

MABRY ELEMENTARY SCHOOL
Sherri Frick, Principal

Dear Parents:

As part of our registration process, we are sending home this packet of materials containing general information about our school and forms that need to be completed by you and returned to school. **Items marked by an asterisk (*) must be returned to the school as soon as possible.**

- * 1) Authorization for Student Release and Emergency Information Card (from Teacher on 1st day)
- * 2) K-5 ELA Supplemental Book Opt-Out Form
- 3) 2023-2024 Y.E.S. Volunteer Application Form ~ online at [Volunteer Services / Hillsborough County Public Schools Volunteer Information \(hillsboroughschools.org\)](https://web.hillsboroughschools.org/volunteer-services/)
- * 4) Field Trip Permission Form
- * 5) Student and Parent Dismissal Plan
- 6) School Counseling Program Information
- 7) Student Nutrition Services Information (Breakfast & Lunch)
- * 8) Lunchroom Management Plan for 2023-2024
- * 9) Student Likeness Release Form
- 10) Student Progress Report Recognition Procedures
- 11) School Discipline Plan
- 12) Uniform Policy Guidelines
- * 13) Student Code of Conduct
- 14) School Bus Assignment Letter
- 15) Guidelines for Administration of Medication
- 16) Student Academic Calendar
- 17) Homeless Assistance Act
- 18) School Map
- 19) Student Handbook ~ <https://web.hillsboroughschools.org/conduct/index>

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



Interim Superintendent
Van Ayres

August 2023

Dear Families,

The district's ELA department strives to provide and support a comprehensive core curriculum program to the teachers, students, and families of Hillsborough County Public Schools. The state approved, district-adopted core curriculum for Grades K-5 Language Arts and Reading is Wonders, by McGraw Hill: <https://tinyurl.com/K-5McGrawHillTexts>. Prior to adoption, this curriculum underwent three reviews and vetting processes: the initial review to be placed on the state-approved list, the second review conducted by the district adoption committee followed by a vote from teachers, and the third review when the curriculum was made available to the public for 30 days following a School Board vote. Additionally, sample booklists were written into the Florida B.E.S.T. Standards for ELA and may be included as a part of instruction: <https://tinyurl.com/BESTELAbooklist>.

Because of the nature of literacy instruction, it is necessary for there to be inclusion of additional various texts to support students' understanding around key topics of study and to strengthen their overall comprehension skills in alignment with the state standards. These supplemental texts are diverse in nature and theme, span a variety of complexity, and promote rich discourse in the classroom setting. Below is a QR code that will take you to a list of supplemental texts by grade level that will be utilized during instruction throughout the year. This QR code can be scanned from your mobile device by opening the Camera App. Hold the device so that QR code appears in the camera, then tap the notification to open the link.



We are excited to share these titles with students this year in addition to their core texts. However, we understand there may be times when students and/or families have concerns about a text and request that the student not participate in the reading of such material. Please review these titles and determine if there are any that you wish your child to Opt-Out from reading. Note, an alternative text with aligned tasks and assignments will be provided. On the second page of this document, please list any of the texts you would not like your child to read. Sign and return the second page of this letter to your child's teacher only if you have listed titles from which to Opt-Out. If you have not listed any titles, you do not need to return the form.

Should you have any questions regarding the use of any of these texts, or about the adopted core curriculum, please feel free to contact me at (813) 272-4936.

Sincerely,

Amanda Newman, K-5 Literacy Supervisor

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K-5 ELA Supplemental Book Opt-Out Form

I have reviewed this overview of the K-5 ELA text titles with my child. I am aware of the texts that will be used as part of the carefully planned instructional program, but I would prefer that my child not participate in the reading of the titles listed in the space below:

Please sign below and return to your child's teacher.

Parent Signature

Date

Student Name (Please Print)



Volunteer Services Hillsborough County Public Schools

Hillsborough County Public Schools requires **all** volunteers and community partners to complete the HCPS Volunteer Application **or** have a current active application on file prior to any volunteer engagement. 30-day notices of renewal are sent to the applicant based on expiration date.

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

Becoming a Volunteer

Ways to access the online application:

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

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



From a school website

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



While on the HCPS Application introduction page, please take a moment to view the video for completing the volunteer application. **Returning active volunteers, can access the Quick Reference Guide for the Volunteer Portal.**

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

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

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

MABRY ELEMENTARY SCHOOL
2023-2024
Hillsborough County School Board
Participation in Instructional Field Trips

Student_____ Teacher_____

Address_____

Home Phone_____

Parent's Work Phone_____

This agreement is made voluntarily on my part and is made with the understanding that I am in compliance with the policies in the Hillsborough County School Handbook. I will conduct myself in such a manner as to bring honor to my school and myself.

Date_____ Student Signature_____

PARTICIPATION IN INSTRUCTIONAL FIELD TRIPS

The undersigned, as parent or guardian, gives consent for the above-named student to participate in field trips for the 2022-2023 school year. We understand that our child may be transported in either:

a) a private automobile of a parent, teacher and/or community volunteer and that this automobile is not under control of the School Board of Hillsborough County.

b) a Hillsborough County School bus or private bus under charter to the Hillsborough County School Board.

You will be notified prior to all field trips of dates, times and events that students will be attending.

Date_____ Parent/Guardian Signature_____

FORM MUST BE ON FILE PRIOR TO STUDENT PARTICIPATION

STUDENT AND PARENT DISMISSAL PLAN

Creating and maintaining a safe, orderly school environment is not only a school district priority but also one we take considerable pride at Mabry Elementary School.

Our hallways must be clear to allow for uninterrupted movement routines when students are to be dismissed to the buses, car pick-up, bicycles, daycare vans, and crossing guards.

For Car riders - For those families who pick up students by car, please follow the traffic route map that is attached when entering the back circle from Neptune. This map will alleviate the congestion and traffic problems at the corner of Neptune and Lois. You will be given a hanging tag with your child's name and grade level. Please hang it from the rearview mirror. Using this sign in the car pick-up line will assist with the safety of car riders and keep our line moving.

For Walkers - If your child walks home or to a designated area, please note that you are responsible for establishing a safe route with your child. Children can be released from the northern or southern side of the campus. Crossing guards should not be a resource for childcare after school. Their responsibilities include directing traffic, so children have safe locations to cross.

For Bus and Daycare riders - If your child is riding the bus and you need additional information, please contact the school. We have several daycare providers who pick-up at the school, please make arrangements directly with the daycare facility. If you pick-up your child at dismissal when they are normally a daycare rider or bus rider, make sure you have sent in a note or notify the front office of this change in dismissal.

Please let your child's teacher know how your child will go home each day.

Any changes in your child's dismissal plan **must be submitted in writing** to your child's teacher, emailed to susan.young@hcps.net or karen.taylor@hcps.net prior to 12:15p.m. on Monday and 1:15 on Tuesday-Friday.

Thank you for your continued support and cooperation in helping us create and maintain a safe, orderly environment at dismissal.

Sincerely,

Sherri Frick
Principal

CAR RIDER AM DROP-OFF

All car riders will be dropped off in either the front or back of the school. Adults will be stationed out front and back to help students.

If you are dropping off in the back of the school, please form a single line heading east on Neptune and do not allow your child to get out of the car until you are at the stopping point in the school driveway.

If you are dropping off in the front of the school, please pull all the way up in the circle before your child gets out of the car. When exiting the front driveway, please exit to the right only.

CAR RIDER PM DISMISSAL PROCEDURES

Parents will line up in a single file line in the back of the school heading east on Neptune. The first car will begin at the stop signs at the beginning of the driveway.

All parents will join the car line at the end. The car line builds westward on Neptune, then wraps southward straight down Manhattan. The easiest way to join the car line is by traveling north on Manhattan. Please pull up to the car in front of you. Please do not leave any gaps between cars as this causes confusion.

Please do not block intersections or crosswalks. Please be extra careful at the intersections of Hubert/Neptune, Hubert/Estrella, and Estrella/Manhattan where children will be crossing the road. The crossing guard cannot cross walkers if cars are blocking the intersection.

To make the afternoon dismissal a little quicker for parents. We would like to ask you to follow the following times for the car line arrival:

Pre-K	Pick-up at 1:35 (Monday 12:35)
Kindergarten & 1st	Pick-up at 1:45 (Monday 12:45)
2 nd & 3 rd	Pick-up at 1:55 (Monday 12:55)
4 th & 5 th	Pick-up at 2:05 (Monday 1:05)

****For families picking up more than one child, choose the arrival time for your oldest child. If you show up early, we will ask you to circle around and go to the end of the line.**

WE WILL NOT ALLOW CARS TO WAIT IN THE CAR LINE!!

Our car line is a "NO CELL PHONE ZONE." For the safety of all students, please refrain from cell phone use during arrival and dismissal times.

The traffic pattern for our school was developed by Risk Management services from the Hillsborough Public School District.

We always want to be courteous so please use the parking spaces and do not park in our neighbors' yards or driveways.

It is not safe to drop-off or pick-up your child in the middle of street.

Student (After School) Dismissal Procedures Form

Student's Name

Teacher's Name

Room #

Grade

My child's dismissal transportation arrangement for the 2023-2024 school year will be:

_____ Car rider

_____ Walk home from the **front** or **back** of school (please circle one)

_____ Bike rider parked at the **front** or **back** of school (please circle one)

_____ Bus # _____ to _____
(Bus stop location)

_____ Day care/van rider _____
(Name of day care)

Please indicate alternate dismissal to be used **ONLY for walkers and bikers** on rainy days.

On rainy days, my child will:

I understand that any changes in these arrangements **must be submitted in writing** to my child's teacher, faxed to 554-2252, email susan.young@hcps.net or karen.taylor@hcps.net prior to **12:15pm on Monday and 1:15 on Tuesday- Friday** or my child will follow the arrangements stated above.

Parent Signature

Date

Mabry Elementary School Counseling and Student Support Services

Dear Parents,

Welcome to the 2023-2024 school year! We have two school counselors on staff again this year. Karen Heinberg is in her 13th year at Mabry and will serve the intermediate grades 3-5. Lisa Major is in her 2nd year at Mabry and will serve the primary grades K-2. Our comprehensive school counseling program is designed to support the mission of our school by promoting and enhancing the learning of every student through the integration of academic, career, character, and life skills. A variety of topics are addressed through classroom lessons, individual and small group counseling, as well as district approved school-wide presentations. Examples of these include:

- Physical and Emotional Health/Safety
- Mental Health Awareness
- Character Education
- Bullying Prevention

Specific programs we have access to include:

- K-5th grade: **Second Step**, a curriculum that focuses on developing social/emotional competencies and life skills such as building empathy, forming positive relationships, problem solving and conflict resolution, and identifying and processing emotions.
- Third Grade – **Champions for Children's Kids-on-the-Block presentation: Child Abuse Prevention** uses puppets and child-appropriate language in skits to inform children about the four different types of abuse: Physical abuse, emotional abuse, sexual abuse, and neglect.
- Fourth Grade – **Champions for Children's Kids-on-the-Block presentation: Bullies and School Safety** uses puppets and child-appropriate language to present information on bullying prevention and tolerance to teach students peaceful alternatives and solutions.
- Third, Fourth and Fifth Grades – **Student Success Skills**
A research-based program that teaches students the skills necessary for personal and academic success, including goal setting, study skills, test taking skills, techniques to reduce stress/anxiety, and the power of positive thinking.

We are here to support the social, emotional, and mental health needs of your child. Please contact Karen Heinberg at 872-5364 x 225 or Lisa Major at 872-5364 x 230 if you have any questions or wish to preview materials related to any of the programs above. We're excited for this new school year and look forward to meeting your student!



Feeding Body & Mind...One Child At A Time



Click here to
learn more!

SCHOOL MEAL PRICES

Breakfast	FREE
Elementary Lunch	\$2.25
Middle and High School Lunch	\$2.75
Lunch in Community Eligibility Provision (CEP) Schools	FREE
Adult and Visitor Lunch	\$4.50

SCHOOL MEAL BENEFITS

Free meals are available to any student who is enrolled in a school eligible for the federal Community Eligibility Provision (CEP) or who qualifies for free or reduced-price meals based on household income. If you have any children **not enrolled** in a CEP school, please submit a meal benefit application for all children in the same home. You may also qualify for other benefits like discounts on internet services and utility bills or waivers for college application fees and SAT/ACT/PSAT exam fees.

A list of CEP schools and the meal benefit application can be found at www.hillsboroughschools.org/sns and the QR code above. Contact us at 813-840-7066 if you have questions about your application or CEP.

SCHOOL MEAL MENUS

Visit our [SNS website](#) or download the Nutrislice app on any mobile device for information on our delicious, healthy meals including ingredients, photos, descriptions, nutrition facts, and allergens in each menu item.

MYPAYMENTS PLUS MEAL ACCOUNTS

MyPayments Plus allows you to prepay for school meals or other food items, set up auto pay, and monitor student spending. Go to www.mypaymentsplus.com or download the MyPayments Plus app on your mobile device. Students with negative balances on their meal account will not be allowed to purchase A La Carte items. See the Local Meal Charge Policy at our website for more information.

ALLERGIES AND SPECIAL DIETS

We take food allergies, food safety and student health very seriously. If your child requires a menu change due to a medical condition, you must submit a Diet Prescription Form signed by your child's doctor. Turn these in to the SNS Cafeteria Manager **every school year** to ensure all allergy alerts are correct and up to date. A meal preference form can also be completed by the parent or guardian if other needs are required because of cultural or religious reasons. Both forms can be found on our [SNS website](#). Our online menus show the top eight food allergens to help you and your child identify their menu choices ahead of time.

ARE YOU STILL PACKING LUNCH?

Student Nutrition Services is here for you. Let us lighten the load, while saving money in your weekly food budget. School meals are a convenient, healthy option for busy families. Where else can you get a complete meal under \$3? Encourage your child to try our meals today and put packing behind you!

OTHER FOOD AID FOR FAMILIES

Additional food resources are available in our community. Feeding Tampa Bay can help you find a distribution of fresh groceries near you or to help add more money to your family food budget each month. www.feedingtampabay.org/findfood. Text HCPSFood to 74544 to see if you qualify for grocery assistance.



Dear Parent/Guardian:

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

1. WHO CAN GET FREE OR REDUCED-PRICE MEALS?



- All children in households receiving benefits from **SNAP (food stamps)** or **TANF**, are eligible for free meals, regardless of your income. Households receiving SNAP or TANF benefits may exclude income information and the last four digits of the signer's social security number on their application.
- If you received a **NOTICE OF DIRECT CERTIFICATION: DO NOT complete an application.** Please read this 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 order 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:

Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
For each additional family member, add	+9,509	+793	+397	+366	+183

- CAN I APPLY ONLINE? Yes! Beginning July 1st of each school year. Applying online is quick, confidential, and easy! The online application has the same requirements as the paper application and will ask for the same information. To apply online, visit the district website at www.hillsboroughschools.org/mealbenefits, then click "APPLY NOW", and follow the instructions. Contact **the Healthy Meals Express Application Center at 813-840-7066** if you have any questions about the online application process.
- IS THE ONLINE APPLICATION AVAILABLE IN MORE THAN ONE LANGUAGE? Yes! It is available in 7 languages: English, Spanish, French, Arabic, Filipino, Vietnamese (Tiếng Việt) & Chinese (Mandarin) when you go to <https://www.myschoolapps.com>
- 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 the school year in which it was submitted. 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 **Healthy Meals Express Application Center at 813-840-7066**. Make sure to have your child's 7-digit student ID number handy when you call.
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 might be eligible for free or reduced-price meals. Please submit an application.
11. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
12. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year if there is a change in your household income or size, or if you become unemployed.
13. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? Contact the **Healthy Meals Express Application Center at 813-840-7066**. You may also ask for a hearing by writing to: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida 33619**.
14. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. If you normally receive overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job, or had your hours or wages reduced, use your current income.
16. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? If there is no income to report, mark the box that says "None" for each household member. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.
17. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you receive any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income. Deployed service members are considered part of the household. List deployed service members in the Household section, but report only the portion of their income made available to them or on their behalf to the family.
18. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? Contact the **Healthy Meals Express Application Center at 813-840-7066** for instructions.
19. I'M A GROUP HOME ADMINISTRATOR. HOW DO I APPLY FOR CHILDREN IN MY CARE? Contact the **Healthy Meals Express Application Center at 813-840-7066** for instructions.

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

USDA Non-Discrimination Statement: 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, audiotape, 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 <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

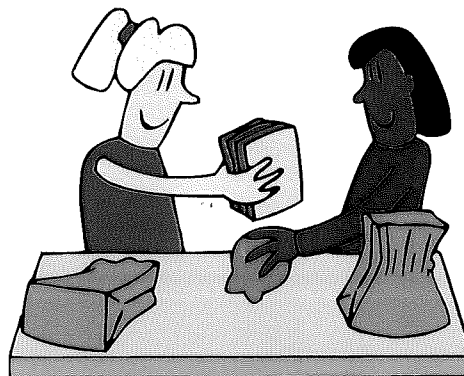
USDA is an equal opportunity provider, employer, and lender.

Mabry Elementary Lunchroom Management Plan 2023-2024

Good lunchroom manners should reflect expectations of dining at home and in social/restaurant settings. Our staff is implementing a plan that will ensure a positive eating environment for all students.

Our lunchroom rules are as follows:

1. Enter and exit the cafeteria quietly
2. Show your respect to everyone in the lunchroom
3. Stay in your assigned seat
4. Talk softly to those at your table
5. Raise your hand for help
6. Eat your own food
7. Keep personal items at home
8. Clean up your area and wait for dismissal



Our school can be exemplary in every way! Our lunchroom deserves the same commitment to excellence we have in all of our classrooms and programs. Please work with us as we make lunchtime an enjoyable, relaxing half-hour for you youngsters.

Only food served by Student Nutrition Services or lunch boxes from home are permitted in the cafeteria. No Fast Food will be permitted.

I have read and discussed Mabry's Lunchroom rules with my child.

Child's Name _____

Teacher _____

Signature of Parent/Guardian _____ Date _____

**2023-2024 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: _____

MABRY DOLPHIN PRIDE

Student Progress Report Recognition

2023-2024

AWARDS FOR THIRD THROUGH FIFTH GRADERS

Perfect Attendance - Children who are in attendance every day during the nine-week period. See Student Handbook from the School District of Hillsborough County for the list of excused religious holidays.

Citizenship

Children who have no marks in the expected behaviors column of their progress report. Tardiness will affect receiving this award. If a child is tardy (5) five or more times, excused or unexcused, during a grading period, he/she will not be eligible to earn citizenship recognition.

Honor Roll

Grades 3-5 Students earn all A's and B's.

Children must also meet the Citizenship requirements to earn this recognition.

Principal's Honor Roll

Grades 3-5 Students earn only A's

Children must also meet the Citizenship requirements to earn this recognition.

AWARDS FOR KINDERGARTEN, FIRST GRADE and SECOND GRADE

Kindergarten, first grade and second grade students may earn the Perfect Attendance and Citizenship awards as listed above.

MABRY ELEMENTARY SCHOOL

UNIFORM POLICY GUIDELINES

Mabry Elementary School has adopted a mandatory school uniform policy for all our students.

The uniform policy, which began in the 1998-1999 school year, was instituted based on research that has shown improvement in discipline, time on task, decrease in tardiness, and overall improvement in respect for oneself and others. It also has served as a safety measure in quickly identifying a Mabry student.

The mandatory student uniform consists of the following:

- ✓ Solid white, red or navy top with a collar. (Knit pullover shirt, blouse, and button-up shirt or turtleneck shirt)
- ✓ Solid navy or khaki bottom. (Shorts, long pants, skirt, jumper, or sweatpants.)
- ✓ No athletic shorts or items with sports logos.
- ✓ Students are permitted to wear a school-sponsored T-shirt on Fridays or special designated days (i.e. field trips).
- ✓ Shoes shall be worn and be secured fastened to the feet and have a low heel height. Footwear must be suitable for outdoor physical education classes and unsafe shoes such as "skate tennis shoes" and "Crocs" are not allowed.

Exceptions to the dress code shall be permitted when:

- ✓ A student wears a uniform of a nationally recognized youth organization, such as Boy Scouts, on regular meeting days.
- ✓ A student wears a costume or special clothing necessary for a school play or other school-sponsored activity as permitted by the principal.
- ✓ The wearing of clothing in compliance with the uniform policy violates a student's sincerely held religious belief.
- ✓ A student's parent or guardian has secured permission from the principal due to unusual circumstances.

Compliance Measures

The school will use positive reinforcement measures to encourage full compliance with the uniform policy.

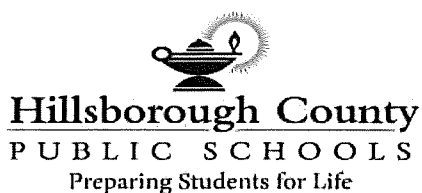
Annual Evaluation

The school will conduct an evaluation at the end of each school year to determine the effects of the mandatory school uniform policy. Data will be solicited from the school records, school staff, parents, and other members of the community.

Financial Hardships

No student shall be denied attendance at school nor otherwise penalized for failure to wear clothing that complies with the uniform policy if such failure is due to financial hardship. An application procedure has been established to assist families in need.

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



Interim Superintendent
Van Ayres

Student Code of Conduct

Parent/Guardian Acknowledgement Form

I have been notified that I may review the Hillsborough County Public Schools Student Code of Conduct by visiting the school district website ([Student Code of Conduct / Overview \(hillsboroughschools.org\)](http://hillsboroughschools.org))

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

--

Student Name

Student Signature

Date

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

--

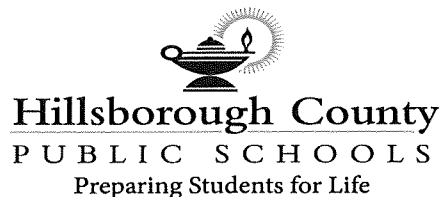
Parent/Guardian Name

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 or the parent/guardian(s) from the responsibility of abiding by the Code of Conduct.

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Interim Superintendent
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School Bus Assignment Letter

Dear Parent:

The safety of students is the number one priority of the Hillsborough County Public Schools 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 of Florida.

Students who are eligible for pupil transportation services are assigned to a specific bus and bus stop. Students must use the bus stop of record that coincides with their residence. Students 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 an emergency must be submitted to a school administrator for approval by the principal and the General Director of Transportation or designee.

If a student boards an unauthorized bus or attempts to board at an unauthorized bus stop, the driver will notify the school administrator who will contact the parent.

If the student continues boarding an unauthorized bus or continues use of an unauthorized bus stop, a disciplinary referral will be submitted to the school administration.

Sherri Frick
Principal, Mabry Elementary School

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 is 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 the original container with the 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 **always be stored in a locked cabinet at the school**.
 - 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 a 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 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, 273-7020.



2023-2024 Student Academic Calendar

School Board Approved 9/20/22

Students' First Day of School	Thursday, August 10, 2023
Labor Day/Non-Student Day	Monday, September 4, 2023
End of 1st Grading Period	Thursday, October 12, 2023
Non-Student Day	Monday, October 16, 2023
Veterans Day Observed/Non-Student Day	Friday, November 10, 2023
Fall Break/Non-Student Days	Monday, November 20 - Friday, November 24, 2023
Students Return to School	Monday, November 27, 2023
End of 2nd Grading Period (End of 1st Semester)	Friday, December 22, 2023
Winter Break/Non-Student Days	Monday, December 25, 2023 - Friday, January 5, 2024
Students Return to School	Monday, January 8, 2024
Martin Luther King, Jr./Non-Student Day	Monday, January 15, 2024
Non-Student Day	Friday, February 16, 2024
Non-Student Day	Monday, March 4, 2024
Spring Break/Non-Student Days	Monday, March 11 - Friday, March 15, 2024
Students Return to School	Monday, March 18, 2024
End of 3rd Grading Period	Wednesday, March 20, 2024
Non-Student Day	Friday, March 29, 2024
Last Day of School/End of 4th Grading Period (End of 2nd Semester)	Friday, May 24, 2024

Hurricane Day(s) if needed: October 16, November 10, November 20-22, and November 24

Student Early Release Day Schedule

Every Monday with the exception of non-student days.

On the last day of school, students will be released 2.5 hours early.

The McKinney-Vento Homeless Assistance Act At a Glance

McKinney -Vento Act

Children and Youth
who...

- **Lack a fixed, regular, and adequate nighttime residence, and as a result they are:**
- Sharing the housing of other persons temporarily **due to loss of housing, economic hardship, or similar reason** (doubled-up).
- Living in an emergency shelter or transitional housing, or abandoned in hospitals.
- Living in a car, park, public spaces, abandoned building, a bus or train station, substandard housing, or a similar setting.
- Living in a hotel, motel, AirBnB, temporary trailer park, or camping ground due to the lack of alternative adequate accommodations.
- Unaccompanied Youth, not in the physical custody of a parent or legal guardian and living in one (1) of the above circumstances.
- Migratory children living in one (1) of the above circumstances.

Student Rights

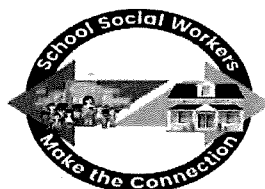
Students identified
as McKinney-Vento
eligible have the
right to...

- Immediate school enrollment and attendance at either the **school of origin** (the school last attended before they lost their housing) or the **neighborhood school** (the school they are zoned for based upon their current temporary residence). even without required enrollment documentation. **A thirty (30) day grace period is granted in which the School Social Worker assist parents with obtaining necessary enrollment documents.**
- Remain at their **school of origin** for the duration of the school year even if they move outside of the school's attendance zone.
- Transportation to and from the **school of origin** for the duration of the current school year.
- Receive free breakfast and lunch immediately for the duration of the school year.
- Receive prompt resolutions about school placement/enrollment, to include special education, bilingual education, gifted, and remedial programs.

H.E.L.P. Services

The H.E.L.P. office
can...

- Assist with McKinney-Vento identification and school enrollment.
- Assist with the development of an academic plan and post-secondary planning.
- Provide academic support and tutoring services.
- Provide back pack, school supplies, and uniforms.
- Coordinate transportation to and from "school of origin".
- Provide bus passes or gas cards as an alternative methods of transportation **while waiting** for an approval from the district's transportation office. **This applies to transportation request submitted through the H.E.L.P. Office.**
- Facilitate parent educational workshops.
- Provide referrals to community agencies.
- Collaborate and consult with all school staff about needs of all students who have been identified under the McKinney-Vento Homeless Assistance Act.



Homeless Education and Literacy Program (H.E.L.P.)

For more information contact: (813) 315 - HELP (4357)

Mabry Elementary School Campus Map 2023-2024

Neptune Street.

Modular 1	Modular 2
Bokas	Varsalona

33	Gr 4	32	Gr 4	31	Gr 4	30	Gr 4
Chandler		Gibson		Dennis		Wlosinski	

29	PE	28	VPK	27b	VE	27a	AGP	26	ART	25
Sopko		Broff		Mitchell		Catin		Cortes		Harrison
										Jhala

24	Gr 3	23	4/5	22	Gr 4	21	Gr 4	20	4/5
Stringer		AGP Sci		Hajner		L. Sullivan		Szymanski	

16	Gr 3	15	Gr 2	14	Gr 5	13	Gr 5	12	Gr 5
AGP		Thaxton		Wilbourn		Ritchie		Maldonado	
								Day	

8	Music	7	Gr 1	6	Gr 1	5	Gr 1	4	Gr 1
Entenza		Trakas		Andersen		Ratchford		Welch	

108 - Kitchen Lunchroom
HOST Program 1:55-6

Cust 206	
204 K Porter	202 K Boussy
203 K Rosenberg	201 K Vacant

Carr-SLP	Guidance
Toledo-ELL	Psych/Social
Book Rm	Cust Ofc

Administration MAIN OFFICE
ENTRANCE/EXIT

Staff Parking

AM/PM Car Riders
AM Bus

19	K	18	K	17	K
Anthony		Farrell		Luby	

11	Gr 5	10	Gr 5	9	Gr 5
Hedlund		Alessi		Costopoulos	

3	Gr 1	2	Gr 1	1	Gr 1
Calicchio		Pagliari		Little	

AM Cars
PM Bus and Daycare Van Riders

