presidents' Day/Non-Student Day                              | Monday, February 17, 2025                           |
| Strawberry Festival/Non-Student Day                          | Monday, March 3, 2025                               |
| End of 3rd Grading Period                                    | Friday, March 14, 2025                              |
| Spring Break/Non-Student Days                                | Monday, March 17 - Friday, March 21, 2025           |
| Students Return to School                                    | Monday, March 24, 2025                              |
| Non-Student Day  | Friday, April 18, 2025                              |
| Memorial Day/Non-Student Day                                 | Monday, May 26, 2025                                |
| Last Day of School<br>End of 4th Grading Period/2nd Semester | Friday, May 30, 2025                                |

Hurricane Day(s) if needed: October 14, November 11, November 25-27, and November 29

Student Early Release Day schedule has not been finalized.  
The last day of school is a 2.5-hour early release.

## Calendario Académico Estudiantil 2024-2025

### Aprobado por la Junta Escolar el 19 de septiembre de 2023

|  |  |
|--|--|
| Primer día de clases   | Lunes, 12 de agosto de 2024                            |
| Día del Trabajo/No hay clases  | Lunes, 2 de septiembre de 2024                         |
| Fin del primer periodo de calificaciones   | Viernes, 11 de octubre de 2024                         |
| No hay clases  | Lunes, 14 de octubre de 2024                           |
| Día del Veterano/No hay clases   | Lunes, 11 de noviembre de 2024                         |
| Receso de otoño/No hay clases  | Lunes, 25 de noviembre a viernes, 29 de noviembre/2024 |
| Los estudiantes regresan a la escuela  | Lunes, 2 de diciembre de 2024                          |
| Fin del segundo periodo de calificaciones /Primer semestre                         | Viernes, 20 de diciembre de 2024                       |
| Receso de invierno/No hay clases   | Lunes, 23 de diciembre de 2024 a viernes, 3/enero/2025 |
| No hay clases  | Lunes, 6 de enero de 2025                              |
| Los estudiantes regresan a la escuela  | Martes, 7 de enero de 2025                             |
| Día de Martin Luther King, Jr./No hay clases                                       | Lunes, 20 de enero de 2025                             |
| Día de la Feria Estatal de Florida/No hay clases                                   | Viernes, 14 de febrero de 2025                         |
| Día del Presidente/No hay clases   | Lunes, 17 de febrero de 2025                           |
| Festival de la fresa/No hay clases   | Lunes, 3 de marzo de 2025                              |
| Fin del tercer periodo de calificaciones   | Viernes, 14 de marzo de 2025                           |
| Receso de primavera/No hay clases  | Lunes, 17 de marzo a viernes, 21 de marzo de 2025      |
| Los estudiantes regresan a la escuela  | Lunes, 24 de marzo de 2025                             |
| No hay clases  | Viernes, 18 de abril de 2025                           |
| Día de los Caídos/No hay clases  | Lunes, 26 de mayo de 2025                              |
| Último día de clases<br>Fin del cuarto periodo de calificaciones /Segundo semestre | Viernes, 30 de mayo de 2025                            |

Días de recuperación de clases en caso de huracanes:

14 de octubre, 11 de noviembre, 25-27 de noviembre, y 29 de noviembre

Los días de salida antes de la hora normal no se han determinado todavía.

El último día de clases los estudiantes saldrán de la escuela 2.5 horas antes de lo normal.

# PLANT HIGH SCHOOL

## 2024-2025

| <b>MAIN OFFICE SUITE</b>  |  |                  |                              |
|---|--|------------------|------------------------------|
| <b>TITLE</b>  | <b>ADMISTRATION &amp; FACULTY NAME</b> | <b>EXTENSION</b> | <b>EMAIL</b>                 |
| Principal   | Kimi Hellenberg                        | 222              | Kimi.hellenberg@hcps.net     |
| Principal Secretary   | Wendy Kelly                            | 223              | Wendy.kelly@hcps.net         |
| Assistant Principal of Curriculum                                     | Charles Morris                         | 226              | Charles.morris@hcps.net      |
| APC Secretary   | Sheila Kestran                         | 292              | Sheila.kestran@hcps.net      |
| Assistant Principal of Administration & Athletics                     | Evanitta Omensetter                    | 227              | Evanitta.Omensetter@hcps.net |
| APA Secretary   | Rosie Duprey                           | 224              | Rosaura.Duprey@hcps.net      |
| Data Processor  | Carole Morales                         | 229              | Carole.morales@hcps.net      |
| Bookkeeper  | Donna Kroegel                          | 228              | Donna.kroegel@hcps.net       |
| <b>STUDENT AFFAIRS SUITE</b>  |  |                  |                              |
| <b>TITLE</b>  | <b>ADMISTRATION &amp; FACULTY NAME</b> | <b>EXTENSION</b> | <b>EMAIL</b>                 |
| Assistant Principal of Student Affairs<br>(Student Last Names A - GN) | Dr. Valerie Fuchs                      | 235              | Valerie.fuchs@hcps.net       |
| Assistant Principal of Student Affairs<br>(Student Last Names GO - O) | David Webb                             | 232              | David.webb@hcps.net          |
| Assistant Principal of Student Affairs<br>(Student Last Names P - Z)  | Gabriel Naspinski                      | 233              | Gabriel.naspinski@hcps.net   |
| Climate & Culture Resource Teacher                                    | Jenise Gorman                          | 236              | Jenise.gorman@hcps.net       |
| SAO Secretary   | Julie Rosado                           | 230              | Edith.rosado@hcps.net        |
| SAO Secretary & Attendance Clerk                                      | Katrice Williams                       | 231              | Katrice.williams@hcps.net    |
| SAO Secretary   | Katelyn Franklin                       | 256              | Katelyn.franklin@hcps.net    |
| School Resource Officer   | Officer Scott Bowman                   | 274/Walkie       |                              |
| <b>GUIDANCE SUITE</b>   |  |                  |                              |
| <b>TITLE</b>  | <b>ADMISTRATION &amp; FACULTY NAME</b> | <b>EXTENSION</b> | <b>EMAIL</b>                 |
| School Counselor (Student last names A-C)                             | Jamie Wolford                          | 240              | Jamie.wolford@hcps.net       |
| School Counselor (Student last names D-Hi)                            | Lisa Poirier                           | 241              | Lisa.poirier@hcps.net        |
| School Counselor (Student last names HO-Mi)                           | Athena Dicus                           | 242              | Athena.dicus@hcps.net        |
| School Counselor (Student last names MO-Sa)                           | Allison Castellano                     | 243              | Allison.castellano@hcps.net  |
| School Counselor (Student last names Sc-Z)                            | Randi Litwak                           | 239              | Randi.litwak@hcps.net        |
| College & Career Resource Counselor (Room 101)                        | Lauren Mosely                          | 281              | Lauren.mosely@hcps.net       |
| Guidance Secretary  | Lisa Arellano                          | 225              | Elizabeth.arellano@hcps.net  |
| Registrar   | Kathleen Cachon                        | 234              | Kathleen.cachon@hcps.net     |
| School Social Worker  | Shelby Parker                          | 293              | Shelby.parker@hcps.net       |
| School Psychologist   | Leila Daugherty                        | 261              | Leila.Daugherty@hcps.net     |
| Part Time School Social Worker  | Clayton Williams                       | 261              | Clayton.wilson@hcps.net      |
| <b>OTHER SUPPORT PERSONNEL</b>  |  |                  |                              |
| <b>TITLE</b>  | <b>ADMISTRATION &amp; FACULTY NAME</b> | <b>EXTENSION</b> | <b>EMAIL</b>                 |
| ESE Specialist  | Tiffany Lee                            | 285              | Tiffany.lee@hcps.net         |
| Head Custodian (Room 141)   | Louis Morales                          | 271              | Louis.morales@hcps.net       |
| Media Specialist  | Matthew Penn                           | 259              | Matthew.penn@hcps.net        |
| School Nurse  | Kayla Spilman, RN                      | 295              | Kayla.spilman@hcps.net       |
| Student Nutrition Services Manager                                    | Thomas Lee                             | 276              | Thomas.lee@hcps.net          |
| Technology Specialist (Room 113)                                      | Shawn Baugh                            | 260              | Shawn.baugh@hcps.net         |
| Testing Coordinator   | Cassie Russell                         | Walkie *0083     | Cassandra.russell@hcps.net   |

# HILLSBOROUGH COUNTY PUBLIC SCHOOLS

## IMPORTANT DATES

2024-25

### Student Days

August 12, 2024 - May 30, 2025

Seniors' Last Day: May 21, 2025

### FTE Survey Weeks

October 7 - 11, 2024

February 3 - February 7, 2025

| <u>End of Grading Periods</u> | <u>Number of Days in Grading Period</u> |
|-------------------------------|---|
|-------------------------------|---|

|                  |         |
|------------------|---------|
| October 11, 2024 | 44 days |
|------------------|---------|

|                   |         |
|-------------------|---------|
| December 20, 2024 | 43 days |
|-------------------|---------|

|                |         |
|----------------|---------|
| March 14, 2025 | 45 days |
|----------------|---------|

|              |         |
|--------------|---------|
| May 30, 2025 | 48 days |
|--------------|---------|

### Online Report Card Availability Dates

| Elementary School | Middle School | High School |
|-------------------|---------------|-------------|
|-------------------|---------------|-------------|

|          |          |          |
|----------|----------|----------|
| 10/30/24 | 10/30/24 | 10/30/24 |
|----------|----------|----------|

|         |         |         |
|---------|---------|---------|
| 1/23/25 | 1/23/25 | 1/23/25 |
|---------|---------|---------|

|        |        |        |
|--------|--------|--------|
| 4/9/25 | 4/9/25 | 4/9/25 |
|--------|--------|--------|

|         |         |         |
|---------|---------|---------|
| 6/11/25 | 6/11/25 | 6/11/25 |
|---------|---------|---------|

### Open House Dates

Elementary School - TBD by each school site

Middle School - TBD by each school site

High School - TBD by each school site

### American Education Week

November 18 - 22, 2024

### Great American Teach-In

Thursday, November 21, 2024

### Student Early Release Dates

Every Monday - One Hour Early Release

Last Day of School - 2.5 Hours Early Release

# ESCUELAS PÚBLICAS DEL CONDADO DE HILLSBOROUGH

## FECHAS IMPORTANTES 2024-2025

### Días de clases

12 de agosto de 2024 al 30 de mayo de 2025

Último día para los estudiantes del grado doce: 21 de mayo de 2025

### Semanas de la encuesta de asistencia

7 al 11 de octubre de 2024

3 de febrero al 7 de febrero de 2025

### Fin de los periodos de calificaciones

### Número de días para cada periodo de calificaciones

|                         |         |
|-------------------------|---------|
| 11 de octubre de 2024   | 44 días |
| 20 de diciembre de 2024 | 43 días |
| 14 de marzo de 2025     | 45 días |
| 30 de mayo de 2025      | 48 días |

### Fechas de acceso en línea del informe de calificaciones

| <u>Elemental</u>      | <u>Intermedia</u>     | <u>Secundaria</u>     |
|-----------------------|-----------------------|-----------------------|
| 30 de octubre de 2024 | 30 de octubre de 2024 | 30 de octubre de 2024 |
| 23 de enero de 2025   | 23 de enero de 2025   | 23 de enero de 2025   |
| 9 de abril de 2025    | 9 de abril de 2025    | 9 de abril de 2025    |
| 11 de junio de 2025   | 11 de junio de 2025   | 11 de junio de 2025   |

### Día de puertas abiertas de las escuelas

Elemental - Será determinado por cada escuela

Intermedia - Será determinado por cada escuela

Secundaria - Será determinado por cada escuela

### Semana de la Educación Americana

18 al 22 de noviembre de 2024

### Día de Gran Enseñanza de los Estados Unidos

Jueves, 21 de noviembre de 2024

### Días de salida temprana

Todos los lunes - Una hora antes

Último día de clases - 2.5 horas antes

## What You Should Know About High School Athletic Eligibility

### **Academic Requirements**

If you are in the 11<sup>th</sup> grade or 12<sup>th</sup> grade, you must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester. If you are in the 9<sup>th</sup> grade or 10<sup>th</sup> grade, you must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester; OR you must have earned a 2.0 grade point average on a 4.0 unweighted scale in the courses taken in the previous semester alone, provided you sign an academic performance contract (FHSAA form EL5) with your school and attend summer school as necessary. (Article 9.4, FHSAA Handbook, Bylaws and Policies)

### **Ninth Grade Eligibility**

A student shall be eligible during the first semester of his/her ninth-grade year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediately preceding year.

### **Residence**

A student will be eligible at the first school in which he/she enrolls, or participates in an athletic practice, at the beginning of each school year. The student will be eligible in his/her first school of choice each year as long as the student remains enrolled in that school (Florida Law 97-53). Additionally, home school students who are registered through Hillsborough County Public Schools and charter school students who are enrolled in a Hillsborough County registered charter school are eligible for athletic participation at their school of residence.

### **Transfers**

Per School Board Policy 2431.01, student-athletes who transfer are allowed to immediately participate in interscholastic athletics for their new school as long as they are enrolled prior to the start of a specific sport's season. Student-athletes that participate in a sport at their previous school during the same school year may not participate in the same sport unless they meet one of the following criteria:

- 1) Dependent children of active duty military personnel whose move resulted from military orders.
- 2) Children who have been relocated due to a foster care placement in a different school zone.
- 3) Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
- 4) Authorized good cause established in this policy.

### **Age**

Students reaching the age of 19 before July 1<sup>st</sup> will be ineligible to participate in interscholastic athletics for that school year and beyond.

### **Limit of Eligibility**

A student shall be eligible for no more than four (4) consecutive academic years upon first entrance to ninth grade as defined by the pupil progression plan of the school in which the student is enrolled. A student who does not attend school, repeats any grade, is declared ineligible to participate, or otherwise fails to exercise the opportunity to participate for any reason for any length of time during this four-year period shall not be entitled to any additional period of eligibility.

## HILLSBOROUGH COUNTY PUBLIC SCHOOLS

### Eligibility Requirements for Extracurricular Participation 2024-2025

| Eligibility Period   | Grade  | Eligibility Requirements  |
|--|--|---|
| First semester<br>2024-2025  | Students first entering the 9 <sup>th</sup> grade in 2024-2025 | Must be regularly promoted from the 8 <sup>th</sup> grade to the 9 <sup>th</sup> grade.   |
|  | Students entering 10 <sup>th</sup> grade                       | Must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester; OR must have earned a 2.0 grade point average on a 4.0 unweighted scale in the courses taken in the previous semester alone, provided he or she signed an academic performance contract with his or her school and attended summer school as necessary. |
|  | Students entering 11 <sup>th</sup> and 12 <sup>th</sup> grades | Must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester  |
| Second semester<br>2024-2025   | 9 <sup>th</sup> and 10 <sup>th</sup> grade                     | Must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester; OR must have earned a 2.0 grade point average on a 4.0 unweighted scale in the courses taken in the previous semester alone, provided he or she signed an academic performance contract with his or her school and attended summer school as necessary. |
|  | 11 <sup>th</sup> and 12 <sup>th</sup> grades                   | Must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester  |
| <p>A student shall be eligible for no more than four (4) consecutive academic years upon first successful completion of the eighth (8<sup>th</sup>) grade as defined by the pupil progression plan of the school in which the student is enrolled. Four years from the date he or she first successfully completes the eighth grade, he or she shall become ineligible for further interscholastic athletic competition. A student who does not attend school, repeats any grade, is declared ineligible to participate, or otherwise fails to exercise the opportunity to participate for any reason for any length of time during this four-year period shall not be entitled to any additional period of eligibility. Original school records shall be submitted to the Commissioner in the event of conflicting information as to the date of first successful completion of the eighth grade. (Article 9.5 FHSAA Handbook, Bylaws and Policies)</p> |  |   |
| <p>Note 1: A grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format used (i.e. block, traditional, etc.)</p>  |  |   |

Academic Performance Contract for Athletic Eligibility is a school generated form.



**School Board**  
Karen Perez, Chair  
Jessica Vaughn, Vice Chair  
Nadia T. Combs  
Lynn L. Gray  
Stacy A. Hahn, Ph.D.  
Patricia "Patti" Rendon  
Henry "Shake" Washington



**Hillsborough County**  
PUBLIC SCHOOLS  
*Excellence in Education*

*H. B. Plant High School*  
"A National School of Excellence"

**Superintendent**  
Van Ayres

**Principal**  
Kimi Hellenberg

**Asst. Principal, Curriculum**  
Charles "Phil" Morris

**Asst. Principal, Administration**  
Evanitta Omensetter

Dear Parent:

The safety of students is the number one priority of the Hillsborough County Public Schools Transportation Department. Students living two or more miles from the assigned school and exceptional education students with specialized transportation need to qualify for transportation services according to state statute. Students living within two miles may qualify for transportation due to hazardous walking conditions as defined by the State of Florida.

Students who are eligible for pupil transportation services are assigned to a specific bus and bus stop. Students must use the bus stop of record that coincides with their residence. Students **are not authorized** to ride other buses.

Parent notes authorizing a student to ride a different bus **are not accepted**. Requests due to a family hardship or an emergency must be submitted to a school administrator for approval by the principal and the General Director of Transportation or designee.

If a student boards an unauthorized bus or attempts to board at an unauthorized bus stop, the driver will notify a school administrator who will contact the parent.

If the student continues boarding an unauthorized bus or continues use of an unauthorized bus stop, a disciplinary referral will be submitted to the school administration.

**School Board**  
Karen Perez, Chair  
Jessica Vaughn, Vice Chair  
Nadia T. Combs  
Lynn L. Gray  
Stacy A. Hahn, Ph.D.  
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**Asst. Principal, Curriculum**  
Charles "Phil" Morris

**Asst. Principal, Administration**  
Evanitta Omensetter

Estimado Padre:

La seguridad de los estudiantes es la prioridad número uno del Departamento de Transporte de las Escuelas Públicas del Condado de Hillsborough. Los estudiantes que viven a dos o más millas de la escuela asignada y los estudiantes de educación excepcional con transporte especializado deben calificar para los servicios de transporte de acuerdo con el estatuto estatal. Los estudiantes que viven dentro de las dos millas pueden calificar para el transporte debido a las condiciones peligrosas para caminar según lo definido por el Estado de Florida.

Los estudiantes que son elegibles para los servicios de transporte de alumnos son asignados a un autobús específico y una parada de autobús. Los estudiantes deben utilizar la parada de autobús de registro que coincida con su residencia. Los estudiantes no están autorizados a viajar en otros autobuses.

No se aceptan notas para padres que autoricen a un estudiante a viajar en un autobús diferente. Las solicitudes debido a una dificultad familiar o una emergencia deben enviarse a un administrador de la escuela para su aprobación por el director y el Director General de Transporte o su designado.

Si un estudiante utiliza un autobús no autorizado o intenta abordar en una parada de autobús no autorizada, el conductor notificará a un administrador de la escuela que se comunicará con los padres.

Si el estudiante continúa abordando un autobús no autorizado o continúa usando una parada de autobús no autorizada, se presentará una referencia disciplinaria a la administración de la escuela.

**GUIDELINES FOR ADMINISTRATION OF MEDICATION**

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. This is especially true for medications administered less than four times per day.

**If medication must be given at school, the following procedures are required:**

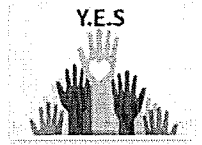
1. All medications given at school must be U.S. Food and Drug Administration (FDA) approved **for the medical diagnosis**.
  - a. Substances not to be given at school are all unregulated products, including oils, herbs, food and supplements, which are being used as treatments, dietary supplements, or folk remedies.
  - b. No IV access will be started, flushed, maintained, or discontinued at school. No medications will be permitted via central venous catheter or peripheral intravenous central catheters (PICC lines or central lines) including antineoplastic agents, investigational drugs, total parenteral nutrition (TPN), blood or blood products, emergency medications, or antibiotics.
2. **Oral over the counter or sample drugs** will be dispensed only when accompanied by written orders from a physician, APRN, or PA and must be U.S. Food and Drug Administration (FDA) approved for the medical diagnosis. Students may not carry medications at school.
  - a. Medication is always to remain in the container in which it was purchased and must be unopened when received by the school.
  - b. Written parental authorization is needed for all drugs.
  - c. Cough drops will be treated as an over-the-counter medication.
  - d. Possession of drugs of any kind may lead to serious disciplinary action.
3. **No prescription narcotic analgesics, opioids or cannabinoids** are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.
4. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication and supplies. The Parent Authorization for Administration of Medication form must be completed before receipt of the medication.
  - a. New authorization forms will be required when any changes with the orders occur.
  - b. All medication/procedure forms must be updated annually.
5. Medication must be sent to school by a parent/guardian.
  - a. It is not safe for children to deliver medicine to and from school.
  - b. This policy prevents safety concerns of lost or stolen medicines, students sharing medicines with friends, and students taking medicine unsupervised.
6. Medication must be in the original prescription container with the: 1) name of drug, 2) date prescribed, 3) dosage prescribed, and 4) time of day to be taken, any special directions, with student's and physician, APRN, or PA names clearly printed.
  - a. Medication must remain in the container in which it was originally dispensed.
  - b. Most pharmacies will provide an extra empty labeled bottle for parents if requested when the prescription is filled. A separate prescription bottle should be provided for field trips.
  - c. No more than a month's supply of controlled medication may be brought in at a time.
  - d. All new prescription refills must remain in the original container with the current expiration date.
  - e. No medications over 30 days will be administered.
7. All medications and/or supplies received must be documented with the parent/guardian, employee, and witness on the Medication and Supply Intake Form (SB 87031).
  - a. Medication must be counted by a parent/guardian. This count will be verified by a school staff.
  - b. The amount and date received are to be recorded.
  - c. The parent/guardian is also required to sign Medication and Supply Intake Form when picking up medication/supplies.

**GUIDELINES FOR ADMINISTRATION OF MEDICATION (cont.)**

8. The parent/guardian should arrange for a separate supply of medication for the school.
  - a. Medication will not be transported between home and school.
    - i. Exceptions by Florida statutes 1002.20(h)(i)(j)(k) *which require a Parent Self Administration Form and a Physician Self Administration Form for:* asthma inhalers, EpiPens, pancreatic enzyme supplements, and diabetes supplies and equipment.
9. When any medications are added or discontinued, a new authorization form is required.
10. When medication dosages or times are changed, a new signed authorization form with the correct information must be completed and a new label from the pharmacist or physician, APRN, or PA order/prescription indicating the change must be sent to the school.
  - a. A fax is acceptable.
11. Medication will **always be stored in a locked cabinet at the school**.
  - a. Exceptions by statutes are asthma inhalers, EpiPens, pancreatic enzyme supplements, and diabetic supplies and equipment. Students who self-carry require a Parent Self Administration Form and a Physician Self Administration Form.
12. Since many students receive medication during school hours, a school district employee designated by the principal will administer medication.
  - a. The designated employee must be trained by the Registered Professional School Nurse as required by Florida law. This includes HOST, field trips, and when the student is away from school property on official school business.
  - b. The medication container with pharmacy label/supplies and copies of paperwork will be sent with the trained staff member, agency nurse, or HOST staff personnel. All medications must be signed out and recorded on the Field Trip Medication Sign Out Sheet (SB 86900).
  - c. Under no circumstances may medication be transferred from one container to another by anyone other than a Registered Pharmacist with the exception of field trips which must be done by the Registered Nurse. Registered Nurses preparing for field trips should choose one of the following options: send medication in original container or transfer to a medication envelope with a copy of the original medication label attached.
13. Liquid medication will be given in a calibrated measuring device **supplied by the parent**.
  - a. Pill crushers, soft food for mixing, and special drinks **must be provided by the parent**.
14. All medications/supplies must be removed from the school premises **within one week of the expiration date**, upon appropriate notification of medication being discontinued, or at the end of the school year.
  - a. Medications/supplies that are unused and unclaimed will be destroyed following proper disposal procedures.
15. Planning and protocols for any medication or treatment which requires a one-time dosage for a specific intent are the responsibility of the Registered Nurse, **ONLY**.
16. Non-medicated sunscreen and insect repellent may be administered without a prescription, but a parent/guardian authorization form must be completed.

Florida Statute 1006.062 is the reference for the above guidelines.

Questions regarding these procedures should be directed to the Registered Nurse assigned to the school your child attends or to the office of School Health Services, 273-7020.



## Volunteer Services Hillsborough County Public Schools

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Hillsborough County Public Schools requires **all** volunteers and community partners to complete the online HCPS Volunteer Application **or** have a verified **current/active** application on file. Applications are **not** required to be submitted annually; submissions are based on the expiration date. Notices of renewal are sent to applicants 30 days prior to expiration.

This application should be submitted at least **two-four** weeks prior to any volunteer activity.  
***Allow longer for Level 2 Fingerprinting***

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### Becoming a Volunteer

Ways to access the online application:

From the District website (<https://www.hillsboroughschools.org>)

- On the homepage, locate and click on the “Volunteer” icon



OR

- Click on the “Departments”
- Then click on the “Volunteering Services.”
- Finally, click on the “Y.E.S.” icon on the right.



### From a school website

- Click on the “Volunteer Services” box on the homepage.
- Finally, click on the “Y.E.S.” icon on the right.



Returning active volunteers, can review the [Quick Reference Guide](#) which outlines steps for accessing their personal active volunteer portal (located on application landing page).

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We are thankful to the many volunteers and community partners that say Y.E.S. (You Empower Students) every day to collaborate with us in preparing our students for life.

For more information, please click on the link to [Volunteer Services](#) or email [volunteer.services@hcps.net](mailto:volunteer.services@hcps.net)

*\*The HCPS Volunteer Application is **not** applicable for Charter Schools. If you are interested in volunteering at a Charter School, please contact the school directly.*



## Servicios de Voluntariado Escuelas Públicas del Condado de Hillsborough

Las escuelas Públicas del Condado de Hillsborough requieren que **todos** los voluntarios y socios de la comunidad completen la **Solicitud de Voluntariado de HCPS** o tengan una **solicitud activa y actual** en el archivo. **No** es necesario presentar una solicitud anualmente; las presentaciones de las solicitudes se basan en la fecha de vencimiento. Los avisos de renovación se envían a los solicitantes 30 días antes del vencimiento.

Esta solicitud debe enviarse por lo menos **dos a cuatro** semanas antes de cualquier actividad de voluntariado.  
**\*Tiene que permitir más tiempo para la toma de huellas digitales de nivel 2**

### Cómo ser un voluntario

Desde la página web del Distrito (<https://www.hillsboroughschools.org>)

- En la página de inicio, busque y haga clic en el ícono "Voluntario"



OR

- Vaya donde dice "*Departments*"
- Luego seleccione el enlace "*Volunteering Services*".
- Finalmente, seleccione el ícono "**Y.E.S.**" a la derecha.



### Desde la página web de la escuela

- Seleccione el menú "*Volunteer Services*".
- Finalmente, seleccione el ícono "**Y.E.S.**" de la derecha.

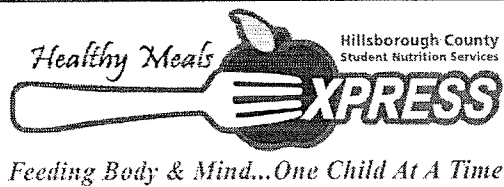


Los voluntarios activos que regresan pueden revisar la Guía de Referencia Rápida que describe los pasos para acceder a su portal personal de Voluntariado activo (ubicado en la página de inicio de la solicitud).

Estamos muy agradecidos de todos los voluntarios y socios comunitarios que dicen Y.E.S. (*You Empower Students*) cada día para colaborar con nosotros en preparar a nuestros estudiantes para la vida.

Para más información, por favor ingrese en el enlace Volunteer Services o envíe un correo electrónico a [volunteer.services@hcps.net](mailto:volunteer.services@hcps.net)

\*\*Las solicitudes de voluntario de HCPS no se aplican para las escuelas *Charter*. Si usted está interesado en ser voluntario en una escuela *Charter*, por favor comuníquese con la escuela directamente.



Click here to  
learn more!

## SCHOOL MEAL PRICES

|  |               |
|--|---------------|
| Breakfast  | <b>FREE</b>   |
| Elementary Lunch                                       | <b>\$2.25</b> |
| Middle and High School Lunch                           | <b>\$2.75</b> |
| Lunch in Community Eligibility Provision (CEP) Schools | <b>FREE</b>   |
| Adult and Visitor Lunch                                | <b>\$4.50</b> |

## SCHOOL MEAL BENEFITS

Free meals are available to any student who is enrolled in a school eligible for the federal Community Eligibility Provision (CEP) or who qualifies for free or reduced-price meals based on household income. If you have any children **not enrolled** in a CEP school, please submit a meal benefit application for all children in the same home. You may also qualify for other benefits like waivers for college application fees and SAT/ACT/PSAT exam fees.

A list of CEP schools and the meal benefit application can be found at [www.hillsboroughschools.org/sns](http://www.hillsboroughschools.org/sns) and the QR code above. Contact us at 813-840-7066 if you have questions about your application or CEP.

## SCHOOL MEAL MENUS

Visit our [SNS website](#) or download the Nutrislice app on any mobile device for information on our delicious, healthy meals including ingredients, photos, descriptions, nutrition facts, and allergens in each menu item.

## MYPAYMENTS PLUS MEAL ACCOUNTS

MyPayments Plus allows you to prepay for school meals or other food items, set up auto pay, and monitor student spending. Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or download the MyPayments Plus app on your mobile device. Students with negative balances on their meal account will not be allowed to purchase A La Carte items. See the Local Meal Charge Policy at our [website](#) for more information.

## ALLERGIES AND SPECIAL DIETS

We take food allergies, food safety and student health very seriously. If your child requires a menu change due to a medical condition, you must submit a Diet Prescription Form signed by your child's doctor. Turn these in to the SNS Cafeteria Manager **every school year** to ensure all allergy alerts are correct and up to date. A meal preference form can also be completed by the parent or guardian if other needs are required because of cultural or religious reasons. Both forms can be found on our [SNS website](#). Our online menus show the top nine food allergens to help you and your child identify their menu choices ahead of time.

## ARE YOU STILL PACKING LUNCH?

Student Nutrition Services is here for you. Let us lighten the load, while saving money in your weekly food budget. School meals are a convenient, healthy option for busy families. Where else can you get a complete meal under \$3? Encourage your child to try our meals today and put packing behind you!

## OTHER FOOD AID FOR FAMILIES

Additional food resources are available in our community. Feeding Tampa Bay can help you find a distribution of fresh groceries near you or to help add more money to your family food budget each month. [www.feedingtampabay.org/findfood](http://www.feedingtampabay.org/findfood). Text HCPSFood to 74544 to see if you qualify for grocery assistance.



¡Haga click aquí para aprender más!

## PRECIOS DE LAS COMIDAS ESCOLARES

|   |               |
|---|---------------|
| Desayuno  | <b>GRATIS</b> |
| Almuerzo de las escuelas primarias  | <b>\$2.25</b> |
| Almuerzo de las escuelas secundarias e intermedias                          | <b>\$2.75</b> |
| Almuerzo en las escuelas de Provisión de Elegibilidad de la Comunidad (CEP) | <b>GRATIS</b> |
| Almuerzo para adultos y visitantes  | <b>\$4.50</b> |

## BENEFICIOS DE COMIDAS ESCOLARES

Las comidas gratuitas están disponibles para cualquier estudiante que esté inscrito en una escuela elegible para la Provisión de Elegibilidad Federal de la Comunidad (CEP) o que califique para comidas gratuitas o a precio reducido según los ingresos del hogar. Si tiene hijos **no inscritos** en una escuela CEP, envíe una solicitud de beneficios de comida para todos los niños en el mismo hogar. También puede calificar para otros beneficios como exenciones para tarifas de solicitud universitaria y tarifas de exámenes SAT / ACT / PSAT.

Puede encontrar una lista de las escuelas CEP y la solicitud de beneficios de comidas en [www.hillsboroughschools.org/sns](http://www.hillsboroughschools.org/sns) y el código QR anterior. Contáctenos al 813-840-7066 si tiene preguntas sobre su solicitud o CEP.

## MENÚ DE COMIDAS ESCOLARES

Visite nuestro [sitio web de SNS](#) o descargue la aplicación Nutrislice en cualquier dispositivo móvil para obtener información sobre nuestras deliciosas y saludables comidas que incluyen ingredientes, fotos, descripciones, información nutricional y alérgenos en cada elemento del menú.

## CUENTAS DE COMIDAS EN MYPAYMENTS PLUS

MyPayments Plus le permite pagar por adelantado las comidas escolares u otros alimentos, configurar el pago automático y monitorear los gastos de los estudiantes. Vaya a [www.mypaymentsplus.com](http://www.mypaymentsplus.com) o descargue la aplicación MyPayments Plus en su dispositivo móvil. Los estudiantes con saldos negativos en su cuenta de comidas no podrán comprar artículos a la carta. Consulte la Política de cargos por comidas locales en nuestro sitio web para obtener más información.

## ALERGIAS Y DIETAS ESPECIALES

Nos tomamos muy en serio las alergias alimentarias, la seguridad alimentaria y la salud de los estudiantes. Si su hijo requiere un cambio de menú debido a una afección médica, debe enviar un Formulario de prescripción de dieta firmado por el médico de su hijo. Entréguelos al Gerente de Cafetería de SNS **cada año escolar** para asegurarse de que todas las alertas de alergia sean correctas y estén actualizadas. Un formulario de preferencia de comida también puede ser completado por el padre o tutor si se requieren otras necesidades debido a razones culturales o religiosas. Ambos formularios se pueden encontrar en nuestro [sitio web de SNS](#). Nuestros menús en línea muestran los nueve alérgenos alimentarios principales para ayudarlo a usted y a su hijo a identificar sus opciones de menú con anticipación.

## ¿TODAVÍA ESTÁS EMPACANDO EL ALMUERZO?

El departamento de nutrición estudiantil está aquí para usted. Permítanos aligerar la carga, mientras ahorra dinero en su presupuesto semanal de alimentos. Las comidas escolares son una opción conveniente y saludable para las familias ocupadas. ¿Dónde más puede obtener una comida completa por menos de \$3? ¡Anime a su hijo a probar nuestras comidas hoy y deje atrás el embalaje!

## OTRAS AYUDAS ALIMENTARIAS PARA LAS FAMILIAS

Recursos alimenticios adicionales están disponibles en nuestra comunidad. Alimentar a Tampa Bay puede ayudarlo a encontrar una distribución de comestibles frescos cerca de usted o para ayudar a agregar más dinero a su presupuesto familiar de alimentos cada mes. [www.feedingtampabay.org/findfood](http://www.feedingtampabay.org/findfood). Envíe un mensaje de texto de HCPS Food al 74544 para saber si puede recibir ayuda alimentaria.





Dear Parent/Guardian:

Children need healthy meals to learn! Hillsborough County Student Nutrition Services offers healthy meals every school day. Breakfast is FREE for all students. Elementary lunch costs \$2.25, and Secondary lunch costs \$2.75. **Your child may qualify for free or reduced-price meals!** The reduced-price lunch cost of 40¢ is waived (provided at no charge) for children approved for reduced price meals. Below are some commonly asked questions with answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?



- All children in households receiving benefits from **SNAP (food stamps)** or **TANF**, are eligible for free meals, regardless of your income. Households receiving SNAP or TANF benefits may exclude income information and the last four digits of the signer's social security number on their application.
- If you received a **NOTICE OF DIRECT CERTIFICATION: DO NOT complete an application.** Please read this entire letter and follow the instructions carefully. See #6 for more information.
- **Foster children** that are under the legal responsibility of a foster care agency or court order are eligible for free meals. Foster children may be included as part of a household application, and are eligible for free meals, even if the household does not qualify.
- Children participating in their school's **Head Start** program are eligible for free meals.
- Children who meet the definition of **homeless, runaway, or migrant**, are eligible for free meals. See #9 for more information.
- Children may receive free or reduced-price meals if your **household income** is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household gross income falls at or below the limits on the chart below:

| Household Size                                | Annually      | Monthly     | Twice Per Month | Every Two Weeks | Weekly      |
|---|---------------|-------------|-----------------|-----------------|-------------|
| 1   | 27,861        | 2,322       | 1,161           | 1,072           | 536         |
| 2   | 37,814        | 3,152       | 1,576           | 1,455           | 728         |
| 3   | 47,767        | 3,981       | 1,991           | 1,838           | 919         |
| 4   | 57,720        | 4,810       | 2,405           | 2,220           | 1,110       |
| 5   | 67,673        | 5,640       | 2,820           | 2,603           | 1,302       |
| 6   | 77,626        | 6,469       | 3,235           | 2,986           | 1,493       |
| 7   | 87,579        | 7,299       | 3,650           | 3,369           | 1,685       |
| 8   | 97,532        | 8,128       | 4,064           | 3,752           | 1,876       |
| <b>For each additional family member, add</b> | <b>+9,953</b> | <b>+830</b> | <b>+415</b>     | <b>+383</b>     | <b>+192</b> |

2. CAN I APPLY ONLINE? Yes! Beginning July 1<sup>st</sup> of each school year. Applying online is quick, confidential, and easy! The online application has the same requirements as the paper application and will ask for the same information. To apply online, visit the district website at [www.hillsboroughschools.org/mealbenefits](http://www.hillsboroughschools.org/mealbenefits), then click "APPLY NOW", and follow the instructions. Contact **the Healthy Meals Express Application Center at 813-840-7066 if you have any questions about the online application process.**
3. IS THE ONLINE APPLICATION AVAILABLE IN MORE THAN ONE LANGUAGE? Yes! It is available in 7 languages: English, Spanish, French, Arabic, Filipino, Vietnamese (Tiếng Việt) & Chinese (Mandarin) when you go to <https://www.myschoolapps.com>
4. WHAT IF I DON'T HAVE A COMPUTER TO COMPLETE AN ONLINE APPLICATION? Computers are available for use at no cost at the local public library and at the **Healthy Meals Express Application Center, 9014 Brittany Way, Tampa, Florida, 33619.** Your child's school may also have a computer that can be used to complete an application. Need information where to obtain a paper application? Contact the **Healthy Meals Express Application Center at 813-840-7066.**

Estimados padres/representantes legales:

¡Los niños necesitan alimentos saludables para que puedan aprender! Los Servicios de Nutrición Estudiantil del Condado de Hillsborough ofrecen comidas saludables todos los días escolares. El desayuno es GRATIS para todos los estudiantes. El costo del almuerzo en las escuelas primarias es \$2.25 y para los estudiantes de las escuelas secundarias es \$2.75. **Su hijo puede ser elegible para las comidas gratis o a precio reducido.** A los estudiantes que son elegibles para comprar el almuerzo al precio reducido de 40¢ no se les cobrará. A continuación, se encuentran preguntas frecuentemente con las respectivas respuestas, para ayudarlo con el proceso de la solicitud.

1. ¿QUIÉN PUEDE OBTENER LOS BENEFICIOS DE COMIDAS GRATIS O A PRECIO REDUCIDO?

- Todos los niños que reciben beneficios de **SNAP (cupones de alimentos)** o **TANF**, son elegibles para comidas gratis, independientemente de su ingreso. Los hogares que reciben beneficios de **SNAP** o **TANF** *no necesitan incluir* información del ingreso ni de los cuatro últimos números del seguro social en la solicitud.
- Si usted recibió un **AVISO DE CERTIFICACIÓN DIRECTA: No tendrá que llenar una solicitud.** Por favor, lea la carta completa y siga las instrucciones cuidadosamente. Lea la pregunta #6 para obtener más información.
- **Los niños de crianza temporal** que están bajo la responsabilidad legal de una agencia de cuidado tutelar o de la corte, son elegibles para comidas gratis. Los niños de crianza temporal pueden ser incluidos en la solicitud de una familia, y son considerados para recibir comidas gratis, aunque la familia no sea elegible.
- Los niños que participan en el programa **Head Start** de la escuela, son elegibles para comidas gratis.
- Los niños que cumplen con la definición de: **sin hogar, fugado o migrantes (trabajadores agrícolas que se mueven de una granja a otra)**, son elegibles para las comidas gratis. Lea la pregunta #9 para obtener información adicional.
- Los niños pueden recibir comidas gratis o a precio reducido si el **ingreso bruto del hogar** está dentro de los límites del reglamento federal de elegibilidad de ingreso. Por favor, tome como referencia la tabla siguiente:



| Tamaño del hogar                                  | Annual | Mensual | Dos veces al mes | Cada 2 Semanas | Semanal |
|---|--------|---------|------------------|----------------|---------|
| 1   | 27,861 | 2,322   | 1,161            | 1,072          | 536     |
| 2   | 37,814 | 3,152   | 1,576            | 1,455          | 728     |
| 3   | 47,767 | 3,981   | 1,991            | 1,838          | 919     |
| 4   | 57,720 | 4,810   | 2,405            | 2,220          | 1,110   |
| 5   | 67,673 | 5,640   | 2,820            | 2,603          | 1,302   |
| 6   | 77,626 | 6,469   | 3,235            | 2,986          | 1,493   |
| 7   | 87,579 | 7,299   | 3,650            | 3,369          | 1,685   |
| 8   | 97,532 | 8,128   | 4,064            | 3,752          | 1,876   |
| Por cada miembro adicional de la familia, añadida | +9,953 | +830    | +415             | +383           | +192    |

2. ¿PUEDO APLICAR EN LÍNEA? ¡Sí! ¡Cada año escolar a partir del 1ro de Julio y le animamos a hacerlo! ¡Es rápido, confidencial y fácil solicitar por el Internet! La solicitud en línea exige los mismos requisitos y le pide la misma información que la de papel. Para llenar la solicitud en línea, visite el sitio web del distrito en [www.hillsboroughschools.org/mealbenefits](http://www.hillsboroughschools.org/mealbenefits), haga click en "APPLY NOW", cambie el idioma a Español y siga las instrucciones. Llame al **Centro de Solicitudes de Comidas Saludables al 813-840-7066 si tiene cualquier pregunta sobre el proceso de solicitud en línea.**
3. ¿ESTA LA SOLICITUD EN LINEA DISPONIBLE EN MAS DE UN IDIOMA? ¡Sí! Está disponible en 9 idiomas – Inglés, Español, Vietnamita (Tiếng Việt), Chino (Mandarín), Armenio, Birmano, Francés, Coreano y Ruso. SOLO PARA REFERENCIA, Ud. puede ver UNA MUESTRA de la solicitud en 49 idiomas aquí: <https://www.myschoolapps.com>.
4. ¿Y SI NO TENGO UNA COMPUTADORA PARA LLENAR LA SOLICITUD? Puede usar las computadoras disponibles en la biblioteca pública sin costo alguno y en el **Centro de Solicitudes de Comidas Saludables (Healthy Meals Express Application Center), 9014 Brittany Way, Tampa, Florida, 33619.** En la escuela de su hijo debe haber una computadora que pueda usar para completar la solicitud. Si necesita ayuda para saber cómo y dónde obtener una solicitud en papel, llame al Centro de Solicitudes de Comidas Saludables **al 813-840-7066.**
5. ¿TENGO QUE LLENAR UNA SOLICITUD PARA CADA HIJO? No. *Use una para todos los niños de la casa.* No podremos aprobar una solicitud incompleta, por lo tanto, asegúrese de llenar toda la información que se le pide. Si se le aprueba, será elegible por todo el año escolar.

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. **Use one meal application for all students in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. If approved, your child's status will remain in effect for the entire school year.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the **Healthy Meals Express Application Center at 813-840-7066** immediately.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for the school year in which it was submitted. If you do not submit a new application that is approved, or you have not received a NOTICE OF DIRECT CERTIFICATION, your child will be charged the full price for meals.
8. WHERE CAN I VERIFY THE STATUS OF MY CHILD'S MEAL ELIGIBILITY? Call **Healthy Meals Express Application Center at 813-840-7066**. Make sure to have your child's 7-digit student ID number handy when you call.
9. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Are your housing arrangements temporary? Does your family relocate on a seasonal basis? Have you taken in a runaway child? If you believe children in your household meet these descriptions, please contact the liaison at the child's school for assistance.
10. I RECEIVE WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC might be eligible for free or reduced-price meals. Please submit an application.
11. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
12. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year if there is a change in your household income or size, or if you become unemployed.
13. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? Contact the **Healthy Meals Express Application Center at 813-840-7066**. You may also ask for a hearing by writing to: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida 33619**.
14. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. If you normally receive overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job, or had your hours or wages reduced, use your current income.
16. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? If there is no income to report, mark the box that says "None" for each household member. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.
17. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you receive any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income. Deployed service members are considered part of the household. List deployed service members in the Household section, but report only the portion of their income made available to them or on their behalf to the family.
18. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.
19. I'M A GROUP HOME ADMINISTRATOR. HOW DO I APPLY FOR CHILDREN IN MY CARE? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.

If you have other questions or need help completing your household application for school meal benefits, contact the **Healthy Meals Express Application Center at 813-840-7066**.

USDA Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

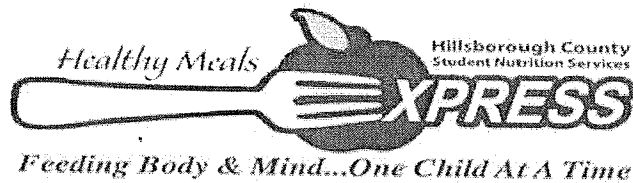
Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.usda.gov/foia/scr/how-to-file-a-program-discrimination-complaint> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

6. ¿TENDRÉ QUE LLENAR UNA SOLICITUD SI RECIBÍ UNA CARTA ESTE AÑO ESCOLAR NOTIFICÁNDOME QUE MIS HIJOS YA SON ELEGIBLES PARA RECIBIR LAS COMIDAS GRATIS? No, sin embargo, lea cuidadosamente la carta que recibió y siga las instrucciones. Si cualquiera de los niños de su casa no se consideró en la notificación de elegibilidad, comuníquese inmediatamente con el **Centro de Solicitudes de Comidas Saludables al 813-840-7066**.
  7. LA SOLICITUD DE MI HIJO FUE APROBADA EL AÑO PASADO. ¿TENDRÉ QUE LLENAR OTRA? Sí. La solicitud de su hijo es solamente vigente por el año escolar en curso. Si usted no presenta una nueva solicitud, o si no ha recibido el AVISO de CERTIFICACIÓN DIRECTA, a su hijo se le cobrará la comida al precio regular establecido.
  8. ¿CÓMO PUEDO VERIFICAR EL ESTATUS DE LA ELEGIBILIDAD DE LAS COMIDAS ESCOLARES DE MI HIJO? Llame al Centro de Solicitudes de Comidas Saludables al 813-840-7066. Asegúrese de tener el número de estudiante de 7 dígitos a mano cuando llame.
  9. ¿CÓMO SABRÉ SI A MIS HIJOS SE LES CONSIDERARÁ COMO NIÑOS SIN HOGAR, MIGRANTES O FUGADO? ¿Ha hecho arreglos para vivir en un hogar donde su estadía es de tiempo limitado? ¿Se muda/mueve su familia para trabajar en diferentes temporadas de siembra del año? ¿Ha acogido usted a algún niño que se haya escapado de la casa de sus padres? Si usted cree que algún niño de su casa reúne estas descripciones, por favor llame a la escuela de sus hijos para que le ayuden.
  10. YO RECIBO WIC. ¿SON MIS HIJOS ELEGIBLES PARA COMIDAS GRATIS? Los niños que viven en hogares que participan en el WIC, pueden ser elegibles para comidas gratis o a precio reducido. Por favor llene la solicitud y preséntela.
  11. ¿SERÁ REVISADA LA INFORMACIÓN QUE ESTOY ENVIANDO? Sí. También podemos pedirle que nos envíe prueba escrita del ingreso de su familia que está reportando.
  12. SI NO SOMOS ELEGIBLES AHORA, ¿PODREMOS SOLICITAR MÁS TARDE? Sí, usted puede solicitar en cualquier momento durante el año escolar si surge algún cambio en el ingreso o en el tamaño de su familia, o si pierde el trabajo.
  13. ¿QUÉ SUCEDE SI ESTOY EN DESACUERDO CON LA DECISIÓN DE LA ESCUELA SOBRE MI SOLICITUD? Llame al **Centro de Solicitudes de Comidas Saludables al 813-840-7066**. También puede pedir una audiencia por escrito a: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida, 33619**.
  14. ¿PUEDO SOLICITAR SI ALGUIEN EN LA CASA NO ES UN CIUDADANO DE LOS EE.UU.? Sí. Usted, sus hijos, o cualquier otro miembro de la familia no tiene que ser ciudadano de los EE.UU. para solicitar los beneficios de comidas gratis o a precio reducido.
  15. ¿QUÉ SUCEDERÍA SI MI INGRESO NO FUERA SIEMPRE EL MISMO? Haga una lista de los pagos que usted normalmente recibe. Si frecuentemente recibe pago por horas extra, inclúyalos, pero no incluya los que recibe ocasionalmente. Si perdió el trabajo, o se han reducido sus horas o salario, use su salario actual.
  16. ¿QUÉ SUCEDERÍA SI ALGUNOS DE LOS MIEMBROS DE LA FAMILIA DEL HOGAR NO RECIBEN NINGÚN INGRESO? Si no hay ingreso para reportar, asegúrese de marcar la casilla que dice “None” (ninguno) para cada miembro que no recibe ingreso. Si no lo marca y escribe un “0” en cualquier casilla o lo deja en blanco, de todos modos, usted está afirmando (certificando) que no existe ningún ingreso para reportar.
  17. ESTAMOS EN EL SERVICIO MILITAR. ¿REPORTAREMOS EL INGRESO DE MANERA DIFERENTE? El pago básico y bonos que reciba en efectivo tendrán que ser reportados como ingreso. Si recibe concesiones de valor de dinero en efectivo para vivienda fuera de la base militar, comida, ropa, tendrá que incluirlo como ingreso. Sin embargo, si su vivienda es parte de la iniciativa de privatización de vivienda militar (*Military Housing Privatization Initiative*), no incluya la concesión de vivienda como ingreso. Cualquier pago adicional por combate como consecuencia de despliegue militar, también se excluirá del ingreso. Los miembros de la casa desplegados al servicio militar son considerados parte de los miembros de la casa. Los miembros del servicio militar desplegados se incluirán en la sección de *Household (Integrantes del hogar)*, pero reporte solamente la porción de su ingreso que se les concedió a nombre de ellos para la familia.
  18. ¿QUÉ SUCEDERÍA SI NO HUBIERA ESPACIO SUFICIENTE PARA TODOS LOS MIEMBROS DE LA FAMILIA EN LA SOLICITUD? Llame al **Centro de Solicitudes de Comidas Saludables al 813-840-7066 para obtener instrucciones**.
  19. SOY ADMINISTRADOR DE HOGAR DE GRUPO(GROUPHOME). ¿COMO DEBO APLICAR PARA LOS NIÑOS BAJO MI CUIDADO? Contacte el **Centro de Solicitud al 813-840-7066** para recibir instrucciones.
- Si tiene preguntas adicionales o necesita ayuda para llenar la solicitud de beneficios de comidas escolares, llame al **Centro de Solicitudes de Comidas Saludables al 813-840-7066**.

De conformidad con la Ley Federal de Derechos Civiles y los reglamentos y políticas de derechos civiles Del Departamento de Agricultura de los EE. UU. (USDA, por sus siglas en inglés), se prohíbe que el USDA, sus agencias, oficina, empleados e instituciones que participa o administran programas del USDA discriminen sobre la base de raza, color, nacionalidad, religión real o percibido, estado civil, estado familiar/parental, sexo, identidad de género, expresión de género, orientación sexual, discapacidad, edad, ingresos derivados de un programa de asistencia pública, creencias políticas o en represalia o venganza por actividades previas de derecho civiles en algún programa o actividad realizados o financiados por el USDA (no todos los motivos prohibidos se aplicarán a todos los programas y/o actividades laborales). Remedios y plazos de presentación de quejas varían según el programa o el incidente. Las personas con discapacidades que necesitan medios alternativos para la comunicación de la información del programa (por ejemplo: sistema Braille, letras grandes, cintas de audio, lenguaje de señas americano, etc.) deben ponerse en contacto con la agencia (estatal o local) en la que solicitaron los beneficios o la agencia de USDA Target Center al (202) 720-2600 (voz o TTY) para personas sordas, con dificultades de audición o discapacidades del habla pueden comunicarse con el USDA por medio del Federal Relay Service (Servicio Federal de Retransmisión) al (800) 877-8339. Además, la información del programa se puede proporcionar en otros idiomas. Para presentar una denuncia de discriminación, complete el Formulario de Denuncia del Discriminación del Programa USDA, (AD-3227 que esta en línea en: <https://www.usda.gov/oascribhow-to-file-a-program-discrimination-complain>) y en cualquier oficina del USDA, o bien escriba una carta dirigida al USDA e incluya en la carta toda la información solicitada. Para solicitar una copia del formulario de denuncia llame al (866)632-9992. Haga llegar su formulario lleno o carta al USDA por (1) correo: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, DC20250-9410; (2) fax: (202) 690-7442; o correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov). Esta institución es un proveedor que ofrece igualdad de oportunidades.



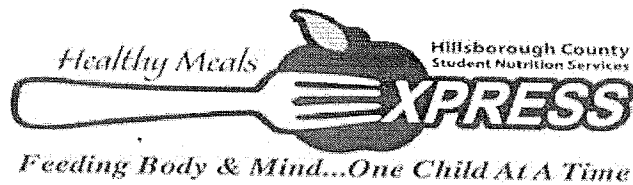
### **Student Nutrition Services Local Meal Charge Policy**

A written copy of the Student Nutrition Services Local Meal Charge Policy will be provided to all households. Every school is required to follow the policy.

Student Nutrition Services uses a prepayment system called MyPayments Plus. This system limits the exchange of money, protects the identity of all students, and prevents the disclosure of a student's meal eligibility status. Students who qualify for free or reduced-priced meals will always receive a free meal. All students receive free breakfast regardless of meal eligibility status.

Full pay students who do not have money on their MyPayments Plus meal account can receive a "charged" meal with the following restrictions. Adults may not charge meals at any time.

1. Students are allowed to charge for meals when they do not have money in their MyPayments Plus meal account. The student will be given the same school lunch that other children are receiving.
2. Any time a student has a negative balance on their MyPayments Plus meal account, the child will be prohibited from purchasing a la carte items (food purchased in addition to the school meal), even when purchasing with cash.
3. Students in CEP (Community Eligibility Provision) schools with negative balances on their MyPayments Plus meal account will also be prohibited from purchasing a la carte items.
4. Parents/guardians of students who are charged for one meal will receive a phone notification after their student has received the meal. The parent/guardian will be encouraged to quickly pay for this meal and will be reminded of this policy.
5. Parents/guardians of students who continue to charge will receive additional email and text notifications as well as weekly letters which will be sent home with the student.
6. Any unpaid balance on a child's account will be carried over from year to year.
7. The parent/guardian is responsible for all uncollected meal balances which must be paid prior to graduation or withdrawal from Hillsborough County Public Schools.



### **Política de Cargos a la Cuenta de Comidas de los Servicios de Nutrición Estudiantil**

Se proporcionará una copia escrita de la Política de Cargos a la Cuenta de Comidas de los Servicios de Nutrición Estudiantil a todos los hogares. Se requiere que todas las escuelas sigan estas directrices.

Los Servicios de Nutrición Estudiantil utilizan un sistema de prepago llamado *MyPayments Plus*. Este sistema limita el intercambio de dinero, protege la identidad de todos los estudiantes y evita la divulgación del estado de elegibilidad de comidas de un estudiante. Los estudiantes que califican para comidas gratuitas o a precio reducido siempre recibirán comidas gratis. Todos los estudiantes recibirán desayuno gratis independientemente del estado de elegibilidad en los servicios de comida escolar.

Los estudiantes de pago completo que no tienen dinero en su cuenta de comidas *MyPayments Plus* pueden recibir una comida fiada o cargada a la cuenta ("charged") con las siguientes restricciones. Los adultos no pueden cargar a la cuenta comidas en ningún momento.

1. Los estudiantes pueden obtener comidas fiadas cuando no tienen dinero en sus cuentas de comidas *MyPayments Plus*. Estos estudiantes recibirán el mismo almuerzo escolar que los otros estudiantes reciben.
2. Cada vez que un estudiante tenga un saldo negativo en su cuenta de comidas *MyPayments Plus*, se le prohibirá comprar artículos a la carta (alimentos comprados además de la comida escolar), incluso cuando compre con dinero en efectivo.
3. Los estudiantes en escuelas CEP (Disposición de Elegibilidad Comunitaria) con saldos negativos en sus cuentas *MyPayments Plus* también se les prohibirá comprar artículos a la carta.
4. El padre/madre/tutor de un estudiante que obtiene una comida cargada a la cuenta, recibirá una notificación telefónica después de que el estudiante haya recibido la comida. Se le instará al padre/madre/tutor a pagar rápidamente esta comida y se le mencionará esta directriz como recordatorio.
5. El padre/madre/tutor de un estudiante que continúe cargando las comidas a su cuenta, recibirá notificaciones adicionales por correo electrónico y texto, así como por cartas que se enviarán semanalmente a casa con el estudiante.
6. Los saldos de cuentas no pagados de un estudiante se transferirán de año a año.
7. El padre/madre/tutor es responsable de todos los saldos de comidas no pagados los cuales se deberán pagar antes de la graduación, retiro o baja de las Escuelas Públicas del Condado de Hillsborough.

**School Board**  
Karen Perez, Chair  
Jessica Vaughn, Vice Chair  
Nadia T. Combs  
Lynn L. Gray  
Stacy A. Hahn, Ph.D.  
Patricia "Patti" Rendon  
Henry "Shake" Washington



**Superintendent**  
Van Ayres

August 12, 2024

To the Parents of Juniors and Seniors,

The Family Educational Rights and Privacy Act (FERPA), a federal law, prohibits the release of personally identifiable information from your child's education records, unless the district receives your written consent. However, there are some exemptions under the law.

Federal law requires school districts to provide military recruiters, upon request, with the names, home addresses, and home phone numbers of 11th and 12th grade students, unless a parent/legal guardian or the student, if over the age of 18, provides a written request opting out of such release.

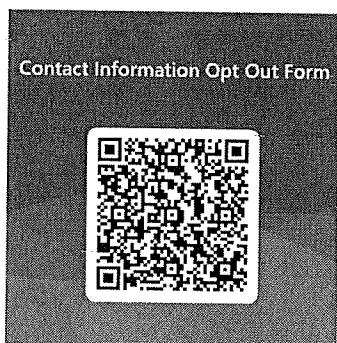
Accordingly, if you DO NOT wish your child's information to be released to military recruiters, you must fill out the Military Opt-Out Form at <https://forms.office.com/r/QjkX1uSqJ6> or use the QR code below.

The form must be completed by Friday, August 30<sup>th</sup>. Failure to complete the form will be considered your permission to provide this information to military recruiters, upon request.

While we are committed to protecting the confidentiality of our students, we must comply with the law.

Thank you,

Hillsborough County Public Schools



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**Superintendent**  
Van Ayres

August 12, 2024

A los padres de los estudiantes de 11° y 12° grado,

La Ley de Derechos Educativos y Privacidad de la Familia (FERPA, por sus siglas en inglés), es una ley federal, que prohíbe la divulgación de información de identificación personal de los registros educativos de su hijo, a menos que el distrito reciba su consentimiento por escrito. Sin embargo, hay algunas excepciones bajo en virtud de la ley.

La ley federal requiere que los distritos escolares proporcionen los nombres, direcciones y números de teléfono de los estudiantes de 11° y 12° grado a los reclutadores militares y al personal de admisiones universitarias que soliciten esta información, a menos que el padre/tutor legal o el estudiante, si es mayor de 18 años, proporcione una solicitud por escrito pidiendo que no se divulgue la información.

Si NO desea que la información de su hijo sea divulgada a los reclutadores militares o al personal de admisiones universitarias, debe completar una formulario en <https://forms.office.com/r/QjkX1uSqJ6> o use el código QR en la parte inferior de esta carta.

El formulario debe completarse antes del viernes 30 de agosto. Si no completa el formulario, consideramos este su permiso para proporcionar el información a los reclutadores militares, si así lo solicitan.

Estamos comprometidos a proteger la confidencialidad de nuestros estudiantes y debemos cumplir con la ley.

Gracias,

Escuelas Públicas del Condado de Hillsborough

