

Colson Elementary Welcome Packet



Welcome to Colson Elementary School! We are so happy that your child(ren) will be joining us this year. Please read through this packet carefully and complete all appropriate sections. We look forward to a wonderful partnership with you and your child(ren).

Informational Items Read & Keep At Home	Items Requiring Signatures Sign & Return to School
<ol style="list-style-type: none"> 1. Important School Information, Policies, & Procedures 2. How to Register for HOST Childcare 3. Right to Review Teacher Qualifications 4. District Student Calendar 5. How to Fill Out the Online Volunteer Application 6. Bus Rider Agreement 7. Emergency Meal Policy & Meal Information 8. Guidelines for Administration of Medication 9. McKinney-Vento Homeless Assistance Act 10. Canvas Guides 	<ol style="list-style-type: none"> 11. Student Media Release Form 12. Colson Parent-Student-Teacher Compact 13. Colson School-Parent-Student Compact Survey 14. Colson Health Information Form 15. Family Assistance Letter 16. Parent Opt-Out Form for K-5 ELA Supplemental Texts 17. Parent Signature & Initial Page



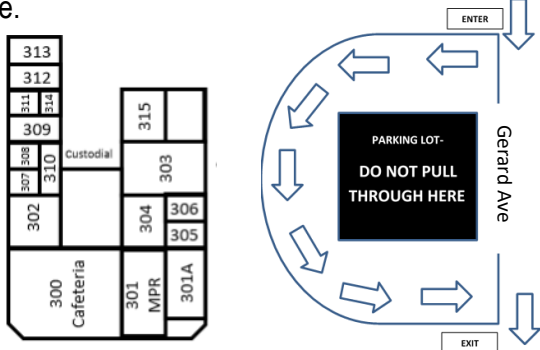
Colson Elementary is a Title One School.



1. Important School Information, Policies, & Procedures

School Hours, Arrival, Dismissal

ARRIVAL 7:10-7:40

General Information	<p>For your child's safety, students are not to arrive at school before 7:10 a.m. This poses a safety and security issue, as staff members are not on duty until 7:10 a.m. each day. When students arrive at school, they are expected to go directly to the cafeteria to get a free breakfast. All students are expected to be in class by 7:40 a.m.</p> <p>Parents must drop off their student in the car line at the back of the school. Parents may not walk their children to the classroom in the morning or pick them up from the classroom in the afternoon. <u>You may not drop off or pick up students in the bus loop on campus. There is too much traffic- it is a safety hazard.</u></p>
Car	<p>Students may be dropped off by car through the car line, which is located on Gerard Ave. <u>You will need to turn around at Colson Park to enter our car line.</u> Due to our double car line, please make sure your car is stopped and put in park. An adult will cross to the outside lane to get your student from the car. Do not have your student exit the vehicle until the adult is present. For safety, we ask that no dogs/animals are loose in your car during carline. If you arrive past 7:40am you will need to go to the bus loop and walk your child to the office.</p> 
Bus/Daycare Van	<p>Students riding the bus and daycare vans will be dropped off in the front of the school in the bus loop between 7:10am and 7:40am. Please be sure that if your child is riding a bus, she/he is at the bus stop earlier than the designated time. Please see the Parent-Student Handbook regarding bus conduct.</p>
Walkers	<p>Walkers be walked to the crossing guard on the corner of Lakeview Ave and Gerard Ave. <u>Parents walking with their children must meet them at the crosswalk.</u> Please complete the Parent-Student Walker Agreement prior to having your student walk to school. These can be found in the 1st Day Packet and Front Office.</p>
H.O.S.T.	<p>Parents of H.O.S.T. students will drop off by car in the car line, starting at 6:30 AM. Parents will need to park and walk students to the cafeteria door where the H.O.S.T. staff will be there to sign in and receive your child.</p>

DISMISSAL 1:55-2:20

General Information	<p>Students are dismissed around 12:55 pm on Mondays and 1:55 pm Tuesday-Friday. It takes about 10 minutes for students to walk to their respective places to be dismissed. Please do everything in your power not to sign students out early (emergencies and critical appointments excluded). If you must do so, you must sign your child out in the main office</p>
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	before 1:20 pm. NEVER take your child off-campus without prior permission and by signing him/her out through the main office.
Car/Daycare Van	<u>You will need to turn around at Colson Park to enter our car line.</u> Students riding home in a car will dismiss to the cafeteria. Once the parent arrives, the child's name will be called, and the child will be dismissed to his/her car. To retrieve your child(ren) from the school, <u>you MUST have a hanging car sign</u> and it should be displayed in the front windshield of your car. Anyone who does not have the car sign will have to wait at Cone 0 to show their picture ID for student pick-up. This security measure is critical as different adults will be assisting in the car line and may not recognize a parent/guardian. If you have multiple vehicles or adults who are authorized to pick your child(ren) up, all will need a car sign. There are additional signs in the office- the guardian will need to pick up the car tags and show picture ID. Daycare students will be dismissed to the cafeteria to wait for their Daycare vans. Daycare Vans will load in carline.
Bus	Teachers walk bus riders to their respective buses. Buses usually depart from school 20-25 minutes from the first bell to arrive at their bus stops in a timely manner. Please see the Parent-Student Handbook for bus conduct.
Walkers	Walkers be walked to the crossing guard on the corner of Lakeview Ave and Gerard Ave. <u>Parents walking with their children must meet them at the crosswalk.</u> Please complete the Parent-Student Walker Agreement prior to having your student walk to school. These can be found in the 1 st Day Packet and Front Office. Walkers are dismissed about 10 minutes after the bell to ensure that all students have arrived.
H.O.S.T.	Students will meet H.O.S.T. staff in the Multi-Purpose Room in the cafeteria. Parents can begin picking students up in carline from 2:20-6:00 pm.

Changing the Way a Student Goes Home

If you need to change the way your child normally goes home in the afternoon, the classroom teacher must receive a written note or email/other class communication stating the change by 9:30 a.m. **No phone calls will be accepted.** If we do not receive a request for change in writing, your child will be dismissed in the usual way.

Rainy Day Dismissal- Walkers

Make a rainy-day plan. If your child is a walker, please give him/her instructions for rainy days and send a written note to the teacher with your instructions. If you plan to pick up your child at school on rainy days, please pick him/ her up in the car line. Make sure your school-issued identification sign is clearly visible on the right side of your dashboard.



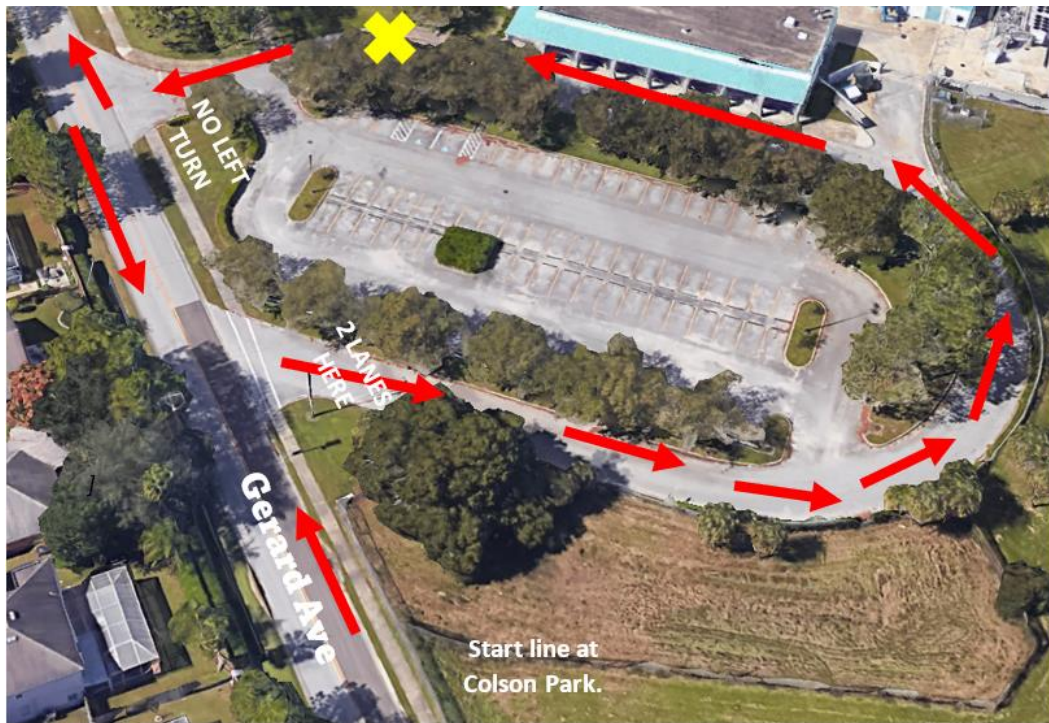
Car line Tips to Help Traffic Flow



Remember safety comes first, be kind to other during carline!

MORNING DROP-OFF- Car line will begin at 7:10am.

- **You will need to turn around at Colson Park to enter our car line.**
- **Two lanes throughout the car line (two lanes begin when you enter campus lot)**
- Pull up to the car in front of you, and **make sure your car is stopped and put in park.**
- If your car is in the outer lane (adjacent to the parking lot), **wait until an adult comes to the car door to help your child cross. Do not have your student exit the vehicle on their own.**
- Do not pull forward until the staff member at the crosswalk signals you.
- Have your child ready to exit, shoes on, backpack and water bottle ready.
- Give them smiles and well wishes for the day prior to them exiting.
- Do not get out of your car, staff and the safety patrols will help open the car door.
- Be kind and let cars merge at the exit point marked with an X.
- For safety, we ask that no dogs/animals are loose in your car.
- Carline ends at 7:40am. If you arrive after that time you will need to bring your student to the front office and walk them to the door.



AFTERNOON PICK-UP- Car line will begin around 2:00pm. (Mondays 1:00pm)

- **You will need to turn around at Colson Park to enter our car line.**
- **Two lanes throughout the car line (two lanes begin when you enter campus lot)**
- Cars will wait at the cones until a staff member comes out to begin carline.
- NO LEFT TURNS out of the parking lot onto Gerard Avenue
- Pull all the way up to each cone prior to letting your student enter, **make sure your car is stopped and put in park.**
- Hang your car tag in the front window or on the mirror- if you do not have your car tag you will need to go to Cone 0 and have your picture ID ready for pick-up.
- Do not get out of your car! Adult and patrols will help open the door for your student.
- If you need to help your student buckle, please pull up/over to Cone 0 to allow carline to continue to flow.
- Be kind and let cars merge at the exit point marked with an X.



Campus Visitor Access

- Visitors to campus will be restricted to the office only with the exception of preapproved volunteers. Parents/guardians may come in to pick up an ill student or receive information from the office.
- Parents/guardians will not be permitted to walk students to class or visit campus (outside of the office lobby) on a regular basis due to the Marjory Stoneman Douglas High School Public Safety Act.

10 Ways We Communicate with YOU!

1. Student Agendas (your child should bring the agenda to and from school each day).
2. Dojo (this is an app with messages so that you can directly communicate with your child's teachers)
3. Colson Monthly Calendars (sent home each month and posted on our website)
4. YouTube (the link to videos from administration are sent through ParentLink)
5. School Website (available at www.hillsboroughschools.org/colson)
6. ParentLink messages (usually texts and phone calls; please make sure your phone number is updated with the main office!)
7. Twitter (@ColsonES)
8. Facebook (Colson Elementary PTA)
9. School Marquee (in the front of the school)
10. Instagram (colson_elementary)

Absences

If your child is absent, please call Colson's Absentee Line at 813.744.8031 and press 1. If you do not call the absentee line before 9:00am, your child will be marked as having an UNEXCUSED absence.

HillsboroughSchools.org Parent Information

By visiting HillsboroughSchools.org, you will find the following helpful information for your review:

- | | |
|------------------------------|------------------------------------|
| • District calendar | • District Policies & Procedures |
| • Choice & Magnet Programs | • Title 1 Information |
| • Enrollment and Withdrawals | • Volunteering |
| • Student Code of Conduct | • Bullying |
| • Transportation | • HOST Before/After School Program |
| • Student Nutrition | • Other |

Inappropriate Items (i.e. electronic Devices, toys) at School

During school hours and while on the bus, cell phones and other electronic devices and personal items (unless authorized for school use) are not to be activated or used in any manner and must be stored out of sight. If those items are discovered to be in use, a staff member has the right to obtain the item and securely store it for parent pickup. Please also understand that such items, if brought to school, are not the responsibility of the school or staff members (if missing or damaged). Please visit <https://www.hillsboroughschools.org/conduct> for the most up-to-date student code of conduct.

Bus Conduct

Riding the bus is a privilege, not a right. Students who behave in a manner that compromises their safety or the safety of others will not be allowed to continue riding the bus. All bus riders and their parents must always treat drivers with courtesy and respect. Students who fail to follow the bus rules will not be allowed to continue riding the bus. Please visit <https://www.hillsboroughschools.org/conduct> for the most up-to-date student code of conduct. Additionally, please see below for additional information for bus riders in HCPS.



The safety of students is the number one priority of the 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.

Students who are eligible for pupil transportation services are assigned to a specific bus and stop. Students must use the bus stop of record that coincides with their residence and 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 emergency situation must be submitted to a school administrator for approval by the principal and the General Director of Transportation or designee.

If a student boards at an unauthorized stop or on an unauthorized bus, the driver will notify a school administrator who will contact the parent. If the student continues unauthorized boarding, a disciplinary referral will be submitted to the school administration.

2. Right to Review Teacher Qualifications

As a parent of a student attending HCPS, you have the right to know the professional qualifications of the teachers or paraprofessionals who instruct your child. Federal Law allows you to ask for certain information about your child's teachers or paraprofessionals and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information:

- Whether the FLDOE has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the FLDOE has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of circumstances.
- The teacher's college of major; whether the teacher has any advanced degrees, if so, the subjects and degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- The level of achievement of your child on each of the State academic assessments.

If you would like to receive any of this information, please contact the school at 813.744.8031. You may call the school between 8:00am and 3:30pm, Monday through Friday, and ask to speak with an administrator regarding this request.

3. How to Register for H.O.S.T. Childcare

Please visit the HOST Website at <https://www.hillsboroughschools.org/host> to register online. For additional information, please call us at 813.744.8031 ext. 351.

Colson H.O.S.T. Program Information

Registration	Before School Care	After School Care	Drop-In Rate
\$30 Annual Registration Fee (per student and non-refundable; due prior to attending program)	\$15/week	\$70/week	\$50/session
Late Payment Fee = \$5.00 per day		Late Pickup Fee = \$5/every 15 minutes late after 6:00pm	



4. District Student Calendar



2023-2024 Student Academic Calendar School Board Approved 9/20/22

Students' First Day of School	Thursday, August 10, 2023
Labor Day/Non-Student Day	Monday, September 4, 2023
End of 1st Grading Period	Thursday, October 12, 2023
Non-Student Day	Monday, October 16, 2023
Veterans Day Observed/Non-Student Day	Friday, November 10, 2023
Fall Break/Non-Student Days	Monday, November 20 - Friday, November 24, 2023
Students Return to School	Monday, November 27, 2023
End of 2nd Grading Period (End of 1st Semester)	Friday, December 22, 2023
Winter Break/Non-Student Days	Monday, December 25, 2023 - Friday, January 5, 2024
Students Return to School	Monday, January 8, 2024
Martin Luther King, Jr./Non-Student Day	Monday, January 15, 2024
Non-Student Day	Friday, February 16, 2024
Non-Student Day	Monday, March 4, 2024
Spring Break/Non-Student Days	Monday, March 11 - Friday, March 15, 2024
Students Return to School	Monday, March 18, 2024
End of 3rd Grading Period	Wednesday, March 20, 2024
Non-Student Day	Friday, March 29, 2024
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	Friday, May 24, 2024

Hurricane Day(s) if needed: October 16, November 10, November 20-22, and November 24

Student Early Release Day Schedule

Every Monday with the exception of non-student days.

On the last day of school, students will be released 2.5 hours early.



5. How to Fill Out the Online Volunteer Application

Go to <https://www.hillsboroughschools.org/>. Click on “Departments” and then “Volunteer Services”. From there, you can read over the information on how to become an approved volunteer on campus or field trips.

The screenshot shows the Hillsborough County Public Schools website. The header features the school district logo and the tagline "PREPARING STUDENTS FOR LIFE." Below the header is a navigation bar with links: Home, About, School Board, Superintendent, Students, Parents, Departments (highlighted), and Employment. A breadcrumb trail indicates the path: Home > Departments > Volunteer Services > Hillsborough County Public Schools Volunteer Information.

Volunteer Services

- > Overview
- > Events
- > Frequently Asked Questions
- > Guidelines and Assurances
- > Mentor
- > Volunteers
- > Contacts

Say Y.E.S., Volunteer!

**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. Do not complete this Volunteer Application. Thank you.*

COURT-ORDERED COMMUNITY SERVICE: Hillsborough County Public Schools does not allow court-ordered community service hours to be served as volunteer time. Individuals who are required to complete court-ordered community service are directed to contact other non-school agencies.

Thank you for your interest in becoming a Hillsborough County Public Schools volunteer! HCPS 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. 30-day notices of renewal are sent to the applicant based on expiration date.

Completing the HCPS Volunteer Application is the first step in the process for volunteering in one of our schools. The volunteer application process includes Volunteer Policy and Procedure Acknowledgement, Information Collection and Background Check Authorization. Applications should be submitted at least two weeks prior to any volunteer activity. Allow

Guide for Portal

Quick Reference Guide for the Volunteer

Opens a new window

Click on the appropriate button/link.

**VOLUNTEERS AND COMMUNITY PARTNERS
COMPLETE VOLUNTEER AND COMMUNITY PARTNER
APPLICATION - ENGLISH**

**VOLUNTEERS AND COMMUNITY PARTNERS
COMPLETE VOLUNTEER AND COMMUNITY PARTNER
APPLICATION - SPANISH**

Complete the online application.



District Volunteer Application

IMPORTANT MESSAGE FOR CHARTER SCHOOL VOLUNTEERS

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, DO NOT COMPLETE THIS APPLICATION.

THANK YOU.

If you are a **CURRENT ACTIVE Hillsborough County Public Schools (HCPS) Employees**, please [click this link](#) to complete the HCPS Employee Volunteer Application. All other volunteers and community partners should continue below. Thank you.

We appreciate your interest in becoming a Hillsborough County Public Schools (HCPS) Volunteer! Our district offers a variety of **activities** you may choose from when volunteering your time. Simply review all guidelines, complete, and submit a volunteer application. Upon approval you will receive instructions on next steps.

It is very important that the information you enter on the application matches your government issued identification card including your full legal name. It is important that you provide a valid email address so you can be notified as to the status of your application and for future communication.

VOLUNTEER GUIDELINES AND POLICIES: Hillsborough County Public Schools requires all volunteers and community partners to review and agree to the volunteer procedures, protocols and guidelines included within this volunteer application. Additional board policies, procedures and guidelines may apply. Submission of this application, indicates that you have read and agree to adhere by the district's policies, procedures, protocols and guidelines.

[Click here to read and agree to adhere to HCPS Volunteer Policies and Procedures](#)
[Click here to read and agree to adhere to the District's Policy on Bullying and Harassment](#)
[Click here to read and agree to adhere to the Child Abuse Policy](#)

[Cancel Application](#) [Next](#)



6. Bus Rider Agreement

Please read the following Standard for Pupils Riding School Buses with your child. It is important that you and your child understand the standards of conduct for students riding HCPS buses.

GENERAL

Daily bus service will be provided for all pupils living in excess of two miles from school. Pupils who are physically handicapped or if walking would subject them to hazardous walking conditions (as defined by the State and the School Board), will be provided transportation regardless of the distance.

STANDARDS

Acceptable classroom standards of conduct are expected of bus passengers. Drivers shall ensure that pupils always observe regulations.

DISCIPLINE

A driver experiencing discipline problems with a student will notify the school principal by submitting a written referral describing the discipline problem. The principal may suspend the student's bus privileges. During a period of suspension, the School Board shall not be responsible for transporting the pupil to school.

STUDENT CONDUCT

1. Recognize that the bus driver is the authority on the bus; obey and be courteous to the driver and to fellow students. Follow the directions of safety patrols that are assigned to assist the bus driver.
2. Plan to leave home each day so that you will arrive at your bus stop on time.
3. When walking where there are no sidewalks, face the traffic, and walk on the shoulder of the road.
4. Stand away from the highway at the bus stop.
5. Never run alongside a moving bus.
6. Wait until the bus and other traffic comes to a full stop and the bus door is opened before moving toward the bus. Cross in front of the bus at a distance of 10' to 12' feet.
7. Use the handrail when boarding the bus.
8. Go directly to your assigned seat and remain seated unless otherwise directed by the driver.
9. Do not carry onto the bus any glass items, reptiles, insects, pets, weapons or sharp instruments.
10. Keep the aisles clear at all times.
11. Hold books and other belongings firmly on your lap.
12. Large or heavy articles that cannot be held on your lap should be transported to school by your parents; this includes large band instruments.
13. Normal classroom behavior is expected while riding the bus.
14. Observe complete silence at all railroad crossings.
15. Do not throw objects about the bus or from a window. Keep arms and head inside the bus at all times.
16. Do not tamper with the emergency doors.
17. No eating, drinking, smoking, yelling, or fighting is allowed on the bus.
18. Leave the bus ONLY at your designated stop.
19. Take all your belongings off the bus each day. Transportation is not responsible for articles left on school buses.
20. Report any illness or injury sustained on or around the bus immediately to the driver.

PARENTS' RESPONSIBILITIES

1. Parents are encouraged to walk with students to and from bus stops and to meet their children at the bus stop in the afternoon.
2. Parents are responsible for their children's safety when they are going to and from the bus stop. A responsible person must accompany Exceptional Education students at their bus stop both in the morning and afternoon.



3. Parents should not expect to have conferences with the school bus driver at the bus stop. If necessary, conferences can be arranged through the school and the Transportation Department.
4. Parents should make a reasonable effort to understand and cooperate with those responsible for pupil transportation and accept responsibility for the proper conduct of their children.
5. Parents are to refrain from boarding school buses and/or attempting conferences with drivers at bus stops.
6. Parents may access their children only at designated bus stops unless the driver has authorization for a change approved by the school administrator

7. Emergency Meal Policy & Meal Information



Click here to
learn more!

Student Nutrition Services Emergency Meal Policy

We are pleased to inform you that Colson Elementary participates in the Community Eligibility Provision (CEP) for school year 2023-2024. All students enrolled at our school may participate in the breakfast and lunch program at no charge, without a meal benefits application.

Student Nutrition Services uses a prepayment system called MyPayments Plus. Go to www.mypaymentsplus.com to set up auto pay and monitor student spending. Students with negative balances on their meal account will not be allowed to purchase A La Carte items.

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 our Cafeteria Manager Mrs. Norris 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 www.hillsboroughschools.org/sns. SNS online menus show the top eight food allergens to help you and your child identify their menu choices ahead of time.

Additional food resources are available in our community. Feeding Tampa Bay can help you find a distribution of fresh groceries near you or help add more money to your family food budget each month. Text HCPSFood to 74544 to see if you qualify for grocery assistance.

8. 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.
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 Statue 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.

CLINIC (from page 5 of the Colson Parent Student Handbook)

Your child will be given first aid in case of minor accidents. A sick child will be sent to the nurse's office and sent home as soon as possible. Please keep children home if they have sore/pink eyes, a rash, fever, vomiting, diarrhea, or show any symptoms of illness. This is necessary for the protection of other children.

It is an approved State Policy that no treatment shall be given by the teacher except first aid for minor injuries. In case of a health emergency, "911" (Emergency Medical Services) will be called. You will be notified immediately in case of sudden illness or accidents of a serious nature. If we cannot locate you, the person designated by the parent/guardian to call "in case of emergency" on your child's emergency card will be called. **For the welfare of your child, please keep emergency contact information up to date.**

Broken Bones, Casts, Crutches, Surgery, etc.

If your child has a broken bone, crutches, cast, or a sling, we MUST have a note from the doctor stating that your child may return to school. The note must also state any limitations your child may have. If your child has surgery, we MUST also have a note from the doctor stating that your child may return to school and the limitations your child may have.



9. The McKinney-Vento Homeless Assistance Act At a Glance



The McKinney-Vento Homeless Assistance Act At a Glance

McKinney -Vento Act

Children and Youth
who...

- **Lack a fixed, regular, and adequate nighttime residence, and as a result they are:**
- Sharing the housing of other persons temporarily due to loss of housing, economic hardship, or similar reason (doubled-up).
- Living in an emergency shelter or transitional housing, or abandoned in hospitals.
- Living in a car, park, public spaces, abandoned building, a bus or train station, substandard housing, or a similar setting.
- Living in a hotel, motel, AirBnB, temporary trailer park, or camping ground due to the lack of alternative adequate accommodations.
- Unaccompanied Youth, not in the physical custody of a parent or legal guardian and living in one (1) of the above circumstances.
- Migratory children living in one (1) of the above circumstances.

Student Rights

Students identified
as McKinney-Vento
eligible have the
right to...

- Immediate school enrollment and attendance at either the **school of origin** (the school last attended before they lost their housing) or the **neighborhood school** (the school they are zoned for based upon their current temporary residence) even without required enrollment documentation. A thirty (30) day grace period is granted in which the School Social Worker assist parents with obtaining necessary enrollment documents.
- Remain at their **school of origin** for the duration of the school year even if they move outside of the school's attendance zone.
- Transportation to and from the **school of origin** for the duration of the current school year.
- Receive free breakfast and lunch immediately for the duration of the school year.
- Receive prompt resolutions about school placement/enrollment, to include special education, bilingual education, gifted, and remedial programs.

H.E.L.P. Services

The H.E.L.P. office
can...

- Assist with McKinney-Vento identification and school enrollment.
- Assist with the development of an academic plan and post-secondary planning.
- Provide academic support and tutoring services.
- Provide back pack, school supplies, and uniforms.
- Coordinate transportation to and from "school of origin".
- Provide bus passes or gas cards as an alternative methods of transportation **while waiting** for an approval from the district's transportation office. *This applies to transportation request submitted through the H.E.L.P. Office.*
- Facilitate parent educational workshops.
- Provide referrals to community agencies.
- Collaborate and consult with all school staff about needs of all students who have been identified under the McKinney-Vento Homeless Assistance Act.



Homeless Education and Literacy Program (H.E.L.P.)

For more information contact: (813) 315 - HELP (4357)

6/2023



10. Canvas Guides



CANVAS. LEARN HERE.



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.

1.	<p>Access the district website at www.hillsboroughschools.org and then click the Canvas Log In icon on the middle of the site.</p> <p>Then on the Hillsborough Schools Digital Classroom page, click Register under the Canvas for HCPS Parents tile.</p>	
2.	<p>On the mySPOT 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 Register.</p> <p>A confirmation email 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>	
3.	<p>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 www.hillsboroughschools.org</p> <p>Click Canvas Log In icon in bottom left of the website. Then click Log In under the Canvas for HCPS Parents tile on the right side.</p>	
4.	<p>Type the email and password registered on your mySPOT account.</p> <p>Click Login</p> <p>The Parent Canvas account will open to the Dashboard and you may view your student's courses.</p>	

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









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

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





11. Student Media Release Form

2023-2024 Hillsborough County Public Schools Student Likeness Release Form



School: _____ Student ID Number: _____

Student Name (Last, First): _____

Homeroom Teacher: _____ Grade: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Dear Parent/Guardian:

Throughout the school year, certain Hillsborough County Public School partners and media members may be involved with special events or activities at your child's school.

Hillsborough County Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications and special district events. Before your child can participate in any of the above events or activities, you must give your permission by signing and returning this likeness release form to your child's school.

Please select only one option below:

☐ **I give my permission** for my child to be interviewed, photographed, or videotaped by the school/district, school/district partners or sponsors, and/or members of the general news media and expressly authorize and grant my consent to such parties the right to use my child's physical likeness, other identifying characteristics, information, and/or recordings of his/her voice in any media, including but not limited to, broadcast, cable, print, and/or digital, and for any purpose including but not limited to entertainment, news, education, advertising, marketing and promotion without compensation thereof.

☐ **I do not give permission** for my child to be interviewed, photographed, or videotaped by the school/district, school/district partners or sponsors, and/or members of the general news media; nor for his/her name to be published in school/district publications, on the internet, or in news Publications or broadcasts.

☐ **I give my permission ONLY** for my child to be photographed for and his/her name be published in the 2022-2023 school yearbook.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____





12. Colson Parent-Student-Teacher Compact

Student Name:

Date:

Teacher:

Title One Parent-Student-Teacher Compact: an agreement between stakeholders that is developed together. It explains how we all work together to ensure students reach grade-level standards.

SCHOOL MISSION

To be the culture builders so that students can be problem-solvers, respectful, involved, dependable, and encouraging.

SCHOOL/TEACHER AGREEMENT

Students must be given the opportunity to succeed. Therefore, we will do the following:

- Provide an environment conducive to learning.
- Have high expectations for ourselves as the school and the teacher, as well as for our students.
- Maintain open lines of effective communication with our students and their parents to support student learning.
- Seek ways to involve parents in the classroom, and the school as a whole, for observations for participation in classroom activities.
- Respect our students and their parents and diverse cultures of the school.
- Provide an effective means of communication with our parents thus keeping them informed of their child's progress.

Teacher Signature:

X

PARENT/GUARDIAN AGREEMENT

I understand the importance of my child reaching their full academic potential. Therefore, I will do the following to support my child's learning:

- See that my child attends school regularly and is punctual.
- Establish a time and place for homework and check it regularly.
- Support the school staff and respect the cultural differences of others.
- Have ongoing communication with my child's teacher and school.
- Monitor time on electronic devices.
- See that my child is well-rested and is ready for school each day so that s/he may achieve his/her potential.

Parent/Guardian Signature:

X

STUDENT AGREEMENT

It is important that I do the best that I can; therefore, I will do the following:

- Come to school each day on time with my homework completed and have the supplies that I need.
- Work to the best of my ability and ask questions when I need help.
- Believe that I can learn and I will learn.
- Show respect for myself, my school, my classroom, other students, and have consideration for cultural differences.
- Follow the rules of conduct for my school and classroom.

Student Signature:

X



13. School-Parent-Student Compact Survey

Student Name:

Date:

Teacher:

Parent Input

SCHOOL/TEACHER RESPONSIBILITIES

The list of school/teacher responsibilities is clear and helps me understand what the school is doing to help my child succeed. Circle your answer.

YES

NO

I think the list should also include:

PARENT RESPONSIBILITIES

The list of parent responsibilities is clear and helps me understand what I can do as a parent to help my child succeed in school. Circle your answer.

YES

NO

I think the list should also include:

STUDENT RESPONSIBILITIES

The list of student responsibilities is clear and helps me understand what my child can do to succeed in school. Circle your answer.

YES

NO

I think the list should also include:

Parent Signature:

X



14. Colson Health Information Form

Student Name:

Date:

Teacher:

Date of Birth: _____ Parent/Guardian Name: _____

Emergency Phones (Home/Cell): _____
(Work): _____

_____ My child has no known health problems.

_____ I would like for you to know these things about my child. My child has:

- ☐ asthma or breathing problems
- ☐ an allergy/allergic reaction: _____
- ☐ a heart problem
- ☐ sickle cell anemia
- ☐ takes medication for any reason: _____
(name of medication/dosage)
- ☐ Tourette's
- ☐ ADD/ADHD
- ☐ seizures
- ☐ other: _____

REMINDERS from the Colson Health Clinic

In assisting us to control the spread of communicable diseases, we ask that you NOT send your child to school if any signs/symptoms listed below are present:

- Vomiting or diarrhea within the past 24 hours
- Fever within the past 24 hours
- Sore/red throat
- Persistent coughing/sneezing
- Red, watery eyes
- Rash
- Excessive mucus from nose (runny nose), particularly greenish-yellow mucus.

In case of illness or accident at school, parents will be notified immediately. No child will be allowed to remain at school or ride home on the bus/daycare van with fever, vomiting, or head lice. As our school clinic is not equipped or staffed to handle ill children for long periods of time, we request that you pick up your child as soon as possible when contacted. The following information must be kept on file in the school office and UPDATED as necessary:

- Name, address, home/cell phone, and work numbers of parents/guardians.
- Emergency numbers should also be on file in case parents cannot be reached (relative or friend).

For questions regarding medication, refer to "9. Guidelines for Administration of Medication" in this packet.

Parent Signature:  _____



15. Family Assistance Letter

Dear Parents/Guardians,

At varying times during the school year, community organizations may provide food, clothing, and other items to our school families. To help us identify those who need assistance, please complete the application below and return it to the Guidance Office as soon as possible. If you prefer to discuss the form with our School Social Worker, Celeste Robrahn, please call her office at 813.744.8031 ext. 105.

Student Name: _____ Grade: _____ Teacher: _____

Parent Name: _____ Phone Number: _____

Preferred Home Language: ☐ English ☐ Spanish ☐ Other: _____

Please check any items you may need help with this year:

- ☐ Food
- ☐ Clothing
- ☐ Shoes
- ☐ Help at the Holidays
- ☐ Food Bank during school breaks
- ☐ Personal Care Items (toothpaste, shampoo, etc.)
- ☐ OTHER: _____


Describe briefly why your family is in need of assistance (i.e. loss of income, single parent, disabled, etc.):

Please list the names of additional **Colson** students in the household:

Student Name: _____ Grade: _____ Teacher: _____

Student Name: _____ Grade: _____ Teacher: _____

Student Name: _____ Grade: _____ Teacher: _____

Parent Signature:  _____

Please return to your child's teacher, who will ensure that it is provided to Celeste Robrahn, School Social Worker.

----- ✂ -----





16. Parent Opt-Out Form for K-5 ELA Supplemental Texts

School Board

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



Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Interim Superintendent
Van Ayres

August 2023

Dear Families,

The district's ELA department strives to provide and support a comprehensive core curriculum program to the teachers, students, and families of Hillsborough County Public Schools. The state approved, district-adopted core curriculum for Grades K-5 Language Arts and Reading is Wonders, by McGraw Hill: <https://tinyurl.com/K-5McGrawHillTexts>. Prior to adoption, this curriculum underwent three reviews and vetting processes: the initial review to be placed on the state-approved list, the second review conducted by the district adoption committee followed by a vote from teachers, and the third review when the curriculum was made available to the public for 30 days following a School Board vote. Additionally, sample booklists were written into the Florida B.E.S.T. Standards for ELA and may be included as a part of instruction: <https://tinyurl.com/BESTELAbooklist>.

Because of the nature of literacy instruction, it is necessary for there to be inclusion of additional various texts to support students' understanding around key topics of study and to strengthen their overall comprehension skills in alignment with the state standards. These supplemental texts are diverse in nature and theme, span a variety of complexity, and promote rich discourse in the classroom setting. Below is a QR code that will take you to a list of supplemental texts by grade level that will be utilized during instruction throughout the year. This QR code can be scanned from your mobile device by opening the Camera App. Hold the device so that QR code appears in the camera, then tap the notification to open the link.



We are excited to share these titles with students this year in addition to their core texts. However, we understand there may be times when students and/or families have concerns about a text and request that the student not participate in the reading of such material. Please review these titles and determine if there are any that you wish your child to Opt-Out from reading. Note, an alternative text with aligned tasks and assignments will be provided. On the second page of this document, please list any of the texts you would not like your child to read. Sign and return the second page of this letter to your child's teacher only if you have listed titles from which to Opt-Out. If you have not listed any titles, you do not need to return the form.

Should you have any questions regarding the use of any of these texts, or about the adopted core curriculum, please feel free to contact me at (813) 272-4936.

Sincerely,

Amanda Newman, K-5 Literacy Supervisor





School Board

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



Interim Superintendent
Van Ayres

K-5 ELA Supplemental Book Opt-Out Form

I have reviewed this overview of the K-5 ELA text titles with my child. I am aware of the texts that will be used as part of the carefully planned instructional program, but I would prefer that my child not participate in the reading of the titles listed in the space below:

Please sign below and return to your child's teacher.

Parent Signature

Date

Student Name (Please Print)

Connect with Us • HillsboroughSchools.org • P.O. Box 3408 • Tampa, FL 33601-3408
Raymond O. Shelton School Administrative Center • 901 East Kennedy Blvd. • Tampa, FL 33602-3507
Department of Literacy Education • (813) 272-4455





17. Parent Signature & Initial Page

Student Name:

Date:

Teacher:

Please be sure to read this Welcome Packet in its entirety. Once you have read it, please sign and/or initial sections 11-17 and return to your child's teacher promptly. Your initials and signatures in sections 1-10 indicate that you have read and understand each of the policies/procedures described within this packet. It also indicates that the student is expected to follow these policies and that you will work in a cooperative and supportive manner with school personnel.

Welcome Packet Section	Information	Parent/Guardian Initial
Front Page	Colson is a Title One School. Student Arrival and Dismissal from Campus Car line Tips to Help Traffic Flow Campus Visitor Access & Volunteering 10 Ways We Communicate with You Student Absences HillsboroughSchools.org Website & Available Information Inappropriate Items at School Bus Conduct	
2	How to Register for H.O.S.T.	
3	Right to Review Teacher Qualifications	
4	District Student Calendar	
5	How to Fill Out the Volunteer Application	
6	Bus Rider Agreement	
7	Emergency Meal Policy & Meal Information	
8	Guidelines for Administration of Medication	
9	McKinney-Vento Homeless Assistance Act At a Glance	
10	Canvas Guides	
11-17	THESE FORMS WILL BE SIGNED AND RETURNED	n/a
STUDENT CODE OF CONDUCT	I have been notified that I can review the Student Code of Conduct online at https://www.hillsboroughschools.org/conduct . I have received, read, understand, and agree to abide by the Student Code of Conduct. Failure to sign this acknowledgement does not relieve a student or the parent(s) from the responsibility of abiding by the Student Code of Conduct.	
UNIFORMS	I understand that Colson is a uniform school. Uniform bottoms are khaki, navy, black, and denim. Skirts, skorts, long shorts or jumpers may be worn instead of pants. All shorts and skirts must be fingertip length. Tops are collared shirts and can be any color that is plain with no pictures or logos. Close-toed shoes shall always be worn. House slippers/flip-flops/crocs or similar type shoes without backs or straps are not allowed. Hats or caps shall not be worn inside.	

Parent Signature:

X

DUE BY FRIDAY AUGUST 18TH 2023

