



## 2022-2023 Student Academic Calendar

### Board Approved 4/13/2021

Students' First Day of School	Wednesday, August 10, 2022
Labor Day/Non-Student Day	Monday, September 5, 2022
End of 1st Grading Period	Wednesday, October 12, 2022
Non-Student Day	Monday, October 17, 2022
Veterans Day/Non-Student Day	Friday, November 11, 2022
Fall Break/Non-Student Days	Monday, November 21 - Friday, November 25, 2022
Students Return to School	Monday, November 28, 2022
End of 2nd Grading Period (End of 1st Semester)	Friday, December 23, 2022
Winter Break/Non-Student Days	Monday, December 26, 2022 - Monday, January 9, 2023
Students Return to School	Tuesday, January 10, 2023
Dr. Martin Luther King, Jr./Non-Student Day	Monday, January 16, 2023
Non-Student Day	Friday, February 17, 2023
Non-Student Day	Monday, March 6, 2023
Spring Break/Non-Student Days	Monday, March 13 - Friday, March 17, 2023
Students Return to School	Monday, March 20, 2023
End of 3rd Grading Period	Friday, March 24, 2023
Non-Student Day	Friday, April 7, 2023
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	Friday, May 26, 2023

Hurricane Day(s) if needed: October 17, November 11, November 21-23, and November 25

Student Early Release Days: Students are released one hour early each Monday beginning August 15, 2022, except for:  
 October 17, 2022 (Non-Student Day)  
 November 21, 2022 (Fall Break)  
 December 26, 2022 (Winter Break)  
 January 16, 2023 (Dr. Martin Luther King Jr.)  
 March 6, 2023 (Non-Student Day), March 13, 2023 (Spring Break)

Friday, May 26, 2022 (Last Day of School) students are released 2.5-hours early.

School Board  
Nadia T. Combs, Chair  
Henry "Shake" Washington, Vice Chair  
Stacy A. Hahn, Ph.D.  
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Principal  
Catherine M. Lennard

Assistant Principal  
Dustin A. Robinson

Assistant Principal  
Jeshilma Villafane-Montanez

**Dorothy C. York Innovation Academy**

Dear Parents:

The comprehensive school guidance program at York Innovation Academy is designed to support the mission of the school by promoting and enhancing the learning process of every student through integration of academic, career, and personal/social development. Many prevention topics are addressed through classroom guidance, small group guidance and district approved schoolwide presentations. Examples of these topics include:

- Physical and Emotional Health/Safety
- Character Education
- Peer Mediation/Conflict Resolution
- Bullying Prevention
- Drug and Alcohol Prevention
- Harassment and Violence Prevention
- Positive Mental Health for 4<sup>th</sup> and 5<sup>th</sup> Grade

There are some grade level specific programs that may be available to your child, such as:

**In Grades K-5 - Red Ribbon Week**

Emphasizes doing things that are healthy for our mind and bodies.

**In Third Grade – Champions for Children *Kids-on- the-Block***

Uses puppets and child-appropriate language in skits to cover child abuse issues with students in third grade.

**In Fourth Grade – Champion for Children *Kids-on- the-Block***

Uses puppets and child-appropriate language to present information on bullying prevention and tolerance to fourth grade students to teach them peaceful alternatives and solutions.

These are just a few examples of the exciting activities that your child may be participating in at our school. Please feel free to contact your guidance counselor at 813-533-2400 x 230 if you have any questions or concerns.

Sincerely,

Mrs. Henry & Dr. Hannett  
Professional School Counselors

## Volunteer Services Hillsborough County Public Schools

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Hillsborough County Public Schools requires all volunteers and community partners to complete the HCPS Volunteer Application **or** have a current active application on file prior to any volunteer engagement.

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>)

- 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.



While on the HCPS Application introduction page, please take a moment to view the video for completing the volunteer application. Returning active volunteers, can access the Quick Reference Guide for the Volunteer Portal.

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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.***

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## HILLSBOROUGH COUNTY PUBLIC SCHOOLS SCHOOL HEALTH SERVICES

### Immunization Requirements for 2022-2023 School Year Entry

The School Health Services Program oversees or provide mandated services in accordance with Florida Statute sections 381.0056, 381.0057, and 402.3026. School health services purpose is to minimize health barriers to learning for public school students in pre-kindergarten through 12th grade. To help ensure the provision of safe and appropriate county-level school health services, the Department of Health, Hillsborough, School Health Program office work in conjunction with Hillsborough County Public Schools, School Health Services Department to implement health services and state mandates provided in our public schools.

Students from Pre-kindergarten through 12th grade who are coming into a Florida school for the first time must present a immunization record (DH 680) and a current Florida School Entry Physical Examination, Form (DH 3040). The immunization record must show that the student has met the minimum state requirements for that grade. Immunizations are provided at no charge by the Department of Health, Hillsborough County.

#### Immunization Requirements for Pre-Kindergarten

For students entering Pre-Kindergarten\*, the immunization record must show that the student has met the minimal state requirements for vaccines:

- \* 3-5 doses DTaP (diphtheria-tetanus-pertussis)
- \* 3-5 doses Polio (Kindergarten)
- \* 1-2 doses MMR (measles-mumps-rubella)
- 3 doses Hepatitis B
- \* 1-2 doses Varicella (chicken pox)

\* **Note: Immunizations listed below are not required, but recommended:**

**Haemophilus influenza type b (Hib)**

**Pneumococcal conjugate (PCV13)**

**Hepatitis A (Hep A)**

\* **Varicella vaccine is not required if Varicella disease is documented (the year the child had the disease must be included) by a Licensed Physician, Advanced Registered Nurse Practitioner or Physician Assistant.**

#### Immunization Requirements for Kindergarten through sixth grade

Students entering kindergarten must submit an updated immunization record and a school entry physical examination

- 5 doses DTaP (diphtheria-tetanus-pertussis)
- \* 4-5 doses Polio (Kindergarten)
- 2 doses MMR (measles-mumps-rubella)
- 3 doses Hepatitis B
- \* 2 doses Varicella (chicken pox)

\* **Note. KG — If the fourth dose of polio vaccine is administered prior to the fourth birthday, a fifth dose of polio vaccine is required for kindergarten entry only.**

\* \* **Varicella vaccine is not required if Varicella disease is documented (the year the child had the disease must be included) by a Licensed Physician, Advanced Registered Nurse Practitioner or Physician Assistant.**

#### Immunization Requirements for students entering seventh through twelfth grade

Students entering seventh grade must submit an updated immunization record with a Tdap. All students from seventh through twelfth grade immunization record must that the student has met the minimal state requirements:

5 doses DTaP (diphtheria-tetanus-pertussis)  
4 doses Polio (IPV or OPV)  
2 doses MMR< (measles-mumps-rubella)  
3 doses Hepatitis B  
1 dose Tdap (tetanus, diphtheria, pertussis)  
2 doses Varicella (chickenpox) or has had the disease as documented by a healthcare provider

- \* **Note.** 1 dose Tdap (tetanus- diphtheria- pertussis) for seventh grade is required.
- \* An updated DH 680 form to include Tdap must be obtained for submission to the school.
- \* **Varicella vaccine is not required if Varicella disease is documented (the year the child had the disease must be included) by a Licensed Physician, Advanced Registered Nurse Practitioner or Physician Assistant.**

### **Additional Immunization Recommendations:**

Four vaccines which are not mandated for your child's grade level, but are recommended by the Advisory Committee on Immunization Practices (ACIP) should be discussed with your health care provider are: meningococcal meningitis, hepatitis A series, Influenza and Human Papilloma (HPV) Vaccine series.

### **MENINGOCOCCAL DISEASE**

A dose of Meningococcal (MCV4) is recommended for children and adolescents 11-18 years of age. This vaccine is 85-90% effective in preventing meningococcal disease. Meningococcal disease is a serious illness caused by bacteria. The disease is spread by airborne respiratory droplets (cough or sneezes). Symptoms of meningococcal disease are often mistaken for less serious illnesses such as the flu. Common symptoms may include: fever greater than 101.4, red to purple colored rash, nausea, vomiting, generalized muscle aches, severe headaches, confusion, sensitivity to light, and/or stiff neck. It is a leading cause of bacterial meningitis in children 2-18 years old in the United States. The vaccine is available at the department of health, Hillsborough County, if it is not provided by your child's healthcare provider's office. For those who have never gotten MCV4, a dose is recommended at high school entry but not required in the State of Florida. Most colleges and universities require this vaccine. Please check the college or university policy you plan to attend. In addition, this is highly recommended if you are living in a dormitory type of residence. MCV4 is contraindicated to anyone that experience a severe allergic reaction after a previous dose or to any components of vaccines.

### **Human Papilloma Virus Disease**

The Human Papilloma Virus (HPV) cause the majority of genital warts, and cancers. HPV vaccine has been shown to protect against 80% of the most common types of cervical cancer and oral cancers and decrease genital warts. While it is recommended for ages 11-12 years of age, this vaccine has been approved for both males and females beginning at nine years of age. The most frequent reported symptoms of HPV vaccine are chronic pain with paresthesia, headaches, fatigue and orthostatic intolerance.

**If you have private health insurance or Medicaid, contact your health care provider. If you do not have private health insurance or Medicaid, contact the Florida Department of Health, Hillsborough County Immunization Clinic for further information.**

**FLORIDA DEPARTMENT OF HEALTH, HILLSBOROUGH COUNTY IMMUNIZATION CLINIC**

Sulphur Spring Health Center

8605 N. Mitchell, Tampa

813-307-8077

**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 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 order's 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 original container with 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.

**Distribution: Nurse or HOST Personnel, Parent**



### **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 be **stored in a locked cabinet** at the school at all times.
  - 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 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 a 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.

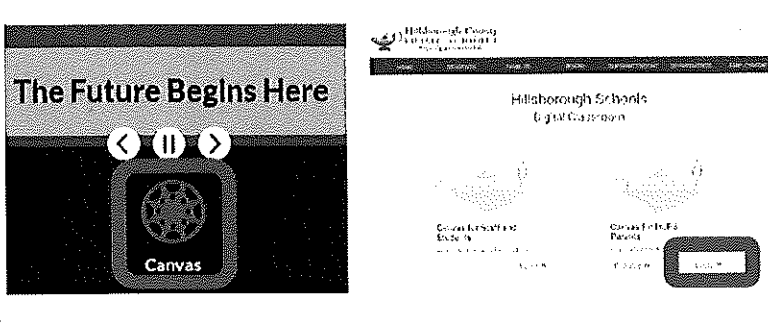
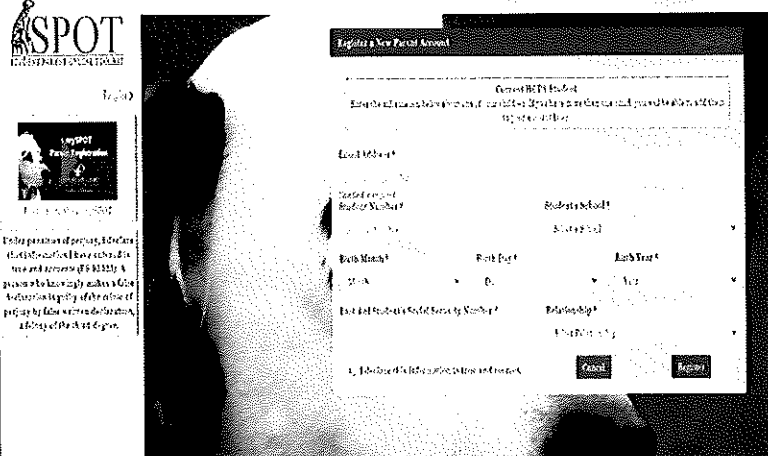
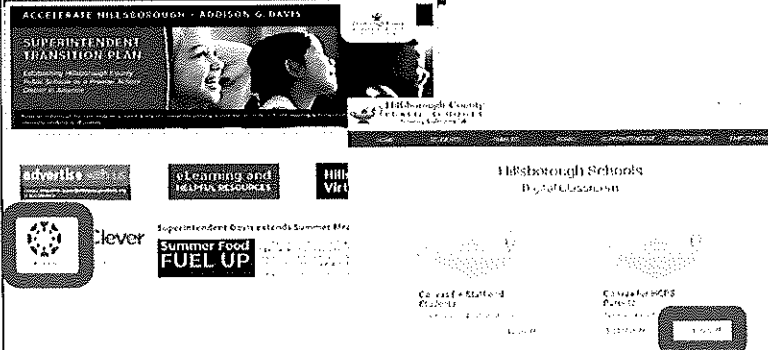
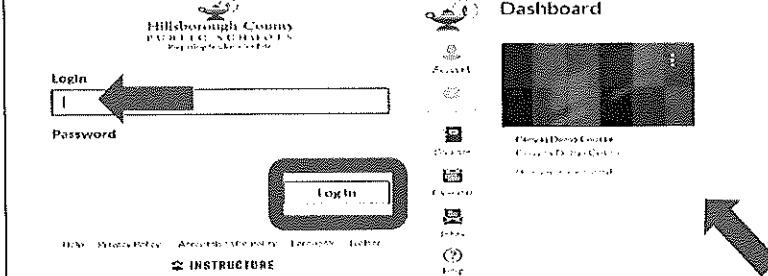




## Creating a Canvas Parent Account

**Note: If you have already created a mySPOT account, you do not need to complete this process**

To create a Canvas Parent Account, you must register through the district mySPOT portal. The email and password created through a mySPOT account will be used to log in to your Parent Canvas account.

<p>1. Access the district website at <b>www.hillsboroughschools.org</b> and then click the <b>Canvas Log In</b> icon on the middle of the site.</p> <p>Then on the Hillsborough Schools Digital Classroom page, click <b>Register</b> under the <b>Canvas for HCPS Parents</b> tile.</p>	
<p>2. On the <b>mySPOT</b> page, fill out all of the fields: email address, student number, select school, birth month, birth day, birth year, last four of student social security number, and relationship to student. Check the box to declare information is true and correct. Select <b>Register</b>.</p> <p>A <b>confirmation email</b> will be sent to complete the registration and create a password for your mySPOT account.</p> <p>Note: Additional students can be added in mySPOT after registration is complete.</p>	
<p>3. After registering at mySPOT, your account will not be active in Canvas until the next day.</p> <p>With your active mySPOT account, access the district website at <b>www.hillsboroughschools.org</b></p> <p>Click <b>Canvas Log In</b> icon in bottom left of the website. Then click <b>Log In</b> under the <b>Canvas for HCPS Parents</b> tile on the right side.</p>	
<p>4. Type the <b>email</b> and <b>password</b> registered on your mySPOT account.</p> <p>Click <b>Login</b></p> <p>The Parent Canvas account will <b>open</b> to the <b>Dashboard</b> and you may view your student's courses.</p>	

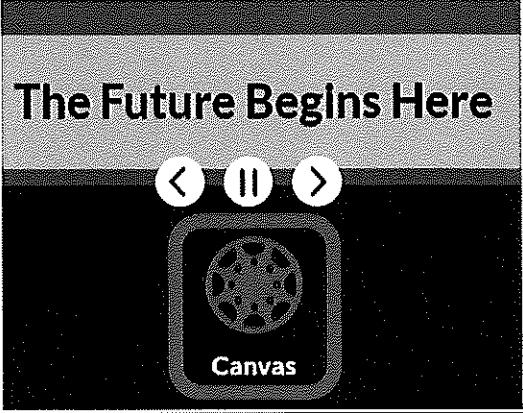
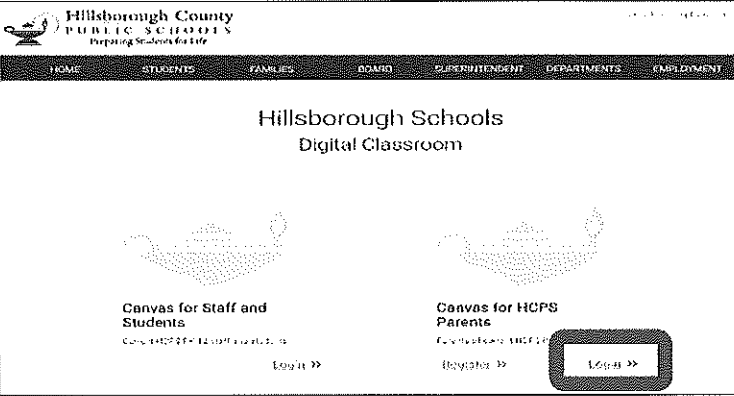
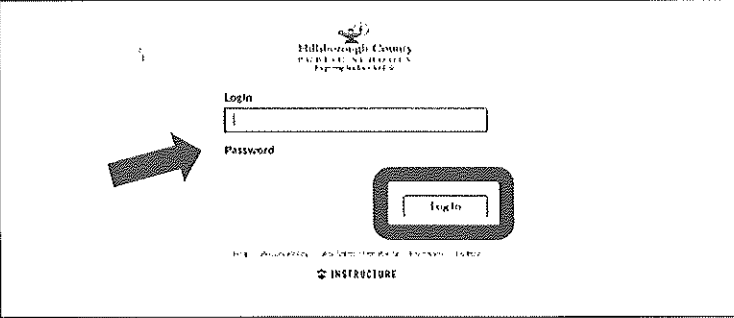
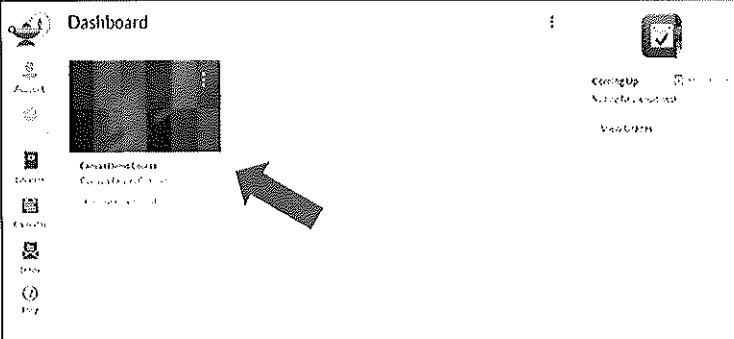


# CANVAS. LEARN HERE.



## Logging in to Canvas Parent Accounts

Canvas Parent Accounts can be accessed with the same email and password used to create and login to in mySPOT accounts. MySPOT accounts are used to access district systems like Canvas, Online Report Cards, School Choice, and many other district systems.

1.	<p>Access the district website at <b>www.hillsboroughschools.org</b></p> <p>Click <b>Canvas Log In</b> icon in the middle of the website.</p>	
2.	<p>On the right side, click <b>Login</b> under the <b>Canvas for HCPS Parents</b> tile.</p> <p>Note: If you <b>do not have an account</b>, click <b>Register</b> to register for an account through mySPOT.</p>	
3.	<p>Type the <b>email</b> and <b>password</b> registered on your mySPOT account.</p> <p>Click <b>Login</b></p>	
4.	<p>Parent Canvas account will <b>open</b> to the <b>Dashboard</b>.</p> <p>View your student's courses.</p>	

Access the Complete Hillsborough Schools Canvas Family Guide at: <https://bit.ly/canvasfamilyguide>



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 the 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 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:

REDUCED PRICE MEAL SCALE for School Year 2022-2023

Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	25,142	2,096	1,048	967	484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
For each additional family member, add	+8,732	+728	+364	+336	+168

- CAN I APPLY ONLINE? Yes! Beginning July 1<sup>st</sup> each school year, and you are encouraged to do so! Applying online is quick, confidential, and easy! The online application has the same requirements and will ask for the same information as the paper application. 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.
- 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). FOR REFERENCE ONLY you may view a SAMPLE free and reduced meal application in 49 languages here: [www.fns.usda.gov/school-meals/translated-applications](http://www.fns.usda.gov/school-meals/translated-applications)
- 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**.

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 that school year. 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 813-840-7066**. Make sure to have your child's 7-digit student ID number handy when calling.
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 may 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/oascr/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).

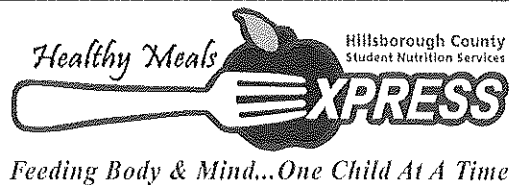
USDA is an equal opportunity provider, employer, and lender.



### ***STUDENT NUTRITION SERVICES EMERGENCY MEAL POLICY***

A written copy of the emergency meal policy will be provided to all households. Every school is required to follow the policy. Students who qualify for a free or a reduced-priced meal can always receive a free lunch (the district waives the .40 cost for the reduced-priced meal). All students regardless of eligibility status can receive a free breakfast. Paid students who forget their lunch money can receive a "charged" meal. To protect the identity of all children at the point of service, SNS uses a prepayment system that limits the exchange of money and prevents the disclosure of a student's eligibility status.

1. Students are allowed to charge for meals when they don't have money. The student will be given the same school lunch that other children are receiving. A La Carte Items can never be charged.
2. Parents of students who charge one meal will be notified by phone, after their child has received the meal. The parent will be encouraged to quickly pay for this meal and reminded of the policy.
3. Parents of students who continue to charge will receive notification in writing which will encourage the parent to pay off their charges.
4. If a student continues to come to school with no packed lunch or lunch money, attempts will be made to discuss the issue with the parent and to encourage them to complete a meal benefit application.
5. Any time there is an uncollected balance on a child's meal account, the child will be prevented from purchasing A La Carte items.
6. Any unpaid balance on a child's account will be carried over from year to year.
7. The parent is responsible for all uncollected meal balances which must be paid, prior to graduation.



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>\$4.00</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 discounts on internet services and utility bills or 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 eight 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)