



### **Bellalago Academy**

3651 Pleasant Hill Road  
Kissimmee, FL 34746 Tel: 407.933.1690  
[www.bela.osceolaschools.net](http://www.bela.osceolaschools.net)

### **Office Hours**

8:30 AM - 5:00 PM

### **School Hours**

9:30 AM - 4:25 PM (3:25 PM Wed.)

Students may enter campus at 9:00 AM

Breakfast served at 9:00 AM - 9:30 AM

Dr. Melanie Cleveland, Principal

Susan Zilinskas, Asst. Principal

Dania Perlaza, Asst. Principal

### **Mission**

Our mission at Bellalago Academy is to achieve lifelong learning by exploring education that is anchored in excellence.

### **Vision**

We, the Mariners of Bellalago Academy, will accomplish our mission by:

- creating a challenging learning environment
- fostering mutual respect
- honoring diversity
- establishing a safe, nurturing community

### **Be a Mariner**

The *Be a Mariner* schoolwide behavioral expectations will be taught and expected throughout campus. The emphasis on schoolwide systems of support include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive learning school environment.

### **Behavioral Expectations**

Be Responsible

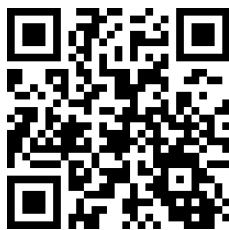
Be Respectful

Be Safe

Be a Mariner

### **Join Our Community**

It is our hope and plan to establish and maintain effective communication with parents at all times. Our Bellalago Academy social media and website are updated regularly with information regarding school events and activities. Additional notes may be sent home as the need arises. Per parent request, all items can be translated into their native language. Sign up for REMIND to receive texts directly to your phone. Text the message @sdocbela to 81010. Visit our school website at [www.bela.osceolaschools.net](http://www.bela.osceolaschools.net) and follow us at on social media at:



@bellalagoacademy



@bellalagok\_8



@bellalagoK\_8



## **Attendance**

A good record of attendance is expected. Parents are responsible for the regular attendance of their children who are within the compulsory attendance age (6 - 16) as provided in Section 1003.21, Florida Statutes. Students have the responsibility to take advantage of their educational opportunities by attending all their classes on a daily basis and arriving at their school on time.

Please send a written excuse or medical note to your child's teacher for any absences. An automated call will be made each day a student is absent. If a student has had at least five (5) unexcused absences the student's primary teacher shall report to the principal or designee that the student may be exhibiting a pattern of non-attendance. Unless there is clear evidence that the absences are not a pattern of non-attendance, the case may be referred to the Early Truancy Intervention Team (ETIT) to determine if early patterns of truancy are developing. If you know that your child will be absent for several days, you should call the office and make arrangements to pick up make-up work. A 24-hour notice to the teacher is required to pick-up.

When a student arrives at school after 9:30 a.m., he/she must report to the front office for a tardy slip. Frequent tardies are discouraged. If you are picking up your child before dismissal, please come to the front office. Students must be checked out by 3:55 pm (2:55 pm on early release Wednesdays) in order to avoid extra movement during our dismissal procedures. Children also miss valuable instruction time when arriving late and/or picked up early.

## **Bus Behavior**

To ensure student safety, students are expected to follow bus safety rules at all times. Talking in low tones, remaining seated, refraining from throwing items, and keeping the buses clean are some of the rules that apply. Riding a bus is a privilege, and bus suspension may occur if behavior is inappropriate.

## **Cell Phones**

Students are permitted to bring cell phones. **Cell phones, headphones, and electronic devices should only be used under the direction of school staff.** The school will not be responsible for lost or stolen cell phones or accessories. Cell phones may be confiscated if they are used outside of the parameters set by the teachers and administration. Headphones/earbuds should not be visible during the school day. They need to be kept in their bookbags.

***Students violating the cell phone policy may not be allowed to bring a cell phone for the remainder of the school year. Students may not take videos, photos, play electronic games, or text while at school.***

## **Current Address and Telephone Numbers**

It is of utmost importance to maintain communication and keep student records current, especially for emergencies. The school office must be notified of address or telephone number changes. Address changes will require a current utility bill and lease agreement.

If your child is hurt at school, we will make him/her comfortable and call you immediately if a serious injury has occurred. A telephone number is required so we can contact a parent/guardian. If you cannot be reached, we will attempt to contact the emergency number you listed on the registration form.

## **Arrival and Dismissal**

### **Arrival:**

Students will not be allowed on campus prior to 9:00am. Car riders enter through the car rider gate located in the Bellalago Academy Loop entrance. The car rider loop will close at approximately 9:25 am. Walkers may use the entrances located at the community gate, gate located next to car loop, or front

entrance gate. Students arriving after 9:30 must report to the front office for a tardy slip. Class begins promptly at 9:30am.

### **Dismissal:**

- **Walkers:** Will leave the building immediately at the end of the school day unless engaged in a school activity. Children must go home in the afternoon the same way they arrived unless they have written parent permission. PHONE MESSAGES ARE NOT ACCEPTABLE. In the event there is an emergency at school, please establish procedures with your child as to where he/she is to go.
- **Cars:** Cars must have the appropriate car rider tag on display. Cars are to pull all the way forward in the pick-up line for quick, safe loading and unloading. Students will be dropped off and picked up from the passenger side of the vehicle only. Be sure students are in the car and doors closed before pulling away. No cell phone use while in the car line. Per School Board Policy, smoking is not permitted while in the car line.
- **Back Gates:** Students will be released in waves to alleviate congestion and ensure safety. Please make sure to watch for walkers as they leave the school grounds and be patient as others are picked up in cars. Student safety is our priority!

### **Bicycles**

Bicycles must be parked in the bike racks provided. Bicycles should not be ridden on campus. Bicycles must be “walked” to the racks while on campus. Bike riders should wear their helmet. It is encouraged to lock your bicycle to the bike rack. Rollerblades, skateboards, motorized or powered scooters are not permitted on campus.

### **Dismissal - Severe Weather**

In case of severe weather, the afternoon pick-up procedure is as follows:

- We will alert parents of severe weather dismissal via Remind (Text the message @sdocbela to 81010), social media [including Facebook (@bellalagoacademy), Twitter (@bellalagok\_8), and Instagram (bellalagoK\_8)], and our automated dial-out system
- Bus riders and private transportation students will be released as soon as weather permits
- Car riders will be released to parents following the normal car rider dismissal
- Walkers and bike riders will be released to parents through the car loop at the south end of the campus. To enter the car loop, turn onto Bellalago Drive then turn left onto Bellalago Academy Loop. Walkers and bike riders will be held until all cars are out of the car loop, and the weather has cleared – at that time, they will be released to walk or ride their bike home.

Please understand that the dismissal process will take longer on days with severe weather. Thank you ahead of time for your patience, and for assisting us in making severe weather dismissal run as smoothly as possible.



## Change of Dismissal Route

Any change of dismissal for students must be submitted in writing to the student's teacher. Change of route will not be completed over the phone to protect your child's safety.

## Dress Code Policy

- **Shirts:** Shirts can be long or short-sleeved navy blue, white, hunter green, or royal blue collared, such as a polo, oxford, or dress shirt. A small logo is acceptable, but colored trim, stripes, or decorations are not allowed. School-sponsored shirts from the current school may be worn on Fridays or other select days as approved by the principal. AVID shirts may be worn on Thursdays.
- **Bottoms:** Bottoms must be navy blue, black, or khaki/tan long pants, skirts, walking shorts, slacks, skorts, jumpers, and similar clothing, and must be denim, corduroy, or twill fabric. A small logo is acceptable, but colored trim, stripes, ripped jeans, or decorations are not allowed. No distressed denim is permitted. The waistband must be worn at the waist, and undergarments must not be visible. Bottoms must extend to mid-thigh.
- **Shoes:** Elementary and middle school students must wear closed toe and closed heel shoes appropriate to the student's class schedule. Crocs are never acceptable shoes and will be confiscated.
- **Outer Garments:** No outer garments without zippers or buttons may be worn on school property unless the outer garment is a school-sponsored item; no pullover vests. Inside the classrooms, outer garments must be removed, completely unzipped, or left open for the school uniform to be visible. Hoods must be removed from the head while on school property. School-sponsored hoodies from the previous school may be worn over the approved school uniform.

*Administration will have the final say in all dress code decisions. Please refer to the SDOC Code of Conduct for additional information.*

## Field Trips

Students can participate in scheduled field trips as long as they follow school rules and expectations. Grade levels will provide expectations and information to families. Chaperones will need to be OASIS approved at least three weeks prior to the field trip.

## Food

To allow for a safe and efficient school day, **outside food will not be permitted** during the hours of 9:30am-4:25pm. Breakfast and lunch are provided, or students may bring lunch to school. Office staff will be unable to accept, hold, or deliver any food, snacks, or cakes/cupcakes delivered to school. Meal delivery services will not be accepted.

## FOCUS Parent Portal Account

The Parent Portal allows parents to better monitor their child's progress in school by providing Internet access to grades, attendance, discipline, academic history, graduation verification, and standardized test results in a secure password-protected environment. If you created a parent portal account last year, you do not need to create a new one. If you do not have a Parent Portal account, we encourage you to sign up for one as soon as possible. For online registration, go to <https://osceola.focusschoolsoftware.com/focus/auth/> or stop by the front office.

## PBIS School

Bellalago Academy is a PBIS School. PBIS encourages positive student behavior choices. When students demonstrate Mariner expectations, they may earn Mariner Bucks toward exciting incentives. Students can spend earned Bucks in the Mariner Store and special events. These will be announced throughout the year.

## Medication Policy

Under the following conditions, the school nurse and other school employees will administer medication to students during school hours should medication be necessary to keep a student in optimum health and to maintain maximum school performance. **ALL MEDICATION MUST BE KEPT AT THE CLINIC.** Students will not be allowed to carry medication at any time.

- Prescription medicine must be in the original container, labeled with student name, name of medication, and directions for time and dosage.
- Medications must be accompanied by an SDOC Medication Form signed by parent/guardian.
- Any medicine to be given for longer than 2 weeks must have a doctor's note.

## MTSS/WIN

Multi-Tiered System of Support (MTSS) is a framework used district-wide that helps educators provide academic and behavioral strategies and interventions for students. It is a proactive approach providing three tiers of support to assist students at various levels. The goal is to intervene early and seek successful educational and behavioral outcomes for all students.

To support the MTSS process, Bellalago has incorporated an academic intervention time within every elementary student's daily schedule, four days a week which we call W.I.N. (What I Need). Elementary students receive a 30-minute W.I.N. block twice a day, for both ELA and Math. This gives teachers the opportunity to divide their students by their academic needs, focusing on reviewing, reteaching, and enriching grade-level academic standards.

Middle school students receive services during intervention classes for reading, math, or with classroom teachers.

## Parent/Teacher Communication

Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by note on the elementary student agenda, telephone, or e-mail. If you call during the school day, the office will connect you to the teacher's voicemail. If you wish to have a conference with your child's teacher, contact the teacher in advance to schedule an appointment. Teachers' schedules do not allow time for drop-in conferences.

## **Physical Education**

Physical Education is a requirement at Bellalago Academy. It is important that every child participates in Physical Education as scheduled unless the student is ill or injured. To exempt a child from P.E. there must be a physician's note on file in the office. A parent's request may be honored during the first three days of an illness. After 3 days, a doctor's note is required, or it is unexcused and will affect their grade.

## **Release of Children to Parents and Guardians**

In order to protect your child, we have a very firm policy on checking out students. Photo I.D. will be required prior to checking out a student. The following procedure will be used:

1. The parent must send a note notifying the child's teacher that he/she will be picked- up early and the office will be informed.
2. Parents will come to the office to sign the child out.
3. Brothers, sisters, aunts, uncles, etc. will not be allowed to pick up a child without permission (as reflected in our Focus system).
4. Please do not pick-up children early for extracurricular activities. The only excused absences are illness and doctor appointments. Students miss valuable instructional time when they leave early. We strongly discourage picking up children after 4:00 pm (3:00 pm on early release Wednesdays).

## **School Advisory Council**

The School Advisory Council (SAC) represents the school, the community, and those people closest to the students, and shares responsibility for supporting our school's continuous improvement. We meet on the second Monday of every month in the Media Center at 4:45 pm and childcare. Topics generally discussed at our SAC meeting include family involvement, school budget, needs assessments, school scores and grade, school climate surveys, developing, communicating and evaluating our School Improvement Plan. All parents welcome!

## **Technology**

We have one-to-one technology with iPads for grades K and 1<sup>st</sup>, and laptops for 2<sup>nd</sup>- 8<sup>th</sup> grade levels to encourage innovative learning. Students are responsible for following the SDOC Network Acceptable Use Policy, including using the device for educational purposes, storing device in a safe place, avoiding food and drink near device, refraining from cyberbullying or harassment, and use of approved educational programs and applications. Devices must be kept in their cases. The school may revoke privileges of device if found to be used inappropriately. Charges may apply for intentional misuse of devices and accessories.

## **Textbook and Library Books**

Students have full responsibility for textbooks issued to them. Lost or damaged textbooks and library books must be paid for by the end of the year. Library books that are lost or damaged must be paid for before your child can check out another book.

## **Unauthorized Items**

Bellalago Academy reserves the right to confiscate any items deemed too disruptive to the educational process. Energy drinks, carbonated drinks, and coffee drinks are not permitted in classes. Many students and teachers have severe allergies, therefore personal items such as hairspray, cologne, etc... are not permitted on campus. Stick deodorant is acceptable. Additional items such as electronic gaming systems, cameras, stuffed animals, speakers, balloons, permanent markers, etc. are not allowed at school. Possession or sale of any such items will result in confiscation of items. The school is not responsible for any items lost or stolen on school property.

### **Volunteers**

We have a strong base of volunteers at Bellalago Academy. Our school could not operate without parent and community volunteers. All Bellalago Academy volunteers must complete a yearly application available on the school website. Upon acceptance, please contact Lillian Rosado-Rivera to schedule orientation. Application approval may take up to three weeks.

### **Withdrawals**

To withdraw your child from school, please remember that we will need at least 24-hours' notice to complete all paperwork needed to enroll the student in the new school. Only enrolling parents can withdraw registered students from our school. Please come to the front office to fill out the necessary paperwork. Thank you.



# Behavioral Expectations Matrix

Be a Mariner	Media Center & Computer Lab						Arrival & Dismissal
	Classroom	Hallway	Bathroom	Cafeteria	Gym & Playground	School Grounds	
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>follow rules</li> <li>listen actively &amp; participate</li> <li>keep your work space clean &amp; organized</li> <li>be prepared</li> <li>wear ID</li> </ul>	<ul style="list-style-type: none"> <li>wear ID</li> <li>carry a valid hall pass</li> <li>go straight to your destination</li> <li>dispose of trash in appropriate receptacles</li> </ul>	<ul style="list-style-type: none"> <li>sign out of your classroom</li> <li>use hall pass</li> <li>flush the toilet</li> <li>dispose of trash in appropriate receptacles</li> <li>wash hands</li> </ul>	<ul style="list-style-type: none"> <li>wear &amp; use ID</li> <li>stay in designated area</li> <li>clean up your eating area</li> </ul>	<ul style="list-style-type: none"> <li>follow gym &amp; playground rules</li> <li>use equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>dispose of trash in appropriate receptacles</li> <li>use equipment correctly</li> <li>wear ID</li> </ul>	<ul style="list-style-type: none"> <li>report to assigned location</li> <li>stay seated while the bus is moving</li> <li>wear ID</li> </ul>
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>follow directions</li> <li>use appropriate tone &amp; language</li> </ul>	<ul style="list-style-type: none"> <li>observe personal space</li> <li>listen to adults</li> <li>use quiet inside voice</li> </ul>	<ul style="list-style-type: none"> <li>respect the privacy of others</li> <li>keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>follow directions</li> <li>listen to adults</li> <li>exhibit good table manners</li> <li>keep food in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>follow directions</li> <li>listen to adults</li> <li>return equipment to the proper area</li> </ul>	<ul style="list-style-type: none"> <li>follow directions</li> <li>listen to adults</li> <li>use appropriate tone &amp; language</li> </ul>	<ul style="list-style-type: none"> <li>follow directions</li> <li>listen to adults</li> <li>use appropriate tone &amp; language</li> </ul>
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>use materials for their intended purpose</li> <li>enter &amp; exit in an orderly fashion</li> <li>stay in assigned seat/area</li> <li>keep your hands, feet &amp; other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>walk on the right</li> <li>keep your hands, feet &amp; other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>report problems</li> <li>keep your hands, feet &amp; other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>wait in line for your turn</li> <li>keep your hands, feet &amp; other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>report broken equipment to adult on duty</li> <li>keep your hands, feet &amp; other body parts to yourself</li> </ul>	<ul style="list-style-type: none"> <li>keep your hands, feet &amp; other body parts to yourself</li> <li>walk on the right</li> </ul>	<ul style="list-style-type: none"> <li>enter &amp; exit in an orderly fashion</li> <li>report any incidents</li> <li>keep your body &amp; belongings inside the bus</li> <li>keep your hands, feet &amp; other body parts to yourself</li> </ul>