

# CHANGE OF DISMISSAL POLICY

A CHANGE OF STUDENT DISMISSAL MAY BE MADE IN THE FOLLOWING WAYS:

1. A NOTE WRITTEN IN THE STUDENT'S AGENDA ON THE DAY OF THE CHANGE.
2. A FAX THAT INCLUDES A COPY OF YOUR DRIVERS LICENSE ON THE DAY OF THE CHANGE.
3. AN EMAIL THAT INCLUDES A COPY OF YOUR DRIVERS LICENSE ON THE DAY OF THE CHANGE TO:

**TARI.CARPENTER@SDHC.K12.FL.US**

**AND**

**ANNA.AVERY@SDHC.K12.FL.US**

PLEASE DO NOT EMAIL YOUR STUDENT'S TEACHER WITH A CHANGE OF DISMISSAL.

ALL CHANGES MUST BE RECEIVED BY THE MAIN  
OFFICE NO LATER THAN 12:00 ON MONDAYS AND 1:00 TUESDAY-FRIDAY.

WE WILL **NOT** TAKE ANY CHANGES OF DISMISSAL OR GIVE ANY STUDENT  
INFORMATION OVER THE PHONE.

A STUDENT WILL ONLY BE ALLOWED TO BE DISMISSED TO PERSONS LISTED ON THE EMERGENCY  
CONTACT CARD.

**EVERYONE** MUST PRESENT PHOTO ID TO MAIN OFFICE WHEN SIGNING OUT A  
STUDENT.

**STUDENTS MAY BE SIGNED OUT NO LATER THAN:**

**12:20—MONDAY**

**1:20—TUESDAY-FRIDAY**

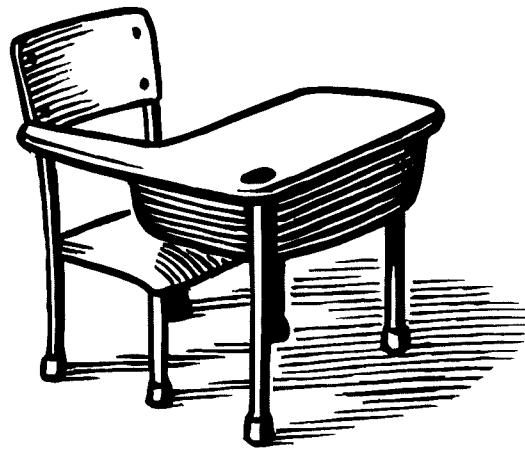
THANK YOU FOR YOUR COOPERATION WITH THESE POLICIES.



To report an absent student

call **657-7431** and Press 1

The attendance line is available  
24 hours-a-day!



- ☆ Please note: an absence will not be considered excused unless you have reported it on the attendance line. Please check the student handbook for absence guidelines.
- ☆ Automated unexcused & excused absence calls are made at 10:00am the day of the absence.
- ☆ You **WILL** receive a call for your student's absence, excused or unexcused.

School Board  
Melissa Snively, Chair  
Steve P. Cona III, Vice Chair  
Lynn L. Gray  
Stacy A. Hahn, Ph.D.  
Karen Perez  
Tamara P. Shamburger  
Cindy Stuart



Superintendent of Schools  
Addison G. Davis

## DICK STOWERS ELEMENTARY SCHOOL

### 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 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 of the parent(s) from the responsibility of abiding by the Code of Conduct.**

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Superintendent of Schools  
Addison G. Davis

## DICK STOWERS ELEMENTARY SCHOOL

August 24, 2020

Dear Parents,

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 to students, staff and parents. At other times, we have requests for student activity pictures from the news media. In such cases, pictures are released only in accordance with Hillsborough County Public Schools policy.

If you give permission to have your child's picture taken in the school setting, please sign below and return this permission form to school.

\_\_\_\_\_ Yes, my child may have his/her picture taken.

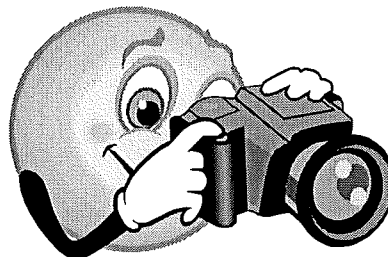
\_\_\_\_\_ No, my child may not have his/her picture taken.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_





Hillsborough County  
PUBLIC SCHOOLS  
Preparing Students for Life

Superintendent of Schools  
Addison G. Davis

School Board  
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DICK STOWERS ELEMENTARY SCHOOL

August 24, 2020

Dear Parents,

Field trips are an integral part of a child's learning. It is required that your child obtain a signed permission form to participate in all field trips. In the event your child fails to bring a field trip permission form back to school at the time of the field trip, this form will allow us to let your child go on the trip. We will make every attempt to contact you by phone to alert you to the use of this form for such an emergency.

If you give permission for your child to go on grade level and/or other field trips, please sign below and return this form to your child's teacher.

✂-----

EMERGENCY FIELD TRIP PERMISSION

Yes, my child may go on class, grade level and/or school field trips and this form may be used in the event of a forgotten permission form.

No, my child may not go on class and/or school field trips unless a specified (for each individual trip) form is signed.

Student Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_



\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Dick Stowers Elementary School

## Health/Physical Education Form

Dear Parents,

Many times, children have physical conditions that school personnel need to know about. To assist us in working with your child, please complete and return this survey to your child's teacher.

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

Parent Name: \_\_\_\_\_

Emergency Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Teacher: \_\_\_\_\_

My child has no health problems.

My child has the following health-related issues:

- Asthma (inhaler in clinic?  Yes  No)
  - Heart problems (Please explain: \_\_\_\_\_)
  - Allergies (To what? \_\_\_\_\_)
  - Seizures
  - Sickle Cell Anemia
  - ADD/ADHD
  - Tourette's Syndrome
  - Vision and/or hearing problems (Explain: \_\_\_\_\_)
  - Recent surgery (Explain: \_\_\_\_\_)
  - Takes medication on a regular basis (In clinic?  Yes  No)
  - Other (Please explain: \_\_\_\_\_)
- \_\_\_\_\_
- \_\_\_\_\_

### Reminders for medical emergencies at school:

- In case of illness or accident at school, we will make every attempt to notify parents immediately.
- No child will be allowed to remain at school with a fever or contagious disease.
- Our school clinic is only equipped to handle short term care. We request that you pick up your child as soon as possible when requested to do so.
- Please update your child's Emergency Card immediately if phone numbers change for you or your emergency contacts.

### Medication at school:

- Authorized school personnel will assist students in the administration of *prescription medication* when medication is **delivered to school by a parent or guardian** in the original container and the **proper forms are completed**.
- Over the counter or sample medications must be accompanied by a signed physician's prescription.



*Feeding Body, Mind and Soul... One Child at a Time*

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

The following emergency meal policy was established in 2005 by School Board approval. A written copy of the emergency meal policy will be provided to all households. Every school is required to follow the policy to ensure that no child is denied food during the school day. 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; once they have reached their charge limit, a courtesy meal will be provided, per policy below. 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.

#### ***Policy for Elementary Schools:***

1. Students are allowed to charge up to five consecutive meals. 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 written notification, which warns them that after the fifth charge their child will receive a courtesy meal.
4. Students who have reached their charge limit and have an unpaid balance will receive a courtesy meal consisting of: a cheese sandwich, fruit cup, vegetable, and low-fat white milk.
5. 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.
6. Any time there is an uncollected balance on a child’s meal account, the child will be prevented from purchasing A La Carte items.
7. Any unpaid balance on a child’s account will be carried over from year to year.
8. The parent is responsible for the uncollected balance.

#### ***Policy for Middle and High Schools:***

1. Students are allowed to charge up to two meals. The student would be given the same school lunch as other students. A La Carte items can never be charged.
2. The student will be reminded that he/she is only allowed two consecutive charges.
3. 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 pay for this meal the next day and reminded of the policy.
4. Students who have reached their charge limit and have an unpaid balance will receive the courtesy meal consisting of: a cheese sandwich, fruit cup, vegetable, and low-fat white milk.
5. 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.
6. Any time there is an uncollected balance on a child’s meal account, the child will be prevented from purchasing A La Carte items.
7. Any unpaid balance on a student’s account will be carried over from year to year.
8. The parent is responsible for the uncollected meal balance which must be paid, prior to graduation.

## School Meal Benefits

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 2020-2021

Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,348	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
For each additional family member, add	+8,288	+691	+346	+319	+160

- 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](http://www.hillsboroughschools.org), type "Go SNS" in the search bar, click on the big green application button, 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 (PART 4), 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, audiotape, 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