<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Students' First Day of School</td>
<td>Monday, Aug 24, 2020</td>
</tr>
<tr>
<td>Labor Day Holiday/Non-Student Day</td>
<td>Monday, Sep 7, 2020</td>
</tr>
<tr>
<td>End of 1st Grading Period</td>
<td>Friday, Oct 23, 2020</td>
</tr>
<tr>
<td>* Veterans Day/Non-Student Day</td>
<td>Wednesday, Nov 11, 2020</td>
</tr>
<tr>
<td>* Fall Break/Non-Student Days</td>
<td>Monday, Nov 23, 2020 - Friday, Nov 27, 2020</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>Monday, Nov 30, 2020</td>
</tr>
<tr>
<td>Winter Break/Non-Student Days</td>
<td>Monday, Dec 21, 2020 - Friday, Jan 1, 2021</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>Monday, Jan 4, 2021</td>
</tr>
<tr>
<td>End of 2nd Grading Period (End of 1st Semester)</td>
<td>Friday, Jan 15, 2021</td>
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<tr>
<td>Non-Student Day</td>
<td>Friday, Jan 15, 2021</td>
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<tr>
<td>Martin Luther King, Jr. Holiday/Non-Student Day</td>
<td>Monday, Jan 18, 2021</td>
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<tr>
<td>Non-Student Day</td>
<td>Friday, Feb 12, 2021</td>
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<tr>
<td>Presidents' Day/Non-Student Day</td>
<td>Monday, Feb 15, 2021</td>
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<tr>
<td>Non-Student Day</td>
<td>Monday, Mar 8, 2021</td>
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<tr>
<td>Spring Break/Non-Student Days</td>
<td>Monday, Mar 15, 2021 - Friday, Mar 19, 2021</td>
</tr>
<tr>
<td>End of 3rd Grading Period</td>
<td>Friday, Mar 26, 2021</td>
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<tr>
<td>Non-Student Day</td>
<td>Friday, Apr 2, 2021</td>
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<tr>
<td>End of 4th Grading Period</td>
<td>Friday, May 28, 2021</td>
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<tr>
<td>Students' Last Day of School</td>
<td>Friday, May 28, 2021</td>
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Please note:
* Hurricane Day(s) if needed - November 11, 23, 24, & 25, 2020
This calendar is subject to change due to future actions of the Florida Legislature or Hillsborough County School Board

**Student Early Release Days**
all Mondays are designated as Early Release Days **EXCEPT May 10, 17, and 24, 2021**

Printed on Jul 27, 2020
EMPHASIS ON INSTRUCTIONAL TIME

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

Thank you,

Debra Fitzpatrick, Principal

Birthday Celebrations

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

Early Sign out

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

Item Forgotten at Home

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

Tardy Policy

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

Late Pick Up

School dismisses at 1:55 PM. If students are not picked up on time, they may NOT stay in the office. There is no supervision for students that are picked up late. Students that are not picked up on time, Will be taken to the Host Program as a "Drop In" and a fee of $20.00 will be charged.
Dismissal time is often a hectic time of day with many additional vehicles and visitors on our school campus. Please be advised that we will follow a regular dismissal pattern if there is not lighting and a light rain. Therefore, it is beneficial to pack a lightweight poncho in your child’s backpack for unexpected rain.

In the case of rainy weather with strong winds and lighting, the following steps will be taken to assure a safe dismissal:

**Bus Riders**

We will call one bus at a time via the intercom system to the bus loading area when it is safe for boarding. No bus will be allowed to leave campus until a final intercom announcement is made.

**Car Riders**

A staff member will approach each vehicle and will ask for your child’s name and teacher’s name. The staff members will walkie talkie the main office and ask that the child be sent to the car line for loading.

**Walkers/Bikers**

All children will remain in the classroom until it is safe to dismiss. Children will be allowed to walk home or bike home once it is safe.

**Parent Walk Up/Oak Tree**

Staff will take students to the nearest Breezeway closest to Oak Tree.

Please understand that safety takes precedence over convenience. Dismissal will take longer when there is bad weather at departure time. Thank you for your help and for your understanding!
Attention: Parents who drive children to school

We know that the traffic around the school in the morning is very heavy and that many parents must drop children off before going to work. But, we will not put our students at risk because of congestion or parents who are in a hurry.

All normal student drop off and pickup is on the west side of the school. A map of that is posted on our website.

Traffic in the front of the school is restricted.

* NOTE: TRAFFIC CONGESTION DOES NOT EXCUSE A STUDENT FROM BEING MARKED TARDY

Until all buses and daycare vans are in, automobiles will be allowed to use the circle only if the adult:

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

NO cars may use the circle drive between 7:10 and the time the buses are in, except as listed above. After the buses are all in we will allow cars in single file for student drop off. The time when all buses are in varies between 7:10 a.m. to 7:30. We cannot guarantee the time cars will be allowed.
As we begin the school year, we want to remind you of the traffic patterns for student drop-off and pick-up as per the diagram above. We want you to follow these important safety procedures.

1. Drive slowly and in single file.
2. Drive forward as much as possible when dropping off and/or picking up your child(ren).
3. Drop-off or pick-up only by the Drop-off/Pick-up Area/Sidewalk. Children should never be dropped-off or picked-up from any other lane of traffic.
4. Parents that park in the Faculty Parking Lot or the Recreation Center Parking Lot should use ONLY appropriate sidewalks leading to the crosswalk. All students MUST cross at the crosswalk. When picking up your child(ren), you should use the most convenient sidewalk and the crosswalk (see diagram above) as a means of getting to and from your vehicle.
5. Once your child is in the car at the pick-up point, you may slowly proceed in the passing lane.
Hillsborough County Public Schools

Internet Exclusion Request

Student Name: ________________________________
School Name: ________________________________
Student Number: ______________________________

I (we) are requesting that the above-named student NOT be allowed to directly access the Internet while in school with the exception of state or district electronic testing. I understand that if he/she attempts to access the Internet on his/her own, he or she will be subject to disciplinary action at the school.

Parent: ________________________________ Date: ________________________________

Please return this signed form to your child’s homeroom teacher.

(Office use only)
Date received: ________________________________
Received by: ________________________________

SB84200
Revised: 3/1/10
Distribution: Homeroom Teacher
Student Media Release Form

Date: ________________________________

School: ____________________________________________

Student ID Number: ________________________________

Student Name: ________________________________

Home Address: ______________________________________

City: __________________________ State: _____ Zip: ______

Dear Parent/Guardian:

Throughout the school year, the media may visit your child’s school to cover special events. Hillsborough County Public Schools also may wish to interview, photograph, or videotape your child for promotional and educational reasons to utilize in publications, posters, brochures, and newsletters; on the Internet, radio, or television; or for other special district events. Before your child can participate in any of the above activities, you must give your permission by signing and returning this media release form to your child’s school.

☐ I give my permission for my child to be interviewed, photographed, or videotaped for use in school/district publications, school district productions, or for use on the Internet or by the general news media for print, broadcast, or on websites; and for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts.

☐ I do not give my permission for my child to be interviewed, photographed, or videotaped for use in school/district publications, or for use by the general news media for print, broadcast, or on websites; nor for his/her name to be published in school/district publications, on the Internet, or in news publications or broadcasts.

Parent/Guardian signature: ______________________________________

Parent/Guardian name (please print): ______________________________________

Date: ________________________________

6/2012
Dear Families,

The 2020-2021 school year is fast approaching and we (HOST) wanted to provide you with the necessary information for students, staff and the community to successfully register for the HOST program.

Below you will find information regarding fees and dates for the remainder of the summer and for the 2020-2021 school year:

**Summer Rates**

**Elementary, K-8 (July 27th – August 7th):**  
**Registration fee $30.00** *(nonrefundable)*  
$100.00 per week  
7:00am-6:00pm  
Open Monday-Friday  
Open at select sites

**Elementary, K-8 (August 10th-August 21st):**  
**Registration fee $30.00** *(nonrefundable)*  
$58.00 per week  
7:00am-6:00pm  
Open Monday-Friday  
Open at select sites

*Registration fee is nonrefundable

**School Year Information**

Student Fees 2020-2021

<table>
<thead>
<tr>
<th>Student Fees</th>
<th>Elementary</th>
<th>Middle</th>
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</thead>
<tbody>
<tr>
<td>Registration Fee* (nonrefundable)</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Before School - Weekly Rate</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>After School - Weekly Rate</td>
<td>$58.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Before &amp; After School - Weekly Rate</td>
<td>$73.00</td>
<td>$52.00</td>
</tr>
<tr>
<td>Drop In Rate - per session</td>
<td>$20.00</td>
<td>$20.00</td>
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With the current CDC and Florida Department of Health recommendations, limited seating may be available.

If you want your child (ren) to attend the summer and 2020-2021 school year, you will be REQUIRED to register for each term separately. If you only need to register for the school year, please select 2020-2021 school year term.

Please log on to: [https://hostportal.sdhc.k12.fl.us](https://hostportal.sdhc.k12.fl.us) to register the 2020-2021 school year.
SAFE AT SCHOOL - Additional Precautions due to COVID-19

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

General Information

FREE BREAKFAST FOR ALL STUDENTS

All students are offered a nutritious breakfast free of charge.

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

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

MEAL PRICES

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

ON-LINE “MEAL HISTORY”/ON-LINE PAYMENTS

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

SPECIAL DIETS/MEALS

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

NUTRITION INFORMATION

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

STUDENT NUTRITION SERVICES . 813-840-7092 . www.sdhc.k12.fl.us/sns
STUDENT NUTRITION SERVICES EMERGENCY MEAL POLICY

A written copy of the emergency meal policy will be provided to all households. Every school is required to follow the policy. Students who qualify for a free or a reduced-priced meal can always receive a free lunch (the district waives the .40 cost for the reduced-priced meal). All students regardless of eligibility status can receive a free breakfast. Paid students who forget their lunch money can receive a “charged” meal. To protect the identity of all children at the point of service, SNS uses a prepayment system that limits the exchange of money and prevents the disclosure of a student’s eligibility status.

1. Students are allowed to charge for meals when they don’t have money. The student will be given the same school lunch that other children are receiving. A La Carte Items can never be charged.
2. Parents of students who charge one meal will be notified by phone, after their child has received the meal. The parent will be encouraged to quickly pay for this meal and reminded of the policy.
3. Parents of students who continue to charge will receive notification in writing which will encourage the parent to pay off their charges.
4. If a student continues to come to school with no packed lunch or lunch money, attempts will be made to discuss the issue with the parent and to encourage them to complete a meal benefit application.
5. Any time there is an uncollected balance on a child’s meal account, the child will be prevented from purchasing A La Carte items.
6. Any unpaid balance on a child’s account will be carried over from year to year.
7. The parent is responsible for all uncollected meal balances which must be paid, prior to graduation.
EASY • QUICK • CONVENIENT
Applying online for school meal benefits is quick, confidential, and easy!

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

For more information or to complete an application log on to:
www.hillsboroughschools.org & Search "Go SNS"

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

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<thead>
<tr>
<th>Name</th>
<th>ID Number</th>
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Healthy Meals Express Application Center
9014 Brittany Way, Tampa, FL 33619
Telephone: (813) 840-7066  Fax: (813) 840-7114
snnsm@sdhc.k12.fl.us
Meal status/Meal Prepay Hotline: 1-866-544-5575
www.hillsboroughschools.org & Search "Go SNS"

Application period for each new school year starts on July 1st
FÁCIL • RÁPIDO • CONVENIENTE

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

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

Para más información o para llenar una solicitud, vaya a:
www.hillsboroughschools.org
y Búsqueda "Go SNS"

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

<table>
<thead>
<tr>
<th>Nombre</th>
<th>Número de identificación (ID)</th>
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Centro de solicitudes
9014 Brittany Way, Tampa, FL 33619
Teléfono: (813) 840-7066  Fax: (813) 840-7114
snssmb@sdhc.k12.fl.us
Línea directa para pagar/ver el estatus de la cuenta
1 866-544-5575

www.hillsboroughschools.org y Búsqueda “Go SNS”

El periodo para solicitar cada año escolar es el 1.° de julio
All volunteers and community partners must complete/reactivate the online HCPS Volunteer Application each school year. Anyone who submits a volunteer application after July 1 will remain active in our system through June 30 or the end of fiscal year.

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

Becoming a Volunteer

HCPS is moving to a new centralized volunteer application and visitor management system (SafeVisitor) for the 2020-2021 school year. The new centralized volunteer application is scheduled to be available early August 2020.

From the District website (www.sdhc.k12.fl.us)

- Click on the "Families" menu and select Helpful Links
- Then click on the "Volunteering in HCPS" link.
- Finally, click on the "Y.E.S." icon on the right.

From a school website

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

Visitor/Volunteer Safety Guidelines

It is essential to create a healthy and safe environment by limiting potential COVID-19 exposure whenever possible.

At this time, we are suspending all general volunteer and extra-curricular activities onsite without prior approval until further notice. Our district will be limiting access to visitors and volunteers by appointment only. A request must be made at least 24 hours in advance.

All volunteers, mentors, and community partners will be encouraged to continue their services utilizing alternative methods (i.e., virtually and outside the school building) in partnership with district office or school administration. Extracurricular activities should be done virtually where feasible.

Visitors/volunteers will not be permitted in classrooms, common areas, or to have lunch with children.

All visitors will be by appointment only • All visitors must wear a mask before entering school campuses • All visitors will be required to sign in and will be screened for wellness, inclusive of a temperature check • All visitors exceeding the number to safely ensure social distancing will need to wait outside of the school offices.
Manejo de Visitantes y Voluntarios
Hillsborough County Public Schools

Todos los voluntarios y socios comunitarios deben completar/reactivar la Aplicación para ser Voluntario HCPS cada año escolar. Cualquier persona que someta una aplicación de voluntariado después del 1ro de julio permanecerá activa en nuestro sistema hasta el 30 de junio o al final del año fiscal.

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

Como volverse Voluntario
HCPS está cambiando a una nueva aplicación centralizada para ser voluntario y a un sistema de manejo de visitantes (SafeVisitor) para el año escolar 2020-2021.

La nueva aplicación centralizada para ser voluntario está programada para comenzar a principios de agosto del 2020.

Desde la página web del Distrito (www.sdhc.k12.fl.us)

- En el menú de opciones de "Families" seleccione "Helpful Links"
- Luego seleccione el enlace "Volunteering in HCPS".
- 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.

Normas de Seguridad para Visitantes/Voluntarios
Es esencial crear un ambiente sano y seguro limitando la exposición potencial al COVID-19 de la mejor manera posible.

En este momento, todas las actividades voluntarias en general y extracurriculares en las escuelas están suspendidas sin aprobación previa y hasta nuevo aviso. Nuestro distrito limitará el acceso a visitantes y voluntarios, los mismos podrán asistir sólo con cita previa. La cuál debe hacerse con al menos 24 horas de anticipación.

Se invita a los voluntarios, mentores y socios comunitarios a continuar sus servicios utilizando métodos alternativos (es decir, virtualmente y fuera de los edificios escolares) en colaboración con la oficina del distrito o la administración escolar. Las actividades extracurriculares deben realizarse virtualmente donde sea factible

No se permitirán visitantes / voluntarios en los salones de clase, áreas comunes o para almorzar con niño(a)s.

Todos los visitantes necesitarán cita previa • Deberán usar una mascarilla antes de entrar a los planteles escolares • Se requerirá que todos los visitantes se registren y se les realice una evaluación de salud incluyendo un control de temperatura • Todos los visitantes que excedan el número de personas para asegurar el distanciamiento social tendrán que esperar afuera de las oficinas de la escuela.

Volunteer & Visitor Management, August 2020
GUIDELINES FOR ADMINISTRATION OF MEDICATION

It is recognized that medications may be essential for some students. When possible, all medications should be administered at home. If medication must be given at school, the following procedures are required:

1. All medications given at school must be U.S. Food and Drug Administration (FDA) approved for the medical diagnosis.
   a. Substances not to be given at school are all unregulated products, such as herbs and food supplements, which are being used as treatments, dietary supplements, or folk remedies.
   b. No IV access will be started, flushed, maintained, or discontinued in any circumstance. No medications will be permitted via central venous catheter or peripheral intravenous central catheters (PICC lines or central lines) including antineoplastic agents, investigational drugs, total parenteral nutrition (TPN), blood or blood products, emergency medications, or antibiotics.

2. Oral non-prescription (over-the-counter) or sample drugs will be dispensed only when accompanied by written orders from a physician, APRN, or PA and must be U.S. Food and Drug Administration (FDA) approved for the medical diagnosis. Students may not carry over-the-counter medications at school.
   a. Medication is always to remain in the container in which it was purchased and must be unopened when received by the school.
   b. Written parental authorization is needed for all non-prescription drugs.
   c. Cough drops will be treated as an over-the-counter medication.
   d. Possession of drugs of any kind may lead to serious disciplinary action.

3. No prescription narcotic analgesics are to be dispensed at school. The side effects make it unsafe for students to attend school while medicated with narcotics.

4. A signed statement by the parent/guardian requesting the administration of medication must accompany all medication. The Parent Authorization for Administration of Medication form must be completed before receipt of the medication.
   a. New authorization forms will be required when any changes with the orders occur.
   b. All medication/procedure forms must be updated annually.

5. Medication must be sent to school by a parent/guardian.
   a. It is not safe for children to deliver medicine to the school.
   b. This policy prevents safety concerns of lost or stolen medicines, students sharing medicines with friends, and students taking medicine unsupervised.

6. Medication must be in the original prescription container with the: 1) name of drug, 2) date prescribed, 3) dosage prescribed, and 4) time of day to be taken, any special directions, with student’s and physician, APRN, or PA names clearly marked.
   a. Medication must remain in the container in which it was originally dispensed.
   b. Most pharmacies will provide an extra empty labeled bottle for school for parents if requested when the prescription is filled. A separate prescription bottle should be provided for field trips.
   c. No more than a month’s supply of controlled medication may be brought in at a time.
   d. All new prescription refills must remain in original container with current expiration date.

7. All medications and/or supplies received must be documented with the parent/guardian, employee, and witness on the Medication and Supply Intake Form (SB 87031).
   a. The amount and date received are to be recorded.
   b. The parent/guardian is also required to sign Medication and Supply Intake Form when picking up medication/supplies.
GUIDELINES FOR ADMINISTRATION OF MEDICATION (cont.)

8. The parent/guardian should arrange for a separate supply of medication for the school.
   a. Medication will not be transported between home and school.
      i. Exceptions by Florida statutes 1002.20(h)(i)(j)(k) which require a Parent Self Administration Form and a Physician Self Administration Form for: asthma inhalers, EpiPens, pancreatic enzyme supplements, and diabetes supplies and equipment.

9. When any medications are added or discontinued, a new authorization form is required.

10. When medication dosages or times are changed, a new signed authorization form with the correct information must be completed and a new label from the pharmacist or physician, APRN, or PA order/prescription indicating the change must be sent to the school.
    a. A fax is acceptable.

11. Medication will be stored in a locked cabinet at the school at all times.
    a. Exceptions by statutes are asthma inhalers, EpiPens, pancreatic enzyme supplements, and diabetic supplies and equipment. Students who self-carry require a Parent Self Administration Form and a Physician Self Administration Form.

12. Since many students receive medication during school hours, a school district employee designated by the principal will administer medication.
    a. The designated employee will be trained by the Registered Professional School Nurse as permitted by Florida law. This includes HOST, field trips, and when the student is away from school property on official school business.
    b. The medication container with pharmacy label/supplies and copies of paperwork will be sent with the trained staff member, agency nurse, or HOST staff personnel. All medications must be signed out and recorded on the Field Trip Medication Sign Out Sheet (SB 86900).
    c. Under no circumstances may medication be transferred from one container to another by anyone other than Registered Pharmacist with the exception of field trips which must be done by the Registered Nurse. Registered Nurses preparing for field trips should choose one of the following options: send medication in original container or transfer to a medication envelope with a copy of the original medication label attached.

13. Liquid medication will be given in a calibrated measuring device supplied by the parent.

14. All medications/supplies must be removed from the school premises within one week of the expiration date, upon appropriate notification of medication being discontinued, or at the end of the school year.
    a. Medications/supplies that are unused and unclaimed will be destroyed following proper disposal procedures.

15. Planning and protocols for any medication or treatment which requires a one-time dosage for a specific intent are the responsibility of the Registered Nurse, ONLY.

16. Non-medicated sunscreen and insect repellent may be administered without a prescription but a parent/guardian authorization form must be completed.

Florida Statute 1006.062 is the reference for the above guidelines.
Questions regarding these procedures should be directed to the Registered Nurse assigned to the school your child attends or to the office of School Health Services, Division of Academic Support and Federal Programs, 273-7020.

Distribution: Nurse or HOST Personnel, Parent
Goes with SB 87034 (Rev. 01/23/2020)