

MABRY ELEMENTARY SCHOOL
Sherri Frick, Principal

Dear Parents:

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

- * 1) Authorization for Student Release and Emergency Information Card (from Teacher on 1st day)
- * 2) K-5 ELA Supplemental Book Opt-Out Form
- 3) 2024-2025 Y.E.S. Volunteer Application Form ~ online at [Volunteer Services / Hillsborough County Public Schools Volunteer Information \(hillsboroughschools.org\)](https://web.hillsboroughschools.org/volunteer-services/)
- * 4) Field Trip Permission Form
- * 5) Student and Parent Dismissal Plan
- 6) School Counseling Program Information
- 7) Student Nutrition Services Information (Breakfast & Lunch)
- * 8) Lunchroom Management Plan for 2024-2025
- * 9) Student Likeness Release Form
- 10) Student Progress Report Recognition Procedures
- 11) School Discipline Plan
- 12) Uniform Policy Guidelines
- * 13) Student Code of Conduct
- 14) School Bus Assignment Letter
- 15) Guidelines for Administration of Medication
- 16) Student Academic Calendar
- 17) Homeless Assistance Act
- 18) School Map
- 19) Cell Phone Policy
- 20) Student Handbook ~ <https://web.hillsboroughschools.org/conduct/index>

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



Superintendent
Van Ayres

August 2024

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,

Yolanda Vasquez, K-5 Literacy Supervisor

School Board
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K-5 ELA Supplemental Book Opt-Out Form

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

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

Parent Signature

Date

Student Name (Please Print)

Volunteer Services

Hillsborough County Public Schools

Hillsborough County Public Schools requires **all** volunteers and community partners to complete the 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

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

**MABRY ELEMENTARY SCHOOL
2024-2025
Hillsborough County School Board
Participation in Instructional Field Trips**

Student _____ Teacher _____

Address _____

Home Phone _____

Parent's Work Phone _____

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

Date _____ Student Signature _____

PARTICIPATION IN INSTRUCTIONAL FIELD TRIPS

The undersigned, as parent or guardian, gives consent for the above-named student to participate in field trips for the 2024-2025 school year. We understand that our child may be transported in either:

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

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

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

Date _____ Parent/Guardian Signature _____

FORM MUST BE ON FILE PRIOR TO STUDENT PARTICIPATION

STUDENT AND PARENT DISMISSAL PLAN

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

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

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

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

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

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

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

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

Sincerely,

Sherri Frick
Principal

Student (After School) Dismissal Procedures Form

Student's Name

Teacher's Name

Room #

Grade

My child's dismissal transportation arrangement for the 2024-2025 school year will be:

_____ Car rider

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

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

_____ Bus # _____ to _____
(Bus stop location)

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

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

On rainy days, my child will:

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

Parent Signature

Date

Mabry Elementary School Counseling and Student Support Services

Dear Parents,

Welcome to the 2024-2025 school year! Our school counselor is Karen Heinberg, who is in her 14th year at Mabry. Our comprehensive counseling program is designed to support the mission of our school by promoting and enhancing the learning of every student through the integration of academic, career, character, and life skills. A variety of topics are addressed through classroom lessons, individual and small group counseling, and district approved school-wide presentations. Examples of these include:

- Physical and Emotional Health/Safety
- Mental Health Awareness
- Resiliency, Character and Life Skills Education
- Bullying Prevention

Specific programs we have access to include:

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

Additionally, our Student Services Support team includes Beth Maffeo, School Psychologist, and Carrie Cavalino, School Social Worker. We are here to support the social, emotional, and mental health needs of your child. Please contact Karen Heinberg at 872-5364 x 225 if you have any questions or wish to preview materials related to any of the programs above. We're excited for this new school year and look forward to meeting your student!



SCHOOL MEAL PRICES

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

SCHOOL MEAL BENEFITS

Free meals are available to any student who is enrolled in a school eligible for the federal Community Eligibility Provision (CEP) or who qualifies for free or reduced-price meals based on household income. If you have any children **not enrolled** in a CEP school, please submit a meal benefit application for all children in the same home. You may also qualify for other benefits like 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 nine food allergens to help you and your child identify their menu choices ahead of time.

ARE YOU STILL PACKING LUNCH?

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

OTHER FOOD AID FOR FAMILIES

Additional food resources are available in our community. Feeding Tampa Bay can help you find a distribution of fresh groceries near you or to help add more money to your family food budget each month. www.feedingtampabay.org/findfood. Text HCPSFood to 75444 to see if you qualify for grocery assistance.



Dear Parent/Guardian:

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

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



- All children in households receiving benefits from **SNAP (food stamps)** or **TANF**, are eligible for free meals, regardless of your income. Households receiving SNAP or TANF benefits may exclude income information and the last four digits of the signer's social security number on their application.
- If you received a **NOTICE OF DIRECT CERTIFICATION: DO NOT complete an application.** Please read this entire letter and follow the instructions carefully. See #6 for more information.
- **Foster children** that are under the legal responsibility of a foster care agency or court order are eligible for free meals. Foster children may be included as part of a household application, and are eligible for free meals, even if the household does not qualify.
- Children participating in their school's **Head Start** program are eligible for free meals.
- Children who meet the definition of **homeless, runaway, or migrant**, are eligible for free meals. See #9 for more information.
- Children may receive free or reduced-price meals if your **household income** is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced-price meals if your household gross income falls at or below the limits on the chart below:

Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	27,861	2,322	1,161	1,072	536
2	37,814	3,152	1,576	1,455	728
3	47,767	3,981	1,991	1,838	919
4	57,720	4,810	2,405	2,220	1,110
5	67,673	5,640	2,820	2,603	1,302
6	77,626	6,469	3,235	2,986	1,493
7	87,579	7,299	3,650	3,369	1,685
8	97,532	8,128	4,064	3,752	1,876
For each additional family member, add	+9,953	+830	+415	+383	+192

- CAN I APPLY ONLINE? Yes! Beginning July 1st of each school year. Applying online is quick, confidential, and easy! The online application has the same requirements as the paper application and will ask for the same information. To apply online, visit the district website at www.hillsboroughschools.org/mealbenefits, then click "APPLY NOW", and follow the instructions. Contact **the Healthy Meals Express Application Center at 813-840-7066 if you have any questions about the online application process.**
- IS THE ONLINE APPLICATION AVAILABLE IN MORE THAN ONE LANGUAGE? Yes! It is available in 7 languages: English, Spanish, French, Arabic, Filipino, Vietnamese (Tiếng Việt) & Chinese (Mandarin) when you go to <https://www.myschoolapps.com>
- WHAT IF I DON'T HAVE A COMPUTER TO COMPLETE AN ONLINE APPLICATION? Computers are available for use at no cost at the local public library and at the **Healthy Meals Express Application Center, 9014 Brittany Way, Tampa, Florida, 33619.** Your child's school may also have a computer that can be used to complete an application. Need information where to obtain a paper application? Contact the **Healthy Meals Express Application Center at 813-840-7066.**

5. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. **Use one meal application for all students in your household.** We cannot approve an application that is not complete, so be sure to fill out all required information. If approved, your child's status will remain in effect for the entire school year.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you received carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact the **Healthy Meals Express Application Center at 813-840-7066** immediately.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child's application is only good for the school year in which it was submitted. If you do not submit a new application that is approved, or you have not received a NOTICE OF DIRECT CERTIFICATION, your child will be charged the full price for meals.
8. WHERE CAN I VERIFY THE STATUS OF MY CHILD'S MEAL ELIGIBILITY? Call **Healthy Meals Express Application Center at 813-840-7066**. Make sure to have your child's 7-digit student ID number handy when you call.
9. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Are your housing arrangements temporary? Does your family relocate on a seasonal basis? Have you taken in a runaway child? If you believe children in your household meet these descriptions, please contact the liaison at the child's school for assistance.
10. I RECEIVE WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC might be eligible for free or reduced-price meals. Please submit an application.
11. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
12. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year if there is a change in your household income or size, or if you become unemployed.
13. WHAT IF I DISAGREE WITH THE DECISION ABOUT MY APPLICATION? Contact the **Healthy Meals Express Application Center at 813-840-7066**. You may also ask for a hearing by writing to: **General Manager of Student Nutrition Services, 9014 Brittany Way, Tampa, Florida 33619**.
14. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced-price meals.
15. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. If you normally receive overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job, or had your hours or wages reduced, use your current income.
16. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? If there is no income to report, mark the box that says "None" for each household member. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.
17. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you receive any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income. Deployed service members are considered part of the household. List deployed service members in the Household section, but report only the portion of their income made available to them or on their behalf to the family.
18. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.
19. I'M A GROUP HOME ADMINISTRATOR. HOW DO I APPLY FOR CHILDREN IN MY CARE? Contact the **Healthy Meals Express Application Center at 813-840-7066 for instructions**.

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

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

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

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

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



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.

Mabry Elementary Lunchroom Management Plan

2024-2025

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

Our lunchroom rules are as follows:

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



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

A student that forgot his/her lunchbox at home will be allowed to get a school lunch.

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

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

Child's Name _____

Teacher _____

Signature of Parent/Guardian _____ Date _____

2024-2025 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:

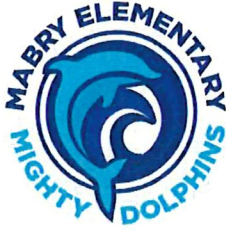
☐ **I give my permission** for my child to be interviewed, photographed, or videotaped by the school/district, school/district partners or sponsors, and/or members of the general news media and expressly authorize and grant my consent to such parties the right to use my child's physical likeness, other 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 school yearbook.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____



MABRY DOLPHIN PRIDE Student Progress Report Recognition 2024-2025

AWARDS FOR THIRD THROUGH FIFTH GRADERS

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

Citizenship

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

Honor Roll

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

Principal's Honor Roll

Grades 3-5 Students earn only A's

AWARDS FOR KINDERGARTEN, FIRST GRADE and SECOND GRADE

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

MABRY ELEMENTARY SCHOOL WIDE EXPECTATIONS

	Classroom	Hallways	Restrooms	Cafeteria	Playgrounds	Assemblies	Media Center	Office	Nurse
Be Respectful	- Pay attention to your teacher. - Follow instructions. - Raise your hand to speak. - Participate.	- Keep hands and feet to yourself. - Follow directions of your teachers and other adult staff members. - Remember that other classes are in session and keep voices at level 0.	- Use the restroom quickly and quietly. Voices should be kept at level 0. - Use equipment and supplies properly.	- Keep voice level no louder than level 1. - Listen and follow instructions of all adults. - Raise your hand when you need help.	- Take turns. - Play fair & by the rules. - Listen and follow instructions of all adults.	- Eyes and ears on the speaker. - Stay focused and participate. - Use appropriate voice volume level. If not sure, ask an adult.	- Take care of books and equipment. - Keep voice level no louder than level 1.	- Follow directions of the front office staff. - Use appropriate voice volume level.	Use appropriate voice volume level.
Be Responsible	- Complete your work. - Organize your supplies and resources. - Be ready to learn and try your best. - Stay on task.	- Go directly to your destination. - Make sure you are traveling with a buddy. - Set a good example.	- Go, Flush, Wash! - Throw trash away in the garbage can. - Use time wisely. - Report problems to an adult.	- Wait your turn in line to get your food. - Get everything you need before you get seated. - Stay seated - Clean up after yourself	- Put all equipment away neatly and appropriately. - Tell an adult if someone gets hurt.	- Keep hands, feet, and objects to yourself. - Follow all directions.	- Put things away in their proper place. - Return books and materials on time. - Push in chairs.	- Wait patiently for your turn. - State your purpose positively.	- Give the nurse your clinic pass. - Wait your turn.
Be Safe	- Use classroom materials appropriately. - Walk at all times. - Keep hands, feet, and objects to yourself.	- Walk face forward and stay in line. - Keep to the right of the walkways. - Keep hallways clean and clear.	- Keep water in the sink. - Wash your hands using soap and water.	- Stay in a single file line. - You take what you touch. - Keep your hands and feet to yourself.	- Use playground equipment appropriately and safely. - Always walk while on the sidewalks. - Remain in designated areas.	- Stay in the designated area. - Use walking feet. - Remain seated unless asked to stand.	- Walk at all times. - Follow directions of all adults. - Keep hands, feet, and objects to yourself.	- Keep hands and feet to yourself. - Sit appropriately.	- Walk at all times. - Stay seated and follow directions of the adults.

MABRY ELEMENTARY SCHOOL

UNIFORM POLICY GUIDELINES

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

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

The mandatory student uniform consists of the following:

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

Exceptions to the dress code shall be permitted when:

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

Compliance Measures

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

Financial Hardships

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

School Board
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

Student Code of Conduct

Parent/Guardian Acknowledgement Form

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

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

--	--	--

Student Name

Student Signature

Date

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

--	--	--

Parent/Guardian Name

Parent/Guardian Signature

Date

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



Transportation Mutual Responsibility Student Code of Conduct

Dear Parents/Guardians:

Ensuring your student's safety is our number one priority at school and while transporting students to and from school.

Our bus drivers consistently express concern about the enforcement of transportation rules. We will consistently enforce the rules for student behavior to provide the safest conditions.

Page twelve (12) of the *Student Code of Conduct* details our expectations for student behavior related to district transportation and bus safety.

Ensuring student safety is a shared responsibility.

Please review the transportation section on page twelve (12) of the [Student Code of Conduct \(hillsboroughschools.org\)](http://hillsboroughschools.org) with your student and return this letter with the information requested below to the school.

We appreciate your cooperation and assistance.

Sincerely,

Principal

Hillsborough County Public Schools School Bus Mutual Responsibility Signature Form

Student Name (Printed) _____ Student Number _____

Parent Name (Printed) _____ Date _____

Name of School _____ Bus Route # _____

We have read the transportation section of the *Student Code of Conduct* and understand the requirements for participation in the student bus transportation program.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Bus Driver _____ 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.



2024-2025 Student Academic Calendar

Board Approved 9/19/23

Students' First Day of School	Monday, August 12, 2024
Labor Day/Non-Student Day	Monday, September 2, 2024
End of 1st Grading Period	Friday, October 11, 2024
Non-Student Day	Monday, October 14, 2024
Veterans Day/Non-Student Day	Monday, November 11, 2024
Fall Break/Non-Student Days	Monday, November 25 - Friday, November 29, 2024
Students Return to School	Monday, December 2, 2024
End of 2nd Grading Period/1st Semester	Friday, December 20, 2024
Winter Break/Non-Student Days	Monday, December 23, 2024 - Friday, January 3, 2025
Non-Student Day	Monday, January 6, 2025
Students Return to School	Tuesday, January 7, 2025
Martin Luther King, Jr./Non-Student Day	Monday, January 20, 2025
Florida State Fair/Non-Student Day	Friday, February 14, 2025
Presidents' Day/Non-Student Day	Monday, February 17, 2025
Strawberry Festival/Non-Student Day	Monday, March 3, 2025
End of 3rd Grading Period	Friday, March 14, 2025
Spring Break/Non-Student Days	Monday, March 17 - Friday, March 21, 2025
Students Return to School	Monday, March 24, 2025
Non-Student Day	Friday, April 18, 2025
Memorial Day/Non-Student Day	Monday, May 26, 2025
Last Day of School End of 4th Grading Period/2nd Semester	Friday, May 30, 2025

Hurricane Day(s) if needed: October 14, November 11, November 25-27, and November 29

Student Early Release Day schedule has not been finalized.
The last day of school is a 2.5-hour early release.

The McKinney-Vento Homeless Assistance Act At a Glance

McKinney -Vento Act

Children and Youth
who...

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

Student Rights

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

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

H.E.L.P. Services

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

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



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

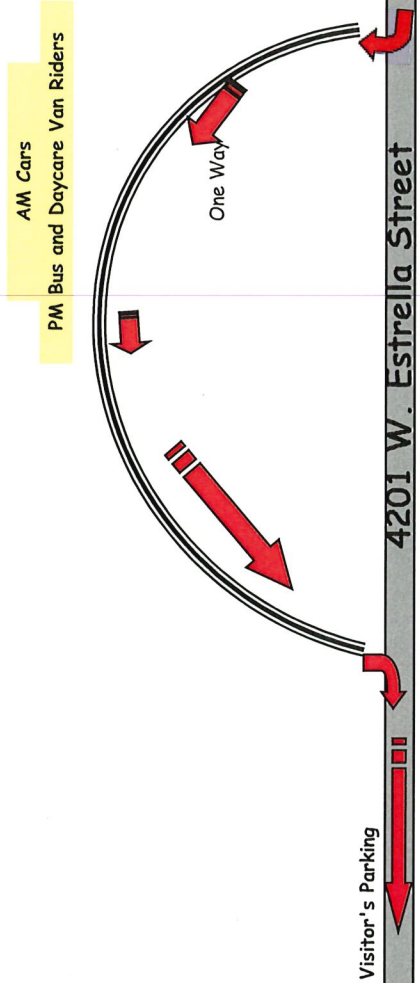
For more information contact: (813) 315 - HELP (4357)

Mabry Elementary School Map 2024/2025

Neptune Street.

Modular 1 PreK Bokas		Modular 2 PreK Varsalona		Staff Parking	
BLD6 14		BLD6 9		BLD6 12	
33	Gr4 Chandler	32	Gr4 Wlosinski	30	Gr4 Jhala
29	PE Broff	28	PEEPS Mitchell	27a	AGP Cortes
27b	ESE Office Gicker/Upshaw	26	ART Harrison	25	ESE Gicker Upshaw
BLD6 8		BLD6 5		BLD6 6	
24	Gr3 Stringer	23	AGP Hajner	22	Sullivan Snelling
21	Gr5 Stringer	20	AGP Grossman	19	Gr5 K Anthony
18	Gr5 K Anthony	17	Gr5 K Anthony	16	Gr5 K Anthony
15	Gr5 K Anthony	14	Gr5 K Anthony	13	Gr5 K Anthony
12	Gr5 K Anthony	11	Gr5 K Anthony	10	Gr5 K Anthony
9	Gr5 K Anthony	8	Gr5 K Anthony	7	Gr5 K Anthony
6	Gr5 K Anthony	5	Gr5 K Anthony	4	Gr5 K Anthony
3	Gr5 K Anthony	2	Gr5 K Anthony	1	Gr5 K Anthony
BLD6 3		BLD6 1		BLD6 7	
Administration MAIN OFFICE ENTRANCE/EXIT		Administration MAIN OFFICE ENTRANCE/EXIT		Administration MAIN OFFICE ENTRANCE/EXIT	
Carr-SLP ELL Office Book room		Carr-SLP ELL Office Book room		Carr-SLP ELL Office Book room	
School Counselor/ Psych/Social		School Counselor/ Psych/Social		School Counselor/ Psych/Social	
Cust 206 K 202 Porter vacant		Cust 206 K 202 Porter vacant		Cust 206 K 202 Porter vacant	
108 - Kitchen Lunchroom HOST Program 1:55-6		108 - Kitchen Lunchroom HOST Program 1:55-6		108 - Kitchen Lunchroom HOST Program 1:55-6	
AM/PM Car Riders AM Bus		AM/PM Car Riders AM Bus		AM/PM Car Riders AM Bus	
Staff Parking		Staff Parking		Staff Parking	

Lois Avenue





5136 - Wireless Communication and Other Electronic Devices

Last Updated Date: 07/23/2024

Revision History: 05/23/2015, 07/23/2024

The use of wireless communication devices is always prohibited during the instructional day, unless expressly directed by a teacher, staff, and/or administrative staff. Wireless communication devices (WCD) will remain on silent in the student's backpack, lunchbox, purse, pocket, or out of sight while the student is on school property or in attendance at a school function. Use of a device is restricted to before school and after school. Students in high school may use phones during lunch. In elementary and middle schools, cell phones may only be used during lunch with the express permission of the school's principal. A school principal may impose more restrictive conditions at their school.

Violations of the cell phone policy will be handled in accordance with the Student Code of Conduct and may result in confiscation of said device. If the WCD is used in a criminal act (such as sexting, as outlined in Florida Statutes and the Student Code of Conduct), the cell phone will be provided to law enforcement and the student may face criminal penalties.

Students may not receive discipline if they use their cellphone and/or ancillary device(s) to monitor a health condition that is documented through medical records provided to the school including, but not limited to, an IEP, a Section 504 Plan, or a Health Plan.

At no time shall Hillsborough County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

school property, or personal motor vehicle on district property, while manually typing into a personal communication device or while sending or reading messages on such a device, for the purpose of non-voice interpersonal communication, including, but not limited to, communication methods known as texting, e-mailing, instant messaging, including Snapchat, and any forms of social media.

The use of WCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, and/or rest/bathrooms. Furthermore, students are prohibited from using WCDs to take unauthorized photographs or videos involving students and/or staff and posting those online or on social media platforms.

Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property. Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in 'sexting' - i.e., sending, receiving, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Students are also prohibited from using a WCD to capture, record and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information. Students must adhere to any additional restrictions imposed within a testing environment regarding the use and/or possession of WCDs during testing.

In an emergency situation, all WCDs must be placed in silent mode.

Definitions:

wired or wireless connection (e.g., smart phones, headphones, earbuds, two-way messaging devices, smart watches and electronic gaming devices, etc.).

“Sexting” is the knowing transmission or distribution to another minor by a computer or similar device any photograph or video of any person that depicts nudity and is harmful to minors. Sexting also includes possession of a photo of any person that was transmitted or distributed by another minor that depicts nudity. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and confiscation of the WCD and referral to law enforcement.

F.S. 1006.07(2)(f)

Revised 05/23/2015, 07/23/2024

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Hillsborough County Public Schools

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