



## **BASHAW ELEMENTARY**

**Parent-Student Handbook  
2021-2022**

# **William H. Bashaw Elementary School**

3515 Morgan Johnson Road

Bradenton, Florida 34208

**941-741-3307**

Fax 941-741-3559

[www.manateeschools.net/bashaw](http://www.manateeschools.net/bashaw)

**James Dougherty, Principal**

**Terra Brown, Assistant Principal**

## **Parent-Student Handbook 2021-2022**

### **School Hours**

**Monday through Friday**

**8:25 a.m. - 3:15 p.m.**

\*\* Students are not allowed on campus prior to 7:55am. \*\*

### **Bashaw School Office Hours**

**7:30 a.m. - 4:00 p.m.**

PLEASE CHECK THE SCHOOL CALENDAR  
FOR EARLY RELEASE DAYS SCHEDULED THROUGHOUT THE YEAR.

# **Welcome to Bashaw Elementary!**

## **Vision Statement**

The vision of Bashaw Elementary School is to foster each child's innate curiosity and joy of discovery, empowering them to be leaders and innovators of the future.

## **Mission Statement**

The mission of Bashaw Elementary School is to cultivate distinct pathways for all students to succeed. Through a STEAM model of instruction, we inspire learning with inquiry investigation, collaboration, critical thinking, creativity and authentic experiences.

## **Contact Info:**

**James Dougherty, Principal x 54001**

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**Brianne Carlisle, Student Support Specialist x 54041**

carlislem@manateeschools.net

**Arabi Hall, Sr. Secretary/Bookkeeper x 54004**

**Britney Jenkins, Registrar x 54016**

**Mindee Biggs, Clerical Assistant x 54000**

**Janette Pio Lora, Guidance Clerk x 54008**

**Donna McLeod, Cafeteria Manager x 54012**

**Phil Mollignano, Head Custodian x 54065**

**Clinic Staff x 2003**

**Absentee Line 741-3307 x 8**

**School Board 708-8770**

**Bus Transportation 782-1287**

## **Empowering the Joy of Discovery**

At Bashaw Elementary we have a STEAM focused initiative. According to the US Department of Commerce's Economics & Statistics Administration, career opportunities related to STEM (science, technology, engineering and mathematics) over the past ten years have grown three times as fast as non-STEM jobs. The "A" keeps arts and design as a focus as well. Our emphasis is upon blending these disciplines to provide our students well integrated experiences and exposure to these areas. Teachers emphasize creativity, invention, and engagement throughout the learning process.

## **Schoolwide Expectations**

**Be Respectful**

**Obey Safety Procedures**

**Be Responsible**

## **Expectations of Student Conduct**

It is the expectation for the students of Bashaw Elementary to meet the expectations outlined within the School District of Manatee County Student Code of Conduct. The SDMC Student Code of Conduct has been developed so our students and families have a clear understanding of behavioral expectations and to inform all parties of important procedures related to our educational mission. It is helpful if parents are aware of school rules so they can help support them from home. Parents and students are encouraged to review the Student Code of Conduct together to gain a better understanding of their rights and responsibilities. Training on the Student Code of Conduct will be provided to all students, teachers and administration during the first month of school. You can locate an electronic copy of the Student Code of Conduct on the Bashaw Elementary School website at [www.manateeschools.net/bashaw](http://www.manateeschools.net/bashaw).

**FAILURE TO REVIEW THE STUDENT CODE OF CONDUCT WILL NOT RELIEVE A STUDENT OR THE PARENT/ GUARDIAN OF THE RESPONSIBILITY FOR COMPLIANCE WITH THE CODE OR ACCOUNTABILITY FOR LOSS OR DAMAGE TO SCHOOL DISTRICT OF MANATEE COUNTY PROPERTY.**

# Bashaw Uniform Policy

## Shirts:

- Any solid-colored polo shirt with or without the Bashaw logo.
- Any Bashaw t-shirt with the school logo, mascot or school event.

All shirts must be long enough to completely cover the stomach, but not longer than below the hip. Shirts must have short or long sleeves and must not expose undergarments, chest or stomach.

## Pants/Shorts:

- Standard uniform shorts and slacks in khaki, navy and black.
- Girls may also wear Standard uniform skirts, skorts, capris or jumpers.
- Jeans, cargo shorts, cargo pants, jeggings, and tutus are NOT permitted as part of the Bashaw uniform.
- No shorts/pants with large pockets are allowed.

All bottoms must fit properly around the waist. Shorts should be at least mid-thigh in length and longer than the shirt being worn. Slacks cannot drag on the floor and should not be too baggy or too tight. These are available at any uniform retail store.

## Shoes and Accessories:

- No open toe or open heeled shoes. No slides, platforms or clogs, which include Crocs and no shoes with wheels.
- No sunglasses, hats, visors, bandanas, suspenders or beachwear.
- No artificial fingernails. Artificial tattoos are discouraged, if they are inappropriate for a school child, they will have to be removed.
- No hair coloring or styles that may be a distraction to other students.

## Winter/Inclement Weather Options:

- Any solid color sweater or sweatshirt may be worn over the uniform shirt.
- Solid color sweatpants may be worn on days when the weather is unusually cold or inclement.
- Solid color turtleneck shirts may also be worn on cold days under a uniform shirt.
- When the weather warrants a jacket or coat, any type will be acceptable.

## Uniform Enforceability:

All students are expected to wear the school uniform daily. Students are expected to wear their uniform within the first 10 days of attendance at Bashaw. Parents will be responsible for enforcing Bashaw's uniform policy. Exceptions to the uniform policy are the wearing of Girl and Boy Scout uniforms on meeting days. School administration will notify parents of any other exceptions throughout the school year.

***\*\*Bashaw logo polo shirts, t-shirts and sweatshirts are available for purchase at <https://bashawuniformstore.weebly.com/> and onsite at various events throughout the school year.\*\****

All students are expected to comply with our Uniform Policy. Reminders will be sent home during the first two weeks of school prior to contacting parents for enforcement. Please contact the front desk in the event of hardship or your family needs assistance with obtaining school uniforms.

## Security & Visitor Sign-In Procedures

We want our parents & families to feel welcome at school, yet we all know that security of schools is a hot topic. Our front doors are now on a magnetic lock system, so please press the button to call the front office.

Identify your name and purpose of your visit, and the office staff will allow access into the building. You are welcome to visit your child for lunch at Bashaw School. Please remember that anyone coming on campus during school hours must bring a driver's license, government issued picture ID, or other acceptable form of identification to the school office to sign in before proceeding to any area of the school. **NO ONE IS ALLOWED ON CAMPUS UNLESS THEY ARE WEARING A SCHOOL ID OR A STICKER OBTAINED THAT DAY FROM OUR SCHOOL OFFICE.** NOTE: You must provide the same type of ID to sign a student out of school.

### School Volunteers – Welcome!

All volunteers are required to complete a district volunteer packet and sign in in the school office through our Raptor System. A picture ID that can be scanned using this system is required.

Those interested should contact the school office or your child's teacher. If you have expressed an interest and have not been contacted, please call the school office as we may not have been able to reach you.

**Thank you for bringing a picture ID to sign in when you visit Bashaw!**

### Items from Home

There are very few occasions when it is necessary (or desirable) for students to bring items from home to school other than their school-related supplies. With violence and the use of weapons becoming more and more prevalent in our society, weapons or weapon-style toys of any kind, including scout or jack knives, nail file/manicure kits, toy knives, swords or any sharp weapon-like object, or any type of gun, including toy or squirt, as well as bullets, lighters or matches are not permitted on school property at any time. Violation of this rule by students may result in a suspension. Refer to the Manatee County Code of Conduct book for details. The occasions listed below are examples of when items from home would be appropriate.

### Bashaw Cafeteria

For the 2021-2022 school year breakfast and lunch will be free for all students. Breakfast is served every morning from 7:55 to 8:25 a.m. Students need to report directly to the cafeteria upon arrival at school. Money for additional items such as snacks or ice cream is collected in the classroom each morning and placed in the teacher's Cafeteria Money Bag. It is brought to the lunchroom after morning announcements and then entered in their accounts.

If your child has an allergy to any type of food, please alert us so that we may use caution in helping your child make meal choices. We will need a doctor's written prescription on file for each allergy. Students who bring a lunch from home will also eat in the cafeteria. Parents are asked not to send any carbonated beverages, candy or gum in those lunches.

## Lunchroom Expectations

Bashaw's Lunchroom Behavior Management Program enables students to eat their lunch and then go to a designated area until their allotted lunch time is over. As part of the program, a specific set of rules has been developed for all students. When eating at school, please help your child follow the rules listed below:

**T**alk quietly to people next to you.

**A**lways raise hand when you need something.

**B**e sure to use table manners.

**L**eave your area clean.

**E**nter and exit quietly.

We also are fortunate to have special areas inside and outside that you and your child may use when eating at school.

We require you to stop by the office for a visitor's sticker first, and then take only your own child outside to the picnic tables with you. By state law, smoking is prohibited. You are allowed to bring lunch in from home or a restaurant when eating with your child.

## Student Arrival

Students are to be dropped off between 7:55am and 8:25am in the car-loading area (south side), not in front of the school or in the bus loading area (north side). The school is not responsible for supervising students prior to 7:55am unless they are enrolled in the before school care program (Bobcat Care). Any student arriving late for class must be brought immediately to the office for a tardy slip by a parent/guardian.

**Car Rider** exit gate will be open at 7:55am and closed at 8:25am.

**Walkers and Bike Riders** are to use the sidewalks while arriving on campus. For safety reasons students should not ride their bikes once arriving on campus, walk them to the bike rack. No crossing guard or staff will be present during arrival in these areas.

## Student Dismissal

**Car Riders** are dismissed and brought to the car-loading area (south side) to be picked up by parents. Parents are to always stay in the car in this area. If you have a conference scheduled with your child's teacher or need to be on campus for any reason, please park in front of the school and sign in at the front office. **\*ONLY individuals on the registration/Bio form may pick up a child. Early dismissals must occur before 2:45 PM.**

**Bus and Day Care** students are dismissed to designated areas. Buses to north side of campus and daycare to front of school. Remember, your child may only ride the bus to which he has been assigned. Students may not ride another bus, even with a note.

**Walkers and Bike Riders** are dismissed to designated areas and a staff member will escort them off campus. We do not have school crossing guards, so please insist that your child follow the adult's directions for a safe dismissal. Pre-K, Kindergarten and 1st grade students need to be met at the crosswalk by an adult. Bikers and walkers will not be dismissed normally if thunder or rain is present 15 minutes before dismissal. Students will be sent to the office for pick-up, or you may call the office to have students sent to Car Riders. Please do not ask your children to meet you in the parking lot or just off school grounds at dismissal. By not following procedures developed for the safety of everyone, you teach your child that rules and laws should only be obeyed if you agree with them or when they are convenient. Do not park your car and walk to another dismissal area to pick up your child. This is for the safety and security of all students. Please follow all traffic patterns on campus.

## **Bicycle Safety**

The location of Bashaw Elementary location does not qualify for a crossing guard; please be aware that walkers and bike riders do so at their own risk.

We ask that Pre-K, Kindergarten and 1st grade students be escorted onto school campus by a parent/guardian for arrival. School staff will walk all bikers/walkers to the campus exits each afternoon. We ask that parents/guardians be there for Pre-K, Kindergarten and 1st grade students to ensure safety to and from school.

The following Florida Bicycle Laws must be followed to ensure safety to and from school:

1. Wear a bicycle helmet at all times--it's required by law.
2. Ride single file close to the right side of the street.  
Make no sudden change of course.
3. Ride alone - only one person on a bike.
4. Obey all traffic signs and signals.

Because of congestion during arrival and dismissal, students are not allowed to ride bicycles on the school grounds. Bicycles should be walked to the bicycle rack and locked. We are not liable for bicycles that are stolen from school property.

## **Attendance and Tardiness**

State Law 232.01 states that children attending school must be in attendance daily unless the individual is sick or there is an emergency in the family. This same law implies that pupils are expected to be in school on time (8:25am) each school day. Any student who is not in line to enter class at 8:25am must be brought by a parent/guardian to the office to request a tardy slip before going to the classroom.

### **Student Absences**

Please call the school (741-3307 x 54008) by 9:00 am if your child is to be absent. This request is made for the protection of your child as we will then know the child is safe at home. If your child is absent and the school has not been notified, the ConnectEd system will contact you by telephone. If you do not contact us these absences will be marked unexcused. If a child accrues 5 unexcused absences in a thirty-day period the parent/guardian will receive a letter informing them that those absences will show as unexcused on the child's permanent record and may require an appearance in court. It is vital that parents/guardians are aware that they are held legally responsible for their child's attendance. Please always provide a doctor's note anytime your child is seen in the doctor's office.

Sometimes parents request that their child be allowed to miss school for trips of various sorts. While in many cases there may be value to be derived from the trip or the family finds it convenient for the student to be out of school, such absences are recorded as unexcused. You are required to notify the office in writing in advance of any such absences. If such an absence does occur, the student is required to make up the work missed. It should be realized that making up the work missed will not take the place of classroom instruction.

## **Tardiness**

Being late to school disrupts the educational process for not only the tardy student but for the teacher and other students of his/her class as well. Being on time is a vital ingredient for success as children develop. A record of tardiness as well as absences is reported to parents at the close of each quarter and are recorded on the student's permanent record. Excessive tardiness may require an appearance in court. Again, a doctor's note is helpful.



## **Early Dismissal of Student**

Any time a child leaves school before normal dismissal his education is disrupted as is the education of every member of the class. There is also a safety factor with last minute changes during a busy time on a school campus. In fairness to everyone, please do not request early dismissal for your children except for a doctor's appointment or an extreme emergency. As with unexcused tardiness, every three unexcused early dismissals equal one unexcused absence for truancy purposes.

However, we realize situations arise where early dismissal is necessary. You must pick up your child by **2:45 PM**. Changes or dismissals after that time pose a safety and security issue as the school goes into normal dismissal routines. If it is necessary to pick up your children before dismissal for one of the reasons listed above, please come to the school office first. **UNDER NO CIRCUMSTANCES WILL A TEACHER RELEASE A STUDENT TO A PARENT EXCEPT THROUGH THE OFFICE.**

These rules are for the safety and welfare of your children. Dismissal is a busy time, and our attention must be on getting all students home efficiently and safely. We appreciate your cooperation.

## **Change in Method of Transportation Home**

A note should be sent to the teacher if there is to be any change in your child's transportation going home. For example, if you are planning to pick up your child after school and he/she normally rides a bus, we must be notified. We do not accept the child's word as to the method of transportation home if it is inconsistent with the normal pattern. (Please read EARLY DISMISSAL OF STUDENTS above.)

Remember, students are not allowed to ride another bus or get on or off at a different bus stop for any reason, even with a note from their parent/guardian.

PLEASE NOTE: Children are easily confused by frequent changes in their routines. By being consistent in the method of transportation provided for your child, you will help ensure a safe arrival home.

## **Withdrawal Procedures**

Please notify the school at least one day in advance if it becomes necessary to withdraw your child. This will help to ensure the timely preparation of student transfer information.

## **Home-School Communication**

Communication and cooperation between home and school is vital to the learning environment. At Bashaw School, a variety of methods are used both school-wide and by individual teachers to bridge the gap between the home and the school. Some of the school-wide approaches used are the Bashaw Bulletin, ConnectEd Automated Telephone messaging system, Class Dojo, orientation programs, parent workshops, Parent Teacher Organization activities, midterm progress reports, report card conferences and report cards and student agendas.

Individual avenues to communication provided by classroom teachers might include parent-teacher conferences, telephone calls, personal notes, student contracts, student work sent home, or classroom newsletters.

## **Bashaw Website / Social Media**

Our website is a great method of knowing all events that are taking place at Bashaw. There is a current calendar pictures of special events that have taken place. Visit our website at [www.manateeschools.net/bashaw](http://www.manateeschools.net/bashaw) and Like our Facebook page @BashawElementarySchool to keep up with all the current happenings at Bashaw.

## **Change of Address or Telephone Number**

Our school files need to contain accurate information in case of an emergency. Enrolling parent/guardian needs to submit in writing to the office any change of telephone numbers. We must have a daytime phone number on file. Please notify us immediately of any change of address. A document providing proof of residency is required.

## **Agendas**

All students will be provided an agenda. Please check daily for communication from your child's teacher, homework assignments and other information. This communication should be signed daily by a parent or guardian.

## **Student ID Cards**

All students will be issued a Bashaw Elementary ID card. The ID card and lanyard will be free of charge. It is an expectation that the students come to school each day wearing their lanyard with ID card and wear their ID while on campus. The ID card is used for scanning in the cafeteria, bus, and media center. In the event that an ID card is lost a replacement card will be issued for a \$5 replace cost.

## **ConnectEd Telephone and Email Messages**

Automated messages by voice and email will be sent out frequently to keep you apprised of attendance concerns, special events, early dismissals and other information that is important to you and your family. Please note that the voice mail messages will be delivered to the number on the enrollment form that is marked home phone. If you prefer to have voice messages delivered to a different number, please note that on your child's enrollment or bio form.

\*If your primary phone number or email changes, please alert the front office.

## **Parent-Teacher Conferences**

Your child's progress reports cannot tell you everything you need to know about his/her progress. For this and other reasons, our teachers meet with parents at the close of the first and third quarters to give you the report card and discuss your child's progress. Your child's teacher will contact you to set up an appointment. However, many times messages sent home by teachers concerning conferences do not reach the parent. If you do not hear from your child's teacher or would like to schedule a conference, please follow these procedures.

- Call the school (741-3307) and press option 1 for a staff directory. Your child's teacher will return the call and schedule a conference. Please come to school expecting to talk with a teacher only if you have made prior arrangements.
- Be on time for scheduled conferences. If you are late, there may not be adequate time to discuss your child's progress.
- Please stop at the office to check in and receive a visitor's pass before going to your child's classroom during school hours.

## **School Health Services**

The goal of your school health staff is to provide care for your child(ren) in the event of illness or injury while at school. If you are contacted by school or health personnel to pick up your child from school due to illness, injury, or possible communicable disease, you need to make arrangements to pick up your child within 30 minutes. The clinic is very comprehensive in evaluating and assessing your child. If they determine a phone call is needed, then that communication will occur. The clinic does not call for 100% of visits. School health rooms do not have adequate space to retain sick and injured children who need to

go home or be seen by a doctor. Children should be fever free for 24 hours (without fever reducing medication) before returning to school. If you have a doctor's orders related to your child's activity levels or limitations an adult need to communicate these to the clinic staff. Do not send with a child or expect a student to be responsible for critical information. Please feel free to discuss with the school nurse all special needs your child(ren) may have that would require care and attention while in school at 741-3307 x54003.

## **Medication Guidelines**

NOTE: Whenever possible, medication schedules should be arranged so all medication is given at home.

- Only prescription medication will be administered at school. Over the counter or sample medications will be treated as a prescription and must be accompanied by orders from the physician.
- Physician and parent portions of the MEDICATION AUTHORIZATION FORM must be completed entirely, signed, and presented to school before medication can be accepted/administered. Medication must be delivered, by parent/guardian, to school in the container in which it was purchased (dispensed). At this time the medication must be counted with school personnel. Additional parent authorization may be needed for any medications to be given on field trips outside regular school hours.
- A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis. Ask your pharmacist for a second container with a prescription label. The label must indicate the student's name, name of medication, physician's name, dosage amount, route of administration and time (frequency).
- If the medication requires equipment for administration (i.e. cup, spoon, dropper) the parent is responsible for supplying and labeling with the student's name.
- New MEDICATION AUTHORIZATION FORM will be requested each school year or with any change in medication.
- At the end of the school year, medication not taken home by the parent will be destroyed on last student day.