

## RIGHT SIDE POCKET

### DISTRICT SCHOOL CALENDAR

Aug. 19 Students Report  
Aug. 27 Parent Meeting 5:30  
Sep. 02 Holiday/Labor Day  
Oct. 14 No School  
Oct. 21 No School/Professional Day  
Nov. 25-29 No School/Thanksgiving Holiday Week  
Dec. 23-Jan. 05 Winter Holiday Break  
Jan. 06 School Reconvenes  
Jan. 17 No School/Professional Day  
Jan. 20 No School: Martin Luther King Jr. Day  
Feb. 17 Holiday/Presidents' Day  
Mar. 25-30 Spring Break  
Mar. 31 No School Professional Day (Monday)  
Apr. 01 Classes Reconvene (Tuesday)  
Apr. 18 No school/Hurricane Make-up Day (if nec.)  
May 26 No School Memorial Day Holiday  
Jun. 06 Last Day for students

### SCHOOL DAY TIMES

The bell rings at 8:15 a.m. students are considered tardy after 8:15.  
School ends-3:00 p.m.  
Early Release Days-School ends at **12:00 noon—no after school prog.**  
**No after-school bus on Fridays**

### TESTING DATES

Aug. 19-Sept. 30 Kindergarten FLKRS  
Feb. 25-26 FCAT Writing, Grade 4  
Apr. 22-25 -FCAT Grades 3-5: Reading, Math, Science (Grade 5)  
Apr. 22-May 1—FCAT Grade 5—Math  
Grades K-5: Progress Monitoring administered throughout the year-

### GRADING PERIODS

Oct. 18-First nine weeks ends  
Jan. 16-Second nine weeks ends  
Mar. 21-Third nine weeks ends  
Jun. 06-Fourth nine weeks ends

### PARENTAL INVOLVEMENT OPPORTUNITIES

School Advisory Council/ Parent Teacher Organization

The school website contains the student handbook in its entirety.

## LEFT SIDE POCKET

### HORACE O'BRYANT SCHOOL

1105 LEON STREET

Key West, FL 33040

Office Phone: 305-296-5628

Office Fax: 305-293-1644

#### ADMINISTRATION

Mike Henriquez, Principal

Denise Santiago, Assistant Principal

Brett Unke, 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

### STUDENT INFORMATION

The purpose of info sheets are 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 that 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 CHAMP!**

A complete copy of the school discipline policy and district policies including the Student Rights and Responsibilities are available on the web or in hard copy 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.

## CURRICULUM AND PROGRAMS

**Horace O'Bryant Elementary** has a core curriculum that stresses reading, writing, math, science and social studies. Studies also include character education, health, technology education, career education, music, art, physical education and media sciences. The administration is available to assist students and parents. There are special programs for Student Assisted Instruction, English as a Second Language, Gifted, and Special Education programs and services. Field trips, special guest speakers and programs are provided to support the curriculum. The computer lab is available for students during the school day.

**CURRICULUM**-Complete information including benchmarks and standards for each subject area can be found on the district website at <http://keysschools.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 made up 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. Prompt **ATTENDANCE IS A FOCUS AREA THIS YEAR.**

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.

**Parent Teacher Organization (PTO)** 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.

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

## 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 to parent/visitors entering the building that are to be followed to ensure the safety of the students and staff. See the front office staff 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 2:00 pm.

**LOST AND FOUND** is located in the office. 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.

## ARRIVAL AND DISMISSAL OF STUDENTS <http://hob.keysschools.schoolfusion.us> ATTENDANCE

**ARRIVAL**-Students should arrive at school between 8:00 and 8:15 a.m. The breakfast program opens at 7:45 a.m.

**SUPERVISION AT SCHOOL DOES NOT BEGIN UNTIL 7:45 am**, so please do not drop off students early. Upon arrival to school, students should report directly to the cafeteria. For safety reasons playing on the grounds or wandering in other areas is not permitted. **PARENTS ARE ASKED TO ACCOMPANY STUDENTS INTO THE BUILDING** and leave promptly. This is not a time for conferences.

**DISMISSAL**-Students are dismissed at 3:00 p.m., except on early release days when release time is 12:00 noon. All students are released to the front of the school, Boys and Girls club or bus zone. Parents are asked to wait outside of the building for their child and assign a designated spot for the student to meet them. Supervision outside is from 3:00 p.m. until 3:15 p.m. **After 3:15 p.m., all students not picked up will be taken to the front office and parents will be charged a daycare fee. THIS WILL BE STRICTLY ENFORCED.** When adverse weather occurs, students will remain in the cafeteria until they are picked up or weather clears. Parking for parents is located in the front of the school. **PLEASE DO NOT PARK IN THE BUS ZONE.** The Parent Loop area is **NOT** for parking—pick up only.

**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 **2:45-3:00. Students will not be released to a person not listed on the student information sheet unless a parent contacts the office.**

### HONOR ROLL

Several honor roll programs exist to celebrate the success of students. They include All A's; All A's and B's; and All A's, B's and 1 C.

**The importance of regular school attendance can not 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 is required giving the dates and reason for the absence. All absences are unexcused unless an 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 8:15 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 8:15 a.m. bell so they start their day off well. If a student is tardy ten times, a conference will be required with the principal.

### DRESS CODE

Students are asked to adhere to the following dress code:  
**-No flip-flops. Shoes must have a back strap for safety. NO SLIPPERS OR SHOE SKATES ARE ALLOWED.**  
-All pants, shorts, skirts must be worn at the waist and be as long as the thumb when the arms are by the sides.  
-No large pictures or wording may be visible on clothing.  
-Shirts and jackets must have the HOB logo.  
The full dress code is available in the online handbook.

### AWARDS

Recognition occurs daily in many forms at Horace O'Bryant Elementary. Friday Mornings we celebrate the CHAMP of the week in the auditorium. Formal awards/events will be listed in the HOB weekly parent newsletter.

## PARENT COMMUNICATION AND INVOLVEMENT

Thursday folders are sent home each Thursday. They contain timely information, school news and student work. They are also a form of communication for academics and student conduct. Please take the time to look at them and return them on Friday. 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.**

**WEBSITE**—Horace O'Bryant's website has a variety of information. At <http://hob.keyschools.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 Parent Viewer, located on the school website, with a special password that will be given to parents at the beginning of the year. These grades are a snapshot and are not time exact, meaning that teachers update them on a regular basis, but they are real time grades. Parent Viewer 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. Kindergarten receives a developmental report card with a scale of:

S=Successful P=Progressing N=Not evident

First through fifth grade receive a standard academic report card with a scale of:

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 Viewer, work sent home and teacher communication. Students in the third grade must score a level 2 or higher to be promoted to the fourth grade. 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. **Personal student information will 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.

## 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. The monthly menus are sent home via the Thursday Folder and are posted on our News bulletin board and website. If a parent wishes to have lunch with their child, they should sign in at the desk in the cafeteria 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. A child accruing \$10.50 in IOU's will be given a lunch of cheese sandwich and milk until IOU is paid.

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: **Breakfast- \$1.75 Lunch-\$2.35; extra Milk-\$0.75**  
Reduced Program Prices: Breakfast \$.30; lunch \$.40.  
Extra items are often sold a la carte.

**FREE OR REDUCED LUNCH** application 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

**REGISTRATION**—Student registration can be done in the office. Requirements are: birth certificate, immunization record, physical, 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.

## 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 home. If a child misses school due to illness, be sure to send in 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, Ring-worm, Scabies, Scarlet Fever, Chicken Pox and Measles.

## REQUIRED NOTICES

### **STUDENT RECORDS-FEDERAL PRIVACY ACT**

School Board rules and procedures for maintaining student records shall be consistent with Florida Statutes, State Board of Education rules, and Federal Laws relating to Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment — U.S. Codes (20 USC 1232g), Code of Federal Regulations (CFR) for Title 34; part 99. The Superintendent shall be responsible for interpreting this rule and the school principal shall be responsible for controlling and supervising student records, following all rules on student records, and interpreting rules on student records to the school staff, students, and the community.

(1) Procedures on student records shall be approved by the School Board and contained in the Student Records Handbook.

(2) Reporting of information in any student data base shall comply with these safeguards.

(a) Data reported to the Florida Department of Education shall not disclose a student's name or identity unless required by Florida Statutes;

(b) Data shall not be stored in a single file or released in such a manner that a complete student profile can be reported unless specified by Florida Statutes; and,

(c) Data shall be protected from unauthorized use at all times.

### **Title VI – Limited English Proficiency**

For students and parents not fluent in English, the school provides certain services. Official notices, including report cards, can be provided in many native languages. Special instructional methods are provided for Limited English Language Learner Students as needed.

### **Title IX - Discrimination**

Federal regulation prohibits school districts from discriminating in programs offered on the basis of race, color, national origin, sex, or handicap. This includes curriculum, sports activities, and awards for students, as well as personnel assignments and pay scales for employees. For anyone feeling he/she has been discriminated against according to sex, a formal grievance procedure has been adopted. The first step in the grievance procedure is to notify the principal, who is the Title IX Coordinator for the school.

### **SEXUAL HARASSMENT AND DISCRIMINATION POLICY**

DISTRICT POLICY AGAINST Sexual Harassment, DISCRIMINATION AND Harassment Based Upon race, color, SEX, age, religion, marital status, disability, national origin, socio-economic status, sexual harassment and violence.

1. Everyone in the Monroe County School District has the right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, discrimination and harassment because of race, color, gender, age, religion, marital status, disability, national origin, socio-economic status or sexual orientation.

2.A. Harasser may be a student or school personnel. Harassment/Discrimination may include the following when related to unwanted sexual overtures, race, gender, age, religion, marital status, disability, national origin, socio-economic status or sexual orientation:

- Name calling
- Offensive graffiti
- Offensive notes or cartoons
- Unwelcome touching of a person or their clothing
- Offensive graphic posters or book covers; or
- Violent acts

3. If any words make you feel uncomfortable or fearful, you need to tell a teacher, supervisor, the principal or Director of Human Resources.
4. You must make a written report. There is a form available in the school office, or you may request one from the Human Resource Department (305-293-1400 x 53330). This should be given to your teacher, principal, supervisor, or Director of Human Resources. If there is anything that makes it difficult for you to complete the form alone, you should get assistance from one of the above named school personnel.

Your right to privacy will be respected as much as possible.

We take seriously all reports of harassment, discrimination and violence and will take all appropriate action to investigate such claims in order to eliminate that harassment/discrimination, and to discipline any persons found to have engaged in such conduct.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is only a summary of this District's policy against the forms of harassment and discrimination listed herein. A complete copy of the policy is available in the Human Resources Department and is available upon request.

**SEXUAL HARASSMENT, DISCRIMINATION AND HARASSMENT BASED ON RACE, COLOR, GENDER, AGE, RELIGION, MARITAL STATUS, DISABILITY, NATIONAL ORIGIN, SOCIO-ECONOMIC STATUS OR SEXUAL ORIENTATION ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

Contact: Cheryl Allen; Director of Human Resources  
241 Trumbo Road, Key West, Fl 33040  
305-293-1400 ext. 53330

I have read and I understand the policy summary described in this document, and have been informed that a full copy of this policy is available both within the School Board Policy book as well as in the Office of Human Resources, 241 Trumbo Road, Key west, Florida 33040.

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PRINT NAME / SIGN NAME DATE