



Creating a Canvas Parent Account

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




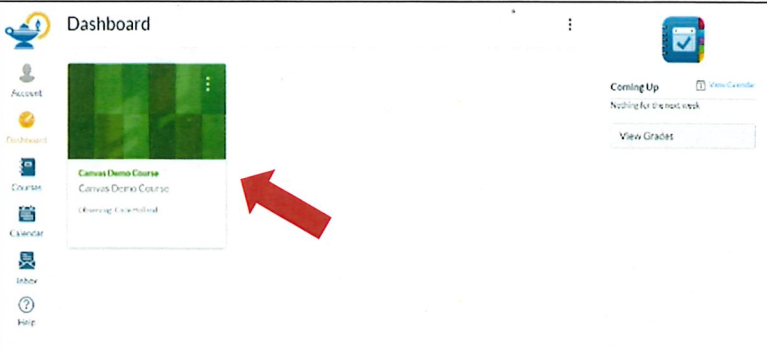
To create a Canvas Parent Account, you must register through the district mySPOT portal. The email and password created through a mySPOT account will be used to log in to your Parent Canvas account.

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



Logging in to Canvas Parent Accounts

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

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

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.



**DIVISION OF ACADEMIC SUPPORT AND FEDERAL PROGRAMS
SCHOOL HEALTH SERVICES**

**IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY
2020 - 2021 SCHOOL YEAR**

	K	1	2	3	4	5	6	7	8	9	10	11	12
Varicella – 2 doses (chicken pox)	x	x	x	x	x	x	x	x	x	x	x	x	x
Varicella – 1 dose (chicken pox)													x
DPT – 5 doses	x	x	x	x	x	x	x	x	x	x	x	x	x
*Polio – (3-5 doses)	x												
Polio - 4 doses		x	x	x	x	x	x	x	x	x	x	x	x
MMR - 2 doses	x	x	x	x	x	x	x	x	x	x	x	x	x
Hepatitis B – 3 doses	x	x	x	x	x	x	x	x	x	x	x	x	x
Tdap – 1 dose								x	x	x	x	x	x

*The immunization record must show that the student has met the minimum state requirement: *KG - if the 4th dose of polio vaccine is administered prior to the 4th birthday, a 5th dose of polio vaccine is required for entry into kindergarten. The final dose of the polio series should be administered on or after the 4th birthday regardless of the number of previous doses.*

Pre-kindergarten

Varicella (chicken pox) vaccine or date of disease (year) as verified by parent or physician
3 doses Hepatitis B
4 doses Hib
 Up to date for age for **DTaP, Polio, and MMR**

Kindergarten

5 doses DPT (diphtheria, pertussis, tetanus)
3-5 doses *Polio
2 doses MMR (measles, mumps, rubella)
3 doses Hepatitis B
2 doses Varicella (Chickenpox) or have had the disease

1st - 12th Grade Students

5 doses DPT (diphtheria, pertussis, tetanus)
4 doses Polio
2 doses MMR (measles, mumps, rubella)
3 doses Hepatitis B
2 doses Varicella (Chickenpox) or have had the disease as verified by a physician
1 dose of Tdap for 7th grade



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.

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 reduce price lunch cost of 40¢ 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.



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 the 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 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:

REDUCED PRICE MEAL SCALE for School Year 2020-2021					
Household Size	Annually	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,606	1,968	984	908	454
2	31,894	2,658	1,329	1,227	614
3	40,182	3,349	1,675	1,546	773
4	48,470	4,040	2,020	1,865	933
5	56,758	4,730	2,365	2,183	1,092
6	65,046	5,421	2,711	2,502	1,251
7	73,334	6,112	3,056	2,821	1,411
8	81,622	6,802	3,401	3,140	1,570
For each additional family member, add	+8,288	+691	+346	+319	+160

- CAN I APPLY ONLINE? Yes! Beginning July 1st each school year, and you are encouraged to do so! Applying online is quick, confidential, and easy! The online application has the same requirements and will ask for the same information as the paper application. To apply online, visit the district website at **www.hillsboroughschools.org**, type "Go SNS" in the search bar, click on the big green application button, 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 (Tagalog), Vietnamese (Tiếng Việt), and Chinese (Mandarin). FOR REFERENCE ONLY you may view a **SAMPLE** free and reduced meal application in 49 languages here: www.fns.usda.gov/school-meals/translated-applications
- 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 that school year. 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 the meal status hotline at 1-866-544-5575. Make sure to have your child's 7-digit student ID number handy when calling.
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 may 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 (PART 4), 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**.

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, 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:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

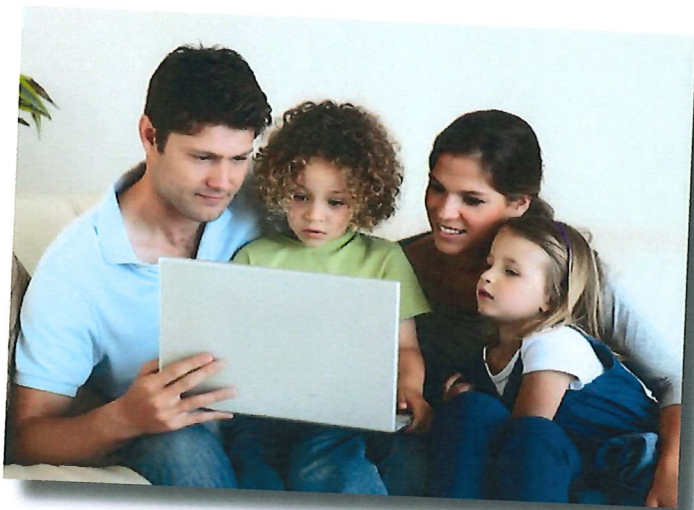
fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.

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

Name	ID Number
_____	_____
_____	_____
_____	_____
_____	_____

Healthy Meals Express Application Center

9014 Brittany Way, Tampa, FL 33619

Telephone: (813) 840-7066 Fax: (813) 840-7114

snssmb@sdhc.k12.fl.us

Meal status/Meal Prepay Hotline: 1-866-544-5575

www.hillsboroughschools.org & Search "Go SNS"