

2022-2023 STUDENT HANDBOOK



Student Early Release – Each Monday is a one hour early release

- Last day of school: 2.5 hours early

Please use the following link to check for updates to the Hillsborough County School District calendar. [Hillsborough County Public Schools / District Calendar \(hillsboroughschools.org\)](https://www.hillsboroughschools.org/district-calendar)

School Hours

Students: Monday: 8:45 a.m.-2:00 p.m. Tuesday through Friday: 8:45 a.m.-3:00 p.m.

Teachers: Monday through Friday: 7:30 a.m.-3:30 p.m.

Office: Monday through Friday: 7:30 a.m.-4:00 p.m.

Attendance Policy

To fully benefit from the instructional program, students are expected to attend school regularly, be on time (**seated by 8:45 a.m.**) and remain at school the entire day. Poor attendance, excessive tardiness and leaving early may result in low or failing grades.

You are encouraged to provide enough time in the mornings for your child to be on time. Students should arrive to school between 8:15 a.m. – 8:45 a.m. There are no adults on duty prior to 8:15 a.m. Do not leave your child unattended prior to 8:15 a.m.

- Parents must call our attendance line, **987-6911 then press 1**, on the day of the absence by 9:00 a.m. If a parent does not call, the absence will be considered unexcused.
- A daily computer generated phone call will be made if your student arrives after the 8:45 a.m. bell.
- A computer generated phone call will be made to the parent when the student accumulates 5 absences throughout the year.
- Students who are absent more than 5 days in a marking period will receive a check mark on the Report Card.
- A referral will be made to the Child Study Team (CST) when a student accumulates 10 or more absences throughout the school year.
- Students who are excessively absent, tardy or leaving early will be tracked. Parents will be contacted and a conference will be scheduled.
- All absences, tardies and early dismissals will be considered unexcused unless the school is notified by phone, in person or by note. Only student illnesses and emergencies are considered excused.

Excused Absences

The school policy for excused absences will be:

1. An illness of the student or a medical/dental appointment
2. An accident resulting in an injury to the student
3. A death in the immediate family
4. An observance of an established religious holiday
5. A pre-planned absence for a personal reason (submitted & approved by school administration)
6. A subpoena by a law enforcement agency or a required court appearance
7. An emergency for a reason acceptable to the principal such as:
Severe weather conditions, a personal or family problem, fire, flood or other damage to the home, an accident on the way to school, a breakdown of the school bus.

Bus Discipline/Information

Students riding a school bus are required to comply with appropriate bus behavior rules at all times. Students are not allowed to bring glass containers or animals of any kind on the bus. Parents will be notified of behavior problems that occur on the school bus. Continued disruptive behavior will result in suspension of the student's bus riding privileges.

Bus Rules	<ul style="list-style-type: none">• Follow the bus driver's directions.• Remain seated in your assigned seat.• Follow safety procedures and wear seatbelts, when available.• Keep hands, feet, and objects to yourself.• No prohibited school items are allowed on the bus.
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Questions or concerns pertaining to buses should be directed to the district Transportation Department at 982-5569. Please take a moment to program this number into your cell phone.

Car Riders / Walker Procedures

Students that are transported by private automobiles in the afternoon must be picked up at dismissal time. Failure to pick up students on time causes undue anxiety and difficulty for all concerned. **Please be prompt.** For maximum safety of each student, the following procedures must be followed:

➤ **Morning Drop off Procedures:**

Just a reminder, we are a closed campus. **All students must enter campus using the East side gate via car.** Student car drop-off is on the East side of the school, where the staff parking lot is located. Enter the campus on Riverhills Dr. and remain in the single file traffic lane. Students must exit the vehicle using the left side door only once you are in the drop off area and stopped. **Students are NOT permitted to exit the car without staff on duty to receive the student at 8:15 a.m.**

Do not let students out of the car on Riverhills Dr. - this is not a drop-off and is unsafe.

➤ **Afternoon Pick Up Procedures:**

1. Car Riders: Student car pick-up is on the East side of the school. Enter the campus on Riverhills Dr. and remain in the single file traffic lane for dismissal. Display "Pick Up Tag" in window. Students will be loaded into the cars as they pull forward.
2. Walk-Up Gate: Park in a parking space at the Riverhills Community Park, on the West side of the campus. Be mindful that you do NOT park in a designated boat parking spot as you will receive a ticket from TTPD. Also, please respect the residents living in the neighborhood by not parking in their driveways. Children WILL NOT be released to parents waiting in cars. This is for their safety! Walk to the pick-up point to receive your student. **Please note that the walk-up point has been moved to the gate closest to the covered PE court.**

For maximum safety of ALL students, please remember the following during the morning and afternoon.

- Parents driving through the car line to pick up students should have Pick Up Tag visible for students to be called to the car.
- Drop off & pick up in the designated area only
- Always let students out and load on the left side of the vehicle
- Drive slowly and do not exceed 5 m.p.h.
- Be patient and courteous
- Always pull all the way forward to maximum the effectiveness of this process

IMPORTANT!

For safety reasons, parents WILL NOT be able to park anywhere near the bus ramp, which is located in the front of the school. ****Car Tags will be available in the front office when needed****

Civility

In order to provide a safe, caring and orderly environment, Hillsborough County Public Schools expects Civility from ALL who engage in school activities. Mutual respect, professionalism and common courtesies are essential qualities that ALL need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

Unacceptable Behaviors include:

- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

Communication

One of our goals is to communicate with parents regarding their child's academic progress and behavior, as well as keeping the lines of communication open between the home and school. Some of the ways the staff and parents will meet this goal includes:

- Student planner (students should write assignments and due dates; also used for parent/teacher written communication)
- Interim Reports will be sent home mid-nine weeks for students who need improvement in academics and/or behavior
- Report Cards will be available to parents via Edsby at the end of each nine weeks [Hillsborough County Public Schools \(sdhc.k12.fl.us\)](http://Hillsborough County Public Schools (sdhc.k12.fl.us))
- Daily/weekly/or monthly reports may be sent home from teachers
- Messages can be left for teachers by calling the front office
- PTA meetings and FLN: Family Learning Nights will be held throughout the year, etc.
- Newsletters will be sent home with your student and are available online at our website

Conferences

Conferences are an effective means to communicate with your child's teacher. We will have two Conference Nights during the school year, but if you would like to conference with your child's teacher at another time, you may do so. We ask that you arrange conferences with the teacher prior to and after the student day. Please call ahead for a conference so that it can be scheduled at a convenient time for all.

Discipline/Rules/Expectations/Zero Tolerance Policy

Students are expected to observe all school rules and to behave in a respectful manner to teachers, staff members, bus drivers and fellow students. Many interventions are used at our school to help students demonstrate appropriate interactions and assist them in making correct choices. We make every effort to contact you when your child has been involved in a severe behavior incident. Our staff has high expectations regarding the behavior of our students. Misbehavior at the bus stop, on the school bus, on school grounds, or at school related activities may result in time out, in-school suspension, out-of-school suspension or other appropriate consequences. Parents, please take an active role in speaking with your child today about appropriate behavior while they are not under your supervision.

District Student Code of Conduct

The district student handbook can be found on the district website → [Student Code of Conduct - Welcome - Hillsborough County Public Schools \(hillsboroughschools.org\)](http://Student Code of Conduct - Welcome - Hillsborough County Public Schools (hillsboroughschools.org))

Early Release of Students

We encourage you to schedule your child's doctor and other appointments after school hours. Early release of students is very disruptive to the student involved as well as all the other students and school personnel. If this is not possible, the child must be signed out in the main office. For your child's safety, he/she will only be released to

authorized individuals that are listed on the student's Emergency Card. If there is no other alternative and **you must sign your child out early, please do so 30 minutes prior to dismissal as there will be NO dismissals permitted after this time.** Special instructions on who may or may not pick up your child must be submitted in writing to the office. If legal documents, such as custody papers support your request, they should also be submitted.

Electronic Devices/Personal Property

School Board policy states the following:

During school hours and while on the bus, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only.

Students must comply with the directives of school/district staff regarding when and where electronic devices can be used.

Devices can only be used in approved areas and students must comply with the directives of school/district staff regarding when and where electronic devices can be used. Cell phone conversations during the school day are prohibited unless under the supervision of staff/school personnel.

Failure to comply with staff directives may result in an appropriate consequence.

The device will be confiscated by the staff member, labeled and secured in school safe. A parent/guardian will have to come to school with photo ID to pick up device.

Emergency Card

An emergency card will be sent home the first day of school. Please update any pre-printed information that is incorrect and complete all blank spaces. **Please update these cards throughout the school year as information changes.** In the event of an emergency, it is important for us to make contact with you or your designee. Remember to sign and date the card. Only names listed on the emergency card may sign children out from school, if more space is needed for emergency contacts, please use the back of the card. All others will require parent permission prior to release of the child. A driver's license or state ID will be required for any person, including parents, to sign a child out of school.

Free Meal Application

Many parents have already completed the application during the summer months and will have been notified of your child's meal status. There is no need to complete a second application if you have already done this. However, if you have not completed an application we encourage you to do so today. Temple Terrace Elementary receives federal money based on the number of students that qualify for a free/reduced meal status. If your family qualifies, that does not imply that your child has to eat a school provided meal. These "federal dollars" are used to buy additional resources for our school such as additional personnel to assist our students. Until applications are approved, parents/guardians are responsible for any charges incurred by the student. You may complete the online application at www.hillsboroughschools.org/mealsbenefits

School Breakfast and Lunch Program

Breakfast: All students are encouraged to start their day by eating a healthy breakfast. All of our students are eligible to eat a free breakfast each morning upon their arrival. Breakfast is served in the cafeteria beginning at 8:15 am and ending promptly at 8:40am. There is no cost to the student for participating in the "Universal Breakfast" program.

Lunch: Students whose parents complete the Free and Reduced Priced Meal application and are approved, will receive a free lunch daily. The cost of a full priced lunch is \$2.25. Students may also bring a lunch from home. Parents paying by check for a school lunch should make the check payable to Temple Terrace Elementary and include your child's name, student number and phone number on the check. Students who do not have money on their lunch account, will "charge" a lunch and the parent will make payment afterwards. It is not permissible for a student to routinely charge their lunch. Lunch charges should be paid for upon receipt of notification. Lunch charges will continue to accrue from one year to the next. Contact the lunchroom manager, if you have any questions.

Fundraising Activities

Throughout the year, our school may participate in several fundraising activities. The money raised from these activities will be used at Riverhills Elementary to support educational activities/materials for students. To promote the safety of all children, Hillsborough District policy does not allow “door to door” selling. We feel that it is important that the school and home work together to ensure the safety of every child.

Head Lice

The School Board of Hillsborough County has a “No Nit” policy. If a child is identified as having head lice, he or she shall be excluded from school and shall not be permitted to return to school until his or her head is free from lice and nits. Nits are the white eggs that lice lay which adhere to strands of hair. Parents are responsible to provide the appropriate treatment to eliminate head lice and nits before the child returns to school. A child should miss no more than one or two days of school because of head lice. Excessive absences due to head lice shall be addressed according to the provisions of the compulsory school attendance law.

Health Concern

Please notify our health assistant and your child’s teacher of any special health problems with your child. Some conditions require a physician’s statement.

Illness or accident at school:

In case of illness or accident at school, parents will be notified immediately. No child with a fever will be allowed to remain at school nor will they be allowed to be transported on the school bus. The school clinic is not equipped or staffed to handle ill children for long periods of time. Emergency telephone contact numbers must be up to date to ensure we may contact you in the event of illness, accident, or emergency. Please contact the school to update your child’s Emergency Card whenever you have new information to add for yourself or your emergency contacts.

Medication Administration Guidelines

These are established by the School Health Services per Florida Statute 232.46.

Authorized school personnel will assist students in the administration of prescription(s) when the following conditions have been met:

- Only prescription medication will be administered at school.
- Over-the-counter medication WITHOUT orders from the physician are NOT permitted.
- Cough drops are not permitted.
- Over-the-counter or sample medication must be accompanied by orders from the physician. Without these orders, the medication will be returned to an adult and will NOT be administered.
- Parents must deliver the medication to the school office in the container it was purchased. At no time should a child transport medication of any kind.
- Parent authorization forms must be completed in order for the student to take medication.

Photograph/Video Consent and Web Site Release

At our school, there may be instances in which pictures/videos are taken of our students while they are engaged in activities in their learning environment. Sometimes these pictures/videos are used for photo and slide presentations to students, staff and parents. At other times, we have requests for student activity pictures/video from the news media. In such cases, pictures/videos are released only in accordance with the Hillsborough County School Policy.

Personal Property

Please label your child’s clothing (jackets, sweaters, lunch boxes & back packs) so they will be easily identified if misplaced. The school is not responsible for personal items, including toys, money, games, calculators, etc. Please return any found merchandise to the front office. Any item not claimed after 90 days will be given to a local charity in the area.

SAC – School Advisory Council

Every school has a School Advisory Council, which is comprised of members from all stakeholder groups. The role of SAC is to: conduct an annual needs assessment, develop a plan and budget based on that assessment, implement the plan through timely reports, and revise the plan on the basis of either the success or lack of success of the original plan activities. SAC generally meets once a month to conduct their business and report on the progress being made on the various targeted activities. If you are interested in being involved with the School Advisory Council, please complete the enclosed SAC interest form.

School Uniform Policy

Riverhills Elementary has a mandatory School Uniform Policy. The basic school uniform will consist of khaki/navy shorts, pants, skirt, skort or jumper and collared polo-style (long or short sleeves) in white, red or navy. Shoes shall be worn and be securely fastened to the feet and must be closed toed. Footwear must be suitable for outdoor physical education classes.

Research supports that a uniform dress code focuses the student on the learning process, provides a sense of pride and belonging, emphasizes education & not fashion, sets the tone of the school family, and saves time and money in buying school clothing. No student shall be denied participation in the school dress code policy due to financial hardship. If such a situation exists, please contact the school office.

Student Internet Access Permission

Access to the Internet is designed solely for educational purposes and Hillsborough County Public Schools has taken reasonable precautions to supervise Internet usage and to filter inappropriate information. Students must be responsible users and violators will be punished. Please keep in mind that Internet related lessons provide valuable reference and research skills that would benefit your child's education. Our county has very strong security programs which will not allow users to access questionable or unacceptable websites.

Tardy Policy

We realize that there will be instances when your child may be tardy, but please avoid this from happening whenever possible. Tardiness interrupts not only your child's instructional time but that of all the other students in the classroom. **At 8:45 a.m., if your child is not in his/her classroom seat then your child is tardy and must be signed in by an adult at the front office.**

Textbook and Library Book Information

Students are responsible for damage or loss of library books or textbooks assigned to them. Students who lose or damage school books or school property will be required to pay for the damage or replacement cost of the item. Records and Report Cards will be held until debts are cleared or arrangements have been made to reimburse the school for replacement costs.

Toys, Games and other Personal Items Policy

Candy, gum, toys, radios, MP3 Players/Gameboys/Ipods, fanny packs, skateboards and trading cards, etc. should not be brought to school. Possession of these items may lead to disciplinary action. Students shall not possess, handle or transmit weapons including guns, knives, razor blades, ice picks, explosives, chains, pipes, brass knuckles, Billy clubs, Chinese stars, mace, tear gas, any type of shocking toy, etc. or any dangerous instruments such as toy guns/knives or anything that resembles or could be considered a weapon on school grounds. This is to include possession of such items up to 500 yards within school grounds, on school buses, at school bus stops or at school related activities. Possession of weapons is a major violation of the Code of Conduct and will lead to suspension and/or expulsion from school.

Transportation Information

Please notify your child's teacher, in writing, regarding your child's afternoon dismissal plans. For your child's safety, once you notify the teacher of the plan, those arrangements will be followed every day, unless the teacher is notified in writing (with parent signature), of other arrangements. **To ensure a safe dismissal, transportation changes cannot be taken over the phone as there is no way for our staff to verify who is making the phone call.** Bus transportation is provided to a child's home address only.

Visitors

All visitors to our campus must sign in on the computer in the front office upon arrival with a government issued photo identification, wear a visitor's badge while on campus and sign out upon departure. Hillsborough County Public Schools has a policy in place stating that visitors must be identified while on school grounds. Visitors must receive approval from the principal in advance to observe in a classroom. Instructional time is valued and visitations cannot take away from learning time nor can teachers stop classroom activities to hold a parent conference.

Volunteers

For our children's safety, all volunteers and community partners must complete or reactivate the online Volunteer Application each school year. The application is located online at [Volunteer Services / Overview \(hillsboroughschools.org\)](https://www.hillsboroughschools.org/volunteer-services/overview). Please make sure you allow 2 weeks for your application to be processed so that you are cleared to be a volunteer. **Your application must be approved before you may start volunteering on campus, chaperoning fieldtrips, assisting in classrooms or eating lunch with your student.**



PARENT/GUARDIAN WITHHOLD/DECLINE CONSENT FOR SCHOOL HEALTH SERVICES
 School Year 2022-2023

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED TO THE SCHOOL NURSE IN ORDER TO WITHHOLD/DECLINE CONSENT FOR ANY SPECIFIC HEALTH SERVICE EACH SCHOOL YEAR

- In accordance with Florida House Bill 1557, Parental Rights in Education, each school district, at the beginning of the school year, must notify parents/guardians of each health care service offered at their child’s school and provide parents the option to withhold consent or decline any specific service.
- Emergency health needs means onsite evaluation, management, and aid for illness or injury pending the student’s return to the classroom or release to a parent, guardian, designated friend, law enforcement officer, or designated health care provider. There is not an option to withhold/decline consent for emergency health needs (F.S. 381.056; F.S. 768.13).
- Parental/Guardian written consent is required every school year for employees to administer prescribed medication, conduct medical procedures and/or medical treatment. Written consent is also required for The Healthy Student Program, vision and dental programs at participating schools, and specific health services i.e., school entry and sports physicals.

Print all information using ink

Student Information

First Name	Middle Name	Last Name	Student Birth Date	Gender
Street Address	Apartment Number	City	State	Zip Code

Parent/Guardian Information

First Name	Middle Name	Last Name	Relationship to Student (parent or guardian)
Street Address	Apartment Number	City	State
Home Phone Number	Work Phone Number	Cell Phone Number	Email Address
			Student ID Number

PARENT/GUARDIAN WITHHOLD/DECLINE CONSENT FOR SCHOOL HEALTH SERVICES

School Year 2022-2023

Please indicate below which services you withhold/decline consent.	I withhold/decline the healthcare services marked below
Nurse Assessment	<input type="checkbox"/>
Nutrition Assessment	<input type="checkbox"/>
Health Counseling	<input type="checkbox"/>
Referral and Follow-Up of Suspected and Confirmed Health Problems	<input type="checkbox"/>

***Annual Health Screenings for Grades KG, 1st, 3rd, and 6th**

Parent/guardian of kindergarten, 1st, 3rd, and 6th grade students receive a separate written notification for scheduled health screenings from their school. At that time, parent/guardian will have the option to decline the state mandated health screening.

Parent/Guardian (PRINT) _____

Parent/Guardian (SIGNATURE) _____ Date _____

STUDENT'S FIRST & LAST NAME PRINT: _____ Date of Birth: _____

(Must be completed annually)

School Board

Nadla T. Combs, Chair
Henry "Shake" Washington, Vice chair
Lynn L. Gray
Stacy A. Hahn, Ph.D.
Karen Perez
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Superintendent of Schools
Addison G. Davis

Dear Parent or Guardian:

We are pleased to inform you that Hillsborough County Public Schools is implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2022-2023. All students enrolled at Clair-Mel Elementary School may participate in the breakfast and lunch program at no charge without meal benefits application.

Children need healthy meals to learn! Hillsborough County Student Nutrition Services offers nutritious, well-balanced meals for students of all ages and backgrounds. Please encourage your child(ren) to participate in the school meal program.

If you have any questions, please call Student Nutrition Services at 813-840-7066

Sincerely,

Healthy Meals Express Application Center

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expressions), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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



Dear Magnet Family,

Congratulations on your student's acceptance into a Hillsborough County Public Schools' Magnet Program!

Magnet Students and families before you have collaborated to establish our Magnet Schools as exceptional places of learning that celebrate innovative lessons, academic success, and diversity. We are proud of our accomplishments and are excited by your family's contribution to our continued success. The privilege of being a part of the great program to which you have been accepted comes with certain responsibilities. In accepting this Magnet School placement, you have agreed to be mindful of the following:

Students will:

- Be aware of and follow all school rules, routines, and procedures.
- Be aware of and follow all transportation system rules, routines, and procedures.
- Arrive on time every day prepared with all necessary supplies, books, and materials.
- Complete all classwork and homework assignments.
- Follow the dress code and uniform requirements established by the school.
- Actively contribute to a positive, safe, and cooperative school environment.

Parents/Guardians and family members will:

- Be aware of and follow all school routines and procedures.
- Be aware of and follow all transportation system routines and procedures.
- Monitor the timely completion of homework assignments.
- Ensure students follow dress code and uniform requirements established by the school.
- Communicate with school personnel in a civil manner.
- Provide accurate and up-to-date contact information.
- Contribute to a positive, safe, and cooperative school environment.

All of the above must be honored this school year to ensure that your student's Magnet School assignment and/or the privilege of Magnet bus transportation is maintained throughout the year.

Working together means we will ALL have a fun, safe, and successful school year!

Please sign to acknowledge your understanding of the above

Student _____ Date _____

Parent _____ Date _____

Principal _____ Date _____

Magnet School Representative _____ Date _____

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



School: _____ Student ID Number: _____

Student Name (Last, First): _____

Homeroom Teacher: _____ Grade: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Dear Parent/Guardian:

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

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

Please select only one option below:

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

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

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

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

GUIDELINES FOR ADMINISTRATION OF MEDICATION

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. This especially true for medications administered less than four times per day. **If medication must be given at school, the following procedures are required:**

1. All medications given at school must be U.S. Food and Drug Administration (FDA) approved **for the medical diagnosis**.
 - a. Substances not to be given at school are all unregulated products, including: oils, herbs, food and supplements, which are being used as treatments, dietary supplements, or folk remedies.
 - b. No IV access will be started, flushed, maintained, or discontinued at school. No medications will be permitted via central venous catheter or peripheral intravenous central catheters (PICC lines or central lines) including antineoplastic agents, investigational drugs, total parenteral nutrition (TPN), blood or blood products, emergency medications, or antibiotics.
2. **Oral over-the-counter or sample drugs** will be dispensed only when accompanied by written orders from a physician, APRN, or PA and must be U.S. Food and Drug Administration (FDA) approved for the medical diagnosis. Students may not carry medications at school.
 - a. Medication is always to remain in the container in which it was purchased and must be unopened when received by the school.
 - b. Written parental authorization is needed for all drugs.
 - c. Cough drops will be treated as an over-the-counter medication.
 - d. Possession of drugs of any kind may lead to serious disciplinary action.
3. **No prescription narcotic analgesics, opioids or cannabinoids** are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.
4. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication and supplies. The Parent Authorization for Administration of Medication form must be completed before receipt of the medication.
 - a. New authorization forms will be required when any changes with the orders occur.
 - b. All medication/procedure forms must be updated annually.
5. Medication must be sent to school by a parent/guardian.
 - a. It is not safe for children to deliver medicine to and from school.
 - b. This policy prevents safety concerns of lost or stolen medicines, students sharing medicines with friends, and students taking medicine unsupervised.
6. Medication must be in the original prescription container with the: 1) name of drug, 2) date prescribed, 3) dosage prescribed, and 4) time of day to be taken, any special directions, with student's and physician, APRN, or PA names clearly printed.
 - a. Medication must remain in the container in which it was originally dispensed.
 - b. Most pharmacies will provide an extra empty labeled bottle for parents if requested when the prescription is filled. A separate prescription bottle should be provided for field trips.
 - c. No more than a month's supply of controlled medication may be brought in at a time.
 - d. All new prescription refills must remain in original container with current expiration date.
 - e. No medications over 30 days will be administered
7. All medications and/or supplies received must be documented with the parent/guardian, employee, and witness on the Medication and Supply Intake Form (SB 87031).
 - a. Medication must be counted by a parent/guardian. This count will be verified by a school staff.
 - b. The amount and date received are to be recorded.
 - c. The parent/guardian is also required to sign Medication and Supply Intake Form when picking up medication/supplies.

Distribution: Nurse or HOST Personnel, Parent



GUIDELINES FOR ADMINISTRATION OF MEDICATION (cont.)

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

Florida Statute 1006.062 is the reference for the above guidelines.

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



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	\$4.00

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



MEDICAID

Certified School Match Program

Reimbursement for School-based Services

What is the Florida Medicaid Certified School Match program?

Since 1997, Hillsborough County Public Schools has participated in a federal and state-funded Medicaid reimbursement program. The Florida Medicaid Certified School Match (MCSM) program helps to ensure students with an Individual Educational Program (IEP) receive needed health care (medical, emotional, and transportation-related) services at school.

The program assists school districts by providing partial reimbursement for these medically related services provided to students at school.

In July 2020, current guidelines expanded to include general education students who have a Plan of Care (i.e., Health Care Plan, Behavioral Plan, 504 Plan, etc.) or the need for crisis intervention. Although the partial reimbursement is only available for students who are Medicaid eligible, services are provided to all students with a plan of care regardless of their Medicaid eligibility status.

What types of services does the MCSM program cover?

Counseling	Crisis Intervention	Nursing
Child Outreach Screening	Occupational Therapy	Case Management
Speech/Language Therapy	Physical Therapy	Assessments
Special Education	Transportation	Evaluations Developmental Testing
Orientation & Mobility	Assistive Technology	

Is there a cost to me?

NO – Services are provided to students while at school with NO cost to the parent/guardian.

Will it affect my family's Medicaid benefits?

NO – The program does NOT impact a family's Medicaid services, funds or limits. Because Florida operates the MCSM program differently than the Family-Related Medicaid Coverage plans the school plan does not affect your family's Medicaid benefits in any way.

How does Hillsborough County Public Schools use the reimbursement money received from Medicaid?

The funds received from Medicaid for speech/language therapy, occupational/physical therapy, counseling, nursing services, and psychoeducational evaluations are used to support student services and Exceptional Student Education (ESE) programs.

How can I help ensure my school district receives benefits from the MCSM program?

Federal regulations require that the parent/guardian:

- Be fully informed about the Medicaid Certified School Match program
- Fully understand that consent is voluntary and can be withdrawn at any time.
- Permit Hillsborough County Public Schools to share necessary information to bill for Medicaid eligible services included in your child's IEP, 504 or Plan of Care.
- Your child will receive the services written in your child's IEP, 504, or Plan of Care at Hillsborough County Public Schools expense regardless of your consent to allow us to bill Medicaid. You may revoke consent at any time.



Parental Consent to Release Personally Identifiable Information for Medicaid Reimbursement

Hillsborough County Public Schools wishes to seek reimbursement for certain services provided to your child by accessing Medicaid. We must obtain your written informed consent for the purpose of releasing certain information related to seeking Medicaid reimbursement. Medicaid reimbursement helps the school district fund costs of providing special education, related services and any other services allowable by Medicaid.

Consent given or denied (please read, mark with an X your choice, sign and date at the bottom):

Individual Educational Plan (IEP) Services

The Individuals with Disabilities Education Act of 2004 (IDEA) permits school districts to seek reimbursement from Medicaid for services provided at school (Title 34, section 300.154(d)(2)(iv)(A)-(B), Code of Federal Regulations [CFR]).

Non-IEP Services

School districts are also allowed to seek reimbursement from Medicaid for services provided under the Florida Administrative Code Medicaid rule for school-based services (Rule 59G-4.035).

I understand and give my consent to the school district to share information about my child with the State Medicaid Agency (State of Florida Agency for Health Care Administration), its fiscal agent, and the school district's Medicaid billing agent or billing facilitator for the school district to verify Medicaid eligibility, seek Medicaid reimbursement, and satisfy audit and review requests related to services provided to my child.

I understand that I may withdraw this consent to release information for Medicaid reimbursement at any time. I understand that if I refuse to give my consent or withdraw this consent, the school district will continue to provide all required services necessary to receive an appropriate education at no charge to my child in accordance with 34CFR § 300.154(d)(2)(v)(D) or other services provided outside of the IEP. If consent is withdrawn, it will become effective on the date of withdrawal and no information will be released after that date.

The records to be released or exchanged may include IEPs, assessment and eligibility records, related service therapy records and logs, transportation logs, progress notes, and nursing reports or records.

The information shared may include my child's name, date of birth, address, primary special education disability (if applicable), Florida Medicaid identification number, Social Security number, and the type and amount of health services provided, including the times and dates services were provided. Services may include assistive communication services, physical therapy services, occupational therapy services, speech therapy services, hearing and language therapy services, behavioral services, transportation services, and nursing services.

I understand and do NOT give my consent to the school district to share information about my child in order for the school district to verify Medicaid eligibility, seek Medicaid reimbursement, and satisfy audit and review requests related to services provided to my child

Student/Child's Information

Student ID

Full Name (printed)

Date of Birth

Parent/Guardians Information

Name (printed)

Signature

Date

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Lynn L. Gray
Stacy A. Hahn, Ph.D.
Karen Perez
Melissa Snively
Jessica Vaughn



Superintendent of Schools
Addison G. Davis

Student Code of Conduct Acknowledgement Form

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

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

Student Signature

Date

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

Parent/Guardian's Signature

Date

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



Logging in to Canvas Parent Accounts

Canvas Parent Accounts can be accessed with the same email and password used to create and login to in mySPOT accounts. MySPOT accounts are used to access district systems like Canvas, Online Report Cards, School Choice, and many other district systems.

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



Creating a Canvas Parent Account

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

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

<p>1.</p>	<p>Access the district website at www.hillsboroughschools.org and then click the Canvas Log In icon on the middle of the site.</p> <p>Then on the Hillsborough Schools Digital Classroom page, click Register under the Canvas for HCPS Parents tile.</p>	
<p>2.</p>	<p>On the mySPOT page, fill out all of the fields: email address, student number, select school, birth month, birth day, birth year, last four of student social security number, and relationship to student. Check the box to declare information is true and correct. Select Register.</p> <p>A confirmation email will be sent to complete the registration and create a password for your mySPOT account.</p> <p>Note: Additional students can be added in mySPOT after registration is complete.</p>	
<p>3.</p>	<p>After registering at mySPOT, your account will not be active in Canvas until the next day.</p> <p>With your active mySPOT account, access the district website at www.hillsboroughschools.org</p> <p>Click Canvas Log In icon in bottom left of the website. Then click Log In under the Canvas for HCPS Parents tile on the right side.</p>	
<p>4.</p>	<p>Type the email and password registered on your mySPOT account.</p> <p>Click Login</p> <p>The Parent Canvas account will open to the Dashboard and you may view your student's courses.</p>	



2022-2023 Student Academic Calendar

Board Approved 4/13/2021

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

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

Student Early Release Days: Students are released one hour early each Monday beginning August 15, 2022, except for:
 October 17, 2022 (Non-Student Day)
 November 21, 2022 (Fall Break)
 December 26, 2022 (Winter Break)
 January 16, 2023 (Dr. Martin Luther King Jr.)
 March 6, 2023 (Non-Student Day), March 13, 2023 (Spring Break)

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

School Board

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Stacy A. Hahn, Ph.D.
Karen Perez
Melissa Snively
Jessica Vaughn



Superintendent of Schools
G. Davis

Deputy Superintendent, Instruction
Terry Connor

**Assistant Superintendent
Curriculum and Instruction**
Daniela Simic

Executive Director, Literacy
Tracie Bergman

August 2022

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,

Tracie Bergman, Executive Director, K-12 Literacy

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G. Davis

Deputy Superintendent, Instruction
Terry Connor

**Assistant Superintendent
Curriculum and Instruction**
Daniela Simic

Executive Director, Literacy
Tracie Bergman

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)