



## Welcome Back!

Dear Tomlin Family,

Welcome back! We wanted to reach out with some helpful information and to let you know how excited we are about the new school year!

For those that are now rising into their 7th and 8th grade years, you know that last year we focused on our students' *story*. We wanted to ensure that every one of our Tigers recognized that they will be telling a story of their lives one day, so we wanted to ensure they decided NOW what kind of story that will be!

While teaching standards and the basics of learning are a huge part of what we do, our school *really* exists with one purpose in mind...to create the most impactful humans Plant City has ever seen! We want our students to be inspired to be change agents in their community.

Therefore, as we dive into this coming year, we will be focused on "Building Their Future!" Every day our campus has the responsibility to help our students in developing the knowledge, skills, and character that will set them on a trajectory for a positive and impactful future!

THIS is how we T.I.G.E.R! This year, we will be training our Tigers up to be:

- T...Trustworthy
- I...Impactful
- G...Goodwilled
- E...Engaged
- R...Responsible

Upon arrival in August, your child will be placed into a "team" of students that share the majority of their common core teachers. This is an exciting way to create friendly competitions and connection, but also a way for our teachers to truly own the "whole child."

In this newsletter you will find helpful information about our upcoming Open House, our updated Dress Code Policy, and a lot of other Tiger-bits to get your family ready.

Building a future is tough work, but we can't WAIT to get started! We'll see you soon and can already tell this is going to be a Tigerrrrrrific year!

I look forward to seeing you all soon! **GO TIGERS!**

*Matthew Johnson*

Principal, Tomlin Middle School

# 2024-2025

## Helpful School Information

### **Student hours**

9:30am – 4:30pm

Students can enter campus at 9:10am and will be released at 4:30pm and must exit campus by 4:35pm

### **Administrative Staff**

Matthew Johnson, Principal

[matthewr.johnson@hcps.net](mailto:matthewr.johnson@hcps.net)

Michelle Hosenbackez, Assistant Principal of Curriculum

6<sup>th</sup> grade Administrator

[michelle.hosenbackez@hcps.net](mailto:michelle.hosenbackez@hcps.net)

Dr. Donn Keels, Assistant Principal of Student Affairs

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Jessica Westover, Assistant Principal of Student Affairs

8<sup>th</sup> grade Administrator

[jessica.westover@hcps.net](mailto:jessica.westover@hcps.net)

### **Student Services**

Autumn Stanley

6<sup>th</sup> grade Counselor

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Nancy Cortes

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Emma Mitchell

Social Worker

[emma.mitchell@hcps.net](mailto:emma.mitchell@hcps.net)

2024-2025  
IMPORTANT DATES  
AUGUST 2024

**Open House**

August 8<sup>th</sup>

6<sup>th</sup> grade 2:30pm

7<sup>th</sup> grade 3:30pm

8<sup>th</sup> grade 4:30pm

**First Day of School**

August 12<sup>th</sup> -Early Release @ 3:30pm

**State Testing**

August 21<sup>st</sup> -English Language Arts, All grades

August 22<sup>nd</sup> - Math, All grades

**Uniform Store Hours**

July 30<sup>th</sup> 12pm – 2pm

August 6<sup>th</sup> 9am – 11am

August 8<sup>th</sup> 2pm – 5:30pm

**Early Release Days**

August 12<sup>th</sup> @ 3:30pm

August 19<sup>th</sup> @ 3:30pm

August 26<sup>th</sup> @ 3:30pm

# Tomlin Middle School Drop Off and Pick Up Procedures

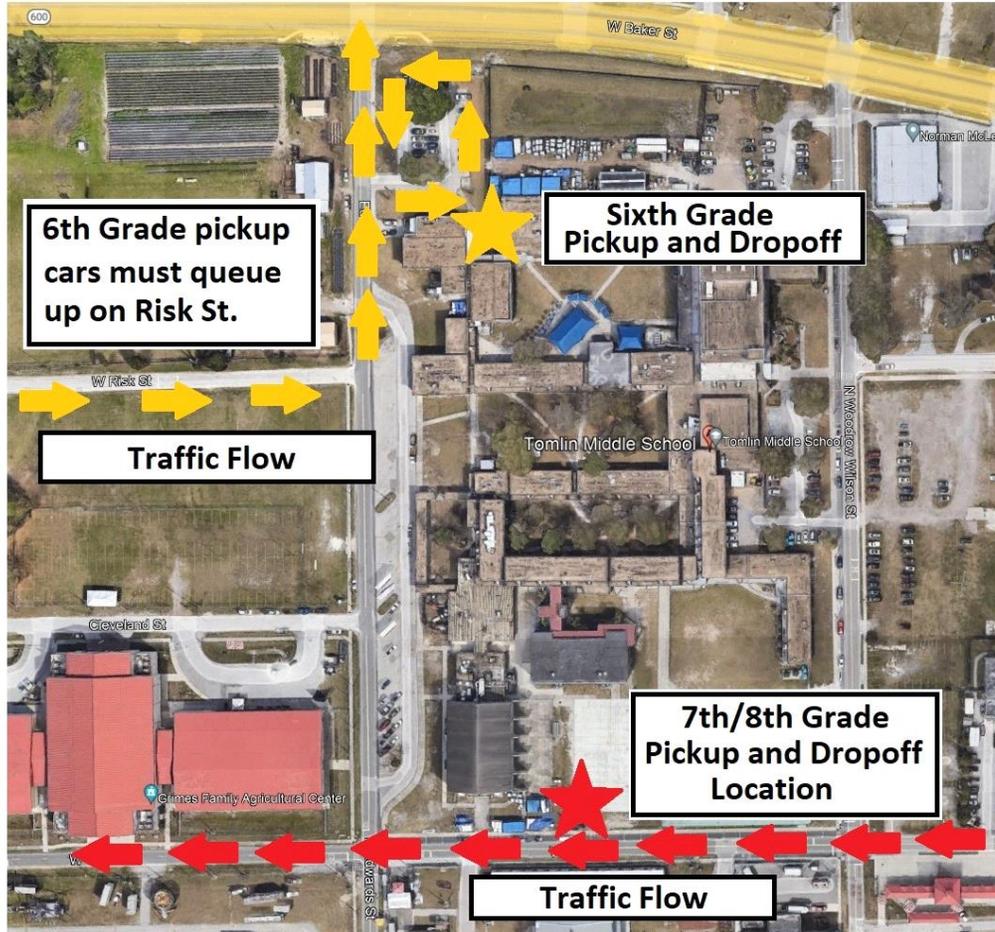
## Tomlin Middle School Car Line

Sixth Grade Traffic Flow ←

Sixth Grade  
Pickup and Dropoff

7th/8th Grade Traffic Flow ←

7th/8th Grade  
Pickup and Dropoff  
Location



### How late can parents pick up children after school?

- All afternoon car-riders need to be picked up in front of the school by 4:40PM (or until the pick-up line clears).
- Students who are left on the “car ramp” after the pick-up line clears, will be taken to the Main Office to contact their parents. There, parents will be required to present an ID to pick up their students at the Main Office.
- Students who have a pattern of being picked up late will need to register for the after-school care program (HOST or Boys and Girls Club).

### What are the pick-up procedures?

The car rider pick-up and drop off points are as follows:

6th grade car riders must arrive and depart from the parking lot at the northwest corner of campus, across from the agriculture field. **Note - cars must queue up on Risk St. while they wait to drop off or pick up students.**

7th and 8th grade car riders must arrive and depart from the gate in the south fence at the corner of the basketball court, near the gym. Cars must queue up on Oak Ave. while they wait to drop off or pick up students.

### How early can parents’ drop-off children before school?

- All morning car-riders need to be dropped off at their assigned gate between 9:10AM-9:30AM (or as the drop-off line clears).
- Students who are left on the “car ramp” before the drop off time will be taken to the Main Office to contact their parents and could face disciplinary action.
- Students who have a pattern of being dropped off early will need to register for the before-school care program (HOST).

### What are the drop-off procedures?

- After being dropped at the assigned gate, students must move to their assigned waiting area as shown:

6th grade	Patio
7th and 8th grade boys	Tennis Courts
7th and 8th grade girls	Cafeteria or Auditorium

- Breakfast will be available in all three locations.
- Bus riders will enter campus through the gate on the bus ramp and walk directly to their assigned waiting areas.
- Students who walk or ride bicycles must enter campus through the main entrance on the east side of campus.
- Students arriving late, after 9:35, must enter through the main entrance and sign in.

# Tomlin Middle School Uniform Policy

Tomlin Middle School is a uniform school. Students must follow the schoolwide mandatory uniform policy. Uniform violations will result in disciplinary action.

**Why? At Tomlin, we stand by a strong academic focus with limited distractions.**

## Shirts

- **Type:** Tomlin logo T-shirts, Tomlin Spirit shirts, or plain crewneck (rounded collar) T-shirts
- **Colors:** white, gray, orange, and black
- Shirts must be long enough to cover at least the students' hips. Half-cut shirts or waist length shirts are prohibited. Shirts must have a rounded collar, no V-necks or scoop necks. Undergarments should not be visible/seen through the shirt. Shirts should be free of logos, screen printing, or any other graphics/characters on the front or back.

## Pants

- **Type:** Plain uniform Shorts, long pants/bottoms, skirts, or skorts
- **Colors:** khaki, black, or denim (jeans with no rips, holes, fray, etc.)
- **Length:** All bottoms must be at least mid-thigh and below the child's fingertips with resting shoulders.
- No athletic wear - leggings, jeggings, basketball shorts, or sweatpants.

## Outerwear

- Students must wear the approved Tomlin shirt underneath their hoodies or jackets. (Outerwear cannot be worn at PE when the temperature is high).
- Students have **two** uniform outerwear options:
- **Option 1:** Tomlin hoodie with the Tomlin logo (colors: black, orange, or gray).
- OR**
- **Option 2:** Solid-colored (black, orange, gray, or white) hoodie, sweatshirt, or jacket. Outerwear cannot include logos, designs, words, and/or symbols.
  - Hoodie/Jacket length should be to the hip bone. No crop top jackets.

## Shoes & Accessories

- Students must wear close-toed shoes or crocs in sports mode.
- No bedroom slippers or house shoes.
- No head covers – hats, visors, beanies, bonnets, skull caps, or bandanas.
- No sunglasses or blankets.
- **PE only:** Coaches may allow some accessories or based on weather conditions.

## Política de uniformes de la escuela intermedia Tomlin

La Escuela Secundaria Tomlin es una escuela uniforme. Los estudiantes deben seguir la política de uniforme obligatorio en toda la escuela. Las violaciones del uniforme darán lugar a medidas disciplinarias.

**¿Por qué?** En Tomlin, nos mantenemos en un fuerte enfoque académico con distracciones limitadas

### Camisas

- **Tipo:** Camisetas con el logotipo de Tomlin, camisas Tomlin Spirit o camisetas lisas de cuello redondo (cuello redondeado)
- **Colores:** blanco, gris, naranja y negro
- Las camisas deben ser lo suficientemente largas como para cubrir al menos las caderas de los estudiantes. Se prohíben las camisas de medio corte o las camisas hasta la cintura. Las camisas deben tener cuello redondeado, sin cuellos en V ni cuellos redondos. La ropa interior no debe ser visible ni visible a través de la camisa. Las camisetas deben estar libres de logotipos, serigrafía o cualquier otro gráfico/carácter en el anverso o el reverso.

### Pantalón

- **Tipo:** Pantalones cortos, pantalones/pantalones largos, faldas o faldas faldas
- **Colores:** caqui, negro o mezclilla (jeans sin rasgaduras, agujeros, deshilachados, etcétera).
- **Longitud:** Todas las nalgas deben estar al menos a la mitad del muslo y por debajo de las yemas de los dedos del niño con los hombros descansados.
- No se permite ropa deportiva: leggings, jeggings, pantalones cortos de baloncesto o pantalones de chándal.

### Abrigos

- Los estudiantes deben usar la camisa Tomlin aprobada debajo de sus sudaderas con capucha o chaquetas. (La ropa de abrigo no se puede usar en PE cuando la temperatura es alta).  
Los estudiantes tienen **dos** opciones de ropa de abrigo uniforme:
- **Opción 1:** Sudadera con capucha Tomlin con el logotipo de Tomlin (colores: negro, naranja o gris).
- **Opción 2:** Sudadera con capucha, sudadera o chaqueta de color sólido (negro, naranja, gris o blanco). La ropa de abrigo no puede incluir logotipos, diseños, palabras y/o símbolos.
- La longitud de la sudadera con capucha / chaqueta debe ser hasta el hueso de la cadera. Nada de chaquetas crop-top.

### Zapatos y accesorios

- Los estudiantes deben usar zapatos cerrados o crocs en modo deportivo.
- No se permiten zapatillas de dormitorio ni zapatos de casa.

- No cubre la cabeza: sombreros, viseras, gorros, gorros, gorros o pañuelos.
- No se permiten gafas de sol ni mantas.
- **Solo educación física:** Los entrenadores pueden permitir algunos accesorios o según las condiciones climáticas.

## **VOLUNTEER SCREENING SUMMARY – Updated 06/01/2024**

All volunteers and community partners must complete the online HCPS Volunteer Application **or** have a verified **current/active** application on file. Applications are **not** required to be submitted annually; submissions are based on the expiration date. Notices of renewal are sent to applicants 30 days prior to expiration. Volunteers are encouraged to apply at least **two-four** weeks prior to any volunteer activity. (*Allow longer for Level 2 Fingerprinting*).

### **Who is a volunteer?**

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

### **What is the definition of a school volunteer?**

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

### **How is the volunteer determined eligible?**

Hillsborough County Public Schools determines eligibility for all volunteers based on the [Hillsborough County Public Schools Hiring Guidelines](#). **Schools are required to verify volunteer application status and expiration date through the district’s visitor and volunteer management system (Raptor) prior to any volunteer engagement.**

- Volunteers’ eligibility status is determined **“Active”** (Eligible or Eligible with Restrictions), **“Banned”** (Not Eligible), or **“Expired.”**
- Volunteers that status is determined **“Banned” or “Inactive”** are **unable to volunteer** in any capacity. This includes parents attending field trips. **“Expired”** must resubmit prior to any volunteer engagement.
- **Volunteers with a Sexual Offender/Sexual Predator background (National SOP/FDLE SOP) are considered DENIED and are BANNED/NOT ELIGIBLE to volunteer in any capacity.**
- Principals have the *final* discretion when accepting a volunteer who has been determined **“Active”** (Eligible or Eligible with Restrictions) based on the needs of their school and student population. Volunteers that are **BANNED** are not allowed to volunteer in any capacity.

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

### **What are the volunteer screening levels?**

Volunteers fall into one of two categories (Level 1 or Level 2). A volunteer application is required for both Level 1 and Level 2.

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

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

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

### **Level 2 Volunteer Fingerprint Process (Internal)**

An appropriate chaperone to accompany students on a field trip should be a responsible adult, **21 years of age or older** (exception: a parent or legal guardian under 21 years of age may also chaperone) and be known to the teacher and/or other school personnel. Individuals unrelated to a student at the school will require administrative approval **prior** to being eligible to receive the Level 2 next steps email communication.

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

1. Volunteer completes the online Hillsborough County Public Schools (HCPS) Volunteer Application (allow at least two-four weeks for Level 1 processing).
2. Volunteers will receive an email notification regarding Level 1 eligibility status **and** a separate email with the next steps for **Level 2 Fingerprinting** (if applicable). Next Step Level 2 emails are sent weekly.
3. Volunteer Services will send confirmation of Level 1 eligibility status to the Fingerprinting Office.
4. Fingerprinting Office will process requests and send email notification to the volunteer including a link to *Fieldprint* scheduling aid and access code.
5. The current fingerprint **fee is \$48.00 for school volunteer chaperone/mentor/tutor or \$76.00 for band coach/instructor, payable by credit/debit card.** Fingerprinting fees are due at the time appointment is scheduled.
6. *Fieldprint* will provide location options for fingerprinting and documentation requirement at the time of scheduling.
7. The Fingerprinting Office will notify Volunteer Services of the outcome of the Level 2 background check.
8. Volunteer Services will update applications with Level 2 status and expiration date.
9. Level 2 Fingerprinting (overnight chaperone) is active for 3 consecutive years from the date of fingerprinting. Level 2 Fingerprinting (band coach/instructions) is active for 5 consecutive years from the date of fingerprinting. **Backgrounds are monitored during this time; therefore, the status should always be confirmed prior to any Level 2 engagement.**
10. The volunteer application will remain active until fingerprint expiration date, unless deactivated/banned for another reason. Notices of renewal are sent to applicants 30 days prior to expiration date.
11. Schools should verify volunteer application and Level 2 status and expiration date through the District Volunteer Management system (Raptor).

### **Please Note:**

- *Fieldprint* link and code will be sent to the volunteer's personal email account. The code should not be shared.
- Volunteers are required to bring *Fieldprint* Appointment Confirmation to their fingerprint appointment.
- The volunteer will be notified if fingerprints are rejected. There is no cost for rejected prints.
- Schools are notified via Raptor when a volunteer is found **Not Eligible** as a Level 2 volunteer.

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

*Tip: It is important to always check **restrictions** (NO DRIVING/NO MONEY HANDLING) when verifying the status of chaperone volunteer.*

## FAQs - LEVEL 2 CHAPERONE

### Does a District Employee need to complete a Volunteer Application for Level 2?

- Current/active district employees that are volunteering will need to complete the *HCPS Employee Volunteer Application*, however, **are not required to fingerprint**.
- Once current/active employment is verified the status will update to **“Active”** HCPS Employee Level 2 Volunteer.
- The school’s designated front office staff members should verify the status and expiration date via the Raptor Volunteer Module.
- District employees that work at the school site and are attending in the capacity of an employee, are not required to submit the Employee Volunteer Application. However, if they are not in a capacity for work, they should. This is mostly for record keeping purposes and to have all volunteers appropriately registered in the system.

### What is the process for parents that have a current/active Level 1 status to become Level 2?

- Please advise the parent(s) to **send an email to [volunteer.services@hcps.net](mailto:volunteer.services@hcps.net) requesting the Level 2 upgrade**. They will need to include their full name, date of birth, and school name. Volunteer Services will verify Level 1 status and follow up with a Level 2 Next Steps email. This communication is sent weekly on Mondays. Once the volunteer fingerprints are successfully completed, it may take up to 1 week for status to update in Raptor.
- The school’s designated front office person should verify the Level 2 status and expiration date via the Raptor Volunteer Module.
- It is important to always **verify** volunteer status via Raptor. **Do not** accept the courtesy confirmation email received by the volunteer as verification.
- *Tip: Volunteers will receive this message if attempting to complete another volunteer application “You are currently an approved volunteer and your time to submit a new volunteer application has not arrived...”*

### What is the process for parents that do not have a current/active Level 1 status?

- Please advise parent(s) to complete the HCPS Volunteer and Community Partner Volunteer Application and select Chaperone, Level 2 as requested function.
- Once Level 1 is active, the volunteer will receive a Level 2 Next Steps email (sent weekly on Mondays).
- This process can take up to 2-4 weeks for Level 1, with additional time for fingerprinting.

### How do I verify parents that indicate they are already Level 2 eligible?

- Please check with the front office designated staff member to verify Level 2 status and expiration date.
- Do not accept email confirmations from volunteers as confirmation of status.
- *Tip: If current/active profile and/or Level 2 status cannot be verified the front office designated staff member can reach out to [volunteer.services@hcps.net](mailto:volunteer.services@hcps.net) or advise parent that they will need to submit a HCPS Volunteer Application.*

### How do I verify Volunteer Level 2 Status?

- The school’s designated front office person can verify the Level 2 status and expiration date via the Raptor Volunteer Module; and can provide a list of confirmed Level 2 volunteers if applicable.
- **Do not** accept the courtesy confirmation email received by the volunteer as verification.
- Check status often and **prior** to any volunteer engagement for the most updated status. Due to monitoring ALL volunteers, the status can change.

*Tip: Allow time for processing. The Volunteer Services Department is **unable to expedite** the Level 1 review and/or Level 2 fingerprint process. See Fieldtrip Handbook for recommended planning timeline.*

## **FAQs - VOLUNTEER SCREENING SUMMARY**

### **What is the process for parents becoming approved as "volunteers"?**

All volunteers and community partners should complete the HCPS volunteer application. This application can be found on the district website and on all school webpages (homepage).

### **Does the volunteer application need to be renewed annually?**

No. Applications are not required to be submitted "annually;" submissions are based on the expiration date. Notices of renewal are sent to applicants 30/15/5 days prior to expiration. Backgrounds are monitored and status can be updated during this time.

### **What is the turnaround time for the volunteer application?**

The application should be submitted at least two-four weeks prior to any volunteer activity to allow for background review and processing. Allow longer for Level 2 Fingerprinting. Our office is unable to expedite the process while the background is under review.

### **Do HCPS employees need to complete the volunteer application?**

Yes. An HCPS employee that is volunteering (i.e., field trip w/their child, etc.) as a parent (or outside of normal work responsibilities) will need to complete the HCPS Employee Volunteer Application. Upon verification of employment the status is updated to Active, HCPS Employee Volunteer, Level 2.

### **Can a principal "approve" a volunteer that does not have an active eligible volunteer profile?**

No. All volunteers must have an active volunteer profile prior to any volunteer activity.

### **Can a volunteer be signed-in as a "visitor" if the volunteer application is still in "processing" and the school knows the parent/volunteer?**

No. Volunteers should always sign in as a volunteer (not visitor). The volunteer status must be "Active" **prior** to any volunteer engagement.

### **How do we know if a volunteer is BANNED?**

The front office designated person can verify the status using the volunteer module and selecting by "Banned Volunteer" or "All Volunteers" from the drop-down menu. Additionally, any volunteer that has completed a volunteer application and is determined BANNED (Not Eligible), will not be able to sign-in using the volunteer sign in module. If the volunteer is signed-in as a visitor, a Custom Alert will be generated.

### **Can a parent volunteer as a chaperone with "their" child if their status is BANNED?**

No. BANNED volunteers are not eligible to volunteer in any capacity.

### **Who do I contact with questions if a volunteer is BANNED.**

Contact Volunteer Services at 813-272-4446.

### **How do we verify our volunteers?**

Volunteers are verified using the district's visitor and volunteer management system (Raptor). All principals, assistant principals, and front office staff (secretary, DP, bookkeeper, and register) have permissions to the Raptor system.

### **What is the procedure for teachers verifying volunteers for fieldtrips?**

Teachers should reach out to the front office designated person to verify a volunteer's status, eligibility level, and restrictions if any. The school will want to make sure the teachers are aware of your process and timeline in which to verify a volunteer **prior** to any engagement. If a profile is not located (Active/Banned/Expired), the volunteer will need to submit a volunteer application. Only volunteers with an active profile are eligible to be a chaperone. The front office designated person(s) should contact the Volunteer Services Office for assistance with identifying if an application has been submitted when they are unable to locate the volunteer profile.

## **FAQs - VOLUNTEER SCREENING SUMMARY**

### **How should parents that visit campus to have lunch with the child sign-in, as visitor or volunteer**

This is an administrative decision if lunch visits are permitted. In the cases where they are, parents that have lunch alone with their child and no other children, and have controlled limited access, are considered visitors. Parents that have lunch with their child in the lunchroom and/or engage with other children in any way should have an eligible volunteer application and are considered a volunteer. Please check with the administration for further guidance.

### **If a volunteer is BANNED, who should they contact?**

Volunteer Services at 813-272-4446.

### **Are high school students that volunteer for community service hours required to complete the volunteer application?**

Yes, the volunteer application allows students to complete as "Student Under 18".

### **What is the process for when a volunteer insists that they completed the volunteer application, and we are unable to locate a volunteer profile?**

The front office designated person should contact Volunteer Services at 813-272-4446 for guidance.

### **What happens when a volunteer attempts to sign-in that has not completed the volunteer process?**

Volunteers can only sign-in if they have an active profile. When the volunteer does not have a current active volunteer profile or has been determined BANNED, they will not be able to sign in successfully using the volunteer module.

### **Can our resource officer (SRO) run background checks for our volunteer parents?**

No. All background reviews and status determinations are managed by Volunteer Services. SROs should NOT run background checks on volunteers or make determination on accepting/not accepting a volunteer on campus.

## MEMORANDUM

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TO: Principals and Site Administrators

FROM: Volunteer Services Department | Visitor and Volunteer Management

DATE: June 2024

RE: Raptor Visitor and Volunteer Management System

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### VISITOR AND VOLUNTEER MANAGEMENT:

The Volunteer Services Department oversees **visitor and volunteer management** safety, procedures, protocols, and security requirements for the district. Our areas of focus are keeping our students safe by maintaining legal standards, **managing the on-boarding eligibility process** of all district volunteers and community partners, district wide visitor and volunteer management training, volunteer programs, special groups, and awards and recognition.

Nothing is more important than the **safety** of our students. **Raptor** is our district’s official integrated sign-in/out and security system for screening visitors and volunteers on our school campuses and district sites. All school sites are **required** to use the Raptor visitor and volunteer management system. Principals, Assistant Principals, Secretaries, Data Processors and Registers **all have permission** to use the Raptor system.

### HCPS VOLUNTEER APPLICATION:

All volunteers and community partners must complete the online HCPS Volunteer Application **or** have a verified **current/active** application on file. Applications are **not** required to be submitted annually; submissions are based on the expiration date. Notices of renewal are sent to applicants 30 days prior to expiration. Volunteers are encouraged to apply at least **two-four** weeks prior to any volunteer activity. *(Allow longer for Level 2 Fingerprinting).*

Schools are **required** to verify volunteers and community partners through Raptor prior to any volunteer engagement.

### Ways to access the volunteer application:

1. From the District website homepage, Click on Icon



2. From the District website, click on “Departments,” then “Volunteer Services.” Click on Icon



3. From a school website, click on “Volunteer Services” box on home page. Click on Icon



**VISITOR AND VOLUNTEER MANAGEMENT SYSTEM | RAPTOR | KEY REQUIREMENTS**

VISITOR MANAGEMENT	CONCERNS	SHARED RESPONSIBILITY
<p><b>THE RAPTOR SYSTEM   VISITOR INTEGRATED MANAGEMENT SYSTEM</b>                      Visitor   Contractor   Staff   Volunteer</p>  <p>The Raptor System enhances school security by reading visitor drivers' licenses or other forms of government issued identification, comparing the information to the <b>national sexual offender and sexual predator registry</b> (<a href="#">Florida Statute 943.04351</a>), alerting school/site administrators, and district security if a match is found.</p> <ul style="list-style-type: none"> <li>➤ More than just a "Sign-in/Out System"</li> <li>➤ Safety and Security System</li> <li>➤ Supports Federal, State, and Local Laws</li> <li>➤ Supports District Policy, Procedures, and Protocols</li> </ul>	<p><b>Requirement</b>  <b>ALL Visitors are REQUIRED to sign-in when on campus per Federal National Sexual Offender/Predator (SOP) requirement, Jessica Lunsford Act, Board Policy 2430.02, Safety and Security policies, and Controlled Campus protocols.</b></p> <p><b>Concerns</b></p> <ul style="list-style-type: none"> <li>➤ Location of the Raptor system</li> <li>➤ Properly signing in/out different visitor types using the system</li> <li>➤ Alternative sign-in/out methods</li> <li>➤ Vendor/Contractor access to the campus and proper sign-in/out</li> <li>➤ Acceptable forms of Identification</li> <li>➤ Understanding <b>Sexual Offender and Custom Alerts</b></li> <li>➤ Allowing visitors and volunteers on the campus without following the proper protocols</li> </ul>	<p><b>Principals/Sites Important to Know</b></p> <ul style="list-style-type: none"> <li>➤ A principal <b>cannot</b> change the location of the visitor and volunteer sign-in station to allow for self-service. The system must be set up as a district employee manned and supervised system.</li> <li>➤ Assure principal secretary, all front desk office staff (returning and new), and at least one administrator is trained (annual and on-going).</li> </ul> <p><b>Volunteer Services Resources</b></p> <ul style="list-style-type: none"> <li>➤ Volunteer Services SharePoint                             <ul style="list-style-type: none"> <li>• Visitor and Volunteer Management System Procedural Guide</li> <li>• Raptor functions and procedural documents</li> </ul> </li> <li>➤ Training on system use, policies, procedures, and protocols</li> <li>➤ Principal Handbook</li> </ul>
VOLUNTEER MANAGEMENT	CONCERNS	SHARED RESPONSIBILITY
<p><b>THE RAPTOR SYSTEM   VOLUNTEER INTEGRATED MANAGEMENT SYSTEM</b>                      Volunteer Application   Eligibility Status</p>  <p>The Raptor Volunteer Management System is an end-to-end solution from application to screening to reporting.</p> <ul style="list-style-type: none"> <li>➤ Online Application (Eng/Span/Employ)</li> <li>➤ Volunteers are screened for sex offender status and criminal background</li> <li>➤ Status is determined by Volunteer Services office</li> </ul>	<p><b>Requirement</b>  <b>ALL volunteers and community partners must have a current/active volunteer profile PRIOR to any volunteer engagement – Florida Statute 943.04351. Board Policy 2430.02.</b></p> <p><b>Concerns</b></p> <ul style="list-style-type: none"> <li>➤ Levels of volunteers and functions (Level 1 vs. Level 2)</li> <li>➤ Level 2 Overnight Chaperone requirements</li> <li>➤ Volunteers verified as "Active/Eligible" prior to engagement</li> </ul>	<p><b>Principal/Sites Important to Know</b></p> <ul style="list-style-type: none"> <li>➤ Schools <b>must</b> verify volunteer status using the Raptor system <b>prior</b> to any volunteer engagement.</li> <li>➤ Volunteers should always sign-in properly as a "Volunteer" not Visitor.</li> <li>➤ Level 2 status <b>must</b> be verified prior to any overnight chaperone/level 2 engagement.</li> </ul> <p><b>Volunteer Services Resources</b></p> <ul style="list-style-type: none"> <li>➤ Raptor system volunteer module and reports</li> <li>➤ Fieldtrip Handbook</li> <li>➤ Training Resources</li> </ul>

**VISITOR AND VOLUNTEER MANAGEMENT TRAINING:**

Assure principal secretary, all front desk office staff (returning and new), and at least one administrator is trained (annual and on-going). **Contact Volunteer Services for the training schedule.**

We look forward to working in partnership with you in **training** your staff and providing visitor and volunteer management support.



# Volunteer Services

## Hillsborough County Public Schools

Hillsborough County Public Schools requires **all** volunteers and community partners to complete the online HCPS Volunteer Application **or** have a verified **current/active** application on file. Applications are **not** required to be submitted annually; submissions are based on the expiration date. Notices of renewal are sent to applicants 30 days prior to expiration.

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>)

- On the homepage, locate and click on the “Volunteer” icon



OR

- 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.



Returning active volunteers, can review the [Quick Reference Guide](#) which outlines steps for accessing their personal active volunteer portal (located on application landing page).

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

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

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



## Servicios de Voluntariado

# Escuelas Públicas del Condado de Hillsborough

Las escuelas Públicas del Condado de Hillsborough requieren que **todos** los voluntarios y socios de la comunidad completen la **Solicitud de Voluntariado de HCPS** o tengan una **solicitud activa y actual** en el archivo. **No** es necesario presentar una solicitud anualmente; las presentaciones de las solicitudes se basan en la fecha de vencimiento. Los avisos de renovación se envían a los solicitantes 30 días antes del vencimiento.

Esta solicitud debe enviarse por lo menos **dos a cuatro** semanas antes de cualquier actividad de voluntariado.  
**\*Tiene que permitir más tiempo para la toma de huellas digitales de nivel 2**

### Cómo ser un voluntario

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

- En la página de inicio, busque y haga clic en el ícono "Voluntario"



OR

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



### Desde la página web de la escuela

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



Los voluntarios activos que regresan pueden revisar la [Guía de Referencia Rápida](#) que describe los pasos para acceder a su portal personal de Voluntariado activo (ubicado en la página de inicio de la solicitud).

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

Para más información, por favor ingrese en el enlace [Volunteer Services](#) o envíe un correo electrónico a [volunteer.services@hcps.net](mailto:volunteer.services@hcps.net)

\*\*Las solicitudes de voluntario de HCPS no se aplican para las escuelas *Charter*. Si usted está interesado en ser voluntario en una escuela *Charter*, por favor comuníquese con la escuela directamente.



### **Student Nutrition Services Local Meal Charge Policy**

A written copy of the Student Nutrition Services Local Meal Charge Policy will be provided to all households. Every school is required to follow the policy.

Student Nutrition Services uses a prepayment system called MyPayments Plus. This system limits the exchange of money, protects the identity of all students, and prevents the disclosure of a student's meal eligibility status. Students who qualify for free or reduced-priced meals will always receive a free meal. All students receive free breakfast regardless of meal eligibility status.

Full pay students who do not have money on their MyPayments Plus meal account can receive a "charged" meal with the following restrictions. Adults may not charge meals at any time.

1. Students are allowed to charge for meals when they do not have money in their MyPayments Plus meal account. The student will be given the same school lunch that other children are receiving.
2. Any time a student has a negative balance on their MyPayments Plus meal account, the child will be prohibited from purchasing a la carte items (food purchased in addition to the school meal), even when purchasing with cash.
3. Students in CEP (Community Eligibility Provision) schools with negative balances on their MyPayments Plus meal account will also be prohibited from purchasing a la carte items.
4. Parents/guardians of students who are charged for one meal will receive a phone notification after their student has received the meal. The parent/guardian will be encouraged to quickly pay for this meal and will be reminded of this policy.
5. Parents/guardians of students who continue to charge will receive additional email and text notifications as well as weekly letters which will be sent home with the student.
6. Any unpaid balance on a child's account will be carried over from year to year.
7. The parent/guardian is responsible for all uncollected meal balances which must be paid prior to graduation or withdrawal from Hillsborough County Public Schools.



### **Política de Cargos a la Cuenta de Comidas de los Servicios de Nutrición Estudiantil**

Se proporcionará una copia escrita de la Política de Cargos a la Cuenta de Comidas de los Servicios de Nutrición Estudiantil a todos los hogares. Se requiere que todas las escuelas sigan estas directrices.

Los Servicios de Nutrición Estudiantil utilizan un sistema de prepago llamado *MyPayments Plus*. Este sistema limita el intercambio de dinero, protege la identidad de todos los estudiantes y evita la divulgación del estado de elegibilidad de comidas de un estudiante. Los estudiantes que califican para comidas gratuitas o a precio reducido siempre recibirán comidas gratis. Todos los estudiantes recibirán desayuno gratis independientemente del estado de elegibilidad en los servicios de comida escolar.

Los estudiantes de pago completo que no tienen dinero en su cuenta de comidas *MyPayments Plus* pueden recibir una comida fiada o cargada a la cuenta ("charged") con las siguientes restricciones. Los adultos no pueden cargar a la cuenta comidas en ningún momento.

1. Los estudiantes pueden obtener comidas fiadas cuando no tienen dinero en sus cuentas de comidas *MyPayments Plus*. Estos estudiantes recibirán el mismo almuerzo escolar que los otros estudiantes reciben.
2. Cada vez que un estudiante tenga un saldo negativo en su cuenta de comidas *MyPayments Plus*, se le prohibirá comprar artículos a la carta (alimentos comprados además de la comida escolar), incluso cuando compre con dinero en efectivo.
3. Los estudiantes en escuelas CEP (Disposición de Elegibilidad Comunitaria) con saldos negativos en sus cuentas *MyPayments Plus* también se les prohibirá comprar artículos a la carta.
4. El padre/madre/tutor de un estudiante que obtiene una comida cargada a la cuenta, recibirá una notificación telefónica después de que el estudiante haya recibido la comida. Se le instará al padre/madre/tutor a pagar rápidamente esta comida y se le mencionará esta directriz como recordatorio.
5. El padre/madre/tutor de un estudiante que continúe cargando las comidas a su cuenta, recibirá notificaciones adicionales por correo electrónico y texto, así como por cartas que se enviarán semanalmente a casa con el estudiante.
6. Los saldos de cuentas no pagados de un estudiante se transferirán de año a año.
7. El padre/madre/tutor es responsable de todos los saldos de comidas no pagados los cuales se deberán pagar antes de la graduación, retiro o baja de las Escuelas Públicas del Condado de Hillsborough.

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



**Superintendent**  
Van Ayres

Dear Parent or Guardian:

We are pleased to inform you that Hillsborough County Public Schools is continuing the Community Eligibility Provision (CEP) option for the school year 2024-2025. All students enrolled at Tomlin Middle School may participate in the breakfast and lunch program at no charge and without a meal benefits application.

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

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

Sincerely,

Healthy Meals Express Application Center

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

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

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

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

Estimado padre/madre o tutor:

Nos complace informarle que las Escuelas Públicas del Condado de Hillsborough continúan con la opción de Disposición de Elegibilidad Comunitaria (*CEP*) para el año escolar 2024-2025. Todos los estudiantes matriculados en Tomlin Middle School pueden participar en el programa de desayuno y almuerzo sin cargo y sin haber tenido que llenar la solicitud de beneficios de comidas.

¡Los niños necesitan comidas saludables para aprender! Los Servicios de Nutrición Estudiantil del Condado de Hillsborough ofrecen comidas nutritivas y bien balanceadas para estudiantes de todas las edades y orígenes. Por favor, anime a sus hijos a participar en el programa de comidas escolares.

Si usted tiene preguntas, por favor llame a los Servicios de Nutrición Estudiantil al 813-840-7066.

Atentamente,

Centro de solicitud Healthy Meals Express

De acuerdo con la ley federal de derechos civiles y las regulaciones y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (*USDA*), el *USDA*, sus agencias, oficinas y empleados, e instituciones que participan o administran programas del *USDA*, tienen prohibido discriminar por motivos de raza, color, origen nacional, religión, sexo, identidad de género (incluida la expresión de género), orientación sexual, discapacidad, edad, estado civil, estado familiar/parental, ingresos derivados de un programa de asistencia pública creencias políticas, o censuras o represalias por actividades anteriores de derechos civiles, en cualquier programa o actividad realizada o financiada por el *USDA* (algunas de estas áreas no aplican a todos los programas). Los plazos para presentar resoluciones y querellas varían según el programa o incidente.

Las personas con discapacidades que requieren medios alternativos de comunicación para obtener información sobre el programa (ej., Braille, letra grande, cinta de audio, lenguaje de señas americano, etc.) deben comunicarse con la agencia responsable o el Centro TARGET del *USDA* al (202) 720-2600 (voz y TTY) o comunicarse con el *USDA* a través del Servicio Federal de Retransmisión al (800) 877-8339. Además, la información del programa puede que esté disponible en otros idiomas además del inglés.

Para presentar una queja por discriminación al programa, complete el formulario de querrela de discriminación del programa del *USDA*, AD-3027, que se encuentra en línea en [How to File a Program Discrimination Complaint](#) y en cualquier oficina del *USDA* o escriba una carta dirigida al *USDA* y escriba toda la información solicitada en el formulario. Para solicitar una copia del formulario de querrela, llame al (866) 632-9992. Envíe el formulario que llenó o carta al *USDA* por: (1) correo: Departamento de Agricultura de los Estados Unidos, Oficina del Secretario Asistente de Derechos Civiles, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; o (3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

El *USDA* es un proveedor, empleador y prestamista de igualdad de oportunidades.



**MEMORANDUM**  
**Division of Operations**  
**District Safety Office**

**DATE:** 7/29/2023

**TO:** All Personnel, Parents and Guardians of Students

**FROM:** Manager of Risk Management and Safety

**SUBJECT:** Annual Notification of the Availability of the Asbestos Management Plan

In accordance with 40 CFR Part 763.84 (c) and Subpart E, Asbestos Hazard Emergency Response Act (AHERA) all employees, building occupants, or their legal guardians are notified of the availability of the Asbestos Management Plan for your facility. Management plans for your site are available during normal business hours for review in the main office. Copies of the plan can be made for a nominal price per copy. The plan is also available for review by employees; without cost or restriction, before work begins. Information provided in the management plan includes the recent facility survey, response actions planned or taken, and post periodic surveillance and re-inspections activities.

Manager of Risk Management and Safety



## MEMORÁNDUM

División de Operacion  
Oficina de Seguridad del Distrito

Fecha: 29 de Julio del 2023

Para: Todo el Personas a cargo y Padres

De: Manager de Seguridad y Gestión de Riesgos

Tema: Notificación Anual de la Disponibilidad de el Proyecto de Gestión Amianto

De acuerdo con la regulación 40 CFR Part 763.84 ( c ) y la subartic E, La Ley de Respuesta de Emergencia sobre el Peligro del Amianto, (AHERA), indica que todos los empleados, ocupantes en el edificio y sus tutores legales són notificados de la disponibilidad de el Proyecto y dirección para la instalación del Plan de Gestión Amianto en su centro laboral. Ud. podra examiner/revisar la dirección y las indicaciones de el proyecto para su centro laboral, la cuál está disponible durante las horas laborales en la oficina principal. Copias de el proyecto se pueden hacer por un precio definido por copia. El proyecto también esta disponible para ser examinado/revisado por los empleados; sin ningún costo ó restricción antes ó después de el horario de trabajo. La Información proporcionada en el Plan de Gestión incluye el más reciente estudio realizado en su centro laboral, las acciones de respuesta prevista ó adoptadas, y la vigilancia periódicas posteriors, haci como las actividades de re-inspección.

<Manager de Seguridad y Gestion de Riesgos