



# BES Student Handbook

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## WELCOME TO BETHLEHEM ELEMENTARY

Welcome! On behalf of the faculty, staff and administration we welcome you to this academic school year. We are pleased that you are part of the Bethlehem Elementary School community. We anticipate your continued involvement to make Bethlehem a learning-centered environment that reflects an active partnership of students, staff, parents, and community. Alexander County Schools are committed to the belief that all children can learn. Our goal is to challenge each child with high expectations to learn, to achieve, and for each child to fulfill their potential. We maintain an open door policy and encourage you to visit Bethlehem frequently as a member of our school family. Feel free to call us at 495-8198 if you have any questions concerning school operation.

### School Motto

Creating a Community of Lifelong Learners

### Mission Statement

In a changing world, our goal is to create an environment where individuals can reach their fullest potential, experience success, share knowledge, and serve others.

### School Hours

**The regular school day begins at 8:00 a.m. and ends at 3:10 p.m.** To allow sufficient time for students to get to their classroom and prepare for the beginning of the day, parents are encouraged to have their children to school by 7:55 a.m. The tardy bell rings at 8:00. Students should arrive in time to be in class and ready to start the day by 8:00. Students who choose to eat breakfast in the cafeteria should arrive no later than 7:50 a.m. **Students are not to arrive before 7:30 a.m.** Bus and car riders are both dismissed at 3:10 p.m. The school phone is answered from 7:30 a.m. to 4:00 p.m. Parents wishing to walk students to class, must sign in at the school office. A valid driver's license or state issued photo ID card is required to sign in and obtain a visitor's pass.

**\*\*Parents are not allowed to escort students to class after the 7:55 warning bell.\*\***

### Attendance/Tardies

Students are expected to be in school and on time except in cases of emergency, illness, or school-approved absences. Parents should allow a few extra minutes in the morning because of the traffic flow problems on the roads surrounding Bethlehem School.

### Attendance

1. Students must be present at least one half day (11:35 or 3 hours and 35 min.) to be counted present.
2. Parents should send a note to the teacher stating the reason for the absence on the first day the student returns. **Failure to send a note within three school days after the absence will result in an**

**unlawful absence being recorded.** Notes should be signed by the parent/guardian. Emails will not be accepted.

3. A doctor's excuse will be required for an extended illness.

4. If a child cannot participate in physical education, please send a note to the teacher.

5. Make-up work may be requested by the student when he/she is absent. The teacher will set a time limit for make-up work. Failure to make up work within 3 school days of returning from the absence may result in a reduction in grades.

6. The presence of a fever is the best benchmark for determining whether a child should be kept at home. Alexander County Board of Education policy states that a child should be free of fever, vomiting, or diarrhea for 24 hours without medication before returning to school.

7. The county attendance policy requires notification to parents of consequences for unlawful absences and excessive excused absences, referral to the school social worker, etc.

8. Cumulative absences in excess of fourteen (14) days may constitute a valid reason for retention. The extent to which students have made up missed work will be considered.

9. BES students who are present every day will receive a perfect attendance certificate. Students who are present everyday and have no more than 9 excused or unexcused tardies or early dismissals combined throughout will receive a perfect attendance award.

#### **Tardiness:**

1. A student is tardy after 8:00 a.m.

2. Tardy slips are to be picked up in the school office when a student arrives after 8:00 a.m, A parent should come in with the student to get the tardy slip for admittance.

3. For every four unexcused tardies/early-outs, the student will be assigned one hour of after-school detention. A doctor's or dentist's note will constitute an excused tardy. After the eighth unexcused tardy or early-out, an administrative conference will be held and an action plan will be developed.

4. Notification to appropriate agencies of excessive tardies is required by the county attendance policy.

#### **Lawful and Unlawful Absences**

North Carolina law requires that all absences be coded lawful or unlawful. According to Alexander County Schools' policy and statutory requirements, only the following illnesses may be coded as lawful:

**1. Illness or Injury:** Child is not physically able to attend.

**2. Quarantine**

**3. Medical or Dental Appointments:** Approval is to be gained prior to absence except in emergency cases.

**4. Death in Immediate Family**

**5. Court or Administrative Proceedings:** Child must be party to the action or under subpoena.

**6. Religious Observance:** Absence excused if the tenets of a religion to which a student or his/her parents adhere, require, or suggest an observance of a religious event.

**7. Educational Opportunity:** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval must be granted from the school principal **prior** to the absence. **The maximum number of days allowed for educational opportunities at Bethlehem School is five days per year.**

## Consequences for unexcused absences in compliance with North Carolina General Statute 115C-378:

- 3 unexcused absences:  
Parents are contacted in person, by mail, or by phone.
- 7 unexcused absences:  
A letter is sent to the parents and a copy of the letter is sent to the school's social worker.
- 10 unexcused absences:  
Parents will be referred to the school's social worker for legal proceedings.

### **Release of Students:**

1. If a child leaves during the school day, parents must check him/her out in the office. Notify the school in advance of any changes in persons who are picking up your child that day. Parents are discouraged from picking up children before 3:10 p.m. For every four unexcused early dismissals, the student will be assigned one hour of after school detention. A doctor's or dentist's note should accompany the student when returning to school. This will constitute an excused early dismissal.
2. Students will be called to the office for an early dismissal slip.
3. Unless an early dismissal is for a doctor's visit or some similar reason, children will not be released from the office between 3:00 p.m. - 3:20 p.m.
4. Please keep the school informed of any change in a workplace, telephone number, address, etc.
5. Custody papers should be provided to the office to limit controversial situations with blended or separated families. It is the responsibility of the parent/guardian to provide current, court ordered paperwork for the school office.

### **Student Records**

Your child's records are available for review at any time by appointment as outlined by the Family Educational Rights and Privacy Act. When transferring to another school, be sure to let our school know as soon as possible. We will send records to the receiving school as soon as we receive a record request from the receiving school.

### **Before and After School Care**

After-school care is available until 6:00 p.m. The program is housed in room number 101. Before-school care is available beginning at 6:00 a.m. Parking for before/after school is in the back of the school.

### **Transportation**

The car loading area is in the upper parking lot. Please follow the marked traffic flow and do not block bus exits or other cars. Overflow lines in **both mornings and afternoons** should be formed on the Bethlehem School Road away from Highway 127. Car loading supervision is provided in the afternoon. Two car signs will be provided to each family on the first day of school or upon enrollment. **These signs must be used daily! Failure to have the sign provided by the school will result in having to park and sign the child(ren) out in the school office.** Do not write additional names on your car sign. When students ride home with other car riders (special circumstances), a written note that has been approved in the office will suffice for the extra passengers. The child(ren) should give the signed note(s) to the adult loading the vehicle. In an emergency situation requiring a different adult to pick up your child(ren), you should call the school office to let the office staff know the person's name. That person will need to park and come into the office to sign out your child(ren) and will need to provide a photo ID. For safety reasons, students are required to stay on the walkway until the car is

pulled to the loading area and should be loaded/unloaded on the **right side** of the car (next to the sidewalk). Children should be accompanied by an adult when crossing the parking lot. **To expedite morning unloading, we ask that you pull all the way forward to the east end of the covered walk to unload children.** Please have all materials, coats, etc. ready to unload when you pull into the unloading area. Car unloading is allowed only in the upper parking lot. No unloading is permitted in the bus lot or the rear of the school. **STUDENTS ARE NOT ALLOWED TO RIDE BICYCLES TO SCHOOL. CARS ARE NOT ALLOWED IN THE BUS LOT BEFORE 3:10 p.m.** Pulling into the parking lot in the fire lane before 3:10 is prohibited.

### **Buses**

The safety of students during their transportation to and from school is a responsibility, which they and their parents share with bus drivers and school officials. The school board wants each student to know what is expected of him/her when he/she waits for, and rides on a school bus. The rules of student conduct are presented to both students and parents each year. **Please understand that riding a school bus in the state of North Carolina is a privilege and not a right. If conditions warrant, and after due process, that privilege can, and will, be taken away.** Students who fail to observe these rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. The administration of the school will determine if the offense warrants parent notification.

### **Assigned Seats**

Drivers assign seats on the bus for all students for safety and/or behavior. This is to ensure the safety of the passengers. Once students have been placed in an assigned seat, they are expected to sit in the assigned seat.

After boarding the bus students shall be seated immediately and remain properly seated for the duration of the bus ride. Properly seated means that during the course of the bus ride students shall sit with their posterior on the seat bench and shall not change seats, stand up in/on their seat, or sit facing towards the rear of the bus. Unless seated three to a seat students shall not have any body part in the aisle of the bus.

Students are expected to behave accordingly on the bus and know the rules for riding the bus. The drivers have the same authority on the bus as teachers have in the classroom. Loud and boisterous noise and improper conduct can cause a distraction to the driver which can lead to serious safety hazards on the bus. Students conduct on the bus should be no different than what is expected in the classroom. If it is not allowed in the classroom, it is not allowed in the bus. Destructive behavior to the bus will not be tolerated, and students will be held responsible.

Parents of a student who has been approved by the Board of Education to attend a school outside his/her district must provide transportation. Exceptions may include some exceptional children and day care services.

### **Bus Riding Conduct (Ref. School Board Policy 4311)**

The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services:

1. Delaying the bus schedule
2. Fighting, smoking, using profanity or refusing to obey the driver's instructions
3. Tampering with or willfully damaging the bus
4. Possessing or using unauthorized drugs or intoxicating beverages
5. Getting on or off at an unauthorized stop
6. Distracting the driver's attention by participating in disruptive behavior
7. Possession of obscene literature or material
8. Failing to observe established safety rules and regulations
9. Willfully trespassing on the bus
10. Violating any other rule of the Code of Student Conduct while on the bus

11. Possession of a weapon, or any object that could be used as a weapon.

All parents are requested to give their full support in aiding all bus drivers, administrators, and others in seeing that rules and regulations to promote safety, efficiency and economy are carried out by their children.

**The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.** Any large object that cannot be held on a student’s lap or placed safely on the floor in the space under the seat immediately in front of the student is not permitted on the school bus. Examples of such large objects include but are not necessarily limited to certain musical instruments, science fair and other types of projects, athletic and P.E. equipment, bags, flowers, balloons and other such items that could pose a safety problem.

To ensure safety from objects rolling IN or UNDER a bus, objects must be secured in a bookbag or sack. Students will not be permitted to bring games, sporting equipment, band instruments, etc., on a bus unless they are secured in a school bag.

**BES buses use video recording devices with audio recording capability.**

Bethlehem Elementary School has installed safety and security cameras on some school route buses. Electronic video and audio recordings will be viewed to investigate incidents reported by a bus driver, administrator, student or other person. They may also be viewed at random. Viewing and/or listening to electronic and/or audio recordings is limited to individuals having legitimate educational or administrative purpose. In most instances, individuals with legitimate or administrative purpose will be the Superintendent, administrator, transportation director, bus driver, and other supervisors. It is our hope that the installation of these cameras will help to improve our students’ safety and security while riding student transportation.

By riding the bus, it is implied that all students and parents understand these rules and will abide by them.

**Stating that they did not know the rules does not excuse a student from mis-behavior or infractions of the rules.**

**Please be aware that it is a violation of North Carolina Public School Law for a parent to board a school bus or harass a bus driver.** Should there be a situation that needs to be addressed, please do so by contacting the school office.

Four buses will be used to transport students at Bethlehem School. Riding the bus is a privilege. Students failing to follow the enclosed bus conduct policy are subject to losing this privilege.

<b>Bus Level Consequences for Grades K-2:</b>	<b>Bus Level Consequences for Grades 3-5:</b>
<ul style="list-style-type: none"><li>● 1<sup>st</sup> offense: Silent lunch</li><li>● 2<sup>nd</sup> offense: Office consequence (revisiting PBIS matrix - writing expectations)</li><li>● 3<sup>rd</sup> offense: Office consequence</li><li>● 4<sup>th</sup> offense: Office consequence (sweeping the bus with principal)</li><li>● 5<sup>th</sup> offense: Student suspended for 1 day from the bus (admin. phone call)</li><li>● 6<sup>th</sup> offense: Student suspended for 3 days from the bus (admin. phone call)</li><li>● 7<sup>th</sup> offense: Up to 10 day suspension from the bus (admin. phone call)</li></ul>	<ul style="list-style-type: none"><li>● 1<sup>st</sup> offense: Silent lunch</li><li>● 2<sup>nd</sup> offense: Office consequence (revisiting PBIS matrix - writing expectations)</li><li>● 3<sup>rd</sup> offense: Office consequence (sweep the bus with principal)</li><li>● 4<sup>th</sup> offense: Student suspended for 1 day from the bus (admin. phone call)</li><li>● 5<sup>th</sup> offense: Student suspended for 3 days from the bus (admin. phone call)</li><li>● 6<sup>th</sup> offense: Student suspended for 5 days from the bus (admin. phone call)</li></ul>

<p>These consequences will re-set at the end of each nine week period.</p>	<ul style="list-style-type: none"> <li>● 7<sup>th</sup> offense: Up to 10 day suspension from the bus (admin. phone call)</li> </ul> <p>These consequences re-set at the end of each nine week period.</p>
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*\*Those offenses that fall within the school discipline matrix will be issued the appropriate consequence according to the school discipline matrix.*

### **Offenses worthy of a Discipline Referral**

- Delaying the bus schedule
- Fighting, smoking, using profanity or refusing to obey instructions of school authorities or a school bus driver while riding on a school bus
- Tampering with or doing damage to a bus
- Refusing to meet the bus on time at designated stops
- Unauthorized leaving the bus when en route from home to school or vice versa
- Playing (horse play), throwing objects, or otherwise distracting the driver's attention while the bus is in operation
- Failing to observe established safety rules and regulations required by law or adopted by the county or city board of education

**The principal may revoke a student's riding privilege for violation of bus conduct and/or safety regulations.**

### **Visitors**

Parents are encouraged to visit the school frequently and to actively participate in the education of their child(ren). However, we respectfully request that parents avoid conferences with the teacher during such lunch visits and during morning arrival times, but rather schedule a conference for a mutually acceptable time. **Bethlehem Elementary School's front door remains locked during the school day. Visitors will need to use the buzzer system to gain admittance to the building. Once inside, visitors must report to the school office to receive a visitor's pass before going into the building.** Visitors must provide a valid driver's license or photo ID card to log in on the computer (located in the office) and have their picture taken. A yellow pass will be printed which must be worn while in the school building. The pass is valid only for the area in the school for which the person indicated upon signing in. For example, if you indicated you will be in the cafeteria to have lunch with your child, the yellow visitor's pass will allow admission to the cafeteria only. Upon leaving, visitors should report to the office to log out on the computer. All staff members have been instructed to escort any person without a visitor's pass to the office to check in. All exits are secured so that entrance is not accessible from the outside. Please do not request staff or students to allow your entrance through exterior doors without first checking into the school office and obtaining a pass. The security of our children is of foremost concern in formulating this policy. If you need to give your child a message, medication, homework, lunch money, etc., please allow our office staff to assist you. Interrupting class hampers valuable instructional time.

### **Weather Procedure**

When school is cancelled because of inclement weather, announcements will be made on local radio stations, WBTV, WSOC, and with the SchoolMessenger System. Other emergency situations may arise requiring early dismissal. **WE STRONGLY SUGGEST THAT YOU HAVE A PLACE FOR YOUR CHILD TO GO IN CASE OF EARLY DISMISSAL AND THAT THE CHILD KNOWS THE PLACE.** A note about this location should be provided for teachers to place on file at the beginning of the school year.

### **Reporting Student Progress**

Report cards will be sent to parents each nine weeks. Report cards will be distributed on the fifth school day following the end of the grading period. Report cards are to be signed and returned immediately. Mid-grading period reports are sent to students with poor grades or those who have shown major changes in work habits. Students in grades 3-5 can also be checked on PowerSchool. To access PowerSchool, a parent/guardian must see Mrs. Bolick with a valid driver's license. Parents should check and sign agendas each school night for students in grades 3-5. **Parent-teacher conferences may be arranged by calling your child's teacher or the school office.**

### **Medicine/Health Matters**

Board of Education policy requires that an *Authorization to Give Medicine* form be completed and signed by a parent and a physician, before any medicine, **prescription or over-the-counter**, can be given at school. A parent note must be sent in for sunscreen and lip balms. A written record is maintained of all medicine administered. All medicine is to be provided by the parent. **Medications are not to be transported on the buses or brought to school in book bags by students.** A copy of the entire medicine policy is provided with this handbook. A copy of the head lice policy has been provided with this handbook and can also be found on the Alexander County School's website under the Board of Education Policy Manual.

### **Dress**

Students are asked to dress in good taste. Proper PE attire should be worn on days the student has PE, this includes shoes. The following items are not to be worn at school:

- Fishnet Shirts
- Cut-off shirts
- Halter-tops
- Spaghetti Straps
- T-Back or Bare Shoulder Shirts
- Shorts/Skirts shorter than fingertip length when the hand is extended to the floor
- Logos, pictures, words, etc., on clothing should not be offensive and should be appropriate for elementary school.
- Hats (Unless Specifically Allowed for a Certain Day)
- A shirt covering the person's bottom must be worn with yoga pants or leggings.

### **Care of Property**

**Clothing Identification:** Please label all clothing with your child's first and last name.

**Money:** Please discourage your child from bringing more money than they need to spend each day. **PLEASE SEND MONEY FOR YOUNGER CHILDREN IN ENVELOPES or PLASTIC BAGS WITH THE CHILD'S NAME, TEACHER, AND PURPOSE OF MONEY.**

**School Books and Materials:** Students are responsible for care and safekeeping of textbooks and materials, including calculators. Students will be required to pay for lost or damaged items.

**Lost and Found:** Items found at school are placed in the lost and found cubby located outside the gym doors.

### **Bringing Things to School**

To prevent misunderstandings about purchases to or from students, buying, selling, and trading of items is **not allowed**. The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so. The student will assume responsibility for any items brought to school.

### **Student Behavior**

Students are expected to follow all school and county policies. We firmly believe that a safe and orderly environment is necessary for the best learning to occur. Self-control and respect of others are exemplary attributes for all students at Bethlehem Elementary School. Students are expected to act in such a manner that they are a credit to their school and community. Some general student regulations are as follows:

1. Obey all state and federal laws.
2. Show respect for teachers and other students through actions and comments.
3. Show good sportsmanship and manners.
4. Listen and follow teachers' directions.
5. Students will not possess inappropriate objects including knives, fireworks, etc.
6. Students will use time wisely.
7. Students will respect school property, including materials and equipment.
8. Horseplay in bathrooms, hallways, gymnasiums, or playground is not acceptable.
9. Profanity has no place at Bethlehem Elementary School.
10. Students will refrain from chewing gum at school.
11. Skateboards are not allowed at Bethlehem School.
12. Wheeled or motorized bicycles, skates, etc. are not allowed on walkways or the school walking track.
13. With 24 hour notice to the teacher and permission from the teacher, birthday cupcakes or cookies may be sent to school for your child. **All refreshments of this nature should be purchased from a store and a list of ingredients should be available on the container. The purpose of providing the ingredients of all refreshments is to avoid situations where children experience severe food allergy reactions.**
14. Personal party invitations for birthdays or special occasions may be sent to school to pass out to students only if *every* child in the class is to receive one. If only a few students are to be invited to a party, arrangements must be made at home.
15. Book Bags that are transported on wheels (rolling bookbags) are not allowed for any

student. Students do not often bring home heavy textbooks, therefore, in order to avoid safety situations on the stairs, rolling bookbags are prohibited for all students.

16. **Students are not allowed to have cell phones at school or on school buses.** If a cell phone is being utilized during school hours or on the school bus, the device will be surrendered to the teacher, principal, or principal designee. A parent contact will be made and the parent will be required to pick up the device in the school office.

### **Telephone/ Homework Requests**

In an effort to minimize interruptions during the school day, if you call to speak with a staff member, unless it is an emergency, you will be asked to leave a voicemail message. **Messages related to children going to other places in the afternoon should NOT be left on voicemail.** Instead, parents should speak directly to a clerical office person who will then forward the information to the teacher. Please call early in the day to ensure your child gets the message before dismissal. Homework requests should be made by 11:00 a.m. each day when a student is absent in order to assure that the necessary materials are obtained for his/her assignments.

### **Student Services Notification**

School counseling services and school health services are provided at each school in Alexander County for the convenience and benefit of physical and mental health services at the school level for all students. These services are available to any student as needed; however, students are under no obligation to utilize these services. If at any point a parent has a question or concern regarding counseling or nurse services being provided to their child, the parent should contact the school counselor or school nurse to discuss the situation and determine if continued or additional services are desired.

### **Healthful Living Notification**

All students must take Healthful Living Education in grades K-9 according to North Carolina law (G.S. 115C-81). The nature of Health Education often includes the discussion of sensitive topics. In these situations, health teachers, school nurses, school counselors are trained for appropriate and accurate content as well as proper teaching methods. While we encourage all students to participate, a parent may request that his/her child be excluded from certain health topics due to religious/personal beliefs by contacting the principal in writing. These students will be given an alternative health assessment. Any parent wishing to view educational materials to be used in teaching Healthful Living lessons may do so upon written request to the principal.

### **Field Trips**

When a field trip is taken, your child will bring home a permission form giving the destination and date of the trip. This form must be signed and returned to the teacher before your child will be allowed to go on the trip. Students may lose their right to go on field trips because of disciplinary reasons. Signing out students prior to the end of the school day for reasons other than a medical/dental appointment is considered an unexcused early dismissal. **Parents are only allowed to sign out their child, not other students.**

### **Newsletters**

Newsletters will be provided from teachers and the school administration. Newsletters can be found on the school's web site, or you may call the school to request a printed copy. Please read these newsletters for information on activities, schedules, and other events

## **How to Make a Referral for the Exceptional Children Program**

When a teacher, parent, or other involved person suspects that a child may be a child with a disability, he/she shall provide in writing the reason for referral, addressing the specific presenting concerns and the child's current strengths and needs. This referral shall be given to the principal of the school, the child's teacher or other school professional, or the Superintendent or other appointed official of the LEA. For preschool children with disabilities, the referral may also be given to the person designated as the person in charge of services for preschool children with disabilities. **Policies Governing Services for Children with Disabilities NC 1503-2.1 p.61**

### **STATEMENT OF ASSURANCE**

In keeping with the guidelines of Title VI, Section 601, Civil Rights Act of 1964, Title IX, Section 901, Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, the Alexander County Schools assures that no person in the United States shall, on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity. The Title IX and Section 504 coordinators can be reached at 700 Liledoun Rd, Taylorsville, NC 28681, phone 828-632-7001.

### **ALEXANDER COUNTY BOARD OF EDUCATION BEHAVIOR POLICY**

#### **Narcotics, Alcoholic Beverages, and Stimulant Drugs**

Students are prohibited from possessing, using, transmitting, selling, or being under the influence of any narcotic or hallucinogenic drugs, amphetamines, barbiturates, marijuana or any other controlled substance, any alcoholic beverages or any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. Students are also prohibited from possessing, using, transmitting, or selling drug paraphernalia or counterfeit (fake) drugs. Prescription or over-the-counter medicines must be brought to school in their original labeled containers and turned in to the office to be administered by school staff. It is a violation of this policy to be in possession of or to use prescription or over-the-counter drugs at school or to disseminate such drugs to other students. The consequence(s) for the above-mentioned behavior will be enforced in a manner consistent with applicable Alexander County School Board Policy.

#### **100% Tobacco-Free Schools**

The Alexander County Board of Education recognizes the use of tobacco products is a health, safety, and environmental hazard for students, visitors, and school facilities. The Board acknowledges that school employees, parents, and visitors serve as role models. The Board also recognizes that it has a responsibility to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for students. As of the 2007-2008 school year, all campuses within the Alexander County School System are 100% Tobacco-Free Schools policy. "Tobacco product" is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. Tobacco use includes smoking, chewing, dipping, or any other use of tobacco products. No student, staff member, or school visitor will be permitted to use tobacco products on school property at any time. This includes any school-sponsored or school-related events, such as performances, contests, or meetings. In addition, non-school sponsored events, sponsored use of school property by the community, such as ball fields, etc., must comply with Board Policy 4320/5026/7250.

**Weapons and Weapon-Like Items**

Students are prohibited from possessing, handling, or transmitting any weapon or instrument that reasonably looks like or could be used as a weapon including firearms, air-soft guns, explosives, knives, blackjacks, metal knuckles, and razors. The consequence(s) for the above-mentioned behavior will be enforced in a manner consistent with applicable Alexander County School Board Policy.

**Discrimination, Harassment, and Bullying**

Students are prohibited from engaging in or encouraging any form of discrimination, harassment, or bullying of other students, employees, or any other individuals on school grounds or at school-related events. Discrimination is any act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category such as race, ethnicity, sex, religion, age, or disability. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassment includes, but is not limited to, derogatory comments or slurs and lewd propositions, assault, and offensive touching. Bullying is repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Bullying includes, but is not limited to, verbal taunts, name calling, put-downs, extortion of money or possessions, threats, and exclusion from peer groups. The consequence(s) for the above-mentioned behavior will be enforced in a manner that is consistent with applicable Alexander County School Board Policy.

## Bethlehem Elementary PBIS Matrix

	Classroom Voice Level: as directed (Red-Green)	Hallway  Voice Level: Red	Bathroom  Voice Level: Red	Cafeteria  Voice Level: as directed (Red-Green)	Recess  Voice Level: Green	Bus and Car Riders  Voice Level: Loading=Red Road= Red-Green
<b>S</b> We will be safe	Use materials and equipment properly.	Enter and exit using the right hand door.  Keep hands and feet to self.	Put trash in its place.  Keep water in sink.	Use utensils appropriately.  Walk.  Attend to your space.	Use equipment as intended.  Respond appropriately.	Keep hands, arms, feet and objects to self.
<b>O</b> We will be on task.	Listen and follow directions.	Walk on the right side of the hallway.	Take care of needs in a timely manner.  Wash hands.	Eat first, talk second.  Make only one trip through the line.	Stay in assigned area.	Remain seated and facing forward.  Listen for your name in the car rider line.
<b>A</b> We will have an attitude to achieve.	Show my best effort and make good choices.	Walk quietly to allow others to learn.	Use self-control to make good choices.	Use good manners while eating.  Wait patiently in line without talking.	Demonstrate good sportsmanshi p.  Share with others.	Whisper to your “shoulder buddy” and use good manners on the bus.  Remain silent while waiting in the car rider line.
<b>R</b> We will be respectful and responsible.	Be an active listener.  Use kind words.  Be prepared.	Take care of your school.  Greet others appropriately.	Give others privacy.	Clean up eating area.  Stay in seat and talk quietly.	Play fairly.  Be a good friend.	Listen to the adult in charge.  Talk only when given permission.

I have read the Student Handbook for Bethlehem Elementary School for the 2018-2019 school year, including transportation policies for both car and bus riders.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



