

DISTRICT SCHOOL CALENDAR

Aug. 12:	First Day of School
Sep. 06:	Holiday/Labor Day
Oct. 11:	No School/Professional Day
Nov. 11:	No School/Veterans' Day
Nov. 22-26:	No School/Thanksgiving Holiday
Dec. 17:	Early Release
Dec. 20-31	No School/Winter Break
Jan. 03:	No School/Professional Day
Jan. 04:	School Reconvenes
Jan. 17:	No School/Martin Luther King Jr. Day
Feb. 21:	No School/Presidents' Day
Mar. 18:	No School/Professional Day
Mar. 21-25:	Spring Break
Mar. 28:	School Reconvenes
May 27:	Last Day for Student/Early Release

HORACE O'BRYANT SCHOOL
1105 LEON STREET
KEY WEST, FL 33040
Office Phone: 305-296-5628
Office Fax: 305-293-1644

ADMINISTRATION

Denise Santiago, Principal
Steve Vinson, Assistant Principal
Scott Meier, Assistant Principal
Nicole Smith, Assistant Principal

HOB's MISSION AND VISION

The mission of HOB is to provide our students with a successful experience that will produce a citizenry that has the tools and skills needed to realize their highest level of achievement.

The vision of HOB is to offer a rigorous curriculum while providing a learning atmosphere that will enhance the personal, academic and social growth of each learner. We are committed to providing our students with a successful experience that will produce citizens with high self-esteem and a life-long love of learning.

The HOB Student Code is as follows:

- Be Respectful
- Use Responsible Behavior
- Come Prepared
- Safety First

SCHOOL DAY TIMES

The bell rings at 8:40 a.m., students are considered tardy after 8:45 a.m. School dismissal is at 3:45 p.m.

Early Release Days: School ends at **12:45** - **no after school program.**

GRADING PERIODS

Oct. 08:	First nine weeks ends
Dec. 17:	Second nine weeks ends
Mar. 17:	Third nine weeks ends
May 27:	Fourth nine weeks ends

PARENT/VISITOR ACCESS

Our district recognizes the value of parent involvement in a child's education. We encourage parents/guardians to participate in their child's education in a variety of ways. There are guidelines for parents/visitors entering the building that are to be followed to ensure the safety of the students and staff. See the front office to get started.

ENTERING THE SCHOOL - to ensure safety and avoid classroom disruptions, **all parents/visitors entering the school must report directly to the office to sign-in and receive a visitor badge to wear while on campus.**

PARENTS TO CLASS - parents/visitors must obtain prior permission from the principal or designee to enter a classroom. Requests for visitation while class is in session must be made in advance. Any individual who threatens to disrupt school operations may be directed to leave the building. A complete outline of school and district policies regarding visitors to the building will be disseminated on a special card and can be located on the school website.

VOLUNTEERS - We greatly appreciate each volunteer, whether they assist in the classroom, cafeteria, library, or for special events. Registration must be completed online at <https://visa.keysschools.com/> prior to volunteer work or extended classroom visits.

MESSAGES - Please do not call the office to leave students messages unless it is an emergency. Please utilize teacher email for messages for your child prior to 3:00p.m.

LOST AND FOUND is located in the school clinic. Please label all student items for easy identification.

TELEPHONE USE - students may use the telephone for emergencies only. Be sure your child knows where he/she is to go after school prior to the start of the day.

PERSONAL ITEMS - personal items, games, electronics and pets should not be brought to school. Any sharp objects may be considered a weapon and should be left at home.

STUDENT INFORMATION

The purpose of info sheets is to help us locate a parent or guardian in the event of illness, emergency, academic, discipline or good news involving your child. Be sure that the information on record is accurate and up to date. This sheet also contains the information of any designee that can be contacted if you cannot be reached and has your permission to pick-up your child. Also, please list any allergies, medications, or other conditions that the school should be aware of. This sheet also contains phone numbers that will be used with the Connect-Ed phone system that allows the school and district to contact parents with emergency information, about special events and attendance issues. **PLEASE BE SURE ALL PHONE NUMBERS AND ADDRESS CHANGES ARE REPORTED SO THAT THE STUDENT INFORMATION SHEET IS KEPT ACCURATE.**

STUDENT CONDUCT

RESPECT AND RESPONSIBILITY...BE A BUC!

A complete copy of the school discipline policy and handbook including the Student Rights and Responsibilities are available on the HOB website or in the office. Classroom rules and consequences will be included in the student packet. Students involved in an incident of severe violence or disrespect may be suspended. We promote respect and responsibility for all students.

DRESS CODE

Students are asked to adhere to the following dress code:

- All pants, shorts, and skirts must be worn at the waist and be as long as the thumb when the arms are by the sides
- No wording may be visible on clothing
- Shirts and jackets must have the HOB logo
- Shoes must be closed or have a back strap

The full dress code is available in the online handbook.

ELECTRONIC DEVICES

Cell phones and electronic watches are permitted in school by Florida Statute but must remain turned off and in the student's locker throughout the entire school day. Violation will result in the confiscation of the device and will require the parent to come to school to pick up the item. Any further offenses will result in the confiscation of the device, a disciplinary consequence, and the parent will be required to meet with Administration to recover the device. During any testing situation, possession of any electronic device will result in the invalidation of the student's score as well as disciplinary consequence. HOB/MCSD is not responsible for lost, damaged, or stolen devices.

ARRIVAL AND DISMISSAL OF STUDENTS

ARRIVAL - SUPERVISION AT SCHOOL DOES NOT BEGIN UNTIL 8:00 a.m. The breakfast program opens at 8:00 a.m.

DISMISSAL - Students are dismissed at 3:45 p.m., except on Early Release days when release time is 12:45 p.m. Parents are asked to wait outside of the building for their child and assign a designated spot for the student to meet them. When adverse weather occurs, students will remain in the cafeteria until they are picked up or weather clears. **PARKING** - Parking for parents is located in front of the school, across from the cafeteria. The Parent Loop area (curb) is not for parking - pick-up and drop-off only.

BUSES - The rear of the campus is reserved as the BUS ZONE. PLEASE DO NOT PARK IN THE BUS ZONE. Students may only be dropped off in front of the school. Students must ride the bus that corresponds to their home address, unless an exception is made through the School District's transportation department.

HELP US TO ENSURE THE SAFETY OF OUR CHILDREN BY FOLLOWING SAFE TRAFFIC PATTERNS AND RULES.

EARLY PICK-UP OF STUDENTS

We ask parents to use early pick-up only when necessary. Please report to the office to pick-up your child early. No child will be called out of class from 3:30-3:45. **Students will not be released to a person not listed on the student information sheet unless a parent contacts the office ahead of time.**

ATTENDANCE

The importance of regular school attendance cannot be overemphasized. A card containing the Rights and Responsibilities of Parents regarding school attendance will be distributed. **IT IS IMPORTANT THAT STUDENTS ARE AT SCHOOL EVERY DAY AND ON TIME!** If a student is absent, a written note, call or email, giving the dates and reason for the absence is required. All absences are unexcused unless and excuse is received. **See our truancy policy which will be strictly enforced.** A doctor's admittance slip is required for students returning to school after a contagious disease. We appreciate your cooperation in the development of patterns of regular school attendance for your child.

TARDINESS

Students who arrive at school after 8:45 a.m., are considered tardy. After that time, students must report to the office for a tardy slip. We encourage parents to have their child at school prior to the 8:40 a.m. bell so that they start their day off well. If a student is excessively tardy, a conference with the principal will be required.

CURRICULUM AND PROGRAMS

Horace O'Bryant School has a core curriculum that stresses English/Language Arts, math, science, and social studies. The administration is available to assist students and parents. There are special programs for English as a Second Language and Special Education. Field trips, special guest speakers and programs are provided to support the curriculum. The computer lab is available for students during the school day. In addition to the school computer lab, HOB middle school students are issued a Chromebook at the beginning of the school day.

Curriculum - Complete information including benchmarks and standards for each subject area can be found on the district website at <http://keyschools.schoolfusion.us/>

Textbooks and support materials are provided. The Media Center and classrooms have a print-rich environment that contains literature and research materials. Homework policies are established by each classroom teacher and are included in the student packet.

Make-up work will be given by the teacher for excused absences. It should be completed in a timely manner. Parents should prearrange for any absences that are known in advance. Teachers cannot duplicate lessons taught during the day, therefore it is best that children are in school every day.

Special groups and events take place throughout HOB as we try to raise awareness for community service and build on the interests of our students.

HONOR ROLL & AWARDS

Recognition occurs daily in many forms at Horace O'Bryant School. Formal awards/events will be listed on the HOB weekly parent emails and on our school website.

Several Honor Roll programs exist to celebrate the success of students; they include ALL A's, ALL A's and B's.

PLEDGE OF ALLEGIANCE

1003.44 Patriotic programs; rules. - (1) Each district school board may adopt rules to require, in all of the schools of the district, programs of a patriotic nature to encourage greater respect for the government of the United States and its national anthem and flag, subject always to other existing pertinent laws of the United States or of the state. When the national anthem is played, students and all civilians shall stand at attention, men removing the headdress, except when such headdress is worn for religious purposes. The pledge of allegiance to the flag, "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all," shall be rendered by students standing with the right hand over the heart. The pledge of allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle, and high school in the state.

Each student shall be informed by a written notice published in the student handbook or a similar publication pursuant to s.1006.07(2) that the student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student must be excused from reciting the pledge, **including standing and placing the right hand over his or her heart.** When the pledge is given, unexcused students must show full respect to the flag by standing at attention, men removing the headdress, except when such headdress is worn for religious purposes, as provided by Pub. L. ch 77-435, s. 7, approved June 22, 1942, 56 Stat. 377, as amended by Pub. L. ch.77-806, 56 Stat. 1074, approved December 22, 1942.

Summary: HB 7029: Section 39 Pledge of Allegiance Section 39 of this bill amends section 1003.44, Florida Statutes, Patriotic Programs (effective July 1, 2016).

- Students must be informed of their right to not participate in reciting the pledge of allegiance by written notice in the student handbook or a similar publication.
- Students must be excused from standing and placing their right hand over their heart upon written request by their parent.

CLINIC/MEDICATION/HEALTH ISSUES

The HOB clinic is staffed by a Registered Nurse that takes care of administering medication, health screenings and minor cuts and bruises. If a child is not feeling well or appears to need medical attention, a parent is contacted.

ILL STUDENTS should be kept at home. If a child misses school due to illness, be sure to send a written note upon return.

MEDICATION - children are not permitted to carry any type of medication while in school. Prescription medication can be administered by the nurse following a specific procedure. Parents should see the nurse in the clinic to complete the appropriate forms.

Any child running a low-grade fever, has loss of energy, or complains of not feeling well or shows outward signs of illness should be kept home or doctored until the child is back to a healthy condition.

See the nurse for policies regarding Lice, Ringworm, Scabies, Scarlet Fever, Chickenpox, and Measles.

The **AHEC Clinic** is open 8:00 a.m. - 4:00 p.m., Monday-Thursday. No appointment is necessary. A variety of medical services are provided at no cost to the patient or family. For more information, please call 305-743-7111, ext. 206.

SCHOOL LUNCH/CAFETERIA

NO LUNCH DROP OFFS or FOOD DELIVERIES WILL BE ALLOWED. PLEASE RESPECT THIS POLICY.

The cafeteria offers both a healthy breakfast and lunch to students. Students are encouraged to participate as meals are well balanced. If a parent wishes to have lunch with their child, they should sign-in at the front office and wear a badge. THIS IS A REQUIREMENT and WILL BE ENFORCED. Students will not be allowed to call at lunch time for lunch arrangements. An IOU will be issued and the child will receive a school lunch if they have nothing to eat when their class moves through the lunch line. IOU limits will be enforced. Cafeteria rules for all are as follows:

- Walk in the cafeteria
- Talk quietly and respectfully.
- Use good manners
- Stay in your seat.
- Sharing of food is not allowed
- Clean your area before you are dismissed.
- Raise your hand if you need assistance.

Prices: Free breakfast and lunch will be provided.

*Extra food items are often sold a la carte.

FREE OR REDUCED LUNCH applications will be sent home with each child in the student packet. Parents are urged to complete these forms and return them to school within the first complete week. There is a change in district policy - each family needs to complete only **one application** for all of their children to qualify.

STUDENT REGISTRATION/WITHDRAWAL

Student registration can be done in the office. Requirements are: birth certificate, immunization record, Florida physical, and proof of address. Specific requirements can be obtained from the office or on the state or county website.

Withdrawal - Please notify the office in writing a week prior to withdrawal to provide an opportunity for completion of school records and to check that all textbooks and library books have been returned. A simple withdrawal survey is available in the front office.

PARENT COMMUNICATION and INVOLVEMENT

Homework emails are sent home each Monday. They contain timely information, school news and student work. They are also a form of communication for academics and student conduct. Parent communication also comes in the form of phone calls, emails, and scheduled appointments. The door to the Principal's office is always open for concerns or good news. Please take the opportunities available. **Student success will take place with constant and open communication between school and home.**

SCHOOL WEBSITE - Horace O'Bryant's website has a variety of information. At <http://hob.keysschools.schoolfusion.us/> parents, students, and visitors can find the complete versions of the discipline plan, pupil progression plan, school and

district policies, up-to-date information about school happenings, school and student activities and spotlights.

GRADES - Student grades can also be viewed on the web through **FOCUS PARENT PORTAL**, located on the school website. Registration as a parent/guardian must be completed prior to gaining access to a student's grades. Registration for the Parent Portal can be located on the school website, under the Parent tab. Grades located in the Parent Portal are a snapshot and are not time exact, meaning that teachers update them on a regular basis, but they are real time grades. Parent Portal is a way to monitor student progress and should be utilized by parents as another means to keep abreast of their child's academic progress.

INTERIM REPORTS will be used to report student progress during the mid-point of the grading period. They will contain academic, work habit and conduct information. These reports will be sent to all students and a parent signature is requested on all mid-term progress reports.

REPORT CARDS are sent home four times a year, after each nine-week grading periods. A=100-90 B=89-80 C=79-70 D=69-60 F=59-0, I=Incomplete

PUPIL PROGRESSION PLAN and DISTRICT CRITERIA FOR PROMOTION are available on the website. Written notification will be given if there is a possibility of retention and parents will be kept informed of progress through mid-term progress reports, report cards, Parent Portal, work sent home and teacher communication. At all grade levels, the final decision on pupil promotion and retention will be made by the Principal after teacher recommendation, parent input, data analysis, and a recommendation by the retention committee.

CONFERENCES are scheduled as needed throughout the year. Parents are always welcome to make an appointment with the teacher to discuss any concerns. This can be done by calling the school, sending a note or through email request. Personal student information cannot be sent via email.

EMERGENCY NOTIFICATIONS will be made by the school or district via the Connect-Ed phone system, public radio or Comcast Cable Channel 78. Please be sure all phone numbers on the student information sheet are correct.

STUDENT RECORDS - All student records maintained by the office are open to review by a parent/guardian upon request. These may not be released to anyone outside of the building without a written request of parent/guardian.

PTO (Parent Teacher Organization) is a group of parents/guardians interested in fostering the relationship between home and school as well as providing an opportunity for parents to be involved in their child's education. All parents and family members are invited to join the PTO and select ways to be involved.

SAC (School Advisory Council) consists of parents who have input on school operations. All parents are welcome.