

GENERAL INFORMATION

Welcome to Belmar School of Integrated Arts!

Belmar School of Integrated Arts is a Jefferson County R-1 school, located in Lakewood, Colorado. The school, built in 1961, is rich in Lakewood tradition. Belmar provides quality instruction for Kindergarten through 5th grade students. BelArts is a school of approximately 325 students from a cultural and economic cross-section of our community.

This handbook provides practical information for your use throughout the school year. Included are school-related activities and relevant information about the policies of our school. Be sure to check the school's website and "like" our Facebook page for important updates to the school's scheduled events.

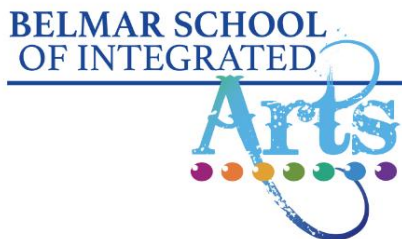
Parents and families are crucial to the educational experience each student receives. Please consider joining our PTA and/or Accountability Committee; or volunteering in your child's classroom. Together, we can make this school year a great experience for every child!

Meredith Leighty
BelArts Principal

Address: Belmar School of Integrated Arts
885 S. Garrison St
Lakewood, CO 80226

Office Hours: 7:30 am – 3:30 pm

School Hours: 8:15 am – 3:05 pm



School Colors: Royal Blue and White

School Mascot: To Be Determined!

Lunch and Recess Schedule

K – 1st grades: 11:00am-11:45am
2nd - 3rd grades: 11:50am-12:35pm
4th - 5th grades: 12:40pm-1:25pm



Contact Information

Belmar's Main Line: (303) 982-8220

Phones answered between 7:30 AM and 3:30 PM

Belmar's Attendance Line: (303) 982-8189

Please call to notify of absences or tardies

Lynn Walker, Principal Secretary
Tina Steinbach, School Secretary

Principal, Meredith Leighty,

Email Address: mleighty@jeffco.k12.co.us

Please do not hesitate to call or email Ms. Leighty whenever a question or concern needs to be brought to her attention.



BelArts Viking Student Handbook

TABLE OF CONTENTS

GENERAL INFORMATION.....	1	Lost & Found.....	9
Tips for parents.....	2	BelArts Behavior Plan.....	9
Policies.....	2	Referral Process.....	9
Attendance Policies.....	2	Preventive	9
Absences.....	2	Informal Process (Minor Referral or REFOCUS)	10
Tardiness	3	Formal Process (Major Referral).....	10
Arrival/Departure	3	Student Conduct Expectations.....	10
Early Dismissal	3	Belmar Behavioral Standards.....	Error! Bookmark not defined.
Withdrawals & Transfers.....	3	Consequences	12
District Choice Enrollment	3	Parent Involvement	12
Cell Phones.....	4	Lakewood Area Schools Discipline Commonalities	12
Nondiscrimination Policy.....	4	Communication	13
Food Services.....	4	Parent – Teacher – Student Conferences.....	13
Health Information, Medical Procedures, Emergency/Safety.....	5	School Visits.....	13
First Aid.....	5	Weekly Folders.....	13
Emergency Cards	5	School Newsletter.....	13
Medications.....	5	Telephone Use.....	14
Screenings.....	5	Voice Mail	14
Immunization Law	5	Student Opportunities.....	14
School Closures.....	5	Field Trips.....	14
Parking Lot and Bicycle Safety.....	5	Parties.....	Error! Bookmark not defined.
No Smoking	6	Parent Opportunities.....	15
Instructional Information	Error! Bookmark not defined.	PTA	15
Academic Progress Report Cards and Progress Reports.....	6	Principal’s Round Table	15
Homework Guidelines.....	6	Accountability.....	15
Keeping Students After School.....	Error! Bookmark not defined.	BelArts Vision and Mission Statements.....	15
Make-up Work	7	Arts Integration coming soon!	15
Academic Concerns.....	7		
Retention/Acceleration of Students	7		
Student Responsibilities	8		
School Dress	8		
Supplies	8		
Toys/Loved Possessions.....	8		
Valuable Items/Money.....	8		

Tips for parents

As a parent, you are an important partner in ensuring your child's success in school. Here are some basic tips from the US Department of Education that you may use at home to support your child's learning:

- **Encourage your child to read.** It's the single most important thing that you can do to help your child succeed in school. Read with your child right from the start, and make sure there are lots of reading materials in the house.
- **Talk with your child.** Talking and listening are major components of children's school success. By having many opportunities to use and hear spoken language, children are given a tremendous advantage, picking up the language skills they will need to do well in school.
- **Monitor how much time children spend watching television, playing video games, and using the Internet.** Help your child get organized and provide a quiet place in the home for him or her to study. Limit the amount of time your child spends watching television, surfing the Internet, and playing video games. Help your child learn to properly and effectively use the Internet.
- **Encourage your child to be responsible and work independently.** Make it clear to your child that he or she has to take responsibility for actions both at home and at school.
- **Encourage active learning.** Listen to your child's ideas and respond to them. Active learning also can take place when your child plays sports, acts in a school play, plays a musical instrument, or visits museums and bookstores.

Policies

Attendance Policies

Regular daily attendance in class is an important factor in student success! Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. Regular contact with the teacher and other students at school are an important part of learning.

School Hours are 8:15am-3:05pm.

Soft Start process begins at 8:00am, and students may enter their classrooms and begin preparations for a great day. Adult supervision on school grounds begins at 8:00am and students should not arrive

at school before then, unless they are having breakfast. Breakfast is served at 7:45am.

Absences

Students are expected to attend school for every day of the established school calendar in compliance with the Colorado School Attendance Law. When illness, injury, or an extenuating circumstance requires your child to be absent, parents are expected to call the attendance line at **303-982-8189**, before 8:45 am.

Otherwise, office personnel will call to verify the absence. The attendance line is available 24 hours a day, for your convenience. For multiple day absences, calls must be made daily.

When you call the attendance line, please leave:

- Student's name (spell the last name)
- Student's teacher and grade level
- Date and reason for absence
- Parent/guardian's name
- Telephone number where you can be reached during the day.

Students can be excused for absences due to: funerals, illness, injury, legal obligations, medical procedures and religious observations, and extenuating circumstances determined by the principal. The school must be notified of these absences no later than 24 hours following the beginning of the absence. For multiple day absences, calls must be made daily. If the school does not get the notification within this period of time the school may consider the absence unexcused.

Students requesting pre-arranged absences must have prior approval from the principal and the parents. This approval must occur at least 3 days before the extended absence is to occur. In order for the absence to be excused the student must complete the "Pre-Arranged Absence Form" and meet one or more of the following criteria: 1) is in good academic standing, 2) has no unexcused absences, or 3) has four or fewer excused absences in a semester or seven or fewer in a school year. The school will utilize the written district policy for makeup work.

The school may require suitable proof regarding the above exceptions, including written statements from medical sources.

Any absence not specifically covered in the above section, such as family vacations, college visits, or other extended absence, requires an approved prearranged absence form in order to be excused. This form must be submitted at least three days prior to the scheduled absence. Prearranged absence forms can be obtained from the front office at the school.

Tardiness

On time arrival at school, on a daily basis, is very important to students' academic achievement and successful school experience. Please ensure that your children are at school and prepared to learn by 8:10am each day. The tardy bell rings at 8:15am daily, students who are tardy must check in at the office to get a tardy pass before proceeding to class.

Arrival/Departure

****Please be sure to review our Arrival and Dismissal Procedures Handbook and watch the videos on our webpage for more information! ****

Our Soft Start process begins at 8:00am. **Therefore it is important for student safety that students not arrive before 8:00** unless they are attending Before/Afterschool Care, are having breakfast in the cafeteria, or have prior written permission from a teacher. There will not be adult supervision before 8:00am. Students may not play on the playground nor the grass field areas before or after school without parent supervision.

Students arriving at 8:15 must report to the office to get a tardy pass to class.



When dismissed, students are to leave the school grounds promptly. Students will not be allowed in the building after 3:20 pm except at the request of a school staff member. There is no supervision available outside after 3:20 pm. The teacher will call parents of students who need to stay after school for more than 10 minutes, or a note will be sent home notifying the parent that the child will need to stay after school the next day. See the dismissal handbook regarding late pick-ups.

Early Dismissal

Once in school, children are excused to leave only upon the personal request of a parent. As a safety precaution, children leaving school before regular dismissal must be checked out through the office.

Children will only be released to those persons whose names are in Infinite Campus. Children are never sent home during school hours unless the office has first contacted a parent. If you must pick your child up during school hours, please come to the office, sign him/her out, and the secretary will send for your child. Please do not go directly to the classroom because the teacher will not dismiss your child. If your child returns to school before the end of the day, he/she must check in with the office upon returning. This policy is for the protection of our students.

Withdrawals & Transfers

When children are going to either withdraw or transfer to another school, please notify the office several days in advance so that paperwork can be completed in a timely manner.

District Choice Enrollment

All applications are online through the Enroll Jeffco website. First round applications open for the following year in early Dec. and will close mid Jan. then offers will go out at the end of January. Applications for the second round can be submitted about 1 week after the first round has closed and remains open through Aug. 31st. If a student attends a school outside his/her attendance area, he/she must provide his/her own transportation. Please call the school for specific choice enrollment dates or check Enroll Jeffco website.



Cell Phones

The school is not responsible for cell phones and/or other electronics, such as ipods and smart watches that are brought on site. The phone must be kept in a backpack and turned off during the school day. If the cell phone is taken out during instructional periods, without permission of the classroom teacher, it will be taken to the office for pick up by a parent. Smart watches are not to be worn or brought to school. Smart Watches and Gizmos will be held in the office for pick up by a parent.

Nondiscrimination Policy

Jeffco Public Schools does not discriminate on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding all nondiscrimination policies, including sexual harassment policies:

Executive Director of Employee Relations
Address: 1829 Denver West Drive, Building #27
Golden, CO 80401-0001
Phone Number: (303) 982-6500

Food Services



All students in Jeffco Public Schools will have access to free, healthy and nutritious school meals beginning in the 2023-24 school year thanks to the Healthy School Meals for All (HSMA) program approved by Colorado voters.

Additional meals or a la carte items may be purchased by a student using cash or their School Café account.

To access this system go to <https://www.schoolcafe.com/jeffcosd>

Menus and nutritional information can be found at <http://www.jeffcoschoolfood.org/>



We encourage all families to complete the HSMA Combination Form. To access this form, you must log in to School Café or set up a new School Café account (you will need an account and may not complete a form as a guest).

Completion of this form will help with additional education funding for schools and may allow for waivers of school-related fees. All household income information provided through the HSMA Combination Form is strictly confidential and protected by law.

Please note: Only one form is required for all students in the household.

Forms will be available July 1. While online forms are preferred, paper forms will be available at the Food & Nutrition Services office located at 809 Quail St., Building 1, Lakewood, Monday-Friday from 7:30 a.m.-3:30 p.m. and also at your student's school.

Health Information, Medical Procedures, Emergency/Safety

First Aid

A Health Aide is on duty each day to assist your child in case of illness or injury at school. Parents are notified to pick up their child either when his/her temperature is above 101° F or when the child is experiencing continuous discomfort. We will use the information on Infinite Campus to contact you. It is important to keep this information up-to-date. Please notify the school if your child contracts a communicable disease so that we may be alerted to possible future cases.



Emergency Cards

An emergency card is kept electronically via OLR/Infinite Campus and it must be completed each year for your child. This information provides us with current information that assists us in helping your child. **Please be sure that all information is current. Log in to Infinite Campus and update ANY CHANGE of name, address, phone number, or parents' place of employment. This is for the protection of your child in case of a serious accident or illness. This is the parent's responsibility to update this information throughout the year.**

Medications

Colorado laws are very specific on the use and distribution of medication. All medication (including cough drops) to be taken at school is to be kept in the clinic. All medication turned into the clinic **MUST** be in the original container. **Under no circumstances** can medication be kept on a child's person or in the classroom (consequences including a suspension will occur). A school form, Medication Agreement, must be completed and signed by the parents and the child's doctor. A form may be obtained from the office.

Screenings

The Health Aide does certain health screenings each year. Dates for these screenings will be publicized. Parents will be notified if the screenings indicate a need for further examinations.

Immunization Law

Immunizations as required by Colorado Law will be strictly enforced for all school children. All students must provide proof of immunizations to register or continue in school. Students not up to date on immunizations will have 14 days to obtain the next required vaccines and present a written plan for completion. Parents do have the right to sign exemptions from immunizations for their children. Further information regarding immunizations is available in the school office.

School Closures

If severe weather or any other emergency forces the school to close, announcements will be sent to you via email. (Be sure to keep your email address up to date in Infinite Campus and check it frequently!) Closure information is available on the district's hotline at 303-982-6600 and on the Web at <http://www.jeffcopublicschools.org>. When severe weather hits stay tuned to local television stations and local radio stations to get information on school closures.

2-Hour Delay: Jeffco has implemented a new 2-hour Delay for inclement weather situations. If the decision is made for the 2-hour Delay, buses will arrive 2 hours later; and Before Care (City of Lakewood) is typically cancelled. The provider contacts families via email. BelArts soft start time will move to 10:00am, and tardy at 10:15am. Students may not arrive earlier than 10:00am and there will be no breakfast service.

In case of a major weather emergency or other type of emergency that would call for an unscheduled closing of school, your child will be kept at school until all danger is past, unless he/she is picked up by someone listed in Infinite Campus. In an emergency situation, your first reaction may be to call or come to the school. While that is a natural response, it may interfere with emergency agencies that are

dealing with the situation. We ask that instead of going to the school, you get information from the following sources:

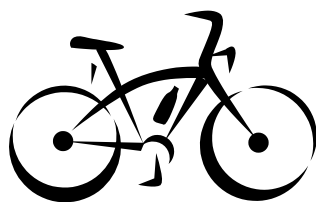
- The Jeffco Schools Hotline 303.982.6600
- The Jeffco Schools Web site: <http://jeffcoweb.jeffco.k12.co.us>
- Jeffco Schools Communications Services: 303.982.6808

Parking Lot and Bicycle Safety

The school parking lot presents a variety of challenges to parents dropping off and picking up students. The overflow lot, on the southeast corner of our lot, is available for parking, as well. Our Arrival and Dismissal Procedures Handbook outlines the specific routines for dropping off and picking up students in our carpool lane. Cars may not be left in the carpool lane unattended at any time. If you have questions about our carpool procedures, please watch the How-to video on our webpage. Only adults with a security card may pick up a student in the carpool and parent walk-up lines.

Safety is our utmost concern – please teach your children to utilize the crosswalk and to obey the safety rules.

Students may ride their bicycles to/from school with parental permission. Parents should purchase a sturdy lock and discuss with their child the most secure manner to use it. **All bikes should be locked.** Our bike racks are no longer located in a fenced areas so it is the responsibility of the student/family to ensure that the bicycle is locked with a personal lock. Bicycles are to be walked on school property and locked in the designated area during the day. The school is not responsible for lost or stolen bikes or accessories or for safety when students are on school grounds. The School District does not assume any legal responsibility for any student riding a bike to or from school.



No Smoking

All Jeffco Schools are tobacco free environments. No smoking is allowed in the building nor on the school grounds. Thank you for your cooperation. (This includes vape pens and tobacco.)

No Dogs

In order to maintain a safe and secure environment for all students, there are no dogs allowed on school property between the hours of 7:30am and 4:00pm or anytime during a School Event. Exception: BeArts will have a trained and certified therapy dog and the before and after care program has a service dog.

Academic Progress Report Cards and Progress Reports

Student progress is reported to parents by way of conferences, report cards, and progress reports. If a concern arises before you are scheduled for a conference or you receive a written progress report, do not hesitate to contact the teacher. It is our policy to contact parents whenever there is concern about the progress of an individual student.

1st Trimester August 15th – November 10th

Report Cards: November 17, 2023

2nd Trimester November 13th – February 23rd

Report Cards: March 1, 2024

3rd Trimester Feb. 26th -May 24th

Report Cards: May 24, 2024

Homework Guidelines

Belmar School of Integrated Arts believes that sharing family experiences at the end of each school day is critical to the development of the whole child. Time with family, time to decompress and time to engage in extracurricular activities outside of school provides a necessary balance for overall health and wellness.

Reading:

We highly encourage every student to read at home each evening. We would like students to “engage in text” in some form at least 5 nights a week. This includes parents/siblings reading to the student and it also includes word study, phonics practice and silent reading of longer texts. Families are encouraged to connect with each classroom teacher for specific reading strategies that will support their individual child. The more students read, the faster their reading skills improve.

Math:

Students are encouraged to practice their math facts at least 5 times each week, as well. Primary students may practice number recognition and counting to start and move on to their addition and subtraction facts. Students in grades 3-5 must master their multiplication and division facts before leaving elementary school. (Ideally by the end of 4th grade) Traditional flash cards work well and there are countless websites and games to support this practice on a technological device.

IXL: every student, Grades 1st-5th, will have an IXL account for computer based homework practice in both Reading and Math. Students can earn prizes for spending time on this platform and making growth and progress throughout the year. IXL is connected directly to the curriculum we use at school and to the MAP assessment data so the activities are specifically targeted to each student’s needs.

Not A Box Day:

Each February, students have an at-home project, creating something new out of an ordinary box. The classroom themes vary each year but the projects will be on display for all to see!

Make-up Work

To pick-up classwork for a child who is ill for several days, please call/email the teacher ahead of time. Teachers need time to prepare the necessary materials for missed instruction.

Academic Concerns

Belmar School of Integrated Arts is committed to helping students grow academically. We can see this growth in two ways. First, in the typical class work that is seen throughout the school year. The second is through state, district, and school-wide assessments. Assessment data is an important tool for us to see where your child is academically. This is only one tool that teachers at BelArts use to help your student. If there are any academic concerns, your student’s teacher will inform you through parent teacher conferences, progress reports for the 1st and 2nd trimester, end of trimester report cards, or other means. If there is a sudden change, teachers are also expected to contact parents. By the end of the school year, there should not be a surprise!

If you have any concerns, we encourage you to set a meeting with your teacher so that a conversation can occur. This is an important piece of the connection between home and school. Feel free to let us know anytime you have any concerns for your student.

Retention/Acceleration of Students

As a general rule, children enter school on a chronological age basis and will generally remain with their own age group. There may be exceptions to this from time to time and each child and family will be dealt with on an individual basis. Factors such as academic achievement, social, physical, and emotional development will be considered when a child is recommended for retention or acceleration.

If a student is considered for retention or acceleration, it will be done as early in the child’s school career as possible. In all cases discussions will be held with the teacher, parents and the principal. The final decision will be based on what is determined to be in the best interests of the child. By School Board Policy, the final responsibility for determining placement rests with the principal.

Student Responsibilities

School Dress

School helps children prepare for the future, therefore, children are encouraged to dress appropriately with parental supervision. Children will be required to contact their parents to notify them of the need to return home to change clothes if their dress is inappropriate.

There are several guidelines that should be used by parents in determining what children should or should not wear to school:

- General appearance should be neat and clean
- Clothing should neither cause a distraction nor impair the movement of the child
- Clothing advertising inappropriate products or with inappropriate language will not be permitted
- Hats ARE ALLOWED at BelArts ☺

Appropriate dress for being outside should be considered daily. Students need to dress appropriately for gym. Slacks or shorts are the most appropriate choice for gym. Boys and girls must wear athletic shoes. Written excuses must be given to the gym teacher if a child is to be excused from physical education.

Physical Education: Students have PE for one week, every three weeks. Be sure to ask your teacher about the schedule so you come prepared with clothing/shoes appropriate for PE. A good pair of sneakers are recommended for the playground every day, too!

Weather related attire: Students and families are encouraged to check the daily weather report and arrive at school in weather appropriate attire. We take our students outside most days for fresh air so they must have coats, hats, gloves and boots. If the temperature drops below 21 degrees or there is precipitation falling from the sky, we will hold students inside during recess.

Supplies

Textbooks and most instructional materials are furnished to all children by Jefferson County Schools. Please urge your child to take care of all materials and books because fines are levied for carelessness or loss. A list of supplementary supplies by grade level is available on Belmar's webpage under School Documents. It will also be available during registration and will be available at the school office.

Toys/Loved Possessions

Toys and games brought to school tend to interfere with the learning process and often create problems among children. Students wish to share and show their prized acquisitions and in doing so often forget their role as students by putting aside their work. Expensive toys and games are often damaged or lost at school. Please discourage your child from bringing distractible items to school. Items requested by the teacher for an activity or special project are exempt from this policy.

Valuable Items/Money

We cannot assume responsibility for the personal property of either children or adults. Because of the possibility of loss or damage, items of value such as radios, large amounts of money, jewelry, etc. should not be brought to school. Personal property is not covered by school insurance.

Helping children take care of money is an important lesson and children should receive your instruction at home as well as our concern at school. Students should not carry extra money to school. Lunch money needs to be carried in a safe place on their person. Please put money for field trips, book orders, etc. in an envelope, marked with the child's name, his/her teacher's name and the purpose for the money.

Lost & Found

Belmar School of Integrated Arts maintains a “lost and found” area. Articles of clothing, lunch boxes, or miscellaneous items are to be taken and recovered there. Money, purses, wallets, watches and other valuable items are to be turned into the school office. All items brought from home should be well marked with your child’s name. All items not claimed at the end of the semester are donated to a charity.

Belmar School of Integrated Arts Behavior Instruction

At BelArts, we understand that parents want their children to:

- Look forward to coming to school every day
- Learn as much as possible while in school
- Behave themselves while they are at school
- Be in a safe place for their learning

Acting Right is a behavior program that teaches cooperation and collaboration through drama. Our teachers are highly trained by a teaching artist from the Kennedy Center, Sean Layne. Acting Right encourages collaborative classroom teams and students engage in this processes and learning in every learning environment.

Standards for the Treatment of Students

The best discipline is self-discipline. Success in school and life will be, in part, determined by an ability to cope with everyday situations. Students who come to school with a positive attitude towards learning and are able to work cooperatively have little difficulty with school rules. It is our intent to establish an environment where each individual student may experience the highest degree of academic achievement and excellence.

We accept the responsibility of providing students with opportunities to make decisions within carefully defined limits, which allow the school to be a place of safe and orderly learning. Students must have a clear understanding of what is expected of them and must know

that logical consequences will follow inappropriate behavior. All students will be treated with dignity, respect, consistency, and fairness as set forth in Colorado State Laws and the Jefferson County School Board Policy. Students will be given the opportunity to give their verbal and/or written account of any incident for which disciplinary action is being taken. Each discipline situation will be individually addressed and all staff members will consistently and equitably enforce rules/expectations.

According to state law and district policy, a student’s discipline file is confidential, with only parents or teachers who work directly with that student being entitled to see that student’s file. The student and his/her parent/guardian may challenge the accuracy of the information in a student’s discipline file. Students/parents have the right to provide a written response regarding a disciplinary incident in which they are involved and to place the response in their disciplinary file.

Referral Process

The BelArts referral process consists of progressive discipline steps, which, while not “lock-step” in nature, will be applied equitably and consistently with all students. The BelArts staff will use three basic discipline processes: 1) preventive, 2) informal, 3) formal.

Preventive

Preventive measures, as the name implies, can be very successful in preventing behavior problems before they happen. Staff members are available to both coach and support students, assisting them to behave appropriately at school. Listed below are examples of a few preventive discipline measures that may be used by our staff:

- Establishing and following clear routines and behavioral standards
- Using forms of non-verbal communication i.e., circulating among students, establishing eye contact, pausing beside a student
- Using predetermined rewards and logical consequences
- Airing grievances and solving problems through the use of class meetings
- Changing seating arrangements

- Speaking to students privately about their behavior
- Working through minor disagreements using a conflict mediation process
- Use of our Acting Right tools.

Informal Process

Informal processes are necessary at times to deal with the routine, minor discipline problems that inevitably arise. As a general rule, the classroom teacher through the use of informal processes will deal with minor violations of the school rules. The key is in providing a logical consequence so the student sees the behavior and consequence as being related. (Note: Repeated minor violations of a similar nature will lead to a formal or major referral.) Some logical consequences that teachers use are:

Formal Process (Major Referral)

The formal discipline process at BelArts starts with a referral to the principal through the use of the BelArts Incident Report form. The following are never tolerated at Belmar School of Integrated Arts and immediate action will be taken to maintain a safe environment.

- Fighting
- Aggressive Behavior – intentionally causing harm to another
- Continued willful disobedience – defiance of authority, refusal to obey a member of the school staff
- Harassment – verbal threats, intimidation, bullying behavior
- Sexual Harassment – sexual comments, jokes, gestures, or touching that is gender based
- Racial Slurs – comments, jokes, or gestures, which are based on race, ethnicity, or culture
- Gang Related Behaviors and/or Dress – adopting color/style of dress, using signals and gestures which denote gang membership
- Disruptive Behavior – creates an actual disruption to the educational process or learning environment of any student
- Assault – the intent to hit or inflict bodily pain with no provocation

- Misuse of computers and technology
- Plagiarism/cheating
- Theft or Vandalism – the willful destruction or defacing of school property
- Drugs, Alcohol, and/or Tobacco Products – the use, possession, sale, gift, or distribution of drugs or items represented as drugs at school is illegal
- Weapons – the possession of real, pretend, or handmade weapons at school is illegal

(In-school suspension, out-of-school suspension, and expulsion can occur due to the severity of behaviors and if a behavior requires a consequence as outlined in Jefferson County Public School's Conduct Code.)

When a student is referred to the office through the formal referral process, parents will be notified either in writing or by telephone, and may be asked to aid in solving the problem. Appropriate disciplinary action will be taken, up to/and including suspension or expulsion from school.

Student Conduct Expectations

It is the intention of the BelArts staff that students learn behavior patterns, which will enable them to be responsible, contributing members of society. A copy of the District Student and Family Handbook (Conduct Code) is available online. If you do not have access to the internet at home you may access the Conduct Code at school by contacting the office.

In areas of the school where many students gather, rules and consequences must be clear and consistently enforced. Supervisors will stop any activity they think is dangerous or not proper. Lunchroom/playground/assembly supervisors will enforce the standards while teachers will assume the responsibility to teach the rules, review the rules, and assist with consistent student behavior.

Building Expectations

- Follow adult directions
- Use appropriate language and voice levels
- Dress appropriately for school
- Gum or candy may only be consumed at school under special circumstances
- Stay on task
- Recycle, clean up after yourself
- Give your best effort
- Help and share with others
- Hands and feet to yourself
- Be prepared

Assembly Expectations

- Sit on your bottom in one spot
- Be attentive
- Use appropriate applause
- Listen, watch

Bathroom Expectations

- Clean up after yourself
- Use quiet voice
- Be efficient
- Wash your hands
- Throw away your trash

Classroom Expectations

- Raise your hand
- Take care of materials
- Do your best
- I can do it
- Be positive
- Be friendly to others
- Be prepared to learn
- Be on task

Cafeteria Expectations

- Use inside voices and stay seated

- Practice good manners
- Be Polite and make healthy choices
- Clean up after yourself
- All food must be eaten or returned to the lunch cart

Hallway Expectations

- Walk
- Respect others' learning
- Keep to the right
- Be silent (unless directed otherwise by teacher)
- Be courteous
- Straight line
- Eyes ahead hands to Yourself

Library Expectations

- Push chairs in
- Whisper Study read, compute
- Treat books and computers carefully
- Return books on time

Lining up Expectations

- Stand in line by your classroom Hands to yourself
- Use appropriate voice level
- Be kind to classmates
- Be safe hands to yourself

Playground Expectations

- Be a caring tiger include others
- Follow the of the game
- Share the Equipment
- Play fair
- Wait your turn
- Be safe
- At bell return all equipment and line up quickly, ready to return to class

Consequences

At Belmar School of Integrated Arts, the consequence resulting from an infraction of the school expectations is tempered by the circumstances involved, the number of prior offenses committed by the student, and the ability of the school to obtain accurate information relative to the incident.

Consequences will be administered in a fair, equitable, and consistent manner. The administration will make every effort to contact parents if a student has engaged in a serious offense or has engaged in repeated minor infractions, which have then become a serious infraction.

The staff member who supervises the student and/or the classroom teacher will normally determine consequences for minor infractions. Consequences for serious infractions, as discussed under the Formal Process, may include:

- Conference with student
- Time-out
- Loss of recess
- Loss of special activity or privilege
- Written assignment
- Before/After school time
- Community Service project/restitution
- In-school Detention
- Parent/teacher/student/administrator conference
- Contract for positive behavior
- Discipline/behavior/safety Plan
- Suspension
- Recommendation for expulsion
- Alternatives to suspension (including parents coming to school with the student)

Jefferson County Schools Conduct Code allows for alternatives to suspensions at the discretion of the principal. At Belmar School of Integrated Arts these alternatives include: allowing the student's parent(s) to attend class with the student for a period of time provided the teacher is willing, in-school suspension, in-school detention, community service, written assignments, and/or

suspension of privileges. These alternatives will be considered for all serious infractions with the exception of those requiring suspension followed by mandatory expulsion. These alternatives will be considered on an individual basis, taking into account the circumstances involved, the number of prior offenses committed by the student, the teacher's consent, and the school's ability to obtain accurate information relative to the incident.

Parent Involvement

Students of elementary age are often learning about personal interactions, school rules, and personal conduct. Our goal is to keep the lines of communication open through early contact with parents. This allows parents to become a vital part of the discipline process for their students. As a part of the informal process, teachers use telephone calls to parents, behavior contracts with parent input, and weekly progress reports to communicate discipline issues. When a student needs to serve before/after school time, parents are always notified. When a student is referred to the office through the formal referral process, parents will be contacted and may be asked to meet with the principal and/or other school personnel as needed to aid in solving the problem.

Lakewood Area Schools Discipline Commonalities

The Lakewood Area Schools have established some discipline commonalities. All Lakewood Area schools ban the following:

- Student visitors
- The use of skateboards, scooters and roller blades on school property
- The exposure of inappropriate body parts, e.g., chests, backs, buttocks, and midriffs
- See through clothing, muscle shirts, fishnet tops, short shorts and skirts, and sagging pants (Spaghetti straps are banned at Belmar. All shirts must have at least a one inch strap)
- All trench coats
- Clothing that reveals a student's underwear
- Clothing that has been altered with writing, drawing, or markings
- Clothing that advertises drugs, alcohol, or tobacco

- Clothing with offensive language or graphics

The school district gang policy is strictly enforced. Any manner of grooming or apparel, including clothing, jewelry, emblems and/or badges which by virtue of color, arrangement, trademark or other attribute is associated with or denotes membership in or affiliation with any gang, is not allowed. The Lakewood Area schools strongly support the school district's zero-tolerance policies regarding violence/harassment. Any form of harassment, e.g., physical, verbal, ethnic, sexual, bullying, or fighting will not be tolerated. Appropriate consequences will be administered.

Communication

It is our purpose to provide a sound educational program for every child. Positive communication between parents, students, and teachers makes the year go smoothly for everyone. Sometimes problems do arise and/or honest mistakes occur. When questions or problems arise, please bring it to our attention. It is all too easy for rumors to become larger than reality. Children learn how to become effective problem solvers by watching adults work together to seek cooperative resolutions. Regular, on-going communication happens in numerous ways.

Parent – Teacher – Student Conferences

We encourage close communications between parents and teachers at all times. Teachers will ask parents for conferences when they have questions. Please call the school ahead of time to make an appointment with the teacher or call before or after school for phone conferences. In October, we will have parent-teacher conferences. In January and May parents may request a conference and/or conferences will be held for those students not yet meeting grade level expectations. We hope you will make every effort to attend these conferences. When parents and teachers work together, the children receive a more effective education.

School Visits

We invite and encourage parents and adult relatives to visit school. This is a wonderful opportunity to observe learning in progress and provides an insight into your child's learning and relationships with

others. For reasons of safety, all parents and adult visitors must check-in at the office before going to other areas of the school. It is usually helpful to call your child's teacher to schedule a visit. Please do not allow other children to accompany your child to school. Legally, children not registered at BelArts cannot be in the building without a parent or guardian because of safety issues.

Weekly Folders + Class Newsletters

Each grade level team determines whether or not they will use weekly folders showing the work a student has done for the week. The teachers at each grade level determine the day of the week that these are sent home. Teachers frequently write comments about the student's work and ask that you look over the work and discuss it with your child. This is an excellent opportunity for you to keep current on how your child is doing and what he/she is currently studying.

Please check each week with your child to see if he/she has brought home any school information. This is one of the ways we continually try to keep the lines of communication open between home and school.

Class Newsletters will be sent home on a monthly basis with an additional class email mid-month. These are minimum requirements for parent/teacher communication.

School Newsletter

We email a monthly school newsletter that contains important information, lunch menus, a calendar of events, and informational articles on classroom activities. Articles of interest may be submitted to the main office prior to the deadline dates. Parent and child participation in submitting articles, poems, photos is strongly encouraged. More information is in the main office. Don't miss any important dates or fun activities. will be distributed to each family once a month. The newsletter can also be found on our website.

Telephone Use

The school telephone is not available for regular student use. All plans concerning after school activities must be arranged before coming to school. Parents are free to call the school at any time and the school secretaries will make every effort to deliver important messages to your child. Rarely are children called to the phone from the classroom. Except in cases of emergency, teachers are not called to the telephone from the classroom. Messages will be delivered or placed in their mailboxes.



Voice Mail

Each staff member has a voice mail number. These numbers can be found on our website. If you wish to talk with a teacher, please call his/her number directly and not the school office. You are encouraged to call to hear about classroom events or to leave a message for a staff member. Teachers check their voice mail at least once each day and will return calls within 24 hours on school business days. Many teachers respond more quickly to email.

Student Opportunities

Student involvement is a priority at BelArts and numerous extended learning opportunities are available for students. These may include but are not limited to:

Student Safeties	Talent Show
Instrumental Music	Musical Productions
School Clubs	Spelling Bee
Choir	Art Shows
Girl/Boy Scouts	Track

Field Trips

Field trips are scheduled periodically to provide children with learning experiences not readily available in the classroom. In some cases, the parent must provide payment for admission and/or bus fare for the trip. You will be asked to provide written permission for each trip on the forms the teacher/school provides.

When parents volunteer to accompany students on a field trip, it is with the understanding that younger siblings will not accompany the class. Parent chaperones need to be able to give full attention to the classroom students under their supervision.

Birthdays:

District Wellness policy states that student birthdays should only be recognized with non-food celebrations. BelArts' teachers recognize students on their birthdays with in-class routines. Treats that are brought to school will be held in the office for parent pick up.

Parent Opportunities

There are many opportunities for parents to come to school to learn about our program and instruction. Participation in the School Accountability Committee and PTA, attending musical programs, Community Engagement Day and other PTA sponsored activities are only some of the opportunities for parents.

PTA

The Parent Teacher Association is comprised of parents and school staff working together to provide the students the best education possible. The PTA is a valuable communication link between home and school. To keep the community informed of school events, our PTA has a Facebook page and they include information in our monthly newsletter. The PTA helps in many ways by raising funds to purchase needed school equipment and materials, by arranging for cultural arts programs, and by providing additional educational programs.

By working together and by exchanging ideas and information, the parents and the school staff provide our students with a wide range of outstanding educational experiences.

Principal's Round Table

Our school has an Accountability Committee, comprised of parents, staff, and community members. The purpose of this committee is to address decisions that will enhance the quality of education at Belmar. Parents and community members are invited to attend. It is through your help and active participation that we are able to continue to provide quality-learning experiences for our children at Belmar School of Integrated Arts. The SAC meetings just before the PTA meeting each week – parents are invited and encouraged to attend both meetings 😊

Mission/Vision

Belmar School of Integrated Arts develops creative, curious and courageous learners through rigorous and innovative academic instruction and meaningful engagement in the arts.

Our Core Values

*Celebration	*Creative Problem Solving
*Perseverance	*Growth Mindset *Integrity
