

“EDUCATING TODAY FOR TOMORROW”

Policies and Procedures

Our Mission is aligned with the North Carolina, New Hanover County Schools and Federal “No Child Left Behind” Standards. We will continue to provide and align our programs and strategies to ensure that all students are learning the necessary 21st century skills to be successful at the next grade level. It will require high expectations for students, parents, school staff, and community working together to meet the needs of all of our students.

Parents are strongly encouraged to support the school’s efforts to develop students who will work hard to accomplish their goals and become responsible contributing citizens of the 21st Century.

We strive to provide a safe environment for all students and staff. The following procedures have been put in place to safeguard our learning environment. The policies, procedures, and practices contained in this handbook are as complete as possible. However, from time to time, unanticipated situations may occur and reasonable actions will be taken to deal with these situations.

School Hours

1. 8:00 a.m. Classes Begin
2. 2:30 a.m. Dismissal
3. Students who arrive between 7:15 a.m. and 7:30 a.m. may wait in the cafeteria until 7:30 a.m.
4. Please do not drop students off before the designated times above because there will not be a staff on duty to receive them before 7:15 a.m.
5. Students are not allowed in the classroom before the designated time.

6. Students eating breakfast should report directly to the cafeteria before going to the classrooms.
7. There should be no stopping at restrooms or visiting other classrooms during this time.
8. Students must be excused by the teacher and obtain an appropriate hall pass before leaving the classroom, and must finish breakfast by 7:55 a.m. to avoid being tardy to class.
9. A student must be in attendance at school by 11:15 to be counted present. Any student arriving after 11:15 is counted absent.

Attendance

Regular attendance is the key to scholastic success. Students with strong attendance records perform better academically and socially. Parents, students, and school personnel are responsible for promoting positive attendance attitudes.

Tardiness is a serious problem since students miss valuable instructional time and disrupt the classroom when late for school. The Bellamy staff wants every child to come to school every day and is committed to helping both students and parents achieve this.

If a student is absent

1. An absence note is required for the student's return to school within 3 days. The note should state the child's name, date(s) of absence, and specific reason for absence. The principal or his designee may request verification of illness.
2. If a note is not provided by the third (3rd) day of attendance, the child's absence will be marked unexcused.
3. Excessive absences may result in referral to the school social worker for possible legal action.

According to North Carolina State Law and New Hanover County Schools policy, the following are reasons for an excused absence:

1. Illness of the child
2. Death in the immediately family
3. Court proceedings
4. Quarantine
5. Religious observations

Under the new federal legislation, No Child Left Behind, attendance is a major focus. Therefore, trips taken while school is in session are unexcused absences. Parents are requested to plan vacations and trips during school holidays, Spring Break and Summer Vacation.

If a student is tardy

1. School begins promptly at 8:00 a.m. Students are tardy after the 8:00 a.m. bell.
2. When a student is tardy, a parent or guardian must accompany the child to the school office to be checked in. The office staff will provide the student with a tardy slip that the parent or guardian must sign before the child is admitted to class.
3. If appointments must be made during school hours, a doctor's note is required for the tardy to be counted as excused.

According to North Carolina Law and New Hanover County Schools policy, traffic, car trouble, oversleeping, etc. are not excused reasons for tardiness.

Flu Concern

Students with a fever of 100 degrees or more must remain home and be fever free for 24 hours without the use of fever-reducing medication before they may return to school.

If a student must be dismissed early

Dismissal time is 2:30 pm. If a student needs to be dismissed early, please notify your child's teacher in advance if at all possible. Students will not be sent to the office to wait for a parent to pick them up. The parent or guardian must come into the office to check the student out.

There will be no checkouts after 2:10pm.

Change of transportation

All transportation changes must be made by 1:50 p.m. by a phone call to the front office or a note written to the teacher. Please do not leave transportation changes on a teacher's voicemail. They may not be able to check their messages in time for the change to occur. If a child tells a teacher they need to go home a different way, without a note the child will be sent home as usual.

Telephone

The office telephone is reserved for school business and emergency use only. Therefore, students are permitted to use the telephones only in cases of emergency. Calling parents to obtain permission to go home with a friend is not considered an emergency. All after school arrangements should be made between student and parent/guardians before leaving for school in the morning or by sending the child's teacher a note.

If an emergency arises during the day, please call the office before 1:00 p.m. to make any changes in afternoon dismissal. Children will not be allowed to call home when they forget their homework or to change going home plans.

Perfect Attendance

Outstanding attendance will be recognized by the Bellamy staff at appropriate celebrations at the end of each grading period and at the end of the school year. To qualify for a Perfect Attendance certificate, a student must be present for the entire grading period with no unexcused tardies. A New Hanover County Perfect Attendance

certificate is awarded to students who have perfect attendance for all 180 school days.

Student Dress Code

Bellamy School will adhere to the following New Hanover County Schools Dress Code (Policy #8520) for Students. All staff members will enforce the dress code policy as outlined below. Teachers will review the dress code policy at the beginning of the school year and remind students as needed.

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. Specific dress code requirements are listed below.

1. The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops, tube tops, or tank tops are allowed.
2. Net shirts, bare midriffs, or other revealing attire are not acceptable.
3. Shirts are to be tucked in at all times unless designed to be worn out.
4. Short dresses, short skirts, or short shorts will not be allowed.
5. Pants or shorts must be worn at the waistline. No underwear shall be revealed.
6. Headgear, hats, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
7. No clothing, jewelry or buttons with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.

8. No gang-related clothing, accessories or symbols as identified by local law enforcement agencies will be allowed.
9. All students' grades 9-12 will be required to display identification cards with their picture and their name while on the school grounds.

When, in judgment of the principal, a student's appearance violates the intent of this policy, the student will be required to make necessary modifications. Continued violation of the dress code policy will result in an out-of-school suspension (Board Policy # 115C-378). Students in violation of this dress code will have a referral to the office and parent will be called to bring appropriate clothing.

Visitors/Volunteers

Visitors are welcome at Bellamy School. For the safety and protection of students, all persons entering the school must sign in at the school office and wear an identification badge while in the school. This includes School Board employees, parents, substitute teachers, community agencies, and other visitors. Trespassers are subject to legal action. Our intentions are to protect the students and staff, and to know who is in the building at all times during the day.

Parents and visitors are not allowed to loiter on the school grounds or outside of classroom doors. Students are not permitted to have visitors during the school day, unless they are eating lunch or have made prior arrangement with the classroom teacher. Students are not permitted to bring visiting students, friends, or younger siblings to school. School buildings and grounds are smoke-free at all times.

Our staff asks that parents respect the students' instructional time and not go to the classrooms during arrival time or during the school day without a prior approved appointment. Office personnel will relay messages to students during the school day. Office personnel will also handle items that may need to be delivered during the school day. These items may include lunches, money, homework, and books.

Child Custody

The school system and school recognize that issues related to the legal and physical custody of students are complicated and can influence the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. **Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student.**

Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. **It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school.**

Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

Court orders regarding child custody issues must be in the child's educational file. Only court orders signed by a judge may be honored. Notarized forms or letters from parents are not acceptable. Please notify the office prior to the first day of school if there are child custody order that regarding procedures for parent pick-up or visitations.

Safe and Orderly School Environment

1. All side and back doors to Bellamy will be locked at 8:00 a.m. Please use the front entrance to enter our school.
2. To provide the best instruction for all students, we ask our parents to schedule parent conferences. We ask that you not visit the classrooms during the day to have an unscheduled conference.

3. Whenever visiting Bellamy, whether for a conference, to join your child for lunch, or to volunteer, please stop by the office and sign-in and put on a visitor's sticker. We also request that you sign-out in the office when you leave.
4. To protect our students, you may be asked to show Identification (ID) when checking out a student. We do this because we care about your child's safety and want to ensure that the student is leaving with the person listed on our check-out list.
5. Current emergency phone numbers are a must. Please advise the office and your child's teacher when an emergency notification number changes. This includes your cell phone numbers, work numbers, and those of anyone we may call if you cannot be reached.
6. Please follow the procedures for parent pick-up and drop-off as outlined on the next page. They are in place for the protection of our children and Bellamy families.

Student Arrival and Departure

Student safety is our most important concern. Your cooperation will help ensure that all our students arrive and depart safely each day. Students may not enter the school building before 7:15 a.m. Dismissal is at 2:30 p.m. Last time to check out a student is 2:10 p.m. each day.

Car students

1. All car students will arrive and depart from the parking circle
2. Pull your vehicle as far forward as possible for drop-off and pickup. Staff members and/or parent volunteers will assist the students in/out of the vehicle.
3. All parent pick-up students will exit the building using the K-wing. Students will wait in the classrooms until they are called.

4. In order to help make parent pick-up work quickly and safely, please remain in your vehicle and display a sign with the students' name.

Bicycle

Students may ride bikes or walk to and from school with parent permission. However, a parent permission form/letter must be on file in the main office.

Parent, Volunteer & Guest Parking

Parents and visitors may park in the lot located in front of the building using the parents and visitors entrance.

STUDENT CODE OF CONDUCT

The following rules are not intended to be an exhaustive list of student conduct. Rather, they are illustrative types of behaviors that are inconsistent with the proper functions of the school system. The authority and responsibility for setting standards and controlling discipline are vested in the teachers and administrators of each school by North Carolina law. Therefore, these regulations are applied in addition to those in effect at any individual school in the system.

Consistent with Public School Laws of North Carolina and State Board of Education Policy each school will develop discipline rules and procedures that provide incentive for citizenship and escalating consequences for repeat offenders. Schools are encouraged to consider student and parental input in devising rules (Board of education Policy #8410).

The following offenses must be reported to the New Hanover County Law Enforcement:

1. Assault, resulting in serious injury
2. Assault, involving use of a weapon
3. Assault, on school personnel (not resulting in serious injury)
4. Death by other than natural causes

5. Possession of controlled substance
6. Possession of a firearm
7. Possession of a weapon
8. Robbery with a dangerous weapon
9. Robbery without a dangerous weapon
10. Rape
11. Sexual offense
12. Sexual assault (not involving rape or sexual offense)
13. Adult taking indecent liberties with a minor
14. Kidnapping
15. Communicating threats (G.S. 14-277.1)
16. Unlawfully setting a fire G.S. 14-60
17. Alcohol possession (G.S. 18B)
18. Affray G.S. (14-33)
19. Disorderly conduct ([G.S. 14-288.4(a)(6)])

Disciplinary Action Which Maybe Taken

1. Student conferences
2. Parent conferences
3. After School Detention
4. In School Suspension
5. Alternative placement
6. Out of school suspension
7. Possible removal from extra curricular activities
8. Referrals to other support services

The school system's Code of Student Conduct is distributed separately during the first week of school. It contains specific information concerning behavior, which will not be tolerated, disciplinary consequences, and expectations and rights of students. Both parents and students should read and understand its contents thoroughly. Disruptive students who interfere with the educational

process and/or do not comply with regulations and procedures are subject to administrative action.

SCHOOL-WIDE DISCIPLINE PROCEDURES

At Bellamy School, we take great pride in our reputation as child advocates and in establishing an atmosphere in which children not only receive a quality education but also feel safe. We strive to establish a climate of high expectations (both academically and behaviorally), and we honor each other for our uniqueness and diversity. We request your support and cooperation as we establish a partnership in your child's education. Working together will ensure that your child is provided the skills and opportunities required overcoming the challenges of the future.

Our children have the right to feel safe and secure at school. Every Bellamy staff member helps develop a school climate in which each student can experience success. Rules are established to help students learn and to prevent harm and injuries. They should be practiced both in school and at home. With your help, we can create a nurturing climate that fosters success and allows every student to feel safe and welcome.

The conduct of all students should be such that teachers and students can conduct their work, teaching, and learning, in an orderly and meaningful manner. The school will make every effort to contact you, the parent, or guardian, if a problem arises.

Bellamy works to establish atmosphere where all children feel safe, secure, happy, and have the maximum opportunity for learning. In an effort to accomplish this goal, we have two school-wide expectations:

We all have the right to learn and live safely.
We are all expected to show respect and to be polite.

Each teacher has a detailed classroom discipline plan that addresses specific rules and consequences for inappropriate behavior and reinforcements for appropriate behavior. These plans will be shared

with students and parents at the beginning of the school year and revisited when necessary.

Severe disruptions and serious offenses may lead to an immediate suspension from school at the discretion of the administrators and/or designee. Possession of a weapon (Board of Education) will result in suspension and referral to law enforcement officials.

Fire Crackers/Weapons/Explosives

Firecrackers, weapons and other explosive devices are not allowed at school or on the school bus. Students who violate this policy will be subject to disciplinary action. Fire causing devices such as matches, cigarette lighters are strictly forbidden on school grounds. This policy will be strictly enforced and will be reported to a law enforcement agency and/or result in suspension from school. If problems are constant, the student will be referred to Problem Solving Team, Juvenile Services and/or Student Time Out Program (STOP) and/or counselor for assistance.

We will try to follow the outlined consequences when possible. However, the principal and assistant principal have the discretion to suspend or refer the student to other programs depending on the severity of the behavior. Suspension could be invoked at any time for violation of school rules.

Office Referral Procedures

Students may be referred to the office (principal/assistant principal) when behaviors are on-going and/or are serious. In these cases, the principal/assistant principal will impose appropriate consequences to help the student correct the behavior. These consequences may include a conference with the student, warnings, phone calls and letters to parents, after school detentions, in-school suspension, community service, and out- of-school suspension. The severity of consequence will coincide with the severity of the behavior and the number of times a student has been referred to the office. Some infractions may result in 1 or 10 days suspension from school. Examples of behavior that will result in automatic suspension from school:

1. Fighting (both parties)
2. Physical abuse of peers and/or school personnel
3. Stealing
4. Blatant Disrespect
5. Offenses previously mention under the Safe School Law, which is required to be reported to law enforcement. Students with constant academic and behavior issues will be referred to the Problem Solving Team (PST), Student Time Out Program, and/or appropriate community agencies (i.e., Juvenile Services, Mental Health, private counseling, etc.).

** The principal and assistant principal have the discretion to suspend or refer students to other programs depending on the frequency and/or severity of the behavior. Suspension could be invoked at any time for violation of any school rule. **Students are required to make up any missed work during suspensions.**

School Wide Expectations

Students, parents, and teachers will work together to help each child learn in a safe, secure environment. Classroom rules are to be a visible part of the classroom setting. Each child will receive appropriate attention to correct inappropriate behavior. Teachers and teacher assistants will address student discipline. If student behavior warrants additional attention, action will be taken by the principal or assistant principal.

Referral Procedure

A student sent to the office for discipline will receive the following; at the discretion of the principal or assistant principal. Due to the serious nature of some behaviors, a parent conference or additional action may be taken immediately.

1. First offense: Verbal warning

2. Second offense: Phone call to parent or guardian
3. Third offense: Parent conference and additional appropriate actions including, but not limited to in-school or out-of-school suspension.
4. Fourth offense and other offenses: County policy states that students' with multiple short-term suspensions during a school year may be suspended for a long term.

Suspension

Students who continually disrupt class or exhibit other unacceptable behaviors may be suspended from school for up to ten days. Every effort will be made to enlist parent assistance before a student is suspended. In addition, we will collaborate with our Student Support Staff to assist the students in changing behavior/concerns when appropriate.

Student Code of Conduct

Each student is expected to respect the rights, freedoms, and needs of their fellow students. The following is a list of expectations that reflect the belief's of the staff, students and parents at Bellamy.

1. Treat others with respect.
2. Treat others the way that you would like to be treated.
3. Respect the rights and property of others.
4. Talk appropriately at all times.
5. Conduct yourself in a safe and responsible manner.
6. Be prepared to work and do your best.

The New Hanover County Board of Education believes that the maintenance of high citizenship standards provides a school climate conducive to effective teaching and learning.

The following are examples of unacceptable student conduct:

1. Disruption of learning environment
2. Verbal or physical abuse of peers or staff
3. Destruction of school property or the property of others
4. Possession of any dangerous object or weapon.
5. Bullying/Harassment
6. Please refer to New Hanover County Schools Policy 8410 for further information regarding student discipline requirements at <http://www.nhcs.net/policies/policymanual.htm>

Radios, ipod, cell phones, CD/ DVD Player, and Toys

Radios, ipod, cell phones, CD or DVD players, toys or any trading cards are not to be brought to school unless they are specifically related to a class project. They are absolutely forbidden on the school buses. Students who violate this policy will have the item stored in the principal's or assistant principal's office until arrangements can be made for the parent/guardian to pick them up. Only items requested by the teacher are allowed at school.

Students are discouraged from bringing (unless requested by the teacher) electronic games, computer games, calculators, etc. to school. These items can be distracting, frequently misplaced, and pose a temptation for stealing. **The school cannot be responsible for stolen items.**

Sale or Trade of Items

Students are not to engage in the sale of items to other students or the trading of items with other students. The sale of candy, gum, pencils, clothing or any other item is not permitted.

Vandalism

Students who choose to vandalize school property, equipment, or instructional materials will be held responsible for replacement or repair. Defacing or purposefully damaging school property in any way will lead to disciplinary action. It is also against the law for students to vandalize school property. The teacher or the principal will notify parents if a child has vandalized school property. Students who choose to take or destroy another student's property will be held responsible for its replacement or repair. In addition to replacing or repairing damage, students may be subject to other consequences for this behavior.

School Nurse

Bellamy School has a full time nurse on staff. Our school's nurse administers first aid, assesses for illness/injury, does lice checks, distributes health information, works to ensure that immunizations are current, and serves as a resource to the school staff and parents.

Dental Health

The New Hanover County Health Department's Dental Health Division provides dental services for school children throughout the county. Our Dental Hygienist also provides education classes and materials to aid teachers in planning dental health units, and check students' teeth and make appropriate referrals to a dentist. If you feel your child may be eligible for free dental care, please call the New Hanover County Health Department for more information.

Health Assessment

North Carolina law requires a Kindergarten Health Assessment (Physical Examination) before a child can enter kindergarten. Proper

forms are available at Bellamy School. An examination can be obtained from your private physician or at the New Hanover County Health Department.

Medication

Forms are available in the office if you need to make arrangements for your child to take medicine at school. A physician authorization form signed by the doctor and parent is required before staff will dispense any medication to your child, which includes long-term medication (to be given for 2 weeks or more), and all over-the-counter medications. All short-term medications (to be given less than 2 weeks) apply to prescription medication only. A signed parent note with the prescription bottle is not sufficient. **Medication must be brought in by the parent in the original labeled bottle or box.**

Student Insurance

A student accident insurance program is available to students on a voluntary basis. Student's parents and guardians will assume responsibility for completing the forms. Forms are included your child's first day folder for purchasing of insurance.

Inclement Weather

In the interest of student safety, decisions to close schools, delay school openings, or dismiss early are made by the superintendent in consultation with his cabinet members, local board of education, law enforcement, and pertinent community agencies. Radio and TV stations are notified as soon as a decision is made.

Bellamy school has an emergency plan for use in the event of early closings and other emergencies. Parents and students should also have an emergency dismissal. These plans should be kept current with changes in emergency information. It is not necessary to telephone the school. All students remaining at school at dismissal time, and who normally ride the bus, will be supervised until buses or someone arrives.

BELLAMY SCHOOL CRISIS PROCEDURES

In the event of an emergency, and the school has to be evacuated, our evacuation site is Ashley High School and Murray Middle School. For all other emergencies, students and staff will remain on site and follow established crisis procedures. We ask that you follow these procedures if you hear of an emergency at school. It is important that you remain calm. The school staff will do every thing possible to make and keep your child as safe as possible during any crisis at school.

1. Bellamy and other New Hanover County Schools will use **ALERTNow** emergency calling system to inform parents of critical emergencies at the school. Please make sure we always have your current phone numbers in the office.
2. Do not attempt to come to the school. Access roads need to be clear for emergency personnel and vehicles. Traffic congestion will make emergency response much more difficult for law enforcement, ambulances, and fire departments to get to the school to deal with emergency quickly.
3. Remain at home or at work to make it easier for officials to contact you, if necessary. If the school sends your child home on the bus, it is important that you be there to receive your child.
4. Identification will be required to sign out student in the office.
5. Do not call your child's school as telephone lines will be needed to deal with the emergency. If the phone system is overloaded it will hamper efforts to provide and receive necessary information.

Please make sure you update your child's emergency contact information often, especially if your phone number has changed. **All visitors must sign-in and get a visitor's pass upon entering the building. Visitors also need to sign-out when leaving the building.** The staff has been directed to approach any individual without a visitor's pass and escort them to the office.

ANNUAL NOTICE ABOUT EDUCATIONAL RECORDS

The Family Educational Right and Privacy Act (FERPA) requires New Hanover County Schools to annually notify parents and student who are 18 years of age or older about their rights concerning educational records. The following information summarizes these rights. Parents and students 18 years of age or older have the:

1. Right to confidentiality of the Official Record at the collection, storage, disclosure and destruction stages
2. Right to inspect, review and obtain free copies of the Official Record
3. Right to have a representative of your choosing inspect and review the Official Record with you
4. Right to a full explanation, interpretation and analysis of the Official Record by the principal or designee
5. Right to add data or information to the Official Record which explains or clarifies information contained in the Official Record
6. Right to a list of the types of and the location of all records maintained and disclosed by New Hanover County Schools
7. Right to know that written consent is required to disclose the Official Record to others EXCEPT for the following: NHCS officials, teachers and other employees (list posted at each school), other schools where a student intends to enroll, state and federal education authorities, financial aid applications, studies and research, accrediting organizations, judicial order or subpoena, health or safety emergency, and Directory Information
8. Right to request the correction or removal of information from the Official Record if you believe it is inaccurate, outdated, irrelevant, misleading or violates privacy
9. Right to a hearing, if NHCS refuses your request to correct or remove information from the Official Record
10. Right to file a complaint regarding records with the U.S. Department of Education, FERPA Office, Washington, D.C. 20202. Complaints must be written and specify allegations of fact
11. Right to obtain copies of the New Hanover County School Board Policies on records from the New Hanover County Schools Superintendent's Office

12. Right to know that the New Hanover County Board of Education has designated a student's name and school of enrollment as Directory Information
 13. Right to know that Directory Information is disclosed as a part of officially designated school activities such as: team/activity rosters, scholar athlete awards, athletic eligibility, honor society, honor roll, good citizens, academic scholars, presidential awards
 14. Right to refuse to allow New Hanover County Schools disclose Directory Information by notifying the principal within 10 days of receipt of this notice
 15. Right to know that when records are no longer needed, NHCS destroys them according to a destruction schedule. NHCS permanently maintains only the following information: student name, address, phone number, grades, attendance, classes attended, grade levels completed, date of birth and identification numbers
 16. Right to know that a graduating senior's name, address, phone number and school name are disclosed to the military
- NHCS has designated the Assistant Superintendent for Student Support as the school official responsible for ensuring confidentiality of the Official Record. A student's principal also is responsible for maintenance and security of the Official Record. Please direct any inquires or requests concerning your rights and the Official Record to the principal.

**A TOTAL QUALITY EDUCATON FOR EVERY
BELLAMY STUDENT**