

Bel Air Elementary School  
Parent/Student Handbook

Bel Air Elementary School  
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Principal: Autumn Eirich  
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**Please visit our webpage for school information:** <http://www.acpsmd.org/bl>

**Please visit the county webpage for school information:** <http://www.acpsmd.org>

### School Hours

The children may arrive at school no earlier than 8:15 a.m. Those children who want to eat breakfast will report to the cafeteria. Those children who are not eating breakfast will wait in the audio/visual lab until they go to their classroom 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	12:00-12:30
Gr. 4, Gr. 5	12:30-1:00

Dismissal will begin at 3:15 p.m. All students are out of the building by approximately 3:30 p.m.

- Carpool (parent pick up in the cafeteria)
- Walkers
- 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 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	\$0.20
Reduced Lunch	\$0.30
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**

Bel Air Elementary School prohibits student use of cell phones and other personal electronic devices during scheduled instructional time unless authorized by school-based administration and/or instructional staff. If approved for use, students may use the devices for educational purposes. In such cases, students may only access resources that have been approved by the teacher.

Use of a cell phone or any portable communication device is a privilege that can be denied, revoked, or suspended by teachers in their classrooms or by an administrator in the school. Inappropriate use will be addressed using 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 that 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 encourage students not to wear flip flops at school.

### **Treats**

Only non-edible items are permitted for birthday celebrations in school by parents. This is for the health and safety of all students, especially those with allergies. Edible items that may be permitted during specific school activities will need to be approved by the school nurse and must be store bought.

### **PBIS**

PBIS is a positive, proactive approach to encouraging and acknowledging expected behaviors within the school. The PBIS initiative is an on-going process that will continue to develop in the months and years to come. Decisions are made based on the needs of the students and the school. PBIS is the application of evidence-based strategies and systems to assist schools in doing the following:

- increase academic performance
- increase safety
- decrease problem behavior
- establish positive school cultures

Positive Behavior Support is a process for teaching children appropriate behavior and providing the support necessary to sustain that behavior. PBIS is not a curriculum - it is a framework for systems to identify needs, develop strategies, and evaluate practice toward success.

### **School Bus Regulations**

- Obey the school bus driver at all times.
- Remain seated at all times.
- Keep head and arms inside the bus.
- Keep the bus clean.
- No smoking, eating, or drinking.
- No yelling, screaming, or fighting.

- No profane language.
- Do not throw objects.
- Do not damage the 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

\*0 early dismissals

### **Valuables**

Students are reminded that all valuable personal property should be left at home. Do not bring 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 who 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.

### **Critical Incident 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 emergencies. Therefore, to ensure the safety of every child and adult at Bel Air Elementary School, a Critical Incident Plan is 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: *Run Hide, Fight, 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 are 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.

➤ **Run, Hide, Fight** – All students and personnel will make a decision on the best response to a dangerous intruder in the building. In any given situation, the response could change.

Therefore, students and personnel are taught to decide on what is best and safest at that moment. They will respond in one of the following ways: run out of the building to a safe location, hide as described in the Lock Down, or fight the intruder with whatever they can use to save themselves. The reunification of our students with their parents/guardians 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 or to Health Matters on Barton Boulevard. In the case these places are 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 parents/guardians.