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ANDERSON ELEMENTARY SCHOOL 2022-2023

August 10, 2022

Dear Parents,

Welcome to Anderson Elementary School!

It is with much enthusiasm and high expectations that I look forward to a great 2022-2023 school year. If I may be of assistance to you, please do not hesitate to call me. I am looking forward to meeting and working with you.

Enclosed in this envelope, you will find two packets. This first packet includes important procedural information that all students and parents should become familiar with at the beginning of the school year. The second packet includes forms that must be completed and returned to school no later than Tuesday, August 16, 2022. Please return the envelope to your child's teacher with the completed paperwork inside. The District Student Handbook and monthly lunch menu can be located on the district website. It is very important that all parents/guardians take time to read the information included in this packet. Share the appropriate information with your child. An awareness and understanding of school procedures will help to ensure a smooth and successful school year. If you have any questions about any of the information included, please contact the school at 272-3075 for assistance.

Thank you for your support.

Sincerely,

Lydia G. Sierra
Principal

Arrival and Dismissal Procedures

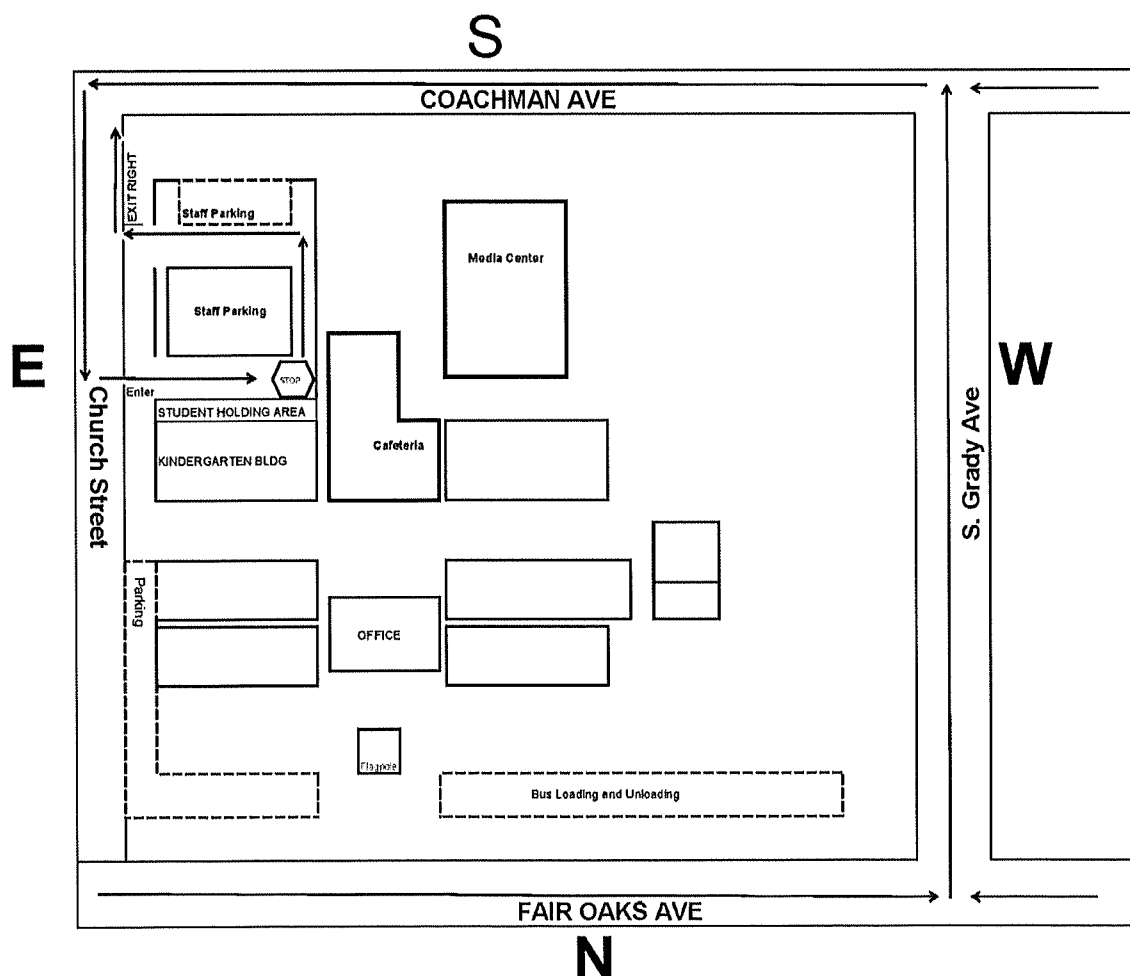
Car Riders-Dismissal begins at 1:55 (most Mondays-12:55). In the interest of safety, parents arriving for student arrival and dismissal must follow the route specified. Cars that enter from Dale Mabry/Fair Oaks will continue to the right down Fair Oaks passing the front of the school. Proceed left on Grady, left on Coachman, left on Church and then left into the Media Center parking lot near Kindergarten. Car Riders will be housed under the Kindergarten overhang seated by grade level. Staff will call the student by name when it is time to load the car. When parents attempt to enter another direction, they are "cutting the line". Please be considerate of all other drivers who have been waiting patiently. While this procedure seems difficult at times, it was put into place for the safety of all students and drivers in our community.

In the afternoon pick up area, staff will be handing out hangtags to parents the first week of school. After the first week, you may contact your child's teacher if you have not received a hangtag. Beginning, August 22, anyone who attempts to go through the line without a hangtag will be directed to the office to show identification.

Please be patient during the first week of school as the car line will be slower. Staff members are getting to know the students and their vehicles. It may take up to 45 minutes the first couple of days. After that, normal car line is usually done within 15 minutes.

Bus Riders and Day Care-Students will be dismissed in the front of the school in the bus lane.

Walkers and Bicycle Riders-Students will be dismissed from the gate to the east of the office. Because of Covid, walkers and bicycle riders will only be dismissed from this area. We will be enforcing "walkers" that are car riders from the front of the school. Families will be directed to use the car line.





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
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

Please Note

* Hurricane Day(s) if needed - October 17, November 11, 21-23, and 25, 2022

Student Early Release Days

Early Release Day schedule is not finalized.

Last day of school is a 2.5-hour early release.

Anderson Elementary School Classroom Supply List 2022-2023

<p><u>Kindergarten</u></p> <ul style="list-style-type: none"> • 2 boxes of skinny Crayola Crayons (24ct) • 2 poly-plastic folders with pockets and 3 prongs • 12 #2 regular size pencils • 1 pair of Fiskar Scissors- blunt edge • 6 glue sticks • 1 pencil box/case • 2 Mead Primary <u>Storyteller</u> Journals with picture space & writing • 1 med pink eraser • 1 pack expo markers • 2 composition books (wide ruled) • 1 headphones – kid size (no ear buds) • 1 hand sanitizer and 1 Lysol wipes • 1 box of tissues • 1 pack of index cards 	<p><u>Grade 1</u></p> <ul style="list-style-type: none"> • 1 pencil box • 4 composition books (black & white) wide ruled • 1 pair of scissors • 4 poly-plastic folders with pockets and 3 prongs • 2 boxes of crayons (24 ct) • 24 #2 pencils • 6 glue sticks • 4 large pink erasers • 2 highlighters • 1 white 1" binder with clear view front • 8 tab index divider set • 1 pack of expo markers • 1 headphones (no ear buds)
<p><u>Grade 2</u></p> <ul style="list-style-type: none"> • 1 pack white index cards • 2 box of crayons (24ct) • 6 spiral notebooks- solid colors • 2 dozen #2 pencils • 3 poly-plastic folders with pockets and 3 prongs (solid colors only) • 1 pencil bag • 2 large pink erasers • 1 pair of scissors • 1 white 1" binder with clear view front • 1 pkg of notebook paper loose leaf wide ruled • 6 glue sticks • Colored pencils (optional) • 2 pk sticky notes • 1 ruler • 1 headphones (no ear buds) • 1 hand sanitizer and 1 Lysol wipes 	<p><u>Grade 3</u></p> <ul style="list-style-type: none"> • 1 white 1" 3-ring binder with clear view front • 1 pack of 6 count dividers with pockets • 3 poly-plastic folders w/pockets & prongs (solid colors only) • 1 zipper pencil bag, (no locks or codes please) • 4 spiral notebooks (70 sheet, wide ruled, solid colors) • 1 composition notebook • 3 dozen #2 pencils • 1 yellow highlighter • 1 pkg glue sticks • 1 pair of scissors • 1 pack of color pencils • 1 box of crayons • 1 pack of markers • 1 headphones (no ear buds) • 1 hand sanitizer • 1 box of tissues • 1 Lysol wipes
<p><u>Grade 4</u></p> <ul style="list-style-type: none"> • 2 pkg of notebook paper loose leaf wide ruled • box-colored pencils (24ct) • zipper pencil bag-3 holes for binder use • 4 folders w/ pockets and 3 prongs (solid colors only) • 5 spiral notebooks • 1" 3-ring binder • 1 pack of dry erase markers • 1 pack of 8 dividers (for binder) • pack sticky notes • 1 pack thick erasers • Headphones (no earbuds) • Glue sticks • 1 pair of scissors • 1 container of disinfectant wipes • 1 box of tissues • 24-#2 pencils 	<p><u>Grade 5</u></p> <ul style="list-style-type: none"> • 1 glue sticks • 3 pkg of notebook paper loose leaf wide ruled • 2 dozen #2 pencils no mechanical pencils • 2 pkg color pencils • 1 zipper pencil pouch (no pencil boxes) • 7 spiral notebooks (70 sheet, solid colors, wide ruled) • 6 poly-plastic folders w/pockets & prongs (solid colors only) • 1 3 ring binder (hard cover) • 1 yellow highlighter • 1 pair of scissors • 1 headphones (no ear buds) • 1 box of tissues • 1 hand sanitizer • 1 Lysol wipes

Music- Students in Grades 2-5 will each needs one folder for music class (two pocket folders with 3 prongs). Students in Grades 4-5 will need a Recorder (Peripole Brand is preferred for about \$7.)

Anderson has a mandatory uniform policy.

Top: White, navy blue or yellow shirt uniform-style polo shirt or crew neck t-shirt.

Bottom: Khaki or navy blue trousers, pants, walking shorts, jumpers, skirts or capri pants.

Uniforms may be purchased at Target, Walmart and/or other local stores. School spirit shirts may be worn on Friday only.

For student safety, backpacks with wheels and shoes with wheels are not permitted. Please label all student belongings in all grades.

Anderson Elementary – Support Staff Resource

In a sense, each staff member is a special resource for each other. A few individuals are highlighted here to underscore some special functions.

Administrators: Lydia G. Sierra, Principal

Tracey Winfield, Assistant Principal

<p><i>School Nurse:</i> Michelle Miller <i>Times at school:</i> TBD <i>Health Assistant:</i> Karen Claytor <i>Times at school:</i> Daily</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Communicable disease control, vision and hearing screening and follow-up, health assessments and referrals, health counseling and information for students and families. 	<p><i>Speech Language Pathologist:</i> Laura Morgan <i>Times at school:</i> TBD</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Observe, consult, screen, and evaluate children with suspected language and/or speech (articulation, voice, fluency) disorders. Provide therapy for children in the areas of need for language and/or speech disorders.
<p><i>Guidance Counselor:</i> Bree McKinnie <i>Times at school:</i> Daily</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Provides group and individual counseling, social skills groups, peer mediation, classroom guidance. Coordinates various school-wide activities. Child Study Team chairperson. 	<p><i>Varying Exceptionality:</i> <i>VE Resource Teacher:</i> JoAnna Helak <i>VE Resource Teacher:</i> Nancy Conforti <i>Unique Needs Aide:</i> Casey Fraites <i>Gifted Teacher:</i> Kathryn Parsons <i>Times at school:</i> Daily</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Provides instructional support to ESE and/or Gifted students.
<p><i>School Psychologist:</i> Yeal Lieber <i>Times at school:</i> TBD</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Provides assessment and testing of students for special services. Counseling for students and parents. Support services for teachers. Prevention, crisis, conflict resolution, program modification for special learning and/or behavioral needs. 	<p><i>ELL Resource Teacher:</i> Diane Wittorf <i>Times at school:</i> TBD</p> <p><i>ELL Instructional Support:</i> TBD <i>Times at school:</i> TBD</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Provides instructional support to ELL students.
<p><i>Social Worker:</i> Raven Lewis <i>Times at school:</i> TBD</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Assists in identifying at-risk students. Provides follow-up counseling for students and parents. Refers families for community services as needed. Consultation with parents and school staff. Liaison between home and school. 	<p><i>Reading Coach:</i> Jennifer Tasso <i>Times at school:</i> Daily</p> <p>Services Provided:</p> <ul style="list-style-type: none"> Provides information on program modifications for students in regular classrooms, as well as providing services for special education.



Who Can Help Me at Anderson?

Sometimes, parents need to be redirected to who may assist with questions and/or concerns. We hope that by giving you this information, it can help you save time. However, administration is always available to assist our families.

Area	1st	2nd	3rd
Bus Behavior	Bus Driver	Angela Dingle	Tracey Winfield
Bus Concerns	Angela Dingle	Tracey Winfield	
Bus Transportation Requests	Marisa Thomann		
Cafeteria Concerns	Classroom Teacher	Rafael Rivera	Vanessa Fernandez
Community Support for Families	Bree McKennie	Raven Lewis	
Counseling/Emotional of Family Concerns	Bree McKinnie	Raven Lewis	
Health/First Aid	Karen Claytor		
Parent-Teacher Complaints	Classroom Teacher	Tracey Winfield	Vanessa Fernandez
Progress Alerts/Report Cards	Classroom Teacher	Tracey Winfield	
Student Attendance/Tuancy Concerns	Raven Lewis	Bree McKinnie	Marisa Thomann
Student Recognition/Incentives	Tracey Winfield		
Student Records	Marisa Thomann		

Anderson Elementary School

The administration and staff would like to take this opportunity to welcome all new and returning students to Anderson Elementary School. We are looking forward to a successful school year. The Parent-Student Handbook has been prepared to provide essential information to help students succeed. The entire staff is here to assist you with your child's education. Please take a few minutes to review the contents.

Our School Vision To inspire all students to reach their full potential

Our Mission Statement To provide a safe learning environment that will empower students to become life-long learners and productive citizens.

Here to Serve You- Important Communication Information

Please feel free to contact us at any time. Our school number is 272-3075. We are providing important numbers that may be of assistance to Anderson Families throughout the school year. Please do not hesitate to call the school if you have any questions or concerns.

Anderson Website: www.sdhc.k12.fl.us/~anderson.elementary

Anderson Twitter: [@Anderson_Eagles](https://twitter.com/Anderson_Eagles)

Main Office	(813) 272-3075
Principal, Lydia G. Sierra	(813) 272-3075
Assistant Principal, Tracey Winfield	(813) 272-3075 ext. 224
Principal's Secretary, Vanessa Fernandez	(813) 272-3075 press 2
Registrar/Data Processor, Marisa Thomann	(813) 272-3075 press 4
Attendance Line	(813) 272-3075 press 1
Lunchroom, Rafael Rivera	(813) 272-3075 press 6
Media Center, Angela Dingle	(813) 272-3075 press 7
Clinic, Karen Claytor	(813) 272-3075 press 5
Guidance, Bree McKinnie	(813) 272-3075 press 3
Anderson Fax Line	(813) 276-5919
Anderson YMCA Aftercare Program	(813) 272-3075 ext. 243
Hillsborough County Public Schools	(813) 272-4000

E-mailing Anderson Staff

All staff members have e-mail addresses and check their e-mail regularly. If you would like to contact a member of the staff via e-mail, type their first name period last name period@hcps.net. Example: lydia.sierra@hcps.net

Parent Information and School Procedures

Arrival and Dismissal Procedures

Dismissal begins at 1:55. In the interest of **safety**, parents arriving for car pick-up/dismissal must follow the route specified on The Dismissal and Arrival Route Plan. Cars that enter from S. Dale Mabry/Fair Oaks will continue to the right down Fair Oaks (in front of the school), turn left on to Grady, left on Coachman, left on Church and then left into the rear parking lot near Kindergarten. When parents attempt to enter from another direction, they are essentially "cutting in line." Please be considerate of all other drivers who have been waiting patiently.

Morning drop off begins at 7:10. Media center parking is reserved for staff parking. Breakfast will be served from 7:10-7:35. Due to security, visitors are not permitted during breakfast and lunch. The campus will be secure at all times.

As a matter of safety, children are not to be dropped off from parking spaces, the bus drop off area or the middle of the road. Please do NOT park across the street in the "No Parking" zone. Not only is it dangerous, but it is also illegal.

In order to safely control access to the campus of Anderson Elementary School, the two walk-up gates in the front of the school will remain locked at all times. Students may be dropped off in the car line or walkers may enter through the front gate.

In the afternoon, a front gate to the east of the office is designated for walkers and bicycle riders only. **Walkers and bicycle riders will not be released until the bus ramp has been cleared.**

Parents who prefer to drive and pick up their children must do so in the parent pick-up loop in the back of the school. Students will be housed under the Kindergarten overhang seated by grade level. Parents will receive hangtags to expedite the

line. After the first week of school, if someone comes to pick up a child without a hangtag, they will be directed to go to the office and show identification. Afternoon pick-up begins at 1:55 on Tuesday through Friday and at 12:55 on Monday. Students not picked up 15 minutes after dismissal will be returned to the office for parent pick up.

Please understand the first week of school, dismissal may take longer. MONDAY IS EARLY RELEASE AT 12:55 unless otherwise noted on 2022-2023 Student Calendar.

Attendance

It is extremely important that students attend school on a regular basis and arrive on time. Students who are not in school miss valuable educational instruction. Even five minutes a day may create a total of one hour of lost instruction for the school year. Florida State Law requires that a student to be in attendance every school day except for personal illness. In order for your child to get the most out of our instructional program, it is important that he/she attend school every day. In the event of an absence, please call the attendance line before 8:05 am at (813) 272-3075. Please provide the following information: Name of child, Teacher name, Date of absence and Reason for absence. You may also write a note explaining the absence on the day your child returns to school. When a student is absent, please request all make up class work. If a student is absent 3 days or more, the school will require a doctor's note. A pattern of absences may result in a conference to discuss ways to solve this problem. Our expectation is that all students attend school and arrive on time daily.

Bicycles

Bicycles should be walked on school grounds. A bicycle rack is available to house students' bicycles. Students should chain and lock their bikes to ensure their safety. The school cannot be responsible for lost, stolen or damaged bicycles. No scooters, shoe skates, or skateboards are allowed on campus. According to Florida law 316.2065 and for student safety, bicycle riders and passengers under 16 years of age must wear a bicycle helmet.

Bullying Prevention

Hillsborough County Public Schools, in compliance with 2008 Florida Statute -- 1006.147~adopted its own anti-bullying and harassment policy in December, 2008.

It is the policy of Hillsborough County Public Schools that all of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. The district will not tolerate bullying or harassment of any type. Conduct that constitutes bullying or harassment, as defined in the policy, is prohibited. All Hillsborough County students and employees will receive updated information at the beginning of the school year. Information is also in the Student and Teacher Handbooks. The Hillsborough County Public Schools district expects students and school employees to conduct themselves appropriately for their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Expected Behaviors

- We will not bully others
- We will help others if they are being bullied
- We will include others in activities
- We will tell an adult at school and home if someone is being bullied

Examples of bullying include (but are not limited to) specified physical actions, verbal expressions, and infliction of emotional distress. All individuals have the right to report any incident(s) of bullying without fear of reprisal or retaliation. School District personnel are responsible for investigating and taking corrective action to prevent bullying at any school site or school-sponsored activity, and must do so with proper regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report any incident(s) of bullying. Consequences for anyone found guilty of engaging in bullying are specified in the District Handbook.

Definitions: "Bullying" includes "cyberbullying" and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior; including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: teasing, threat, intimidation, stalking, cyberstalking, physical violence, theft, sexual, religious, or racial harassment, public or private humiliation, destruction of property; and social-exclusion.

Change of Address/Telephone

It is extremely important that every student has an up-to-date address, home telephone number and emergency numbers on his or her record card kept in the office. If any of these items change during the school year, the office should be notified immediately.

Change in Dismissal Plans

If you plan to change your child's regular dismissal plans, you must contact your child's teacher in writing. Due to safety concerns, we will not accept changes over the telephone, unless an unexpected emergency arises. If this is the case, please ask to speak to Mrs. Fernandez or Ms. Thomann. Our number one concern is the safety of your children and we want to be certain they arrive home as planned.

Students on CHOICE

The approval of Choice Hardship is a courtesy granted by the School Board of Hillsborough County with the understanding that students will maintain appropriate behavior, attendance, and timeliness and that all parties will honor the school district's civility guidelines. Families receiving approval for Choice Hardship are required to provide transportation to and from the requested school. All families are advised that Choice Hardship may be revoked by principals, at any time, if established standards for conduct, attendance, tardiness, and civility are not maintained.

Civility

The vision statement of the School District of Hillsborough County regarding civility reads as follows:

In order to provide a safe, caring and orderly environment, the School District of Hillsborough County expects CIVILITY from ALL who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that ALL need to demonstrate in promoting an educational environment free from disruption, harassment, bullying and aggressive actions.

Unacceptable behaviors under this policy include:

- Behaviors which interfere with or threaten to interfere with school activities.
- Using loud offensive language or profanity
- Intimidating, harassing, bullying, or inappropriate displays of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail, or voice mail

Students, parents and District personnel all have the right to report any incidents of unacceptable behavior to a school district employee who will follow established District procedures for review and resolution of the reported incident.

Classroom Party

District policy only allows (2) classroom parties per year; this is reserved for winter break and end of the year celebration. Please support this policy. **Birthday parties for students are not permitted at school.**

Classroom Environment and Student Behavior

The classroom environment must be safe and well-disciplined so that all children have the opportunity to learn. If your child continually disrupts the classroom after the teacher takes the necessary steps to help him/her regain appropriate control, then you may be called to pick him/her up. We want to provide your child and the other children in the classroom with a safe, positive learning environment. You will receive a letter from your child's teacher listing the individual class rules, the consequences if they are broken and the rewards for positive behavior. Students must realize that at school, appropriate behavior is expected at all times, and that certain behaviors will not be tolerated, such as fighting, stealing, and being disrespectful or disobedient. Rules are posted and reviewed in each classroom, so those students know the behavior expected in the classroom. Every effort will be made to assist children in learning and maintaining appropriate behavior. When a student is sent to the office for disciplinary reasons, a report is made and you will be informed by phone or in writing. Teachers will contact you by phone or in writing if there are any concerns regarding academic progress, work habits or classroom behavior. Communication and cooperation between the home and school will provide your child with the best chance of school success and alleviate many problems. **Remember, YOU are a valuable member of the team working for what is best for your child!**

Communication between Home and School

Monthly Newsletter

A bi-monthly parent newsletter will be posted on our school website. The newsletter will contain important information about curriculum, special projects, upcoming events and tips for parents. It will help you to stay informed.

Parent Conferences

Conferences with teachers will be arranged prior to or after the student day, and during the teacher's planning time. We will conduct evening conferences with parents throughout the school year. Your child's teacher will schedule conferences with you in advance. If you need to speak with your child's teacher prior to conference nights, please call the school at 272-3075.

Parent Link

You will be receiving telephone messages, emails and/or texts from us throughout the year that will give you instant information on hazardous weather, school closing, alerts, and general school information. Please be sure your phone number and email is current.

Helping Your Child with Homework

Hillsborough County policy requires homework be assigned to all students on a regular basis. The homework assignment is approximately 30 minutes in length for students in grades K, 1, 2 and 3 and approximately 45 minutes in grades 4 and 5 however, times may vary by teacher. Periodically, a homework assignment may be made which will extend over a period of time. These assignments may include book reports, science projects, math projects, etc. Contact individual teachers if there are questions. Your support with homework is appreciated. Homework will be an extension of what they have learned in the classroom. Homework is assigned Monday-Thursday evenings. In addition, our students are expected to read each night and memorize basic math facts. Parents are expected to sign the agenda book/weekly folder etc. and remind their child to return it each day with completed homework. Primary students will receive up to 30 minutes per night and intermediate students will receive up to 45 minutes per night. You can assist your child by finding him/her a quiet place to work and materials such as pencils, paper, ruler, etc.

Family Nights / Parent Training

The Anderson Staff will host approximately one parent training or family event per month. Some of these events may include: FSA Training, Reading Night, Math Night, Winter/Spring Concerts, Movie Night, PTA Events etc. Please look for more information regarding these events, which will be sent home monthly. We hope to see many families at each of our school events.

County Bus Transportation and Food Service Phone Numbers

Use the numbers below for questions: Transportation: 233-2872

School Food Service: 840-7092

Concerns regarding bus stops should be addressed to the call center at 982-5500.

Daily Schedule/Arrival and Dismissal Times (Bell Schedule)

7:10 a.m. – 7:40 a.m.	Student arrival time – Students that arrive prior to 7:10 a.m. will not be supervised. Gates open daily at 7:10 a.m. Free breakfast is served in the cafeteria. Students that arrive after 7:35 a.m. will need to get a breakfast to go and report immediately to class or go to the office for a tardy pass.
7:35 a.m.	The Morning Show will be aired via closed circuit television.
7:40 a.m.	Tardy Bell rings. The student day officially begins. All students should be in their classrooms and ready to recite the Pledge of Allegiance.
7:40 a.m.	The morning show ends and students begin their academic day.
1:55 p.m.	Student dismissal.*

*Please note on Early Release Dates, dismissal is at 12:55 unless noted otherwise.

Dogs

Dogs are not to be on school grounds. Service animals are permitted.

Delivering Messages to Students

The school cannot be responsible for delivering messages to children except in cases of emergency. The one interruption you request may seem insignificant, but the total requests we would receive in one day would be rather high if all were granted.

Please help us protect the learning environment by not asking us to deliver messages.

Dress Code

Students are expected to adhere to the Hillsborough School District Dress Code. Please see the Student Handbook for specific information regarding appropriate dress for school. A copy of this handbook can be found online at www.sdhc.k12.fl.us. Please note that parents of students who do not comply with the Hillsborough County dress policy will be called and asked to bring appropriate clothing. Our students wear a school uniform.

Early Arrivals

Children are NOT to arrive at school earlier than 7:10 a.m. There is no supervision by school personnel available before 7:10 a.m.

Emergency Procedures

Please be aware that if we must evacuate the building for any reason, communication to parents may be interrupted temporarily. Please be assured that children will be well supervised in a safe area until such time as it is safe to return to the building. In addition, we are required to have safety drills on a monthly basis, and we thank you in advance for your cooperation and understanding when these drills cause any inconvenience.

Emergencies

Every effort will be made to contact parents in an emergency situation, such as sickness, injury, etc. Please ensure that two additional emergency contacts are maintained on the Student Enrollment Registration documents for use when parents are not available. Occasionally, it is necessary to transport students to the hospital using EMS before parent contact has been made. Parents are responsible for any charges that may occur.

First Day Reminders

First time students entering a Hillsborough County School, please provide all registration requirements are not met, i.e., physical, shot requirements or birth certificate etc. Please bring this information to the office as soon as possible. Arrangements have been made to give special assistance to your child the first day as they adjust to schedules, new surroundings and new teachers. It is suggested that your child carry in writing their name, classroom assignment and method of transportation. Also, if you have made any special arrangements for after school care with a babysitter, private nursery or childcare center or if there will be a change in transportation, please indicate this in writing. This information will assist us in helping your child locate his/her classroom upon arrival and provide guidance and assistance at dismissal.

Guidance Program

Counseling services are available for every student in the school and are provided in a confidential manner. Requests for counseling can be made by administration, teachers, parents and students. Services include individual and group counseling, as well as parent consultations. The counseling department is located in the Guidance Suite of the Administration Building. The purpose of the Guidance Program is to help each individual student achieve his/her highest level of growth and development mentally, emotionally and socially. The counselor conducts classroom guidance lessons for all children. Typical topics for lessons are: friendship, responsibility, feelings, families, careers and choices. Small group guidance sessions focus on a particular topic that will be helpful to a select group of children. Topics may include: school success, getting along with others, improving self-concept, anger control techniques, problem solving and family concerns. A student can request an appointment with the counselor at any time. Parents may also request an appointment with the counselor to discuss a concern relevant to his/her child.

Head Lice

It is county policy that a child will be excluded from school when the student is found to have head lice and/or nits. The school takes special precautions and checks student's hair on a continual basis. If you, the parent, will also check regularly, this will help. If you do notice this condition, please contact the school. Before a student may return to the classroom, after being excluded for head lice and/or nits, **he/she must be accompanied by an adult in our office to be checked and given a clearance note for the teacher.**

Health Information

Illness or Accident at School

If your child is sent to the office during the school day due to illness or an accident, a parent will be notified. It is extremely important that we have the following information on file, so we are able to promptly reach you:

1. Name, home phone, business phone, and address of parent or guardian. If applicable, we would also like your cell phone number.
2. Emergency numbers: Name and phone numbers of a relative, friend or neighbor, should your child need to be picked up from school if a parent cannot be reached.

The above information must be included on your child's emergency card that is to be completed and returned to school as soon as possible.

Use of Medication Policies and Procedures

The administration of medicine to students is a matter that must be viewed with all the precaution and seriousness possible. It is hoped that you can arrange for all medicine to be administered at home. If a parent or physician deems it absolutely necessary for medication to be administered at school, the following procedures must be followed:

SCHOOL BOARD POLICY – C-34.1:

Medication prescribed by a physician may be given under the supervision of the Principal or persons within the school designated by the Principal. School personnel will encourage parents and physicians to arrange schedules so that, when possible, administration of medication during school hours will be eliminated. School personnel are not trained medical personnel.

The following conditions will be met prior to administration of medication:

- A. Receipt of written parental permission stating student's name, name of medication, dosage, time of administration, and reason for medication.
- B. Medication will be delivered to the school by the parent to the Main Office and kept in the original container dispensed from the pharmacy. The medication container must state information in "A" or have a signed physician's note.
- C. Medication must be in the original container and will be stored in the office under lock and key.
- D. The Principal or designee will not be liable for administration, or failure of administration when acting in a prudent manner. **It is the child's responsibility to come to the office at the scheduled time.**

School Procedure:

- A. School Board procedure as stated above.
- B. It is the child's responsibility to remember the time for the medicine to be taken and the type of medicine to be taken. The adult's responsibility is to deliver and pick up the medicine.

Medication

If your child must take medication at school, a parent must complete the appropriate forms (available in the main office) and bring a supply of medication in the prescription bottle to school. Children are **not** allowed to transport medication to school under any circumstance. The office staff is not permitted to dispense nonprescription medication.

Medical Information

In case of illness or accident at school, it is very important that the school have your child's correct address and emergency phone number. Parents are notified immediately in case of accident or when a child is ill. No child may remain at school with fever. He/She will be isolated until he/she can be taken home. If medication must be administered at school, a parent or guardian must sign the appropriate form giving the health aide permission to administer the medication. We cannot administer the medication without this form. An adult must bring all medication to the school clinic. All Medication to be administered by the school nurse **MUST** be received and **COUNTED** at the time of receipt and stored in its original container. **PLEASE DO NOT SEND CHILDREN TO SCHOOL WITH MEDICATION.**

This policy requires some time for the parent who must check it into the office, so please schedule enough time to accomplish this with the school nurse. We **CANNOT** administer medication if this procedure is not followed. Please be sure we have a working phone number in the event we have any questions or concerns.

Florida Statute 232.46 is the reference for the above guidelines.

Questions regarding these procedures should be directed to the office of School Health Services, Department of Special Instructional Services, 273-7020.

Health Requirements

Florida's School Health and Immunization Laws require students to have immunizations and a physical examination prior to admission to school. Children should be immunized against these diseases: Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles, Mumps, Rubella and Hepatitis B. The school principal shall require acceptable proof of age, a physical no more than one year old containing dates of inoculations, for all children desiring to be admitted to Kindergarten or First Grade.

Please realize that these policies are for the protection of our children. Please contact the school if you have any questions.

School Health Screening

School Health Services Program conducts health-screening activities at various times during a child's school experience. Screening activities occur on a schedule dependent on guidelines established by the Department of Children and Families and local school health personnel. School health screenings may include the following activities: vision screening, hearing screening, measurement of height and weight, dental screening and screening for hypertension-high blood pressure. Parents/Guardians must inform the school in writing if they do not wish their child to participate in any portion of the program.

Lost and Found

Please label your child's clothing (coats, sweaters, etc.) so that it will be easily identified if misplaced. LOST AND FOUND articles are placed in the cafeteria. Parents are welcome to look for lost items at this location during regular school hours after signing in at the front office. After a reasonable time, unclaimed clothing and articles will be discarded or donated to charity.

Meal Information

Breakfast

All students arriving between 7:10 and 7:35 are invited and encouraged to eat a free breakfast every morning. To have enough time to eat and be in their classroom by 7:40, students participating in the free breakfast program need to be in the cafeteria no later than 7:30. At 7:35, children will report directly to their classroom.

Lunch

Lunch menus are available on the district website. Anderson Elementary is 1 of 174 with Community Eligibility Provision (CEP). CEP will allow **all students** enrolled in those schools to receive school meals at no charge with no household meal application.

MONEY/CHECKS

All money sent to school should be placed in an envelope with the child's name, teacher, amount of money enclosed, and the purpose for which it is intended, written on the outside of the envelope. This is particularly necessary for primary (K-3) students, and it is recommended for all students. All checks must be for the exact amount with the student's name on the check in the memo line and made payable to **Anderson Elementary School**.

Moving to Another School

If you move out of our attendance area, please notify the school office at least one day prior to your departure. It is understandable that emergencies arise and one day notice cannot be given. When this occurs, contact the front office as soon as possible.

Pedestrian Safety

To further ensure the safety of students and adults on campus, it is recommended that no individuals walk through the parking lot at any time. Under no circumstances will students be allowed to cross a parking lot without being accompanied by an adult. Please use sidewalks and crosswalks provided for your safety.

Physical Education

All students are expected to participate in physical activities. Students are not excused from such classes without a written statement from a doctor. Students are required by law to have 150 minutes of physical education each week.

PTA

The Anderson Elementary Parent Teacher Association is a local chapter of the Florida PTA. It is a self-governing group that plans programs and activities to meet the needs of the students in our community. Annual dues are required to become a member. The membership drive starts at the beginning of each new school year. However, new members are welcome any time. By becoming a PTA member, you will be financially supporting and supplementing your child's education and school. General PTA meetings are held at least two times a year. Business is conducted to inform members of events, projects and activities. It is very important that we obtain 100% membership in our PTA in order to show support for parent involvement. Dues paid toward your PTA membership go directly back to students through the funding of special school programs and student incentives. The PTA is a vital part of the Anderson community. Membership, attendance and active support benefits our school. Flyers announcing the dates and times of events will be sent home or communicated via text and/or email.

Punctuality to School

The student day begins promptly at 7:40 a.m. It is very important for children to develop the habit of being punctual. If your child is late, they should be escorted into the office for a tardy slip. Please adhere to this time, as every minute of instruction is important to your child's academic growth. Anderson Elementary strives to maintain an orderly learning environment for student education. Students that arrive late miss valuable instruction and also interrupts learning. If you arrive after 7:40 a.m., you **must** walk your child to the front office and sign them in. Your child will receive a tardy slip and will be sent to class. When signing in tardy, you will need to indicate the reason for the tardy. A pattern of tardiness may result in a conference to discuss ways to solve this problem. Tardiness is recorded on the student's record and will cause a child to miss valuable learning time. Parents will sign in their child on the computer similar to the way visitors sign in. **It is the parent's responsibility to ensure that their child is delivered to school on time.**

Rainy Days

On rainy days, dismissal will follow the usual schedule. Students must have a clear understanding of what to do in the event of rain at dismissal time if it changes their plans (i.e., walkers). Please sit down with your child and discuss your plan for what children should do in case of rain. If lightning occurs at dismissal, dismissal will stop until conditions are safe.

Release of Students

Students are dismissed at 1:55 PM. Please make every effort to schedule appointments after school, so that instructional time is not lost. Students are expected to remain at school; however, if your child must be signed out prior to dismissal due to an appointment or family emergency, etc., you may sign him/her out at the front office no later than 1:35 PM. The parent or authorized person taking the student must sign the Sign-Out Book and electronically. Please be prepared to present photo ID at all times. Your child will not be released to anyone, unless they are listed on the emergency card and present photo ID. Teachers are not authorized to release students from the classroom without notification from the office. If you arrive later than 1:40, your child will have to follow regular dismissal procedures. No student sign-outs will be permitted after 1:35 p.m. (12:35 p.m. on Mondays) unless it is an emergency. The only person, who can change/update information on the emergency card, is the person who signed the emergency card.

Safety Patrols

Safety Patrols will be on duty to guide and assist students where traffic and other hazards exist. Please instruct your children to obey Safety Patrols, as this will add to their safety and the safety of others.

School Day End

School dismisses at 1:55 p.m. each day, **except on Mondays, when dismissal is at 12:55 p.m.** If you pick your child up from school, please be prompt in doing so. There are no personnel available to supervise children after 1:55 p.m. In the event your child is to go home with another parent (or another child) on a particular day, parents need to communicate these plans to the school in writing. Students will go home as regularly planned, unless a change in dismissal is received in WRITING. Children may not ride a different bus to go home with another child.

Schoolwide Discipline Plan

Codes for Conduct/Rules:

- Respect self, others, and property
- Practice self-control
- Be responsible & prepared to learn
- Walk quietly throughout the school
- Do your best!

Consequences:

- Verbal Warning
- Timeout in the classroom
- Parent Contact
- Loss of privileges
- Time out in another classroom
- Discuss at PLC
- Refer to Guidance for Consultation
- Behavior Contract
- Refer to administration
- Classroom pre-referral

Positive Reinforcements:

1. Classroom reinforcement
2. Awards Assembly
3. Citizenship Awards
4. CHAMPS/SOAR

Parent involvement and cooperation are essential in any discipline situation. Anderson Elementary welcomes parents to campus to visit with staff and discuss issues of concern. This handbook is meant to be a guide for students and parents. It is not all inclusive of every rule, regulation, activity and procedure that is followed on campus. Students may receive other information either verbally or in written form. This handbook is provided to families on the first day of school and is given to entering students upon enrollment. Students are expected to follow school rules.

Cafeteria Management Plan

Cafeteria Procedures

1. Enter the cafeteria quietly.
2. After exiting the food line, go directly to assigned seat.
3. Stay in seat and whisper to those only at your table.
4. Raise your hand and wait for a lunchroom aide, if you need something.
5. When dismissed by the lunchroom aide, clean table area, throw trash in the garbage can, line up quietly and wait for your teacher.

Schoolwide Programs recognize student behavior and academic achievement:

Student of the Month Assembly

Each month students will be selected from each class that have followed the rules throughout the month and served as good examples for their peers. These students will be recognized at our Student of the Month Assembly each month. Visitors must sign-in in the main office.

Awards Assembly

At the end of each grading period, there is an Awards Assembly to recognize academic achievement. Students will receive a certificate and a coupon sponsored by one of our business partners. Visitors must sign-in the main office.

School Spirit Day

Each Friday students are encouraged to show their school spirit by wearing our school colors of blue and white or Anderson spirit shirt.

Telephone

Use of the office phone by students is reserved for emergencies only. Office and guidance personnel are ready to assist your child when needed. After-school arrangements should be made prior to your child's coming to school.

Traffic Plan

Traffic in the morning and at dismissal can be a challenge. Please adhere to our traffic plan closely so that we can eliminate as many delays as possible. Please park in designated parking spaces only.

- **Ramp in front of school on Fair Oaks Ave – Buses**
- **Media Center loop – Car riders**
- **Media Center Parking spaces – Staff only**

Students may not walk in the bus driveway at any time or be dropped off in the street between cars. We thank you for your cooperation and your assistance in keeping all our students safe!

Student Uniforms

Anderson Elementary has a mandatory uniform policy.

Uniforms consist of:

Bottoms: Khaki or navy blue trousers, pants, walking shorts, jumpers, skirts or capri pants

Tops: White, navy blue or yellow shirt uniform-style polo shirt or crew necked t-shirt.

Students should be in compliance on the first day of school. The uniform is to be worn every day of the week. Each student is expected to adhere to the Anderson uniform policy every day during the school year. On individual picture days, students may wear other clothing. Friday of each week will be a free dress day, where students may wear an Anderson spirit shirt. Spirit shirts are sold by the PTA. Uniform shirts and bottoms are available for purchase at Target, Walmart and/or other local stores. Please contact a member of administration if you have uniform questions or needs. We have access to uniforms that have been donated and are available for students in need.

Visiting Your Child in School**

Parents are welcome on our campus. A class will only be interrupted in an emergency. We encourage parents to volunteer in the classroom by making prior arrangements with the teacher, but please understand that the teacher's full attention will be on the students in the classroom and conversations regarding individual student progress should be saved for a scheduled conference time. Volunteers will need to have an Online Volunteer Application Form on file. This form can be located at the district website. **All parents and visitors must go through the main office to sign in with a photo ID on the Raptor Computer and obtain a visitor's pass (District Policy), and only parents who have pre-arranged with the teacher will be allowed to proceed to the classroom. When visiting our campus, please park in designated parking spaces outside of the gate.**

You must sign in and receive a visitor's badge. This badge must be worn at all times. Any visitor on campus without a badge will be asked to return to the main office in order to follow proper procedures for student safety. Please be aware that in order to maintain instructional focus, your child's school will not be a place for personal visitation.

Volunteer-Get Involved in Your Child's Education**

School volunteers have a tremendous impact on a student's success in school. Any time invested is sure to yield high returns. Becoming involved in your child's education is a critical component for their success as a student. We invite all of our Anderson Parents and relatives to become a part of our school community. There are numerous ways to volunteer and become involved in your child's education. Volunteer in your child's classroom or the Media Center, PTA activities, Great American Teach-In, tutor students who need additional help in subject or be a part of the learning taking place in his/her classroom. All volunteers will need to have an approved application on file. See the Assistant Principal for more information. We want all of our families to be "partners in education." We are committed to offering your child the best education possible. Working together, we will accomplish our goals.

Weapons, Toy Guns and and Dangerous Instruments

Please refer to the Parents Handbook for county policy on weapons. Nothing that resembles or could be considered a weapon may be brought to or made on school grounds, on school buses or to school bus stops.

This includes toy guns, water guns, or knives of any kind.

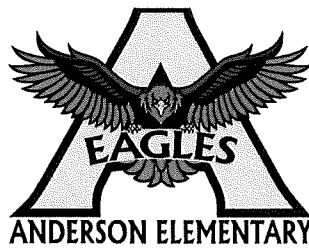
YMCA School-Age Child Care Program

The program has a limited number of children and operates from school dismissal to 6:00 p.m. Please contact the YMCA for information at (813) 272-3075 ext. 24 after 1:55 P.M. or you are welcome to visit the program.

Thank you in advance for supporting the procedures we have put in place at Anderson. They are designed to protect your child's physical safety and that of their learning environment

Thank you so much for adhering to these procedures. By working together, we will have a safe and smoothly run school year.

****Please note volunteer/visitor procedures may change based on CDC guidelines/recommendations.**



2022-2023
KINDERGARTEN BUS TRANSPORTATION
INFORMATION FOR PARENTS

In order to help ensure safe bus transportation home of all kindergarten bus students, the following procedures will be in place for the 2022-2023 school year:

1. Upon enrollment, kindergarten bus students will be issued a green tag with label containing important identification information. The tag is to be attached to the student's book bag for the entire year. The tag must be shown daily to the afternoon bus driver. Upon enrollment, kindergarten students who are not bus riders will be issued a red tag. The red tag will be left blank (there will be no identification information). The red tag is to be attached to the student's book bag for the entire year. This tag will indicate that the student is not a bus rider and should not be placed on the bus.
2. All kindergarten students will sit at the front of the bus. Older siblings of kindergarten students may also sit at the front of the bus with their kindergarten sibling.
3. A designated adult must be at the bus stop in the afternoon to receive the child.
4. A kindergarten student may be released at the bus stop with an older sibling unless otherwise stipulated by the parent.
5. If no older sibling rides the bus, a designated adult must be at the bus stop (not waiting in the car).
6. If there is no adult at the stop, the kindergarten student will be returned to the school after the elementary route is complete.
7. The kindergarten student returned to the school will be in the care of the principal or designee. If an administrator is not available, the afterschool care program will assist with supervision. The school will attempt to contact the parent. Please be sure to always update your current contact information with the school. You will need a photo ID to pick up your child. You will also sign for receipt of your child. If the student is not picked up by 3:30 p.m. at the school, School Security and/or **Tampa Police Department** will be notified for assistance.
8. After 3 incidents of an adult not meeting the kindergarten student at the bus stop the student may be suspended 1 day from the bus. The next incident may result in a 3 day suspension and subsequent times may increase the days of suspension from the bus.
9. **Charges may be incurred from the afterschool care program.**

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

Superintendent of Schools
Addison G. Davis



Bus Assignment Letter

Anderson Elementary School

Dear Parent:

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.

Lydia G. Sierra
Principal

AFTER SCHOOL CHILD CARE CENTERS SERVING ANDERSON ELEMENTARY

**ACADEMY TO SUCCESS
3203 W DELEON ST
813-874-5474**

**ACHIEVEMENT CENTER
5714 S DALE MABRY HWY
813-839-5555**

**FIRST DISCOVERIES
4003 S MANHATTAN AVE
813-831-8085**

**KIDDIE KOLLEGE
4319 W FAIR OAKS AVE
813-837-4444**

**PALMA CEIA ACADEMY
4230 HENDERSON BLVD
813-253-6576**

**SEABORN DAY SCHOOL BEACH PARK
4101 W ESTRELLA ST
813-282-4744**

**SUCCESS KARATE
5401 S DALE MABRY HWY
813-816-8925**

**SUNSHINE CHILDREN'S LEARNING CENTER
3923 W BAY AVE
813-839-7301**

**SOUTH TAMPA EDUCATION PREP
4300 S MANHATTAN AVE
813-358-6571**

**TRADITIONAL TAEKWON-DO
Center of Interbay
5251 S DALE MABRY HWY
813-532-0585**

**TRADITIONAL TAEKWON-DO BLACK BELT
OF SOUTH TAMPA
4037 HENDERSON BLVD
813-488-4444**

**YMCA LATCHKEY
ANDERSON CAFETERIA
813-223-2895**

**THIS LIST IS
PROVIDED AS A
SERVICE AND, IN NO
WAY, ENDORSES
ANY CHILD CARE
PROVIDER.**

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

Superintendent of Schools
Addison G. Davis



ANDERSON ELEMENTARY SCHOOL
2022-2023
Notice of Privacy Rights

Pertaining to Health Services

As explained in the Student Handbook, the school system is required to maintain confidentiality regarding your student's educational record. This includes health information gathered for educational purposes or to render proper health care during your child's school day. The following explains the uses of information and disclosures of your protected health information.

Protected Health Information includes demographic and medical information that concerns the past, present, or future physical or mental health of your student or yourself (as an employee). Demographic information could include your name, address, telephone number, social security number and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person.

Your protected health information may be used or disclosed for purposes of treatment (emergency care, for example), payments and health care operations. We may send the medical information to Medicaid, insurance companies, or community agencies to pay for services provided to your child or yourself.

Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include:

- Reporting abuse
- Investigations related to missing children
- Internal investigations and audits or by government agencies
- Public health purposes, including vital statistics, disease reporting, public health surveillance, investigations, interventions and regulation of health professionals
- District medical examiner investigations
- Research approved by the Department of Health or School Board
- Court orders, warrants, or subpoenas
- Law enforcement purposes

You have the following rights as an individual or parent:

- You can request to restrict the use and disclosure of your health information.
- You have the right to be assured that information will be kept confidential.
- You can inspect and receive a copy of your protected health information.
- You have the right to correct your health information.



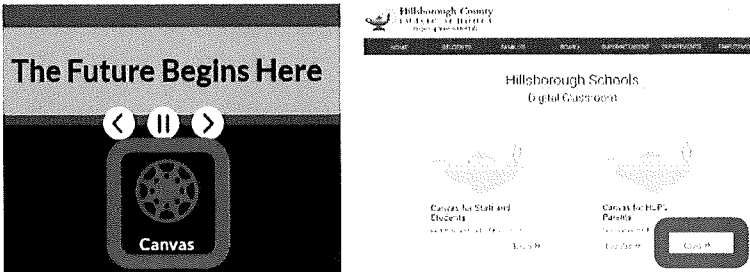

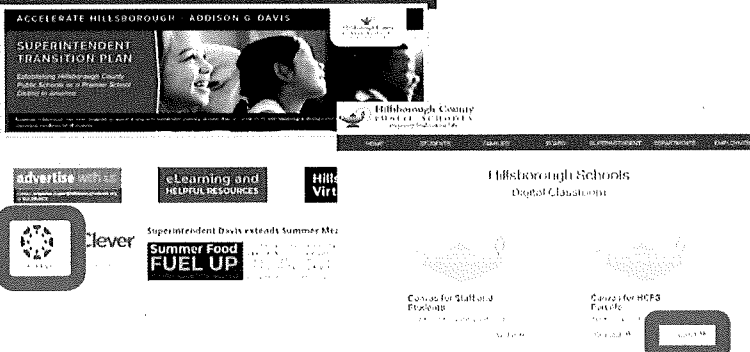
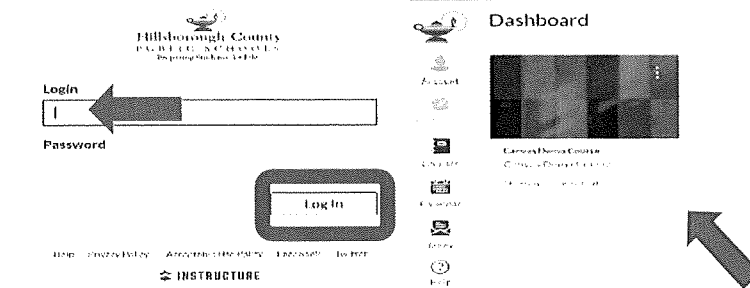
CANVAS. LEARN HERE.



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.

<p>1. 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>	
<p>2. 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>	
<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 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>	
<p>4. 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.



Hillsborough County
PUBLIC SCHOOLS

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>

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 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 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 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.

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.

Dear Parents/Guardians:

As we enter a new school year, we are asking for your help to keep our schools and classrooms lice free. As you may know, lice are very common in the school-age population. As a matter of fact, millions of children contract head lice each year. Lice are not a sign of poor hygiene, neglect, or low socioeconomic status. Lice are spread through direct head-to-head contact, typically during sleep overs, camping trips, or close play. Fortunately, lice can be effectively treated using the steps listed below.

SIX STEPS TO ELIMINATING HEAD LICE

- 1** **Examine** Examine everyone in the family and household for lice and nits. Nits are small, white to brown, oval-shaped eggs that are glued to the hair shaft near the scalp. Examine heads in bright light – outside is best. Separate the hair strands carefully and check around the ears and the nape of the neck first, then check the rest of the head. Lice hide in light and can move quickly – you may only see the nits. Only treat people who have live lice or nits. Treating people who do not have lice is unnecessary.
- 2** **Treat** Treat the head with a product that kills lice. Some products are available by prescription only and some can be purchased at a store. **Follow the directions carefully.** Failure results when not enough product is used, it is not used as directed, it is not left on long enough, or it is reapplied too soon. **Many products require an additional treatment 8-10 days later.** Some people prefer natural or home remedies. While some are safe and effective, others can be harmful. Consult your school nurse or healthcare provider for more information on these and other treatment options.
- 3** **Comb** **This is the most important step!** Saturate the hair with water and cream rinse or conditioner to slow down the lice and to make combing easier. Drape a towel around the child's shoulders and have the child watch TV, read a book, or play a game for distraction. Pull the metal nit comb through the hair in small sections, pinning each section up when it is finished. Comb slowly and carefully making sure to comb from the scalp all the way down to the end of the hair. Reading glasses or a magnifying glass might be helpful to see the nits. Keep a wastebasket and tissues near-by to wipe off the comb after each pass and throw it in the garbage. Do this every day for two to three weeks to ensure the lice infestation is gone. **Children cannot return to school until all the nits are removed.**
- 4** **Clean** Vacuum sofas and carpets. Machine wash (or soak) in hot water any clothes, bed sheets, and towels used by the person with lice within the last 48 hours. Dry cleaning or putting linens, stuffed animals, and clothes in the dryer on high for 20 minutes is also effective. If a washer or dryer is not available, tightly seal items in a plastic bag for 2 to 3 days. Lice cannot survive off a human head for more than a day or so and eggs will not hatch off the head. If an egg does hatch, the nymph will soon starve to death without a scalp to feed on. **Do not use insect sprays or bombs.** Soak combs and brushes in hot water for 20 minutes.
- 5** **Repeat& Recheck** Repeat step 2 and retreat with a lice kill product in 8-10 days. Continue to recheck everyone in the household daily for at least another week and weekly thereafter or anytime exposure to lice is suspected. Wet combing with a metal lice comb is the best way to detect lice.
- 6** **Notify& Prevent** Notify everyone that may be affected (school, church, daycare, friends, and/or family). To prevent the spread of head lice, avoid head-to-head contact and do not share combs, brushes, hats, scarves, or coats. The key to preventing the spread of head lice is catching it early and treating it quickly and effectively.



MEDICAID

Certified School Match Program

Reimbursement for School-based Services

What is the Florida Medicaid Certified School Match program?

Since 1997, Hillsborough County Public Schools has participated in a federal and state-funded Medicaid reimbursement program. The Florida Medicaid Certified School Match (MCSM) program helps to ensure students with an Individual Educational Program (IEP) receive needed health care (medical, emotional, and transportation-related) services at school.

The program assists school districts by providing partial reimbursement for these medically related services provided to students at school.

In July 2020, current guidelines expanded to include general education students who have a Plan of Care (i.e., Health Care Plan, Behavioral Plan, 504 Plan, etc.) or the need for crisis intervention. Although the partial reimbursement is only available for students who are Medicaid eligible, services are provided to all students with a plan of care regardless of their Medicaid eligibility status.

What types of services does the MCSM program cover?

Counseling	Crisis Intervention	Nursing
Child Outreach Screening	Occupational Therapy	Case Management
Speech/Language Therapy	Physical Therapy	Assessments
Special Education	Transportation	Evaluations Developmental Testing
Orientation & Mobility	Assistive Technology	

Is there a cost to me?

NO – Services are provided to students while at school with NO cost to the parent/guardian.

Will it affect my family's Medicaid benefits?

NO – The program does NOT impact a family's Medicaid services, funds or limits. Because Florida operates the MCSM program differently than the Family-Related Medicaid Coverage plans the school plan does not affect your family's Medicaid benefits in any way.

How does Hillsborough County Public Schools use the reimbursement money received from Medicaid?

The funds received from Medicaid for speech/language therapy, occupational/physical therapy, counseling, nursing services, and psychoeducational evaluations are used to support student services and Exceptional Student Education (ESE) programs.

How can I help ensure my school district receives benefits from the MCSM program?

Federal regulations require that the parent/guardian:

- Be fully informed about the Medicaid Certified School Match program
- Fully understand that consent is voluntary and can be withdrawn at any time.
- Permit Hillsborough County Public Schools to share necessary information to bill for Medicaid eligible services included in your child's IEP, 504 or Plan of Care.
- Your child will receive the services written in your child's IEP, 504, or Plan of Care at Hillsborough County Public Schools expense regardless of your consent to allow us to bill Medicaid. You may revoke consent at any time.

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Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Superintendent of Schools
Addison G. Davis

Dear Parent or Guardian:

We are pleased to inform you that Hillsborough County Public Schools is implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2022-2023. All students enrolled at **Anderson Elementary School** may participate in the breakfast and lunch program at no charge, without a meal benefits application.

Children need healthy meals to learn! Hillsborough County Student Nutrition Services offers nutritious, well-balanced meals for students of all ages and backgrounds. Please encourage your child(ren) to participate in the school meal program.

If you have any questions, please call Student Nutrition Services at 813-840-7066.

Sincerely,

Healthy Meals Express Application Center

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, audiotope, 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 [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, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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

Volunteer Services Hillsborough County Public Schools

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

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.

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

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.*