

# Belmont Hills Student Handbook

2022-2033



605 Glendale Place  
Smyrna, Georgia 30080  
678-842-6810 phone  
678-842-6812 fax

Dr. Ashley Campoli, Principal  
Haroldeen Swearingen, Assistant Principal  
Kristi Flood, SSA

This Agenda Belongs To:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

PHONE #: \_\_\_\_\_

STUDENT #: \_\_\_\_\_

# MY PASSWORDS

[illegible]

Dear Belmont Hills Families,

Mrs. Swearingen and I are so excited to begin another year at Belmont Hills! We would like to welcome each family to an exciting and action-packed school year in which we will work together to educate the whole child. This is a passionate community that knows the importance of home and school working together to offer the best educational opportunities for our children. Together, I know that we will be able to make this happen. In doing so, safety and security of our students are priority. Parents, we need your help and support with the following items listed below. Please feel free to contact me with any questions or concerns. My door is always open to you! Welcome to another amazing year at "The Hills!"

**Transportation:** We encourage your child to ride the school bus. This ensures that they arrive on time and it is a very efficient way to get to and from school. If you decide to drive your child, please do not drop off prior to 7:15 am as we do not provide supervision.

**Car Riders:** If your child is a car rider in the afternoon, please place the hang tag provided to you on the rear-view mirror, and we will walk your child to your car. If your child participates in any after school activities, he or she will be issued a hang tag and all students will need to be picked up on the side driveway. Good News Club is released to the front of the school. If you do not have your hangtag, you will need to park and enter the building to pick up your child. Valid ID required.

**Transportation Changes:** Every parent will be asked to identify a primary mode of transportation for their child. Any time that the primary means of transportation changes, a written note must be sent to the classroom teacher. This is in accordance with policy and ensures your child's safety. Changes should only be made during the school day in emergency situations. No changes can be made after 1:45 pm unless it is an emergency. There will be no student check-out after 1:45 pm. Transportation changes sent through fax may only be accepted with parent signature. Students can only ride another bus with a friend if they have a signed letter from the parent. Please send a note to your child's teacher if you will be checking them out early during the school day.

**Arrival:** Students may not enter the school building until 7:15 am. The tardy bell rings at 7:50 am. Students not in the building at 7:50 am, are marked tardy. Please make sure your child is on time to school each day. This helps your child to feel much more secure when they have a good start to the day. If you bring your child to school and they are not able to be in class by 7:50 am., you must park and come inside with your child to sign them into school at the front office. The cafeteria will serve breakfast until 7:45 am.

Between the hours of 7:15 am – 7:50 am, the teachers are beginning the academic day as students enter their classroom. We know that you would like to walk your student to class the first week of school. After the first week of school, we ask that you allow your student to walk to class with assistance from the staff members on duty in the hallways. If exceptional circumstances arise and you need to walk your child to the classroom, before going to a classroom, please sign-in at the front office.

**Lunch:** If you choose to eat lunch with your child, please sign-in at the front office and meet your child's class in the hallway in front of the cafeteria. We think it is wonderful when the children get to have a visitor for lunch. In order to help you be able to have quality time with your child, a special table has been set up for visitors. If you come to have lunch with your child, you, your child, and one friend (optional) will sit at the visitors' table. This table will be reserved for students and their parents. As always, please do not bring food from outside establishments for lunch. We look forward to seeing you. We ask that you say "good-bye" as your child exits the lunchroom. Our students' and teachers' instructional time is crucial.

**Volunteers:** Volunteers and visitors should always sign-in at the front office or the desk in the front lobby. Teachers confirm their daily scheduled volunteers each morning in the office prior to the beginning of the school day. This assists us with our focus on protecting classroom instructional time. Staff members are required to redirect anyone without a visitor's sticker to the front office to sign-in. This is for the safety and protection of all students and staff.

**Birthday Treats:** Store-bought birthday treats may be sent to school; however, they will be eaten during lunch in the cafeteria. Please make sure the teacher knows about any treats as we have several students with food allergies, and this could be very dangerous. We also like to encourage healthy snacks and treats. Please do not have any flowers, balloons, etc. delivered to your child at school as this is an interruption to the school day. Invitations to out-of-school birthday parties or other events will only be distributed at school if all students in the class are invited and receive an invitation.

**Standard Attire:** At Belmont Hills Elementary we are a united team focused on student achievement. Belmont Hills Elementary students are required to follow a Standard School Attire dress code that exemplifies our united approach to excellence. No changes have been made to the uniform for this school year. See specific standard attire details below in the handbook.

We are looking forward to a fantastic year at Belmont Hills Elementary. Thank you for being such an integral part of your child's education!

Dr. Ashley Campoli  
Principal



**\*PTA Executive Board**

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Dr. Ashley Campoli

# YEAR END RI AND MI SCORE RANGES

## READING INVENTORY (RI)

### End of Year Grade Level Proficiency Bands

Grade	Below Basic	Basic	Proficient	Advanced
K	N/A	BR	0 to 279L	280 & Above
1	BR	0L to 189L	190L to 534L	535L & Above
2	BR to 219L	220L to 419L	420L to 654L	655L & Above
3	BR to 329L	330L to 519L	520L to 824L	825L & Above
4	BR to 539L	540L to 739L	740L to 944L	945L & Above
5	BR to 619L	620L to 829L	830L to 1014L	1015L & Above
6	BR to 729L	730L to 924L	925L to 1074L	1075L & Above
7	BR to 769L	770L to 969L	970L to 1124L	1125L & Above
8	BR to 789L	790L to 1009L	1010L to 1189L	1190L & Above
9	BR to 849L	850L to 1049L	1050L to 1264L	1265L & Above
10	BR to 889L	890L to 1079L	1080L to 1339L	1340L & Above
11 / 12	BR to 984L	985L to 1184L	1185L to 1389L	1390L & Above

## MATH INVENTORY (MI 3.0)

### MI v.3.0 End of Year Grade Level Proficiency Bands

Grade	Below Basic	Basic	Proficient	Advanced
K	EM244Q - EM75Q	EM74Q - 8Q	9Q - 117Q	118Q - 296Q
1	EM235Q - 15Q	16Q - 116Q	117Q - 232Q	233Q - 385Q
2	EM233Q - 141Q	142Q - 270Q	271Q - 382Q	383Q - 601Q
3	EM151Q - 276Q	277Q - 380Q	381Q - 545Q	546Q - 816Q
4	EM110Q - 389Q	390Q - 533Q	534Q - 629Q	630Q - 930Q
5	77Q - 539Q	540Q - 644Q	645Q - 771Q	772Q - 1046Q
6	125Q - 659Q	660Q - 784Q	785Q - 890Q	891Q - 1139Q
7	393Q - 752Q	753Q - 880Q	881Q - 970Q	971Q - 1142Q
8	422Q - 845Q	846Q - 1000Q	1001Q - 1089Q	1090Q - 1297Q
9	680Q - 977Q	978Q - 1132Q	1133Q - 1214Q	1215Q - 1460Q
10	705Q - 1003Q	1004Q - 1215Q	1216Q - 1248Q	1249Q - 1510Q
11-12	705Q - 1003Q	1004Q - 1215Q	1216Q - 1248Q	1249Q - 1510Q

# BELMONT HILLS ELEMENTARY SCHOOL

## POLICIES AND PROCEDURES

**Parents:** Please feel free to review Cobb County Board of Education Policies and Cobb County School District Administrative Rules at your leisure. Rules governing student behavior and/or school procedures can be accessed online at the Cobb County Web Site, [www.cobbk12.org](http://www.cobbk12.org) under "Board – Policies and Rules". The following procedures represent general reference areas but are not inclusive of all rules or local school policy. Please review these carefully. Some items will be determined by COVID protocols.



### ABSENCES

Instructional time in any elementary school is structured and sequential. Family vacations should be planned with the school calendar in mind to prevent children from missing essential skills. When a student is absent he/she must bring a written signed excuse upon returning to school. Per board policy, JE, failure to submit a note **within 3 school days** will result in the absence being marked unexcused. Please indicate the following information: Child's name, Teacher's name, Date(s) absent, Reason for absence, and Parent's signature.

#### *Excused Absences Include:*

- When personally ill and when attendance in school would endanger the health of the child or the health of others.
- When there is a serious illness or death in the child's immediate family that would reasonably necessitate absence from school.
- On special and recognized religious holidays observed by the child's faith.

Excessive absences and tardiness will result in a referral to the social worker. According to board policy, JB-R, the following provisions apply to absences during a school year.

1. After Three Unexcused Absences: The teacher will contact the parent or guardian by telephone, letter, or through parental conference regarding attendance.
2. After Five Unexcused Absences: A letter will be sent from a school administrator to the parent or guardian regarding attendance. In addition, an administrator shall confer with a School Social Worker to determine whether a referral is warranted, at this time. Note: This letter will not be sent for a child with medically documented chronic illness.
3. After Seven Unexcused Absences: A referral shall be made to the School Social Worker using the social worker form.

The Social Worker will work with the student and family in order to address the attendance problem. The Social Worker shall involve agencies and services such as mental health, social service agencies, clinic assistant or school nurse, student and parent groups, truancy panel, and Department of Family and Children Services. If the Social Worker interventions are unsuccessful, a complaint shall be filed in the appropriate court of law.



## ACCIDENTS, ILLNESSES & MEDICATIONS

Our clinic nurse is trained to treat minor emergencies and to dispense medications when needed. **No medications will be dispensed in the classroom.** A medication form must be completed by parents prior to medicine being dispensed (prescription or non-prescription). Over-the-counter drugs must be maintained in their original container. Prescription drugs must also be in their original container, bear the name of the patient, the name of the physician prescribing the medication, and the pharmacy filling the prescription. Authorization forms may be obtained at the school.

Clinic hours are from 7:15 am to 2:10 pm daily. It is of utmost importance that we maintain a clinic card on file for reference and that parents keep information current on this card for emergency treatment purposes.

***PLEASE do not send children to school who feel ill or who have had a temperature of 100+ degrees before you give them Tylenol, vomited two or more times within the past 24 hours, or had diarrhea or watery stools three or more times within the past 24 hours. This local school procedure is for the safety and best interest of all our students.***

## AFTER SCHOOL PROGRAM (ASP)

As a community service Belmont Hills has partnered with Green Acres Elementary to offer an After School Program from dismissal until 6:00 PM beginning the first day of school. A bus will transport students from Belmont Hills to Green Acres. There is an annual registration fee of \$10 per child which must be paid prior to children participating in the program. The cost is \$50.00 per week or \$10.00 per day, **payable in advance**. School personnel supervise the students in a variety of activities. The schedule includes time for homework as well as physical and social activities. A snack is provided. Registration must be completed before the child participates in the program. Please remember that payment is due in advance on the first day of the week or each day that the child stays in the program. This program is run on a totally prepay basis. If you do not pay in advance, your child will not be allowed to participate in the program and you will be contacted to pick up your child immediately. ASP does not operate on teacher workdays or when school is cancelled due to inclement weather. A late pick-up fee (\$1.00 per minute) will be charged for each child picked up after 6:00 pm, payable at the time of pick-up.



## ARRIVAL TIME & THE SCHOOL DAY

***Students should not arrive prior to 7:15 AM, as there is no one to supervise them.***

School begins promptly at 7:50 AM. It is imperative that your child arrives at school on time and is in attendance daily. Any child who is not in the building by 7:50 AM is considered tardy. If a student is tardy, parents are to accompany the child into the building and sign the child into school. (Exception: No student is tardy if riding a Cobb County school bus that is late.) Please try to avoid the traffic jam at Belmont Hills by trying to get your child to school by 7:30 AM. Your child has a chance to put his or her things away. They can begin their day calmly and you can calmly begin your day.

If a child comes to school after 11:15 AM or leaves before 11:15 AM, she/he is counted absent. When returning to school after an absence, the child must have a written excuse stating the reason for the absence which has been signed and dated by a parent or guardian. Our staff is not on duty and supervision is not available until 7:15 AM. Because of supervision issues, do not drop off your child at school early. Parents will be contacted if students are repeatedly dropped off early. For students that are car riders in the morning, please drive your child through the car rider drop-off area. Staff will be there to assist.

At the end of the school day, students are dismissed beginning at 2:10 PM. Based on student concerns and transportation issues, dismissal times may vary slightly. No child can be taken off a bus by a parent. Once dismissal is in progress, students must be checked out through the office. Please note that if you wish to change your child's normal procedure for going home, the school must be informed in writing or in person the day in which the change will take place. We cannot take transportation changes over the phone. We greatly appreciate your help with these procedures. It is for the safety of all of our children. **After 1:45 PM, transportation changes will not be accepted** due to possibility of the message not getting to the student in time. **Parents may not check out students after 1:45 PM.**

**All children who are walkers or car riders must be picked up by 2:30 pm unless they have a scheduled after school activity.** Anyone picking up a child by car in the afternoon must remain in our carpool line. Please do not park elsewhere and walk up and get your child. This creates an unsafe situation for all the children in the carpool line. The teacher or paraprofessional on duty is distracted trying to find out who you are and the children getting in the cars are not being supervised. Please be patient and stay in your car. You can avoid all of this by allowing your child to ride the bus. Thank you for making school arrival and dismissal a safe and happy experience for everyone

## ATTENDANCE

Regular school attendance is required by Georgia law (20-2-690-1) for all children between the ages of six and sixteen. Regular attendance means actual attendance of a pupil during the entire day of school. We solicit your co-operation in planning appointments that do not interrupt school hours. A student who attends a half day or more of school is counted present (e.g. 7:50 am to 11:15 am is a half day).

## BACKPACKS

We prefer that students NOT USE a rolling book bag. Please help your child to minimize the number of objects hanging from his/her backpack, as these can get caught in doorways or on the bus door. Also, regularly check book bags for excess books/materials. Students should not be carrying heavy bags. Things tend to get stored in the bags over time.



## BACKPACK BUDDIES

Thanks to the Arby's Foundation, Mount Paran Church, and C & S Paving, we are able to offer a weekend food program for a limited number of students. If your child is invited to participate, please empty your backpack over the weekend and return the backpack to the cart in the front office Monday morning.

## BIRTHDAY TREATS

Store-bought birthday treats may be sent to school; however, they will be eaten during lunch in the cafeteria. Please make sure the teacher knows about any treats as we have several students with food allergies and this could be very dangerous. We also like to encourage healthy snacks and treats. Please do not have any flowers, balloons, etc. delivered to your child at school as this is an interruption to the school day. Invitations to



out-of-school birthday parties or other events will only be distributed at school if all students in the class are invited and receive an invitation.



## BUS CONDUCT & INFORMATION

All students transported within the Cobb County School System shall behave in a manner that is conducive to safety and welfare. Behavior of students on school buses is considered an extension of classroom behavior. Students who fail to respond to the directions of the bus drivers shall be reported to school administration who may deny the student bus transportation. Students shall observe the following code of conduct established for the Cobb County Public Schools:

1. Students must show proper respect to the driver at all times and obey all driver instructions.
2. Large toys, insects, glass bottles, animals, plastic bags, straight or safety pins, skateboards or objectionable and dangerous items are not permitted.
3. Tobacco, illegal drugs, alcohol and weapons or look-alikes are prohibited.
4. Students will keep their arms and head inside the bus at all times.
5. Nothing is to be thrown in, out or from the bus.
6. The use of obscene language or gestures is prohibited.
7. Unnecessary noise is prohibited.
8. Destruction or defacing school property is prohibited.
9. Food, gum or drinks cannot be consumed on the bus.
10. Drivers are required to assign seats to elementary and middle school students.
11. Students must be seated at all times unless otherwise directed by the driver.
12. Students must be quiet at railroad crossings.
13. When crossing a street is necessary, students will wait for the driver to signal to cross the street and then cross in front of the bus in full view of the driver.
14. The emergency door, windows and hatches are to be used only at the direction of the driver.
15. Students are to be at the bus stop five minutes prior to the scheduled time and are to wait in an orderly manner. The bus is not considered late until five minutes past the scheduled time.
16. Students must have a note from home in order to ride another bus. The note must be approved by the Front Office.
17. Any other disruptive behavior will be referred to the principal as deemed necessary to insure safe transportation of students.

Bus drivers have a tremendous responsibility in transporting our students safely each day. As hard as we try to provide a timely service each and every day, there are times when a driver is absent from work due to illness, inclement weather, mechanical breakdowns or personal matters. When this happens, routes may be run as a second load. This will cause the route to run late. In these instances, we ask the parents and students to please be patient. Students should not leave their assigned stop. A bus will be by to pick them up as quickly as possible. Parents leaving children at a stop before going to work are encouraged to have a contingency plan, such as a neighbor or family member to assist the student. Perhaps there can be an agreement among parents in your neighborhood to supervise or car pool students to school if the bus is extremely late. **We cannot emphasize enough the need for supervision at the bus stop.**

## CAR RIDERS

Car riders and children who ride daycare buses are dismissed immediately following the 2:10 PM announcements. **Please do not come to the office earlier and check out your child to "get an early start."** This is disruptive to the ending of your child's day and interrupts the classroom and the office. Prompt pick up of your child is necessary. **Car riders are to be dropped off and picked up on the side of the school, following identified procedures with the traffic pattern. No child may be dropped off at school before 7:15 AM.**



## CELL PHONES

Students are allowed to bring cell phones to school, **but they must remain turned off during the school day and on the buses.** Cell phones must remain in the students' school bags while at school. Cell phones run the risk of being lost or stolen at school. They may also be cause for disruption of instruction. Cell Phones can be used in an emergency situation only. It is highly recommended that cell phones stay at home.

## CHANGES IN TRANSPORTATION

Parents need to provide notification to the school in writing or in person, when a child's transportation at dismissal is changed. This is a safety issue and parents need to let the school know if a child will be going home a different way than normal. We cannot take transportation changes over the phone. Any change must be in writing. Messages can get lost or misplaced if last minute changes are made so please try to plan ahead and avoid last minute changes. **The latest we can make changes is 1:45 PM.** Plans for how a child will be leaving school should be made ahead of time and notes sent with the child that morning. If you have several children, notes should accompany each of your children.

## CHILD ABUSE/NEGLECT

Please be aware that the laws of the State of Georgia designate educators and school volunteers as state-mandated reporters in the event of suspected child abuse or neglect. All staff members of CCSD and school volunteers are held legally accountable for failure to make such reports and are protected against legal consequences. If abuse is suspected, a formal report will be made to the Department of Family and Children's Services. Parents do not have to be informed prior to a referral being made or the student being questioned.



## CLASSROOM OBSERVATION PROCEDURES

Upon request, the Principal or designee may, at his/her discretion, grant permission for classroom observations by the parents/guardians of current students, other family members of current students who are approved by the student's parent/guardian. To minimize disruption to the instructional program at Belmont Hills Elementary, visits to classrooms or requests to meet with specific personnel must comply with the following guidelines:

- Parents or guardians must request in writing to the school principal to observe in their child's classroom 24 hours prior to the time they wish to observe.
- Parents/guardians may observe for up to one hour, depending on their grade level, during a classroom visitation.
  - Recommended Times:
    - K – 20 – 30 minutes
    - 1<sup>st</sup> & 2<sup>nd</sup> – 30 minutes – 45 minutes
    - 3<sup>rd</sup> – 5<sup>th</sup> – 30 minutes – 1 hour
- Classroom visitations are not a time for parent-teacher conferences and parents/guardians should not expect teachers to conference with them at these times.
- The regular school program must continue during such visits. Therefore, parents/guardians must refrain from engaging the attention of the teacher or students through conversation or other means.



## CLUBS

We have several clubs & student groups that meet before, during or after school. More information will be coming home concerning these activities. Transportation is the responsibility of parents, and all students must be picked up on time. **Students who are not picked up on time are subject to being removed from the club or student group.**

## COMMUNICATION

We strive to have constant communication between home and school. There are many ways you can stay involved as a parent. We send out a school-wide monthly communication with calendar. We also send out frequent email, text, and phone messages. If you are not getting our messages either by email, text, or phone, please notify our front office.

## CONFERENCES

A conference with your child's teacher is the best means of learning how your child is performing in school. Every parent is asked to attend a minimum of one scheduled conference each year during the week of October 18<sup>th</sup> – 22<sup>nd</sup>, 2021. Students will be released 2 hours early each day during this week. The ASP program will operate beginning at dismissal each day.

Requests for additional conferences can be made by the parent or the teacher or by calling the school. We ask that you not drop in unannounced for a conference. The teacher may have a prior commitment. Prior to your conference, we suggest you prepare a list of questions which you feel are important to understanding your child's role in the overall school program. This list may include some of the following: Does my child readily participate in classroom activities? In what subject area is my child strongest? Weakest? How can we, as parents, help at home? Offer any information about home background that you feel may help the teacher better understand your child. This would include illnesses, emotional, social or other factors at home. Feel free to ask questions if something is puzzling you about your child's school activities. Be positive about suggestions that the teacher may make about your child. Remember that the teacher has your child's best interest in mind.

## COUNSELOR

Mrs. Hollie Ollivierre provides classroom guidance. She facilitates small groups, works with individual students, conducts career lessons, and meets with parents and teachers as the need arises. If your family or child is experiencing difficulties, please contact: Mrs. Hollie Ollivierre at <mailto:hollie.ollivierre@cobbk12.org> 678-842-6810 ext. 013.

## COBB TEACHING & LEARNING (CTLs)

**CTLs Learn:** CTLs Learn is the student platform to access virtual teaching and learning. Students login with the CCSD student email address and their password (typically student number/lunch number).

**CTLs Parent:** CTLs Parent can be downloaded from the APP Store onto your phone, or accessed through the internet. This parent portal will allow you to receive notification from the school and district. We encourage all parents to download this APP and turn notifications to "on."

## CUSTODY OF CHILDREN

School personnel are bound by law to release children to either of their natural parents unless we have on file a copy of a court order, which grants custody to one parent or the other, or to a third party. Therefore, if you are divorced or separated, and the custody of your children has been awarded you by the court, a copy of the

court order must be on file in our office. It is your responsibility as custodial parent or guardian to provide this information to the school. Custodial parents may be contacted should the school feel that court guidelines have been altered by the non-custodial parent. Joint custody situations and specifications should also be made known to the school.

## **DAMAGE OR THEFT OF SCHOOL PROPERTY**

When damage or theft of school property by a student occurs, parents and/or students are responsible for paying for the damage or lost property.

## **DISCIPLINE**

Belmont Hills Elementary Positive Discipline Policy  
"Emotion is the gatekeeper to learning and performance."  
-The Center of Effective Learning

We believe that establishing and building positive relationships with students is the key to creating an atmosphere of caring that is based on kindness and firmness, dignity and mutual respect. The key components of our positive discipline model includes building Respect and Rapport.

Each grade level has developed a balanced behavior plan that includes rules as well as rewards/consequences. Each teacher will send home a copy of their plan during the first two weeks of school.

Administrative Referral Process (Progressive Discipline):

- Immediate behavior referral. (Fighting, battery, profane, obscene, or abusive language, threats, weapons)
- Administration will contact parents.
- Clearly Defined Procedures and Behavior Expectations
- Every area within the school will have set procedures and behavior expectations.
- These set procedures will be clearly displayed in all areas of the school and taught during classroom meetings.



## **DRESS CODE**

At Belmont Hills Elementary we are a united team focused on student achievement. Belmont Hills Elementary students are required to follow a Standard School Attire dress code that exemplifies our united approach to excellence.

There is a direct correlation between student dress and student confidence, achievement, and behavior. With the uniform dress requirements, students are better able to model appropriate dress that reflects a positive appearance about their character as well as pride by contributing to our school community.

No changes have been made to the uniform for this school year. **Plain, dark** boots may be worn. Absolutely no pink, polka dotted, fur or above the knee, etc. boots. **Collared shirts are required.** Shirts without a collar are not acceptable. No wheelies or lights on the uniform tennis shoes.

## Standard School Attire

**Shirts:** All shirts must have a collar and must be long or short sleeved. Shirts may be the following colors: navy, light blue, or white. There may be no patterns, markings, labels or other designs on the shirt except an emblem or the Belmont Hills patch that is no larger than 2" x 3" in the upper pocket area or sleeve. Shirts should be tucked in at all times.

**Pants:** Pants may be navy blue or khaki with no pattern, labels or other markings. There should be no holes or tears. A belt must be worn if there are belt loops. No jean or denim material is permitted unless it is a designated 'Spirit Day'. No leggings, jeggings or other skin tight fabric is permitted.

**Shorts:** Shorts may be navy blue or khaki only with no pattern, labels or other markings. There should be no holes or tears. A belt must worn be if there are belt loops. No jean, denim, gym, or workout type fabric is permitted. Shorts may not be shorter than 3" above the knee. No cut-offs are allowed. All shorts must have a hem.

**Skirts/Dresses/Skorts/Jumpers:** Skirts, dresses, skorts, or jumpers must be navy blue, khaki, or navy plaid. No jean, denim or skin tight material is permitted. Skirts and dresses may not be shorter than 3" above the knee. Navy blue, khaki, or blue plaid jumpers should be worn with a standard school attire collared shirt underneath.

**Sweaters/Sweatshirts:** Hooded sweatshirts and sweaters can be worn to school as outerwear but must be removed after arriving in the classroom. **No hooded sweaters or sweatshirts can be worn during the school day. All sweaters and sweatshirts worn during the day must be solid colored in blue, white, or grey.** There may be no patterns, markings, labels or other designs except an emblem or the Belmont Hills patch that is no larger than 2" x3" in the pocket area or sleeve. No pictures, labels or writings may be on the back of a sweatshirt or sweater. When wearing a sweater or sweatshirt, a standard school attire shirt must be worn underneath with the collar showing. Sweaters and sweatshirts must be worn right side out.

**Shoes:** Closed-toe shoes and sneakers of any kind are allowed. Boots are permitted. No heel should be over 1" high. Flip flops are not allowed.

**Socks and Stocking/Tights:** All visible socks, tights, stockings or other foot coverings must be solid and are permitted in the following colors: blue, black, brown, or white. No other colors or patterns are permitted.

**Purchasing Standard School Attire:** Standard school attire can also be purchased at Wal-Mart or local clothing stores.

**Friday Spirit Days:** Fridays are designated as Spirit Days at Belmont Hills. Students may wear a Belmont Hills Spirit Shirt. These t-shirts may be long or short sleeved and can be worn with denim pants or shorts on Fridays only. Spirit Shirts are available for purchase from Belmont Hills. Spirit shirts and denim are not allowed on any other day.

Students may wear any Belmont spirit shirt and blue jeans. Baggy jeans are NOT allowed. If you do not have a Belmont spirit shirt you must wear Standard School Attire.

The school administration is charged with the enforcement of the student uniformed dress code requirement. The administration is given wide latitude of discretion in determining proper and improper dress. The dress code will be enforced the first day of school in August.

**New students that enter Belmont Hills during the school year will have one week in order to obtain the required dress code items. If a family is in need of assistance in obtaining dress code items, please contact our school counselor.**

All students attending Belmont Hills Elementary are required to follow the Standard School Attire dress code. However, students who consistently violate the uniformed dress code requirement will be subject to disciplinary action(s).

### **Out of Uniform Procedures**

*Kindergarten students are encouraged to keep a change of clothes including underwear and socks in his/her backpack.*

- ☐ 1<sup>st</sup> offense (teacher call/email)
- ☐ 2<sup>nd</sup> offense (office call home/parent bring change of clothes)
- ☐ 3<sup>rd</sup> offense (office call home/parent bring change of clothes)
- ☐ 4<sup>th</sup>+ offense (administration phone call/office referral)

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*If additional assistance is needed with uniforms, please contact our school counselor:*

Hollie Ollivierre  
School Counselor, Grades K-5  
678-842-6810 extension 013

### **DRUGS**

We maintain a totally drug-free school. A student shall not have on his/her person, or in any way be in possession of drugs or drug related paraphernalia.

### **FIELD TRIPS**

Teachers are required to only schedule field trips that enrich and are aligned with units of study or class projects. To attend, the child must have written permission from his/her legal guardian. This permission slip will be sent home along with all the information regarding the trip. The cost of transportation and admission is shared voluntarily by the students participating in order for the class to attend. Donation and permission slips for field trips will need to be returned to the classroom teacher one week prior to the field trip in order for the student to participate in the field trip. Trips may be cancelled if adequate funds are not collected. If a family cannot afford the cost of a field trip, please contact the teacher. Also, if a family would like to donate extra money to pay for another student this is a welcome option. Younger siblings are not allowed to attend field trips due to liability issues. In-house field trips also require a parent permission slip to be signed in order for the student to participate.

### **HOMEWORK**

The Belmont Hills' faculty and staff believe that homework is an integral part of the learning process. The purpose of homework is to reinforce concepts and skills that are taught in the classroom. Homework is also a valuable aid in developing organization, follow through, and wise use of time. Time spent on homework should not exceed 60 minutes for intermediate level students (Grades 4-5), and no more than 30 minutes for primary level students (Grades K-3). Parents need to ensure that students are completing all homework assignments and producing quality work. It is important for students to accept responsibility for doing their homework independently and to ensure that it is handed in on time. If your child has a lot of homework – please talk with your child's teacher. Excessive homework might occur if your child did not complete in-class assignments. A conversation with your child's teacher may help resolve the situation.



## INCLEMENT WEATHER

When the Cobb County School System is going to be closed because of inclement weather, the decision for closing schools is usually made by 6:00 a.m. and given to the radio and television stations. The closings are usually announced right after the headlines on the hour and at on continuous scroll along the bottom of the screen. In the event of **early dismissal** due to inclement weather, students will be sent home following the instructions on the inclement weather form. Each parent or guardian is responsible for completing this form and keeping it updated. The After School Program will be canceled when there is an early school closing.

## INTERROGATION AND SEARCHES

The administration of each school in Cobb County School District or an authorized representative has permission to conduct reasonable interrogations and searches of students in order to properly investigate and address student misconduct or safety issues. Please refer to Policy JCAB-R.

## LEAVING SCHOOL EARLY

Doctor or other appointments should be scheduled outside of school hours whenever possible. If a child needs to be dismissed early from school, the parent must come to the school office and sign the child out. The office staff will call your child from class after an ID has been presented to the office personnel. Please do not go to your child's classroom to pick him/her up during the day. The school can only release a child to his/her parent, legal guardian, or to a specific person identified in writing by the parent or legal guardian with permission to pick up the child. If you wish to change your child's normal procedure to go home, please inform the school in writing on the day in which the change will take place. WE CANNOT TAKE TRANSPORTATION CHANGES OVER THE PHONE.

**Students will not be allowed to be checked out after 1:45 PM in the afternoon. This is to keep all children safe during dismissal time.**

## LOST AND FOUND

Clothing items found in the building or on the grounds, which are unclaimed, will be placed in the lost and found rack/box, which is located near the Art Room and a second location near the gym. Money, eyeglasses, keys or other items of value will be kept in the school office. Please label all clothing, lunchboxes, etc. with your child's first and last names so that lost items can quickly be returned to their proper owners. At the end of each month unclaimed lost items (clothes, gloves, and toys) will be donated to needy families or a charitable organization. We are not able to hold onto lost items longer than that as they become a fire hazard.



## LUNCH

We offer a healthy and nutritious lunch to your child each day. All students are required to eat in the cafeteria whether they buy lunch or bring it from home. Students are not to leave school to have lunch off campus. Regular participants in the lunch program are encouraged to pay weekly or monthly in advance. Advance payments can be made either in the cafeteria every morning before 7:45 AM or by using the **Meal Pay** system. To make payments in the lunchroom, **checks should be made payable to Belmont Hills Elementary and should include your child's name and teacher**. To use the **Meal Pay** system, register online at [www.mealpay.com](http://www.mealpay.com) or call 1-866-210-3679. To use **Meal Pay**, you will need your child's student ID number, which you can request from the cafeteria manager or from the school office. To access the menu click here- <http://www.cobbk12.org/~foodsvcs/schoolmenupages/index.htm>

You are always welcome to have lunch with your child. We think it is wonderful when the children get to have a visitor for lunch. In order to help you be able to have quality time with your child, a special table has been set up for visitors. If you come to have lunch with your child, you, your child, and one friend (optional) will sit at the visitors' table. This table will be reserved for students and their parents. As always, please do not bring food from outside establishments for lunch. We look forward to seeing you at lunch.

### Charge Policy

Cobb county school administration has adopted a LIMITED charge policy. Charges are not allowed for a la carte.

If your child arrives at school without money for lunch and has reached the charge limit, he/she will be provided an alternate meal (such as a cheese sandwich and milk). No alternate meal will be provided for breakfast. To prevent your child from having to receive an alternate meal, please ensure that you send money for your student's meals each day, or prepay for the meals in advance.

Charging for meals will not be allowed during the last two weeks of the school year. If your child arrives at school without money, the student will be provided the alternate meal for lunch. No alternate meal will be provided for breakfast.

**You can prepay for meals with a major credit card by telephone or through the internet with MealpayPlus.**

For more information about this method of prepayment, go to the [MealpayPlus](#) website.

You can also view your child's account balance, meal purchases and payment history on the internet, and even be notified by email when the account balance is low, by registering online with MealpayPlus. You do not have to make prepayments to use this feature.

### FAST FOOD LUNCHES

Because of guidelines set forth by the School Nutrition Program, parents should **not** bring fast food lunches for students to eat in the café. If a parent wishes to eat lunch with their child, they are encouraged to buy the school lunch.

## MAKE-UP WORK

Students who miss school because of an excused absence have the opportunity to make up class work within a specified period of time upon returning to school. If the absence is more than three days and you would like work to be sent home, please call the office before 9:00 AM. Work can be picked up after 2:30 PM. If a request is made for work to be prepared to go home, every effort should be made to pick it



up that day.



## MEDIA CENTER

Our school is privileged to have a media center with an extensive collection of books and resources. If a student signs out a book, s/he is responsible for returning it on time and undamaged. If the book is lost or damaged, the student (parent) is responsible for paying for the cost of the book or the damage fee. Until the lost book is returned or paid for, students are not allowed to sign out any other books.

## MEDIA RELEASE

Throughout the school year there are different opportunities for students to have their pictures and/or names in the newspaper and even on television. If you do not wish your child to be photographed or interviewed, please notify the school in writing within 30 days of enrollment. If you have questions about this, please call the office.



## MEDICATION

Medication is administered at school under very specific conditions. Each medication requires written permission from the parent/guardian specifying dosage and time to be given. "Authorization to Give Medication at School" forms are available in the school clinic. All medication (prescription or non-prescription) brought from home must be in the original, properly labeled container with the name of the student, the name and strength of the medication, the dosage and time to be given, and the name of the licensed health care provider and pharmacy issuing the drug. The date of the bottle must be current within the past twelve months. Medications sent in baggies or unlabeled containers will not be given. It is important to remember that students may not transport any prescription medication containing a controlled substance. These must be brought to school by a parent/guardian or other designated adult. All medication, along with the school permission slip, must be stored and dispensed in the clinic. Medication will be disposed of if not picked up at the end of the school year.

## MESSAGES

Students should be given instructions regarding their after school schedule before leaving home in the morning. **If there is a change in transportation, it must be in writing.** Delivering messages to the classroom disrupts the instruction of the entire class. Outgoing calls by students must be approved by the office or classroom teacher.

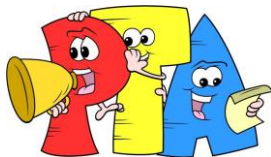
## PARENT INVOLVEMENT

We believe that your involvement with your child's education is essential to their academic and future success. Research overwhelmingly demonstrates the positive effect that parental involvement has on their children's academic achievement. To honor our commitment to provide the best possible educational experience for your child and work with you in that effort, jointly with parents, we have created our school's Parental Involvement Policy and School-Parent Compact. The purpose is to inform you of what Belmont Hills Elementary will provide students and parents. It will also inform you of what Belmont Hills Elementary needs from you to have a successful school year. Parental involvement benefits students, parents, teachers, administrators, and communities. Together with you, we can make this year very rewarding for your child.

The Parental Involvement Policy, School-Parent Compact, and the Parent's Right to know letter will be available on the school website as well sent home during the year.

Please read the calendar each month for additional events at Belmont Hills.

Communication is an important aspect of parent involvement. Parents receive four nine-week report cards throughout the year. K-5th grade teachers will send home daily communication folders to provide various forms of information for parents. Students in third, fourth and fifth grades will be provided agenda books that will go home daily.



## PARENT TEACHER ASSOCIATION (PTA)

Belmont Hills is fortunate to have a very active and supportive PTA. There are numerous ways for parents/guardians to get involved in this wonderful organization. Whether you want to help with fundraising, volunteer in the classroom, or serve on a committee, your time and talents will be greatly appreciated. Throughout the school year many flyers are sent home asking for volunteers. Also, the monthly PTA newsletter is filled with information about the school and ways to help. If you would like to help, please contact your child's teacher.

## PARTIES

Cobb Board of Education Policy stipulates only one party is allowed each year. That party is held just prior to Winter Holidays. Please do not request parties at other times of the year. A birthday treat may be sent to school for your child's birthday. We encourage pencils and school supplies as an alternative to sweets. Administrative Rule JJB also prohibits delivering flower or balloon arrangements to students at school.



## PARTNERS IN EDUCATION

Belmont Hills is supported by many Partners in Education and Friends of Belmont Hills. Throughout the school year they support the school in many ways. Please respond to this support by patronizing their businesses and supporting their organizations. Our Partners are Publix, Mount Paran Church and Mount Paran Christian School, Keep Smyrna Beautiful, Zaxby's, Arby's, C & S Paving, Smyrna Police Department, Bella's Pizza, Nam Dae Mun, and Smyrna Chick-fil-A. We also have many "Friends of Belmont" that assist us during the school year.

## PERFORMING ARTS

Funds for performing arts assemblies will be collected at Belmont Hills and will be used to provide students in kindergarten through fifth grade a variety of cultural arts programs and activities. A contribution will be appreciated to support these outstanding opportunities. Information will be coming home concerning this program and the financial support required. No child will be excluded because of parental inability to pay. **For students to participate in these programs, parental permission is required.**

## PERSONAL ITEMS

Students are not to bring any personal playthings, novelties, pets, equipment, fidget spinners, etc., to school unless given permission by a member of the staff. Knives, weapons, or look-alikes of any sort are strictly prohibited by the Cobb County School District Administrative Rules. Please review Administrative Rule JICDA-E (Student Code of Conduct, Section II, Paragraph Y) regarding weapons.



## PHYSICAL EDUCATION

Physical education is an essential part of the educational curriculum of Cobb County Schools. Students should wear lace-up shoes, preferably tennis shoes, for physical education classes. Keeping the safety of each student foremost, no sandals, boots, clogs or dress shoes should be worn to PE Class. Students are not required to dress out for physical education, but they should wear appropriate clothing for participation in PE activities.

**Non-participation:** Students requesting an excuse from total participation in P.E. for any duration or restrictive participation for more than five consecutive days after returning to school must have a physician's statement specifying the type of illness or injury and the nature and duration of the restriction.

## PROGRESS REPORTS

Midway through the 9-week marking period, students performing below grade level will receive academic progress reports in grades K-5. The progress report will be sent home to parents informing the parent of the current performance of their child.

## REPORT CARDS

Grading periods are every nine weeks for grades K-5. These formal reports are sent home with students, and parents are encouraged to review them with the children. If a parent has a question about the report card, they should contact the teacher. Remember to sign and return the signature envelope promptly.

## PRICIPAL ADVISORY

Belmont Hills Elementary has a Principal Advisory which meets regularly. The purpose of this council is to promote communication between school and community. Council members will determine meeting dates and times, which will be posted in advance. Elected staff members and parents and selected community leaders will serve on this council.

## SEXUAL HARRASMENT POLICY

It is the policy of the Cobb County Board of Education that students shall be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment. Sexual harassment is unlawful under federal law and is specifically prohibited by the Board of Education and will not be tolerated. Please refer to policies JAB and GAB for the specific definition and compliant filing procedures. A copy is available on Cobb's website [www.cobb12.ga.us](http://www.cobb12.ga.us).

## SNACK

Our students are allowed to bring a nutritional snack from home each day. During the morning or afternoon blocks of time, depending upon lunch schedules, teachers will allow students to eat their nutritional snacks while completing their assignments. Please remember that we stress nutritious snacks as a part of our health curriculum. Snacks that have high sugar content should be avoided.



## SOCIAL MEDIA

At Belmont Hills we like to promote our school via social media. We encourage you to follow us on:

Facebook at: <https://www.facebook.com/Belmont-Hills-Elementary-School-322158518230107/>

Twitter at: <https://twitter.com/belmontbears>

## SUSPENSION

The power of suspension is vested in the school administration. This action will never be taken lightly, and only after every other means has been exhausted in trying to deal with the problem. In every case involving suspension, parents will be called. Discipline will be enforced at Belmont Hills Elementary. It is the feeling of the administration that children cannot learn in an environment that lacks order. We expect good manners and behavior at all times. Violation of a county policy, such as weapons, drugs, etc. will result in automatic suspension.

## TARDINESS

School begins promptly at 7:50 AM. It is very important that students arrive at school on time. **When students are tardy, class is interrupted, instruction is missed, and a bad habit may be instilled in the student. Parents must accompany tardy students into the office for sign-in.** Tardy slips will be obtained in the office so that the student will be admitted into the classroom. If students arrive during announcements they will be held in the front lobby, where they can watch announcements, and then released to their classrooms at their conclusion.



## TELEPHONE MESSAGES

Because the instructional program should not be interrupted, telephone messages for teachers will be placed in the teachers' mailboxes. Only in the event of an emergency will the message be immediately conveyed to the classroom. We request that you email the teacher instead of calling in a non-urgent situation.

## TEXTBOOKS

Textbooks for the children are provided through the County and State funds without cost to the child's parents or guardians. In compliance with the textbook policy, all charges for lost or damaged textbooks must be paid in order to issue replacements or transfer records to other systems. All textbooks issued to children will be their responsibility should the books be lost, damaged, or stolen.

## TITLE I

Belmont Hills Elementary is a Title I school. Title I was enacted in 1965 under the Elementary and Secondary Education Act. This policy is committed to closing the achievement gap between low-income students and other students. The policy was rewritten in 1994 to improve fundamental goals of helping at-risk students. Title I Federal funding comes to the school to ensure that all of our students have the same opportunities for success. At Belmont Hills, we are clearly committed to all of our children and to their success in school and in their success in life. Title I funding allows Belmont Hills to have the tremendous programs that we have such as science labs for K-5<sup>th</sup> grade, Curriculum Nights, Read 180 for grades 3-5, additional classroom technology, two bi-lingual parent liaisons, and an educational consultant.

## TOBACCO POLICY

The tobacco policy adopted by the Cobb County Board of Education states: Tobacco use has been determined by the Surgeon General as a health hazard. Furthermore, the Cobb County Board of Education has determined that tobacco use is inconsistent with the concepts and principles taught in the curriculum of the school system. Since tobacco use is not in the best interest of students or employees, the use of tobacco products by employees or visitors shall be prohibited in all school system buildings, offices, vehicles

(including trucks, automobiles and buses) and grounds, or while they are in the presence or view of students or while supervising student activities or school-sponsored events. School staff members shall be responsible for enforcing policies and regulations concerning student use of tobacco.

## TRANSPORTATION

If there is a transportation problem with the school bus, parents should call the CCSD, Department of Transportation at (678) 594-8000.

### Important Transportation Information:

- ☐ Unauthorized persons are not permitted to ride the bus.
- ☐ Students under the age of 9 must have a parent or designated adult present at the bus stop in the afternoon OR have signed the appropriate permission slip to release the child without an adult. Check with the bus driver for this form. If a responsible adult is not at the bus stop to accept a student who is under 9 years of age, the student will be returned to the school and it will be the parent's responsibility to come to school to get them.
- ☐ The pre-scheduled routes may not be altered except when changed on a permanent basis with permission from the Department of Transportation.
- ☐ Books, lunch boxes, book bags, etc. brought onto the bus may not be placed in the aisle of the bus or in front of the emergency door.
- ☐ Items may be placed in a seat if space permits and it does not deprive any student of a seat.
- ☐ No change in transportation will occur without a written note from the parent/guardian.
- ☐ We cannot take transportation changes over the phone.
- ☐ Students may be allowed to ride a bus and disembark at a bus stop other than that assigned for their residence provided the parent/guardian submits the request in writing to the principal for approval.

## VANDALISM

Deliberate and willful destruction of school property will not be tolerated. Offenders will be dealt with accordingly. After-hours vandalism will be reported to the police immediately and charges brought against the offenders. Parents are responsible for property maliciously destroyed by a student.



## VISITORS

Parents and other visitors are welcome in our school. We enjoy the opportunity to share our school and its programs with others. For the safety of our students and to preserve instructional time **all visitors must report to the office immediately upon entering the school.** All visitors must sign-in at the front office to receive a visitors' badge stating the purpose of the visit. **Between the hours of 7:15 a.m. – 7:50 a.m., the teachers are beginning the academic day as students enter their classroom. We know that you would like to walk your student to class the first week of school. After the first week of school, we ask that you allow your student to walk to class with assistance from the staff members on duty in the hallways.**

If exceptional circumstances arise and you need to walk your child to the classroom, before going to a classroom, please sign-in at the front office. We ask that you not visit classrooms unless the teacher has been made aware of your visit in advance. With your cooperation, our children will remain safe and instructional time will be preserved.

Two of our primary goals are to provide a safe and secure environment for all students at Belmont Hills and to ensure students have the uninterrupted instructional time to which they are entitled. Visitors are required

to sign in at the school office upon arrival and to wear a nametag while at the school. A nametag will be provided upon signing in at the school office. Please do not be offended if a member of the staff asks for your identification or your purpose for being in our school facility. If there is a question, the welfare of our children takes precedence over any other considerations. We care about our children's safety! If you have a question or concern, please call and make an appointment to speak with your child's teacher. Please do not visit with the teachers in the morning. This is an important time for the teacher to welcome the students and make sure your child and all the other children have a good beginning to their school day.

## **VOLUNTEERS**

Volunteers play an increasingly vital role in the total educational program. A school volunteer is an adult who is willing to give time and talent to help our students as a member of the education team. Please contact the school office, your child's teacher, or a PTA officer to become involved. Volunteers must sign-in each time they enter the building, prior to beginning their scheduled work. **Volunteers should not bring children (including pre-schoolers) with them to school as they volunteer.**

## **WEAPONS**

Students are not to bring weapons of any kind or size to school. Even replicas of weapons are not allowed on the school site. Parents should impress upon their children the importance and seriousness of this rule. Please refer to Policy JCDAC for further information.