

**School Board**  
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**Superintendent of Schools**  
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**Principal**  
Tricia Simonsen

**Assistant Principal**  
Heather Bisesto

August 10, 2021

Dear Parents,

In this packet you will find materials that contain information that is of interest to you regarding Hillsborough County Schools and Valrico Elementary. Please carefully review with your child the policies and information written in this packet. Also included are forms that will need your prompt attention and signature.

**On-Line District Forms: If you do not have access to a computer, please stop by the main office to obtain a hard copy. Limited quantities are available.**

**Application for Free and Reduced Meals**

The application for free and reduced meals is now located online at <https://www.hillsboroughschools.org/Page/3734> .

\*Although the District will continue to provide free meals to all students this year, it is critical that families still complete this process as it impacts essential funding our school may receive.

**The Student Code of Conduct for Parents: 2021-2022 is available online at**

<http://www.sdhc.k12.fl.us/conduct>. This contains many county policies and procedures that will help in planning with your child.

**PLEASE COMPLETE AND RETURN TOMORROW (i.e. the day after receipt):**

1. **Emergency Information Cards** (pre-registered students) - make any necessary changes to address, phone numbers, and emergency information. This information is critical in the event your child becomes ill or if an emergency occurs. The collection of emergency information by schools is mandated by Florida state rules and regulations (Florida Statue 402.32). Please sign, date and return the form to school. **Make sure you list at least two current contact phone numbers.**
2. **1<sup>st</sup> Day Packet Sign Off Form**
3. **Media/Student Likeness Release Form**
4. **P.E. Health Form**
5. **PTA Forms: Membership & Volunteer**
6. **Code of Conduct Form**

Please take the time to review all the contents of this packet as it will answer many of your questions regarding our policies and procedures. Also, be aware that we have an established plan in place should any emergency arise. The safety of all our students is our primary concern.

Sincerely,


Tricia Simonsen  
Principal

**\* Una versión en Español de estas formas está disponible a petición.**

**Valrico Elementary  
Attendance Guidelines  
2021-2022**

**ATTENDANCE LINE 744-6777, ext. 400**

**PLEASE HELP YOUR CHILD BY FOLLOWING THESE REMINDERS....**

- 
1. **Students should be at school and in class by 7:40 a.m. every day.** Students that arrive to class after the 7:40 a.m. bell will be marked tardy. Tardies become part of the student's permanent record. Excessive tardies have a negative effect on academic achievement and a referral to the social worker may be deemed necessary. Please remember that, just as adults need to be on time for their jobs, students need to be on time for school. Encourage your child to be in school every day. Your support is essential to maximizing achievement.
  2. Plan vacations for non-school days. Any plans for absences due to family trips during scheduled school days must be sent to the principal requesting approval for excused absences. You may email the principal at [Tricia.Simonsen@hcps.net](mailto:Tricia.Simonsen@hcps.net).
  3. Valrico parents must call the school's attendance line on the day of the absence by 8:15 a.m. to explain their child's absence. Your help with this is extremely important. If you know about the absence in advance you can send an email to [Terry.Gammill@hcps.net](mailto:Terry.Gammill@hcps.net). An automated phone call will go out prior to 9:30 a.m. to advise the parent of when a student is not in class when attendance was taken. This means that you will receive a phone call and email even if you have already called in to excuse the absence. Please disregard the automated call if you have already called in the absence for your child.
  4. If your child has a doctor or dentist appointment, bring him/her to school after the appointment or sign them out prior to the appointment. Students that sign in more than one hour late may still generate a ParentLink phone call and email message because the record has already been sent to ParentLink. If your child is tardy to school, make sure that he/she follows the school procedure and signs in. When a student signs in, the absence will be changed to a tardy.
  5. When a student accumulates 5 absences (Excused or Unexcused) from the designated attendance period during a nine-week grading period, a computer-generated letter will be sent to the parent or guardian. Students who are absent excessively (more than 5 days in a grading period) will be tracked carefully and considered at risk. Parents will be contacted and a conference will be held to implement improvement in the child's attendance. A student who is absent 6 or more days in a nine-week grading period may be required to present medical evidence or have the parent visit the school to verify absences. Students who have excessive absences will be referred to the guidance counselor or school social worker.
  6. Attendance Award Criteria is based solely on attendance and time reporting to school. Perfect Attendance qualifications are 0 absences and 5 tardies or less in a grading period. End of the year Perfect Attendance is awarded to any student that earned Perfect Attendance in all four grading periods.
  7. All absences will be counted as unexcused unless the school is notified by phone, email, or in person.

**Great attendance is a direct correlation with student achievement.**  
**Thank you for making attendance a priority.**

# Valrico Elementary

## 2021 – 2022 Student Arrival/Dismissal Procedures

### **IMPORTANT: FIRST DAY DROP OFF & VISITOR ACCESS:**

There will be an exception to visitor sign in procedures on the morning of the *first day* of school due to the increased number of parents escorting their children to class. Visitors will be monitored closely and permitted to enter gates without a visitor pass *only* if they are escorting a student. Please have your open house postcard in hand at the gate. For the remainder of the *first week of school only*, parents wishing to escort their students to class must go to the front office to sign in with their driver's license. Beginning August 16 and for the remainder of the school year, Valrico will implement a closed campus due to continuing efforts to contract trace per CDC and District COVID guidelines. The closed campus procedures apply to breakfast and lunch as well – no visitors will be permitted.

### **MORNING DROP OFF DIRECTIONS:**

#### **BUS/DAYCARE VAN DROP OFF IN FRONT OF SCHOOL (BUSES/DAYCARE VANS IN FRONT ONLY)**

The front of the school will be designated for buses only. The bus drop off is located just outside the main office. **No vehicles are permitted in this area during the arrival of buses or until 7:40 a.m.** Parents that are dropping off their children will need to do so in the back of the school via the car line.

#### **A.M. DROP OFF IN BACK OF SCHOOL (CAR LINE)**

All parents dropping children off via car must follow car drop off procedures. **Remember breakfast is complimentary for all students every day starting at 7:10 a.m. and ending at 7:35 a.m.** At no time may a student walk through the parking lot unescorted. If a parent would like to park and walk their child on campus, we ask that you park in the designated visitor lot on the side of the school. However, please do not drop off students in the visitor lot. No parking is permitted in the back faculty lot.

#### **PARKING:**

Visitor parking is available on the side parking lot of the school. **The back lot is restricted to faculty/staff parking only.** The parking lot is **ONE WAY** traffic only. Vehicles should enter through the East gate and exit through the West gate. If you chose to park during morning arrivals, then you must walk your child to the gate at the front of the school. Students cannot be dropped off and walk through the parking lot alone. Do not use the parking spaces outside the fence during arrival and dismissal times. This will impede the flow of carline traffic. **Keep in mind that the back gate is closed and locked at 7:35 a.m. until the end of the school day.**

#### **MORNING DAY CARE (before 7:10 a.m.):**

Students are not allowed on campus prior to 7:10 a.m. unless they are signed up in our supervised morning program offered by our afterschool SPACE program. This program runs from 6:10 a.m. to 7:10 a.m. and costs \$20.00 a week. These students stay in the cafeteria during that time and are supervised by our staff. If you are interested in this program, please call Coach Macko at 744-6777 x 235. All parents dropping their child off for before school SPACE must park and walk into the MP room to sign their student in prior to 6:55 a.m.

#### **TARDINESS:**

**If a parent arrives with their child after 7:40 a.m., the parent must walk the child into the front office and sign them in. The child will then report to class with a tardy slip.**

### **AFTERNOON CAR PICK UP:**

In the afternoon all car riders are to be picked up in the back of the school via the car line. No afternoon parking in the back lot is permitted. All parents must have a car tag hanging on their rearview mirror with the child's name clearly written on the tag. Put the last name and grade of oldest child on front. **Any parent or approved adult who does not have this tag will be asked to show identification for school personnel to verify they are on the child's emergency card in order for the child to be released.**

- Parents should remain in single file in the car pick up line. Passing and pulling around other cars is prohibited. Safety is our primary concern.
- Please follow the directions of the staff on duty. If they request that you move up before loading your child in the car, please do so. We need to keep the line moving.
- The car line is not a place to talk with other parents, students, or teachers who are standing in the area. If you wish to conference with someone, please park in the front of the school.
- We want all parents to buckle up both themselves and their children. If you have a difficult seat belt arrangement for your child please pull forward to the upper righthand corner of the pickup line, by the handicapped parking to arrange the seat belt properly before leaving the campus. This simple step will be helpful in keeping the line moving.
- We realize that from time to time it might be difficult for parents to wait in the line. **However, students will not be released to parents who walk up to the line, or at any other areas of the school. Please stay in your car and follow car pick-up procedures.**
- Student early sign outs must occur prior to 1:10 p.m. (12:10 on Early Release Mondays). Sign outs will not be permitted after 1:10 p.m. due to buses arriving in the front of the school. Please avoid parking in the front of the school within 45 minutes of dismissal.

#### **LATE PICK UP/PM:**

Dismissal time is at 1:55 p.m. Tuesday-Friday and 12:55 p.m. on Mondays. In the event of an emergency, parents should call the main office and notify us if they can not be here by 2:10 p.m. After 2:15 p.m. any remaining students will be taken to the Main Office.

**Parents arriving after 2:15 p.m. will need to park their car in the front parking lot and walk into the Office to sign out their child. All previous times should be adjusted accordingly for Mondays.**

**Valrico Elementary**  
**2021-2022**  
**Important Information**

**Please review the items below and then sign off on the form provided. You may keep this sheet at home for your reference.**

**IMPORTANT HOURS**

Before School Care	6:10 a.m. – 7:10 a.m. (Drop off by 6:55 to not impact the carline.)
Student Arrival Begins	7:10 a.m. (Safety Patrol drop off begins at 7:05 in first row of Faculty Lot.)
Free Breakfast Begins	7:10 a.m. Breakfast Ends at 7:35 (Available to all students.)
Tardy Bell	7:40 a.m. (Per House Bill 529, a one-minute moment of silence will start each day. Parents, please discuss the best use of this time with your child.)
Dismissal	1:55 p.m. (12:55 p.m. - Early Release Mondays)
Office Hours	7:00 a.m. – 3:30 p.m.

**STUDENT SAFETY & VISITOR ACCESS**

Our priority at Valrico Elementary is to ensure student safety at all times on our campus. Officer Jose Hernandez will return to Valrico this year as our full-time school security officer. We are happy to welcome him back as part of our team as he brings valuable safety experience as a retired U.S. marine and HCSO deputy. The District is implementing a new program called Raptor for all Visitors and Volunteers to sign in (and out) with a driver's license in the main office. Please reference the “Student Arrival/Dismissal Procedures” information sheet for visitor procedures during the first week of school. Beginning August 16 and for the remainder of the school year, Valrico will implement a closed campus due to continuing efforts to contract trace per CDC and District COVID guidelines. The closed campus procedures apply to breakfast and lunch as well – no visitors will be permitted. Also as part of student safety, Valrico will continue to have monthly Lockdown, Evacuation, and Fire Drills. Our goal is to provide opportunities for students, teachers, and staff members to practice procedures in the event of an emergency.

**STUDENT MEDIA RELEASE**

We often take pictures of our students engaged in a variety of activities in their learning environment. Sometimes these pictures are used for photo and slide presentations of students, staff, and parents. At other times, we have requests for student activity pictures from the news media or will place photos on our school or class websites. In such cases, pictures are released only in accordance with Hillsborough County Public School policy.

**STUDENT FIELD TRIPS** (Note: Waiting on District Guidelines)

Field trips are considered an integral part of a child’s learning. It is required that your child have a signed permission slip to participate and go on a field trip. In the event your child does not return a specific field trip permission slip back to school, this signed form will allow us to let your child go on the trip. We will attempt to contact you by phone to alert you to the use of this form in the event this situation arises.

**STUDENT INTERNET ACCESS**

Please refer to the “**Internet Safety**” section in the Student Code of Conduct under the Rights and Responsibilities tab.

**BRING YOUR OWN DEVICE**

The Hillsborough County Public School District has deemed it permissible for students to bring their own digital devices for the use in the classrooms. Please review the expectations below if your child will bring their own electronic device on campus.

1. The classroom teacher has the right to approve and/or not approve the use of devices in the classroom.
2. Digital devices are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. Digital devices must be used at appropriate times in accordance with teacher instructions. The device must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
4. Digital devices are not to be used during lunch, recess, or during teacher directed P.E. times.
5. The student is responsible for knowing how to properly and effectively use their device and this should be not be a burden for the teachers.

**STUDENT ATTENDANCE AND TARDINESS POLICIES**

Please refer to the “Attendance Policies” section in the Student Code of Conduct under the Student Behavior Expectations tab, along with the attached Attendance Guidelines. To report your child’s absence call 744-6777 ext. 400 or email [Terry.Gammill@hcps.net](mailto:Terry.Gammill@hcps.net) .

## STUDENT CODE OF CONDUCT FOR HILLSBOROUGH COUNTY PUBLIC SCHOOLS

The Student Code of Conduct is designed to provide you with the expectations for student behavior in all of our schools. There is important information in the Code of Conduct which also explains the role you play in helping us ensure your student reaches his/her fullest potential. You may access the Student Code of Conduct at <https://web.hillsboroughschools.org/conduct>. Please read each page carefully and review all material with your children before signing the Acknowledgement Form, which can be found in the first day of school packet. **This form must be returned to your child's school with both the parent and student signature.**

### BUS TRANSPORTATION

Please see the back of this sheet for important bus rider standards for student conduct & parent responsibilities. Additional information may be found on the School District of Hillsborough County web site.

### INCLEMENT WEATHER AT DISMISSAL

Please note that dismissal will be delayed in the event of lightning. Due to the unpredictable Florida weather, there may be times when dismissal will be delayed due to lightning, high winds, or heavy rains. Thank you for your understanding and support with ensuring a safe departure for students.



### WATER REFILL STATIONS

The District is in the process of replacing all water fountains. Select water fountains throughout the school, including many inside the classrooms, have been or soon will be replaced with water bottle refill stations. Please have your child bring a refillable water bottle to school each day. Be sure to label all water bottles with your child's first and last name in permanent marker. The District will no longer provide bottled water for student distribution, so it is important your child bring their own water container daily. The District will provide each school with a limited amount of complimentary refillable water containers available to students as needed.

### BIRTHDAY CELEBRATION GUIDELINES

Treats may be sent in to celebrate your child's birthday if you have made prior arrangements with the teacher. **Any food items must be pre-packaged and store bought. Please send in items that can be easily distributed to each student (i.e. cupcakes, cookies, individually packaged items).** Due to allergy concerns, birthday items will not be distributed in the cafeteria during lunch. Rather, these treats will be distributed only by the classroom teacher at outside recess (typically immediately following lunch) or at a time period deemed most appropriate. Please remember due to latex allergies, balloons of any kind are not permitted in school.

### BULLY PREVENTION

Ways to Prevent Incidents

- Contact your child's teacher or school personnel verbally, via email, or telephone
  - Complete a Bullying Report Form found at your child's school
  - On-line reporting: <https://www.hillsboroughschools.org/bullyprevention>
- Remember that bullying is a pattern of behaviors, not an isolated incident.*

#### Parent Tips: When Child is Suspected Victim

- Do not confront bully; talk to your child's teacher, a guidance counselor, or a school administrator, or use one of the various reporting systems
- Ask child to describe what happened and how they are feeling
- Role play and discuss ways to respond
- Teach child that telling is not tattling
- Encourage child to talk with friends about bullying
- Monitor electronic communications and social media

#### Parent Tips: When Child is Suspected Bully

- Talk with child to determine what happened and what motivated them to engage in the behavior
- Explain why bullying is unacceptable, including the potential consequences
- Help child empathize with the alleged victim(s)
- Discuss and role play alternatives to aggressive behavior or communication
- Report instances to school officials

### SCHOOL FINANCIAL REPORTS

The Florida Department of Education has released the 2020-2021 School Financial Reports. A copy of our school's report is on file if you are interested in reviewing it.

### VALRICO HAWKS – SOCIAL MEDIA



**School Website:** <https://www.hillsboroughschools.org/valrico>

Our Parent Newsletters are posted monthly and include important dates and information.

**Parentlink** We will communicate our most up-to-date information and reminders through text messages using the District's Parentlink communication system. It is very important that you make sure your cell phone numbers are current in order to receive these text messages.



Follow us on **Twitter** for updates, announcements, and events. @ValricoHawks

**Valrico Elementary School  
1<sup>st</sup> Day Packet Sign-off Form  
2021-2022**

\_\_\_\_\_  
**(PRINT Last Name)**

\_\_\_\_\_  
**(PRINT First Name)**

\_\_\_\_\_  
**(Homeroom)**

By placing your initials on the line before each of the forms listed below, you are indicating that you have received and understand the need to review with your child the contents of the following papers:

\_\_\_\_ 1. **Student Media Release Permission (CHECK ONE):** (Please also return enclosed district Media/Student Likeness Release form.)

\_\_\_\_ **I GIVE PERMISSION**

\_\_\_\_ **I DO NOT GIVE PERMISSION**

\_\_\_\_ 2. **Bring Your Own Device (CHECK ONE):**

\_\_\_\_ **I GIVE PERMISSION**

\_\_\_\_ **I DO NOT GIVE PERMISSION**

\_\_\_\_ 3. **Student Field Trip Permission (CHECK ONE):**

\_\_\_\_ **I GIVE PERMISSION**

\_\_\_\_ **I DO NOT GIVE PERMISSION**

\_\_\_\_ 4. **Student Internet Access Permission (CHECK ONE):**

\_\_\_\_ **I GIVE PERMISSION**

\_\_\_\_ **I DO NOT GIVE PERMISSION**

\_\_\_\_ 5. **Bus Transportation Information:**

\_\_\_\_ **I have reviewed bus routes, Transportation Assignment letter, Mutual Responsibility letter, and Standards of Conduct for both students and parents. If I have a kindergartner, I am aware of the specific district guidelines.**

\_\_\_\_ 6. **Car Transportation Information (if applicable):**

\_\_\_\_ **I have reviewed car drop-off/pick-up procedures, and will utilize the provided car tag daily.**

\_\_\_\_ 7. **Student Attendance and Tardiness policies:**

\_\_\_\_ **I have reviewed attendance/tardy procedures.**

\_\_\_\_ 8. **Student Code of Conduct for School District of Hillsborough County, FL.**

\_\_\_\_ **I have reviewed the Student Code of Conduct online at <http://www.sdhc.k12.fl.us/conduct> and discussed applicable items with my child. The signed form has been returned to school.**

\_\_\_\_ 9. **AM/PM Procedures & Visitor Parking Guidelines**

\_\_\_\_ **I have reviewed the student arrival/dismissal procedures/visitor parking guidelines.**

\_\_\_\_ **I am aware of the parent walk-up procedures and designated areas.**

**Return this form with your initials and signature. It will be retained on file at the school.**

\_\_\_\_\_  
**Signature: Parent or Guardian**

\_\_\_\_\_  
**Date**

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# WELCOME BACK: Superintendent Addison G. Davis

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“A new normal” – That is a phrase that has been used too frequently over the past year and a half, but it is one that absolutely rings true for the opening of our schools and the continued success we’ve experienced with face-to-face instruction.

After considerable guidance from our health partners and the CDC, as well as the increase in vaccinations, our district has decided to offer two educational options for the 2021-22 school year: face-to-face instruction and Hillsborough Virtual K-12. We are thrilled that eLearning was a viable option for many of our families that were not yet comfortable sending their learners back into the classroom. However, as the results of a recent district survey suggest, a vast majority of our eLearners are now comfortable returning to face-to-face instruction – and we are excited to welcome them back.

We will continue to practice social distancing where feasible, we will retain a Covid Commander at each school who will work with the Department of Health on quarantine as necessary, and we will always encourage students and staff to stay home when they are not feeling well.

The areas outlined in our Opening Plan include the conditions for quarantine, educational options during quarantine, and the considerable steps our district is taking to ensure a safe and secure place of learning. Of course, with every plan of this magnitude and under ever-changing conditions, this document will remain fluid and change as necessary based on guidance from state agencies and local health experts. We will be ready to act should it be required. The HCPS Opening Plan can be found on our website at [www.HillsboroughSchools.org](http://www.HillsboroughSchools.org).

I hope everyone will review this plan and be a partner in the work of preparing students for life. We look forward to the 2021-22 academic year, and our new normal, because together we will create lifelong learners and continued success.

Respectfully,

Addison G. Davis

Superintendent of Schools

# SCHOOL!

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



**Superintendent of Schools**  
Addison G. Davis

## Student Code of Conduct Acknowledgement Form

I have been notified that I can review the Student Code of Conduct online at: <http://www.sdhc.k12.fl.us/conduct>

I have received, read, understand and agree to abide by the Student Code of Conduct

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I/we have read the Student Code of Conduct and discussed it with my student.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**The Student Code of Conduct has been established to communicate the expectations for student behavior at school or school activities. Failure to return this acknowledgement will not relieve a student or the parent/guardian(s) from the responsibility of abiding by the Code of Conduct.**





**VALRICO ELEMENTARY SCHOOL**  
**INFORMATION SHEET:**  
**WHO DO I CONTACT, IF I NEED...**

Administration .....	Front Office	744-6777 dial 0
Tricia Simonsen, Principal		Tricia.Simonsen@hcps.net
Heather Bisesto, Assistant Principal		Heather.Bisesto@hcps.net
Address Changes .....	Front Office	744-6777 dial 0
Absences		
To Report an Absence .....		744-6777 opt #1
To Request a Pre-approved Excused Absence .....	Mrs. Gammill	Terry.Gammill@hcps.net
Buses/Transportation .....	Parent Info Line - District	982-5500
Before/After SPACE Program.....	Coach Macko	744-6777 ext 235
Clinic/Health Issues .....	Ms. Hartzog	744-6777 ext 263
Guidance .....	Ms. Oliver	744-6777 ext 225
PTA .....		
Registration/Withdrawals/Student Records.....	Mrs. Gammill	744-6777 ext 229
Social Worker.....	Ms. McGlasson	744-6777 ext 241
Student Nutrition Services Manager.....	Ms. Kelley	744-6777 ext 227

**2021-2022 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 2021/2022 school yearbook.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Valrico Elementary  
Physical Education Health Form  
2021-2022

To assist us in working with your child this year in physical education, **please complete and return this form to your child's teacher.**

Please remember that if your child needs to be excused or restricted from physical education activities, we will need a note from you. If the time period is for more than a week, we will need a note from the doctor.

**For Physical Education, your child is required to wear any type of rubber-soled, multipurpose athletic shoe, which is laced or fits snugly to the foot. We encourage all children to wear sneaker type shoes to school daily. Sandals, backless, or strapless shoes are never allowed.**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
(Signature)

\_\_\_\_\_ My child has no health problems

\_\_\_\_\_ My child has health problems as indicated below.

1. \_\_\_\_\_ Asthma
2. \_\_\_\_\_ Allergies
3. \_\_\_\_\_ Heart problems
4. \_\_\_\_\_ Has had a serious operation
5. \_\_\_\_\_ Has had a broken bone
6. \_\_\_\_\_ Has vision or hearing problem
7. \_\_\_\_\_ Has sickle-cell anemia
8. \_\_\_\_\_ Takes medication for health related problem
9. \_\_\_\_\_ Other (be specific) \_\_\_\_\_

If any of the above problems are checked, please provide us with specific information that would be helpful in working with your child.


**Send original to PE office**

**School Board**

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Stacy A. Hahn, Ph.D., Vice Chair  
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**Principal**

Tricia Simonsen

**Assistant Principal**

Heather Bisesto

August 10, 2021

Dear Afternoon Car Rider Parents,

Deputy Elizabeth Baker with the Hillsborough County Sheriff's Office is committed to providing our community with a safe environment during dismissal. She has observed the concern that Miller Rd. would get so backed up that vehicles would drive into oncoming traffic and/or drive on the sidewalks that our children use to walk home. There have been several close calls due to this congestion on Miller Rd. Deputy Baker came to the school with a solution that allows the parents to wait for the back car line gates to open for release and keep Miller Rd. clear. She has also obtained permission from the Hillsborough County Parks Division to utilize the driveway to Valrico Park.

Prior to the letter and map being sent out, Deputy Baker came out to the school and verbally advised the car riders of the change and had them start implementing the plan that day. Since then, it appears that the plan is working and that our afternoon cars are supporting the changes. Our goal is to ensure all parents are aware of this new procedure.

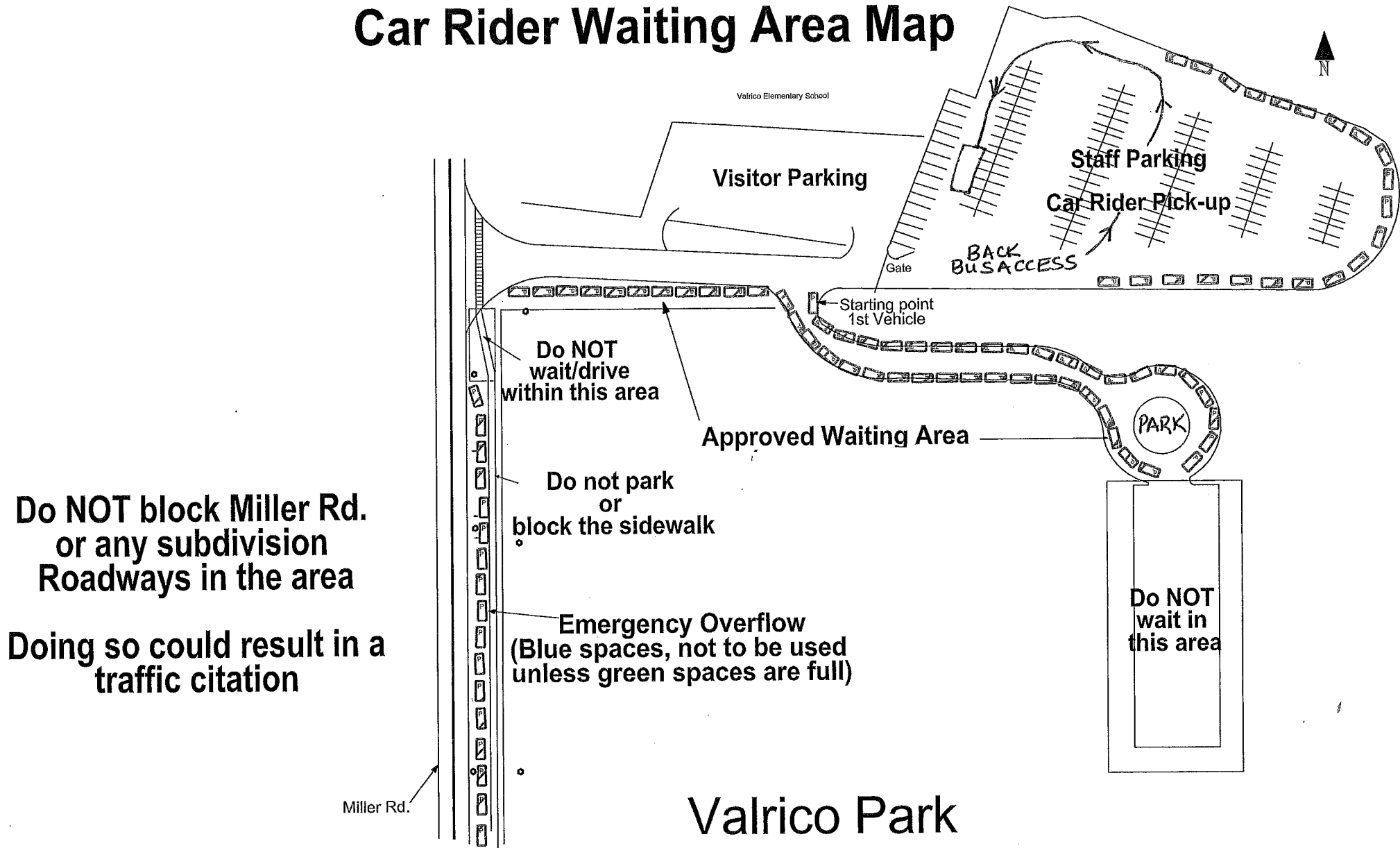
Please reference the map on the backside of this letter. Note that when that gate is closed, the line starts at the exit lane of the park. Once the gate opens, that first vehicle will continue into the parking lot to the pick-up area and wait for the release. Notice the back bus area in which a few buses will use to loop around in the parking lot to pick-up early release children. Please do NOT block the area until the buses have exited the parking lot completely. This will help prevent any damages that could result from the back end of a bus hitting your vehicle as they make left turn down the designated aisle. Please do not block the roadway (Miller Rd.); doing so could result in a citation from the Hillsborough County Sheriff's Office.

Thank you for your continued support to provide a safe environment for our community.

Sincerely,

Valrico Elementary Staff & Deputy E. Baker

# Car Rider Waiting Area Map



Map provided by Hillsborough County Sheriff's Office

Valrico Elementary  
**KINDERGARTEN BUS TRANSPORTATION**  
INFORMATION FOR PARENTS  
2021-2022

In order to help ensure safe bus transportation home of all kindergarten bus students, the following procedures will be in place for the 2021-2022 school year:

1. On the first day of school, kindergarten bus students will be issued a green tag with a label containing important 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. Kindergarten students who are not bus riders will be issued a red tag. The red tag will be left blank. 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. If the student is not picked up by 4:00 p.m. at the school, School Security/Tampa PD/Sheriff's Office 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 for repeated incidents.

## Standard of Conduct for Pupils Riding School Buses

Dear Parents:

Please read the following Standard of Conduct for Pupils Riding School Buses with your child. It is important that you and your child understand the standards of conduct for students riding Hillsborough County Public Schools' buses.

Sign this form and return to the school, where it will be retained on file.

Sincerely,  
Principal

### **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 observe regulations at all times.

### **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.

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### **FOR PARENT OR GUARDIAN**

I have read and helped my child to understand the *Standards of Conduct for Pupils Riding School Buses*.

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Signature: Parent or Guardian

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Date:

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Child's Name (printed):

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School Child Attends:

**PLEASE RETURN TO YOUR CHILD'S SCHOOL AFTER SIGNING.**

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

**Superintendent of Schools**  
Addison G. Davis



## **Transportation Mutual Responsibility**

Dear Parents/Guardians:

When transporting students to and from school, ensuring your student's safety is our number one priority. Our bus drivers have increasingly expressed concerns about the enforcement of transportation rules. Consistent enforcement of rules for student behavior is required to provide the safest conditions. Consequently, the district formed a study committee comprised of students, bus drivers, assistant principals, principals, and transportation field supervisors to improve our transportation system.

The hard work of the group produced a document that provides a consistent approach and incorporates best practices related to student safety. It also states expectations for drivers, students, parents, and school administrators. The guidelines are included with this letter.

Ensuring student safety is a shared responsibility. Please review the transportation section of the Student Handbook and return this letter with the information requested below to the school. We appreciate your cooperation and assistance.

Sincerely,

See Transportation Section of Code of  
Conduct

Principal



**School Board**

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

**Superintendent of Schools**

Addison G. Davis

**Principal**

Tricia Simonsen

**Assistant Principal**

Heather Bisesto

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.

Tricia Simonsen  
Principal



## Creating a Canvas Parent Account

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

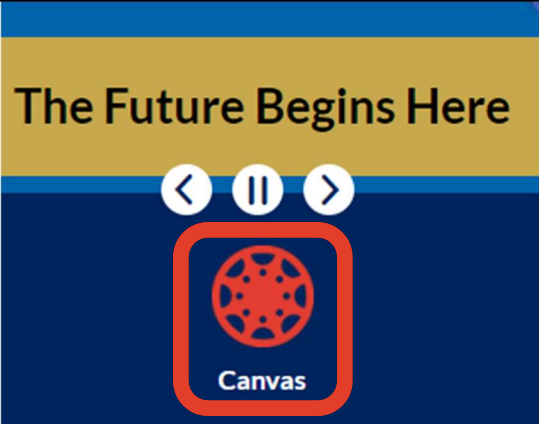

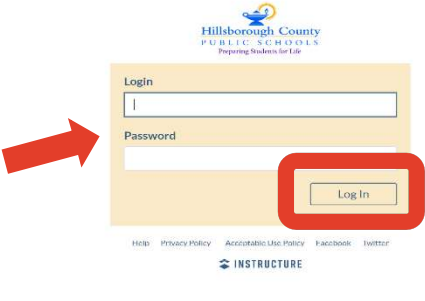
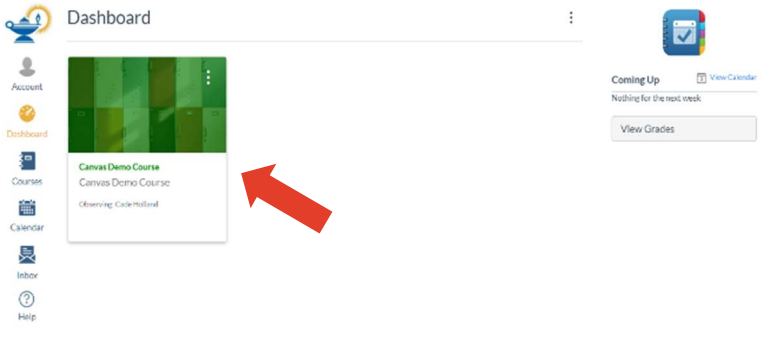
To create a Canvas Parent Account, you must register through the district mySPOT portal. The email and password created through a mySPOT account will be used to log in to your Parent Canvas account.

<p>1.</p>	<p>Access the district website at <b>www.hillsboroughschools.org</b> and then click the <b>Canvas Log In</b> icon on the middle of the site.</p> <p>Then on the Hillsborough Schools Digital Classroom page, click <b>Register</b> under the <b>Canvas for HCPS Parents</b> tile.</p>	
<p>2.</p>	<p>On the <b>mySPOT</b> page, fill out all of the fields: email address, student number, select school, birth month, birth day, birth year, last four of student social security number, and relationship to student. Check the box to declare information is true and correct. Select <b>Register</b>.</p> <p>A <b>confirmation email</b> will be sent to complete the registration and create a password for your mySPOT account.</p> <p>Note: Additional students can be added in mySPOT after registration is complete.</p>	
<p>3.</p>	<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 <b>www.hillsboroughschools.org</b></p> <p>Click <b>Canvas Log In</b> icon in bottom left of the website. Then click <b>Log In</b> under the <b>Canvas for HCPS Parents</b> tile on the right side.</p>	
<p>4.</p>	<p>Type the <b>email</b> and <b>password</b> registered on your mySPOT account.</p> <p>Click <b>Login</b></p> <p>The Parent Canvas account will <b>open</b> to the <b>Dashboard</b> and you may view your student's courses.</p>	



## 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.

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



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

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

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



Dear Parent/Guardian:

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

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?



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

REDUCED PRICE MEAL SCALE for School Year 2021-2022					
Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
<b>For each additional family member, add</b>	<b>+8,399</b>	<b>+700</b>	<b>+350</b>	<b>+324</b>	<b>+162</b>

2. CAN I APPLY ONLINE? Yes! Beginning July 1<sup>st</sup> each school year, and you are encouraged to do so! Applying online is quick, confidential, and easy! The online application has the same requirements and will ask for the same information as the paper application. To apply online, visit the district website at [www.hillsboroughschools.org/mealbenefits](http://www.hillsboroughschools.org/mealbenefits), then click "APPLY NOW", and follow the instructions. Contact the **Healthy Meals Express Application Center at 813-840-7066 if you have any questions about the online application process.**
3. IS THE ONLINE APPLICATION AVAILABLE IN MORE THAN ONE LANGUAGE? Yes! It is available in 7 languages - English, Spanish, French, Arabic, Filipino (Tagalog), Vietnamese (Tiếng Việt), and Chinese (Mandarin). FOR REFERENCE ONLY you may view a SAMPLE free and reduced meal application in 49 languages here: [www.fns.usda.gov/school-meals/translated-applications](http://www.fns.usda.gov/school-meals/translated-applications)
4. WHAT IF I DON'T HAVE A COMPUTER TO COMPLETE AN ONLINE APPLICATION? Computers are available for use at no cost at the local public library and at the **Healthy Meals Express Application Center, 9014 Brittany Way, Tampa, Florida, 33619.** Your child's school may also have a computer that can be used to complete an application. Need information where to obtain a paper application? Contact the **Healthy Meals Express Application Center at 813-840-7066.**

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. *Use one meal application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. If approved, your child's status will remain in effect for the entire school year.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the **Healthy Meals Express Application Center at 813-840-7066** immediately.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for that school year. If you do not submit a new application that is approved, or you have not received a NOTICE OF DIRECT CERTIFICATION, your child will be charged the full price for meals.
8. WHERE CAN I VERIFY THE STATUS OF MY CHILD'S MEAL ELIGIBILITY? Call the meal status hotline at 1-866-544-5575. Make sure to have your child's 7-digit student ID number handy when calling.
9. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Are your housing arrangements temporary? Does your family relocate on a seasonal basis? Have you taken in a runaway child? If you believe children in your household meet these descriptions, please contact the liaison at the child's school for assistance.
10. I RECEIVE WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please submit an application.
11. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
12. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year if there is a change in your household income or size, or if you become unemployed.
13. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? Contact the **Healthy Meals Express Application Center at 813-840-7066**. You may also ask for a hearing by writing to: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida 33619**.
14. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. If you normally receive overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job, or had your hours or wages reduced, use your current income.
16. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? If there is no income to report, mark the box that says "None" for each household member. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.
17. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you receive any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income. Deployed service members are considered part of the household. List deployed service members in the Household section, but report only the portion of their income made available to them or on their behalf to the family.
18. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.
19. I'M A GROUP HOME ADMINISTRATOR. HOW DO I APPLY FOR CHILDREN IN MY CARE? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.

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

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider