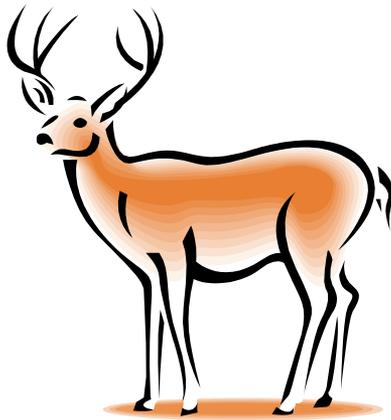


**Bentley Elementary School
2190 Oregon Avenue
Sanford, Florida 32771
Telephone: 407-871-9950**



**STUDENT HANDBOOK
2017-2018**

MISSION STATEMENT

Bentley Elementary is committed to creating a nurturing and safe environment where students excel and diversity is appreciated. By working together with the home and the community, we challenge students to reach their maximum potential.

Dear Parents and Students,

Welcome to Bentley Elementary School. The purpose of this handbook is to provide information to assist you in understanding the policies and procedures of our school. We believe that effective communication between school and home is extremely important for your child's success in school. Shared cooperation and expectations between home and school will ensure that each student reaches his/her fullest potential during each school year. We encourage you to visit our school and to take an active role in the education of your child.

Sincerely,
Martha Garcia, Principal

Upon registering your child at Bentley, please be sure that the following forms are in the school's files:

1. The Emergency/Health Card hard copy or on-line.
2. A Security Code Card (At the beginning of the year, every parent will be asked to designate a word or a four digit security number for each child. (Example: 4042). This word or number will be required in order to pick up a child or ask for a change in routine from the child's normal transportation.)
3. An Elementary Release Form (medical and field trip information).

ARRIVAL

Classes begin at 8:35 a.m. For those students who walk or ride with parents, we ask that they arrive at school no earlier than 8:00 a.m. (Exceptions: students in the Kids Zone Program, Breakfast Program, or morning club attendance with pass).

PLEASE NOTE: The School Board is not responsible for any injury or other event such as abduction suffered by students brought to school prior to the time supervision is provided or left at school after supervision terminates.

DISMISSAL

Car and bus riders are dismissed at 3:05 p.m. Walkers, bikers, van riders, and extended day students are dismissed at 3:10 p.m. If your child is a car rider, please pick him/her up in the designated car rider area.



- Students will not be called from to checkout after 2:30 p.m. and 1:30 p.m. (Wed.)
- Tardies: Students are tardy at 8:35 a.m. Students should be in their classroom by 8:35 a.m in order to be considered on time.

Early dismissal occurs each Wednesday. Car and bus riders are dismissed at 2:05 p.m. Walkers, bikers, van riders, and extended day students are dismissed at 2:10 p.m.

All bus riders must ride their assigned bus. As per district transportation policies, students may not change buses in order to “go home with a friend or relative”. Any questions or concerns can be addressed to the SCPS Transportation Department at 320-7550.

To ensure the safety of all students and parents, the following guidelines are set-up for car riders:

- Parents picking up children will receive a sign to display in the lower right-hand corner of the front (passenger’s side) window.
- Without this sign it will be necessary to park your vehicle and report to the front office with proper identification and the child’s security code number.
- You must be in your vehicle when picking up your child in the designated car rider area.
- Please notify the school or your child’s teacher prior to 2:30 p.m. (1:30 p.m. Wed.) if there is to be a change in transporting your child. If no notification is received, your child will follow his/her regular method of getting home.

It is the responsibility of parent(s) to ensure that students are picked up on time. Seminole County Public School

employees will maintain supervision of students for a period of 30 minutes after dismissal. Following this time, and after all efforts have been made to locate an emergency contact, the Sanford Police Department will be called to assist in this effort.

CHANGE OF ADDRESS

Please notify the school office of **ANY** change of address or phone number. It is important that our school records be kept current so that the school may reach you in case of an emergency. You may come in person or send in a note to the office.

WITHDRAWAL OF STUDENTS

If you are moving and must withdraw your child from school, please call or come by the school a few days prior to the withdrawal date. This will give us ample time to complete the necessary paperwork and get any text and library books. Your cooperation is always greatly appreciated.

TRANSPORTATION

Parents picking up their children in cars will be issued a sign to be displayed in the lower right-hand corner of their front window. Without this sign, parents will have to park their vehicle and report to the front office with proper identification and the security code. **PARENTS MUST NOTIFY THE SCHOOL BY TELEPHONE IF THE NORMAL METHOD OF TRANSPORTATION CHANGES.** For early dismissal, please remember instructional time is important. No early checkout is permitted after 2:30 p.m. on these days.

If your child rides a bus and you have a question or concern, call the SCPS Transportation Department at 320-7500.

RAINY DAYS

On rainy days, the regular dismissal schedule will be followed. Special plans for rainy days should be discussed in advance with your child, **ESPECIALLY IF YOUR CHILD IS A WALKER**. Parents are expected to see that their child understands what he/she is to do.

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served daily from 8:00-8:30 a.m.

Students may purchase lunch in the cafeteria or bring their lunches. Milk or juice may also be purchased as the students walk through the lunch line. Students may pay for their lunches on a daily, weekly or monthly basis. Cash, money orders, or credit card will be accepted. Your child's account may also be accessed online. During the first week of school, all children are given a flyer for parents apply online for free and reduced lunches.

Meal prices are as follows:



Breakfast	\$1.75*
Lunch	\$2.50
Reduced Breakfast	\$.00*
Reduced Lunch	\$.40*

*Prices are subject to change

BEGINNING August 28th, A PARENT MAY EAT LUNCH WITH THEIR CHILD, BUT DUE TO THE LIMITED SPACE, NO SIBLINGS ARE ALLOWED. PLEASE GIVE YOUR CHILD'S TEACHER 24- HOUR NOTICE PRIOR

TO LUNCH. Parents are not permitted to eat in the cafeteria. An alternative area is provided for you to eat with your child.

BIRTHDAYS

At Bentley, we welcome birthday treats to honor these special days; however, we ask that when celebrating birthdays, you adhere to the following procedures. Birthday treats are to be distributed at lunch. Treats should be given only to students in their child's class. Birthday treats may only be shared during lunch as there is no eating in the classrooms. Please do not bring balloons or other items that would disrupt instruction during the school day. We appreciate your cooperation in following our birthday policy.

FIELD TRIPS

Field trips are an integral part of the learning process and are scheduled as a regular school attendance day. If a student does not attend school on the day of the trip, he/she will be counted as absent. A signed parental or guardian permission slip must be on file at the school prior to any student taking any field trip. Students without the necessary permission slip will be placed in the classroom of another teacher for the day of the trip. Teachers occasionally supervise their classes in activities at Derby Park located directly across from Bentley's campus.

All payments for field trips must be received two (2) weeks prior to the date of the field trip. No student will be denied participation in an educational field trip because of the inability to contribute towards the cost.

All chaperones must have a Dividend/Field Trip Form on file three weeks prior to the date of the field trip.

MEDICATIONS



The following procedures are in accordance with Seminole County School Board Policy 471.3: 4.014 Administering Student Medications.

Only those medications that are prescribed by a physician may be administered in school and only in cases where failure to take such medications during school hours could jeopardize a student's health.

1. Administration of medications must be done by a staff member designated by the principal of the student's school. A designated staff member shall have appropriate training from the School Nurse prior to administering medication.
2. A designated AUTHORIZATION FOR MEDICATION form must be completed prior to administration of any medication to a student.
3. All medication (prescription or prescribed over-the-counter) to be administered to an elementary student shall be delivered to the designated staff person at the student's school, and retrieved from said staff person by the student's parent, legal guardian, or other adult. In the event medication is delivered or retrieved by an adult other than the student's parent or legal guardian, the adult shall present written authorization from the child's parent or legal guardian.
4. All prescription medication to be administered in school must be in the original container labeled with the following information: student's name, name of drug, directions concerning dosage, time of day to be taken, physician's name, pharmacy name, address and telephone number, date and number of prescription.
5. All prescribed over-the-counter medication to be

administered shall be in the original container and clearly labeled with information in the preceding paragraph.

INDIVIDUAL HEALTH CARE PLANS

An individual healthcare plan (IHCP) will be written for a student with a medical condition that requires special consideration at school including treatments or procedures which will afford the student optimum health during the school day. The school board nurse (SBN) will act as the liaison between the physician, the home, and the school when coordinating the writing of the IHCP. Each IHCP will be modified to meet the needs of the student, the wishes of the parent, as well as the orders of the physician.

Review of the IHCP will be done each school year. Modifications will be made as the needs of the student change.

ILLNESS AT SCHOOL

When a student becomes ill at school, the parents will be contacted and asked to pick up the student. An EMERGENCY INFORMATION CARD is sent home with each child or can be filled out online in Skyward at the beginning of each school year. This card is very important because it gives the school instructions if a child becomes ill or injured, so please fill out all information. If any information, such as phone numbers or addresses change, please come in to office to update.

SCHOOL INSURANCE

School insurance for your child is available at the beginning of each school year. In-school coverage or 24-hour protection may be purchased.

ATTENDANCE POLICY

A student is expected to attend all school sessions unless excused by a proper school authority. An excused student absence is defined as illness, death of a family member, family emergency (approved by the principal), and religious instruction or religious holidays. A student who is absent is required to bring in a note to explain the reason for the absence(s) and is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. After three (3) days of unexcused absence or a pattern of absence in thirty (30) calendar days, with no parental notification to the school, the principal or designee shall contact the parent/guardian via telephone, e-mail, personal contact, or mail to discuss the reason for the absences. After all school based interventions are utilized, the principal or designee will refer a student accumulating ten (10) unexcused absences within ninety (90) calendar days to the school social worker. A student who accumulates five and one-half (5 1/2) hours of absence due to tardiness, late arrival, or early release during the regular school day shall be deemed absent for one school day.

TARDY STUDENTS

Students who are late to school (after 8:35 a.m.) should report to the front office to sign in with their parent before going to class. A tardy slip will be given to the students, permitting them to enter the classroom. When a student

accumulates 5 1/2 hours of missed time because of tardiness, he/she will be given one day's unexcused absence. Students will be counted as tardy if they are not in their classroom by 8:35am.

DISCIPLINE

Bentley has customized its own behavioral curriculum that focuses on teaching responsible behavior and views misbehavior as an opportunity to learn. We feel that schools can make a difference when they share the responsibility, along with parents and community resource personnel, for meeting the social and emotional needs of children. Students discipline referrals will be addressed according to the SCPS Student Code of Conduct Manual.

UNAUTHORIZED ITEMS

The possession or storage of items that have the potential of interfering with teaching or learning is considered as a violation of the SCPS Student Code of Conduct. Such items as skates, skateboards, radios, iPods, headphones, toys, video games, electronic devices, cellular phones, as well as items or merchandise brought to school without administrative authorization for the purpose of sale or distribution fall in this category. Students bringing or possessing a firearm or weapon to school or school functions shall be recommended for expulsion from Seminole County Public Schools (see chapter 790 FL. Statutes).

DRESS CODE

Responsibility for the dress and appearance of students enrolled in the Seminole County Public Schools primarily rests with parents and the students. The standards of

appearance for students shall insure that the students be clean, neat, and appropriately dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment. **Please refer to the Seminole County Public Schools website for further information on the NEW student appearance and dress code.**

1. No hats, caps, visors, hoods, bandanas, sunglasses or other head gear may be worn on campus except with administrative permission.
2. Students must wear shoes that are safe and appropriate for learning environment. Students **MUST** wear athletic shoes in all PE classes.
3. All garments must have a collar or sleeves. The following items are prohibited: halter tops, tube tops, backless dresses or tops, spaghetti straps, tank tops.
4. Undergarments and the buttocks **MUST** remain entirely covered. The waistband must be worn and secured between hips and waist.
5. Garments must be of a length and fit to be considered appropriate for school.
6. No distracting or inappropriate clothing, jewelry, or accessories or hairstyles.

NOTE:

It is the responsibility of the Principal to see that the dress appearance of any student shall not be extreme to the point of creating a disturbance, or is hazardous to oneself, others, or school property. The Principal has the final authority for interpreting whether a student's appearance conforms to dress code.



PLEDGE OF ALLEGIANCE

Florida Statutes require that the Pledge of Allegiance be said at the beginning of each school day in every public school. Upon written request from the parent, a student may be excused from this activity.

PARENT-TEACHER CONFERENCES

The staff of Bentley welcomes the opportunity to meet and work with the parents of our students. Parents may arrange a conference by calling the teacher. **A 24-HOUR NOTICE IS REQUIRED PRIOR TO A PARENT-TEACHER CONFERENCE.** Teachers are available during planning periods and before and after school. The administrative staff is available for conferences throughout the school year. Communication between the school and home is strongly encouraged at Bentley Elementary School.

BENTLEY PHONE NUMBERS

Main Office	871-9950
Clinic	871-9906
Media	871-9951
Guidance	871-9954
Administration	871-9909
Events/Info	871-9950
	Prompt #1



PTA

We invite you to join the Parent/Teacher's Association if you are interested in helping Bentley Elementary School do bigger and better things. Meeting dates and times are published in the school newsletter.

SAC

Bentley's School Advisory Council serves in an advisory capacity to the principal. The Council assists in the development of our educational programs and in the preparation of the yearly school improvement plan. Interested parents should contact the school principal for further information. Meetings are held on the 1st Tuesday of each month at 6 p.m. All are welcome to attend.

VISITORS

All persons are required to report to the office to obtain a visitor pass before entering a classroom or other school area. Anyone on campus without a visitor pass will be asked to report to the office. This rule is for the protection of the students and applies to parents and all other visitors. A parent may visit their child's classroom for 1 hour with a 24-hour prior notice.

PROGRESS REPORTS

Student progress reports are sent home midway through each nine-week grading period. Progress reports are intended to keep the parent and student aware of student's progress. These envelopes must be signed by the parent/guardian and returned within three days.

- 1st Quarter progress report date: **September 21, 2017**
- 2nd Quarter progress report date: **November 30, 2017**
- 3rd Quarter progress report date: **February 15, 2018**
- 4th Quarter progress report date: **May 3, 2018**

REPORT CARDS

Report cards are issued to students at the end of each nine-week period. The report card represents an overview of the

growth and progress a student is making. It emphasizes scholastic achievement, as well as attitudes, habits, and skills. Parent-Teacher conferences should supplement this report card so that parents and the teacher can gain insight into a student's needs, interests, and growth patterns.

- 1st Quarter Report Card date: **October 26, 2017**
- 2nd Quarter Report Card date: **January 18, 2017**
- 3rd Quarter Report Card date: **March 29, 2018**
- 4th Quarter Report Card date: **May 25, 2018**

GRADING CODES K-1

S- Satisfactory

N- Needs Improvement

GRADING Codes 2-5

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and below



Grades are given indicating if a student is on level or below level. It is imperative that the parent/guardian review all information when evaluating the student's progress.

PLANNERS

Every student in Grades K-5 is issued a Planner. This organizer helps students understand expectations, create timelines, set goals, monitor progress, and track their own success. The planner provides a place for students to record all assignments. It also has the school calendar and contains this handbook. The organizer section of the Planner makes up the bulk of the handbook. The Planner is an effective learning tool for students, a vital communication tool for parents, and a teaching tool for educators. We trust that through the cooperative efforts of all concerned, we may help our students achieve their full potential.

HOMEWORK

Homework is assigned in Grades K-5. This is done to help develop a student's sense of responsibility and to keep the parents informed as to the type of work being done in class. In addition to given assignments, students are expected to read 20 minutes a night in an effort to meet Reading Counts goals.

RESOURCE PROGRAMS

Art - All students attend art class on a rotating basis. Students are encouraged to wear old clothes on the day they are scheduled to have art class.

Media Center - Information and Imagination! Your Media Center will be the place to find that special book to learn about the interesting world we live in, the world we may visit someday, and that wonderful world of other times and places that satisfies the imagination. Read and you will succeed at school, at home, and in our community. Learn more about how you can be a reading achiever when your class comes to the media center.

Mandarin – All students have the opportunity to learn about the culture and language of China. Students will sing songs and learn to speak words and phrases from the Mandarin language.

Music - All students attend music class on a rotating schedule. Additional band/ orchestra opportunities are offered to all grade levels and chorus for grades 3 through 5.

Physical Education - The physical education program is an important part of instruction. We provide at least 150 minutes a week of P.E. to our students. A healthy, physically fit body will help in all subjects. If a student cannot participate in P.E. on a given day, he/she must bring a note from the parent. A note from a doctor is required for non-participation lasting more than three days. Students are to wear sneakers or enclosed shoes for safety.

Computer Labs - Students visit these labs with their class on a regular basis to use a variety of software for projects and to reinforce concepts they are learning in the classroom. Students also use laptops in their classroom.

Bentley Pride

Positive Attitude and Behavior

Respect Myself and Others

Involved in Learning

Determined to Succeed

Eager to Learn

Bentley School Rules

I will listen and follow the rules

I will walk at all times.

I will use kind words and actions.

I will keep hands, feet, and objects to myself.

I will keep our campus clean.

**"We Can Do It Better
Together"**

Bentley Elementary 2017-2018



By signing this page, you are in acknowledgement of the policies and procedures for the 2017-18 school year.

Student Name:

Teacher Name:

Print Parent/ Guardian Name:

Parent/ Guardian Signature:

(Indicates review of handbook)