

Bel Air Elementary School
Parent/Student Handbook
2017-2018

Bel Air Elementary School
14401 Barton Boulevard
Cumberland, MD 21502
301-729-2992
Fax: 301-729-5024
E-mail: autumn.eirich@acpsmd.org

Principal: Autumn Eirich
Secretary: Dianna Taylor
Nurse: LuAnn Lewis
School Counselor: Brenda Luger
PTO President: Lareda Wiland

Please visit our webpage for school information: <http://www.acpsmd.org/bl>

School Hours

The children may arrive at school no earlier than 8:15 a.m. The children will wait in the audio/visual lab until 8:30 a.m. They will be dismissed to their classrooms and to eat breakfast at 8:30 a.m. The morning announcements will begin at 8:50 a.m. **Students arriving after 8:50 a.m. are considered tardy.** Parents are asked to sign in any child who is tardy in the main office. The instructional day will begin at 8:50 a.m.

The lunch schedule is as follows:	Kindergarten, Gr. 1	11:30 - 12:00
	Gr. 2, Gr. 3 , Gr. 4	12:00-12:30
	Gr. 5	12:30-1:00
	Pre-K	12:30-1:00

Dismissal will begin at 3:15 p.m. All students are out of the building by approximately 3:35 p.m.

- Carpool (parent pick up in the cafeteria)
- Walkers
- YMCA Bus
- Buses called in order that they arrive

Weather-Delayed Openings and Closings

During inclement weather, the local school system's School Messenger will contact you by phone if there are any changes to opening or closing times if you have opted for this to happen. You may also listen to the local radio stations concerning the status of school closings and delayed openings or log onto the Board of Education website (<http://www.acpsmd.org>). The information is located at the top of the page. When the opening of school has been delayed, students should not arrive at school earlier than the announced open time (example: 2 hour delay – 10:15 a.m.). Breakfast will not be served on delayed opening days. Do not call the Board of Education offices, as these telephone lines must be kept open for emergency communications. In case of an emergency dismissal, the school needs to be aware of a plan for where your child will go if you are not home (to a neighbor, relative or friend's house). Please make sure that this plan is included on your child's emergency information sheet that all students turn in at the beginning of each school year. Please confirm your plan with the neighbor or relative and discuss your plan with your child.

Breakfast/Lunch Program

All students will be given adequate time to eat breakfast and lunch. Breakfast is provided to students who do not eat at home. A well-balanced meal is provided each day through our cafeteria. However, students may pack a lunch. **We ask parents NOT to pack soda as part of lunch. We also do not allow fast food items to be brought into the cafeteria for lunch. Free and reduced meals will be provided to those who qualify. Ask the school office personnel for a free/reduced meal application if you desire to have this benefit.** Parents may choose to make payments online by registering on the Parent Account Management System – PayPams (<https://paypams.com>). Also, money can be paid to the cafeteria in advance and the cafeteria manager can tell the student the current balance. Parents are highly encouraged to make use of this account by periodically depositing money in the account. Each student is given a Personal Identification Number (PIN) that is used by the student each time he/she purchases something in the cafeteria.

Meal Prices for Elementary School:

Breakfast	\$1.40
Elementary Lunch	\$2.65
Reduced Breakfast	\$0.30
Reduced Lunch	\$0.40
Milk	\$0.50

Attendance Policy Statement

Regular school attendance is expected of all students in the Allegany County Public Schools. School attendance is directly related to school achievement. In order to maximize academic achievement, there must be a unified effort by all school, staff, parents, students, and the community to improve overall school attendance. School administrators, teachers, and support staff are expected to make all reasonable attempts to assist students and parents in addressing those factors which cause students to be absent from school. The attendance policy can be found in detail on the county webpage (<http://www.acpsmd.org>) under the Elected Board side tab, Policies, Keyword: Attendance Policy.

Cell Phones and Other Portable Communication Devices in School

Allegany County Public Schools prohibits student use (not possession) of portable pagers, cell phones, and other portable communication devices, and/or messaging software, including personal digital assistant systems, during scheduled instructional time unless authorized by school-based administration and/or instructional staff. If approved for use, students may use portable electronic communication devices for educational purposes, such as accessing curriculum related and/or educational resources. In such cases, students may only access resources which have been approved by the teacher.

Use of a cell phone or any portable communication device is a privilege which can be denied, revoked, or suspended for a period of time by teachers in their classrooms or by an administrator for the school. Inappropriate use will be addressed by school-based administrative disciplinary actions. There is no expectation of privacy while connected to the ACPS network. Responsible use of information technology, including all portable communication devices, is required of students whether using personal devices and programs, school system devices, or school system programs. When students bring a portable communication device to school, they assume the responsibility for the loss, damage, theft, or use of that device by others.

In addition to use for educational purposes, limited exceptions for use of portable electronic communication devices include the following: students with disabilities who require an electronic device for medical reasons and designated student members of emergency services as verified by the chief of the volunteer fire department, ambulance service, rescue squad, and the school principal.

With regard to all use of portable electronic devices, students may not photograph or record audio and/or video on the school bus, within the school, or during any school sponsored activity in a disruptive manner and/or in a manner which violates other school policy.

Reference: ACPS JIK

Allegheny County Dress Code

Any manner of dress, hairstyle, or degree of cleanliness that presents danger to the student's health and safety, interferes with others' right to learn, or creates classroom or school disorders will be considered as unsuitable for school. Beyond this point of control, we believe parents/guardians should help their children come to school dressed in a style that promotes safety and reflects the values and tastes established by the community and meets the daily demands of the instructional and non-instructional aspects of the day.

Bel Air: Flip flops can be a hazard during school activities. We ask that students do not wear flip flops at school.

Treats

We ask that parents call the school before bringing birthday treats or any other shared food item to your child's classroom. We choose to have only store bought items because of student allergies. Also, some allergies can be severe so we highly encourage parents to call first to get an idea of what would be best for your child's class. Thank you for your cooperation.

Discipline -Expected Student Behaviors

Bel Air Elementary students are expected to:

- Engage in learning activities and take school work seriously
- Take responsibility for their own behavior
- Be courteous
- Respect the personal, civil, and property rights of others
- Attend school regularly, on time, and prepared to learn
- Complete assignments on time
- Seek alternatives to verbal or physical conflicts
- Speak appropriately
- Dress appropriately
- Exhibit self-control
- Cooperate with others and follow school rules

Some Consequences for Violations of Behavior and Discipline Policies May Include:

- Verbal reprimand
- Time-out or out of classroom
- Loss of privileges
- Teacher/administrator conference with student and/or parent
- Phone call to parent/guardian

- Written notification
- In-school intervention/therapeutic intervention
- L.A.P. (Learning Assistance Program)
- In-school suspension
- Suspension

The professional staff at Bel Air school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

- The severity of the incident
- A student's previous violations and/or consequences for the same or a related offense
- If the offense interfered with the responsibility/rights/privileges/property of others
- If the offense posed a threat to the health or safety of others
- If the student has an Individualized Education Plan or a 504 Plan
- The logical relationship between the offense and the consequence
- The age-appropriateness of the consequence
- Any specific consequences articulated in Board of Education Policy.

School Bus Regulations

- Obey the school bus driver at all times.
- Remain seated at all times.
- Keep head and arms inside bus.
- Keep bus clean.
- No smoking, eating, or drinking.
- No yelling, screaming, or fighting.
- No profane language.
- Do not throw objects.
- Do not damage bus.
- Do not block the aisle

Students who do not obey these regulations can and will lose the privilege of riding the bus. Please review these expectations with your children. Behaviors on the bus and at the bus stop are monitored and consequences for misbehavior are implemented.

Recognition

Bel Air School has established a set of criteria for awards and/or certificates to be given to students we will acknowledge each nine-week period. The following is a list of what is included on the Bel Air School criteria for report card recognition:

Principal's Award:

- *each teacher will choose 2 students in the class who show extra effort and good character

Citizenship Award:

- *Kindergarten, Grades 1-2 – all 3's and/or 4's in learning behaviors
- *Grades 3-5 – all 4's in learning behaviors

Perfect Attendance:

- *0 absences
- *0 tardies
- *5 early dismissals

Valuables

Students are reminded that all valuable personal property should be left at home. Do not bring CD's, radios, cell phones, electronic devices, large amounts of money, toys, or other items of value unless you have a specific classroom use for them. The administration will not be responsible for these items.

Parent/Teacher Conferences

Sharing information about your child with his or her teachers will enable us to provide a learning program that will best meet the needs of your child. Yearly conferences are held, but if you wish to set up additional conferences with your child's teacher, call the office and a convenient time will be arranged to accommodate you and the teacher.

Entering Our Building

For the safety of our students, Bel Air Elementary School will lock all entrances. There is a doorbell safety system to enter the building. The doorbell is located on the left wall near the main entrance. Push the button and the office staff will confirm your reason for entering the building and unlock the door. Thank you for your patience and understanding to keep all the staff, students, and parents SAFE at Bel Air School. Except for students and staff, all persons who enter our school should register in the main office and receive a badge. In doing this, all students will be better protected and it will eliminate unnecessary interruptions to the instructional day. Please do not visit any classroom without first registering in the office. School staff will help make all necessary arrangements and/or schedule any requested conferences

*Parents who are either 1.) bringing a child whom is tardy, or 2.) picking up a child who is leaving early will sign the appropriate form in the main office.

*School volunteers and visitors will sign in on the computer in the office and obtain a volunteer badge to be worn while on the school premises.

Emergency Plan

One of Allegany County's goals for public education is to create and maintain school environments that are safe, drug-free, and conducive to learning. In order to achieve this goal, it is essential that we take measures to ensure we are prepared to respond to a variety of emergency situations. Therefore, to ensure the safety of every child and adult at Bel Air Elementary School, an Emergency Plan has been developed specifically for our school. This plan gives all staff and personnel detailed instructions for six basic response postures for **all** to follow given any emergency situation. These include; *Lockdown, Lock-in, Shelter-in-Place, Evacuation, Reverse Evacuation, and Drop-Cover-Hold*. A very brief description of what will happen with each posture is listed below. These drills will be conducted only under the direction of the proper authority. It is in the interest of every life in our school that we practice these postures as a drill. We would like to inform you of this so you can talk with your child about the seriousness of these matters if you so choose and/or if questions should arise.

- **Lockdown-** All entrances will be immediately locked and no one will be permitted to enter or leave the building. All personnel will move with their students to their designated locations where they will remain until further direction from the administrator.

- **Lock-in-** All entrances will be locked and no one will be permitted to enter or leave the building until given direction from the administrator. The day will continue as normally as possible inside the school.
- **Evacuation** (fire-drill)- All students and personnel will immediately leave the building and report to their designated area according to the Emergency Drill Exit Plan. They will be permitted to enter again under the direction of the administrator.
- **Reverse Evacuation-** All students and personnel will immediately enter the building and will be permitted to go outside again under the direction of the administrator.
- **Shelter-in-Place-** All students and personnel will immediately report to a selected location where all exterior doorways, windows, and/or ventilation will then be sealed. They will remain in this position until further direction is given by the administrator.
- **Drop, Cover, and Hold-** All students and personnel will immediately get under the nearest solid structure (desk, table, etc...), squat to protect vital organs, and hold onto the structure securely. All will remain in this position until further direction is given by the administrator.

The reunification of our students with their parent/guardian is a vital part of our emergency planning. In case of a complete evacuation of the school grounds, this area will be the pavilion area above the school. In the case that this is not available, students will be bused to Cresaptown Elementary or the Career Center.

If any of the above response postures occur, students will not be released to a parent/guardian until safety has been achieved or the incident commander is otherwise notified by the proper authority. School personnel will follow a specific procedure using documentation before releasing the students to their parent/guardian.