

2021-2022 Student Handbook



BUSHNELL ELEMENTARY SCHOOL

218 W. Flannery Avenue

Bushnell, Florida 33513

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Kelly Goodwin, Principal

Jaimie Kinney, Assistant Principal

Cynthia Simmons, Assistant Principal

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BUSHNELL ELEMENTARY SCHOOL

Vision

Bushnell Elementary provides a quality staff, an appropriate learning environment and adequate resources to ensure academic, social and physical growth, enabling students to excel in an ever-changing world.

MISSION

The mission of Bushnell Elementary is to foster an environment that provides on-going programs to meet the educational needs and differences of all students in our changing society and to help all students realize success and fulfillment in school and community life.

PHILOSOPHY

The faculty and school community of Bushnell Elementary value the individual worth of each student. We are committed to providing learning experiences that nurture appropriate attitudes, knowledge and skills for developing each student's cognitive, physical and personal potential.

Goals

Provide readiness for student success in school.

- Instill in students a respect for the workforce and enable them to become meaningful contributors in their chosen fields.
- Provide a foundation for completing graduation requirements and for pursuing life-long learning.
- Provide a safe environment conducive to teaching and learning the elementary curricula.
- Enable students to learn the basics for healthful living and individual well-being.
- Ensure a qualified and professional staff.
- Promote ideals of American democracy.
- Promote parent and community involvement in school activities.

School Expenditures

Per full time Equivalent Student Direct School Expense 2019-2020: \$9,142.

SCHOOL GRADE

2019-2020 BES School Grade = **A**

I. Arrival/Dismissal

ARRIVAL

The regular school day is from 7:45 A.M. - 2:45 P.M. Children should arrive no earlier than 7:15 A.M.- as teachers are not on duty prior to this time. Parents/guardians who transport their children mornings and/or afternoons must use the designated drop-off/pick-up areas, which open at 7:15 A.M. and close at 7:40 A.M.

Students arriving before 7:40 A.M. will report to a designated area:

Grade PreK: Building 11-008

Grade K: Building 22-006

Grade 1: Building 22-008

Grade 2: Building 26-006

Grade 3: Music room Building 99-50

Grade 4-5: Media Center

Breakfast Students: REMAIN IN CAFETERIA

For the safety of all of our children, it is imperative that neither the bus loop nor the staff parking be used to drop off or pick-up students. When arriving late, please park and enter the office and follow the check-in procedures. The school has the Check-In system procedures for parents to come check their child/children in. Please keep in mind that breakfast closes at 7:40 A.M. This allows instruction to begin promptly at 7:45 A.M.

For the safety of all our students and staff, NO CELL PHONE USE is allowed in the parent pickup/drop-off areas.

BICYCLES

An area is provided for students to park and secure bicycles near the walker gate. The school is NOT responsible for damage to or theft of any bicycle parked on campus. Students who ride bicycles to school should use locks. Locks are NOT provided by the school. Please ensure that your child wears a helmet when riding a bike to school – IT'S THE LAW!

Walkers

Students living more than two (2) miles from their home school will be eligible for District provided bus transportation. Students living less than two (2) miles from their home schools may choose to walk to school. Students who walk to school will use the gates on Central Avenue to enter and exit the school. This gate is manned by a staff member each morning from 7:15-7:40 AM

DISMISSAL

At 2:45 P.M. school will dismiss. A student who walks should go directly home after dismissal. A student who is picked up by parents/guardians should go directly to the pick-up area. For safety reasons we request that parents/guardians use only the designated pick-up area in the afternoon. Supervision in the pick-up area will begin at 2:45 P.M.

PICKUP/DROP OFF AREAS

- **Pre-K** students and siblings are to use the Anderson Street drop off/pick-up area.
- **Kindergarten and 1st grade** students use the cafeteria loop and enter from 476 to York Street.
- **2nd grade, 3rd grade, 4th grade, and 5th grade** students are to be dropped off/picked up in the FRONT OFFICE LOOP. Take Noble Ave to West Street to Flannery. Stay on Flannery and Cross York St onto the BES campus.
For the safety of all our students and staff, NO CELL PHONE USE is allowed in the parent pickup/drop-off areas.

VEHICLE TAGS

All vehicles picking up a child must use the provided "car rider tags" in the front windshield of the vehicle DAILY. Two of these will be provided to each family by the front office at no cost. Additional tags can be purchased for \$5.00.

Anyone who does not have a tag will be sent to the office and must present identification to pick up a child.

WALKING STUDENTS TO CLASS

Parents are encouraged to accompany NEW students to class for the first 5 days at BES. After the first 5 days, please use only the designated drop off area for your child's arrival at school. Parents will be asked to allow their students to make their way to class or their early room on their own.

II. ATTENDANCE

You can help your child be successful by assuring that he/she is present at school every day. When students are absent, valuable instructional time is lost and gaps in learning occur.

Should your child need to be out of school, please send a note upon his/her return explaining the reason for the absence. Failure to submit a note within three days will result in an unexcused absence. To ensure compliance with state laws regarding school attendance, all unexcused absences are monitored by the school. A truancy officer may be utilized to intervene with families as unexcused absences accumulate. A doctor's excuse is required for every absence (excused or unexcused) on the tenth (10) absence and thereafter in a semester.

ABSENCES

Excused absences will be granted for personal illness, death of a member of the immediate family, recognized religious holidays, and for special emergencies approved by the school principal. Other pre-arranged absences that have been approved by the principal will be considered excused absences, however these absences will count towards the nine (9) or more days excused absences total. Again, absences on the tenth (10) day and beyond will require a physician's statement to be considered excused. Students MUST arrange for make-up work with his/her teacher(s) for all absences. One day for each day absent will be given to complete required work.

Unexcused absences include shopping trips, vacations or other absences taken without prior approval, pleasure trips or other avoidable absences, appointments for other family members, truancy, suspension or dismissal from school, and appointments without approval, except in cases of emergency. Assignments missed during an unexcused absence, unexcused tardy, unexcused early check-out, or out-of-school suspension will be entered at 50% of the grade earned during the absence. Assignments awarded a grade of "S", "N", or "U" will receive one grade lower than the grade earned. All missed course work will be provided for completion; however, unreturned work will be entered at a "0".

CHECKOUT POLICY

Unless the school has been notified by the parent/guardian that permission has been granted for someone else to pick up the child, a student will be released only to the parent/guardian. A parent/guardian must come to the office to check out a child. No checkouts will be permitted after 2:25pm. Being in school is important. When possible, please help your child by scheduling appointments after school hours.

TARDY POLICY

Every effort should be made to have children in the classroom on time. Class begins at 7:45 A.M. Any student arriving after 7:45 A.M. is tardy and must report to the school office for a tardy slip. Appropriate measures will be taken when tardiness is excessive.

UNEXCUSED TARDIES/UNEXCUSED CHECKOUTS

***After five unexcused tardies have accrued, the student will receive an unexcused absence. Likewise the fifth unexcused early checkout will become an unexcused absence. Throughout the year, each fifth unexcused tardy or fifth unexcused early checkout before the dismissal bell will become an unexcused absence.

III. BUSES

BUS CONDUCT

For the safety of all bus riders, it is necessary that every student follow bus rules and obey the bus driver. Rule infractions or disrespect to the driver will be reported to the parent/guardian and may result in a Bus Conduct report.

BUS RULES

Riding a bus to and from school is a privilege. Failure to abide by established bus rules will result in corrective action. The principal/assistant principal/designee has the authority to suspend and/or recommend expulsion of students from bus riding. All transported students:

1. Must be at the bus stop 5 minutes before the scheduled arrival time;
2. Must obey all directions given by the driver;
3. Must occupy the seat assigned by the driver, must refrain at all times from moving around while the bus is in motion, and must, in cases where standing is necessary, stand in the area designated by the driver;
4. Must observe classroom conduct, except for ordinary conversation, while riding the bus;
5. Must observe proper rules of conduct and must stay off the road and private property while waiting for the bus;
6. Must wait until the bus has come to a complete stop and must line up orderly to ensure safety in getting on or off the bus;
7. Must enter or leave the bus only at the front door, except in cases of emergency, after the bus has come to a complete stop;
8. Must cross the highway in the proper manner at least 10 feet in front of the bus so that the driver can observe all students;
9. Must keep all parts of the body inside the bus windows at all times;
10. Must not throw objects inside or outside the bus at any time;
11. Must not use profane or objectionable language or engage in any other objectionable conduct such as pushing, fighting, etc. at any time;
12. Must not damage or deface the bus or bus equipment and must be responsible for the cost of any such damage;
13. Must not display any sharp instrument or bring any type of weapon on the school bus;
14. Must not eat, drink, or use tobacco or illegal substances on the bus;
15. Must not bring anything in a glass container such as specimens of dead or live animals on the bus; and
16. Must not bring band instruments which may interfere with the seating and safety of others on the bus.

BUS DISCIPLINE PLAN



- 1st offense - warning**
- 2nd offense - disciplinary action**
- 3rd offense - 1 day bus suspension**
- 4th offense - 2 day bus suspension**
- 5th offense - 3 day bus suspension**
- 6th offense - 5 day bus suspension**

Repeated offenses - 10 day suspension or expulsion

NOTE: *PreK and Kindergarten* students **will not** be left at a bus stop if a parent/guardian or designated adult from the student's emergency pick up list is not present. A babysitter 12 years of age or older may be used as a pick-up designee if the parent has issued a letter to the school stating that the babysitter is allowed to make the pick-up. If these arrangements are not made and there is no person present to pick-up the child from the bus stop then the student will be taken back to the school.

TRANSPORTATION CHANGES

Any special after-school arrangements (special pick up, riding a different bus, riding the same bus but getting off at a different stop, etc.) must be requested by a note from the parent/guardian. This note should be presented to the school office early in the day and include a phone number where the parent may be reached or normal afternoon routines will be followed. No phone calls will be accepted.

ABSOLUTELY NO TRANSPORTATION CHANGES WILL BE ACCEPTED AFTER 2:25PM.

Information concerning bus routes may be obtained from the transportation office at 793-5705.

IV. Cafeteria

BREAKFAST and LUNCH PURCHASES

Students may eat breakfast and lunch each day for FREE.

CAFETERIA RULES

1. Stand in line quietly.
2. Eat and touch **ONLY** your food.
3. After eating, you may talk quietly to your neighbors.
4. Stay in your seat at all times.
5. Raise your hand for help.
6. Clean up around your table.
7. Recycle all trash.

STUDENT LUNCH WITH GUESTS

Bushnell Elementary welcomes guests on our campus. At times, grandparents, family members and friends would like to eat lunch with a student on campus. Unfortunately, adults on the emergency contact list will not automatically be allowed to eat with your child. Please be advised that you, as the child's parent, must send a note to the school office each date and time you wish to allow that person to eat with your child. This note must include the child's name and the name of the adult that you wish to eat lunch with your child. The note should be turned in to the child's teacher the morning of the lunch visit. A note must be submitted for EVERY lunch guest occurrence. Phone calls will not be accepted.

HEALTHY SCHOOLS/HEALTHY SNACKS

As part of our *Healthy Schools* expectations set by the state, we encourage parents/guardians and students to further healthy habits and lifestyles by bringing only healthy snacks to school events and celebrations. Please contact the school office for more information about *Healthy Schools*.

V. DISCIPLINE

BULLYING/HARASSMENT

Our Code of Student Conduct states that bullying, harassment and/or hazing will not be tolerated. All incidents of possible threats, signs or discussions of weapons, signs of gang activity, inappropriate use of technology, or the conditions that might invite or encourage violence **MUST** be reported to an adult. This may also include, but not be limited to, teasing,

name calling, intimidation or spreading of rumors. Informational link on the district website is

<http://www.stopbullying.gov/>.

Bullying Hotline 1-800-273-8255.

DISCIPLINE POLICY

A well-organized classroom and well-behaved students are necessary for a good learning environment. The rules by which pupils are governed benefit all concerned. Discipline of a minor nature is generally dealt with between the pupil and teacher. More serious disciplinary actions, or habitual misbehavior, will be handled by the principal/designee. The Scholastic Time Out Program (S.T.O.P.) is an immediate alternative for students who need to reflect on good behavior and work habits while proving they are capable of returning to the classroom. Student rights, responsibilities and discipline guidelines are further defined in the *Code of Student Conduct for Sumter County Public Schools*.

It is important that the school staff and leaders in the home work together to resolve behavior problems. When it becomes necessary to contact the home concerning a student's behavior, a Conduct Report will be given to the student and/or will be mailed. Parents/guardians should discuss the Conduct Report with the child and take action to correct the behavior. For further information, it is always helpful to contact your child's teacher. Solutions can often be reached when communication and cooperation exist between the home and the school.

School wide Expectations

Be Respectful

Student uses good manners.

Student obeys class rules.

Student takes care of property.

Student is kind to others.

Be Responsible

Student completes class work and homework.

Student is prepared for class.

Student is organized.

Student keeps parents informed.

Be an Active Learner

Student pays attention.

Student has materials ready.

Student is engaged and focused.

Student is self-motivated.



BES DISCIPLINE PLAN

When discipline concerns arise, it is critical that the school staff and parents work together to resolve those problems. The following procedures will be used to address behavioral concerns.

- Teachers will contact parents once all other interventions have been used and support from home is necessary.
- Parents should discuss the problem with their child. For further details, it is always helpful to contact the teacher by telephone.
- Teachers will provide contact information at Orientation and Open House. This information is also available in the front office and school website. Each teacher has their own phone extension and voice mail. All recorded messages are downloaded to email so that communication between school and home is not hindered.
- Solutions can often be reached when there is communication and cooperation in this manner. A well-organized and well-disciplined school is necessary for a good learning environment. We need the support of our parents.

The Sumter County Code of Student Conduct has been revised for the 2021-2022 school year as required by state regulations. Please read and discuss the Code of Student Conduct with your child.

Level 1 Infractions: Teachers will make every effort to resolve minor level 1 infractions at the classroom level. However, if after the following efforts the behavior continues, administration may become involved.

- Teacher warning and Positive Behavior Support (PBS) Intervention
- Parent contact and PBS Intervention

Administrative action may include, but not be limited to: Counseling/warning, parent contact, removal of privileges, behavior contract, assigned STOP room.

Level 2 Infractions: Many level 2 infractions may be handled at the classroom level. However, if a teacher deems necessary to involve administration due to the nature of the offense, then any of the following consequences may be appropriate: Any of the level 1 administrative actions + out of school suspension, referral to MTSS or special services.

Level 3 Infractions: These infractions are more serious in nature and will be dealt with administratively in nearly every case. **Any school approved consequence may be an option at this level.**

Level 4 Infractions: These infractions are reserved for the most serious offenses and are generally brought before the school board in an expulsion hearing or placement review.

Weapons:

Knives, guns (real or toy), dangerous instruments, pepper gas, bullets, shotgun shells and items or hazardous materials that could be used as weapons to threaten, injure or disable an adult or another student are not permitted at school.

Tobacco Policy:

No student, regardless of age, will be allowed to use tobacco or tobacco products (such as, but not limited to, cigarettes, chew, and dip) while on campus. Bringing or using tobacco products at school will result in disciplinary action and legal monetary fines.

K-2 Classroom Behavior Plan

Behavior Clip Charts:

Purple = Super Day

Blue = Great Day

Green = Good Day

Yellow = Warning Day

Red= Bad Day (Going home on red = short form)

GREEN ALL WEEK = 5 Bushnell Bucks

3-5 Classroom Behavior plan

Tracked in Student Planners:

1st dot= warning

2nd dot = warning

3rd dot = short conduct form

NO DOTS FOR ONE WEEK = 5 Bushnell Bucks

GUM AT SCHOOL

Gum at school can cause damage and require clean-up work. Gum is not permitted on the school grounds or in the classrooms. An exception may be made at a school-sponsored party where organized clean-up duty is overseen by the teacher.

HAZING

The Sumter County School Board will not tolerate hazing. Hazing means any action or situation that endangers the mental or physical health or safety of a student at a school with any of grades 6 through 12 for purposes of initiation or admission into or affiliation with any school-sanctioned organization. It includes, but is not limited to: (a) pressuring, coercing, or forcing a student to participate in illegal or dangerous behavior, or (b) any brutality or a physical nature, such as whipping, beating, branding, or exposure to the elements.

PBS REWARDS

Each staff member participates in our Positive Behavior Support Program by issuing students Bushnell Bucks. Bushnell Bucks will be used to reward students for Being Respectful, Being Responsible, and Being an Active Learners.



STUDENT SEARCHES

For the health and safety of staff and students, the school reserves the right to conduct unannounced searches of school property such as desks, lockers, and their contents when reasonable suspicion or probable cause exists.

TOBACCO

It is unlawful for students to possess tobacco on school grounds.

TRADES OR SALES

Trading, buying, giving away or selling among or between students is not permitted. The trading of Bushnell Bucks or sharing of Bushnell Bucks is not permitted for any reason.

THREATS/INTIMIDATIONS

All students are forewarned that Bushnell Elementary School and the Sumter County School system are unwilling to tolerate threats by any students. Making threats to other students, adults or staff members will result in serious consequences to the student making the threat – including Out of School Suspension (OSS).

WEAPONS BANNED FROM SCHOOL

Knives, guns, dangerous instruments, pepper gas, and items that could be used as weapons to threaten, injure or disable an adult or another student are not permitted at school. Possession or use of any of these will result in out-of-school suspension. Responsible adults should check children's belongings before students depart for school to ensure unsafe items are not brought on buses or onto school grounds.

VI. ENROLLMENT

CONTACT INFORMATION OR CHANGES IN ADDRESS

The school cannot contact parents to communicate important information without accurate contact information. Please notify the school of changes in address, phone number, and/or email in writing or by going to <https://www.sumter.k12.fl.us/domain/125> and selecting "Skyward Family Access" to make changes.

ENTRANCE TO SCHOOL

Florida law requires kindergarten children to be 5 years old by September 1 of the year they enter school. Kindergarten is mandatory, and children must successfully complete kindergarten BEFORE first grade. Enrollment requires verification of immunization; a physical examination; and a birth certificate.

To enter first grade a child must be 6 years of age on or before September 1 of the school year and must have successfully completed kindergarten in a public or private school from which the district accepts transfer of credit. A child must not enter first grade without successfully completing kindergarten.

STUDENT TRANSFER PROCESS

Thirty (30) days prior to the beginning of each semester, the district will post a list of the out-of-field teachers on the district web-site. A parent whose student is assigned an out-of-field teacher may request that his or her child be transferred to an in-field classroom within the school and grade in which the student is currently enrolled. Any parent may request his or her child to be transferred to another classroom teacher once during a school year. The request must be made in writing and given to the school principal. The parent does not have the right to select the specific classroom teacher. These requests may not put a classroom over the state mandated class size. The principal must approve or deny the transfer within two weeks after receiving the request. If the request is denied, the principal must notify the parent and specify the reasons for denial.

WITHDRAWAL FROM SCHOOL

Parents/guardians should notify office personnel and the teacher as soon as possible concerning withdrawal of a child from school. The notification should include the last day of attendance and the school to which the child is being transferred. Before a withdrawal is completed all school property must be returned, and all charges must be paid.

VII. FIELD TRIPS

FIELD TRIPS

Occasionally students may participate in class field trips to various points of interest within walking distance of the school or within a day's bus ride to and from a specific destination. Field Trips are a privilege earned by positive academic performance and behavior. Student contracts for behavior will be implemented and violation of the contract will prevent a student from participation in the field trip. Permission slips signed by the parent/guardian must be on file at the school for a child to accompany his/her class on a field trip. Any person wishing to be a field trip chaperone MUST be a district approved volunteer who has completed 3 hours of volunteer time at Bushnell Elementary School. (*Volunteer approval requires minimum of 30 days for approval.*)

VIII. GRADES

AVID

Bushnell Elementary is proud to be an AVID School (Advancement via Individual Determination). The mission of AVID is to close the opportunity gap by preparing all students for college readiness and success in a global society. All classes will integrate AVID WICOR (Writing; Inquiry; Collaboration; Organization; Reading) strategies into student instruction. Other AVID strategies involving student organization and behavior management will also be implemented to aid in developing a congruent school wide culture.

GRADING SYSTEM

The grading scale below is used for elementary school students. It is expected that grades be updated weekly and available to parents no later than Friday of each week. Grades are available online using the Skyward system.

A	90-100%	Outstanding Progress
B	80-89%	Above Average Progress
C	70-79%	Adequate Progress
D	60-69%	Unacceptable Progress
F	59%-Below	Failure

E= Excellent, S=Satisfactory, N= Needs Improvement, U=Unsatisfactory



HOMEWORK

Homework will be given on an increasing basis as students advance in school. It is an integral part of the total academic program. It is helpful to have an adult oversee completion of homework assignments. Providing time and a quiet place for study in the home are also important.

HONOR ROLL

Students in Grades 3, 4, 5 who are working at or above grade level and who are earning all "A's" or all "A's" and "B's" are eligible for honor roll status.



HONOR'S BREAKFAST

The annual Academic Honor's Breakfast will be held for fifth grade students who achieved excellence in their studies. Invitations to the Honor's Breakfast will be limited to students who have earned the principal's award; or have earned the Presidential Award for Academic Excellence. Students must meet all federal guidelines and criteria to qualify for the Presidential Academic Excellence Award. The criteria for this award are:

- Level 3.0 or higher on the FSA 4th grade Math and Reading Assessment
- 3.5 GPA each semester of the 4th grade school year
- 3.5 GPA for the first semester of the 5th grade school year.

MEDIA CENTER

A wide selection of reading and research material is available through the media center. The checkout period is two weeks, with the ability to renew the book. Students are taught proper care of books and are charged for damaging or losing books. Students are expected to use a whisper voice in the Media Center and must be following all school rules. 3rd-5th graders have the option of being a library helper in place of PE for a nine week period.

PHYSICAL EDUCATION POLICY

A parent note may excuse a child from physical education activities due to illness or injury. Each parent note regarding physical education is considered valid for 3 days. After 3 days, a doctor's note will be required to continue this practice.



TEXTBOOKS

A current, state-adopted textbook or textbook in individual sheet format as well as other instructional materials are provided as a primary means of instruction for each student in reading, mathematics, language arts, science and social studies. Students are responsible for proper care of school textbooks/materials and must reimburse the school for their loss or damage.

TECHNOLOGY

Bushnell Elementary School is proud to be a 1:1 school meaning that all students will be assigned a device to use to enhance their learning at the beginning of the school year. This device is like all school property and must be handled properly. The District offers a Digital 1:1 insurance plan for District owned devices that are checked out by students for use at home and school. Program participation is voluntary and is meant to minimize the financial cost to parents or guardians associated with repair cost as a result of a damaged computer. The repair cost are listed in the table below.

The non-refundable enrollment premium of \$25 is due annually at the beginning of each school year. For each repair incident an additional copay is required. For more information on the Student Device Repair Program please visit the district website at

<https://www.sumter.k12.fl.us/site/default.aspx?PageType=3&DomainID=4&ModuleInstanceID=18&ViewID=6446EE88-D30C-497E-9316-3F8874B3E108&RenderLoc=0&FlexDataID=4930&PageID=1>

IX. Guidance

GUIDANCE SERVICES

Bushnell Elementary School's guidance program is designed to be an integral part of the total instructional program and is under the direction of a certified, professional counselor. The guidance program provides students with a sense of belonging, self-respect, emotional security and helps to provide a school environment in which effective learning and appropriate behavior exist.

HOMEBOUND SERVICES

Homebound services provide instruction to students unable to attend school because of temporary physical or mental disability. Once criterion are met, services are available to students who will be absent from school fifteen days or more. Notification of extended absences should be communicated to the school office prior to the absence or when the absence begins to allow time for homebound services to be arranged.

PLEDGE RECITING POLICY

A student may be excused from instruction and/or reciting the pledge of allegiance, including standing and placing the right hand over his or her heart when his/her parent(s), as defined by Florida Statutes, files a written request with the school principal.

Moment of Silence

Each morning during the morning announcements, we will observe a moment of silence. Students may not interfere with other students' participation and a teacher may not make suggestions as to the nature of any reflection that a student may engage in during that moment of silence. Please take this opportunity to discuss the moment of silence with your children and make suggestions as the best use of this time.

STUDENT RECORDS

Student records are for the educational benefit of the student. Information is recorded, maintained and safeguarded in the best, educational interest of each student. In connection with enrollment in another school, emergency situations, application for financial aid, research, a State Statute, an accrediting organization, and a lawfully-issued subpoena, personally identifiable information may be disclosed, transferred, or released without prior consent of the parent/guardian of a student.

X. Health

HEALTH PROBLEMS

If your child has any unusual health problems such as free bleeding, excessive nose bleeds, convulsions from high temperature, allergic reactions to insect bites, heart problems, seizures, breathing problems, etc., please notify personnel upon your child's entrance to school. If made aware of health concerns, school personnel will be better equipped to address situations as they arise. Students need to be fever free for 24 hours before returning to school.

Due to health allergies, parents are asked not to bring in homemade snacks to any school or class event.

MEDICATION: PRESCRIPTION and OVER THE COUNTER

Medical treatment is the responsibility of the parent/guardian and the family physician. State law does not allow school personnel to administer medication of any type without following specific guidelines. Under advice of your

family physician, plan a schedule of giving medication before or after school hours when possible. Medication can be given at school only when the school is provided written authorization from the doctor. To meet this requirement, the original prescription container indicating dosage administration must be brought to school by the parent. Parents of students who require medication during the school day must provide the school with an order from a **licensed health care provider (PP-SR-125)** and deliver the medication to the school in the original unaltered pharmacy-labeled container. Over-the-counter medication shall be delivered in an unopened container. No medication will be administered without proper consent/permission from the parent/guardian (PP-SR-035). All medication is administered by the school health staff or other trained staff. **It is against school and district policy for students to have or transport medication (without proper authorization on file at the school) and may lead to disciplinary measures.**

Physician authorization is required for student use of cough drops, sunscreen, and over the counter medications – Including food supplements and herbal remedies. Use, possession or distribution of these is not permitted at school.

If a child is taking any medication, it is important that the school be notified. It is also important that the school is made aware of any medical conditions that may prohibit a child from participating in normal school activities.

XI. Parents

COMMUNITY EDUCATION

Bushnell Elementary School is committed to working with the Sumter County Adult/Community Education Program. Please contact that school at 793-5719 for information about adult literacy, credit classes for graduation, GED review, driver's license, first aid, health, vocational training to include computer and nursing, birth/child care training and/or offerings by special request.

PARENT CONFERENCES

Conferences are valuable to communicate a child's progress. Please feel free to contact the office to arrange a conference with your child's teacher. Conferences are best when scheduled during teacher planning times or before/after school. BES also offers parent conference nights during the fall.

PTO

The purpose of the Bushnell Elementary School Parent/Teacher Organization is to promote the welfare of our students. Parents/guardians and immediate family members are encouraged to join and participate in this worthwhile organization.

Sumter County Schools Non-Discrimination Statement

Sumter County Schools does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to:

Eileen Goodson, Director of Student Services and Testing, Equity Coordinator

Phone Number: 352-793-2315 X 50212

Lisa Whitman, Senior Director of Human Resources, Civil Rights Protection

Phone Number: 352-793-2315 X 50251

Helen Christian, Senior Director of Curriculum, K-12

Phone Number: 352-793-2315 X 50204

Located at: The Sumter County School Board, 2680 W CR 476, Bushnell, FL 33513

XII Safety

BADGES

All students and staff will be issued ID cards with a lanyard. The ID cards must be worn daily and will be used when entering and exiting school provided transportation, in the cafeteria, and in the media center. Students will be issued one badge, and if necessary, one replacement badge. Additional badges will cost \$3.00.

CUSTODY OF PUPILS

School personnel release pupils only to natural parents, guardians, or their designees unless there is a copy on file of a Florida court order granting custody to one parent or the other, or a third party. Proper identification must be presented for release of pupils.

EMERGENCY TELEPHONE NUMBERS

With the school caring for your child during the day, it is essential to know where you can be reached by telephone. It is important to supply the school with regular and alternate telephone numbers (neighbors, relatives, work) so that you can be contacted at any time in case of an emergency. Should numbers change, please advise the school promptly or make immediate changes in the system by going to <https://www.sumter.k12.fl.us/domain/125> and selecting "Skyward Family Access".



FORTIFYFL- SUSPICIOUS ACTIVITY REPORTING APP

FORTIFYFL is a suspicious activity reporting tool that allows students, teachers, parents, and community members to instantly relay information for possible crimes, threats, and unsafe situations to appropriate law enforcement agencies and school officials. This app will be installed on all school-issued technology devices in addition to the website <https://getfortifyfl.com/> being bookmarked. Parents are encouraged to install this application on all personal devices.

MANAGEMENT PLAN

A management plan is filed in the school office regarding asbestos surveys and reports on the school plant. This plan is available to the public upon request.

STUDENT PUBLICITY

Bushnell Elementary School may, on occasion, publish children's work or pictures in video, photographic or Internet formats identified by name of the creator. Students may be assigned an e-mail account at school. They may also have pictures/full names published in the newspaper. All would be for educational, information and recognition purposes. Samples include student work produced on the web page, honor roll listings and photographs for the newspaper or yearbook. Please submit a letter to the school if you do not want your child to participate.

SUPERVISION

Supervision by school personnel will be limited to thirty (30) minutes before and thirty (30) minutes after school or school activity.

XII. VISITORS

Anyone wishing to visit a teacher or enter a classroom is required to present proper identification, sign in, and obtain a visitor's pass from the office. Students from other schools or friends of a student are not allowed to visit during the school day.

XIII. Student Appearance

Grades PK, K, 1, 2: Clothing that creates a disruption or contains inappropriate, obscene, gang-image or suggestive messages are not allowed.



Grades 3, 4, 5: Clothing that creates a disruption contains inappropriate, obscene, gang-image or suggestive messages are not allowed. Students are not allowed to expose a bare midriff or wear leggings. A tank top or spaghetti straps must be worn with a shirt under or over top to cover the shoulders. Skirts and shorts must be no higher than the width of a dollar bill above the knee. This includes pants with rips and tears in them. Pants must be worn around the waist to cover underwear. If necessary, a belt should be worn. Appropriate undergarments must be worn as needed.

Grades PK-5: Shoes with retractable rollers that convert to skates are not allowed. Face painting, hair designs or other alterations to appearance that are distracting or divert attention dramatically away from studies are prohibited except in cases of school-sponsored, thematic events. Flip-flops, slides, shower, backless or platform shoes cannot be worn as they

are dangerous for children. Hats are not allowed in the classrooms. Disciplinary action will be taken for repeated dress code violations.

TRENCH COATS

Trench coats are not allowed to be worn on campus.

HATS

Knit hats may be worn only to keep students warm. Hats are not allowed to be worn indoors on the school campus.

PIERCINGS

No piercings except ear piercings will be allowed. Nose piercings, lip piercings, tongue piercings, etc. are not to be worn.



XIV. Student Property

PERSONAL PROPERTY

A student is not allowed to bring valuable items or large amounts of money to school. The school cannot be responsible for their loss or disappearance. Games, gadgets, fidget spinners, electronic devices, pets, and toys are not allowed in school without prior approval of your child's teacher. Cell phones are permitted but must be off and placed out of sight.

TREE TOP SHOP

The BES PBS Store (aka *Tree Top Shop*) will be open on designated days while your student's class visits the Media Center so that students may purchase items with Bushnell Bucks they have earned for positive behavior. The store has folders, pencils, erasers, notebooks, crayons, pencil sharpeners, led for mechanical pencils, rulers, and much more! Tickets for reward activities are also available at the *Tree Top Shop*!

XV. Volunteers

APPROVED VOLUNTEERS

The school promotes the use of volunteers. Parents/guardians, senior citizens and others are encouraged to become part of our volunteer program. Under a teacher's supervision, volunteers may work with students in small groups, listen to children read, complete clerical tasks, supervise on field trips and engage in many other rewarding activities. If interested in becoming a school volunteer, please complete an online volunteer application. Applicants must be approved by the Sumter County School Board before he/she can volunteer. Please be advised the approval for volunteer applications may take 3-4 weeks. **Additionally, to be eligible to chaperone fieldtrips, volunteers must have accrued 3 hours of volunteer time at our school.**



Access to Information

There are many ways to access school wide information at Bushnell Elementary School.

Facebook

Would you like to be kept informed on Facebook? Like our “Bushnell Elementary School” and “Bushnell Elementary School PTO” page. You DO NOT have to be a PTO member to like the PTO page.

Website

You can always check out our school calendar, view lunch menus, and access teacher pages on our school website.

www.sumter.k12.fl.us/Page/9

If accessing this site through a mobile device, click view full site in the bottom left corner, scroll down for "Latest News". Then use the menu (top right) to navigate through the site.

Skyward

Would you like to view your child's grades online or on your phone? Use Skyward Family Access. Use the following link to access from a computer.

<https://student.sumter.k12.fl.us/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w>

You can get the Skyward app for your phone also. You will need to know your child's username and password (used daily in school for AR, your child will know this info). You can sign up to have a daily or weekly email sent to you regarding grades.

Remind

Please join the BES Remind by visiting <https://www.remind.com/join/besremind> or text @besremind to 81010

Student and Parent Learning Resources

Resource	Web address	Description	Subject	Level	Passwords
STAR Fall	http://www.starfall.com/	Letter and Number Practice	ELA and Math	Pre-Kinder garten Kinder garten Early 1 st Grade	None
Storyline Online	https://www.storylineonline.net/	Celebrated actors reading children's books	ELA	All	None
PBS Learning	https://florida.pbslearningmedia.org/	Standards aligned digital resources	All	All	None
Learning Farm	www.learningfarm.com	Standards aligned digital resources	All	All	None
Khan Academy	https://www.khanacademy.org/	Standards aligned tutorials	All	All	None
Hooda Math	http://www.hoodamath.com/mobile/games/	Math Games	Math	All	None
Vocabulary	http://www.vocabulary.co.il/	Vocabulary	ELA	All	None
McGraw-Hill-Connect ED (Reading Book)	http://connected.mcgraw-hill.com/connected/login.do	Reading Textbook Practice	ELA	All	Students use their BES usernames and passwords
Multiplication	http://www.multiplication.com/	Math Facts	Math	All	None
IXL	https://www.ixl.com/	Standards aligned digital resources	All	All	None
Cpalms	http://www.cpalms.org/Public/	Standards information and lessons	All	All	None
MobyMax	https://www.mobymax.com/	Math Games	Math	All	None

Sumdog	http://www.sumdog.com/en/parent/	Math Games	Math	All	None
Study Island	http://www.studyisland.com/products/home	Standards aligned digital resources	All	All	None
Achieve 3000/Kid Biz		Standards aligned digital resources	ELA	All	Student user name and passwords
Newsela	Newsela.com	Articles containing Current events	ELA	All	Sign up
CommonLit	https://www.commonlit.org/	Reading Passages	ELA	All	Sign up
Tumblebooks	http://www.tumblebooklibrary.com/Default.aspx?ReturnUrl=%2f	Online books	ELA	All	None
National Geographic Young Explorer					
Sports Illustrated Kids					

Parent Receipt and Email Permission Slip
(Please complete this page and return to your child's teacher)

Parent Receipt

I, _____, have received the 2021-2022 BES Student Handbook and understand the information outlined in the handbook.

Parent signature: _____

Email Permission Slip

I give the teachers and staff of BES permission to email me concerning my child.

Child's name: _____

Parent signature: _____

Parent's email address: _____

Teacher's email address: _____@sumter.k12.fl.us

Please send concerns, questions, etc. anytime. We try to read email at least once a day and will get back to you as soon as possible. Your email address will not be given to any individual or student. **Please do not send, or forward, any email communications except those concerning your child.**

Return this page tomorrow for a
Bushnell Buck to use at the Tree Top
Shop!