



## School Policies and Information

### General Information

Our Vision: Belmont Elementary students will have success for today and be prepared for tomorrow.

Our Mission: Belmont Elementary will provide a high-quality education in a safe, respectful and inclusive environment that builds a foundation for life-long learning.

School Colors: Red and Black

School Mascot: Tiger

School Uniforms: N/A

School Phone Number and Fax Number: Phone (813) 378-8001; Fax (813) 559-8305

School Principal: Candice Dodd

Assistant Principal: Karen Tang

### Arrival/ Dismissal Procedures

#### Student Hours:

Arrival/ Breakfast: 7:10 am – 7:40 am

Instructional Time: 7:40 am – 1:55 pm Tuesdays- Fridays

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

Dismissal: 12:55 pm (Mondays)/ 1:55 pm (Tuesdays- Fridays)

Before School: Students are not allowed on campus before 7:10 am as there is no adult supervision during this time. Students can be enrolled in YMCA daycare program or another similar program if they need to be dropped off before this time.

Morning Student Drop Off (K-5 students): The drop off time is from 7:10-7:40 am in the front car line for all K-5 students only (See next section for Peeps, VPK and Access student info). This is the second entrance to the school when driving northbound on Gate Dancer Road. As per district policy, parents may not walk students to class at this time. Parents are not allowed to park and walk their child up to the school or to class. Parents, you must remain in the car at all times.

Morning Student Drop Off (Peeps, VPK, and Access Students): Due to their age and accommodations, Peeps, VPK, and Access students will drop off in the morning at the bus ramp (the first entrance to the school) between at 7:10-7:40 am. You will receive a pink specialized transportation pass that will need to be shown when entering the bus loop. A teacher or paraprofessional will be at the door to receive your student and provide supervision. ***If buses are still in the loop when you arrive, please do not drive in front of, around, or behind the buses for student safety concerns.*** We ask that you park your car in a spot and walk up BEHIND (not between) the buses to walk your student up to the cafeteria doors. or wait for the buses to drive away (it usually takes 5-10 minutes) to drive up to the doors. This should allow a little more time for our students to exit the vehicles and provide necessary assistance, where needed.

*Walkers and Bike Riders:* Walkers will enter the school using the gate between the cafeteria and front office following the sidewalk on the south entrance of the school (this is not a change from last year). Bike riders will now be entering and exiting the school through the bike rider gate using the north entrance to the school (this is a change from last year). Just a reminder that bike riders need to have a helmet to ride their bike. We will only allow a student with a Belmont subdivision address to be a walker or bike rider. Please do not park your car in the subdivision and pick up your child. The line will move smoothly and safely if we all follow the guidelines. As per district policy, parents may not walk students to class at this time.

*Tardies:* Students are considered tardy when they arrive to school after 7:40 am. Please ensure that you are signing your child in at the office when arriving late to school.

*Early Pick Up:* If you wish to pick up your child early, you must sign your student out through the office prior to 1:30 pm Tuesday through Friday and prior to 12:30 pm on Mondays. We will not sign out students following these times for safety reasons, so please plan accordingly. If you are picking your child up early, please walk up to the main office and press the buzzer located to the right to be permitted to enter the building. Please ensure you bring proper identification in order to sign a student out- only individuals on the emergency card will be permitted to sign a student out.

*Afternoon Dismissal:* Afternoon pick up is in the car loop in the north entrance to the school for all students after the walkers and bike riders have left the school. Generally, on the first few days of school this is around 2:10-15 pm. After the first week, it usually drops back to 2:00 pm. As in the morning, parents must remain in their cars and go through the pick-up line to get their child. No one can walk up and pick up their child during active dismissal. You must have a car tag to pick up through the car line or you will have to go into the office to sign your student out. After dismissal begins, we will give you a number that signifies the spot to stop at in front of the school. Please be sure to pull forward and do your best to stop in the correct spot. We may ask you to pull forward in front of the first spot at times if the student is delayed. We ask for patience and grace because dismissal can be hectic at the start of the year- we promise it gets better!

*Changes in Dismissal:* ALL dismissal changes must be made in writing. We cannot take dismissal changes over the phone or through a messaging app for safety reasons. If you wish to change the way your student goes home, please send in a signed note to your child's teacher with your student. This can be done in the agenda or in a letter format. You may also come to the school to change the dismissal plans in person with proper ID. We will not send a student home in a different way than normal unless written permission has been provided.

*Rainy Day Dismissal:* In the event of severe weather, we will not release students and will hold walkers, bikers, and car riders in the building until the weather has cleared. If it is raining heavily, we will continue with car rider dismissal using only the car line spots under the awning and hold walkers and bike riders until the rain subsides enough to safely send students home. If the weather has not improved, you may come to the cafeteria after 2:10 pm with ID to pick up your child. Please do not come until buses have departed the school.

## **Meals/ Snacks**

Breakfast & Lunch: We will serve breakfast (7:10-7:40 am) and lunch at no charge to students. Snacks are available to purchase during lunch. If your child brings lunch from home, please make sure they are able to open the packages and items you send.

Water Bottles: Our water fountains will not be available, though we have water bottle filler station. Students may bring their own bottle from home if you wish.

Snacks: Depending on the timing of lunch, a teacher may provide a time for students to eat a snack during the day. Please ensure these are healthy options that do not distract from the learning environment.

## **Parental Involvement**

Volunteers: This year we may have volunteers on campus, but space is limited and arrangements must be made ahead of time for these instances. If you wish to be a potential volunteer, please complete the YES volunteer application at <https://www.hillsboroughschools.org/volunteer>.

Awards, Conference Nights, & other special events: We will be able to allow visitors on campus for special events this year, so please keep an eye out as those events are advertised. You will be asked to sign in at the office, so please bring proper identification.

## **Parties and Birthday Cakes and Cupcakes**

Classroom Parties: The district allows for two class celebrations per year- one is a winter celebration prior to winter break and the other may be given at the end of the school year. All celebrations will be held during the last hour of the school day. Your teacher may reach out for support in planning or sending in items for the party.

Birthdays- Cakes and Cupcakes: While we love to share in children's excitement on their birthdays, we are unable to celebrate student birthdays with parties and cupcakes/ cakes. Please do not send in party supplies, cakes, or cupcakes. If you wish to send something in to celebrate, instead consider sending something prepackaged and small that can quickly be placed in a backpack like a small goody bag or a pencil. For allergy concerns, we cannot allow homemade food items to be shared with students- all items must come prepackaged from a store.