



2022-2023 Student Academic Calendar

Board Approved 4/13/2021

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

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

Student Early Release Days: Students are released one hour early each Monday beginning August 15, 2022, except for:

October 17, 2022 (Non-Student Day)

November 21, 2022 (Fall Break)

December 26, 2022 (Winter Break)

January 16, 2023 (Dr. Martin Luther King Jr.)

March 6, 2023 (Non-Student Day), March 13, 2023 (Spring Break)

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

School Board

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Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Superintendent of Schools

Addison G. Davis

Principal

Melissa Babanats

Assistant Principal

Carmon Hinton

Dear Parent:

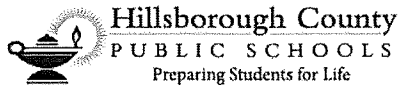
The safety of students is the number one priority of the Transportation Department. Students living two or more miles from the assigned school and exceptional education students with specialized transportation need to qualify for transportation services according to state statute. Students living within 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.

Principal

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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.

Consejo Escolar
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Karen Perez
Melissa Snively
Jessica Vaughn



Superintendente de Escuelas
Addison G. Davis

Código de Conducta del Estudiante Formulario de Reconocimiento

He sido notificado que puedo revisar el Código de Conducta del Estudiante en el internet al: <http://www.sdhc.k12.fl.us/conduct>

He recibido, leído, entendido y aceptado cumplir con el Código de Conducta del Estudiante.

Firma del estudiante

Fecha

He / hemos leído y discutido el Código de Conducta del Estudiante con mi hijo(a).

Firma del padre/madre / tutor

Fecha

El Código de Conducta del Estudiante se ha establecido para comunicar lo que se espera de los estudiantes en cuanto a comportamiento se refiere, ya sea en la escuela o en actividades escolares. El no devolver esta forma de reconocimiento no exime al estudiante, padres o tutor de la responsabilidad y obligación de cumplir con el Código de Conducta del Estudiante.

**2022-2023 Hillsborough County Public Schools
Student Likeness Release Form**



School: _____ Student ID Number: _____

Student Name (Last, First): _____

Homeroom Teacher: _____ Grade: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Dear Parent/Guardian:

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

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

Please select only one option below:

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

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

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

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____



2022-2023

Formulario de Comunicado de Prensa de Estudiante

Escuela: _____ Número de identificación estudiantil: _____

Nombre del estudiante (apellido, nombre): _____

Profesor/a de aula: _____ En qué grado está su hijo(a): _____

Dirección de casa: _____

Ciudad: _____ Estado: _____ Código postal: _____

Número de teléfono: _____ Correo electrónico: _____

Estimado Padre/Tutor:

A lo largo del año escolar, ciertos socios de las Escuelas Públicas del Condado de Hillsborough y miembros de los medios de comunicación pueden participar en eventos o actividades especiales en la escuela de su hijo(a).

Es posible que las Escuelas Públicas del Condado de Hillsborough también deseen entrevistar, fotografiar o grabar en video a su hijo por razones promocionales y educativas para utilizarlo en publicaciones y eventos especiales del distrito. Antes de que su hijo(a) pueda participar en cualquiera de los eventos o actividades anteriores, usted debe dar su permiso firmando y devolviendo este formulario de autorización a la escuela de su hijo(a).

Seleccione solo una opción a continuación:

☐ **Doy mi permiso** para que mi hijo(a) sea entrevistado, fotografiado o grabado en video por la escuela/ distrito, socios o patrocinadores de la escuela/distrito y/o miembros de los medios de comunicación en general y autorizo expresamente y otorgo mi consentimiento a tales partes el derecho a usar la semejanza física de mi hijo(a), otras características de identificación, información y/o grabaciones de su voz en cualquier medio, incluyendo pero no limitado a, transmisión, cable, impreso y/o digital, y para cualquier propósito incluyendo pero no limitado a entretenimiento, noticias, educación, publicidad, marketing y promoción sin compensación por los mismos.

☐ **No doy permiso** para que mi hijo(a) sea entrevistado, fotografiado o grabado en video por la escuela/distrito, socios o patrocinadores de la escuela/distrito y/o miembros de los medios de comunicación en general; ni que su nombre sea publicado en publicaciones de la escuela/ distrito, en Internet o en publicaciones o transmisiones de noticias.

☐ **Doy mi permiso SOLAMENTE** para que mi hijo sea fotografiado y su nombre se publique en el anuario escolar 2022-2023.

Nombre del Padre/Tutor (en letra de imprenta): _____

Firma del Padre/Tutor: _____ Fecha: _____

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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 **Lewis 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.

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Estimados Padres/Guardianes:

Nos complace informarle que las Escuelas Públicas del Condado de Hillsborough están implementando una nueva opción disponible para las escuelas que participan en los Programas Nacionales de Almuerzo Escolar y Desayuno Escolar llamada Provisión de Elegibilidad de la Comunidad (CEP) para el Año Escolar 2022-2023. Todos los estudiantes inscritos en **Lewis Elementary School** pueden participar en el programa de desayuno y almuerzo sin cargo, sin solicitud de beneficios de comidas.

Los niños necesitan comidas saludables para poder aprender. Los Servicios de Nutrición Estudiantil del Condado de Hillsborough ofrecen comidas nutritivas y bien equilibradas para estudiantes de todas las edades y antecedentes. Anime a su hijo (s) a su hijo a participar en el programa de comidas escolares.

Si tiene alguna pregunta, llame a los Servicios de Nutrición Estudiantil al 813-840-7066.

Sinceramente,

Centro de Aplicaciones de Comidas Saludables

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

Esta institución es un proveedor que ofrece igualdad de oportunidades.20

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.

GUIDELINES FOR ADMINISTRATION OF MEDICATION (cont.)

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

Florida Statute 1006.062 is the reference for the above guidelines.

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

MEMORANDUM

TO: Principals and Site Administrators

FROM: Volunteer Services Department



DATE: June 2022

RE: HCPS Visitor and Volunteer Management System

Nothing is more important than the **safety** of our students. Our district's visitor and volunteer management system, **Raptor**, is a more efficient and automated system for screening visitors and volunteers on our school campuses and district sites. Principals, Assistant Principals, Secretaries, Data Processors and Registers all have permission to use the Raptor system. We look forward to working in partnership with you in training your staff and providing visitor and volunteer management support.

HCPS VOLUNTEER APPLICATION:

All volunteers and community partners must complete the online HCPS Volunteer Application **or** have a verified current/active application on file. Notices of renewal are sent to applicants based on expiration date 30 days prior to expiration. Volunteers are encouraged to apply at least **two-four** weeks prior to any volunteer activity. (*Allow longer for Level 2 Fingerprinting*).

1. From the District website, click on "Departments," then "Volunteer Services." Click on Icon 
2. From a School website, click on "Volunteer Services" box on home page. Click on Icon 

VISITOR AND VOLUNTEER MANAGEMENT SYSTEM FOR SCHOOLS:

- Centralized visitor, volunteer, contractor and visiting staff sign-in process.
- Each visitor/volunteer check-in triggers a new instant sex offender and custom alert screening.
- Raptor streamlines the process so volunteers can apply and are easily tracked, screened, and scheduled.
- Volunteers Application is available throughout the year allowing for a seamless transition to summer and start of school year. Volunteer sign-in verifies application status.
- Volunteers are automatically notified of application renewal 30-days prior to expiration date, which is based on submission date.
- Volunteers criminal background results are compiled for easy review and approval by the Volunteer Services Department.
- A variety of reports, including volunteer hours, can quickly be accessed, and exported.

We are thankful to the many volunteers and community partners that say "Y.E.S." every day to collaborate with us in preparing students for life. Thank you.

Department contact: volunteer.services@hcps.net

Hillsborough County Public Schools Volunteer Screening Summary – Updated 06/30/2022

All volunteers and community partners must complete the online HCPS Volunteer Application **or** have a verified current/active application on file. Notices of renewal are sent to applicants based on expiration date 30 days prior to expiration. Volunteers are encouraged to apply at least **two-four** weeks prior to any volunteer activity. (*Allow longer for Level 2 Fingerprinting*).

Who is a volunteer?

School volunteers may include, but may not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. (*Florida Statute 1012.01 [5]*)

What is the definition of a school volunteer?

A school volunteer (or community organization) is any non-paid individual who gives time to a school or school staff member while performing assigned duties. (*School Board Policy 2430.02*)

How is the volunteer determined eligible?

Hillsborough County Public Schools determines eligibility for all volunteers based on the *Hillsborough County Public Schools Hiring Guidelines*. Schools should verify volunteer application status and expiration date through the district's visitor and volunteer management system (Raptor).

- Volunteers' eligibility status is determined **"Active"** (Eligible or Eligible with Limitations), **"Banned"** (Not Eligible), or **"Expired"**.
- Volunteers that status is determined **"Banned"** or **"Inactive"** are **unable to volunteer** in any capacity on our campuses.
- **Volunteers with a Sexual Offender/Sexual Predator background (National SOP/FDLE SOP) are considered DENIED and are BANNED/NOT ELIGIBLE to volunteer in any capacity.**
- Principals have the *final* discretion when accepting a volunteer who has been determined **"Active"** (Eligible or Eligible with Limitations).

School volunteering is a privilege, not a right, and a school may determine that a volunteer is not appropriate for their student population. Ultimately, the school will have supervisory responsibility for all volunteers at their school, even if they are recruited or trained by another group. In all cases, it is understood that the school has the right to deny a volunteer at their school.

What are the volunteer screening levels?

Volunteers fall into one of two categories (Level 1 or Level 2). For Level 1 and Level 2 a volunteer application is required.

Before making any decision to appoint or employ a volunteer, the district/school is required to conduct a National Sexual Predator and Sexual Offender search (Florida Statute 943.04351). ALL sites and volunteers must allow for application review time and volunteer status to be determined prior to any volunteer activity.

Level 1 (National SOP, National, State and Local background check): ALL volunteers and community partners must be under District employee supervision (sight or hearing). *Group exposure, general, office workers, teacher assistants, community speakers, media center assistance, one-on-one supervised interaction with students, supervised tutors/on-site mentors, daytime field trip chaperones, PTA/PTSA and band/booster clubs. Exceptions: GATI and African American Teach-In guest speakers/presenters.*

Level 2 (Fingerprinting): Any volunteer that has one-on-one unsupervised interaction with students. *Overnight Chaperones and any other occasion where the volunteer has limited supervision including some tutoring/mentoring programs, and music/band instructors (call for additional guidance).* Fingerprinting is required for all Level 2 Volunteers; allow at least two weeks for fingerprinting processing. **Prior to proceeding with Level 2 fingerprinting, volunteers must be determined Level 1 Eligible.**

All Level 1 and Level 2 volunteers must be verified through the district's visitor and volunteer management system, sign-in as a volunteer, and wear a name badge the entire time while on campus.

VOLUNTEER FINGERPRINT PROCEDURES

Prior to proceeding with Level 2 fingerprinting, volunteers must be determined Level 1 Eligible.

Allow at least two weeks prior to overnight field trip/Level 2 activity for fingerprint processing.

An appropriate chaperone to accompany students on a field trip should be a responsible adult, **21 years of age or older** (exception: a parent or legal guardian under 21 years of age may also chaperone) and be known to the teacher and/or other school personnel.

The cost of fingerprinting is solely the responsibility of the volunteer and/or a sponsoring organization (school PTA/PTSA, booster club, etc.). Neither the School District nor the Office of Professional Standards will pay for fingerprinting.

1. Volunteer completes the online Hillsborough County Public Schools (HCPS) Volunteer Application (allow at least two weeks for Level 1 processing).
2. Volunteer will receive an email notification regarding Level 1 eligibility status **and** a separate email with next steps for **Level 2 Fingerprinting** (if applicable). Next Step Level 2 emails are sent weekly.
3. Volunteer Services will send confirmation of Level 1 eligibility status to the Fingerprinting Office.
4. Fingerprinting Office will process request and send email notification to the volunteer including a link to *Fieldprint* scheduling aid and access code.
5. The fingerprint fee is **\$48.00 for school volunteer chaperone/mentor/tutor or \$76.00 for band coach/instructor, payable by credit/debit card**. Fingerprinting fees are due at the time appointment is scheduled.
6. *Fieldprint* will provide location options for fingerprinting and documentation requirement at the time of scheduling.
7. The Fingerprinting Office will notify Volunteer Services of the outcome of the Level 2 background check.
8. Volunteer Services will update application with Level 2 status and expiration date.
9. Level 2 Fingerprinting (overnight chaperone) is good for 3 consecutive years from the date of fingerprinting. Level 2 Fingerprinting (band coach/instructions) is good for 5 consecutive years from the date of fingerprinting. Status should always be confirmed prior to any Level 2 engagement.
10. The volunteer application will remain active until fingerprint expiration date. Notices of renewal are sent to applicants based on expiration date. *
11. Schools should verify volunteer application and Level 2 status and expiration date through the District Volunteer Management system.

Please Note:

- *Fieldprint* link and code will be sent to the volunteer's personal email account. If not received, please check Spam.
- Volunteers are required to bring *Fieldprint* Appointment Confirmation to their fingerprint appointment.
- The volunteer will be notified if fingerprints are rejected. There is no cost for rejected prints.
- Schools are contacted **only** if a volunteer is found **Not Eligible** as a Level 2 volunteer.

Department contact: volunteer.services@hcps.net



PREPARING STUDENTS FOR LIFE.

HOST Dates and Fees



A safe, supervised
environment for your child
before and after school.

Apply today!



School Year Information

Student Fees	Elementary/K-8	Middle
Registration Fee*	\$30.00	\$30.00
Before School - Weekly Rate	\$15.00	\$25.00
After School - Weekly Rate	\$70.00	\$32.00
Before & After School - Weekly Rate	\$85.00	\$57.00
Drop In Rate - per session	\$50.00	\$50.00

*Registration fee is nonrefundable.

Register for HOST at: <https://hostportal.sdhc.k12.fl.us>.



RAINY DAY DISMISSAL

Dismissal time is often a hectic time of day with many additional vehicles and visitors on our school campus. **Please be advised that we will follow a regular dismissal pattern if there is not lighting and a light rain.** Therefore, it is beneficial to pack a lightweight poncho in your child's backpack for unexpected rain.

In the case of rainy weather with strong winds and lighting, the following steps will be taken to assure a safe dismissal:

Bus Riders

We will call one bus at a time via the intercom system to the bus loading area when it is safe for boarding. No bus will be allowed to leave campus until a final intercom announcement is made.

Car Riders

A staff member will approach each vehicle and will ask for your child's name and teacher's name. The staff members will walkie talkie the main office and ask that the child be sent to the car line for loading.

Walkers/Bikers

All children will remain in the classroom until it is safe to dismiss. Children will be allowed to walk home or bike home once it is safe.

Parent Walk Up/Oak Tree

Staff will take students to the nearest Breezeway closest to Oak Tree.

Please understand that safety takes precedence over convenience. Dismissal will take longer when there is bad weather at departure time. Thank you for your help and for your understanding!

Attention: Parents who drive children to school

We know that the traffic around the school in the morning is very heavy and that many parents must drop children off before going to work. But, we will not put our students at risk because of congestion or parents who are in a hurry.

All normal student drop off and pickup is on the west side of the school. A map of that is posted on our website.



Traffic in the front of the school is restricted.



*** NOTE: TRAFFIC CONGESTION DOES NOT EXCUSE A STUDENT FROM
BEING MARKED TARDY**

Until all buses and daycare vans are in, automobiles will be allowed to use the circle only if the adult:

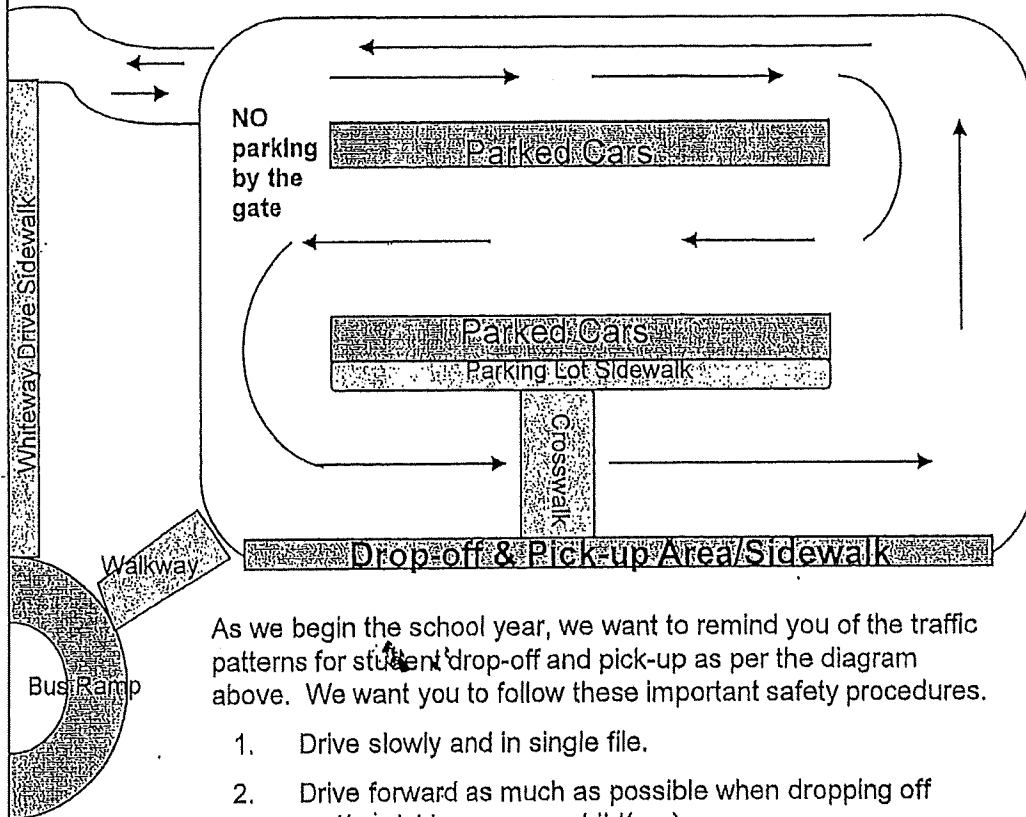
- Is registering a new student.
- Has a scheduled time (before 7:40 to serve as a volunteer)

NO cars may use the circle drive between 7:10 and the time the buses are in, except as listed above. After the buses are all in we will allow cars in **single file for student drop off.** The time when all buses are in varies between 7:10 a.m. to 7:30. We cannot guarantee the time cars will be allowed.

Safety Corner

Directions for Automobile Drop-off and Pick-up

Whiteway Drive



As we begin the school year, we want to remind you of the traffic patterns for student drop-off and pick-up as per the diagram above. We want you to follow these important safety procedures.

1. Drive slowly and in single file.
2. Drive forward as much as possible when dropping off and/or picking up your child(ren).
3. Drop-off or pick-up only by the Drop-off/Pick-up Area/Sidewalk. Children should never be dropped-off or picked-up from any other lane of traffic.
4. Parents that park in the Faculty Parking Lot or the Recreation Center Parking Lot should use ONLY appropriate sidewalks leading to the crosswalk. All students MUST cross at the crosswalk. When picking up your child(ren); you should use the most convenient sidewalk and the crosswalk (see diagram above) as a means of getting to and from your vehicle.
5. Once your child is in the car at the pick-up point, you may slowly proceed in the passing lane.

Kindergarten

- 1-Wide-Ruled composition books
- 24 No. 2 Ticonderoga pencils
- 2 Plastic Pocket Folders with Prongs
- 1 pair Fiskars 5" Blunt Scissors
- 12 Elmer's Glue Sticks
- 4 Packs 24 Ct. Crayola Crayons
- 2 Highlighters
- 2 Pink Pearl Erasers
- 1 Pack of 10 Crayola thick washable markers, classic colors
- 1 Box Kleenex facial tissues
- 1 Container liquid soap or Hand Sanitizer



1st Grade

- 48 No. 2 Pencils
- 1 Pencil Box/Pouch
- 4 Wide-Ruled Composition Notebooks
- 2 Blue Plastic Pocket Folders w/Prongs
- 2 Red Plastic Pocket Folders w/Prongs
- 1 Pair 5" scissors
- 24 Elmer's Glue Sticks
- 3 24 ct. Crayola Crayons
- 1 10 ct. Crayola Washable Markers
- 1 Package Dry Erase Markers
- 1 Pair of Headphones or Earbuds
- 1 Ream of Copy Paper (Please label with child's name)



2nd Grade

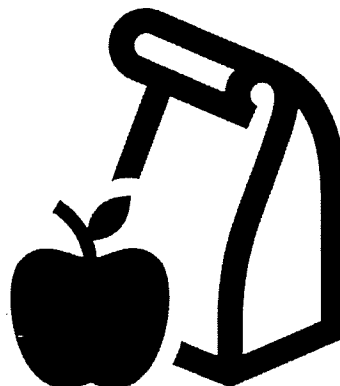
- 24 #2 pencils
- 2 three prong plastic pocket folders
- 1 pencil pouch
- 1 pair of kid scissors
- 2 packs of 24 crayons
- 16 glue sticks
- 4 composition notebooks
- 2 dry erase markers
- 1 set of earbuds or headphones (with a cord)
- 1 box of tissues

3rd Grade

- 4 wide ruled composition notebooks
- 2 boxes of 24 ct. crayons
- 12 glue sticks
- 1 pencil pouch (NO boxes)
- 1 folder with pockets
- 2 boxes of tissues
- 2 bottles hand sanitizer
- 1 bottle of hand soap
- 2 containers sanitizing wipes
- 1 pack of 3x3 post-it sticky notes 2 pairs earbuds (no wireless or no headphones)
- 2 reams white copy paper
- 2 packages of pencil top erasers
- 2 24 ct. box of pre-sharpened pencils
- 1 one-inch binders with plastic covers

4th Grade

- 1 1-inch binder
- 4 Spiral Notebooks
- 4 Plastic folders - 3 prong
- 1 pencil pouch
- 1 pack pencils
- 1 pack-colored pencils
- 1 pair of headphone/earbuds
- 1 box tissues





LEWIS ELEMENTARY SCHOOL PTA

"CORE-Creating Ongoing Rigorous Engagement"

FIND US ON FACEBOOK: Lewis Elementary PTA

OR ON INSTAGRAM: lewiselementarypta

Or online at: <https://lewispta.memberhub.com>

Email us at: lewispantherspta@yahoo.com

USE THIS FORM TO:

- ☐ Join the PTA
- ☐ Receive communications from LEWIS ELEMENTARY PTA (ex. PTA Newsletter, notice of school activities and events, volunteer opportunities, and other important information)
- ☐ List your volunteer interests. All volunteers will need to have a SERVE form on file with the school. SERVE forms can be found online at www.sdhc.k12.fl.us (click on the families menu, then click on volunteering, and then click yes icon on the right).

Parent(s) Name: _____

Email(s): _____

Student Name(s) and Grade(s): _____

☐ We are interested in **volunteering** in the following areas:

____ Homeroom Parent _____ Book Fair _____ Teacher Luncheons _____ Great American Teach In
____ Fundraising _____ Reflections Art _____ Student Advisory Council _____ Media Center
____ School Improvement _____ Tutoring/Mentoring _____ PTA/School General help _____ Other : _____

☐ We want to join the PTA to support these programs (\$7 per member.) Please indicate who is joining:

____ Parent 1 _____ Parent2 _____ Student1 _____ Student2 _____ Student3 _____ Student4

____ Sibling(name/s: _____) _____ Grandparent(name/s: _____)

TOTAL number of Memberships ____ X \$7.00 = \$ _____

Include cash, check or money order **payable to Lewis PTA**. Please return form and payment to your homeroom teacher. Online payments may be made on the Memberhub website. Membership Cards can be printed from Memberhub website. You can also pay online on the Memberhub website.