

MARY E. BRYANT ELEMENTARY
13910 NINE EAGLES ROAD, TAMPA, FL 33626

OFFICE PERSONNEL

Ellen Oberschall	Principal
Victoria Morse	Assistant Principal
Nancy Delgado	Data Processing Clerk
Colleen Chrien	Secretary IV
Heidi Ambrosius	Secretary I

BRYANT PHONE NUMBERS

Office.....	356-1645
Cafeteria.....	356-1645
	ext. 241
School Age Child Care (H.O.S.T).	356-1645
	ext. 244

LENGTH OF SCHOOL DAY

Student Day	7:40 A.M. – 1:55 P.M.
Teacher Day	7:00 A.M. – 3:00 P.M.
Office Staff	7:00 A.M. – 3:30 P.M.

For everyone’s safety, only students enrolled in our HOST Program are allowed on campus before 7:10 a.m. The HOST Program is provided by the Hillsborough County School District’s School Age Child Care Program. The Morning Child Care Program is from 6:30 A.M. – 7:10 A.M. Register on line at www.sdhc.k12.fl.us, type HOST in the search box, click on HOST Online Registration.

ARRIVAL/DISMISSAL

1. HOST Program: Registered students may arrive between 6:30 & 7:00 A.M.
2. All other children may be dropped off beginning at 7:10 A.M.
3. School Begins at 7:40 A.M.
4. At the 7:40 A.M. bell, all parents must enter the front office to sign in their child as tardy.
5. School ends at 1:55 P.M.
6. Only school employees are allowed in the bus/day care areas from 1:10 P.M. until all students have left the areas (12:10 P.M. on Mondays).
7. **Early student check-out ends at 12:55 P.M. (Mondays at 11:55 P.M.).**

BUS RIDERS/DAY CARE PROVIDERS

In the mornings bus riders and day care students enter the side gate near the bus drop-off point. Buses and day care vans will unload in the front of the school. No cars are allowed to enter the front between 7:00 and 7:45 A.M.

No entry or movement by cars is allowed in this area from 1:10 P.M. (12:10 PM on Mondays); until all students are on buses or in day care vans and they have left the area. Only school personnel are allowed to be in front of the school between 1:10 P.M. (12:10 P.M. on Mondays) until all students have left the area by bus or day care van.

Students who ride the bus will be dismissed at 1:55 P.M. (12:55 P.M. on Mondays). **Students may only get off the bus at their assigned stop.** Students **may not** get off the bus except at their assigned stop. Only school personnel and students are allowed in the bus area. Only school personnel may remove a student from a school bus.

CAR RIDERS

If you drop your child off in the mornings, remember:

- Do not enter parking lot area before 7:08 A.M. unless dropping your child at the HOST program before 7:00 A.M.
- Students may not be dropped off in front of the school. Drop off is only in the back.
- Car drop off is in the back parking lot area, beginning at 7:10 A.M.
- Pull up as far as you can before letting your child out of the car.
- Students must be dropped off at the curb so as not to cross traffic lanes.
- Urge your child to be ready to step out of your car the moment you come to a complete stop.

Students who are being picked up by car will be dismissed at 1:55 P.M. (12:55 P.M. on Mondays). The designated car pick up point is in the back of the school. Children will be brought to your vehicle at the time of dismissal. It is required that your child’s grade and name be clearly displayed in the

front window. Changes in your child's dismissal routine must be made in writing in advance. **A fax will be acceptable, but must contain a parent signature that is on file and be received by 1:10 P.M. (12:10 P.M. on Mondays).** Remain in your vehicle at all times. Thank you for your patience.

PARENT AFTERNOON PICK-UP

There are two approved ways your child may go home.

1. Car pick-up line.
2. Bus/day care van rider.

Parents **May Not** walk-up to collect their child in the front or the back of the school.

EARLY DISMISSAL/RELEASE OF STUDENTS

When signing out your child the following procedures must be followed:

Before 12:55 P.M. (11:55 P.M. on Mondays) you must report to the main office with proper identification to sign out your child. Students will remain in their class until you arrive. You must remain in the office while your child is called to the main office to be dismissed.

Whenever possible, medical and dental appointments should be made outside of school hours. Any student who leaves during the school day must be released through the school office.

STUDENT INFORMATION

During the first week of school, your child's teacher will be sending home an information sheet for you to complete. **Having this information returned promptly and correctly is of utmost importance.** A record of this information is kept in the school office in case you need to be contacted.

Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the names and telephone numbers of persons who can be contacted in case you cannot be reached. It is very important that our records are kept up to date and are accurate. Parents must come to the office in person to make any changes on the emergency card. The emergency card should be signed by both custodial parents so we have signatures on file.

ATTENDANCE

Florida State Law requires that a student be in attendance every school day except for personal illness or other extenuating circumstances. **Students with 10 or more days absent will be marked unexcused** unless a doctor's note is supplied. It is also required by law that parents explain the cause of a student's absence. A parent is required to contact the school on or before the date of absence. Please call 356-1645 and follow the prompt to report your child's absence. This call must be made before 9:10 A.M. on the day of the absence. Should this call not be made, the school is required to contact you to confirm your knowledge of this absence. **If we do not receive notification that your student is sick, he/she will be marked unexcused. Please plan vacations to coincide with student holidays. If you must be away due to a family emergency or event notify the Principal in writing a minimum of three days prior to the absence. A determination will be made regarding excused or unexcused at that time. Absences during FSA and other high stakes end of year testing dates will be excused only with a doctor's note. Failure to follow procedures will result in absences being unexcused.**

BE ON TIME

All students are to be in their classrooms by 7:40 A.M. Being prompt is a most important trait for students to learn. Tardies disrupt the classroom and also have an adverse effect on your student's educational progress. Any student arriving at school after 7:40 A.M. must report to the office **with a parent** before going to class. **The parent must sign in the student.** Students with 10 or more tardies will be required to bring a doctor's note in order for additional tardies to be marked as excused.

WRITING CHECKS

If you are writing a check for your child, please write the child's first and last name, student number and teacher's name at the

bottom of the check. Your name, address, and phone number should appear on the check. If at all possible, send a check for each child as each teacher sends his/her class money to the office separately. The office staff works with one class or grade at a time.

If you write a check which is returned due to non-sufficient funds, your check is sent to a collection agency that works with Hillsborough County Public Schools. They will notify you and payment must be made to them directly. There is a charge for this service.

SCHOOL HEALTH SERVICES PROGRAM

The School Health Services Program conducts health-screening activities at various times during a student's school experience.

Screening activities occur on a schedule dependent upon guidelines established by the Department of Health and Rehabilitative Services and local school health personnel. School health screenings may include the following: measurement of height and weight, and sight screening. Parents/Guardians must inform the school in writing if they do not wish their child to participate in any portion of this program.

ILLNESS OR ACCIDENT AT SCHOOL

If your child becomes ill, or is injured at school, school personnel will attempt to call you. It is very important to keep at least two emergency numbers on file in the office.

If changes occur during the school year regarding your student emergency card you must come to school to make the necessary information changes. The office staff cannot make any changes to these cards.

School personnel do not transport sick students to their homes. Parents are notified immediately in case of an accident or when a student becomes ill. No student should remain at school with a fever. He/she will be isolated until he/she can be taken home. If a parent cannot be contacted, we will call those persons listed as emergency contacts. Students must

be fever-free for 24 hours before returning to school.

MEDICATION

Over the counter medication cannot be administered by school personnel. Students should not have medication with them at school. This includes cough drops, pain relievers and any other over the counter or prescription medication. Students who need to take prescribed medication must have an appropriate form signed by the physician and parent before the medication can be brought to school. This form is available from our school clinic. The medication in the prescription container must be left in and dispensed from the office. **Students are not allowed to transport medication to or from school.**

SCHOOL DRESS CODE

Students are required to wear the school uniform.

Bottoms: Tan or navy blue pants, walking shorts (fingertip length), jumpers, skirts, or Capri pants. No logos, designs or ornamentations are permitted.

Tops: Shirts must be uniform style polo shirts with a collar or a solid colored t-shirt. The colors must be Navy Blue, White or Light Gray; No logos, designs or ornamentations are permitted. Only the Mary Bryant logo is permitted on shirts.

Dress Uniform: For special events, students will be requested to wear a dress uniform. The dress uniform for Mary Bryant Elementary shall be described as a navy blue collared polo shirt with tan slacks, walking shorts or skirt.

A parent may make application to the Mary Bryant Uniform Committee for an "Exception from the Uniform Procedure" for religious or health reasons.

CONFERENCES AND VOLUNTEERS

All volunteers must report to the school office. All volunteers must have completed a HCPS Volunteer Form and/or swipe a valid driver's license upon arrival. The teacher contract states, **"Once the student day has begun, no visitors to the school, including parents, may enter the classroom unannounced."** Conferences are an effective means by which to communicate with your child's teacher. Teachers may be contacted by note or email. The student planner (agenda) contains a parent/teacher communication area. Parents are urged to contact the school whenever the need arises.

CELL PHONES/SMART WATCHES/GIZMOS

The devices are to remain off and in backpacks while at school and when on a school bus or participating in a school sponsored activity. If seen or heard, these devices will be sent to the office for parent retrieval and the student's right to bring this device to school will be forfeited. This policy is strictly enforced.

CANDY, GUM, TOYS AND WEAPONS

Students are not allowed to bring candy, gum, or toys to school as these items tend to distract them. County school policy states children who bring guns, including toy guns, to school are in jeopardy of being suspended or expelled.

BIRTHDAY CELEBRATIONS

The school does celebrate birthdays during lunch on a monthly basis with cake. Individual teachers will call attention to birthday honorees in various ways. We try to make every student feel special: No one is left out.

INDIVIDUAL CELEBRATIONS (INCLUDING SENDING CUPCAKES, ETC.) ARE NOT HELD.

Birthday invitations to a private party cannot be distributed to children at school. Telephone numbers and addresses cannot be given out by the school.

Each teacher may have two classroom parties yearly, one before Winter Break and one End-of-Year event.

LUNCHROOM

Only food served by Student Nutrition Services and lunchboxes from home are allowed in the lunchroom.

HOMEWORK

Homework is assigned to students daily, Monday through Thursday. Homework should not exceed 30 minutes per night for primary students and 45 minutes for intermediate students. If your child works steadily on homework for his/her allotted time, write your name on the homework with the notation that he/she worked 30/45 minutes. Reading each night is also strongly encouraged. Parents can help with homework by limiting the amount of screen time, providing a good work area, and establishing a regular homework time. In order to develop a student's sense of responsibility, homework must be done and students who are absent will be allowed time to complete work missed after their return to school.

School Web Site

<http://bryant.mysdhc.org>

Arrival/Dismissal Review

1. Students may be dropped off by car beginning at 7:10 A.M.
2. Cars may enter back parking lot beginning at 7:08 A.M. for 7:10 A.M. drop off.
3. HOST Program drop off begins at 6:30 A.M. and continues until 7:00 A.M.
4. **Afternoon dismissal:**
 - Students may be picked up in the car line.
 - Students may ride a bus or day care van.
 - No walk-ups to collect children.
5. Early Sign out ends at 12:55 P.M. (11:55 P.M. on Mondays)
6. In the afternoon, visitor access to campus begins again once all students have boarded buses and/or day care vans.