



This planner belongs to:

Name: _____

Grade: _____ **Homeroom:** _____

In case of emergency, notify:

Relation to Student: _____

Telephone: _____

Bethel Elementary School

Bethel Elementary School

Mission

Providing a positive, nurturing, student centered environment where all students can achieve their fullest potential to be productive citizens of the 21st century.

Vision

Meeting the needs and developing the skills of curious students today that are needed to embrace global challenges and opportunities of tomorrow.

Principal's Message

I am looking forward to joining the outstanding staff, students, and parents as the new principal at Bethel Elementary School this year. It is truly an honor and privilege to be a part of Bethel's warm, collaborative, high-performing school culture. I am excited about the great things we can accomplish as we work together to ensure that students have a positive, engaging learning experience.

The pages in this handbook have been published to provide an overview of our school's opportunities and expectations. The assignment pages are designed to help students keep up with the ever-increasing demands of learning. Parents are encouraged to look at this agenda book each night and utilize it as a communication tool between home and school. One of the most crucial ways parents can assist in providing their children with a foundation for learning is to read with them daily.

As we begin a new school year, let's commit to give our very best to our most precious resource—our children.

Sincerely,

Kim Shipman

**Bethel Elementary School
4700 Old River Road
Canton, NC 28716**

Bethel Elementary School.....646-3448

After School Program.....734-4128

Fax.....646-3470

www.haywood.k12.nc.us/HCS/schools/BES (please visit our website for current information, pictures and updates)

BLACKBOARD CONNECT5 (Rapid Notification Service)

Haywood County Schools and Bethel Elementary School will continue using a rapid notification service. This service will call your home, cell phone, text, or email with pertinent school information such as weather related announcements, school announcements and emergency information if needed. When you receive these calls expect a short delay before the announcement begins. For parents to receive these important messages it is vital that all phones numbers remain current. Please call the office if contact information changes during the school year.

STUDENT ACCOUNTABILITY

I. General Police Statement

The Haywood County board of Education heartily endorses the North Carolina ABC's Plan, which calls for school and teacher accountability, teaching the basics of reading, math, and writing, and local control at the individual school site. Controls are in place to assure that staff and administrators are accountable for student learning. The Haywood County Board of Education recognizes the roles that students and parents play in educational achievement. The Board is committed to promoting standards of excellence. Board members expect quality work from all students in the Haywood County School System and expect students to learn well those things they need to know and be able to do on their grade level. Today's student must assume responsibility for her/his learning by meeting minimum promotion standards. (Police SA-11), minimum attendance requirements (Police A-5), and test standards necessary to be eligible for promotion or high school course credit.

Bethel Elementary will conduct grade level meetings through out the year. Student accountability information will be provided at these meetings. Please make every effort to attend grade level meetings.

***A school-level committee will be established to make final decisions regarding any students who do not meet the above standards. Some students may be promoted to the next grade level after retesting, attending remediation, or summer school.

PARENT/TEACHER CONFERENCES

Through conferences, parent/guardians and teachers gain a better insight into the child's needs, interests, potential, as well as any particular difficulties he/she may be. The faculty/administration is available by appointment for parent/teacher conferences any time throughout the year.

ATTENDANCE (Board Policy: A-5)

In accordance with North Carolina General Statute 1115C-378, every parent, guardian, or custodian having charge or control of a student between the ages of seven (7) and 16 years shall cause such student to attend school continuously for a period of 182 days. If students are absent they are required to bring a note from a parent explaining the reason for the absence. Students must be in attendance one-half day (11:30) to be counted present. Students are required to bring a note from a parent or guardian explaining the reason for the absence. Please leave students in school for a full day unless there are extenuating circumstances.

There are three types of absences:

1. Excused absence (lawful)
 - a. Personal sickness
 - b. Death in the immediate family
 - c. Medical and dental appointments
 - d. Religious holidays
 - e. Civil responsibilities
 - f. Activities in which the educational and instructional values gained outweigh the value of missed instructional time (subject to prior approval by the school principal); work missed will be given only when student returns to school.
2. Unexcused absence (unlawful)

Any absence not included in (1) above will constitute an unexcused absence.
3. Out-of-school suspension.

Any out-of-school absence for a period of 10 days or less will not count against course credit. The suspended student shall be provided an opportunity to take any quarterly, semester or grading period exams missed during the suspension period, and may request to make up daily classroom work.

EXCESSIVE ABSENCES GRADE K- 8

Students exceeding fifteen (15) absences, or who are absent more than 8 percent (182 days x 8.4% = 15 days) of the days enrolled in a school year shall not be promoted to the next grade except by a determination of the principal/designee upon review of the student's record. Non-promotion may be required when excessive absences interfere with the student's educational progress. After school remediation and/or summer school may be required for a student with more than the maximum number of absences per year to be promoted. Each school may design its own plan for making up time; programs may include opportunities for making up time before school, after school, on Saturdays or during the summer. Make-up time will be at the parent's expense and parents will provide transportation. Excessive unexcused absences will result in a referral to the Judicial Council by the principal and school social worker. Students must be in compliance with Blue Paw Club guidelines on absences to be eligible for Blue Paw incentives.

MAKE UP WORK (K-12)

Students shall have two (2) school days to complete assignments missed from the first absence, four (4) school days to complete assignments missed from two consecutive absences, and one (1) calendar week to complete assignments missed during three (3) to five (5) consecutive days or class periods. A student absence from six (6) to ten (10) consecutive days or class periods shall have two (2) calendar weeks to complete assignments. A maximum of the (10) school days will be allowed for students to complete all missed work. All make-up work must be completed by the end of the semester unless extenuating circumstances are approved by the principal. Long-term assignments are exempt from make-up consideration and are due as assigned.

- a. Work missed because of an absence may be requested and completed with full credit according to the guidelines listed above.
- b. Work missed because of an educational absence (item V.A. 1.f. under absences in this policy) shall have prior approval through the principal's office and must be completed within the guideline previously stated.
- c. Students who receive a school imposed out-of-school suspension sanction may request to makeup daily classroom work. (See IS H. and V.A.3.)
- d. Work missed will be given when the student returns to school.

ARRIVAL AND DEPARTURE OF STUDENTS

1. School will open each morning at 7:15 a.m. Upon arrival, students who will be eating breakfast need to report to the cafeteria. All other students need to report to the gymnasium. **Students should not be dropped off at school prior to 7:15 a.m. as no one is on duty to supervise.** Students who are left unsupervised before 7:15 a.m. constitute a safety issue and proper authorities may be notified.
2. **School begins at 8:00 a.m.*Students arriving after 8:00 a.m. are tardy.*** At 7:50 a.m., students will be dismissed from the cafeteria/gymnasium and will report to their classroom. These students are required to be signed in and out by a legal parent or guardian between the hours of 8:00 a.m. and 3:00 p.m. Students are not allowed to enter or leave the classroom until the teacher is officially notified by the office. Chronic tardies may be referred to the office for discipline. Excessive tardies due to being transported by parents living outside the Bethel district may result in being reassigned back to the home school. Students must be in compliance with Blue Paw Club guidelines on tardies to be eligible for Blue Paw incentives.
3. Students will not be allowed to leave school with anyone except a parent or guardian unless the parent or guardian provides written permission. Afternoon tardies (early check-outs) are discouraged unless an emergency exists. Early check-outs interrupt the instructional day. Students must be in compliance with Blue Paw Club guidelines on checkouts to be eligible for Blue Paw incentives. A written request is required for any change in the transportation. **Phone**

messages are reserved for emergency use only. This reduces the risk of transportation confusion and helps your child get home safely. To communicate effectively, all transportation messages must be received by 2:30 p.m.

4. Car riders will depart at 2:55 p.m. If your child is a car rider, please place yellow card supplied to you with students name until you leave car lot. This ensures all personnel on duty can help locate/load car. Bus riders will be dismissed at 3:00 p.m.

VISITOR CHECK IN

Any parent or visitor who comes to school must sign-in and pick up a nametag in the office. This nametag needs to be worn during the visit. This is for the safety and protection of all children. Please do not disturb classrooms during instructional time (8:00 – 2:55). If you need to speak with a teacher, please call and schedule a conference. Parents/guardians who are guests for lunch will be asked to eat in a designated area with only their child.

BIRTH CERTIFICATES FOR KINDERGARTEN PUPILS

North Carolina Law requires that Kindergarten pupils be five years of age on or before August 31st. **North Carolina General Statue G.S. 115C-346(c), passed in June of 2011, requires parents to furnish a certified copy of a birth certificate to be filed in cumulative record of pupil when the student is registered in public school.** This must be submitted when you register your child at the school. A child cannot attend school without a certified copy of this document.

CUSTODY OF A CHILD

If a parent is separated, divorced, or is the legal guardian of a child, a copy of the child's custody papers must be on file with the child's school records in the school office. This is very important in order for the school to follow existing court custody orders and in order to protect children.

STUDENT TRANSPORTATION - BUSES

School Board Policy SA-1 states, "School transportation is a privilege, not a right. **Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver.** The use of video cameras may provide supportive information concerning bus misconduct. (See Board Policy A-28) The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation and/or other sanctions:"

1. Delaying the bus schedule
2. Fighting, tobacco use or possession, **using profanity or refusing to obey the driver's instructions.**
3. Tampering with or willfully damaging the school vehicle.
4. Possessing, being under the influence, using or distributing unauthorized or illegal drugs or intoxicating beverages on a school vehicle as outlined in Board Policy Code 10.
5. Getting off the bus at an unauthorized stop.
6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation.
7. Willfully trespassing on a school bus.
8. Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.

These violations include but are not limited to the following:

1. Never throw things on the bus or out of the windows. Keep arms, hands or head out of the window. Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap.
2. Be on time for the bus and wait for the bus at the designated stop. (Be at the stop at least 5 minutes before your pick up time.)
3. Remain seated at all times. Do not get up until the bus has arrived and stopped at your stop.

4. Students are not allowed to consume food or drinks on the bus.
5. The use of profanity or obscene gestures will not be tolerated.
6. Never bring dangerous or prohibited items such as guns, knives, gasoline, car batteries, animals, drink bottles, and projects too large to be held on the lap.
7. Refrain from using cellular telephones and other electronic devices while on the bus. Electronic devices tend to be a distraction to the educational process. Any electronic device that disrupts the educational environment will be confiscated and returned to parents **only**. Cell phones must be placed on silent upon arrival on school property and may not be used during regular school hours. Cell phones may be used in the event of a **true emergency** where in-house phones cannot be used. (Board Policy SA – 1) School personnel only must grant permission for a student to use their phone in an emergency. **Please remember that buses are an extension of school property and rules for all electronic devices should be observed.**

The bus driver will report all offenses of the student transportation rules to school administration. Any or all of the following will be used to address violations to the student transportation rules:

1. **Conference with student and/or parents**
2. **Assigned seats**
3. **Suspension from riding the bus* (short or long term)**

***North Carolina law gives the principal the authority to suspend students from riding the bus should they not follow bus rules.**

AFTER SCHOOL CHILDCARE

Afternoon childcare services are available until 6:00 p.m. on regular school days. Please feel free to call our Director, Lisa Griffin @ 734-4128 (after 3:00 p.m.) for more information and service fees.

STUDENT CONDUCT AND DISCIPLINE

School Board Policy SA: will be provided to all students at the beginning of the year. Maintaining discipline and an orderly climate in our school is essential for teaching and learning to occur. We ask that parents support and assist us in this important area. We ask that proper behavior be taught at home to reduce the occurrence of misbehavior at school. Each student has the right to learn as much as he or she can.

We will not tolerate any student preventing another student from learning. We will not tolerate any student engaging in behavior that is not in his or her best interest. All threatening acts by students will be taken seriously and will result in discipline. The Haywood County Board of Education believes that all employees and students should be free of unlawful discrimination, harassment, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. Continued threats may result in suspension from school. Class rules will vary from grade to grade. Students must be in compliance with Blue Paw Club guidelines on conduct to be eligible for Blue Paw incentives. (See A-3 School Board Policy)

Some examples of school discipline are:

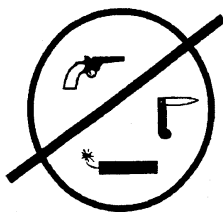
1. Lunch detention
2. Teacher timeout
3. Principal timeout/detention
4. Parent notification of conferences
5. Behavioral contracts
6. Suspension from school

Parents and students are held financially responsible for property damage. Possession of weapons and aggressive behaviors that result in serious injury will be reported to law enforcement.

LAW ENFORCEMENT REPORTING

The principal is required by law to report the following incidents to the law enforcement.

1. Assault resulting in serious injury
2. Sexual assault, sexual offense, rape
3. Assault involving use of a weapon
4. Possession of a firearm or weapon
5. Possession of a controlled substance



SCHOOL VIOLENCE & SAFETY LAWS

It is a felony to possess a gun, bomb, dynamite, or other explosives on campus or to THREATEN VIOLENCE with these weapons. This offense carries a mandatory suspension from school. It is a misdemeanor to possess a handgun anywhere if you are under the age of 18. It is also a misdemeanor to possess a weapon on a school campus (including a pocket knife), assault a sports official, assault a school employee, or sell a handgun to a minor.

POSSESSION OF WEAPONS, TOYS, AND ELECTRONIC DEVICES

Under current North Carolina law a number of items can be considered to be weapons. Basically, any item that is used as a weapon is considered to be a weapon under North Carolina Public School Law (GS 115C). Please monitor what your children bring to school and eliminate any unnecessary items. The school will confiscate any potentially dangerous items.

It is still very normal for elementary age children to have and play with toys. However, personal toys can be very distracting at school. They are often lost or damaged which causes additional disruptions to the learning process. Toys and other distracting items are banned from campus unless requested by the teacher.

As technology continues to develop a number of electronic devices have become affordable and accessible to school age children. These new technologies can also be very distracting and disruptive in the school setting. If students bring cell phones to school they are to remain turned off and placed in a book bag. The school will confiscate electronic devices that distract students or cause disruptions at school.

The school will not be held responsible for personal items that are lost, traded, stolen, or damaged.

GRADING POLICIES

Students in grades 1-5 will receive report cards each nine-week grading period. Progress Reports are issued at the midpoint of each grading period.

CAFETERIA

A well-balanced meal is served daily in the lunchroom. Breakfast is also available each morning. The computer system in the cafeteria allows students to have their own individual accounts and account numbers. Monies may be deposited on a daily, weekly, or monthly basis. It is the responsibility of the parent to maintain these accounts. You will receive a list of lunch and breakfast prices at the beginning of the school year as well as applications for free/reduced meals.

Please call our school cafeteria at 646-6935, if you are interested in setting up on-line payment for school lunches. This feature also allows parents to view student lunch accounts/purchases on-line.

PTO

Our Parent Teacher Organization (PTO) supports Bethel Elementary School. The PTO is a very active organization and all parents are encouraged to attend and participate in PTO activities.

TELEPHONE CALLS

We encourage communication between parents and teachers. To avoid academic disruption please call teachers before 8:00 a.m. or after 3:00 p.m. Calls to teachers during the school day will be forwarded to their voice mail and they will respond after student dismissal.

LOST AND FOUND

All student possessions should be labeled with the student's name. Students should not carry extra money. Missing items should be reported to the teacher or the office.

LIBRARY

K-2 classes go to the library on a regular basis. Grades 3-5 will be on a Flex Schedule, which means they have access to the library every day. Library books will be checked out for a period of two (2) weeks. Renewals may be made upon request. Kindergarten and first grade students will check out only (1) book at a time. Second through fifth graders will check out a maximum of two (2) books at a time. All books must be returned before additional books are checked out. Each child needs a special place at home to keep books. This can help avoid damage to books. Students will be charged for damaged and lost books.

MUSIC

Music classes are offered to all elementary students. Students to whom recorders and books are issued are responsible for these items. Parents and students are financially responsible for lost or damaged items.

PHYSICAL EDUCATION

All students participate in Physical Education. Sneakers and comfortable play clothes need to be worn. Extra shoes are available in the gym if a student forgets their shoes. Three or more days during one 9-week period without appropriate attire will result in an unsatisfactory grade. Students will be required to participate unless they have a doctor's excuse.

FIELD TRIPS

Field trips are provided for Bethel Elementary students only. All students must remain with the group at all times. Students will be asked to share the expenses of the trip. No child will be denied the opportunity to attend based on the inability to pay. Only students, staff members, and official chaperones will be allowed to ride the bus. Students are expected to ride the bus to and from the destination. If a parent has to check out their child prior to the bus trip home, they need to sign out their child in the office prior to the trip.

INSURANCE

School insurance is available for school-day coverage and/or 24 hour coverage. We urge you to consider the purchase of school insurance. If your child is injured at school, the school may not be responsible for medical bills.

STUDENT MEDICATION AND NURSE

The following procedures are required by school system regulations in regards to dispensing student medication:

If a student is to be given medication on a daily basis, the parent/guardian must complete a "Permission for Medicine" form. This form can be obtained in the school office and will be kept on file. Medication must also be kept in original container which has the pharmacist label on it and delivered to school by parent or guardian. If there are any changes in medication, a new form must be completed before a new medicine or dosage is given. All medicine must be kept in a designated area and will be administered and documented by a staff member.

A School Nurse is available every afternoon from 12:30-4:00 and all day on Friday, if you have any questions regarding your child's health. Please feel free to call the school to contact her @ 646-3448.

NON-DISCRIMINATION STATEMENT

The Haywood County Board of Education is committed to a policy of non-discrimination in relation to race, color, religion, age, sex, national origin or handicapping condition. If a person feels that he or she has been discriminated against because of race, color, religion, age, sex, national origin or handicap, contact the Superintendent's office at 1230 N. Main Street, Waynesville. NC (828) 456-2400.

COUNSELING

The goal of the counselor is to help your child have a happy and successful school year. Students are encouraged to visit the counselor's office at any time; however; written permission is required from the teacher. Parents are also welcome to visit the counselor. Parents can make an appointment by calling the office.

SEXUAL HARASSMENT

It is the policy of the Board that a learning and working environment free from sexual harassment shall be maintained. It shall be a violation of this policy for any staff member or student to harass another staff member or student through conduct or communications of a sexual nature.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents/guardians of students or students if they are at least 18 years of age have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents/guardians of the student is limited and generally requires prior consent by the parents/guardians and 18-year-old students under FERPA. Copies of this policy may be found in the Principal's Office.