

L.J. Bell Elementary Lighthouse School

442 Hawthorne Avenue
Rockingham, NC 28379

910-997-9834 – Phone 910-997-9848 – Fax



'Bee' The Difference!

2019-2020

Student-Parent Handbook

Home of the Bumblebees

RICHMOND COUNTY SCHOOLS

VISION

All students in Richmond County Schools will receive a 21st Century education, empowering them to lead productive lives in a complex and changing world.

MISSION

Richmond County Schools will partner with our families and community to produce graduates who are able to create, collaborate, communicate and think critically.

L.J. BELL ELEMENTARY SCHOOL

MISSION

LJ Bell is a school that teaches students to learn, lead, love and serve; graduate from high school and to be college career ready in a 21st Century globally competitive world.

MOTTO:

ALL LEARN! ALL LEAD! ALL LOVE! ALL SERVE!

“Bee” A Learning Leader!!

School Mascot: Bumblebees

School Colors: Gold and Royal Blue



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ACADEMIC ACHIEVEMENT

Third, fourth, and fifth grade students are recognized for their academic efforts by placement on the Principal's List and Honor Roll. Requirements are as follows:

A Honor Roll / Principal's List >>> Students who make A's in all core academic subjects

A – B Honor Roll >>> Students who make A's and B's in all core academic subjects

Grading System:

A-90-100

B-80-89

C-70-79

D-60-69

F-59 and below

To ensure the academic success of your child, please encourage him to ask a question in class when they do not understand what is being taught. When a student needs academic support in areas he is struggling with the first place to go for help is the classroom teacher. LJ Bell wants all students to be successful!

ACCOUNTABILITY STANDARDS

Children need to be in attendance. Children should pay attention in class and do their work. It is important that children are well disciplined, so that they and the students around them may learn. Please review all papers that are sent home and respond when asked. Monitoring and assisting with homework is very important. Please work with the classroom teacher to develop a good relationship from home to school.

Students will have to meet local promotion requirements at all grade levels. This includes successfully demonstrating grade level work in the core-curricular subject areas. Also, students who are absent from school 20 or more days (including absences resulting from tardies) for any reason will generally receive no credit for the year of study and will be retained in the same grade for the succeeding year. **Attendance and arriving to school on time is crucial for your child's educational success.**



ASBESTOS LAW

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) NOTIFICATION STATEMENT

According to the AHERA regulations any new school built after October 12, 1988 could have a statement signed by the architect, engineer or LEA Designee stating that no asbestos building material was used in constructing the school. This statement along with how we make the required annual notification to staff and parents that no asbestos is in the school makes up the management plan required by AHERA. Each school's Management Plan is available to the public for inspection upon request. This school contains NO ASBESTOS! Any questions concerning the school's Management Plan can be directed to, the Richmond County Schools at 582-5860.

DECLARACION DE NOTIFICACION DEL ACTA DE RESPUESTA DE EMERGENCIA DEL PELIGRO DE LA FIBRA DE INSULACION.

(AHERA, siglas en ingles)

En 1988 todas las escuelas del Condado de Randolph fueron inspeccionadas para asegurarse que las fibras de insulacion estuvieran de acuerdo con las reglas establecidas por el acta de respuesta a emergencias por danos en la fibra de insulacion. Los resultados de la inspeccion y el plan de las escuelas de Condado de Randolph con respecto a la fibra de insulacion se colocaron en un plan de manejo para cada escuela. El plan de manejo para cada escuela esta disponible para que el publico lo inspecciones si lo solicita. Las partes interesadas deben contactar al director o directora o bien a la persona designada para programar la inspeccion del plan de manejo de la fibra de insulacion. Como es requerido por AHERA, cada seis (6) meses se debe hacer un chequeo del material de la fibra de insulacion que va quedando. Cualquier fibra deteriorada o danada sera reparada o reemplazada antes de que comienze el ano escolar 2011 – 2012. Los resultados de los chequeos se encuentran el volumen 2 del Cuaderno de AHERA.

Cualquier pregunta con relacion al plan de manejo de esta escuela se puede dirigir a Allen Kerns, quien es la persona designada para las Escuelas de Richmond County Schools. El numero de telefono es 910-582-5860.

ATTENDANCE – POLICY CODE: 4400

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Due to changes in Student Accountability if a note is not submitted within five days of the absence the absence may be classified as unexcused. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
6. principals must authorize a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences and short-term out-of-school suspensions, the student will be permitted to make up his or her work. (See also policy 4351, Short-Term Suspension.) The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. *Policy Code: 4400.*

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. In-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
Policy Code: 4400
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy 3620, Extracurricular Activities and Student Organizations.

All students, Pre-school, kindergarten through fifth grade, will be recognized each grading period for perfect attendance. Student attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance and being on time develops patterns of behavior essential to professional and personal success in life. To be counted present for the entire school day a student must remain in school until 11:30 am.

Perfect Attendance recognition – No absences and no more than three EXCUSED lates and/or checkouts during the nine- week period.

Year Long Perfect Attendance recognition – No absences and no more than three EXCUSED lates and/or checkouts during the school year (180 days).

The N.C. Compulsory Attendance Law requires all children between the ages of 7-16 to attend school. Parents who enroll their child in Kindergarten at age five must also adhere to the N.C. Attendance Law. Children are expected to be in attendance for the entire instructional school day except in the case of an emergency or for excused reasons as explained in the code below:

NOTE: Absences due to family vacation trips will be coded as unexcused.

ANY OTHER REASON MUST BE EXCUSED BY THE SCHOOL ADMINISTRATION PRIOR TO THE ABSENCE.

*Students are required to furnish **WRITTEN** excuses, signed by their parent or guardian, on the first day after having been absent from school. Please do not call the school and tell us that your child is absent. Your child should bring the written note to school on the day he returns from being absent. If a written excuse is not provided within **five days** of the absent date the absences will remain unexcused, the teacher will code the absence unexcused, unless the teacher learns through other means that the cause of the absence is lawful under State Board of Education regulations. ***The following information is needed on a note concerning an absence: First and last name of the student, date(s) absent, reason(s) child was absent, and parent/guardian signature.***

EXCESSIVE ABSENCES / COURSE CREDIT

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students with excessive absences not only reduce the quality of the instruction they receive and add an additional burden to the teacher, but also deny classmates the opportunity to learn from what the student would have contributed had he been present.

The principal, social worker, guidance counselor or teacher will notify parents and take all other steps required for excessive absences. Being at school every day is very important for your child's academic progress. If your child's attendance becomes a problem which does not improve through intervention, your child will be referred to our school social worker and/or guidance counselor.

Elementary School – Elementary students (K-5) who are absent from school more than twenty days for any reason will generally receive no credit for the year of study and will be retained in the same grade for the succeeding year except by determination of the principal or the retention committee upon review of the student's record.

BOOKS AND BOOK BAGS

All students have the responsibility of seeing that their books are not lost or damaged. This includes textbooks, supplementary books, and library books. If a student loses or damages a book that student will be charged a lost or damage fee. Lost or damaged books should be reported to the teacher.

Book fees and all other fees are to be paid in the front office. Students who have outstanding balances may acquire their report cards in the front office.

Each student should have a book bag that he can bring to and from school to protect books and assignments. **No rolling book bags.**

BUSES **RESPONSIBILITIES OF STUDENTS.....**

- Be ready and on time for the school bus each morning.
- Stand away from the road, in an orderly manner, while waiting for the bus
- Wait for the bus to stop and watch for traffic before crossing the road
- Always cross the road in front of the bus when loading or unloading

- Never stop to pick up anything you drop in front of the bus. Tell the driver first
- Sit quietly in your assigned seat at all times until the bus reaches the stop where you exit
- Do not behave in any way that might distract the driver's attention, such as shouting, fighting, throwing objects, or out of seat
- Obey all safety rules and do your part to help the driver provide safe transportation
- Use the back door only in an emergency
- Do not damage the bus in any way. Parents will be responsible for any damage their child infers
- Show the bus driver respect
- No food or drink allowed on the bus at any time

RESPONSIBILITIES OF PARENTS.....

- Become familiar with rules and regulations for safe bus operations
- From time to time, talk with your child's driver and let him/her know that you support their efforts
- Encourage your child to respect and obey the school bus driver
- If your child experiences problems on the bus, report this immediately to the bus driver or the bus coordinator who is the assistant principal
- If you observe any school bus (from any school in the county) operating in an unsafe manner, record the bus number and immediately phone the nearest school principal or Richmond County Transportation Department



SYSTEM-WIDE BEHAVIOR RULES FOR BUS RIDERS

1. Respect and obey the bus driver
2. Students must stay seated and obey bus rules
3. Do not eat, drink, or smoke on the bus
4. Help keep bus clean and do not damage the bus
5. Keep all parts of your body and other objects inside the bus
6. All students will abide by the RCS Code of Conduct on the bus

BUS DISCIPLINE PLAN

Riding the bus is a privilege. The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized.

Attention of students and parents is directed to the State School Law which states, in part, that, "A student may be excluded from bus transportation for disciplinary reasons by the principal, and his parents shall provide for his transportation to and from school during the period of such exclusion." When a student is suspended from riding the school bus, **the student is still legally required to attend school.**

The first offense will be discussed with the offender and at that time, a verbal warning is given by the driver.

If the warning is not heeded, the driver will turn in a bus ticket to the office. After a conference with the student, the bus ticket will be given to the student to take home for the parent's signature. The signed ticket is to be returned to the main office the next day.

The second offense, the parents will be notified in writing or by phone along with a bus ticket to take home for the parent's signature and should be returned to the main office. With the second bus ticket, the parent is notified that

the next offense will result in suspension from the bus.

With each suspension, the parents will be notified orally or in writing. The student will be issued a bus ticket, and the student will be removed from the privilege of riding any NC School Bus.

The above procedure concerning bus discipline will apply in most cases. In cases of a major infraction of discipline, the Principal or designee may take direct action without following the regular sequences. Serious repeated offenses may result in long bus suspensions or bus suspension for the remainder of the school year.

In case of suspension from the bus, the student will be allowed bus privileges the same day unless arrangements are made between the school administrator and parent.

CAR RIDERS

All car riders should be dropped off in the morning and picked up in the afternoon in front of the school using the circular drive. The lower drive is for Pre-K, Kindergarten, first and second grade students only. The upper drive is for the third, fourth and fifth grade students. There will be one lane of traffic during morning drop off and afternoon pick up. Please follow the traffic directions administered by L.J. Bell staff members on duty in the morning and afternoon. Please do not pass a car during pick up or drop off. **Student safety is FIRST!**

Morning Procedures: School staff will be on duty and begin unloading cars at **7:30** at which time parents may pull up to the front entrance of the school to start unloading students. **Students do not enter the school facilities before 7:30.** Students will be given the opportunity for a **FREE UNIVERSAL breakfast** each morning between the hours of **7:30-8:00**.

Afternoon Procedures: School staff will be on duty and begin loading car riders at **3:00** in the upper and lower circular drives at the front of the school. Please, do not load or unload students in the bus parking lot, or the cafeteria parking lot.

Any L.J. Bell student who is transported to off campus after school sites, are to be picked up at the bus circle driveway located at the side of the school on Love Lane. The name of the after school facility must be visible to L.J. Bell Staff and the school must be provided a current list of students who are transported to the respective facilities.

Parents must complete a Release to Walk Home form in order for students to walk home after school.

PARENTS LOADING AND UNLOADING STUDENTS IN FRONT OF SCHOOL

Kindergarten students may be escorted to the classroom by the parent for the **first ten (10) days** of the school year. To help foster a student's maturity, confidence and independence we request that parents join the flow of the traffic after the tenth day of school, where a qualified staff member will assist your child to get out of the car and direct them to class. Parents should **not** walk their students to class in the morning after the tenth day of school.

At the conclusion of the instructional day, it is not an appropriate time for parents / guardians to enter the classroom area for conferences with teachers. Parent / teacher conferences should be **scheduled in advance** during after school hours with the teacher. In an effort to keep our students safe, parents / guardians are asked to stay in their car, follow the flow of the traffic and pick up their child in the loading and unloading areas of the school. Please do not pass the car in front of you when students are unloading or loading into their vehicle. Thank you for NOT speeding. Students are to stay with the teacher until the bell rings and are loaded into the parent / guardian car. All parents / guardians needing to walk their child to / from the car must park in a parking space in front of the school in the parking lot and use the crosswalk to pick up their child. Thank you for your support and cooperation concerning the safety for all L.J. Bell students during their arrival and departure.

Due to fire emergency entrances and exits, we request that no one park in the circular drive in front of the school upstairs or downstairs or the emergency driveway behind the Kindergarten Pod for any reason. Thank you for your help ensuring the safety of our students, staff and families.

CHANGE IN ADDRESS

Please notify the school immediately if you have a change of address or contact information. Richmond County Board of Education policy requires parents notify the school principal immediately upon the change of residence if they move outside the school attendance area. Permission to remain in the L.J. Bell School district must be approved from the office of the Superintendent at: **RCS Superintendent, Dr. Jeff Maples, Richmond County Schools, 118 Vance Street, Hamlet, NC 28379, Phone number, 910-582-5860.**

Permission for the child to remain at L.J. Bell School will be dependent on space availability, student behavior, and daily attendance. The forms for permission may be obtained at the school. Failure of prompt notification for change of residence shall result in the child (ren) being immediately removed from Richmond County Schools. Any child (ren) found to actually reside outside the Richmond County Schools attendance area, or if the parents have provided the school with an erroneous residence address, shall be denied continued enrollment in the Richmond County Schools.

DEADLINE FOR REASSIGNMENT REQUEST MUST BE POSTMARKED BY JUNE 30, 2020.

CHANGE IN TRANSPORTATION

It is very important for our staff to ensure the safe arrival of all children in the afternoon. Any changes in mode of transportation must be in writing from the parent. **WE WILL NOT ALLOW STUDENTS TO RIDE A DIFFERENT BUS OR CHANGE FROM BUS TO BUS (OR FROM BUS TO CAR) WITHOUT A WRITTEN NOTE FROM THE PARENT.** Please send the written note to the classroom teacher to make any changes in transportation. This written notification must be for any changes – permanent or temporary. Specific addresses must also be provided in the written note. Bus transportation is provided only for residents who live in the LJ Bell school zone. Please do not assume a student can ride a different bus. Changes must be approved and will depend on space and bus route. **All transportation changes must be made before 2:30 pm. No transportation changes after 2:30 pm.**

CLASSROOM PARTIES

To provide a quality educational program, it is important for interruptions to the instructional day be kept to a minimum. All parties are arranged through the classroom teacher. Birthdays are special occasions. If you want to send a special treat for your child to share with classmates, please contact the teacher in advance so the treat can be shared during recess or the scheduled snack time. **Please remember that all refreshments served for students must be store bought.** Birthday parties will not be scheduled during instructional time.

CLUBS / STUDENT LEADERSHIP TEAM

LJ Bell Clubs provide an opportunity for students to participate in various organized Clubs that meet once a month.

The Student Leadership Team are selected positions offered to all third, fourth and fifth grade students with teacher and administrative endorsements. Serving in student leadership positions is a privilege. Students continued participation in all Leadership positions will be determined by their daily attendance, academic performance and satisfactory behavior.

COMMUNICATION

Newsletters, fliers sent home, permission slips, graded work, and all additional information will be sent home each week in their Communication Nikki Folder. This gives parents a consistent way to communicate, to expect things to come home, especially if they have more than one child attending LJ Bell School.

Class Dojo will also be utilized as a regular way to communicate from school to home from the classroom teacher. **PLEASE MAKE SURE TO DOWNLOAD THE FREE DOJO APP SO YOU CAN RECEIVE DOJO TEXT MESSAGES, REMINDERS, AND PHOTOS FROM YOUR CHILD'S TEACHER!**

Computer phone system **School Messenger** will be utilized for weekly phone calls to remind parents and stakeholders about upcoming events and to promote parental involvement.

DISCIPLINE

LJ Bell has clear expectations, policies and procedures that each classroom teacher will review and model so students have a clear understanding of what is expected throughout the school day and during extra-curricular activities. This school-wide PBIS management plan gives clear expectations for appropriate school behavior and will be shared with students and parents at the beginning of the school year. A major part of this plan calls for the teacher to notify parents or guardians if a student is consistently not following the rules and procedures of the classroom.

After behavior interventions have been used to correct inappropriate behavior, the PBIS Matrix will lead and guide the proper protocol for an office discipline referral, placing a student in Rethink and Redirect or out of school suspensions. The teacher or the administration will inform the parent when the student is assigned to Rethink and Redirect (Time-Out).

Rethink and Redirect (Time-Out) is an alternative setting for an amount of time determined by the administration and classroom teacher for a student that does not comply and is a severe disruption in the classroom or school. The student will be sent to the office with a discipline referral.

The guidance counselor will provide student support by meeting with students after an out of school suspension.

Continued discipline referrals to the office for disciplinary problems may result in an out of school suspension. OSS is used as a last resort after other resources and interventions have been exhausted. However, students can be suspended with a first offense if an administrator deems the student's action is a major infraction or disruption.

State Law and School Board Policy permit the use of suspension. The parents or guardians will be notified orally and / or in writing if an administrator suspends a student from school. Students who consistently cause interruptions to the educational process of other students will be removed from the classroom.

Offenses which may result in suspension from school (even a first offense) include but are not limited to the following: fighting, possession of a weapon, possession of drugs (including any use of tobacco), use of profanity, damage or vandalism to school property, refusal to follow school official and/or teacher directives, and continued referrals to the office due to classroom disruption. Students who are suspended may not attend any school activities during the time they are suspended.

The guidance counselor will provide student support by meeting with students after an out of school suspension.

Harassment/Bullying/Hazing – Work/learning environments in the Richmond County Schools will be free of harassment, bullying, and hazing. Employees and students will have the opportunity to perform their duties in a safe setting. A student or employee who believes that he/she has suffered harassment, been bullied, or been hazed should report the matter to the teacher, teacher assistant, counselor, assistant principal, or principal. A prompt investigation will occur.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT (PBIS)

What is Positive Behavior Support?

PBIS is a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students. **PBIS** includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

What is PBIS at our school?

We have adopted a unified set of schoolwide expectations. In conjunction with the Richmond County School District Code of Student Conduct, our **PBIS** Matrix helps define our expectations for behavior in our school. You will see these expectations posted throughout the school and your child will be learning them during his or her first days at school. Our unified expectations, found in every classroom and non-classroom setting in the school, are as follows:

L.J. Bell teaches students to “Bee” a Leader

Be a Leader

Everyone Learns

Everyone Serves

As part of our **PBIS** process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students aware of schoolwide expectations in a positive manner, we do the following when teaching academics and behavior:

- ✓ Consistently teach and refer to our school-wide expectations.
- ✓ Provide students with more praise than correction.
- ✓ Talk to students with respect using positive voice tone.
- ✓ Actively engage everyone in the class during instruction.
- ✓ Use pre-correcting, prompting, and redirecting as we teach.
- ✓ Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide system of interventions:

Intervention #1= Verbal Redirection & Reteach expectation

Intervention #2= Reteach & Buddy Time-Out; Documented in Classroom

Intervention #3= Behavior Reflection Sheet & Parent Contact; Documented in Classroom

Intervention #4= Office Referral; Documented in Office

DRINKS / FOOD

Soft drinks should not be brought on campus by students unless the drinks are to be used at a class function and prior approval has been given by the classroom teacher. Drinks which are allowed such as juice must be tightly covered and may not be consumed while on the bus. No food from outside sources should be brought in during lunch into the cafeteria area.

EMERGENCIES

When an accident or illness occurs, every effort will be made to contact the parent or guardian. Please inform the office of any changes in telephone number or persons to contact in case of emergencies. The form entitled **“Permission to Secure Medical Care”** will be sent home for parents to complete to provide current information and permission to adequately care for the child in case of extreme emergencies.

Should a school emergency occur which require us to dismiss school early, we must evacuate our campus as quickly as possible; therefore it is imperative to contact parents. A form has been devised entitled, **“Early/Emergency Dismissal Form”**. It will be sent home for parents to complete. It provides us information about how your child is to be transported off campus in case of early dismissal or a school emergency.

EMERGENCY PLAN

L.J. Bell School has a school emergency plan in place that list specific procedures to follow for various types of emergencies such as fire, tornado, crisis, etc... These are reviewed during the year with faculty and are documented in the Teacher Handbook. In addition, routine fire drills and tornado drills are conducted with the students to keep us prepared should an actual emergency occur.

L.J. Bell School exterior doors are locked and under surveillance with security cameras at all areas of the school. A security monitoring system is located at the front handicap door with a communication device and a camera to view

your photo identification. After you are approved to enter the school building the door will be released atomically permitting you to proceed to the front office. Security procedures will be enforced at all times. You **MUST** have a visitors badge to be anywhere on school property or in the building.

FIELD TRIPS

Field trips can be an important part of the school experience. Students are expected to have satisfactory behavior and good attendance to participate on field trips. Students going on a field trip are expected to:

1. Have a signed permission slip from parents.
2. Pay the student's share of expenses.
3. Be on their best behavior at all times.
4. Follow school rules and regulations just as they would if the student were at school.

Parents who accompany their child on a field trip **will be used as chaperones** and are asked to refrain from bringing younger siblings on the trip. You are needed to help with the supervision of classroom students. Parents are not allowed to ride on the activity bus and must provide their own transportation to and from the field trip site. We encourage parents to allow their children to ride on the bus. Going with the group is part of the field trip experience and makes management for the trip easier, manageable and ensures safety. ALL chaperones must have a volunteer background information form completed and approved.

FLOWERS / BALLOONS / STUDENT GIFTS

To prevent classroom interruptions during the instructional day, students will not receive flowers, balloons or student gifts for special occasions during the school day. Please make plans for these items to be delivered to your home.

FOOD SERVICES

Richmond County Schools **participates in the UNIVERSAL FOOD PROGRAM. ALL K- 5 students will be fed a FREE Universal breakfast and lunch.** Breakfast and lunch are available to all students. Students may wish to bring their lunch from home. **Students may not bring glass containers, items that need refrigeration or items that need to be heated (including microwaving).** Students who pack their lunch may also purchase additional items in the cafeteria. **FOOD ITEMS FROM OUTSIDE VENDORS CANNOT BE BROUGHT INTO THE SCHOOL CAFETERIA.**

PEDICULOSIS (Head Lice) Policy Code: 4232

The Richmond County School system is committed to managing pediculosis (infestation of head lice) without disrupting the educational process in accordance with The American Academy of Pediatrics and the National Association of School Nurses.

Procedure:

1. Students with suspected head lice should be referred to the school nurse or designated school staff for the scalp and hair to be examined.
2. Treatment for head lice is only recommended if live lice are found. Treatment should be evidence based and all products should be used as directed. There is little scientific evidence regarding the effectiveness of alternative treatments/household remedies in the treatment of lice.
3. If live lice are found or the student has nits within ¼ inch of the scalp, the student will be sent home. The school staff will provide the parent/guardian with information regarding the treatment of head lice and the requirements to return to school.
4. Students will be allowed 1 excused absence for the treatment of head lice per incidence (episode).

5. Upon return to school, the student will be re-examined by school staff. If live lice are found, the student will be sent home and the Health Department will be notified.

Pediculosis - Head Lice

Evidence Based Information

▯ Pediculosis is a public health issue that is brought into the school setting. No disease is associated with head lice, and in-school transmission is considered to be rare (National Association of School Nurses, 2011). Pediculosis should not disrupt the educational process.

▯ Head lice are spread mainly through head to head contact. They move by crawling; they cannot hop or fly. Human lice cannot be acquired from animals. Personal hygiene or cleanliness has no effect on the spread of head lice.

▯ Lice typically cannot live for more than 24 hours away from the human host. They cannot live in clothes or carpets. Spread by contact with clothing (such as hats, scarves, coats) or other personal items (such as combs, brushes, or towels) used by an infested person is uncommon (Centers for Disease Control and Prevention, 2013).

▯ Students with nits only should not be excluded from school (Frankowski and Bocchini, 2010). Nits are cemented to the base of the hair shaft and cannot “fall” off. Nits that are more than ¼ inch from the scalp are usually not viable and very unlikely to hatch, or may in fact be empty shells, called casing.

▯ It is the position of NASN, the CDC, and AAP that school screenings, either routine or after an identified classroom case, are not productive, cost-effective, or merited, and are wasteful of education time (CDC, 2013; Frankowski and Bocchini, 2010; NASN, 2011).

▯ Letters home to parents not only provoke a crisis situation and unjustified panic, but they perpetuate the myth that lice are transmitted in schools (Mumcuoglu et.al, 2007). Such letters also lead to unnecessary use of pediculicides or even to dangerous home remedies.

HOMEWORK

Homework assignments strengthen and provide practice in skills which already have been taught in class. In addition, homework assignments should improve your child’s ability to work independently. Students should not have more than 10 minutes per grade level of homework each night. (i.e. Kindergarten and first grade 10 minutes, second grade 20 minutes, third grade 30 minutes, fourth grade 40 minutes, fifth grade 50 minutes). These time frames do not include special projects and research work. It is the parent and child’s responsibility to make sure homework is completed each night. In the event of an excused absence, a student shall be entitled to make up all missed work. Make up work shall be assigned at the convenience of the teacher.

INTERIM REPORTS AND REPORT CARDS

Report cards are sent home four times per school year. It is very important for parents to be informed about their child’s progress in school. Approximately mid-term third, fourth and fifth grade students will receive an interim report. Interim reports will be sent home with students and should be signed by the parent or guardian and returned to the teacher. Parents are encouraged to keep in touch with their child’s teacher in order to remain informed of his / her progress.

Log on to www.richmond.k12.nc.us to view the 2017-2018 traditional school calendar.

PARENTS LOADING AND UNLOADING STUDENTS IN FRONT OF SCHOOL

Kindergarten students may be escorted to the classroom by the parent for the **first ten (10) days** of the school year. To help foster a student’s maturity, confidence and independence we request that parents join the flow of the traffic after the tenth day of school, where a qualified staff member will assist your child to get out of the car and direct them to class.

Parents should **not** walk their students to class in the morning after the tenth day of school.

At the conclusion of the instructional day, it is not an appropriate time for parents / guardians to enter the classroom area for conferences with teachers. Parent / teacher conferences should be **scheduled in advance** during after school hours with the teacher. In an effort to keep our students safe, parents / guardians are asked to stay in their car, follow the flow of the traffic and pick up their child in the loading and unloading areas of the school. Students are to stay with the teacher until the bell rings and are loaded into the parent / guardian car. All parents / guardians needing to walk their child to or from the car must park in a parking spaces in front of the school in the parking lot and use the crosswalk to pick up their child.

Due to fire emergency entrances and exits, we request that no one park in the circular drive or emergency driveway behind the Kindergarten Pod for any reason. Thank you for your help ensuring the safety of our students, staff and families.

Please do not pass cars during loading and unloading students at the traffic circle. Safety for all students is priority at LJ Bell. Therefore, ALL cars must remain in the flow of traffic until the car in front of your vehicle moves clearing the way for you leave.

LOST AND FOUND

Few students will recognize or claim items of clothing which are found and turned in to the school office. Parents are encouraged to write names in the labels or jackets, etc. (This is a good idea for all K-5 students). Lost items should be turned in to the classroom teacher. Lost items will be kept no longer than two months and located under the main stairwell leading to the cafeteria. Unclaimed items in the lost and found will be given to the Goodwill.

MEDICATION

If under exceptional circumstances a student is required to take medication during school hours, the parent must:

- (1) come to the school office to obtain a [Medication Permission Form](#)
- (2) have form completed by a physician
- (3) bring medication to the school – (Please do not send medication to school with your child)
- (4) all medication containers must be labeled by a pharmacist including child's name, the pharmacy name and address, the serial number and date filled, the name and strength of the drug, directions for use and prescriber's name.

The time that the student takes the medication must be stated on the bottle. It may state specific time or say "take before lunch" or "after lunch." It **cannot** say "take two times a day" or "three times a day", etc. Be sure the doctor states on the medication form the times and amounts to be taken. **Information on the Medication permission form and bottle must match. Expired prescriptions will be discarded and not administered to any child.**

We cannot give over the counter medications of any kind to students. PLEASE, DO NOT SEND OVER-THE-COUNTER MEDICATION WITH YOUR CHILD TO BE ADMINISTERED AT SCHOOL UNLESS IT IS ACCOMPANIED WITH A MEDICATION PERMISSION FORM SIGNED BY A PHYSICIAN.

PHONE CALLS/CONFERENCES

Parent phone calls will be forwarded to teachers after 3:15 pm. **During instructional time, teachers will not receive calls nor conduct conferences with parents.** Parents should arrange conferences with the teacher in advance. If you would like for the teacher to call you, leave your name and number with the receptionist or on the teachers' voice mail. The message will then be placed in the teacher's mailbox or you will be forwarded to the teacher's voice mail to leave a message. When the teacher has an opportunity to return the call, he / she will do so but please anticipate that the call will not be returned until after 3:15 pm or within 24 hours.

The time between **7:45 and 8:00** is very valuable to the beginning of the school day. All staff are officially on duty and responsible for students. Unless a teacher schedules a parent conference, please do not expect to "conference"

at this time. **Please do not put a teacher or an assistant in an embarrassing situation by trying to discuss something with the teacher or assistant while they are supervising children.** The staff at L.J. Bell School is dedicated to making your child's learning experience the best possible. They are accountable for how they use their time. Please allow them the courtesy of making the best use of their time for your child's benefit.

PARENT/TEACHER/STUDENT ASSOCIATION (PTO)

The L.J. Bell PTO exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the PTO. We are always looking for new ideas and volunteers to assist us in carrying out our instructional goals. Family members, friends, and other interested persons are invited to join the PTO. We have four scheduled meetings per year and notification is sent home before each meeting.

PTO OFFICERS 2018-2019

President – Shannon Rogers
Vice-President - Robert Smith
Secretary & Teacher Representative - Tammy Lambert
Treasurer – Shannon Rodgers

LJ BELL STUDENT FEES – 2017-2018

K-5 Instructional Fees	\$5.25 – (Due at the beginning of the school year)
K-5 Library Fee	\$1.25 – (Due at the beginning of the school year)
4 th & 5 th grades - Technology Fee	\$2.00 – (Due at the beginning of the school year)
5th Grade Promotion Fee	\$5.00 – (Due by May 1, 2017)
Pre-K, K-5 Lunch	FREE UNIVERSAL LUNCH PROGRAM
Pre-K, K-5 Breakfast	FREE UNIVERSAL PROGRAM

*****Families with outstanding fees will pick up their child's report card in the front office beginning the first nine-week grading period.*****

SCHOOL HOURS

School hours are **8:00 – 3:00 pm**. Students arriving after **8:00 am** **must sign in** at the front office by the parent / guardian. The building will be open at **7:30 am** for students to go directly to the cafeteria for breakfast or to the auditorium. Students are not allowed inside the building before 7:30 am.

Breakfast will be served from **7:30** until **8:00 am**.

Students will enter the classroom at **7:45 am** to begin instructional activities.

Car riders should be picked up as soon as possible after the dismissal time of **3:00 pm**.

ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE

L.J. Bell School exterior doors are locked and under surveillance with security cameras at all areas of the school. A security monitoring system is located at the front handicap door with a communication device and a camera to view your photo identification. After you are approved to enter the school building the door will be released automatically permitting you to proceed to the front office. Security procedures will be enforced at all times. You **MUST** have a visitors badge to be anywhere on school property or in the building.

For the safety of all students and staff, all visitors are required to come to the office to sign in and receive a visitor's badge. **YOU MUST SCAN A VALID DRIVERS LICENSE IN OUR COMPUTER IDENTIFICATION PROGRAM** where your picture will be taken before proceeding into the building.

Please do not go directly to the classroom. **All visitors in the building who are not wearing a visitor's badge will**

be asked to go to the office to receive one. This is a standard procedure at all RCS public schools.

Classroom observations by parents are by teacher or administration request only. Due to confidential information about all students in the classroom, a parent or family member observing in a classroom is not permitted. The teacher will make you aware of “special” planned activities, their class schedule and the best time to visit the classroom.

If you would like to volunteer with the Growing Readers Volunteer program, leave your name and number with the receptionist and she will give the information to the volunteer coordinator, Ms. Millie Wall. We encourage parents, grandparents and other stakeholders to volunteer to read with students or to assist with other activities in the classroom. ALL volunteers must complete and pass a background check.

Parents are welcome to eat lunch with their child. Again, you must sign in at the front office and wear a visitor’s badge. **Please do not bring outside food from restaurants into the school cafeteria.** We ask that you eat the school lunch along with your child when visiting during your child’s scheduled lunch.

STUDENT ACCIDENT INSURANCE

Students are **NOT** automatically covered by insurance when an accident occurs at school. Therefore, insurance for dental and/or student accidents is available to you. The agent for these plans is The Young Group, Inc. (QBE Insurance Corporation). Enroll online at www.k12.studentinsurance.com . Please refer to the flier for additional information. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENT ACCIDENTS** which occur at school during school hours or on the bus unless negligence is proven on the part of the school.

SCHOOL CLOSINGS

School may close for weather conditions or emergency dismissal. This decision is made by the Superintendent of Schools or her designee. As soon as a decision is made, she calls the radio, TV stations and will be published on all social networks. Therefore, the closing information will be on the air by the time the school knows about the closing.

If weather conditions lead you to think that schools may be closed, listen to the local radio station, local news channels or log on to facebook, Twitter or the RCS website. **DO NOT CALL THE SCHOOL OR THE STATION.** If you have not received official school information by 6:30 am, you should plan to attend school.

SELLING / TRADING / BORROWING / LENDING / BUYING

These practices tend to cause misunderstandings among students. When students bring personal items to school, problems usually occur. Students are often “cheated” or have items stolen from them. Selling and trading are not permitted at school or on the school bus.

SIGN-IN / SIGN-OUT PROCEDURES

Specific guidelines for students checking in and out of school have been established. These steps will help us to make the arrival and departure of our students organized and as safe as possible. If your child arrives late to school, the student must escorted by an adult to the office to sign in and receive a tardy slip to the classroom.

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DRIVERS LICENSE IS REQUIRED UPON ARRIVAL! All students must be checked out through the front office before **2:30 pm**. Please do not go to the classroom or the school bus parking lot to pick up your child before the scheduled dismissal time without checking in at the front office first. The front office will call the classroom for the

child to be sent to the front office after the parent/guardian has been properly identified and followed the established sign out procedures.

Office staff will check and approve photo identification. Parental permission must be provided to the school for a student to be checked out by anyone other than the parent or guardian. The name of the person picking up the child must be listed on the **“Parent Approval Pick-Up List”** for us to release your child. Please include the approved names of parents/guardians on this list. If the parents are divorced or separated, their child may be released to either parent unless the school has been provided a copy of a court order or a separation agreement that legally specifies one parent as primary custodian of the student or which specifically prohibits the non-custodial parent access to the child. A copy of the legal documentation concerning custody agreements that restrains a parent from a child must be on file at the school. Students will not be called to the office for check-out until the person picking up the student has been appropriately identified and approved. To ensure the safety of your child, a student check-out log will be stored in the National Safe Schools Initiative, Ident-A-Kid (NSSI) Computer Program in the office, which includes and stores a picture and name of the person checking out the student, the student’s name, and purpose of the check-out, time and date. **A CURRENT DRIVERS LICENSE IS REQUIRED FOR THE NSSI COMPUTER PROGRAM.**

Non-custodial parents, grandparents, brothers, sisters or any other person must have the written consent of the parent to take the child from the school. Blanket permission may be given at the beginning of the school year, or permission may be given for a specific situation.

STUDENT ASSIGNMENTS TO CLASSROOMS

Please be mindful classroom organization during the first ten days of school may be temporary, and students’ placement is subject to change. Unanticipated enrollment may affect the school’s organization and make it necessary to make changes. Classroom changes will be kept to a minimum. Your cooperation and understanding regarding necessary changes is needed and appreciated. Specific parental requests for classroom teachers will not be honored.

STUDENT RECORDS

Under Federal Law, a parent or student age 18 or over, has the right to see their child’s school records within 30 days after the request is made. It will be the policy of L.J. Bell School to mail copies of report cards and other school information to **approved** family members.

Please be aware that the school has no way of knowing who the custodial parent is unless you have shared this information with us. You should note on the student information form provided if you are the custodial parent and do not wish the child’s records to be released to the other parent/guardian.

TARDIES / LATES

The elementary years are critical years where lifetime habits are established. It is imperative that we teach children the importance of promptness and punctuality. Learning the necessity of being “on-time” will help your child avoid problems that arise from tardiness later on through life. It also establishes a mind-set that school is important, and ALL educational time is valuable.

All students should be in their classrooms ready to begin the instructional day **before** the tardy bell rings at **8:00 am**. **Any student arriving to the classroom after 8:00 am bell rings will be recorded tardy.** The law requires that students attending school do so for a “period equal to the time school is in session”. The School Social Worker, Guidance Counselor or administration will communicate with students and their parents when tardies or early check-outs become excessive.

Tardies / Lates – Students arrive at school between 8:00 am and 11:30 am

Checkouts / Lates – Students leave school between 11:30 am and 3:00 pm

When a parent or guardian brings a student to school after **8:00 am**, the parent must sign in the student at the front office. All tardies / lates are unexcused except those reasons listed under the attendance code policy: 4400.

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TELEPHONE CALLS

Students will not be called to the front office to receive a telephone call during the school day except in cases of an emergency. The school telephone is for business use only.

TOBACCO USE PROHIBITED

No student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Richmond County Schools
- On any school ground and property --- including athletic fields and parking lots --- owned, leased, rented or chartered by Richmond County Board of Education
- At any school-sponsored or school-related event on-campus or off-campus

TOYS / CELL PHONES / ELECTRONIC DEVICES/ETC...

Students are not permitted to bring cell phones, electronic devices, iPods, radios, trading cards, toys, etc. to school without the classroom teacher's written request and permission. If the classroom teacher asks for any of these items, they must be carried in bags or boxes while on the bus. Also, they must not be played with on the bus since the extra noise will distract the driver or at the risk of being stolen. If any of these items are brought to school without following the established procedures, they will be taken and the parent will be required to come to the school to retrieve the student's personal item(s).

The school is not responsible for student's personal items that are brought to school. The school is not responsible if student's personal items are stolen or broken during school hours.

UNIFORMS – Policy #4317

The students at L.J. Bell are expected to dress in the Richmond County dress code and not be disruptive or distracting to others. The following rules of dress will apply: LJ Bell colors are Royal Blue, Gold, White or Black tops with khaki, or black bottoms. Shirts **MUST** be tucked in and wear a belt at all times.

Elementary students (Pre-K, Kindergarten, first, second, third, fourth and fifth grade students) cannot wear open back shoes. All shoes must be a fitted shoe to the entire foot. No backless shoes.

If shirts have labels or graphics, the images must not exceed the size of the student's ID badge.

All bottom garments must be Khaki, Black or Navy in color. No other colors may be visible. (i.e. pickets, buttons and zippers)

Garments that do not fit properly will not be tolerated including oversized, undersized and skin tight garments. For fitting spandex material, nylon, denim, corduroy and sweat pants are prohibited.

Flip flops are prohibited for grades Pre-K, Kindergarten, first, second, third, fourth and fifth. No slides – shoes must have backs.

Jackets cannot have any labels, artwork, or graphics any larger than the student's ID badge, with the exception of school pride wear, and may be worn during the day during cold weather.

School Pride apparel may be worn as a part of the approved uniform policy. Must adhere to policy for polo shirts, sweatshirts, hoodies and jackets, in school colors, including athletic grey.

Failure to comply with the RCS uniform policy the student will adjust his appearance or clothing. The parent or guardian will be notified to bring the appropriate uniform clothing so the student can return to class. It is the parent or guardian responsibility to make their child is properly dressed each day aligned with the Richmond County Schools dress code for L.J. Bell school uniform dress code.

You may access the entire policy on the Richmond County Schools website or contact Central Office at 910-582-5860.

VISITORS ON CAMPUS

We are glad to see you when you come to visit! We know students enjoy seeing their family members come to school whether to eat lunch, share a snack or activity with the class. Upon your arrival, please report to the school office. For the safety of our students and staff, all visitors are required to sign in on the Visitor's Sign-In Electronic system and receive a visitor's badge. Please note that no person is allowed to go to the classroom without permission or a visitor's badge from the office. Anyone who does not wear a visitor badge on their clothing will be sent back to the office by the teacher or other school personnel. **A current DRIVERS LICENSE IS REQUIRED UPON ARRIVAL.**

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WEBSITE

The Richmond County School System provides an excellent informational website that can provide many links of interest for parents. To access this website you can type in the address bar, www.richmond.k12.nc.us/ljb

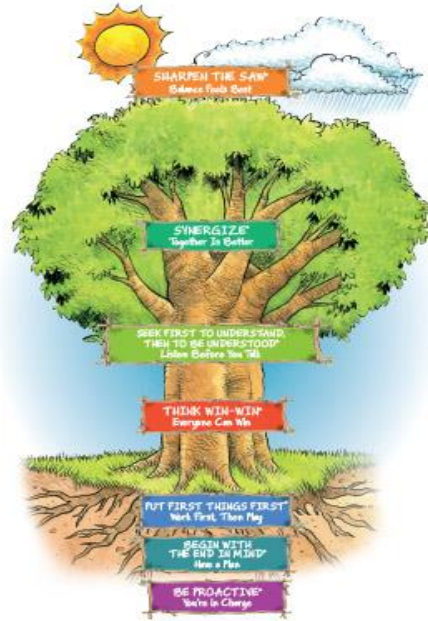
NOTICE OF NON-DISCRIMINATION

The Richmond County Schools prohibits discrimination against students or employees in all its educational programs, employment activities, and admissions on the basis of race, color, religion, national origin, sex, age, or disability.



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*****Richmond County Schools and L.J. Bell School policies and procedures may not be all inclusive in the Student - Parent Handbook. Situations may arise that may not be addressed in the Student -Parent Handbook, therefore, allowing Richmond County Schools and L.J. Bell School to make administrative decisions in the best interest of all parties involved.**



LJ BELL LIGHTHOUSE SCHOOL

BEE A LEARNING LEADER

BRING **U**P GRADES

BEE **C**OMMITTED

PBIS

LEADER

BEE **R**ESPONSIBLE

LOVE

BEE COLLEGE CAREER READY

BEE **R**ESPECTFUL

BEE A **L**EARNER

SERVE



L.J. Bell teaches students to “Bee” a Learning Leader

Be a Leader

Everyone Learn

Everyone Serve

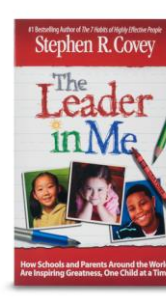
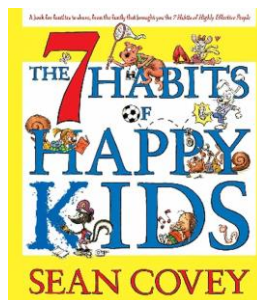
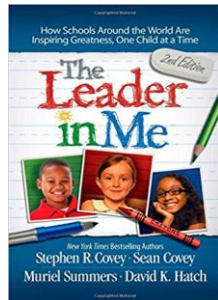
Superintendent for Richmond County Schools
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Richmond County Schools
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Principal at L.J. Bell Elementary School
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Find out more about Richmond County Schools and LJ Bell Lighthouse School @: www.richmond.k12.nc.us/ljb



www.leaderinme.org