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## CONTACT DIRECTORY

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**Principal – Richard Dupont**

Any concerns or questions please call or come to school

**Assistant Principals - Heidi Blanchard - Curriculum**  
**Ester Jackson - Discipline/Facilities**

**Guidance Counselor (Grades PK-2) – Sue Bickings**  
Counseling, ESE questions, guidance questions, class placement

**Guidance Counselor (Grade 3-4) – Carmen Haskins**  
Counseling, ESE questions, guidance questions, class placement.

**Guidance Counselor (Grades 5-6) – Sherrie Donchez-Hunter**  
Counseling, ESE questions, guidance questions, class placement.

**School Secretary - Cathy Shopovick**  
Appointments with administration or needs related to administration.

**Bookkeeper - Nancy Bullock**  
Lost books, picture orders, class pictures.

**Front Desk Receptionist - Lora Petraglia**  
Transportation changes, messages, school related questions.

**School Nurse – Edith Gates, LPN**  
Sickness, health related questions.

**Guidance Secretary - Kim Turner**  
Guidance questions, ESE questions, appointments

**Registrar - Bedie Barnes**  
Student registration and withdraw, change of address

**Attendance Clerk - Debbie Durrance**  
Student absences / tardiness

**Teacher**  
Academic concerns or classroom questions.

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# Bunnell Elementary School

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## Student Handbook

### 2011-2012

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**305 N. Palmetto Street**  
**Bunnell, FL 32110**

**Telephone (386) 437-7533**  
**Student Sick Line (386) 437-7537**  
**School Hours: 8:50—3:20**  
**Office Hours: 8:15 - 4:15**



*“Flagler County Public Schools is a superior performing school district that provides students with an internationally competitive education. Embracing the belief that all children will learn, Flagler County Public Schools is committed to excellence.”*

**BUNNELL ELEMENTARY SCHOOL  
2011-2012**

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**PRINCIPAL'S MESSAGE**

**Dear BES Bull Pup Parents and Guardians:**

**On behalf of the staff at Bunnell Elementary School, I would like to take this opportunity to welcome each one of you. Our goal is 100% literacy. We are dedicated to ensuring that each student will experience academic progress and overall success. We use various assessment measures to monitor the progress of each student and provide instruction that allows each child to develop an understanding of his or her learning style. By identifying their strengths and challenges, students are able to apply strategies that will help them reach their full potential.**

**We are really looking forward to a productive partnership; in which the student and family work in conjunction with the school to achieve expected outcomes. We are a winning team and encourage you to join us on our journey of excellence. Become an active part of the team as a volunteer in the classroom on the PTO (Parent Teacher Organization) or SAC (Student Advisory Committee) Committees.**

**We will continue to use a communication planner. It will serve as a tool for helping students with organizational skills and should be used as an on-going correspondence between home and school. Students should write down homework assignments, unfinished work to be completed, and other important information to be shared with parents.**

**Important information about the policies and procedures of our school can be found in this handbook. Parents and students should review this handbook together and if you have any questions contact us.**

**We are excited about the upcoming school year and welcome your support and participation. We look forward to celebrating the achievements of our students with you throughout the year.**

Sincerely,  
*Richard Dupont*  
Principal

- \*Car Rider's are released beginning at 3:10 p.m. and ending at 3:30 p.m.
- \* You must have # displayed
- \* Children may only load from the passenger side of the car
- \* Parents – please remain in the car. We will assist your child
- \* Absolutely NO WALK UPS
- \* No Parking in the loading zone
- \* Please be patient – the safety of your child is our first priority
- \* Please have your child memorize their car rider #
- \* If you do not have your tag – you must go to the main office to sign your child out
- \*If your tag is lost - please get a replacement at the front desk
- \*If you are picking up students not listed on your car rider # - you must be listed on the student's emergency form and sign them out at the front desk after 3:30 p.m.

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**School Store**

A school store will be available to permit students to purchase essential school items. The school store is located in Bldg 10 near the Media Center entrance. Hours of operation will be announced and posted by the PTO.

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**Student Dismissal**

Student dismissal is a very busy time in the front office. In order to ensure a smooth transition during dismissal each day, we ask that you:

- Notify the office in writing if there is any change in how your child will be getting home from school.
- Notify the school as early as possible when there is a need to check your child out early for a doctor's appointment or emergency.
- Always have ID available in order to check your child out of school.

**To ensure the safety of our students—No office pick up will occur between 2:45 p.m. - 3:15 p.m. except in the case of emergencies or doctor's appointments.**

Be advised that leaving campus early can negatively affect a student's academic success. *Students who accumulate 3 unexcused tardies or 3 unexcused early dismissals will result in an unexcused absence. In order for any tardy or early dismissal to be excused, a note from the doctor or dentist must be brought to the school. Schools are required by State statute to report all student absences to the State's Attorney's office.*

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**Procedures to be followed for Absences**

Parents will be notified by letter or telephone when a child has accumulated a minimum of five (5) unexcused absences and prior to ten (10), during a 90-calendar day period. Prior to the 10th unexcused absence, a Student Success Team meeting will be scheduled with the parent to discuss the truancy problem. A review of educational records, evaluations and teacher observations will be conducted. Changes in curriculum, classroom assignment or other intervention will be considered. A behavioral contract may be developed between the student and school staff. If the student continues to accumulate unexcused absences, the Student Success Team shall make a referral to the School Social Worker, for assistance and possible home visitation. If compliance is not achieved, the child may then be referred to the Department of Juvenile Justice or Department of Children and Families and a Child-In-Need of Services/Families in Need of Service (CINS/FINS) petition filed with the Court.

## SCHOOL PROCEDURES AND POLICIES

Hats, caps, visors, bandanas, or headbands in school building (except for special occasions as approved by administration).

Any clothing improperly fastened.

Excessively baggy/loose fitting clothing.

### Clothing and styles considered hazardous to health and/or safety are not allowed.

**Flip Flops**, backless shoes or heels higher than 1 inch.

Sneakers with skates.

Sunglasses inside the buildings unless a medical permit is on file.

Jewelry and/or accessories that may cause safety concerns.

### Electronic Equipment/Toys

Please remind your child - Electronic equipment (i.e. cell phones, MP3 players, etc.) and toys are not allowed at school unless given permission by the classroom teacher. These items will be confiscated and parents will be notified that the item is available for pickup at the end of the school year.

### Technology

Each classroom is outfitted with a minimum of three computer stations. We have two computer labs and 18 mobile labs. Internet access is available along with Microsoft and Macintosh programs. We are constantly upgrading our computer technology to meet the needs of the future.

Improper use of technology may result in termination of such privilege in addition to other disciplinary consequences. See Acceptable Use Policy and Agreement.

### Media Center

We welcome all students, staff and faculty use of our media center. We ask that everyone use respect and responsibility in preserving our resources.

Goals are to provide:

- a media center, which is an integral part of the total instruction program, serving students and faculty as needed in all curricular areas
  - varied enrichment opportunities in an environment that encourages students to pursue individual interests and to develop their potential as lifelong learners
  - support materials, equipment, facilities and professional cooperation necessary for the instructional program to meet each student's individual needs
- support for classroom reading programs

### Walkers and Car Riders

Walkers must follow the designated route to and from school during specific times. Traffic directions, speed limits, as well as safe pick-up and delivery are the responsibility of everyone. Take special precautions on rainy days. Please park only in designated parking areas. When the blockade is up for walkers, cars may not enter the street. Please do not drop off or pick up your child from any other area other than the designated parent pick up area.

#### **Car Rider Procedures:**

\*Please do not pull into the Car Rider loop until 3:10 p.m.

### Goal

Develop a professional learning community by creating a customer friendly and engaging environment for children and adults.

### Admission Requirements and Health Service Dispensing of Medications

See Flagler County School District Policy - <http://www.flaglerschools.com>

*"To enroll your child for school you will need a registration packet along with:*

*Birth Certificate*

*Proof of Flagler Residency*

*Florida Certificate of Immunization (DOH 680) current*

*Physical Examination Certificate (3040)*

*Child's most recent Report Card*

*Recent Individual Education Plan (IEP) if applicable"*

*"The school nurse can administer medication to your child **only** if you have provided the proper documentation from the doctor and with a properly labeled prescription bottle. There are no exceptions to this rule. Parents **must** bring the paperwork and prescription to school. Over the counter medication may be administered by the school nurse when the parent provides the completed forms and medication. **Medication should never be sent with your child.**"*

### Public Visitation/Volunteers

We welcome parents and visitors to our school. All parents and visitors **MUST** have a valid volunteer badge or must obtain a dated visitor's pass from the receptionist at the front office upon arrival on campus. Visitors may enter only through the front office doors. Volunteers must pre-arrange a schedule with the teacher/area volunteering in. All visitors must wear the volunteer badge or visitor's pass where it is easily seen and must sign out upon leaving campus. **Parents are not permitted to go to their child's classroom unannounced during school hours or walk their child to class after the first week of school.** We ask that you contact the office, guidance department or send a note to your child's teacher to make appointments ahead of time. Our goal is to provide a safe learning environment for all our children and want to thank you in advance for your cooperation.

### Field Trips

All field trips must be educational and linked directly to classroom objectives. Student preparation for the field trip should be done prior to the trip, and post evaluation by discussion and student displayed knowledge is expected. Permission forms from parents are required for each trip.

Chaperones will be carefully selected. There must be one chaperone for every eight students. Chaperones must be the parent or guardian of a student taking the trip. **Parent chaperones MUST be approved school volunteers and must wear their valid volunteer badge during the trip.** (Volunteer applications are available in the school office.)

### Report Cards

Report cards are distributed at the end of each nine-week period. Parent conferences will be set up at the end of the first nine-week period and at the third nine-week progress report. The teacher will establish an appointment schedule for conferences. Report cards

will be distributed at that time. Parents will be notified in writing at any time during a grading period when it is apparent the student may fail or is doing unsatisfactory work. Mid-term reports are sent home with the student during the middle of each grading period. Teachers are available for parent conferences before or after school. It is necessary that an appointment be made in advance to avoid scheduling conflicts.

Parents may view their child's grades, at anytime, by logging in to Skyward Family Access on their computer. Please schedule an appointment with our Registrar to sign-up and receive your PIN number and instructions.

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### **News Media Publicity**

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The Flagler County Public Schools reserve the right to release "directory information" without prior permission of the parent or guardian as detailed in the following categories: school publications, yearbooks, programs for school events, handbills, rosters and school news to media. Such information will be limited to the student's name, grade level, participation in officially recognized activities, dates of attendance, graduation date and awards and/or honors received.

Parents objecting to this use of directory information must notify the school principal, in writing, that this information must not be used for their child(ren). This must be done each school year.

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### **Clinic/Health Services**

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BES Elementary school has a staffed nurse's office to care for your child's first aid needs. **It is imperative that the school has your most updated address and telephone contact information.**

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### **Illness and Injury**

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Teachers will send a student with complaints of illness or injury to the clinic. Students are assessed and given first aid as needed. Parents are called under the following conditions to pick-up a child:

- Fever over 100 degrees
- Vomiting
- Diarrhea
- Loss of consciousness (fainting, head injuries)
- Possible communicable diseases:
  - any skin rash without a doctor's note
  - head lice
  - uncovered/untreated Ringworm
  - pink eye

**These students will need to be picked up within 30 minutes of receiving notification from the nurse. Clinic space is limited.**

Parents are also called for the following situations:

- Student complaint of earache or toothache
- Student comes to the clinic two times in the same day with the same complaint
- Head injury

For these situations, it is up to the parent to decide whether they need to pick up the student. If the parent wants the child to stay in school, the student will be sent back to class until the end of the day.

Any student who has a temperature of over 103 degrees or loss of consciousness and is not picked up in the allotted amount of time, will be transported to the closest hospital at the parent/guardian's expense.

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### **Food/Snacks**

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Food/snacks brought to school to be shared with class - **MUST BE STORE BOUGHT**

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### **Homework Policy**

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Homework at Bunnell Elementary School is given to:

- Promote good work habits
- Review / practice what has been learned
- Keep families involved and informed

#### Grades K-2

Homework given in grades K-2 may not exceed 30 minutes with an additional 15-20 minutes for reading on any given day.

#### Grades 3-6

Homework given in grades 3-6 may not exceed 45 minutes with an additional 30 minutes for reading on any given day.

(Unfinished class-work that needs to be completed at home is not considered part of the official homework.)

When a student misses school due to illness or family emergency, make-up work, if needed, should be requested through the guidance office. Parents must give 24 hours notice for picking up work. Students will have one school day for every day absent to complete and turn in work missed while absent.

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### **Dress Code**

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The dress code is an attempt to work in concert with the goals and philosophy of our schools and to create a wholesome environment for the education of our youth. Students are encouraged to dress in appropriate school wear. Each student is expected to come to school in a neat and clean fashion and to wear shoes at all times. Sneakers are required for P.E.

No student should wear the following to school:

#### **Unacceptable Dress**

- Slacks, jeans, shorts or dresses which are excessively tight.
- Shorts or dresses that are deemed too short by individual school administration.
- Bare midriff, see through clothing, sun dresses without straps, halters, backless dresses, tube tops, half shirts, open sided shirts, tank tops and spaghetti straps.
- Clothing with words, phrases, symbols, pictures, patches or insignias which are obscene, profane, suggestive, or drug or alcohol related.
- Hair color other than natural hair color is not allowed.