

**BELMONT CHARTER ELEMENTARY
SCHOOL
ADDENDUM
2022-2023**

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A MESSAGE FROM OUR HEAD OF SCHOOL

Welcome to Belmont Charter Elementary School!

BCES is committed to providing a joyful learning environment where students feel they belong, have agency, and grow academically everyday. The elementary years are an exciting time in which students begin to observe and question the world around them as they establish their own identity as learners. In the primary grades there is a strong focus on gaining the foundational skills necessary to engage in more rigorous self directed learning in the upper elementary grades. We believe in the ability of all students to achieve high expectations and our instructional staff thoughtfully plans engaging learning opportunities that prepare students for academic success in middle school and beyond.

In addition to our rigorous instructional programming we also believe that learning can not happen without the necessary social and emotional skills to effectively self regulate and collaborate with peers. Through our PAWS program students gain the strategies necessary to persevere through difficult tasks, set goals, and manage their emotions.

We believe that none of this is possible without support and collaboration from our amazing families.

Kat DiManno
Head of School
Belmont Charter Elementary School

SCHOOL CALENDAR



Belmont Charter Elementary School




2022-2023 School Calendar

July 2022						August 2022						September 2022								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2		3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October 2022						November 2022						December 2022								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

January 2023						February 2023						March 2023									
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7				1	2	3	4					1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	
29	30	31					26	27	28					26	27	28	29	30	31		

April 2023						May 2023						June 2023								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

 School Closed	 Professional Development for Staff (no school for students)	 Early Dismissal for Students	 PSSA
 First and Last Day of School	 End of Quarter	 Report Card Conferences	

Aug 18-19	New Staff Professional Development	Jan 16	Martin Luther King Jr. Day - No School
Aug 22-26	Professional Development for All Staff	Feb 2-3	Report Card Conferences
Aug 29	First Day of School for 1st-12th Grade Students	Feb 20	Presidents' Day - No School
Aug 31	First Day of School for Headstart, PreK, and K	March 6	Professional Development for All Staff
Sep 5	Labor Day - No School	April 3-April 7	Spring Break
Oct 10	Indigenous People's Day - No School	April 10	Professional Development for All Staff
Oct 11	Professional Development for All Staff	April 13-14	Report Card Conferences
Nov 9-10	Report Card Conferences	April 21	Eid al-Fitr - No School
Nov 11	Veteran's Day - No School	April 25-May 12	PSSA Testing Window
Nov 23-25	Fall Break - No School	May 29	Memorial Day - No School
Dec 5	Professional Development for All Staff	June 14	Last Day of School
Dec 26 - Jan 2	Winter Break - No School	June 15-16	Snow makeup days
Jan 3	Professional Development for All Staff	June 19	Juneteenth

BCES IMPORTANT CONTACTS

Head of School	Kat DIManno	katherine.dimanno@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>			
Assistant Head of School 1-3	Mecca Bernard	mecca.johnson@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>	<i>Academic concerns, teacher concerns</i>		
Assistant Head of School 4-5	Marquelle Carter	marquelle.carter@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>	<i>Academic concerns, teacher concerns</i>		
Office Manager	Breeya Sutton	breeya.sutton@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>	<i>Updated contact information, general school information, Uniform purchases</i>		
Director of Culture	Tiffany Harris	tiffany.harris@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>	<i>Behavior or discipline concerns</i>		
Family Support Services	Lakeisha Berry	lakeisha.berry@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>	<i>Community resources</i>		
Nurse	Charhonda Abney	charonda.abney@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>	<i>Health concerns, Immunization, Medicine, and other medical questions,</i>		
Director of Special Education	Christine Quinn	christine.quinn@belmontcharternetwork.org	e-mail
<i>Start with me for:</i>	<i>IEP information, Learning Support staff concerns, General Special Education inquiries</i>		

SCHOOL UNIFORM EXPECTATIONS

We believe uniforms help build community pride and support equity amongst all students. School uniforms must be worn at all times. Uniform shirts and sweatshirts are for sale in the main office. The main office phone number is 215-823-8208. It is recommended that you always call in advance to confirm availability.

<p>Our required school uniform is as follows: The uniform policy is that students must wear a Belmont issued shirt that is visible at all times. A description of acceptable items can be found below. In cases of inclement weather, students may wear a long sleeve shirt under their uniform of any color.</p>	
Uniform Shirt	<p>Students can wear the following shirts:</p> <ul style="list-style-type: none"> ● Navy Blue Belmont Values T-Shirt (Growth, Respect and Responsibility) ● Navy Belmont Polo T-Shirts ● Any Belmont issued T-shirt (Belmont voices, wrestling, etc...)
Uniform Pant	<ul style="list-style-type: none"> ● Any bottoms can be worn <p>Pants can not have inappropriate holes or fraying.</p>
Footwear	<p>It is encouraged that students wear closed toe shoes for gym and recess. Open toed sandals are allowed, however, they must have a heel strap so that they might be secured to the foot. Slides are not permitted.</p>
Outerwear	<p>Students can wear the following outwear:</p> <ul style="list-style-type: none"> ● Belmont Crewneck Sweatshirt ● Belmont ¾ Zip Sweatshirt <p>Hoodies can not be worn during the school day as the top layer of clothing. If a student wishes to wear a hoodie, they must wear a Belmont issued shirt on top.</p>

SCHOOL DAY ARRIVAL & DISMISSAL

Being at school and on time every day is essential to your student’s success at school. Students should not arrive at the school building prior to the “Doors Open” time indicated. Students arriving prior to this time will be unsupervised, and BCN will not be responsible for the student at this time.

Description	Time	Location & Details
Arrival prior to doors opening	Before 7:55am	Students arriving prior to this time will be unsupervised and BCN will not be responsible for the student at this time.
Doors are open for on-time arrival	7:55 am - 8:10 am	Students in grades 1-2 and Tiger students enter through the main entrance on Brown Street. Students in grade 3-5 enter through the school yard on Preston Street.
Breakfast is served from	7:55-8:10 am	Upon entering the building, students will be handed a breakfast and proceed to their classrooms. All students who report to school by 8:05 am will have access to a free hot breakfast.
Students are marked late as of	After 8:11 am	Students who are arriving late will need to report to the main entrance on Brown Street.
Students are dismissed at	2:30 pm on full days 1:00 on early release	All students will exit into the schoolyard on Preston Street. Students will be grouped by grade and class. Families are to walk over to their student’s teacher to pick up their student.
Enrichment/Clubs dismissal	Times may vary	Students participating in clubs of after school activities will be dismissed from the main entrance on Brown Street.
Late pickup details	After 2:45	Students who are not picked up on time will be waiting in the main office. Families should enter through the main entrance on Brown Street.

TRANSPORTATION

The School District of Philadelphia is responsible for the transportation of students to and from school. According to the District’s policy, students who reside more than 1.5 miles from their respective school buildings will receive a yellow bus or SEPTA transportation. Students who qualify for SEPTA transportation will receive SEPTA transpasses. For additional information regarding transportation, contact the main office.

Transportation passes can be obtained for eligible families by contacting our Director of Culture, Tiffany Abney Harris.

AFTERSCHOOL PROGRAMMING, ENRICHMENT, CLUBS & SPORTS**Out-of-School Time (OST) Enrollment***Afterschool*

- OST slots are based upon the slot allotment given each year by OST funders.
- Slots are filled according to the following:
 - First slots are given to daycare students.
 - Additional slots will be given on a first come, first served basis to students with completed files (enrollment packet, copy of id, shot records, up to date health assessment)
 - Remaining slots are given to elementary siblings who have middle school siblings enrolled in the program or vice versa.
 - Additional remaining slots are given to parents who have the highest need. Need is determined by employment, work hours, and family support services recommendation.
- All parents are required to complete an after school enrollment interview in August.
- Families must plan to send students at least four days a week or expect their slot(s) to be redistributed to a waitlisted family.
- All signed documents a part of the OST Enrollment Packet and associated agreements are firm contracts as it relates to behavior, dismissal from the program, suspension, participation, and student responsibilities.

Daycare

The CEAWP daycare program at both schools accepts students enrolled in either school throughout the year when an age appropriate slot is available. The daycare program is **NOT FREE**; all students must be paid for by their family or through a CCIS/ELRC subsidy via the co-payments also determined by CCIS/ELRC or the current rate for private pay.

To enroll in daycare, parents/guardians must complete the following steps:

- Verbally communicate with Early Childhood OST Coordinator (BACS) or OST Leadership (BCS) to express interest in the program and to discuss whether or not the program meets your childcare needs.
- Arrange payment using one of the following options:
 - Go to CCIS to apply for or transfer a subsidy to the appropriate school after admission is established with school site director.
 - Subsidies for students in Pre-K or Kindergarten will go to BACS (Provider ID: 6113331486-1)
 - Subsidies for students in 1st – 8th grade will go to BCS (Provider ID: 6113331486-2)
 - Sign Private Pay Agreement Form
- Verbally communicate with Early Childhood OST Coordinator (BACS) or OST Leadership (BCS) to confirm CCIS or private pay schedule. Children will not be allowed to start daycare without payment confirmation. If you do not have CCIS, your child will not be allowed to stay without full advance payment.
- Complete daycare enrollment packet after confirming payment arrangements.
- All parents are required to complete an after school enrollment interview in August.

For additional CCIS information, please visit: <http://www.philadelphiachildcare.org/>

Daycare and Afterschool

Belmont Charter School Daycare and OST programming are committed to providing a high quality athletic program for our students. The program allows for students to participate in a wide range of individual and team sporting activities at various levels. The athletic program's focus is fair play, participation, sportsmanship, skill-development, and fun. Sports promote the mission and values of Belmont Charter Network.

Attendance and Tardiness

- When a student is ABSENT from school (excused or unexcused), they will not be allowed to attend a PRACTICE OR GAME scheduled for that day.
 - If the game occurs on a Saturday, Friday's attendance will take effect.
- When a student is LATE to school (excused or unexcused), they will receive an "IN-PRACTICE" consequence determined by the coach.
- When a student arrives to school UNEXCUSED AFTER 10:00 AM, they will not PRACTICE or play in a GAME scheduled for that day
 - They may stay or travel with the rest of the team, but they will sit out for the event.
- Please note that consequences will be determined on a case by case basis and all situations will be reviewed by the OST Coordinators or Director.





BSS

- Students who spend the day in BSO will not practice with the team.
- If a student is suspended from school, they will NOT PRACTICE and will be SUSPENDED for the following game or match.
- Additional consequence(s) may be warranted depending on the severity of the repetitive behavior of the student athlete.

Grades

- Students must maintain a "C" average in each class.
- If a student has a "D" or "F in one or more classes," they will have the opportunity to improve their grades while being permitted to practice, but they will not be able to participate in games.
- If the student has increased their grade(s) to a "C" or higher, they will be permitted to participate in games.
- Students who do not increase their grade(s) to at least a "C" will be considered on a case by case basis.

****Wording about games above also refers to meets and matches.****

Name	Where can I find it?	What it is used for?	Who do I contact for support?
<p>Parent Square App & Website</p> 	<p>Download free app OR go to parentsquare.com/signin</p>	<p>MAIN SOURCE of all school communication. School closings and emergencies are communicated through ParentSquare. Direct message all staff & teachers here.</p>	<p>Main office can help with general questions and can resend invites. For password reset, you must use the password reset link directly on Parentsquare.</p>
<p>PowerSchool Website</p> 	<p>Go to cea.powerschool.com/admin</p>	<p>View your student's grades, daily attendance, assignments and due dates</p>	<p>Email chromebooksupport@belmontcharternetwork.org or call Tech support hotline at 215 330 4810</p>
<p>Google Classroom App & Website</p> 	<p>Contact Teacher in order to be invited</p>	<p>Select teachers in grades 4 and 5 may choose to use Google classroom for student assignments. In the app you can view assignments your student is working and select assessment grades.</p>	<p>Contact your student's teachers to be invited to their Google Classroom if they chose to use it.</p>
<p>Kickboard App & Website</p> 	<p>Download free app OR go to www.kickboardforschools.com</p>	<p>View specific behavior recognitions & infractions and see who issued them</p>	<p>Homeroom teachers Assistant Head of School</p>

Additional Information

Water Bottles

There are no longer restrictions on using the water fountains in the building. However, we are **highly** encouraging families to provide students with reusable water bottles for hydration during the school day. Water fountains will be cleaned frequently in accordance with our Covid protocol, however, students using individual water bottles filled from our filtered water stations is still the most effective way to prevent the spread of all germs. Teachers will have designated areas in their classrooms for water bottle storage and limit the amount of time students need to leave the classroom during instructional time.

Personal Electronics

In accordance with the Belmont Charter Network's policy, student cell phones and other personal electronic devices are not allowed to be used during the school day. Although we encourage students to leave personal electronics at home, we understand that many students require them to communicate with their families either to or from school. If you feel it is necessary for your student to bring their device to school for this purpose, the following procedure will be followed each day.

- Upon arrival cellphones will be collected in a designated bin by the homeroom teacher.
- At 8:10 the bin will be locked in the homeroom closet.
- Cell phones will remain secured throughout the entirety of the school day.
- Phones will be returned at dismissal in the school yard as students dismiss
 - Walkers will be provided with their phones in the yard
 - Pick-up students will be handed their phone upon confirmation of the designated adult picking them up.
 - OST students will be given their phones as the homeroom teacher re-enters the building from dismissal at 2:40 (or 1:15 on early release days).

Snack Policy

Belmont encourages healthy eating habits and believes that food is the fuel for our learning. With this in mind, students are allowed to bring a snack to eat with their lunch, however, it must be consumed with either a school provided lunch or other healthy "main" option. Soda is not permitted as a beverage during any part of the school day.