



**Belair Elementary Parent/Student Procedures
2024-2025**

Dear Belair Family,

This document is presented with the hopes of answering questions that may arise regarding daily activities. Please read it carefully so that you are better informed about the programs and procedures at Belair. Our programs and procedures are in place to create an environment of safety and optimal learning.

Education is a team effort between school and home. The staff of Belair is ready to be part of your educational team. We have a priority to communicate with you. Open communication is invaluable as we strive to provide the best education for your student(s). Please plan to communicate with teachers, attend school functions and speak with your student(s) about the importance of school. You know your student(s) best and we appreciate your input as part of the educational team.

Parents are encouraged to be involved in school. The Parent Teacher Association (PTA) offers many opportunities to volunteer, and we welcome your time and effort to help in our classrooms and activities.

We are looking forward to a great year.

Sincerely,
Mr. Todd Shalz
Principal
(573) 659-3155

Belair Elementary Vision Statement

Belair Elementary is committed to being the best school where all can learn and grow to reach their full potential.

Belair Elementary Mission Statement

Work hard. Be kind.

Belair Elementary School Information

Office Phone Number: 573-659-3155

Office Fax: 573-632-3492

Attendance Line: 573-691-6509

Office Hours: 7:15 a.m. to 3:15 p.m.

Student Hours: 7:45 a.m. to 2:45 p.m.

District Website: www.jcschools.us

Click on "Schools" to access the Belair Website

Nurse: 573-659-3135

Kitchen: 573-659-3157

Student Transportation of America: 573-659-1190

JCPS Information Hotline: 573-635-5277

School Mascot: Bulldogs

School Colors: Maroon and White

Business Partners: Library, United Methodist Church

Character Traits by Month

Each month one student from each classroom will be recognized for displaying the character trait of the month at our celebration assembly.

August	Self-Discipline
September	Respect
October	Responsible
November	Polite
December	Compassion/Kindness
January	Motivation/Hard Working
February	Honest
March	Trustworthy
April	Accountable
May	Forgiving
June	Dependable
July	Integrity

Belair Students Are

**Safe
Respectful
Responsible**

MANTRA

I am **POWERFUL**
I am **IMPORTANT**
I am **DETERMINED**
I am **RESILIENT**
You were born for a **REASON**
Your life has **MEANING**
You are in this world for a **PURPOSE**
And it will be your goal to **FIND IT**
Because one day in this world you will **MAKE A DIFFERENCE**
Point to the most important person in this room and tell yourself
I BELIEVE IN ME
And I will not let anyone **TELL ME OTHERWISE**



Belair Elementary Staff 24/25

Todd Shalz, Principal
McKenzie Bennett, Assistant Principal
Rebecca Profest, Administrative Assistant
Heather Meyer, Office Assistant
Laura Harms, Nurse
Brandi Schwartz, Instructional Coach
Lisa Propst, Reading Specialists
Christy Wildhaber, Librarian
Morgan Oden, Resource\SPARK
Lisa Pierson, Resource
Paige Deppe, School Counselor
Sarah Wagenecht, Behavior Interventionist
Aubrie Becker, ELL

Madison Wilkinson, School Psychologist
Jessica Wilbers, SLP
Kara Wilbers, Occupational Therapist
Michelle Volkart, Physical Therapist
Pam Gentry, Family School Advocate
Nesha Wright, School Based Therapist
Mikayla Childers, BCBA
Pamela Gilbert, Daytime Custodian
Greg Mullarkey, Dennis Evening Custodians
Belinda Bates, Long Term Sub
Jamie Wagner, Long Term Sub

Kindergarten

Alesha Schlueter
Lisa Walk
Kelsey Hilburn

First Grade

Heather Hall
Melissa Simpson
Joni Lehman

Second Grade

Dana Gerke
Tina Owens
Emily Massman

Third Grade

Amanda Burks
Angela Farris
Hadassah Doolin

Fourth Grade

Maggie Scott
Bryanna Norman
James Tulipana
Beth Hillis

Fifth Grade

Gabrielle Berry
Casey McCulloch
Amy Adams

AMPS

Blaine Crocker, Art
Patrick Ries, PE
Jill Martin, Music
Christy Wildhaber, Library

Paraprofessionals

Mandy Roman
Holly Walker
Kelli Summers

Full Time Substitutes

Belinda Bates

Behavior Interventionist

Sarah Wagenecht

Custodians

Pam Gilbert - Day
Joseph Dunn - Evening

Cafeteria

Angela Coates (email Angela Johnson)
Tracy Hernandez (cook)
Patti Peterson (cashier)
Mark Vittitoe (cook)

ATTENDANCE [Board Policy JED](#)

If it is necessary for a student to stay home due to illness or other reasons, the student's parent/guardian should call the school office at (573) 691-6509 by 8:00 a.m. and 7:15 p.m. Parents/guardians can call our attendance line and leave a message (573) 691-6509 or email belair@jcschools.us at any time, 24 hours a day. If calling the school is not possible, the student should return to school alongside a parent/guardian or with written notification from the parent/guardian, stating the reason for the absence and the days missed from school.

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Excused absences, including illness are still considered absences and will be documented through our daily attendance report. Students arriving late and being picked up early also count against a student's daily attendance. Please attempt to schedule all doctor's appointments, lessons, and extracurricular activities after school to preserve academic instruction time.

Students who are absent from school are not allowed to participate in school activities/events or after school activities/events for the day(s) they are absent.

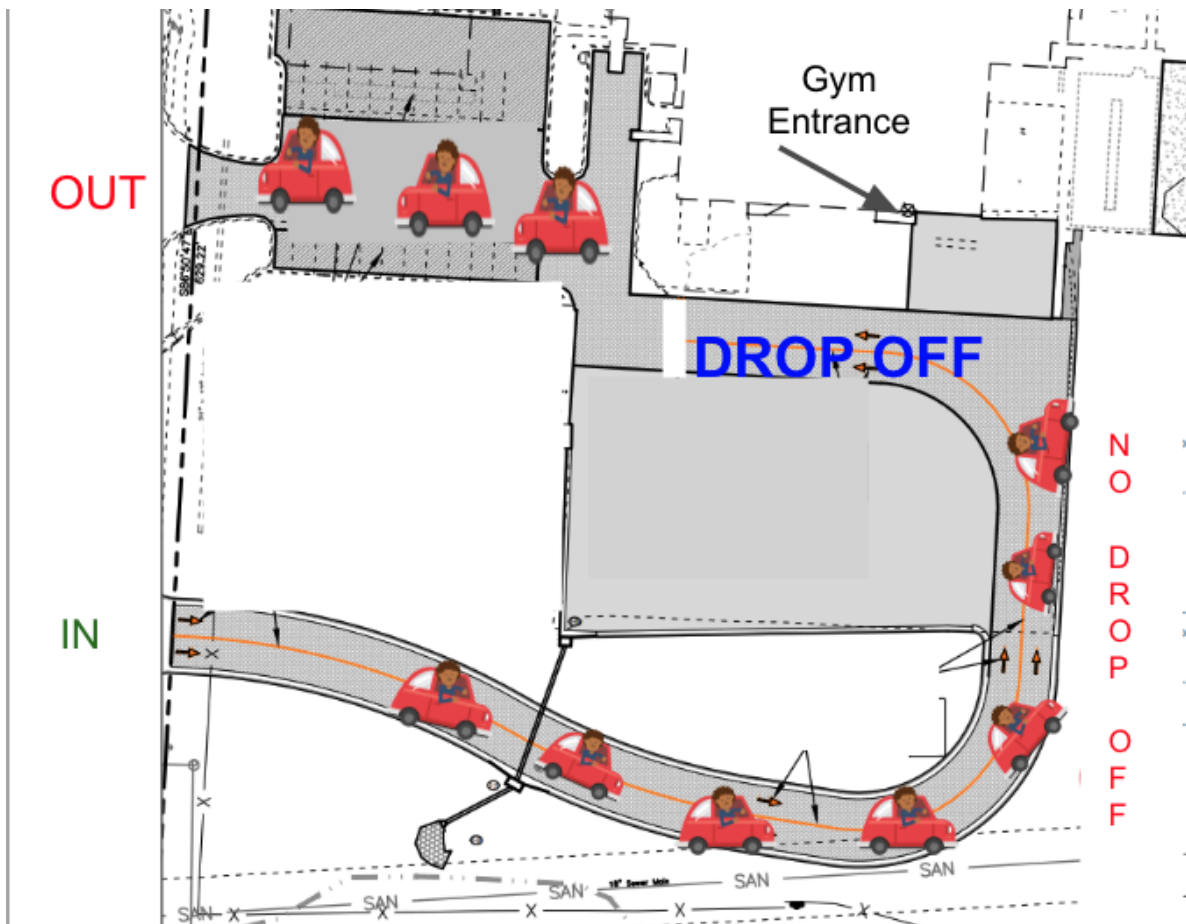
ARRIVAL AND DISMISSAL PROCEDURES [Board Policy JEDB](#)

School begins at 7:45. Students arriving after 7:45am must be brought in to the front office. STUDENTS MUST BE ACCOMPANIED BY AN ADULT INTO THE OFFICE TO SIGN IN. School ends at 2:45pm.

Any transportation changes must be made before 2:00 p.m.

Arrival - Car Riders

Arrival 7:15-7:42. We encourage parents to have car riders at school no later than 7:40. Car riders should be dropped off at the back of the building and enter through the gym doors. The car rider line is a continuous drop off line. Cars should pull up to the picnic tables closest to the cafeteria doors to start the line. Students should get out of their car on the passenger side of the car. If an adult needs to get out for any reason, they should park in the side parking lot. This includes, but is not limited to unbuckling a child from a car seat, helping a child open the door of a car, helping a child gather their belongings, or carrying in items for a child. Parents should not park in the middle of the playground, even if they are walking their child to the gym. Do not pass vehicles in the car rider drop off/pick up circle. Stay in the line after your student has unloaded.



Arrival -Walkers

Walkers enter through the gym doors. Gym doors will be locked at 7:42. If the gym doors are locked, parents will need to enter through the front doors with students and check in at the office to be signed in and get a pass to class. Students should not arrive before 7:15 a.m. There is no adult supervision before 7:15 a.m. Students should not be on school property before 7:15 a.m. Belair and Jefferson City Public Schools cannot be responsible for students until 7:15 a.m.

Arrival - Bus

Buses will unload in the drive in front of the school, unload, walk the south sidewalk and enter through the lower south double doors.

Arrival -Bike Riders

Follow the same procedure as walkers.

Dismissal - Car Riders

- A line will form at the entrance to the lower parking lot on new Belair driveway. Wait for the supervising teacher to signal for cars to enter the playground. Parents will be given a color-coded card with their student's name on it. When you are in the car line to pick up your student, a staff member will collect your card. Cars will then circle the playground and make two lines. Please watch the supervising teachers for direction of lines and where to stop.
- Students from both lines will be dismissed with their card to load. Keep your car rider card in your car for daily pick up. All students in your lane must be loaded before your line can be dismissed out of the loading zone. NO passing or getting out of line will be allowed. If your child is not ready for car rider dismissal, you will be asked to circle around and get back in the line. We cannot hold up traffic while you wait for your child.
- Please keep your car in park at all times while students are dismissed.
- After all students are loaded the first row of cars will be dismissed followed by the second row. After the second row has cleared the drop off area two new lines will form.
- Families will not be allowed to utilize the car rider line without a color-coded card. If you do not have your card students must be signed out of the office after buses and walkers have been dismissed.

Dismissal - Walkers

Walkers are dismissed from the front of the building. Staff members will accompany walkers in two directions. One staff member will walk students down Belair Dr. and wait for all students to use the crosswalk. The second staff member will walk students down Southern Air Drive.

Dismissal - Buses

Buses will be loaded in the front of the building. Teachers will supervise bus loading. Buses will exit after all students have loaded all buses.

Dismissal - Bike Riders

Bike Riders will use the same procedures as walkers. Bike riders will walk their bikes in the walker line until off of school property.

Early Pickup

Parents needing to pick up their child early should come to the office with their photo ID and sign them out. At that time, the office personnel will call for the child to come to the office. Students will not be called out of classrooms until the parent arrives at school. Please keep in mind it may take your student several minutes to come to the office after being called and arrive early enough to accommodate the wait, especially when leaving for appointments. Students returning later in the day should report to the office before returning to the classroom. Students may not leave the building or school grounds before the close of school unless approval is granted from the office. Parents/guardians must be on the student's contact list or they will not be allowed to leave with the student. For the safety of our students, please have your photo I.D. available when you come to the office to pick up your student. Students are to ask teachers for make-up assignments after an absence.

AFTER 2:25 PM, STUDENTS CANNOT BE PICKED UP FROM THE OFFICE UNTIL DISMISSAL IS COMPLETE AROUND 3:00 PM. PLEASE FOLLOW THESE GUIDELINES FOR THE SAFETY OF YOUR CHILD AND ALL OTHER CHILDREN DURING DISMISSAL. PLEASE DO NOT ASK OFFICE STAFF TO DEVIATE FROM THIS PROCEDURE

ANY TRANSPORTATION CHANGES MUST BE COMMUNICATED TO THE TEACHER BY 2:00PM TO KEEP OUR DISMISSAL PROCEDURES SAFE. IN AN EMERGENCY IF YOU ARE UNABLE TO COMMUNICATE WITH THE CLASSROOM TEACHER CONTACT THE OFFICE BY 2:00pm TO EXPLAIN YOUR EMERGENCY AND CHANGE TRANSPORTATION. A TRANSPORTATION CHANGE IS DEFINED AS DIFFERENT PICK-UP FROM WHAT IS LISTED IN INFINITE CAMPUS. PLEASE DO NOT ASK THE OFFICE STAFF TO DEVIATE FROM ESTABLISHED PROCEDURE.



BUS RIDERS

DROP-OFF POLICY [Board Policy EEA,](#)

Per First Student Transportation policy, drop-off for young school bus riders requires that an authorized individual be present to receive the student when he/she disembarks the bus.

Young school bus riders are defined as:

- During the regular school year (August-May): Kindergarten and 1st grade students
- During summer school (June): incoming Kindergarten, 1st grade and 2nd grade students

Authorized individuals include:

- A parent or guardian
- A sibling (3rd grade or older)

Additionally, some students have an Individualized Education Plan (IEP) which requires an authorized individual to be present when the student disembarks the bus.

First Student school bus drivers are asked to verify the identity of the authorized individual at the bus stop, if that person is unknown to the driver. Bus drivers are instructed to contact First Student dispatch before allowing a student to disembark if the driver is unsure of the student's age and/or the individual at the bus stop.

If families are not able to meet this requirement, parents/guardians should contact First Student Transportation at 573-634-7645.

Bus Rider Conduct [Board Policy JFCC](#), [EEA](#)

The board, in accordance with state law, may provide free transportation for eligible students attending the district's schools. Riding the bus is a privilege provided by the school district. Students must adhere to proper bus conduct. Students who exhibit safe behaviors will be able to ride the bus. Students who exhibit unsafe behaviors on the bus will have bus riding privileges revoked.

Expectations for bus behavior include the following:

1. Students are to follow each individual bus driver's rules and expectations.
2. Students are to remain seated until the bus comes to a complete stop.
3. Students should sit in assigned seats if applicable.
4. Students are to keep their hands to themselves and feet and hands out of the aisle.
5. Students may not place hands or heads out the bus windows.
6. Students may not exhibit any other behavior that would be considered inappropriate in other school settings, including using foul or inappropriate language.

If parents or patrons experience problems with transportation services provided by the district, or have any related concerns, report concerns to Student Transportation of America 573-659-1190.

BREAKFAST/LUNCH PROGRAM [Board Policy EF](#)

Nutritional breakfasts and lunches are served at Belair. Breakfast is served from 7:15-7:45 a.m. Lunch is served from 11:00 a.m. to 1:10 p.m. each school day. All families are asked to complete the free/reduced meal forms, no matter their family's financial situation. This helps our school receive proper funding for the 2024-2025 school year. You can find the form here: <https://www.jcschools.us/Page/115>

Any food item brought to school is to be stored in a container not made of glass. All food will be consumed in the cafeteria during the student's lunchtime. Students who bring their lunch may go through the lunch line to purchase milk.

Cost of Student Breakfast \$1.25

Cost of Student Lunch \$3.00

Cost of Adult Lunch \$4.00

Reduced price Breakfast - no charge

Reduced price Lunch - \$.40

CONCERNS: Student Complaints and Grievances

Ensuring a Positive Learning and Working Environment

Jefferson City Public Schools strives to maintain a positive working and learning environment for all students and staff. Over the course of a school year we recognize that there will undoubtedly be situations of concern/complaints to students, parents, staff and the public. Such concerns/complaints are best resolved by addressing them at the level where the concerns originated through communication with appropriate staff members.

Students, Parents and Public

If a student and/or parent has a concern/complaint with an issue related to a specific class, program or staff member, they should schedule a time to meet with those individuals in order to communicate respectfully and professionally the specific concerns.

If after the meeting the student and/or parent are not satisfied with the action taken or answers provided, they should schedule a time to meet with the building administrator who is responsible for the immediate supervision of that class, program or staff member. Again, concerns/complaints should be communicated both respectfully and professionally. If after meeting with the building administrator the concerns/complaints have not been resolved, the student and/or parent may address the question to the appropriate chain of supervision at the District's Central Office.

If after meeting with the appropriate Central Office administration and the Superintendent, and if the student and/or parent are still dissatisfied with the decision, they may request that the Board of Education consider the issue by submitting a written request to the superintendent or secretary of the Board detailing the specific concern and requested action.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES [Board Policy EHBA](#)

It is strongly recommended that students and parents carefully weigh the choice of whether or not to bring personal cell phones, music players, cameras, and other electronic devices to school. These items can be disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost, or stolen. Parents are reminded that in case of an emergency, the main office is the appropriate point of contact to ensure that your child is quickly reached and assisted. If students do bring cell phones and/or other electronic devices to school, they will need to be turned off during the school day and stored in their backpacks or assigned lockers. Students who bring cell phones or other devices to school are responsible for the safety and security of those devices. Headphones or earbuds will need to be stored securely and should not be worn during school unless the teacher has approved an activity that requires listening on chrome books or school provided media. *The school accepts no responsibility for cell phones or other electronic devices that are lost, damaged, or stolen at school or while traveling to and from school.* Cell phones and personal electronic devices will not be used during any part of the school day, therefore, should not be visible during the school day.

CHANGE OF ADDRESS, PHONE NUMBER, or EMAIL Board Policy JEA

It is very important that every student maintain an up-to-date address and telephone number recorded at the school office. Notify the school immediately if you have a change of address, cell-phone number, work telephone number, or email address during the school year.

COUNSELOR

Students are encouraged to become familiar with the counselor. Students and parents/guardians are also encouraged to take advantage of counseling opportunities to discuss parent education programs, or to discuss other topics of interest or concern. To make an appointment, please call our counselor, Paige Deppe @ 573-659-3159.

CUSTODY OF CHILDREN [Board Policy JO](#), [JO-AP](#), [KDA](#)

Legal documentation restricting or limiting parental rights must be provided to the school office. The school is not a party to custody/visitation agreements and will not enforce such agreements. Parents should work out picking up students and visitation among themselves for the best interest of the student. Board policy states that the school will not be used for visitation purposes. Both parents are responsible for passing school information about their students to each other.

DRESS CODE [Board Policy: JFCA](#)

Our goal is to provide an optimal learning environment for all students. Clothing should not be too tight, have negative or inappropriate captions, promote alcoholic beverages, tobacco, etc. All tops and pants/slacks must cover the stomach, back torso and shoulders. No spaghetti straps, halters or low cut tops and dresses, either front or back, are allowed. Any attire associated with gang behavior will not be allowed.

Children should wear shoes that are appropriate for P.E. classes and daily playground running, jumping and playing. The Art, Music, and PE schedules are on the teacher newsletters. Please do not send your child to school in flip flops if they are scheduled to have PE class. Students may bring tennis shoes to change into for this class.

Board policy - Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming that presents a safety concern is permitted. No apparel displaying messages that are sexually explicit, vulgar, violent or advocating illegal activities is permitted. Further, no clothing or personal grooming that disrupts, or is likely to disrupt, the educational environment is permitted.

EMERGENCY PROCEDURES AND SAFE HOUSE

Emergency procedures have been developed and are in place to cover any foreseeable problems. Those procedures are practiced monthly.

In the event of a required evacuation from the building in which we are not allowed back inside, all students will be relocated to our safe house, Wesley United Methodist Church. Buses will still transport students who typically ride the bus home. Parents/guardians, or the designated emergency contact person may pick up all other students at Wesley United Methodist Church.

LIBRARY MEDIA CENTER

Library books may be checked out for one week and renewed for another week if necessary. Lost and/or damaged books shall be the responsibility of the student checking out the book. Students have an assigned "check-out" day. Please speak with your child's teacher for more details. To contact our librarian, Christy Wildhaber, call 573-659-8512.

FAMILY SCHOOL ADVOCATE: Belair Elementary School has a part-time Family School Advocate – Pam Gentry. She will be available during school hours to help students and families with their needs. She can be reached by calling the school office at 632-3476.

FIELD TRIPS [Board Policy EEA](#),

All students attending a field trip must ride the school bus to and from the designated field trip. Please check with your child's teacher for more information regarding field trips. Permission forms **MUST BE RETURNED BY DUE DATE** for your child to attend the field trip. Students will not be allowed to call home the day of the trip for verbal permission or to have parents bring permission form.

LOST AND FOUND

Clothing, tote bags, and other student belongings should be clearly marked with the child's first and last name. Articles found in and around the school will be placed in the lost and found. Parents/students are responsible for searching through the lost and found themselves (before and after school) if their child has lost an item. At the end of each quarter, all items are donated to a local organization.

MONEY, ELECTRONICS, AND TOYS [Board Policy EHBA](#)

To avoid potential problems, please do not send students to school with money in their pockets. To send money to school for a payment for a school function, place it in a sealed envelope with the name of the person, place or activity, along with yours and your child's name on the front. Please instruct your child to give the envelope to the teacher.

Electronic handheld games and/or other electronic equipment and toys are not needed at school or buses. Students are solely responsible for the loss, theft, or damage of such items.

NURSE/HEALTH ROOM: Laura Harms serves Belair Elementary School. She is primarily responsible for the care of the ill or injured student or faculty member. She carries the responsibilities for hearing, vision, and scoliosis screenings, staff evaluations, accident insurance records, and documentation of special services responsibilities. A registered nurse, if not readily available, can always be reached by a pager. Students and parents/guardians are requested to inform the school nurse of any health conditions or regular medications, which may warrant special attention in the case of an emergency. State law requires accurate and up-to-date immunization records for each student enrolled. Students needing immunizations will be notified and given an opportunity to obtain the necessary immunizations. Students who fail to meet the immunization

requirements will be excluded from school.

PARENT TEACHER CONFERENCES

Currently the dates and times for conferences are as follows:

Fall Parent-Teacher Conference Dates: Tuesday, November 5th and Thursday, November 7th
Spring Parent-Teacher

Conferences Dates: Tuesday, March 18th and Thursday, March 20th

PARENT TEACHER ASSOCIATION

All parents are encouraged to participate in our school's Parent Teacher Association (PTA). You can do this through membership to the PTA, volunteering to assist with any of the PTA activities, or donating money to our PTA fundraisers.

PARTY INVITATIONS/NOTES/TREATS Board Policy [AC](#), [JO](#)

Invitations to personal parties **MAY NOT** be given out at school or on school grounds. School is for student learning, it is not the place for personal social invitations. Please do not request personal information from the office regarding the names, addresses or phone numbers of other students or parents in the school. Notes from parents seeking to arrange playdates or contact another child's parent may not be exchanged at school and will not be accepted by the office. Personal notes/cards will not be accepted by the office to be delivered to students. Occasions for which this might be needed should be handled outside of school. To accommodate families who wish to contact each other the Belair Parent Teacher Association will provide an informational directory with which families can choose to share personal information. Please visit the PTA website to sign up to be part of information sharing between families.

BIRTHDAY TREATS

All treats must be store bought in sealed containers with the ingredients listed on the outside. We strongly suggest individually wrapped treats, such as Little Debbie cakes, fruit snacks, etc... Cookie cakes, sheet cakes, ice cream will not be accepted since it has to be cut and shared or passed out without a wrapper. **Families must communicate and arrange with the classroom teacher at least two days ahead.** If the classroom teacher has not been contacted any items brought in may not be delivered to the classroom.

Treats must be dropped off at the office after 7:15 AM.

Please do not bring or have delivered flowers, balloons, gifts, cards or other treats to school. Deliveries of such will not be accepted by the office and we cannot allow such items to be shared at school.

RECESS

The state required 20 minutes of recess per day. Students at Belair have of two 15-minute recesses daily with their grade level teachers. Decisions to have outside recess during the cold weather depends upon the temperature and the wind chill factor. If the temperature including wind chill is 20 degrees or above, students will go outside for recess. Always dress your child for outside recess. Students will have supervised time in their classroom or in the gym on days when weather prevents outside recess. Students who are not able to participate in outside recess must provide a medical excuse from a doctor. Those students with medical excuses will be allowed to remain in the building during scheduled outside recesses for quiet activities in a classroom.

REPORTING ABSENCES [Board Policy JED](#)

When students have excessive absences, the school may communicate with the family regarding the absences. For the safety of your child, parents are required to notify the school office anytime a student must miss school. District policy stipulates that any student absent 20 consecutive days without knowledge of cause for the absence shall be dropped from the roll. Students who are absent during the school day are unable to attend evening district events.

REPORT CARDS [Board Policy IKA](#)

Every effort is made to communicate the progress of each student in regards to their academic and social growth. Parents and guardians have access to [Campus Portal](#) to view ongoing progress.

The Jefferson City School District will transition to Standards Based Grading for the 2023-2024 school year. Student progress will be reported on the Priority Learning Standards identified by the Missouri Department of Elementary and Secondary Education. Kindergarten through Fifth Grade use a report card with the priority standards identified. A 3 point rubric will be used for each priority standard. Each standard will be graded on **M**eets, **P**artially Meets, and **N**ot meets. M, P and N will be used on the grade card to identify progress.

Parents can view their child's academic progress using the Parent Portal through Infinite Campus at any time during the school year. Sign up for a [Parent Portal account](#) by emailing portalhelp@jcschools.us from the email address you provided at registration. Paper grade cards are no longer given out.

SCHOOL AND HOME COMMUNICATION

We pride ourselves on consistent and frequent communication with each student's family concerning his/her progress and all academic and extracurricular activities. Family forms a vital link in the growth of our students, and we urge them to contact the school whenever concerns arise to obtain information about their students' progress.

Conferencing between parents and/or students with teachers provides an opportunity upon which we may devise a plan for ultimate success.

Classroom newsletters, letters from the principal, our school's website, or the district's public information office and social media postings are ways information is shared with the family and the community.

A district-wide phone service will also provide timely information/reminders via phone call, email, and/or text messages to your phone. This phone service will also allow the school district to inform all patrons of emergencies or information which needs to be disseminated in a timely manner. To keep informed, make sure your contact information is up-to-date with the office staff. Parents must sign up for text messages by responding to the district's initial message soon after school starts.

TARDY POLICY [Board Policy JED](#)

Students arriving after 7:45 a.m. are considered tardy and must report to the office for a pass. When students have excessive tardies, the principal will notify the parents/guardians by letter. The purpose of this letter is to keep parents informed about the total number of tardies the child has received and the effect that these tardies can have on the student's success at school.

Excessive tardies can lead to revoked special permission, involvement of the school's social worker, and the Juvenile Office.

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORT

SW-PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific plans. SW-PBS includes school-wide procedures and processes intended for all students and all staff in all settings. SW-PBS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

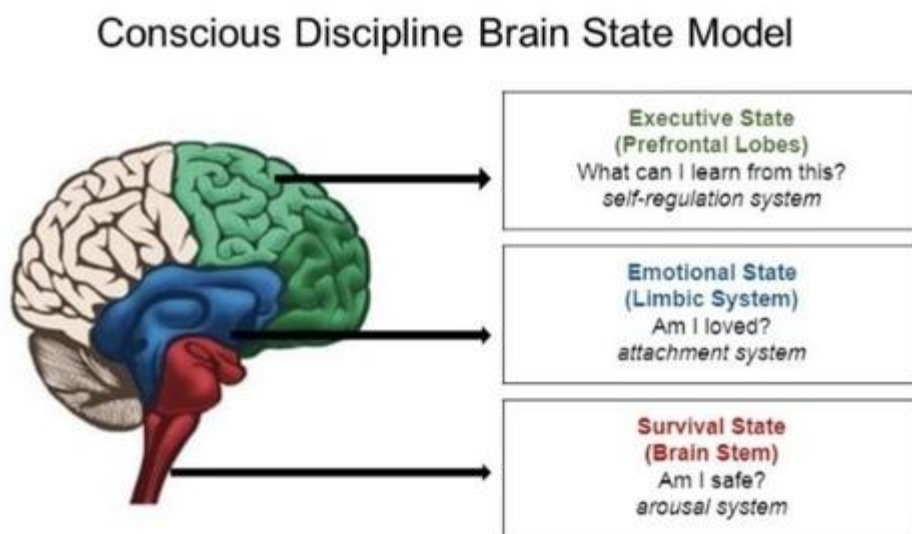
What is PBIS at our school?

We have adopted a unified set of school expectations. These statements define our expectations for behavior in our school. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified school expectations, found in every classroom and non-classroom setting in the school, are as follows:

- Be safe!
- Be Respectful
- Be Responsible

Students can earn Bulldog Bucks for displaying correct expectations in the school building. Each classroom teacher will have a classroom catalog set up for students to spend their Bulldog Bucks bi-monthly. Students can spend or save their Bulldog Bucks each time their classroom store is open. Students can purchase a variety of prizes.

BEHAVIOR INTERVENTION



All behavior is a form of communication. Research shows humans operate in three different brain states. At different times some students come to school in a survival and emotional state for a variety of reasons. Students coming to school in these states are unable to learn effectively. They are dysregulated. In order to achieve optimal learning, students need to learn and develop skills to self-regulate. Staff will work to co-regulate (work together) with students and teach them skills and strategies to return to a self-regulated state.

Behavior support will be provided to all students at Belair Elementary. Behavior looks different from student to student and all students can become dysregulated at times and thus can benefit from learning ways to self-regulate. Behavior support will begin by teaching students what it means to be self-regulated. The following curricula will be implemented by Belair staff to help students learn about his or her own behavior: Zones of Regulation, Positive Behavior Supports, Second Steps, and Conscious Discipline Brain State Model. Teachers, counselor and the behavior interventionist will work as a team in helping all students have a better understanding of regulated and deregulated states.

Additionally, if you are noticing undesired behaviors at home and think your child would benefit from a more individualized approach, please feel free to contact our behavior interventionist Ms. Sarah Wagenecht. sarah.wagenecht@jcschools.us

VISITORS [Board Policy KK](#)

Safety, teaching, and learning are important at Belair Elementary School. Belair will offer many opportunities for families to be involved at school. If a patron desires to visit Belair during school hours please contact the school office ahead of time and inform them of your intent and reason for the visit. Visits that could interfere with the education program or be disruptive to learning may be denied.

Parents/Guardians must sign or check in at the building office prior to proceeding elsewhere in the building. The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office.

Appropriate Behavior

The Jefferson City School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations. To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds.



Belair PBIS Matrix

	Belair PBIS Matrix		
	Be Respectful Treat other people, property, and the environment the way I want to be treated.	Be Responsible Do what I need to do to prepare for success.	Be Safe Managing my own body and mind so I can make good choices.
Hallway	I can <ul style="list-style-type: none"> ● use a Voice Level 0 ● keep hands at sides or behind back ● respond appropriately to adults 	I can <ul style="list-style-type: none"> ● walk on Bulldog Track ● enter and exit a classroom with a Voice Level 0 ● go directly to the destination ● use Hallway Pass 	I can <ul style="list-style-type: none"> ● KAHFOOTY ● walk at all times ● stay to the right on the Cougar Path ● keep eyes forward
Bathroom	I can <ul style="list-style-type: none"> ● use a Voice Level 0 ● leave the bathroom clean 	I can <ul style="list-style-type: none"> ● hang my bathroom lanyard on the hook ● use the bathroom quickly ● flush the toilet ● wash my hands ● throw trash away in the trash can 	I can <ul style="list-style-type: none"> ● KAHFOOTY ● keep my feet on the floor ● walk ● return to class quickly
Cafeteria	I can <ul style="list-style-type: none"> ● enter and exit at a Voice Level 0 ● use Voice Level 2 when seated ● use polite manners (say please and thank you) ● use Voice Level 0 when lights are off 	I can <ul style="list-style-type: none"> ● raise my hand and wait for adult help ● use my napkin, spoon, and fork ● clean up after myself 	I can <ul style="list-style-type: none"> ● KAHFOOTY ● walk on the Cougar Path ● walk forward with both hands on the tray ● sit facing forward, on my bottom, at my seat
Playground	I can <ul style="list-style-type: none"> ● be a good sport and play by the rules ● include everyone and share equipment ● follow adult directions the first time 	I can <ul style="list-style-type: none"> ● line up on the first whistle, facing forward with a Voice Level 0 ● use the equipment the right way ● return equipment to its place ● be a problem solver 	I can <ul style="list-style-type: none"> ● KAHFOOTY ● stay in approved areas ● ask for adult permission to leave playground



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Arrival	I can <ul style="list-style-type: none"> enter building and greet others use Voice Level 0 when not greeting others 	I can <ul style="list-style-type: none"> go through the gym to the cafeteria or straight to my classroom keep backpack, coat, and belongings with me 	I can <ul style="list-style-type: none"> keep all hands, feet and other objects to yourself (KAHFOOTY) walk to the right on Cougar Path
Dismissal	I can <ul style="list-style-type: none"> enter and exit with a Voice Level 0 use a Voice Level 0 while seated follow adult directions the first time 	I can <ul style="list-style-type: none"> walk directly to dismissal area have my things in my backpack be dressed for the weather 	I can <ul style="list-style-type: none"> KAHFOOTY walk in a single file line sit the right way
Bus	I can <ul style="list-style-type: none"> greet the bus driver use kind words and a friendly tone keep the bus clean follow adult directions the first time 	I can <ul style="list-style-type: none"> walk in a line to the bus be seated quickly take turns getting off the bus 	I can <ul style="list-style-type: none"> face forward and stay seated on my bottom while on the bus KAHFOOTY Stop, Look, Watch when getting on and off the bus
Assembly	I can <ul style="list-style-type: none"> enter/ exit with a Voice Level 0 keep eyes and ears on the speaker follow adult directions the first time 	I can <ul style="list-style-type: none"> ask adult permission to leave sit with your class stand up and sit down at a Voice Level 0 respond appropriately to speaker 	I can <ul style="list-style-type: none"> walk at all times sit on your bottom facing the speaker KAHFOOTY make and use the aisles to enter and exit the gym

Voice Levels	0 - No Voices	1 - Whisper	2 - Group Work	3- Presenter	4 - Outside
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Disclaimer: To the extent that this handbook conflicts with Board Policy, the Board Policy prevails.