

**Lewis Elementary School**  
**PARENTS' FIRST DAY INFORMATION PACKET**

Dear Lewis Elementary School Families,

August 10, 2021

Welcome to Lewis Elementary! You will find important documents in your First Day folder that educate you about our school, our policies and our rules. Please take time to review this important information and return all pertinent papers to your child's teacher this week.

Sincerely,

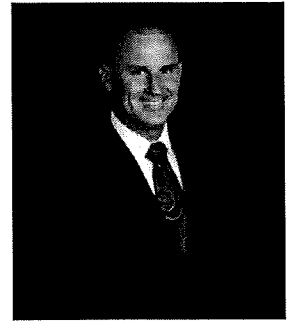
Debra Fitzpatrick  
Principal

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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



## 2021-2022 Student Calendar

### Board Approved 4/28/20

Students' First Day of School	August 10, 2021
Labor Day Holiday/Non-Student Day	September 6, 2021
End of 1st Grading Period	October 8, 2021
*Veterans Day/Non-Student Day	November 11, 2021
*Fall Break/Non-Student Days	November 22 – 26, 2021
Students Return to School	November 29, 2021
End of 2nd Grading Period (End of 1st Semester)	December 17, 2021
Winter Break/Non-Student Days	December 20, 2021 – December 31, 2021
Non-Student Day	January 3, 2022
Students Return to School	January 4, 2022
Martin Luther King, Jr. Holiday/Non-Student Day	January 17, 2022
Non-Student Day	February 18, 2022
Presidents' Day/Non-Student Day	February 21, 2022
Non-Student Day	March 7, 2022
End of 3rd Grading Period	March 11, 2022
Spring Break/Non-Student Days	March 14 – 18, 2022
Non-Student Day	March 21, 2022
Students Return to School	March 22, 2022
Non-Student Day	April 15, 2022
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	May 27, 2022

**Please Note**

\* Hurricane Day(s) if needed: November 11, 22-24, and 26, 2021

**Student Early Release Days**

One-hour early release: Early Release Day schedule has not been finalized

Last day of school: 2.5 hours early

## EMPHASIS ON INSTRUCTIONAL TIME

The Administration and teaching staff are committed to decreasing interruptions to the instructional time. I ask that you follow procedures below to help us increase the time children are engaged in curriculum and instruction. Increasing the minutes that children spend on learning will increase the likelihood of academic success. Help us keep your instructional time well protected.

Thank you,

Debra Fitzpatrick, Principal



### Birthday Celebrations

Birthday parties will take place outside of the school day. Balloons, flowers, and treat bags are NOT permitted on campus. Balloons and flowers present health risks for some children and distractions for many learners. Those items can be shared with a child at home to celebrate their birthday. However, we do want your child to feel special and so they will be honored on the morning show with a birthday pencil.



### Early Sign out

You will not be permitted to sign out a child after 1:25 PM. Please make every attempt to schedule appointments after the academic day ends. Your child misses valuable instructional time when they are consistently taken out of school early. Buses begin to arrive at 1:35 in the front circle. Cars will not be permitted to block the buses while you wait for your child to arrive in the office. If you have a change in the way your child dismisses at any point, the teacher needs to be notified in writing at least 3 days in advance in order to ensure this change.



### Item Forgotten at Home

It is possible that your child will forget to bring something to class at some point this year. The Office Staff will **NOT** interrupt the class when a child forgets their book bag, homework, projects, etc. The teacher has supplies in the classroom that the child can use for the day. The cafeteria staff will provide a school lunch when a child forgets one from home.



### Tardy Policy

All students are expected to attend school regularly, be on time, and satisfy all academic requirements. Excessive tardiness may result in low grades and continued interruption of learning time. Parents must sign in all tardy students in the Main Office. **STUDENTS ARE NOT PERMITTED TO SIGN THEMSELVES IN WHEN THEY ARE TARDY.** A Pattern of tardiness will be referred to Administration and Social Worker.



### Late Pick Up

School dismisses at 1:55 PM. If students are not picked up on time, they may NOT stay in the office. There is no supervision for students that are picked up late. Students that are not picked up on time, Will be taken to the Host Program as a "Drop In" and a fee of \$20.00 will be charged.



## 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!

**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: \_\_\_\_\_

2021-2022

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 2021/2022.

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

Firma del Padre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

# Volunteer Services Hillsborough County Public Schools



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Hillsborough County Public Schools requires **all** volunteers and community partners to complete the **HCPS Volunteer Application** annually.

This application should be submitted at least **two** weeks prior to any volunteer activity.  
***Allow longer for Level 2 Fingerprinting***

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## Becoming a Volunteer

We are excited to announce our new visitor and volunteer management platform, **Raptor**, which streamlines the volunteer application and sign-in process. The new **volunteer application is scheduled to release early August 2021**.

Ways to access the online application:

**From the District website (<https://www.hillsboroughschools.org>)**

- Click on the "Departments"
- Then click on the "Volunteering Services".
- Finally, click on the "Y.E.S." icon on the right.



**From a school website**

- Click on the "Volunteer Services" box on the homepage
- Finally, click on the "Y.E.S." icon on the right.



While on the HCPS Application introduction page, please take a moment to view the new video on how steps to completing the new application.

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We are thankful to the many volunteers and community partners that say Y.E.S. (You Empower Students) every day to collaborate with us in preparing our students for life.

For more information, please click on the link to [Volunteer Services](#) or email [volunteer.services@hcps.net](mailto:volunteer.services@hcps.net)

*\*The HCPS Volunteer Application is **not** applicable for **Charter Schools**. If you are interested in volunteering at a Charter School, please contact the school directly.*

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## Manejo de Visitantes y Voluntarios Hillsborough County Public Schools



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Todos los voluntarios y socios comunitarios deben completar/reactivar la **Aplicación para ser Voluntario HCPS** cada año escolar..

La aplicación debe ser presentada al menos de **dos** semanas previas a cualquier actividad voluntaria.  
***\*Tiene que permitir más tiempo para el Nivel 2 de huellas digitales***

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### Como volverse Voluntario

Nos complace anunciar nuestra nueva plataforma de gestión para visitantes y voluntarios, Raptor, que hace más rápido el proceso de inscripción y solicitud del voluntario.

La nueva aplicación centralizada para ser voluntario está programada para comenzar a principios de agosto del 2021.

Desde la página web del Distrito (<https://www.hillsboroughschools.org>)

- Vaya donde dice "Departments"
- Luego seleccione el enlace "Volunteering Services".
- Finalmente, seleccione el icono "Y.E.S." a la derecha.



### Desde la página web de la escuela

- Seleccione el menú "Volunteer Services".
- Finalmente, seleccione el icono "Y.E.S." de la derecha.



Mientras esta en la página de introducción de la aplicación, tomese un momento para ver el video de los pasos para completar la aplicación.

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Estamos muy agradecidos de todos los voluntarios y socios comunitarios que dicen Y.E.S. (You Empower Students) cada día a colaborar con nosotros en preparar a nuestros estudiantes para la vida.

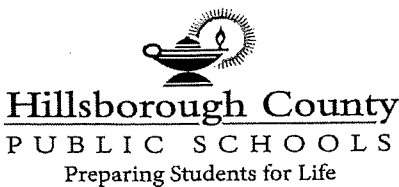
Para mas informacin, por favor haga clic en el enlace a [Volunteer Services](#) o mande un correo electrónico a [volunteer.services@hcps.net](mailto:volunteer.services@hcps.net)

**\*\*Las aplicaciones de voluntario del HCPS no se aplican para las Escuelas Charter. Si usted esta interesado en ser voluntario en una Escuela Charter, por favor contacte a la Escuela directamente.**

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**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**  
Debra Fitzpatrick

**Assistant Principal**  
Alesha Looper

## **Bus Assignment Letter or Newsletter Notification**

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.

## **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:

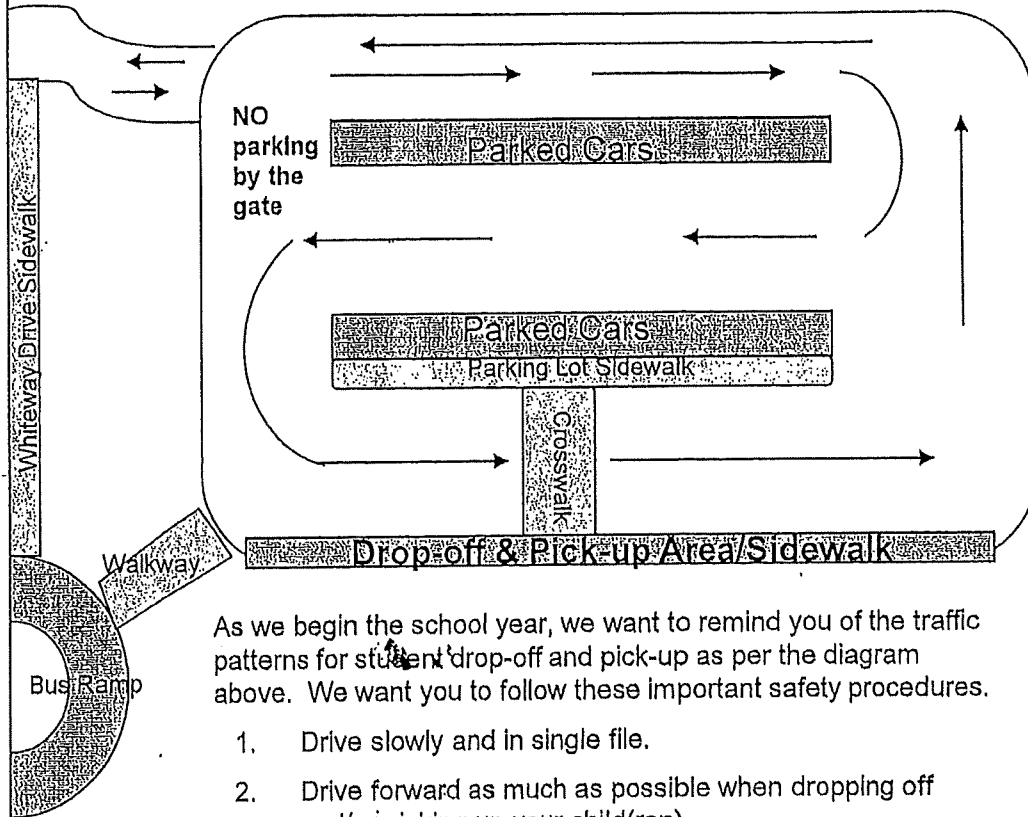
- Is registering a new student.
- Has a scheduled time (before 7:40 to serve as a volunteer)

**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.

### **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. 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, such as herbs and food supplements, which are being used as treatments, dietary supplements, or folk remedies.
  - b. No IV access will be started, flushed, maintained, or discontinued in any circumstance. 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 non-prescription (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 over-the-counter 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 non-prescription 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* 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. 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 the 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 marked.
  - a. Medication must remain in the container in which it was originally dispensed.
  - b. Most pharmacies will provide an extra empty labeled bottle for school 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.
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. The amount and date received are to be recorded.
  - b. 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 will be trained by the Registered Professional School Nurse as permitted 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**.
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, Division of Academic Support and Federal Programs, 273-7020.

## **EASY • QUICK • CONVENIENT**

*Applying online for school meal benefits is quick,  
confidential, and easy!*



- ☒ Complete in the comfort of your home or office
- ☒ Follow easy, step-by-step instructions
- ☒ Available online 24 hours a day, 7 days a week
- ☒ Phone & tablet friendly
- ☒ Available in 7 Languages - English, Spanish, French, Arabic, Filipino(Tagalog), Vietnamese(Tiếng Việt) & Chinese(Mandarin)

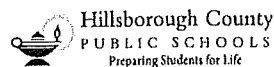
**For more information or to complete an  
application log on to:**

**[www.hillsboroughschools.org](http://www.hillsboroughschools.org)  
& Search "Go SNS"**

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Use this handy reminder card to record your child's  
7-digit student ID number

Name	ID Number
_____	_____
_____	_____
_____	_____
_____	_____

Healthy Meals Express Application Center  
9014 Brittany Way, Tampa, FL 33619  
Telephone: (813) 840-7066 Fax: (813) 840-7114  
snssmb@sdhc.k12.fl.us  
Meal status/Meal Prepay Hotline: 1-866-544-5575  
**[www.hillsboroughschools.org](http://www.hillsboroughschools.org) & Search "Go SNS"**



*Application period for each new school year starts on July 1st*

## FÁCIL • RÁPIDO • CONVENIENTE

*¡Aplicando en línea para beneficios de  
comidas en la escuela es rápido,  
confidencial y fácil!*



- ☒ Llénela en la comodidad de su casa u oficina
- ☒ Siga las instrucciones fáciles, paso a paso
- ☒ Disponible en línea las 24 horas del día, los 7 días de la semana
- ☒ Fácil de usar con teléfono o tableta
- ☒ Disponible en 7 idiomas - Inglés, Español, Francés, Árabe, Filipino(Tagalo), Vietnamita (Tiếng Việt) y Chino(Mandarín)

Para más información o para llenar una solicitud, vaya a:

**[www.hillsboroughschools.org](http://www.hillsboroughschools.org)**

**y Búsqueda "Go SNS"**

Anote el número de identificación de 7 dígitos de su hijo en esta tarjeta y utilícela como recordatorio

Nombre	Número de identificación (ID)

Centro de solicitudes

9014 Brittany Way, Tampa, FL 33619

Teléfono: (813) 840-7066 Fax: (813) 840-7114

[snsmb@sdhc.k12.fl.us](mailto:snsmb@sdhc.k12.fl.us)

Línea directa para prepagar/ver el estatus de la cuenta

1 866-544-5575

**[www.hillsboroughschools.org](http://www.hillsboroughschools.org) y Búsqueda "Go SNS"**



Hillsborough County  
PUBLIC SCHOOLS  
Preparing Students for Life

El período para solicitar cada año escolar es el 1.º de julio





### ***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.



### **SAFE AT SCHOOL - Additional Precautions due to COVID-19**

- All SNS employees will be required to wear masks when preparing and serving food.
- Plexiglass shields are being installed where social distancing between the cashier and students isn't possible.
- Cleaning and sanitizing of frequently touched surfaces including serving lines, cafeteria tables and food production areas will occur throughout the day.
- All food items will be wrapped or packaged for serving.
- Meals will either be placed on a tray or in a bag (no self-service).
- Pinpads will remain on the line ONLY if they can be used in a safe, sanitary manner.
- Share Tables will be discontinued.

## **General Information**



### **FREE BREAKFAST FOR ALL STUDENTS**

All students are offered a nutritious breakfast free of charge.

### **FREE MEAL BENEFITS - Lunch meals are available free of charge for those students who qualify**

Parents are encouraged to submit a household meal benefit application either online at [www.sdhc.k12.fl.us/sns](http://www.sdhc.k12.fl.us/sns), or via a paper application. A household application means that parents complete only one application for all children in the same home. Parents can learn about the status of their application by calling 1-866-544-5575. *Parents are expected to pay for all meals until an application is processed and approved.*

### **MEAL PRICES**

Your child may qualify for free or reduced price meals. **Apply for FREE meals at <https://www.myschoolapps.com/Application>** **Apply for benefits through the Florida Department of Children and Families at <https://www.myflorida.com/accessflorida/>** The reduced price lunch cost of 40¢ is waived (provided at no charge) for children approved for reduced price meals. Breakfast is free for all students. Elementary lunch costs \$2.25, and Secondary lunch costs \$2.75.

### **ON-LINE "MEAL HISTORY"/ON-LINE PAYMENTS**

- Check out Meal History at <https://www.MyPaymentsPlus.com/> to review two weeks of menu selections for any student.
- Making on-line payments is a quick and easy way to be sure a child has enough money to pay for meals. Just go to <https://www.MyPaymentsPlus.com/> follow the instructions for online payments. ***Plus, you can receive regular e-mail "reminders" when your child's balance is low.***

### **SPECIAL DIETS/MEALS**

If a child requires a diet substitute because of a medical condition, the parent is encouraged to complete a **DIET PRESCRIPTION FORM**. A **meal preference form** can also be completed by the parent if other needs are required because of cultural or religious reasons. Both forms, available on the SNS web page, are ***required each school year.***

### **NUTRITION INFORMATION**

Visit the SNS website to get nutrition facts such as calories, fat grams and allergens for daily menu items. A comprehensive nutrition communication program provides serving line signage on nutrition info for all menu items.

**HOST**  
**School Year Community Rates**  
**Student Fees 2021-2022**

<b>Student Fees</b>	<b>Elementary</b>	<b>Middle</b>
Registration Fee*	\$30.00	\$30.00
Before School - Weekly Rate	\$15.00	\$20.00
After School - Weekly Rate	\$65.00	\$32.00
Before & After School - Weekly Rate	\$80.00	\$52.00
Drop In Rate - <b>per session</b>	\$20.00	\$20.00

\*Registration fee per student is nonrefundable.

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

School year rates will begin on **Monday, August 9, 2021.**

## HOST - Student Fees 2021-2022 School Year

Student Fees	Elementary	Middle
Registration Fee*	\$30.00	\$30.00
Before School-Weekly Rate	\$15.00	\$20.00
After School-Weekly Rate	\$65.00	\$32.00
Before & After School-Weekly Rate	\$80.00	\$52.00
Drop In Rate - <b>per session</b>	\$20.00	\$20.00

## HOST - HCPS Staff Rates 2021-2022 School Year

Reason for Discount	Discount	
Parent works at a Tier 3 site	100%	
Parent works at a Tier 1 or 2 site	50%	
Parent works for HCPS	25%	
Student attends HOST at same site where parent works	\$10/week (fixed rate)	
Discount-Parent works at a Tier 3 site	Elementary	Middle
Registration Fee*	\$30.00	\$30.00
Before School - Weekly Rate	\$0.00	\$0.00
After School - Weekly Rate	\$0.00	\$0.00
Before & After School - Weekly Rate	\$0.00	\$0.00
Discount-Parent works at a Tier 1 or 2 site	Elementary	Middle
Registration Fee*	\$30.00	\$30.00
Before School - Weekly Rate	\$7.50	\$10.00
After School - Weekly Rate	\$32.50	\$16.00
Before & After School - Weekly Rate	\$40.00	\$26.00
Discount-Parent works for HCPS	Elementary	Middle
Registration Fee*	\$30.00	\$30.00
Before School - Weekly Rate	\$11.25	\$15.00
After School - Weekly Rate	\$48.75	\$24.00
Before & After School - Weekly Rate	\$60.00	\$39.00

\*Registration fee per student is nonrefundable.

-Discount does not apply to registration fee or drop-in rate.

-Tiered discounts are based on the Spark Program.

-Multi-child discount applies to original rates and is based on established guardianship of children.  
Discounts cannot be combined.

School year rates will begin on **Monday, August 9, 2021.**

### Kindergarten Supply List

1 Composition Notebook - Wide Rule  
24 No. 2 Ticonderoga Pencils  
2 Plastic Pocket Folders with Prongs  
1 pair Fiskars 5" blunt tip Scissors  
12 Elmer's Glue Sticks  
4 packs 24 Ct. Crayola Crayons  
1 12 pack colored pencils  
1 pack of 10 Crayola thick washable markers, classic colors  
4 low odor Dry Erase Markers  
1 box Kleenex facial tissues  
1 container liquid soap OR hand sanitizer  
1 container Lysol Wipes OR Handi-Wipes  
Girls- 1 package gallon sized zip-lock bags  
Boys- 1 package sandwich sized zip-lock bags  
1 set headphones (no earbuds)

### 1st Grade Supply List

1st Grade Supply List  
48 No.2 pencils  
1 pencil pouch  
1 pencil box  
4 composition notebooks  
2 Blue Plastic Folders w/pockets and prongs  
2 Red Plastic Folders w/pockets and prongs  
1 5"scissors  
12 Glue Sticks  
3 24 ct Crayons  
1 10 ct Washable Markers  
1 Package Dry Erase Markers  
1 Pair of Headphones (NO EARBUDS)  
1 Ream of Copy Paper  
1 Plastic Refillable Water Bottle

### 2nd Grade Supply List

48 #2 pencils  
2 plastic pocket folders with fasteners (any color)  
1 pair of 5" Scissors  
2 packs of 24 count crayons  
16 glue sticks  
4 composition notebooks  
1 pack of Sticky Notes  
2 Dry Erase Markers  
1 set of ear buds or headphones  
1 ream of copy paper  
1 bottle of hand sanitizer  
1 box of tissues  
Sanitizing wipes

### 3rd Grade Supply List

2 boxes of 24 ct. crayons  
4 wide ruled composition notebooks  
24 glue sticks  
1 pencil pouch (no boxes)  
1 pack of dry erase markers  
1 folder with pockets  
2 boxes of tissues  
1 bottle of hand sanitizers  
2 packs of sanitizing wipes  
2 packs of 3x3 post-it sticky notes  
2 pairs of earbuds  
2 reams copy paper  
2 packages of pencil top erasers  
2 24 ct box of pre-sharpened pencils  
(Kimball/Slusher only)- 1 one-inch binders with plastic covers and 1 Hand soap

### 4th Grade Supply List

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

\*Please see individual teacher for more specific supply needs. Thank you

### 5th Grade Supply List

48 #2 Pencils  
1 -Pair of Fiskars-age appropriate scissors  
1- 3 pack of Post-It brand 3" x 3" sticky notes  
1 - Pencil Pouch (Canvas) with 3 holes and zipper closure  
6- Large Glue Sticks  
1- 5 pack of dividers WITH POCKETS (plastic type recommended)  
1- Highlighter  
1 -1½ inch WHITE 3 Ring Binder (Clear Plastic pocket on front preferred)  
3 RED spiral notebooks - College Ruled, 70 pgs.  
10 ½ x 8  
3 BLUE spiral notebooks - College Ruled, 70 pgs.  
10 ½ x 8  
1 - 12 pack of Lined Index Cards, 3" x 5 "  
2- Large Pink Erasers  
1- Ream of Copy Paper  
1 -Composition Notebook

## ESE Students K-5 Supply list

- 1 - Package of pencils
- 4 - Pocket folders with prongs
- 1 - 24 count crayons
- 2- Boxes of tissues
- 2 -purple disappearing glue sticks
- 1- 12 count box of colored pencils
- 1- 4 pack of 3x3 post-it notes
- 2- Spiral notebooks
- 1 - Box of quart size zip lock bags
- 1 - Box of gallon size zip lock bags
- 1- Ream of plain white copy paper
- 2- Dry erase markers
- 1 - Package of 4x6 index cards
- 1 - Hand sanitizer
- 1 - Pencil box

# Lewis Spirit Shirt & Uniform Order Form

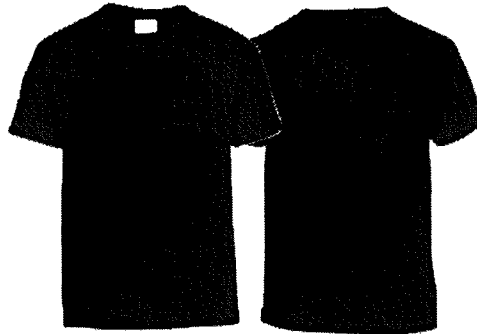
Order Forms due by August 25, 2021

## Spirit Shirts

Youth XS-XL

Adult S-3XL

\$13



## Uniform Shirts

Available in Royal, Red,  
White Polo Shirt

Youth S-XL

Adult S-3XL

\$15



Child's Name: \_\_\_\_\_

Child's Teacher/Grade: \_\_\_\_\_

Please write the size/quantity you would like to order.

Spirit Shirt: \_\_\_\_\_

Royal Uniform: \_\_\_\_\_

Red Uniform: \_\_\_\_\_

White Uniform: \_\_\_\_\_

Please include cash or check (payable to *Reid and Lou*)  
with your order form.

You may pay via Venmo (@AbbyRandall25).

Please include your child's name in the comment on Venmo.

☐ Check if you paid via Venmo.

Venmo Username: \_\_\_\_\_