

## MISSION STATEMENT

The mission of Bellaire Elementary School is to provide an opportunity for children to learn, grow, and be successful.

## PHILOSOPHY

With a staff committed to equipping learners with the knowledge needed for future success, Bellaire Elementary School motivates all students to excel. Together, we strive to challenge students, build on strengths and offer support every step of the way. Committed to curriculum and 21st century learning, Bellaire Elementary is well-equipped to educate the whole student. In traveling the halls of our elementary, you will find students engaged in hands-on activities, a rebirth of art, music and physical education, and student-centered instruction at every level. Student and parent activities are vital pieces of our culture, whether it be at our annual Thanksgiving feast, concerts, or Right to Read Week Literacy Night we realize the importance of community involvement.

In a world that's becoming increasingly complex, where success is driven not only by what you know, but by what you can do with what you know, it's more important than ever for our youth to be equipped with the knowledge and skills to solve tough problems, gather and evaluate evidence, and make sense of information. It is a great time to be a student at Bellaire Elementary as we work together to further develop critical thinking, collaboration, communication, and creativity. Our world craves a population who can ask great questions, critically analyze information, form independent opinions, and be good and happy people.

## GOALS

- Improve reading skills
- Improve math skills
- Improve writing skills
- Improve behavior

## SCHOOLWIDE EXPECTATIONS

- To be safe
- To give great effort (outwork yesterday)
- To be leaders
- To be respectful
- To be kind
- To be responsible
- To listen to your teachers

This handbook is presented to acquaint you with the operation of Bellaire Elementary School.

If you have any questions regarding any of the information presented, please feel free to contact the school for clarification.

## OFFICE STAFF

Principal: Ben Doyle, ben.doyle@bellairesd.org  
Secretaries: Jennifer Gulley, jenniferg@bellairesd.org  
Nancy Workman, nancyw@bellairesd.org

Hours: 8am-4pm  
Phone: 740-676-1272  
Fax: 740-671-6010  
Address: Bellaire Elementary School  
53299 Pike Street  
Bellaire, OH 43906  
Website: <https://www.bellaire.k12.oh.us/>, www.bellairesd.org  
Twitter: @BellaireES  
Facebook: Bellaire Elementary School

## OTHER NUMBERS

Superintendent: 740-676-1826  
Bus garage: 740-676-0281  
Middle School: 740-676-1635  
High School: 740-676-3652

## STUDENT FEES

Parents are requested to pay all student fees with a check or money order made out to Bellaire Local Schools. If fees are paid after the beginning of March, they must be paid for in cash. **If fees are NOT paid students will NOT receive an end of year report card. This includes cafeteria balances.**

All fees not paid will be recorded and all assessments must be paid prior to graduation. If a parent needs to make special arrangements for payments, contact your building principal.

## FEE SCHEDULE

Kindergarten      \$30

First Grade	\$30
Second Grade	\$30
Third Grade	\$30
Fourth Grade	\$30

## CAFETERIA PRICES

Bellaire Local Schools has made an application for the Free Breakfast Program to provide breakfast for all students in our system. A free breakfast will be provided for any student who chooses to participate.

Lunch: Updated lunch prices can be found on the school website

## VISITORS/APPOINTMENTS/MESSAGES

Because the safety of our students(your children) and employees are a top priority, all visitors during school hours, including parents, must sign in with the school office personnel and obtain a visitors' badge. The badge must be returned to the school office when the visitor leaves the school. **Visitors are not allowed to be inside the school without a visitors' pass at any time, which includes dropping off and picking up students. Anyone without a pass will be directed to the office to obtain one.** We ask that you follow our procedure with courteous behavior.

- All visitors must report to the school office where he/she will sign in and be given a visitors tag to wear throughout their time in the school
- Conferences/meetings must be scheduled in advance
- Visits in the classroom are not allowed unless scheduled with teacher or principal
- Messages to students are to be given to the school secretary
- Students may not use the school phone without permission

## TEACHER CONFERENCE SAFEGUARDS

No parent or guardian shall be permitted to meet with a teacher without:

- The parent/guardian advising the building administrator of his or her desire to meet and the administrator advising the teacher of that desire and that teacher contacting said parent/guardian, scheduling the same as soon as reasonably possible.
- All persons stopping at any school building, for any reason, must go directly to the administration office. Non-employees shall not be permitted to enter any school building, hallway, classroom or related school property except pursuant to prior scheduled conference as outlined in #1 above, and then only to the specific location of the scheduled meeting.
- Should a teacher desire to have an administrator present during a conference for safety reasons, that presence shall be provided.

- Disruptions of classrooms by parents or guardians are prohibited (in person or by telephone).
- Enforcement of this policy shall be the responsibility of the school administration.
- This policy shall be provided to all parents at the commencement of each school year.

#### TELEPHONE POLICY

Teachers will not be called in the classroom to answer the telephone unless an emergency arises. All outside calls will be forwarded to teacher voicemail and teachers may return calls whenever time permits.

#### ABSENCES

**It is important for every student to attend school every day. Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates.**

- On the day of the absence, please try to notify the school by 10am
- Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by Ohio law may or may not be permitted to make up work. Each case is considered on its merit by the principal and the teacher(s).
- Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.
- A parent or guardian is expected to call the school to report the student off from school and explain the reason for the absence
- The Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such absence resides with the parent, and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.
- All students are urged to make appointments, do personal errands, vacations, etc. on non-school days

Reasons for which students may be excused included, but are not limited to:

- Personal illness of the student
- Illness in the student's family
- Death in the family
- Quarantine for contagious disease

- Religious reasons

## DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

Habitual truant:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse; or
- Absent 72 or more hours in one school year without a legitimate excuse.

Excessive absences:

- Absent 38 or more hours in one school month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

## DAILY SCHEDULE

Office Hours: 8am-4pm

Arrival procedure begins at 8:20am

Breakfast: 8:20am-8:50am

School Begins: 8:50am

Dismissal procedure begins at 3pm

## ARRIVAL PROCEDURE

All car riders will be dropped off at the playground side of the building. DO NOT PULL UP OR PARK AT THE FRONT OF THE BUILDING. DRIVERS SHOULD REMAIN IN CAR WHILE IN DROP OFF LINE. IF PLANNING ON LEAVING VEHICLE, PLEASE FIND A PARKING SPOT.

- Doors open at 8:20am
- Doors close and arrival ends at 8:50am
- Students are to be in their classroom by 8:50am, any student arriving after 8:50am must be signed in by an adult and they will be counted tardy
- Teacher/Resource Officer will be on hand for drop off duty

## DISMISSAL PROCEDURE

All car riders will be picked off at the playground side of the building. DO NOT PULL UP OR PARK AT THE FRONT OF THE BUILDING. Dismissal procedure begins at 3:00pm. To avoid creating traffic flow issues, please do not arrive too early—the gates will not be open until the playground is clear. **Pull all the way forward in pick up and drop off lines. DRIVERS SHOULD REMAIN IN CAR WHILE IN PICK UP LINE. IF PLANNING ON LEAVING VEHICLE, PLEASE FIND A PARKING SPOT.**

Dismissal times:

Kindergarten and first grade: 3:00pm

Second, third and fourth grade: 3:05pm

Bus dismissal:

- Bus pickups are at the front entrance
- Buses will be called as they arrive at the building. At 3:15pm, all remaining bus students will be called to assigned tables in the cafeteria
- No switching busses or bus passes

Early pickups:

- If your child must leave school early, the parent/guardian must come to the office and sign the child out.
- Only persons designated on the Emergency Form may pick up your child unless written instructions are provided by the parent/guardian. (Please keep these forms up to date, especially when there is a change of residence and/or phone number.)

## DRESS CODE- DRESS FOR SUCCESS

- Revealing clothes of any type, including bare midriffs, will not be permitted
- No clothing is permitted with words or slogans pertaining to drugs, alcohol, or tobacco products as well as indirect profanity, obscenities, racial, or sexual references
- Any tight fitting shorts (spandex) is not allowed (no shorts during cold weather)
- No hats, caps, scarves, hoods or other headwear is to be worn in the building
- No wearing of sunglasses
- No clothing or footwear that may present a safety hazard. **Flip-flops and high heel shoes are not permitted.**
- Hairstyles for both boys and girls should reflect good taste/judgment. Students are to avoid extremes in color or style of hair. If a student violates this policy, they will be asked to remove the color by the next school day. If it is not corrected, parents will be notified and the student will face further consequences.
- No chained pocket books or wallets
- At the elementary level, parents are more responsible for what their children wear. Please check what your students are wearing. Make sure they wear coats in the winter.
- No shorts are to be worn from November 1 through March 31. Shorts can only be worn the first two months of school and the last two months of school.

## FIELD TRIPS

We try to provide opportunities for students to have trips to connect their education to the real world. Students are expected to represent our community in a positive and respectful manner.

- Parents/guardians will be asked to sign permission slips when children take field trips. The signature acknowledges that they are aware the student will be away from school and are aware of the nature and purpose of the trip.
- The parent/guardian has the right to deny participation. Only students whose parent/guardian has signed a permission slip will be permitted to participate in such activities.
- **Students WILL NOT be eligible to go on field trips and/or Field Day and/or Fun Day if they have had 3 or more school suspensions. School suspensions include: out of school suspension, in-school suspension, and bus suspension.**

## STUDENT EXPECTATIONS FOR COMMON AREAS OF THE BUILDING

### Playground

- Walk on black rubber and around playground equipment
- Show good sportsmanship
- Use equipment properly
- Keep your hands and feet to yourself
- Report accidents immediately

### Cafeteria

- Walk quietly to and from cafeteria
- Use table manners
- Stay seated and raise your hand
- Use inside/quiet voices
- Keep hands and feet to yourself

### Hallways

- Move quietly with your group
- Walk correctly on the right
- Walk forward only
- Keep hands and feet to yourself
- Hold onto the railing

### Restrooms

- GO, FLUSH, WASH, LEAVE
- Use inside voices

- Use the restroom quickly, quietly and properly
- Keep hands and feet to yourself
- Two squirts of soap on your hands only
- Walk

#### Bus

- Use inside voices
- Keep all food and drink items in your book bag
- Stay seated
- Feet and belongings need to stay out of the aisle
- Keep your hand and feet (and objects) to yourself
- Say only nice things
- Respect the driver
- Follow safety procedures

## DISCIPLINE

Bellaire Elementary strives to encourage and promote a safe and orderly learning environment. We expect our students to be self-disciplined, respectful to others, and responsible. Through a collaborative, consistent partnership of home and school, they are sure to accomplish these.

#### CLASSROOM DISCIPLINE

Teachers use the Assertive Discipline framework. This is part of our Quality Change Program. Each classroom will send their rules and expectations home. The color-coded classroom discipline is as follows:

Gold:	Outstanding
Green:	Great job!
Yellow :	Made a mistake.
Blue:	Heading for trouble.
Red:	Send to principal's office

\*Students have the ability improve their behavior(color) throughout the day

\*If a student is on Blue for the day, detention may be assigned by the teacher.

\*If a student habitually flips to yellow they may participate in a behavioral intervention program (Check-In-Check-Out).

#### PRINCIPAL'S OFFICE DISCIPLINE

If a student is on Red for the day, the principal will determine the consequence. Also, if an incident is serious enough, teachers and staff may send students directly to the principal's office. Infractions to school rules can be categorized into levels of severity. Levels may include but are not limited to the following:

### Level I

Excessive tardiness

Unacceptable language/Disrespect

Disruption of class

Dangerous horseplay

Red card for behavior

\*Consequences for these infractions may include a conference with the principal, recess detention, after school detention, or in school suspension depending on the incident.

### Level II

Continued violations from the Level I infractions

Profanity, Obscene gestures, or threatening comments to students

Physical Aggression

Inappropriate toys/items brought to school

Damage to school or personal property (or stealing property)

\*Consequences for these infractions may include extensive detention time, in school suspension, parent conference, or out of school suspension depending on the incident.

### Level III

Continued violations from Level I or Level II infractions

Fighting or harming students

Ethnic name calling

Making threats or harm to staff

Extensive damage to school or personal property (or stealing property)

Use or possession of dangerous objects, weapons, and their likeness

Use or possession of tobacco, alcohol, unprescribed drugs, including any and all counterfeit or look alike substances

Assault on students or staff

\*Consequences for these infractions will include school suspension (in school, out of school, or both) and parent contact or conference, or a recommendation for expulsion.

\*Depending on the Level II or Level III violation, the school may require an evaluation from a mental health professional before the student is permitted back to school. This especially pertains to: making threatening comments, physical aggression, use or possession of a weapon, and use or possession of tobacco, alcohol, or drugs.

### POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

-flip a color(multiple flips will forfeit certain rewards and recess; by teacher or aide)

-verbal warning (by teacher, aide, or principal)

-written notification (by teacher, aide, or principal)

- recess detention (by teacher, aide, or principal)
- after school detention (by principal)
- in-school suspension (by principal)
- bus suspension (by principal)
- out of school suspension (by principal)
- expulsion (recommendation by principal to superintendent)
- file charges through juvenile court (by principal)

## RECESS DETENTION

Recess detention may be used for certain students as a consequence for discipline issues. Recess detention will be held daily during each grade's recess time. The student may have detention in the principal's office during that time.

## HOMEWORK

Homework is an extension of the academic day. Homework will help reinforce the skills taught during the school day. Please help your child develop positive homework habits.

If students fail to complete their homework, they will complete their homework during recess time. If students miss 2 homework assignments during the same week, they will not receive the reward for extra recess.

If missed homework becomes frequent, the teacher will contact the parent to try to solve the problem. If the problem still exists, a meeting will occur with the parents, teacher(s), and principal and a homework plan will be developed.

## STUDENT CONDUCT CODE

The Student Conduct Code is in effect immediately prior to, during school hours, and immediately after school and during school-sponsored activities. School property are areas immediately surrounding all buildings, including the City Park, will be considered in controlling student behavior.

Violation of any of the following will result in disciplinary action and may result in suspension or expulsion from school. Students will be permitted to make up any graded work missed during suspensions. They will receive the grade they have earned or 60, whichever is lower. During any suspension of 3 days or more, the student must attend alternative school (depending on student age/grade level). Days missed as the result of the suspension will not be counted as truancy days.

1. Student using violence, force, coercion, or threats that would cause disruption or obstruction.
2. Student attempting to damage or damaging school property.
3. Student damaging private property while on school premises during a school function, activity, or event.
4. Student assaulting another student or school personnel which could cause physical injury during, immediately before, or after school hours.
5. Student shall not possess or conceal any object that could be used as a weapon.
6. Student shall not possess, use, transmit, conceal, or be under the influence of narcotics, alcoholic beverages, drugs, or any other controlled substance. This policy is to include any and/or all counterfeit or look alike substance that is represented to be a controlled substance.
7. Student shall not smoke in school facilities or on walks surrounding school buildings.
8. Student shall not repeatedly defy school personnel (teachers, teacher aides, secretaries, custodians, principals, or other authorized personnel) when the student is under authority of school personnel including all extra-curricular activities as a member of a group participating or as a spectator.
9. Student hazing, plagiarizing, using obscene language, being belligerent to fellow students or school personnel.
10. Student using ethnic slurs against another student or school personnel.
11. Student shall not engage in public display of affection or sexual acts. Student shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.
12. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, then an administrator may remove the student from curricular or extracurricular activities under the school's supervision immediately without the usual due process procedure. Appropriate formal due process procedures will be initiated as soon as practical. Under these circumstances, a student will be given written notice within 72 hours of his/her removal. All individuals involved should be present during the due process procedure.

## STUDENT DISCRIMINATION POLICY

1. Should a student have a concern or complaint regarding an allegation of discrimination or harassment, he or she (or his or her parent) are to advise the building principal or building counselor of the same within 5 calendar days of the event.
2. The building principal or building counselor shall undertake an investigation of the complaint and report the results thereof to the complaining party.
3. Should the complaining party be dissatisfied with the results of the investigation, the complaining party may appeal the matter to the Superintendent within 10 calendar days of being advised of the results of the investigation.

4. The Superintendent shall then review the matter and advise the complaining party of the results of his or her investigation.
5. Should the complaining party be dissatisfied with the results of the Superintendent's investigation, the complaining party may appeal the matter to the Board within 10 days of being advised of the Superintendent's decision.
6. The Board shall undertake a review of the matter and advise the complaining party of its decision in executive session.

## **BUS INFORMATION AND RULES**

During the course of the school year, most students are passengers on a school bus for transportation to school, field trips, athletic contests, etc. Safety is our primary concern when students are passengers on our school buses.

There are 3 major components involved in the safe transportation of students:

- Selection and training of drivers
- Constant mechanical inspection and preventative maintenance of buses
- Appropriate student behavior

The absence of any one of those factors is a safety concern. The Bellaire Local Schools Transportation Department complies with and exceeds the driver training standards established by the State of Ohio. Buses are inspected daily to ensure safe mechanical performance. The third factor of safe transportation, appropriate student behavior, is indeed one where both students and parents become involved.

Riding the bus is a "PRIVILEGE NOT A RIGHT". Any student violating bus rules may result in the removal of that privilege. All of our main route buses are equipped with cameras which capture both video and audio material.

Take your seat immediately. Slide over in the seat to permit others to be seated. Remain seated while the bus is in motion. Once students are notified of their assigned seat number, they are to sit in that seat unless otherwise directed by the bus driver.

### **VIOLATIONS**

- Improper boarding or departure procedures
- Bring articles of injurious or objectionable nature
- Failure to remain seated
  1. Refusing to obey driver (Insubordination)
  2. Fighting (Refer to Student Handbook), pushing and tripping,
  3. Hanging out of the windows
  4. Throwing objects in or out of the bus
  5. Lighting matches/smoking on the bus; open flame/possession of tobacco/drug related paraphernalia
  6. Spitting/Littering
  7. Unnecessary Noise
  8. Tampering with bus equipment

9. Rude, discourteous and annoying conduct (Profanity)
10. Destruction of Property
11. Other behavior relating to safety, well-being and respect for others (Profanity).
12. Students involved in vandalism to a bus will be disciplined and be required to pay for damages

The penalty for any of the above or any other acts that threaten the safety of any of the students on the bus could result in the removal of that individual from that bus.

**\*\*No student will be permitted to ride a different bus unless the parent/legal guardian notifies the office IN WRITING and it has been approved by the principal and transportation supervisor. Bus changes are usually not permitted without a change of address.**

#### DISCIPLINARY STEPS FOR VIOLATING BUS RULES

Violation of Rules 1, 3, 10:

First Offense:	Verbal Warning by Driver
Second Offense:	Written Warning
Third Offense:	3-Day Removal from Bus
Fourth Offense:	5-Day Removal from Bus
Fifth Offense:	Possible Permanent Removal

Violation of Rule 4, 6:

Directed Toward Other Students:

First Offense:	Written Warning
Second Offense:	3-Day Removal from Bus
Third Offense:	5-Day Removal from Bus
Fourth Offense:	Possible Permanent Removal

Directed Toward Driver:

First Offense:	5-Day Removal from Bus
Second Offense:	Possible Permanent Removal

Violation of Rules 2, 5, 7, 9, 11:

First Offense:	Written Warning
Second Offense:	5-Day Removal from Bus
Third Offense:	Possible Permanent Removal

Violation of Rule 8:

First Offense:	Discretion of Principal referring to the Student Handbook under DISCIPLINE Level II or Level III consequences
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#### SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus in violation of the Student Code of Conduct/Student Discipline Code.

## **GRADING SYSTEM**

### ***KINDERGARTEN***

S – Satisfactory	Satisfactory work is being completed by the student.
I – Improving	Students are doing acceptable work but improvement is needed in some areas. Areas of needed improvement will be identified with a written explanation.
U – Unsatisfactory	Unsatisfactory work is being completed by the student.

### ***1ST GRADE THROUGH 4TH GRADE***

90-100	A
80-89	B
70-79	C
60-69	D
59-BELOW	F

\*No + or – grades will be used. Exceptions to this are: 1st grade English, Social Studies, and Science will be reported as S and U; 2nd grade Social Studies and Science will be reported as S and U.

\*Music, Physical Education, Art, Computers, and Library will use S and U marks.

### **PROGRESS REPORTS TO PARENTS**

In grades K through 4, report cards will be sent home the week following the close of each nine week period.

Student progress reports will be sent home at the middle of each nine week grading period or as needed when a student is not doing acceptable work.

Parents are requested to sign the grading communicators and return them to the school within 5 days.

#### PROMOTION AND RETENTION OF STUDENTS

The promotion and retention of each student is determined individually. The decision to promote or retain a student should be made on the basis of factors that influence good student performance. A decision about promotion or retention is usually made by a team comprised of the: teacher(s), parent(s), and the building administrator(s). In some instances the decision to retain can be determined by the building administrator without the permission of the parent.

#### KINDERGARTEN

Important issues to consider:

- Mastery of readiness skills
- Grades
- Mastery of learner outcomes
- Attendance
- Maturity
- Age

Kindergarten students should master at least 85% of expected readiness skills before being promoted to the first grade.

#### 1ST THROUGH 4TH GRADES

Important issues to consider:

- Grades
- Performance on competency-based assessments/Ohio Achievement Tests
- Mastery of learning outcomes/content standards
- Attendance
- Maturity
- Age

Students' reading mastery should be at least 80% to be promoted to the next grade.

Students who fail 2 or more academic subjects may be considered for retention.

Students who fail 1 academic subject may be 'placed' in the next grade as opposed to being 'promoted'.

Students can only be 'promoted' to the next grade if they get at least a D average in all academic areas.

\*All grade averages to determine promotion/retention will be based on grades from all four grading periods.

\*Students in grades K-4 shall not be retained more than once.

\*Retained students must be reviewed at the end of the first grading period. If they are still viewed as being at-risk, an RTI must be implemented at that time.

### ***THIRD GRADE READING GUARANTEE***

Ohio's Third Grade Guarantee ensures that every struggling reader gets the support he or she needs to be able to learn and achieve.

#### **HOW IT WORKS**

In kindergarten through grade three, schools will evaluate all children to determine if they are reading as well as they should be. If a child appears to be falling behind in reading, the school will immediately start a reading improvement plan.

Reading Improvement Plan - This plan will address each student's unique reading problems. Schools will monitor the plan to make sure the student's reading is improving.

Schools will work closely with parents to help create a remedy and for parents to be able to support the plan.

#### **ADVANCING TO THE FOURTH GRADE**

- Except for those with special circumstances, students must meet a minimum score on the state reading test to move on to the fourth grade. This score must be attained either in the Fall or Spring administration of the state reading test.
- If a student does not meet the score, the school will provide alternate assessments
- If the student remains in the third grade, the school must provide a high-performing reading teacher and 90 minutes of reading instruction each school day.
- A student can still take fourth grade classes in all other subjects, if the student is ready.
- Schools can move students to the fourth grade in the middle of the year if the student's reading improves.

### **NINE WEEKS QUALITY AWARDS CRITERIA**

As part of our Quality Program, students will be eligible for awards every nine week period.

Awards will include behavior, homework, attendance, improvement, and lunch with the principal. Students will only be eligible to earn one award in each of the categories per nine weeks.

#### **BEHAVIOR AWARD**

This award will be presented to those students who have been in green for behavior for the nine week period. These students will not have flipped a color for the nine week period.

#### **HOMEWORK AWARD**

This award will be presented each nine weeks to those students who have completed all their homework assignments for the nine week period.

#### PERFECT ATTENDANCE AWARD

This award will be presented to students who have had perfect attendance for the nine week period.

#### IMPROVEMENT AWARD

This award will be presented each nine weeks to those students showing significant improvement in behavior OR homework. This award is based on recommendations of teachers. This award will be presented each nine weeks, starting with the second nine weeks.

#### LUNCH WITH THE PRINCIPAL

This award is for students earning both the behavior award AND the homework award for the nine week period. Students will each lunch with the principal on stage and receive a cookie.

#### HONOR ROLL

This award is for students earning all A's and B's on their report card (1st – 4th Grade)

#### POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS.)

This program has been implemented in an effort to reinforce and acknowledge positive behaviors of our students. As part of the process, the staff has come up with common rules in different areas of the building. These areas include the playground, cafeteria, hallways, restrooms, and on the bus. In addition, teachers provide their own rules and framework to this program within their classroom. In addition to the rules, the staff developed school-wide expectations that are listed in the front of this handbook on the same page as our building goals and mission statement.

The school-wide expectations are:

To be safe

To give great effort (outwork yesterday)

To be leaders

To be respectful

To be kind

To be responsible

In an effort to encourage our students to display these behaviors, we have come up with the 'BIG REDS OF THE WEEK' awards. Students who have tickets in their teacher's jar for displaying these behaviors during the week are eligible to win a Big Reds pencil. Each week one boy and one girl from each class are chosen from the 'nominees' as the Big Reds of the Week. Students earn their tickets by teachers randomly observing students displaying one of these expected

behaviors. So, students are encouraged to display these behaviors continuously since they don't know when a teacher will choose to 'nominate' them.

## SPECIAL SERVICES

Special services are available through the school psychologist, nurse, school counselor, speech therapist, occupational therapist, and Human Services. Special classes of adjusted studies are also provided for students with learning disabilities, reading difficulties, and developmental disabilities. For information on any of these services, please contact one of the school principals.

## EMERGENCY CLOSINGS

IF SCHOOL HAS TO BE DELAYED OR CLOSED DUE TO INCLEMENT WEATHER, THE 'PARENT BROADCAST' SYSTEM WILL BE USED TO CALL THE STUDENT'S PRIMARY PHONE NUMBER. PLEASE MAKE SURE THAT THE SCHOOL HAS YOUR CURRENT PHONE NUMBER IF YOU WANT TO BE CONTACTED THROUGH THIS SYSTEM. (This system is also used during the year by the principal to relay non-emergency school information.) IN ADDITION TO 'PARENT BROADCAST', LOCAL RADIO AND TELEVISION CHANNELS WILL ALSO HAVE DELAY AND CLOSING INFORMATION. PLEASE DO NOT CALL THE SUPERINTENDENT'S OFFICE.

When school is closed for more than 5 days due to severe weather, we are required to make up the additional lost days. These days will be made up at the end of the school year or by adding 30 minutes to the end of the day. (10 days + 30 minutes = 1 Make up day)

In the event of a regional, state, or national ordered school closure due to catastrophe (pandemic, weather, etc.), the school community may be required to facilitate/participate in remote learning. The goal is to maintain uninterrupted learning during required building closures.

## EMERGENCY EVACUATIONS

If students would have to evacuate the school for an emergency situation, students of Bellaire Elementary School will be transported by buses to Bellaire High School. Parents will be able to sign students out from the gymnasium of the high school. Each grade level will be assigned a bleacher area to sit in. Please do not try to come to Bellaire Elementary School to pick up your student(s) if we are evacuating the building.

## FIRE DRILLS

Each teacher will explain instructions for leaving the building in case of a fire drill. Each student should note the exit to be used in leaving each room in the building and comply with the following rules:

1. When the alarm has sounded, the building must be emptied.
2. All students are to follow the route of evacuation that is posted in their classroom.
3. Students are to walk rapidly, but DO NOT RUN.

4. Students are to remain quiet; DO NOT TALK or be disruptive.
5. Students are to remain in a straight line with their classmates.
6. Students are to remain outside until the signal is given to return to the building.

#### TORNADO DRILLS

\*Please help us explain the following procedures to your child.

\*Teachers will inform each class as to the proper location and procedures for a tornado drill.

\*Students are to move to the designated areas as QUICKLY and QUIETLY as possible. You are to remain in the area until instructions are given to return.

#### REMEMBER THE FOLLOWING:

1. The command will be sounded (air horn/public address system).
2. Move quickly but quietly to your designated area.
3. Remain in your area until instructions are given to return.
4. If command is given, be prepared to get on your knees and elbows with your hands clasped behind your head.

#### MEDICATION/TREATMENT

A school nurse's office is stationed at Bellaire Elementary. This is a modern nursing station equipped to take care of minor injuries and other health related needs.

There will be a Medication Form available for students throughout the year that addresses the use of medication by students. Please read this form carefully and (if necessary) please fill it out and send it back to the school.

If it is necessary for your child to take any type of medication/treatment at school, this form must be submitted with both the prescribing physician's signature as well as the parent/guardian. This will include over the counter medications such as Tylenol, cold medicine, inhalers, etc.

All medication must arrive at school by an adult in an original bottle/package with a label from the pharmacist.

#### GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is important in order to decrease the spread of disease, and to prevent your child from acquiring any other illness while resistance is low.

#### PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE

- **COVID-19:** Affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness. Please refer to the Belmont County Health Department Checklist that is included.

- **Common Cold:** Sore throat, watery discharge from nose and eyes, sneezing, chilliness, generalized discomfort. Exclusion from school is encouraged during the first 24 to 72 hours to help prevent the spread of infection.
- **Conjunctivitis (Pink Eye):** Incubation is 24 to 72 hours. Redness, swelling, burning, itching, watery or yellow discharge from eye, sensitivity to light. Exclusion from school until on medication for 24 hours. A note from doctor will be needed before returning to school.
- **Fever:** If your child's temperature is 100 degrees fahrenheit or greater (or 1-2 degrees above the child's normal temperature) he/she will not be permitted to return to school until fever free for a full 24 hours without medication. Remember, fever is a symptom indicating the presence of an illness.
- **Fifth Disease ("Slapped Cheek"):** Incubation 5 to 10 days. Solid bright red area begins on cheeks appearance. Spreads to upper arms and legs, trunk, hands and feet. Rash frequently disappears, becoming lace-like in appearance. Rash may recur for several weeks after exposure to sunlight, exercise, heat or emotional stress. Students may attend school. However, if your child feels ill or has a sore throat, please keep him/her home and contact your doctor.
- **Flu:** Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and fever free for 24 hours without medication.
- **Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits firmly attach to the hair shafts close to the scalp. Nits are much easier to detect than lice. They are small white specs usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after being treated with a lice shampoo, and ALL LIVE BUGS HAVE BEEN REMOVED. Please remove all nits (lice eggs) daily. Bring your child to visit the school nurse before he/she may be released back to class.
- **Impetigo:** Incubation 2 to 5 days. Small blister filled with thin, yellow fluid which later develops into crusted pus-like sores. May be accompanied by itching. Usually found on face, elbows, and knees. Will spread if left untreated. Need note from the doctor to return to school.
- **Pain:** If your child complains, or behavior indicated, that he/she is experiencing persistent pain, evaluation by a physician should be done before being sent to school.
- **Pinworms:** Life cycle requires 3 to 6 weeks. Anal irritation, itching. Exclude until treated at least 24 hours. Pinworms of animals are not transmissible to man. Need note from the doctor to return to school.
- **Ringworm:** Ring-like lesions that tend to clear in the center. Exclude until released by the doctor or skin is clear. Student should be on medication at least 24 hours before returning to school.
- **Scabies:** May appear in days or week. Small blisters, irritation or burrows under the skin, between fingers, on arms, legs, back or abdomen. Intense itching at night. Exclude from school until treated. Need note from the doctor to return to school.

- **Skin Rashes:** Skin rashes of unknown origin should be seen by a physician before your child is sent to school.
- **Strep Throat and Scarlet Fever:** Strep throat begins with fever, sore and red throat, pus spots on the back of throat, tender swollen glands of the neck. Scarlet fever has all the symptoms of strep throat as well as strawberry appearance to the tongue and skin rash. High fever, nausea and vomiting may also occur. Your child should remain home until receiving 24 hours of antibiotics and is without fever or vomiting for 24 hours without medication. Most physicians advise rest at home for 1-2 days. ANTIBIOTICS FOR STREP INFECTIONS ARE TO BE TAKEN FOR 10 DAYS OR UNTIL ALL MEDICATION IS GONE. Only when these directions are followed is the strep germ eliminated from the body, no matter how well the child feels after the first few days of receiving the medication. It is also recommended you discard and replace toothbrushes with this illness.
- **Vomiting and Diarrhea:** If your child has vomiting or diarrhea related to a virus they should remain home until symptom free for 24 hours.

CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT

Feel free to contact the school nurse Mrs. Dunlap RN BSN at:

HS – 676-3652 ext. 1103

MS – 676-1635

ES – 676-1272

Email (bdunlap@bellairesd.org)

## ANIMALS IN SCHOOLS

Prior to bringing any animals into the schools, the building administrators must approve the use of the animals for teaching or training of students in accordance with the following regulations:

1. Students are to be instructed not to bring personal pets to school at any time for any purpose.
2. It is permissible for the class to have one or more animals as classroom pets under the following conditions: the animal is not venomous or vicious; no one is allergic to the animal; proper examinations and immunizations have been given by a veterinarian; arrangements have been made for housing the animal safely, comfortably, cleanly, and in a manner that does not disrupt the classroom environment; arrangements have been made for the proper care of the animal when school is not in session; rules have been established for the handling and treatment of the animal
3. Whenever live animals are to be used as part of a study, prior approval of the principal is required and the following rules apply: a science teacher or other qualified adult supervisor must assume primary responsibility for the purposes and conditions of the study; studies involving animals should have clearly defined objectives; all animals used in the studies must be acquired in accordance with law; the comfort of the animal used in the study should be of paramount importance; when animals are kept on school

premises over vacation periods, adequate housing must be provided and a qualified individual must be assigned care and feeding responsibilities.

4. If animals are to be used as part of an experiment, such as dissection in a science course, the administration should notify parents so that individuals who find such activity unpleasant or objectionable may be given a different assignment.

SIGNATURE PAGE

I, \_\_\_\_\_  
(Parent Name)

**have read and reviewed this handbook with my child,  
understand and agree to adhere to the policies written in  
the Bellaire Elementary School Student Handbook.**

\_\_\_\_\_/\_\_\_\_\_  
(Parent Signature) (Date)