

BELLAMY ELEMENTARY SCHOOL



PARENT HANDBOOK 2022 - 2023

Bellamy

Elementary

A

Lead by example

Encourage others

Achieve your goals

Do your best

Exert effort

Respect others

Mrs. Michele Toscani, Principal

Mr. Daniel Ruiz, Jr., Assistant Principal

Bellamy Elementary School

9720 Wilsky Boulevard, Tampa, FL 33615

(813) 872-5387

Table of Contents

(Quick-Reference Guide)

| | |
|---------------------------------------|----------------------------|
| Arrival Procedures..... | 4-5 |
| Attendance Policy..... | 3 |
| Backpacks..... | 6 |
| Behavior..... | 12 |
| Bell Schedule..... | 3 |
| Bike Riders..... | 3 |
| Birthdays..... | 8 |
| Breakfast..... | 7 |
| Bullying..... | 10-11 |
| Bus Riders..... | 9 |
| Car Riders..... | 4-6 |
| Cell Phones..... | 9 |
| Civility..... | 9-10 |
| Conferences..... | 13 |
| Dismissal Procedures..... | 4-6 |
| Dress Code Policy..... | 7-8 |
| Early Sign-Outs..... | 6 |
| Emergency Information..... | 8 |
| Field Trips..... | 8 |
| Head Lice..... | 6 |
| Homework..... | 9 |
| Jeans Policy..... | 8 |
| Lunch..... | 7 |
| Medication..... | 6 |
| Parent Teacher Association (PTA)..... | 9 |
| Phone Numbers..... | 13 |
| Rainy Days..... | 6-7 |
| School Advisory Council (SAC)..... | 9 |
| Tardy Policy..... | 4 |
| Transfers..... | 8 |
| Volunteers/Visitors..... | 13 |
| Walkers..... | 5 |
| Walking Students to Class..... | 5 |
| Weekly Bulletin..... | 13 |
| Appendix A..... | Car Pick-Up Sign |
| Appendix B..... | Walker Pick-Up Sign |

FRANCIS BELLAMY ELEMENTARY SCHOOL

SCHOOL VISION

Bellamy Elementary School will be among the top achieving schools in the district.

SCHOOL MISSION

Bellamy Builds Leaders with **HEART!**



This handbook is provided for your information. Please familiarize yourself with Bellamy's policies and procedures. We thank you in advance for your co-operation and assistance in keeping children safe and our school running smoothly. This handbook is not all inclusive. Please ask an Administrator (if you have a question regarding a policy or procedure that is not included here.) District policies and procedures can be found in the District Handbook available online at www.sdhc.k12.fl.us.

ATTENDANCE/TARDY POLICY

To fully benefit from the instructional program, students are expected to attend school regularly and be on time for class. Poor attendance or excessive tardiness may result in low or failing grades. Excessive absences and/or tardies will be referred to the Child Study Team and/or the School Social Worker.

In accordance with the Hillsborough County School District's Attendance Policy, the reason for each student absence must be reported to the school. For your convenience, a separate attendance phone line has been installed with a 24-hour access recorder. **Please call 872-5387 and press 1, to report the reason for your child's absence.** If the line is busy when you call, please call back.

Tardies and absences may be excused for the following reasons:

1. An illness of the student or a medical/dental appointment (a doctor's statement may be required).
2. An accident resulting in an injury to the student.
3. A death in the immediate family.
4. An observance of an established religious holiday.
5. A subpoena by a law enforcement agency or a required court appearance.

Please help us by having your child arrive on time and be in attendance at school every day.

THE DAILY TIME SCHEDULE

School day for ***Pre-Kindergarten through grade 5:***

Children may not arrive at school before 7:10 a.m. We are do NOT have anyone supervising students before 7:10. It is UNSAFE for our students to be dropped off early. Morning HOST is available beginning at 6:30am daily. If you need to make arrangements, call 813-872-5387 extension 246.

7:40 a.m. - classes begin promptly at 7:40 a.m.; **students who report to the classroom after 7:40 a.m. are tardy.** A pattern of tardiness will be reflected on a student's report card. Students with 5 or more tardies in a grading period may not earn certain school awards.

1:55 p.m. - dismissal (Early check-outs are for emergencies only and must be approved by the Principal. Check outs are not allowed any later than 12:25 on Mondays and 1:25 p.m. on Tues. - Fri.)

Early Release Mondays: 7:40am-12:55pm

Parents must remain with their vehicle in the front drive. Please follow the signs posted and the directions of our staff. County school buses use the back drive (cafeteria) area. **(NO CAR DROP-OFFS OR PICK-UPS ARE PERMITTED IN THE BACK PARKING OR BUS DRIVE AREA.)**

PARENTS WHO PICK UP STUDENTS AT DISMISSAL MUST WAIT IN THEIR CARS AT THE FRONT DRIVE PICK-UP AREA OR ON FOOT AT THE SOUTH SIDE PICK-UP AREA DESIGNATED FOR PARENTS. NO STUDENT WILL BE RELEASED FROM THE CLASSROOM OR FROM THE CLASS LINE IN ROUTE TO THE PICK-UP POINT.

TARDINESS

***School begins promptly at 7:40 a.m. Students arriving in the classroom after 7:40 a.m. are tardy.** Any child who is tardy must report to the office with a parent for a class permit. If a school bus is late, the children on that bus are not counted tardy. Parents may NOT walk students to class. Tardiness will be reflected on the Report Card.

ARRIVAL AND DISMISSAL LOCATIONS AND TIMES

Back Bus Drive (next to cafeteria) - From 7:00-7:40 a.m. and 1:40-2:00 p.m. this area is reserved for buses ONLY. **Walkers will not be released to parents from this area.** No parent car traffic is permitted in the back drive or the back parking lot.

Car Drop-Off/Pick-Up Area (front of school ONLY) - From 7:10-7:35 a.m. and at 1:50 p.m.

NOTE: Drivers must remain in their cars in the appropriate lane. No parking is permitted on this drive. Drivers may not pass other cars in the drop off/pick up lanes.

Walkers/*Bicycles

7:10-7:40 a.m. Students are to enter the building through the cafeteria doors in the back of the school. Children will get breakfast if needed and report directly to their classroom.

1:55 p.m. All students will exit the campus as directed by the teachers.

***Students must be at least 8 years old to ride a bike to school. Skates, skateboards and scooters are not allowed on school grounds.**

1. Students must walk beside their bike while on the school grounds.
2. All bikes must have a lock and be secured to the school bike rack.
3. All riders are to abide by traffic rules which apply to bicycles.
4. All students must wear a bicycle helmet, in accordance with the Bicycle Helmet Law.
5. The school does not assume responsibility for damage to or loss of bicycles.

ARRIVAL PROCEDURES

Parents are NOT permitted to Walk their Students To Class (with the exception of Day 1)

Students will be allowed to enter the school at the 7:10 AM bell. To allow for students to prepare for the day they will pick up their breakfast at a specified cart and report to their classroom. By the 7:40 AM bell, all students are expected to be in their classrooms ready to begin their formal instruction. **Any parents with an appointment or conference with a teacher MUST go to the office and receive a visitor's badge THIS MUST BE PRE-ARRANGED. K/1 students are to be dropped off at the gate leading into CFK area. Pre-K students will be dropped off at the FRONT entrance of the school.**

A.M. Student Drop Off

1. All students arriving by automobile are to be dropped off at the **SOUTH** end of the front drive. **Students may not be dropped off at school before 7:10 a.m.** At 7:10 a.m., the bell will ring and Bellamy staff will supervise the front drive area and direct students to unload from cars.

NO DROP OFF IS PERMITTED IN THE BACK SCHOOL DRIVE AREA

Cars should form and remain in a single line next to the school curb.

(NO car should attempt to pull around another in the unloading area.)

2. Staff will direct approximately three to four cars to unload at a time. They will then direct those cars forward and the next set of cars into the unloading zone.
3. Once in the unloading area, students are expected to immediately get out of cars on the passenger side of the vehicle. **Students may not exit the car on the driver's side.**
4. Please note that the Sheriff's office has posted a no left turn sign when exiting the grounds.

NOTE: PLEASE get all those hugs, kisses, school supplies in hand, etc. BEFORE reaching the unloading zone. Students need to be ready to get out of the car as soon as a teacher/patrol signals them for unloading.

Walkers

- (1) Students and parents who walk from the front parking lot must use the sidewalk or **cross the drive at the center crosswalk**. Do not cross on the landscaped island in the parking lot.
- (2) Parents should monitor the flow of vehicles while walking in the parking lot and hold children by the hand.
- (3) Students and parents who are walking from the south, east or west of the building should use the sidewalk on the south end of the grounds and **cross only at the south staffed crosswalk**.
- (4) Families living in the Pinehurst neighborhood may use the entrance/exit gate in the back of the school to walk to Bellamy. **This gate will be locked promptly at 7:45 am.** Please do not attempt to maneuver through the gate if it is closed.

Parents who park their car on Donaldson Dr. to drop-off/pick-up via the back "walker" gate are in violation of school policy and are liable to receive a ticket from law enforcement.

DISMISSAL PROCEDURES (masks are recommended for those unvaccinated)

Day Care Pick-Up

Day care vans are to pick up students at the front or back pick-up points, as designated.

Parent Walk-Up (social distancing is preferred – masks are recommended for those unvaccinated)

- (1) Grade K-5 students who live in Pinehurst or south of Bellamy are to be picked up at the south end of the main building. Remain by the CFK building to pick up students. Teachers will escort students to that area ONLY! Parents wait outside in the designated area and give the dismissal paper for your child to the staff on duty.
- (2) Students in grades 4-5 ONLY may walk by themselves. Any student in K-3 must be escorted by a parent or a sibling in grade 4-5.
- (3) Grade K-5 students who live in Towne Park or north of Bellamy are to be picked up at the north end of the main building at the door by the covered walkway. Wait outside in the designated area and give the dismissal paper for your child to the staff on duty. Students in grade 4-5 may be escorted to the sidewalk to walk by themselves.

IMPORTANT FOR K-5 PARENT WALK UP

- **WAIT OUTSIDE THE BUILDING.**
- **DO NOT BLOCK CLASSES EXITING FOR THE BUS OR CAR PICK UP. STAND WELL AWAY FROM EXIT DOORS.**
- **ADULTS MAY NOT WALK INTO DESIGNATED STUDENT AREAS AND TAKE STUDENTS.**
- **PARENTS MUST CROSS AT THE DESIGNATED SOUTH CROSSWALK. PLEASE DO NOT WALK THROUGH THE PARKING LOT.**

Parent Car Pick-Up

- (1) All car pick up is in the front drive. Students **WILL NOT BE DISMISSED TO ANY PARENT WHO WALKS UP!**
- (2) Print your child's name & grade on the form provided in **LARGE BLOCK LETTERS** using a black permanent marker for ease on DAY 1. Your child will receive a car tag to use after day 1.
- (3) Display your car tag in the **RIGHT FRONT WINDSHIELD** or on the right passenger window.
- (4) Form a single line and remain in your car.
- (5) Drive slowly and cautiously.
- (6) When you reach the pick-up point, a teacher will release your child to load on the passenger side of the vehicle.
- (7) Buckle up and depart quickly and cautiously.
- (8) **DO NOT SPEED THROUGH THE DRIVE!!!!**

We need everyone's cooperation in following these procedures. Areas needing special attention are as follows:

- (1) Center Crosswalk - Crossing the front drive through the automobile pick-up line is not advised. Please realize that parents in automobiles are focused on finding their children, and are taken off guard when someone unexpectedly crosses in front of their car. **WE NEED EVERYONE'S COOPERATION WHEN CROSSING AT THE CENTER CROSSWALK.** Be alert and hold your child by the hand in the parking lot.
- (2) Parent Walk-Ins - Since we are supervising the safety of so many students, please help us by not entering the designated student areas or signaling for your child to come to you.
- (3) Teacher Conferences - If you need to speak to a teacher, please do not attempt to do so during dismissal. All staff members are in place to maintain student safety. If they are engaged in conversation with you, their attention is not focused on the students. Please schedule a time for conferencing, if needed, with the teacher.

URGENT!!!!!!! * Changes * in the way children normally go home are restricted to school sponsored activities or family emergencies. * Social * reasons for changes in transportation are not permitted.

When parents request a change in the way a child normally goes home, it is required that the following safety procedure be followed. When your child's dismissal procedure changes, a **note signed by a parent** must be sent to the office. **Change requests will NOT be accepted by phone/fax. Students may not ride a bus other than their assigned bus.**

Students will not be allowed to change the way they normally go home without following the above procedure. **If a student does not have a change request signed by parent, he/she will be sent home the usual way.**

Your child's safety is our utmost concern. By following these procedures, we will be able to handle dismissal safely and quickly. We appreciate your cooperation with these important safety rules.

PERMISSION TO LEAVE SCHOOL BEFORE DISMISSAL TIME

Permission for a child to go home other than the usual way **must come in writing from the parent.** All early check-outs must be approved by the school office. If it is necessary for a child to leave school before dismissal time, **only a person listed on the child's emergency card may check-out the child.** Children are expected to remain at school all day unless there is an emergency or unusual circumstance requiring early check-out. In such cases, parents/guardians must check students out **BEFORE 12:25 p.m. on Mondays & 1:25 p.m. on Tues.-Fri.** Check-out after this time interferes with the dismissal procedure. Please schedule all appointments after the school day whenever possible. Your understanding and cooperation in this matter is very important. Students will not be called to the office until a parent is present and identification has been approved.

HEALTH – MEDICATION / HEAD LICE

Only PRESCRIBED medications may be taken in the school clinic. Please notify the clinic if your child will need to take medication so that required forms can be completed. For the safety of all children, medications are **NEVER** kept in the classroom (this includes cough drops, aspirin, etc.). Medications are administered at school only when it is **ABSOLUTELY NECESSARY** according to the medically prescribed schedule.

In addition to talking with clinic personnel about medical needs and health concerns, parents should also discuss this information with their child's teacher(s).

Students will be checked periodically for head lice. **Students with lice or nits will be excluded from school & will not be admitted until there is no evidence of lice or nits.** Because no one can determine if a nit (egg) is live or dead by visual inspection, the Hillsborough County School District has a **"NO NIT POLICY"**. Students with head lice must be treated at home; nits must be removed before returning to school. When your child is ready to return to school, he/she must first come to the school clinic to be checked. Students are allowed 3 excused absences per school year due to head lice.

ILLNESS OR ACCIDENT AT SCHOOL

If your child becomes ill or is injured at school, every effort is made to contact you. **It is important that we have two telephone numbers** so that we can locate parents in case of an emergency. It is necessary for parents to provide to the office current home & emergency information as changes occur. It is the responsibility of the parent to see that the school office has correct, up-to-date emergency numbers & a hospital preference. You must come to the office to do this in person.

Backpacks/Wheeled Luggage

Wheeled backpacks and suitcases are not permitted. All backpacks must be of a standard size no larger than 19" x13" and must be carried when on campus. There is no storage space for large bags in the classrooms. Backpacks are to be of a size that can be hung on the back of a chair without obstructing others. Teachers will not assign work that requires children to carry a heavy load. Please ensure there are no toys.

PROCEDURES RELATING TO RAINY DAYS

- Walkers and bike riders will not be dismissed if lightning is present. Parents must pick up these students.
- Car rider pick up will follow the usual procedure.
- Grade 2-5 south walk up parent pick up (Pinehurst) at south door of building.
- K-1 walk up parent pick up – main door of K-1 building.
- Grade 2-5 north parent pick up (Towne Park) – north end door.

On rainy days, dismissal will be on the usual schedule. **Plans should be made in advance, and parents are expected to see that their child fully understands what he/she is to do.** Make your child responsible to you for following the plan decided

upon. Limited telephone service in the school office makes it necessary to restrict personal calls. Children are not allowed to call home to make rainy day arrangements.

Students need to carry a rain poncho in their backpacks at all times.

We will ALWAYS keep our student safety as our number ONE priority. If weather is severe, students WILL not be dismissed until the weather has subsided. A parent link will go out to all parents if this is to occur! Please DO NOT ASK to have children released!

Students are NOT permitted to bring umbrellas to school.

LUNCH AND BREAKFAST

A balanced and nutritious hot lunch is served daily. Learning to eat a variety of foods and cultivating good food habits are an important focus of our school program.

To avoid lost/stolen money at school, we urge parents to pre-pay for lunches/snacks online at <https://www.mypaymentsplus.com/>.

Free or reduced price lunches are available according to the School Board approved salary scale. To apply, visit the district website at www.sdhc.k12.fl.us, type "Go SNS" in the search bar, click on the big green application button and follow the instructions.

A free hot breakfast is available, daily for all students from 7:10 a.m.-7:40 a.m. **(Students may not bring in breakfast from home or fast food restaurants.) Students will report to the specified breakfast cart to obtain their breakfast and report immediately to their classroom.**

Students choosing to bring their lunches must bring them when they arrive in the morning. No lunches, breakfasts or snacks may be purchased from outside and delivered to students at school. Carbonated drinks, candy, and gum are not permitted at school.

ALL STUDENTS MUST KNOW AND BE ABLE TO ENTER THEIR 7-DIGIT SCHOOL MEAL NUMBER.

Due to space constrictions in the cafeteria, parents may not join their child for lunch.

Bellamy Dress Code Policy

Uniforms are mandatory. The choices are listed below and may be purchased from any store as long as they meet the requirements described and are standard uniform style.

Shirts

- Color: White, Navy or Royal Blue or Flag Red shirt with a collar and sleeves (polo style).
- Shirts must be solid colors with **no logos, no trim and no design**.
- Bellamy Spirit T-shirts may be worn with uniform bottoms on Mondays and Fridays.
- Long sleeve turtlenecks in solid white, navy blue or flag red are permitted during very cold weather only.

Bottoms

- Color: Navy Blue or Tan Khaki pants, shorts, skirts, skorts, or jumpers (fingertip length).
- Bottoms must be securely fastened at the waist.
- **No denim is allowed unless approved by the teacher as a FRIDAY behavior reward & a PTA fundraiser (see special shorts policy).**
- No parachute fabric, nylon fabric, or overalls allowed.

Shoes

- Shoes must be securely fastened to the feet, have a flat heel, and closed toe. (No sandals or flip flops)
- Athletic shoes are acceptable with socks and tied laces.

Outerwear

- Outerwear (sweaters/sweatshirts) worn inside the building must be any solid color with **no logos, no trim and no design**. Bellamy sweatshirts are approved.

Requests to opt-out of the uniform policy must adhere to these steps:

1. Request an application from the school office.
2. Complete the application and return it to the school office.
3. Applications will be reviewed by the School Advisory Council.

4. If the request is approved, the School Advisory Council will contact the parent with a date for a meeting with the principal for the final approval.

All Bellamy students are expected to wear their uniforms beginning the first day of school. If a child is out of uniform the parent may be called to bring the appropriate clothing. If we are unable to contact a parent, a uniform will be provided to the child for the day from our clothes closet.

THE DRESS CODE WILL BE STRICTLY ENFORCED. If your child is not dressed in uniform, they will be sent to the nurse to change, NO EXCEPTIONS!

“Jeans and special shorts” Policy

Bellamy students **WILL** be allowed to **wear jeans or school appropriate shorts** on Fridays **WITH** a Bellamy spirit shirt **IF** they bring \$1.00 for PTA.

USE OF SCHOOL TELEPHONE

Students are not permitted to use the school phones and will not be called from class to speak to a parent by telephone.

FAMILY EMERGENCY

If, due to an emergency, it is necessary for you to see your child during school hours, please contact an Administrator so those arrangements can be made. The Principal must approve all requests. Routine family visitations are not permitted at school.

FIELD TRIP PERMISSION

Permission forms will be sent home for the signature of parents prior to the date of a field trip. All field trip forms will be due by a stated date determined by the school. Any child without permission by that date will not be permitted to participate in the trip.

NOTE: The signed official school board permission form is the only form of permission that is acceptable. Permission will not be accepted by phone or fax.

PUPIL TRANSFER

When moving from the school boundary area, parents must obtain a transfer. In order to process records, please notify the school in writing of the child's last day of attendance and future home address. The information will be sent to the school when they request it.

MONEY - CHECKS

1. All money sent to school should be placed in an envelope with the child's name, teacher, amount of money enclosed and the purpose for which it is intended written on the outside of the envelope.
2. All checks must be for the exact amount and payable to Bellamy School. Checks must be printed with the maker's name and a local address and must list the student's name and 7-digit identification/lunch number.
3. Checks for lunches must be made payable to Bellamy School with the child's name & student/lunch number written on the check.
4. Students are not to bring personal spending money to school.

BIRTHDAY CAKES / CUPCAKES / TREATS / BALLOONS / FLOWERS

Birthdays may be celebrated with cupcakes (NO CAKE). This **MUST** be pre-arranged with the classroom teacher. **NO BALLOONS, NO DELIVERIES** will be permitted. These items need to be left for home celebrations **ONLY!**

TOYS

Toys, silly bands, electronic games, make-up, candy, carbonated beverages and gum are not allowed at school. These items will be collected by teachers and returned only when a parent comes to school to pick them up. **Bringing toy guns, other toy weapons or explosives may result in a suspension from school.**

CELL PHONES

Students may carry cell phones, but they may not be out or turned on at school. The school does **NOT** accept responsibility for cell phones. If a student has a phone on or out, the teacher will take it. Parents must come to school to pick it up.

INSURANCE

Students are not insured by the Hillsborough County School Board.

PARENT TEACHER ASSOCIATION (PTA)

Bellamy Elementary has a hard-working PTA with many plans to benefit our students. Please join and participate. Your name, home & e-mail address and telephone number will be used by the Bellamy PTA to keep you informed of its activities. Your information will not be shared with any outside entity by PTA. **If you object to the PTA using this information, please inform the school in writing within ten days.**

SCHOOL ADVISORY COUNCIL (SAC)

The majority of the School Advisory Council is composed of parents, with remaining membership made up of Bellamy staff. The SAC meets monthly to develop and monitor our School Improvement Plan. Your name, home & e-mail address and telephone number will be used by the Bellamy SAC to keep you informed of its activities. **If you object to the SAC using this information, please inform the school in writing within ten days.**

SCHOOL BUS REGULATIONS

Students must ride their assigned bus. They are not permitted to ride any bus unless assigned by the transportation department. **Students should be at their bus stop 10 minutes prior to the pick-up time.** The driver will not wait for those who are late.

If a child's dismissal procedure changes, a **note signed by a parent** must be sent to the office.

Requests for social reasons will NOT be approved. Parents should call the Region 2 Transportation Office at 631-4052, for concerns or additional information.

TEXTBOOKS AND LIBRARY BOOKS

Books checked out to a child become the responsibility of that child. Every effort should be made to handle the book with care to avoid damage or loss. A charge will be made for lost or damaged books. The price for a single textbook can be as high as \$40.00.

PLANNERS AND FOLDERS

Student folders may be sent home with students on specified days. Please review the contents of the folder with your child, initial in the appropriate space and return the folder to school the following day.

Student planners are required in grades 2 through 5. Planners will be provided by the school. Replacement for a lost/damaged planner must be purchased by the parent.

HOMEWORK

Hillsborough County policy allows homework to be assigned to all students on a regular basis. The homework assignment may be approximately 30 minutes in length for students in grades K, 1, 2 and 3 and approximately 45 minutes in grades 4 and 5. Periodically, a homework assignment may be made which will extend over a period of time. These assignments may include book reports, science projects, math projects, etc. Contact individual teachers if there are questions. Your support with homework is appreciated.

CIVILITY STATEMENT

In order to provide a safe, caring and orderly environment, Hillsborough County Public Schools expect Civility from All who engage in school activities. **Mutual respect, professionalism and common courtesy** are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

Unacceptable Behavior

- Behaviors which interfere with or threaten to interfere with school activities
- Using loud offensive language or profanity
- Intimidating, harassing, bullying and inappropriate display of temper
- Threatening verbal or physical harm
- Threatening, abusive, or obscene telephone conversations, written communication, electronic mail or voice mail

BULLYING

Bullying is a form of aggression that occurs when a person who perceives a power imbalance, willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal and/or physical actions which result in the victim feeling oppressed (stress, injury, discomfort) at any school site or school board-sponsored activity or event. Students who engage in such conduct shall be subject to a range of punishments to include a verbal or written reprimand, in-school or out-of-school suspension, change of placement and/or expulsion.

Examples or types of bullying include, but are not limited to:

- Physical - punching, shoving, poking, strangling, hair-pulling, beating, biting or excessive tickling;
- Verbal - hurtful name-calling, teasing or gossip;
- Emotional (Psychological) - rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing or using peer pressure;
- Sexual - many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. In many cases, gender and cross-gender sexual harassment may also qualify as bullying;
- Cyber-bullying - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

Bullying may be limited to a single incident. However, in most cases, bullying is characterized by repeated harmful actions on the part of the bully. Allegations of bullying will be promptly investigated. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

Retaliation is defined as "to pay back (an injury) in kind." When a person is accused of having engaged in an inappropriate fashion, especially bullying, the common reaction of that person is to be angry and want to pay the victim back (retaliate). Retaliation must not occur.

Some examples of retaliations are:

- attempting to discuss the matter in any way while it is under investigation
- spreading rumors
- following the person
- becoming physical in any way
- destroying property
- using the telephone or any other electronic or written form of communication to retaliate in any way
- ostracizing

RECOMMENDATIONS IF YOUR CHILD IS THE VICTIM OF BULLYING:

- Clearly tell the "bully" to stop.
- Don't ignore the incident. Immediately report the incident to an adult at school. Tell your parent(s) and/or guardian(s).
- If bullying continues after you told the person to stop, report the incident immediately to an adult (Teacher, Guidance Counselor, Assistant Principal, or Principal).
- Avoid being alone with the person who attempted to bully you in the past.

TO MINIMIZE THE RISK OF BEING ACCUSED OF BULLYING

DO:

- Keep your hands to yourself.
- Remember that NO ONE has a right to harm another person in any way.
- Think before you speak.

- Immediately apologize if you accidentally say or do something that has made another person feel oppressed.
- Report all incidents of bullying behavior you have witnessed to appropriate school personnel.

DON'T:

- Touch anyone without his or her permission and especially in an inappropriate way.
- Keep interacting with a person after he or she has perceived your behavior toward him or her as being “inappropriate” and has clearly told you to “stop.”
- Make remarks that may cause another person to feel “oppressed” (stressed, scared, intimidated).

Cyber-bullying - the use of information and communication technologies such as email, cell phone, and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal pooling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which substantially disrupts or interferes with the operation of a school or an individual student’s ability to receive an education.

Bullying vs. Inappropriate Behavior

It’s important to note the difference between true bullying and behavior in which kids are simply acting out.

The accepted definition of bullying requires three factors: 1) an imbalance of power (i.e., one person is older, bigger, or has more authority than the other); 2) there is intent to physically or emotionally harm the other person; and 3) the behavior is repeated over time.

While bullying is inappropriate behavior, not all inappropriate behavior is bullying.

Inappropriate behavior is random. Bullying is purposeful.

Example: a child shoving another child or teasing someone on a one-time basis is inappropriate behavior, to be sure, and should be dealt with by school personnel, but it is not bullying unless it is happening in a repetitive manner meant to intimidate a weaker individual.



Bellamy's Plan for Success

I. Success Motto:

Bellamy builds leaders with HEART Honesty, Effort, Achievement
Responsibility and Teamwork!

II. School Rules:

Prepared to Learn
Active listening and learning
Wise choices
Safe
Strive for 5 (specials)

THERE IS ZERO TOLERANCE FOR BULLYING, INAPPROPRIATE BEHAVIOR AND HARASSMENT

Inappropriate language, willful disobedience, disrespect, fighting, possession and/or use of toy (or real) weapons, or other items used as weapons, or use of explosives will NOT BE TOLERATED.

III. PAWSS Points and Leader Loot:

Each child will have the opportunity to shine each day for following class and school rules. They will be rewarded with Bobcat Bucks and have the opportunity to spend them at monthly events or on incentives in the classrooms.

IV. Daily Success Expectations and Opportunities:

Behavior
Classwork/Participation
Homework/Notes Home
Special Services (Art, Music, P.E.)

V. For severe misbehavior a discipline referral will be initiated and an administrator will determine the appropriate consequences.

CONFERENCES

The District expectation is for parents to engage in **TWO** face-to-face conferences during the year with their child's teacher. Please reply promptly to requests for a conference. Parents may request a conference by contacting the teacher for an appointment. Interim Reports, Progress Alerts, phone conferences and notes to parents will be used to communicate with parents between conference days or between report periods. If you have a question or concern, please contact your child's teacher.

Good communication is much easier to achieve if everyone takes an active role. Parents are encouraged to write notes or call the teacher if they have questions or concerns about their child's progress. Teachers are in class, the majority of the school day, but will return your call within 24 hours.

VOLUNTEERS / VISITORS (APPOINTMENT ONLY)

All volunteers and visitors must sign in and out at the office and be cleared to be on campus. Volunteers must complete a new on-line SERVE Volunteer Application form each year and submit to a background check. A Bellamy name tag must be worn while on campus and turned in upon leaving. EVERY visit to campus will require check in through the office. When you arrive at school, you MUST come to the office to ensure you have a mask, receive a health screening to include temperature check, and receive a for a visitor's pass at the agreed upon time.

School Board policy prohibits volunteers from bringing babies/preschoolers to school while they are involved in volunteer activities. This includes helping with parties and craft activities in classrooms. We must be consistent with enforcing this procedure for all, as it would be unfair to do otherwise. We ask for your understanding and cooperation.

We value your participation at Bellamy and hope that you can arrange day care for your baby/preschooler so that you can volunteer at school. If this is not possible, please talk with your child's teacher for suggestions on how you might volunteer from home. There are never enough hands to cut, paste, etc!

NOTE: Parents may choose to bring babies/preschoolers when visiting the campus (not volunteering) for certain planned activities such as: family dinners, student performances, Open House, etc. We do expect small children to remain with their parents during such visits and be under their careful supervision at all times.

BOBCAT BULLETIN

The Bobcat Bulletin will be posted MONTHLY!! Please make sure your e-mail address is correct and on-file in the office to receive this weekly communication.

Special Services

Parents who bring non-enrolled children to Bellamy for special services are to sign in and wait in the designated area in the guidance suite or office while the child is with the teacher.

Office Waiting Area

Food and beverages are not allowed in the office.

The waiting area in the front office is to be used exclusively for:

1. Registration of new students.
2. Signing students in and out.

PHONE NUMBERS AND CONTACT INFORMATION

Contact Personnel:

Principal – Michele Toscani
Assistant Principal – Daniel Ruiz, Jr.
Guidance Counselor – Wayne Shaw
Social Worker- Julie Santelices
Psychologist- Lynn Nolen
ESOL Resource Teacher – Camille Huntley
Media Specialist – Angela Williams
Principal's Secretary – Evelyn Rivera
Data Processing Clerk – Desiree Ruiz
Secretary – Martha Gennero
Head Custodian – Mayelin Gomez
Student Nutrition Manager – Chris Ortiz
Health Assistant – Zoraida Pizarro
PTA President – Angie Roane

Telephone Numbers:

School Phone - 872-5387
School Administration (District) - 272-4000
School Bus Transportation - 631-4052

Bellamy Web Site

<http://bellamy.mysdhc.org/>

School District Web Site

www.sdhc.k12.fl.us

Appendix A

Car Pick-Up Sign

CAR PICK-UP

**Picking up by car – Please place in car window

**Ponga visible en su carro - Si recoje el estudiante

First Name

Last Name

Grade

First Name

Last Name

Grade

(Please print in LARGE block Letters)

Appendix B

Walker Pick-Up

Sign

WALKER PICK-UP

**Walker Pick-up – Please hold in line at K/1 OR
**Ponga visible en su carro - Si recoje un andador en el estacionamiento

First Name

Last Name

First Name

Last Name

(Please print in LARGE block Letters)

