

Baucom

Elementary School

Student/Parent
Handbook
2014 - 2015



All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct.

All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is available to all students and parents on the Baucom Elementary website at www.baucomes.wcpss.net and in print, if requested, at the beginning of each school year or upon enrollment in the WCPSS.

If there is a conflict between the rules expressed in this handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

Todas las políticas del Código de Conducta Estudiantil se encuentran en el manual de WCPSS de Estudiantes/Padres, el cual está disponible para todos los padres y estudiantes al principio de cada año escolar o al matricularse en el WCPSS, en el sitio web www.baucomes.wcpss.net. Copias impresas del manual están disponibles a petición del interesado.



Welcome to Baucom Elementary for the 2014-2015 school year!

Dear Parents,

We'd like to welcome each of you as we partner together for an exciting year of learning during the 2014-2015 school year. We are delighted that you and your child will be a part of our school family as Baucom Buddies.

Baucom Elementary provides an incredible environment for your child to learn and grow. You and your family are important partners as we lead your child through the wonder and excitement of learning. We strive to provide each child with enriching and challenging learning experiences in a safe and caring environment. Our goal is to help every child grow and reach their learning potential. Come experience and be inspired by the joy, warmth and caring of our wonderful school family.

We strongly encourage you to join and support the efforts of one of our greatest resources, our Parent/Teacher Association (PTA). They provide invaluable support to all of our Baucom families.

We also encourage all families to be involved in their child's education and welcome input. If you have questions, concerns or ideas, please share them with us. Together we can achieve success for your child.

Please register to volunteer and participate in your child's classroom. As a community we have many skills that make us stronger as a whole. We look forward to seeing you on a regular basis. There are many ways and opportunities to lend a hand. Ask your child's teacher, the front office, or a PTA member how you can help. We value and appreciate every effort and all assistance provided. **As a reminder, volunteer registration must be done every year from a school computer.**

Please take time to review this handbook with your child. The details in the handbook explain many of our systems, policies and procedures. Let us know if you have questions or concerns. Thank you for your support of Baucom Elementary. We are going to have an amazing school year!

Sincerely,

Baucom Elementary Administrative Team



Dear Baucom Families,

I would like to take a moment and welcome all of you to the 2014-2015 school year. If you are new to Baucom this year, I would like to say a special welcome to the school and if you are a returning Baucom family, welcome back. I hope that everyone had a wonderful and restful summer and is now ready to begin a successful year at school. This school year will be full of great learning opportunities for every Baucom student. As President of the Baucom PTA, I am so happy to be part of a school that has such great teachers, staff and administration who make our school such a tremendous place to send our children every day. We as parents play such a strong role in the academic success that our children have at school. I encourage each and every one of you to become involved in your child's school experience as much as possible. Take the time to talk about their day and ask questions. Small things such as checking over homework can make such a difference in a child's overall academic success.

I would also like to take this opportunity to encourage every Baucom parent to attend the monthly PTA meetings. This is a fantastic place to learn more about the school and also to learn about ways to become more involved with the many programs and activities supported by the PTA. The dates and times of these meetings can be found on the PTA calendar included in this handbook or on the Baucom PTA website. These programs and activities help to enrich our children's educational experience at Baucom. The PTA supports many *cultural arts assemblies* throughout the school year, extracurricular activities such as *Running Club* and the *Science Expo*, health and wellness awareness with the *Walk to School* and the *Baucom Buddies Marathon*, as well as building the Baucom community through *Movie Night* and *BINGO Night*. Please take a look at the PTA calendar and visit the Baucom PTA website to see all of the programs and activities that we have planned for this year. Throughout the year we will sponsor various fundraisers and fundraising activities to support all of these programs.

I hope that we can count on your support throughout the year to make all of the PTA programs and activities successful. It takes involvement from parents, teachers, kids, staff and administration to continue to make Baucom the special place that it is.

If you have any questions, comments, suggestions or concerns about the PTA, please come to a PTA meeting to share your thoughts or email me anytime. My contact information can be found on the Baucom PTA website at www.baucompta.org.

Best wishes to everyone for a great school year. I look forward to seeing you at the PTA meetings.

Tara J. Wilder
PTA President

PTA Calendar

2014-2015 School Year

August	
12	PTA Meeting: Media Center: 6:00 p.m.
22	Meet the Teacher Day: 8:30 - 10:30 a.m. 1st through 5th Grades
23	Kindergarten Play Date: 9:30 - 11:00 a.m. on the K-2 playground behind the school
25	First Day of School: Bell 9:05 a.m.
25	Kindergarten Assessment/Staggered Entry begins
29	Kindergarten Meet the Teacher: 12:30 - 2:00 p.m.
September	
2	First Day of School for Kindergarten: Bell 9:05 a.m., drop off begins 8:35 a.m.
9	PTA Meeting/Curriculum Night: PTA Meeting-Cafeteria: 6:00 p.m./Curriculum Night: 6:30-
29	Fall Book Fair Begins
30	Fall Picture Day
October	
4-14	Fall Book Fair (Book Fair Open 10/14 in the evening from 6:00 - 7:30 p.m.)
14	PTA Meeting: 6:00 p.m.: Meeting Room TBD Literacy Night: 6:30 - 7:30 p.m.
6-10	Celebrate Walking Week
8	Walk to School Day: Meet at CC Jones Park in Downtown Apex
20-24	Red Ribbon Week
24	Movie Night: Baucom Fields-- 6:00pm Movie starts at approximately 7:00pm (Dusk)
November	
4	Fall Picture Make-up Day
7	Veteran's Day Celebration
12	PTA Meeting: Media Center: 6:00pm
December	
9	PTA Meeting: Media Center: 6:00pm Winter Music Program: 7:00 pm
January	
13	PTA Meeting: Media Center: 6:00pm
February	
10	PTA Meeting: Media Center: 6:00 p.m. Science Expo: 7:00 p.m.
March	
10	PTA Meeting: Media Center: 6:00pm
20	Silent Auction/BINGO Night: 6:00pm
April	
17	Baucom Buddies Marathon
20-24	Spring Book Fair
21	PTA Meeting: 6:00pm: Meeting Room TBD Book Fair Open in the evening from 6-7:30pm
	Spring Music Program, Art Show and Reflections Reception - Cafeteria: 7:00 pm
22	Spring Picture Day (with Class Pictures)
24	Volunteer Breakfast
May	
8	Baucom Backyard Barbecue
4-8	Teacher Appreciation Week
12	PTA Meeting: Media Center: 6:00pm
15	Field Day
16	Field Day - Rain Date
8	Last Day of School

BAUCOM STUDENT/PARENT HANDBOOK

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SCHOOL POLICIES AND PROCEDURES

In order for our school to function well and support our students in a positive, orderly, and productive manner, the following policies and procedures have been established:

PARENTS/VISITORS TO THE SCHOOL

All parents, volunteers, and other visitors to the school are required to use the main entrance and sign in at the office on the visitor computer system whenever they are in the school. Everyone is required to wear the visitor's nametag that will be printed after you sign in. Staff members are instructed to stop any visitors not wearing a tag and ask them to return to the front office. For safety reasons, outside doors other than the main entrance will be locked during the school day. Please sign out before you leave the building. These requests are made so that we know who is in the school at all times. This is also a North Carolina Statute (NC G. S. 14-132) and a Wake County Public School System policy. Students are not permitted to bring visiting students, friends or family members to school.

SCHOOL HOURS

8:35 AM ~ 1st Bell	9:00 AM ~ 2nd Bell (students in their seats)
9:05 AM ~ Classes begin	3:35 PM ~ Dismissal

The school building is officially open at 8:35 AM. The staff is not able to supervise students prior to this time. Carpoolers are encouraged to arrive between 8:35 and 8:50 AM. School buses will wait to unload until the 8:35 bell. Your child(ren) should remain in your car until staff is outside on carpool duty at 8:35. Instruction begins promptly at 9:05 A.M. Students should be settled and ready to begin learning at this time. Please allow your child time to prepare for the day by eating breakfast if desired, visiting the media center, and organizing their supplies for the day before the 9:00 bell.

Students eating breakfast should go directly to the cafeteria. All other students are to report to their homerooms upon arrival at school unless they are involved in before-school activities such as chorus or AVTV. There should be no stopping at restrooms or visiting other classrooms before going to the homeroom.

If it is necessary to leave the classroom during this time (e.g., to return library books, contribute money to cafeteria accounts, or go to the restroom), students must have permission from their teacher and carry a pass.

EARLY ARRIVALS PROGRAM and AFTER SCHOOL PROGRAM

The YMCA—Early Arrival Program begins at 7:00 a.m. each morning. The program runs until 8:35 a.m. when students are dismissed to their class or to breakfast. The program is not open on Teacher Workdays. In the event of a delayed opening due to inclement weather, the early arrival program follows the delay schedule opening – 1 or 2 hours later.

The YMCA—After School Program will begin immediately after dismissal each afternoon. The program will be open until 6:00 p.m. every school day. The program is not open on Teacher Workdays but is open on scheduled Early Release days.

In the event of an early dismissal due to inclement weather, the YMCA—After School Program will not operate. Parents will indicate on the YMCA paperwork how their child should be sent home these days (bus or carpool). **Please keep this updated as this is how your child will be sent home in the event of inclement weather.**

Registration for either or both programs is available by contacting the Kraft Family YMCA at (919-657-9622).

TARDIES

Students arriving after 9:05 AM must be accompanied by the adult who brought them and check in with the office receptionist prior to going to their classrooms. They will be given a pass to present to their teacher to be admitted into class. (Please refer to WCPSS Board Policy 6103.)

CHECK OUT

Students must always be "signed out" in the main office if a parent needs to remove them from the school prior to the end of the instructional day. The parent will complete a Student Checkout form, and the student will be called on the intercom to report to the office.

Remember, the required instructional day at Baucom is from 9:05 AM until 3:35 PM. Early release days occur six times during the school year on designated Fridays. On early release days school hours are from 9:05 AM until 1:05 PM. Checking students out early on a regular basis interferes with the instructional day and violates Wake County Public School System and North Carolina attendance policies/laws. Please help us to protect this time by not checking your student out early, except in case of an emergency.

Students can learn best and teachers can teach best when instructional time is not interrupted. Checking a child out during the school day to attend an event or performance in another classroom or area of the school is considered an interruption in the instructional day. Please refrain from checking your child out to go to another area of the school for an event or performance.

If someone other than a student's parent is picking them up, the individual **must** have a note from the parent giving permission to take their child. Please **do not** telephone the school with the message that the child will be picked up by someone else. This is not sufficient to ensure the safety of the child and s/he will not be released. A photo ID is required by all individuals checking out a student early. Please make every effort to notify the school of any changes in a student's daily dismissal routine by 12 p.m.

Students will not be checked out after 3 p.m. except in the case of an emergency.

STUDENT INFORMATION FORMS

Student information forms are kept on file in the office so we can readily get in touch with parents. It is extremely important for parents to provide us with accurate, current information so we can reach you at all times, especially in an emergency. Please let us know any time phone numbers or addresses change during the year.

ATTENDANCE

We believe that regular school attendance is necessary for academic success. Students should be present daily unless there is a valid reason for being absent. To be counted present, a student must be in attendance at least one-half of the school day.

PERFECT ATTENDANCE

Perfect attendance certificates are awarded to all students who have perfect attendance for the entire year.

ABSENCES

The day the student returns to school after being absent, the student should bring a note to the teacher stating the reason for the absence signed by the parent or guardian. Absences will be recorded as unexcused until a written excuse is provided by the parent. (Please refer to WCPSS Board Policy 6103.)

OUT-OF-TOWN TRIPS

The school calendar is printed in the back of this handbook and in the back of the school system's Student/Parent Handbook. We encourage parents and students to check the calendar for the dates of student holidays and vacations prior to making arrangements for trips. (Please refer to WCPSS Board Policies 6000.1 - 6000.7)

In most instances, students' absences from school because of out-of-town trips will be considered unexcused for the days of school that are missed.

REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL LEAVE

In order for a request for an excused absence for educational reasons to be approved, the intent of the experience should have been educational from the outset, comparable to that which the student would have experienced in school and unable to occur at times school is not in session. Generally family vacations do not meet these criteria. Remember: If you are taking a trip (excused or unexcused) that requires your child to be absent from school, school assignments are generally not sent home for you to take on the trip. When the students return to school, teachers determine what is to be made up and when it is due.

SCHOOL FIELD TRIP ATTENDANCE

Field trips planned by the school are considered part of the academic/instructional program. Students are expected to accompany the class on these trips. Parents are only authorized to attend if they have been requested by school/teacher to chaperone and they have appropriate WCPSS Volunteer clearance.

ARRIVAL

We are always concerned about the safety of our students as they arrive on our campus. We are confident that we can maintain a safe environment if everyone who drives on our campus is alert, patient, cautious and aware of our procedures.

Please remember that our instructional day begins at 9:05AM. Students are considered tardy if they are not in their classrooms when the 9:05 bell rings. It is important for all students to have time to prepare for the day and to begin early morning activities.

If the staff/safety patrol are no longer at the curb when you arrive at school in the morning, you need to bring your child into the office to sign them in.

As you enter the carpool line in the morning, please encourage your students to gather their belongings so they are ready to get out of the car when the staff member/safety patrol opens the door. If all students are ready, the line will move more quickly. It will also help if you say "goodbye" while your child is in the car so they can concentrate on walking safely toward the building without turning back around.

Students must enter and exit vehicles **only** on the building side of the car. It is unsafe for students or parents to get out of the car from the driver's side in the carpool lane.

Drivers should not pass other cars in the carpool lane. Drivers should also remain in their cars during unloading. If you need to get out of the car to assist your child you must park in a parking space.

Please do not park in the parking lot and let your children walk to the building unaccompanied. If you park, you must walk with your children to the building. It is unsafe for them to walk through the parking lot by themselves.

If you must bring your pets with you, please make sure they are restrained before your car doors are opened.

DISMISSAL

All students will be dismissed when the 3:35 PM bell rings.

Any time there is a change in the student's usual means of transportation, parents **must** send a note to the teacher with that information. We ask that you call with unexpected transportation changes by noon and email your child's teacher to ensure students/teachers receive the information. **We must have changes to transportation in writing.**

BUS LOADING PROCEDURES

Bus transportation is provided for all students at Baucom Elementary who reside 1.5 miles or more from the school.



Mrs. Bias sends out information about bus changes and the times the buses leave campus via Twitter every afternoon. If you have a Smartphone, you can follow Mrs. Bias on Twitter by finding her under AP Bias1. You can also use the blue "Twitter bird" link on the Baucom home page at www.baucomes.wcpss.net.

Students will be dismissed to the bus loading area by their classroom teacher each day after the dismissal bell when their bus has arrived on campus.

Any changes in bus route assignments must be made with the Transportation Office. The school cannot make bus route changes.

Students may ride only the bus to which they are assigned, **and may not ride a different bus to or from friends' homes.** Students not assigned to a bus **may not** ride a bus to "go home with a friend."

Only busses and day care vans are allowed in the bus loading area. For safety of all involved, parents may not pick up or drop off their child in the bus lot. Please go to the main office if there is an unforeseen emergency requiring your child to be picked up during dismissal. Every effort will be made to get your child from the bus by Baucom staff members.

If it is necessary for students to wait for their buses in the afternoon, they will wait in their classrooms or other closely supervised area.

CARPOOL LOADING PROCEDURES

For the students' safety, it is essential that they adhere to the following procedures:

Carpool students will go to the carpool area at the dismissal bell.

Students will wait with teacher assistants/safety patrol until their transportation arrives.

Parents will need to enter the carpool line (double lane up to the pickup area).

Students will be placed in their cars by an assistant/safety patrol student. They will not be allowed to go to their car until it has arrived in the pickup area.

Parents are requested to remain in their cars at all times. **Please do not park your cars anywhere else on the campus or street and come to the carpool dismissal area to get your child(ren).** This causes confusion in the process and increases the risk for accidents.

Students' names need to be printed on a carpool hang tag and placed on the rearview mirror in the windshield. This assists with lining up the students and expediting the process.

The entire carpool pickup process takes approximately 15 minutes. For the children's safety and to keep the process proceeding in a smooth manner, please adhere to the carpool loading procedures.

Parents are encouraged to remain patient and cautious in their driving. Safety is of the utmost importance in this situation. Please refrain from texting once carpool has begun.

If you arrive at school after the 9:05 bell, parents must go into the front office to sign their child in. Students will be given a pass to enter class.

WALKERS

Students who walk home from school will meet as a group and will be escorted by teacher assistants to the crossing guard or to the closest sidewalk leading from campus.

BICYCLES

Riding a bicycle to and from school is a privilege for **4th and 5th grade students ONLY**. Bikes must be walked when on Baucom school grounds, and should be locked at the bike rack located by the main entrance.

SCHOOL BUSES

School buses and bus stops are considered school property. The same standards of conduct that apply to a classroom apply to the school bus and the bus stop. Students are expected to behave in a safe and orderly manner at all times. Riding the bus is a privilege. Failure to behave appropriately on a school bus or at a bus stop may result in a suspension of this privilege and or other discipline in accordance with WCPSS code of conduct (mentioned in bus discipline section).

STUDENT BUS ASSIGNMENT

Students ride to and from school on the bus to which the transportation department assigns them. They are required to be outside waiting for the bus in the morning, preferably 10 minutes before the expected arrival time. Drivers are not allowed to delay travel time by waiting for students. The students shall board and leave the bus at the designated bus stop. Parents are not allowed to board or ride a WCPSS school bus.

Students **will not be allowed** to ride another student's bus. Parents must provide transportation for after school visits.

BUS RULES

Students should **walk** directly to the bus.

Students should board their bus immediately and **always** sit in their assigned seats.

Be kind, be responsible, and be respectful at all times especially to the bus driver.

The bus driver is the only person who should be in or near the driver's seat.

Students should remain in their seats without placing any parts of their body (e.g., heads, hands, and feet) out of a window, climbing over seats, or throwing **any** objects.

All forms of aggressive behavior is forbidden. Physical (fighting, pushing, shoving) and verbal aggressive acts (threats, teasing, cursing) are forbidden also.

Writing on the bus or bus seats and other types of vandalism are also forbidden.

Food, beverages, and glass containers of any sort are not allowed on the bus.

Live animals and large school projects are not allowed on the bus.

Electronic devices (cell phones, CD/MP3 players, etc.) are not allowed on buses.

If the bus driver deems that a student's behavior is serious enough to prevent completion of the route safely, the following will occur:

- The bus being returned to school,
- The student(s) being removed from the bus, and
- Notification of parents to come get the student(s) from school.

Problems on the bus should be reported to the driver immediately. Any misconduct investigated by the driver will then be reported to school administration.

BUS DISCIPLINARY PROCEDURES

Under North Carolina law, the driver of a school bus is subject to the direction of the principal or assistant principal and shall have complete authority over and responsibility for the operation of the bus and the maintaining of good order and conduct upon the bus, and shall report promptly to the principal or assistant principal any misconduct upon the bus or disregard/violation of the driver's instructions by any person riding the bus. The principal or assistant principal may take such action with reference to any such misconduct upon the school bus, or any violation of the instructions of the driver, s/he might take if such misconduct or violation had occurred upon the grounds of the school.

LATE BUSES

Late buses can be the result of many situations - substitute drivers, traffic delays, mechanical problems, etc.

No matter what the delay may be, bus routes are expected to be completed. Even if the delay is more than one hour, a bus will run its route. Students are responsible for getting on the bus. Student absences due to late bus routes are considered unexcused. Tardiness because of a late bus is excused.

Attempts will be made to establish phone networks to be used in case of emergencies.

Questions in reference to school bus service (bus routes, bus stops, and bus drivers) should be referred to James Hardy, Transportation Supervisor for the Apex (919) 387-2230. School bus discipline concerns should be made to Mrs. Stephanie Bias, Assistant Principal at Baucom (387-2168). It is very helpful if you know your child(ren)'s bus route number when you call for assistance.

VOLUNTEERING

Parents and interested community volunteers are strongly encouraged to become involved in our school. We recognize and appreciate the valuable role parents and volunteers have in the success of each school, and we hope that everyone will join with us in our efforts to improve and expand our program.

Parents must register to volunteer on-line at a Wake County Public School every year, beginning July 1. **Even if you were a registered volunteer during the 2013-2014 school year, you must register again this year.** The on-line registration application is open daily at any Wake County Public school from July 1 to October 31. After October 31, the Volunteer Registration will only be open on Mondays (from November 3, 2014 – May 18, 2015) from 8:00-4:00. The system will be closed on the following Mondays: December 22, December 29, and January 19. Assistance in “signing up” can be offered by the school volunteer coordinator, Mrs. Stephanie Bias, Assistant Principal. Please be aware that obtaining volunteer clearance may take several weeks and up to one month, so plan accordingly before helping in the classroom or chaperoning a field trip.

We need and encourage parents' help and participation in the school. We hope that you will also volunteer in the classrooms. Please check with the teachers for specific times when special projects or instructional situations could benefit from your help. Teachers will create schedules (dates and times) for parent participation.

All parents must sign in at the office. Board Policy requires parent and visitors to schedule conferences and appointments with teachers at times that will not interfere with instructional time. Unannounced visits and/or parents just sitting and observing their child can be disruptive, and interfere with the total class' concentration and learning process. Observations must be arranged and approved by an administrator prior to their occurrence. **In addition, parents should not bring younger siblings to school when volunteering or tutoring.** The younger siblings require supervision and can cause distractions to regular classroom procedures. Parents need to be able to devote their time to assisting the teacher or the individual students they are working with. Thank you for your understanding. We look forward to working together with you.

TUTORING

Parents who would like to tutor students are encouraged to contact our Guidance Counselor or the PTA Volunteer Coordinator. They will be coordinating the training sessions for the tutoring program and working with teachers to assign students to the tutors. The training sessions are required for everyone before being assigned to tutor a student.

STUDENT ILLNESS

School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100 or higher.
- Nausea, vomiting, diarrhea
- Severe headache
- Red, watery eyes with yellow drainage
- Undiagnosed rash
- Change in student's usual medical status

Students should be **free of the above listed symptoms for 24 hours** before returning to school. Please remember that we only have a school nurse on our campus 1-2 days per week.

(Reference *Wake County Human Services Handbook*.)

HEALTH ROOM

The health room provides only emergency medical help. Students who become ill or are injured during the day will be taken /sent to the health room. The use of the health room will be limited to these students.

A student who is too ill to remain in the classroom should go home. A parent/guardian will be contacted for arrangements.

Reasons for remaining in the health room are:

- Waiting to go home.
- To receive first-aid treatment.

The only services our health room can offer are: bandages, taking of temperatures, rest in bed, soap and water, *TLC* and the rescue squad (for emergency situations).

Please! Students who are ill or "near-to-ill" should not be sent school with the instructions, "Call if you feel worse later today." **Students must be fever-free and symptom-free (nausea, vomiting, diarrhea) for 24 hours before returning to school.**

ADMINISTRATION OF MEDICATION

(Rules and Procedures Required by Wake County Public School System as referenced in the Student/Parent Handbook)

- A. School staff may administer medication to students if the “Parent Request and Physician Order for Medication” form (1702) is completed and present at the school. Form 1702 is available from the school or on the WCPSS internet website.
- B. The school nurse will be responsible for receiving the request and physician’s orders and for monitoring the administration and maintenance of medication. The following conditions apply when medication is to be administered by school staff:
 - a. In the case of long-term medications, parents must bring in an updated 1702 at the start of each school year and any time throughout the school year when there is a change to the medicine being administered (dose, time, etc.).
 - b. No one at the school can be required to administer medications. The school system, however, is responsible for the administration of medication for long-term, chronic illnesses.
 - c. No medication will be given by a school official unless:
 - i. Prescription Medicine: Is in a container dispensed by a pharmacy with the student’s name, name of medication, date prescription was filled, and directions clearly marked.
 - ii. Over the Counter Medicine: Is in an original medical container (i.e. Advil, etc.).
 - d. **All medications administered at the school, whether they are prescription or over the counter, must match the “Parent Request and Physician Order for Medication Form” exactly – including strength, time to administer, form (liquid, tablet, etc.).**
 - e. An injection of medication may be ordered by a physician for some children with health problems, which could present a medical emergency (i.e. severe allergic reaction). If an injection is ordered, the nurse will also make certain that the designated personnel are trained in this procedure. The principal and the nurse will develop an Emergency Medical Plan that is within easy access for those designated to administer the injection.
 - f. Verification from a parent must be obtained and noted on the medication record when long-term medication is discontinued.
- C. **At the elementary school level, no self-medication, including over-the-counter medicines, is permitted.**
- D. For the protection of all students, all medications are to be brought to the office where they will be stored in a secure area. At no time is any form of medication, prescription or otherwise, to be kept by the student or stored in a classroom.

For the protection of all students, all medications are to be brought to the office where they will be stored in a secure area. **At no time is any form of medication, prescription or otherwise, to be kept by the student or stored in a classroom.**

STUDENT ACCIDENT INSURANCE

A student accident insurance program is available to students on a voluntary basis. Parents may access information with a link to voluntary student accident insurance website and for available plans and pricing. Select "Parents" under the WCPSS Internet (www.wcpss.net) for the "Parents & Students Resource Center".

HALL PASSES/RESTROOM USE

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

In order to keep the restrooms orderly and clean, students must conduct themselves in a proper manner. Restrooms (outside of the classrooms) are to be used only during class breaks, except for isolated individual needs. A hall pass from a teacher is required at these times.

Bathroom Expectations

I will be:

KIND

I will be:

RESPECTFUL

I will be:

RESPONSIBLE

I will:

- Wait my turn
- Give personal privacy
- Treat all property with care

I will:

- Wait my turn
- Give personal privacy
- Treat all

I will:

- Conserve water and soap
- Use 3 pulls of paper towels
- Report problems to an adult

Hallway Expectations

I will be:

KIND

I will:

- Yield to the younger class

I will be:

RESPECTFUL

I will:

- Be respectfully silent, especially in learning zones
- Keep my hands to the front, side or back

I will be:

RESPONSIBLE

I will:

- Stay to the right
- Use walking feet

Classroom Expectations

I will be:

KIND

I will:

- Share and be helpful
- Use KIND words and actions
- Have a positive attitude

I will be:

RESPECTFUL

I will:

- Follow directions
- Allow others to learn
- Listen to adults

I will be:

RESPONSIBLE

I will:

- Be prepared and ready to learn
- Accept responsibility for my words and actions
- Be a great school citizen and Baucom Buddy

TELEPHONE

The office telephone is reserved for school business and emergency use; therefore, students are permitted to use the telephones only in emergency situations. Calling parents to obtain permission to go home with a friend is not considered an emergency.

Please! All after-school arrangements should be made between students and parents in the morning before leaving for school. We will not interrupt instruction to deliver a message, except in case of an emergency. If it is absolutely necessary to get a message to your child, please call as soon as possible. Dismissal time is very busy as we focus on getting all students safely home.

PARENT CONFERENCES

We believe that parent conferences assist us in attending to students' educational needs while in school; therefore, the teachers will schedule a conference with every parent early in the fall semester. Teachers or parents will schedule additional conferences throughout the year as needed. Parents may request a conference. We are committed to working together to provide a strong educational foundation for students and welcome parents' input and involvement.

COUNSELING

Mrs. Lori Mathews is our full-time school counselor. She is here to support students and families. Her time is spent working with students individually or in small groups to help students successfully manage and deal with their physical, social, and academic challenges. The Guidance Counselor serves as a resource to parents to provide the information and guidance to help their child be successful. In-depth/long-range therapy for students is not able to be provided by the School Guidance Counselor. Please call the school at 919-387-2168 if you would like to schedule a conference.

HOMEWORK

Homework is part of the instructional experience of each student. We feel that it is a powerful continuation or extension of the instructional program. Students are expected to complete all homework in a timely manner.

We also support the valuable experiences to be gained outside of school, therefore, homework shall be carefully planned regarding its purpose, appropriateness, and timeliness.

A copy of the Baucom Homework Plan can be found at the back of this handbook.

REPORT CARDS AND INTERIM REPORTS

Below are explanations of the types of reports that will be sent home during the year. Following the explanation is a distribution schedule for each grade.

Interim Reports / Progress Update – Interim Reports identify standards for a specific grade and quarter that have not been mastered. These reports are distributed to students who have not met the benchmarks or have a lower evaluation or grade than in previous reports. Progress Updates are distributed to students who have met or exceeded the standards for a specific grade and quarter.

Progress Report (Report Card) – A report identifying a child’s achievement on state standards for each reporting period.

Interim reports issued:

Quarter 1 – September 23
Quarter 2 – December 2
Quarter 3 – Feb. 17
Quarter 4 – May 5

Report Cards issued:

Quarter 1 - November 5
Quarter 2 - January 27
Quarter 3 – April 10
Quarter 4 - June 19

TEXTBOOKS

If a book is lost, a replacement book must be purchased. Students must pay the replacement cost when they lose a textbook.

ELECTRONIC DEVICES:

Cell phones: Wireless communication devices such as iPhones, Android, etc. that parents give to students for safety purposes must be kept in the students’ book bag in the “off” position at all times on school grounds, including the school bus.

Personal entertainment device or “e-Reader”: devices used for entertainment or reading such as iPads, Nook, Kindle, etc. may be used by students for instructional purposes with the permission and under the supervision of the teacher. They may not be used on the school bus.

For all electronic devices, the school does not take responsibility for these items being lost, stolen or broken. Parents should consider carefully before sending any electronic device to school with their student.

FIELD TRIPS

Field trips are an extension of the academic program and provide experiences for students that are not found in the classroom. Teachers will plan field trips throughout the year for their students that correlate with their units of study.

For each field trip, before a student participates, the parent/guardian must complete a *Parental Consent for School Field Trip* form. The cost per student is assessed based on the total cost and the number of students in the grade level. Refunds cannot be issued if the student pays and then does not go on the trip. Inability to pay will not prevent a child from going on a trip. Please discuss this with your child's teacher.

Parents who would like to serve as chaperones on school field trips must be registered and cleared as a volunteer. Registration must be updated each school year. Parents must provide their own transportation when field trips are taken on school buses. Chaperoning a set of students is a serious responsibility, therefore, younger siblings are not allowed on field trips. Parents please register no later than one month before the trip in order for the background check to be completed.

DISCIPLINE

It is important that all our students have a joyful and successful year. All students are expected to behave in a manner that supports a safe and orderly learning environment. Respectful and responsible behavior towards oneself, other people, and school property is required at all times when involved in school activities, including field trips, the school bus, and the bus stop.

We are in the process of implementing Positive Behavior Intervention and Support (PBIS) throughout the school environment.

Our PBIS motto for Baucom Elementary is "Be Kind, Be Respectful, Be Responsible".

We follow WCPSS Board Policy regarding code of student conduct and type of consequences for violations. A copy of the policy is included below.

All students shall comply with the Code of Student Conduct of the Wake County Public School System, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property,(which also includes any school transportation), who is in attendance at school or at any school-sponsored activity, or whose conduct at any time, place, or cyberspace, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

A. Student Expectation

Students are expected to be familiar with all rules of behavior in the Code of Student Conduct. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct.

B. Range of Interventions, Support, and Disciplinary Actions

Violation of Board policies, the Code of Student Conduct, regulations issued by the individual school, or North Carolina General Statutes may result in some level of disciplinary action. Teachers and principals are encouraged to utilize a variety of behavioral interventions and disciplinary consequences to accomplish a positive change in student behavior. When a student violates the Code of Conduct and a behavioral intervention or in-school discipline consequence is imposed, the school will attempt to notify the parent. For out of school suspensions the administration will provide notice to parents as required in Board Policy 6500.

Most behavioral interventions and disciplinary consequences can occur with the student remaining in school. Examples of in-school interventions include but are not limited to: behavior contract, peer mediation, in-school suspension, conflict resolution, detention, restitution, loss of privileges, and school or community service. If the principal deems it appropriate to require a student to stay after school for detention for a disciplinary reason, the principal may authorize such detention provided the parent or guardian has received at least one day's notice and has agreed to assume responsibility for transportation home.

When, after considering potential mitigating factors, the school principal determines a student's behavior warrants an out-of-school suspension, the principal may impose a short-term suspension (ten [10] days or less) or, for more serious violations of the Code of Conduct, may recommend a long-term suspension (greater than ten [10] days), a 365-day suspension or expulsion, to the extent permitted by law and this policy. The Superintendent must approve any suspensions of greater than ten (10) days. The Board of Education must approve any expulsion from school based on a recommendation of both the principal and the Superintendent. Under

state law, if a student in grades K-12 brings a firearm on to school property, the student shall be subject to a 365-day suspension from school.

Policies may be modified on a case-by-case basis to conform to the Policies Governing Services for Student with Disabilities.

Students in grades K-5 shall not be subject to long-term suspension except as required by law or in cases involving serious injury to students or staff or serious threat to safety or welfare of members of the school community.

The Student Code of Conduct rules are leveled, indicating the severity of violation and type of consequence.

Level I- Level I rule violations are less serious and should generally result in in-school interventions rather than out of school suspensions. A student may receive an out-of-school suspension for a Level I rule violation if it is the student's third (3rd) violation of a Level I rule within the same semester and in-school interventions were attempted in response to both prior violations or in cases where a student refuses to participate in the in-school interventions. In these cases a Level I rule violation may result in an out-of-school suspension of up to two (2) days, provided the parents or legal guardians have been offered the opportunity to meet with administrators to discuss behavioral issues in connection with at least one of the prior Level I offenses. A principal may impose an out-of-school suspension of up to two (2) days for the first or second Level I rule violation in any given semester only after consultation with the Area Superintendent and based on aggravating factors that are listed in the suspension notice. Level One rule violations shall not result in a long-term suspension.

Level II- Level II rule violations involve more serious misconduct that may warrant a short-term suspension that shall not exceed five school days. Principals may recommend a long-term suspension based upon aggravating factors regarding the severity of the violation and/or safety concerns which may warrant the recommendation of long-term suspension. Any long-term suspension recommendation based on aggravating factors shall be approved by an impartial Review Panel pursuant to Policy 6500E.

Level III- Level III rule violations are more severe in nature and support long-term suspension. The principal may recommend a short-term suspension (ten [10] days or less) based on mitigating factors. Any reduction to short-term suspension based on mitigating factors shall be approved by the Discipline Review Committee appointed by the Superintendent.

Level IV- Level IV rule violations compromise the safety and welfare of students and staff and require a suspension under NC General Statutes.

Level V- Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's

behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

C. Rules of Conduct

LEVEL I In-School Discipline / Possible Short-Term Suspension not to exceed two (2) days

- I-1 Noncompliance - Students shall comply with all directions of school personnel or volunteers who are authorized to give such directions.
- I-2 Disrespect- Students shall exhibit appropriate respect towards school personnel and volunteers.
- I-3 School/Class Attendance - Being tardy to class, skipping class/school, leaving campus without permission, or being in an unauthorized area is prohibited. Out of school suspension should be used as a last resort as a consequence for violation of this rule.
- I-4 Inappropriate Language - Cursing or use of vulgar, profane, or obscene language is prohibited.
- I-5 Inappropriate Dress - Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations on the basis of student's religious beliefs or medical conditions. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any attire that is prohibited by Policy 6410 Level III:2, Gang and Gang-Related Activities. Individual schools are free to specify additional examples of dress or appearance that are prohibited at that school under the terms of this policy.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance.

- I-6 Electronic Devices - Except as permitted by this policy, no student shall use, display, transmit or have in the on position on school property any wireless communication device or personal entertainment device, including but not necessarily limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games, or any laser pointer or similar devices until after the conclusion of the instructional day.

Wireless communication devices or laser pointers may be used by students for instructional purposes with the permission and under the supervision of the teacher. School principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication.

Any device possessed or used in violation of this policy shall be confiscated and only returned to the students' parents/guardian. Penalties for violation of this policy are set at the discretion of the principal.

If a student uses a laser pointer in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and the student may be charged with violation of Policy Level III-3 and disciplined accordingly.

- I-7 Trespassing - No student shall be on the campus of any school except the one to which the student is assigned without the knowledge and consent of the officials of that school. Students who remain at school after the close of the school day or come onto school grounds when school is not in session without permission will be considered trespassers. If the student does not leave when instructed to do so, he/ she may be prosecuted. A student under suspension from school is trespassing if he/she appears on the property of any school or at any school sponsored activity during the suspension period without the express permission of the principal.

- I-8 Tobacco - No student shall possess, display, or use any tobacco product. This restriction applies even when the student is on school system property or at any school-sponsored activity as a visitor or spectator. For the purpose of this policy:

- a. Tobacco Product: cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- b. Tobacco Use: smoking, chewing, dipping, or any other use of tobacco products.
- c. Display: having any tobacco product in a location or position that is visible to students or school personnel.

The exceptions to this policy are:

- a. The display of tobacco products does not extend to display that has a legitimate instructional or teaching purpose and is approved by a teacher or school administrator, and
- b. A principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

I-9 Gambling - Students shall not participate in any unauthorized games of chance in which money or items of value may be won or lost.

LEVEL II Short-term Suspension not to exceed five (5) days / Possible Long-Term Suspension with Aggravating Factors

- II-1 Integrity - Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:
 - a. Cheating- giving or receiving of any unauthorized assistance on academic work.
 - b. Plagiarism- copying the language, structure, or idea of another and representing it as one's own work.
 - c. Falsification- verbal or written statement of any untruth.
 - d. Violation of software copyright laws- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.
- II-2 Inappropriate Literature, Illustrations and Images - The possession of literature, illustrations, or other images which significantly disrupt the educational process or which are obscene is prohibited.
- II-3 Violation of computer access- No student shall engage in conduct prohibited by Policy 6446. (Reference entire policy)
- II-4 Class/Activity Disturbance Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class/school activities is prohibited.
- II-5 School Disturbance- No student shall, by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct, cause the disruption of any lawful function, mission, or process of the school.

- II-6 School Transportation Disturbance Any physical or verbal disturbance which occurs on school transportation vehicle and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited.
- II-7 Disruptive Protest- No student on school property or on property adjacent thereto shall engage in any protest, march, picket, sit-in, boycott, walkout, or other activity which has as its purpose the disruption of any lawful function, mission, or process of the school, or in fact creates such a disruption.
- II-8 False Fire Alarm - No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, fire extinguishing system ,or emergency escape system.
- II-9 Fire Setting/Incendiary Material- The possession of any incendiary material (including but not limited to matches, lighters, or lighter fluid) or the use of any material reasonably likely to result in a fire on school property is prohibited.
- II-10 Property Damage- No student shall intentionally damage or attempt to damage or deface school property, or personal property.
- II-11 Theft - No student shall steal, attempt to steal, or knowingly be in possession of stolen property.
- II-12 Extortion- No student shall attempt to extort money, personal property, or personal services.
- II-13 Indecent Exposure/Sexual Behavior- No student shall engage in behavior which is indecent, consensual, overly affectionate, or of a sexual nature.
- II-14 Harassment/Bullying No student shall engage in conduct prohibited by Policy 6414. (Reference entire policy)
- II-15 Sexual Harassment No student shall engage in conduct prohibited by Policy 6415. (Reference entire policy)
- II-16 Threat/False Threat - No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence.

Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities.

- II-17 Physical Aggression/Fighting Physical aggression or fighting toward students and other people is prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school

authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

No student shall engage in fighting or physical aggression towards others, including but not limited to:

- a. Choking, hitting, slapping, shoving, scratching, spitting, biting, blocking the passage of, or throwing objects at another person in an aggressive, confrontational or dangerous manner.
- b. Taking any action or making comments or writing messages that might reasonably be expected to result in a fight or physical aggression.

II-18 Failure to Report Firearm - Any student who has knowledge that another student possesses or intends to bring a firearm on any school campus or to any school activity shall report this information to school or law enforcement authorities immediately.

II-19 Hazing - Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity.

II-20 Search and Seizure - A student's failure to permit searches and seizures as provided in Policy 6600 is prohibited. (Reference entire policy)

II-21 Aiding and Abetting- No student shall aid or abet another student in violating any rule in the Code of Student Conduct.

LEVEL III Long-Term Suspension/Possible Short-Term Suspension with Mitigating Factors

III-1 Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia - No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, purchase, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.

(Refer to Form 1702 Parent Request and Physician's Order Form for Medication)

- a. Possession: Having the prohibited substance on the student's person or in another place where the student, either alone or jointly with others, has control over it. This may include, but is not limited to, possession of a prohibited substance in an automobile, locker, book bag, or desk.
- b. Use: The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
- c. Under the influence: The use of any prohibited substance when the prohibited substance would influence a student's mood, behavior, or learning to any degree.
- d. Counterfeit Substance: Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
- e. Unauthorized Prescription Drug: Any drug or medication that has not been prescribed for the student.
- f. Drug Paraphernalia: Objects used for ingesting, inhaling, or otherwise introducing controlled substances into the body, e.g., pipes, rolling papers, roach clips. Relevant evidence may be considered in determining whether an object is drug paraphernalia.
- g. Conspiracy: An agreement by two or more persons to commit an unlawful act in violation of this policy.
- h. Sell: The exchange of a prohibited substance for money, property, or any other benefit or item of value.
- i. Possess with Intent to Distribute/Sell: Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to distribute or sell.
- j. To transmit a prohibited substance to one or more other students. For purposes of this definition, a student has not ♦distributed♦ a prohibited substance (but may be guilty of ♦possession♦ or ♦use♦) if the student's only involvement is to share or pass a prohibited substance with other students in the course of using it, so long as the student was not the one who brought the prohibited substance onto school property or otherwise made it available to other students. A student may be guilty of ♦distributing♦ a prohibited substance even if the substance is given freely rather than exchanged for something of value.

When a first infraction of this policy involves only possession, conspiracy to possess, use, and/or being under the influence of a substance prohibited by this policy, an alternative to long-term suspension shall be offered. Failure to meet any requirements of the alternative program reactivates the long-term suspension.

Note: The alternative shall consist of a short-term suspension and shall also require participation in a corrective education and/or counseling program. The program shall be designed by the superintendent and agreed to in writing by the parent, guardian, student, and school principal. Parents, guardians, and students shall be provided information by school authorities concerning approved alternative programs. This alternative shall be offered only one time to students during their school career unless an exception is made by the superintendent based on mitigating factors.

III-2 Gang and Gang Related Activity - The Board of Education believes that gangs and gang-related activities pose a serious safety threat to students and staff members of the Wake County Public School System and can significantly disrupt the educational environment.

- a. No student shall participate in any gang-related activities. For purposes of this policy:
 - i. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, and having a common name or common identifying sign, colors or symbols.
 - ii. Gang-related activities are any activities engaged in by a student on behalf of an identified gang; to perpetuate the existence of an identified gang; to effect the common purpose and design of an identified gang; or to represent gang affiliation, loyalty, or solidarity.
- b. Conduct prohibited by this policy includes:
 - i. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, with the intent to convey or promote membership or affiliation in any gang;
 - ii. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in any gang;
 - iii. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;

- iv. Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person in connection with gang-related activity;
 - v. Inciting other students to intimidate or to act with physical violence upon any other person in connection with gang-related activity;
 - vi. Soliciting others for gang membership;
 - vii. Committing or conspiring to commit illegal act in connection with gang-related activity.
- c. When a first infraction involves only the wearing of gang-related attire, the student shall receive a warning and be allowed to immediately change or remove the attire as an alternative to disciplinary action.
 - d. The Superintendent or Superintendent's designee shall regularly consult with law enforcement officials to identify examples of gang-related items, symbols and behaviors and shall provide each principal with this information. Parents and students shall be notified that such information is maintained in the principal's office, that it is subject to change, and that the principal's office may be consulted for updates. In providing this information for parents and students, the school system acknowledges that not all potential gang indicators connote actual membership in a gang.

III-3 Weapons/Dangerous Instruments/Substances: No student shall possess, handle, or transmit any weapon, facsimile of a weapon, dangerous instrument/substance or other object that can reasonably be considered or used as a weapon or dangerous instrument/substance. This does not apply to any student who finds a weapon or dangerous instrument/substance on school property or receives it from another person on school property and who immediately reports the weapon or dangerous instrument/substance to school or law enforcement authorities.

- a. Weapon: Any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air pistol, ammunition, power loads, fireworks, knife, slingshot, leaded cane, blackjack, metallic knuckles, razors, razor blades except cartridge razors used solely for personal shaving, box cutter, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
- b. Dangerous Instruments/Substances: Any object or substance that is possessed, handled, transmitted, or used for the purpose of causing or attempting to cause physical injury.

- c. Facsimile of a Weapon: Any copy of a weapon that could reasonably be perceived to be a real weapon.

Note: Refer to Level IV: Level IV-1 for violations involving Firearms/Destructive Devices.

III-4 Assault on a Student - No student shall cause or attempt to cause serious physical injury to another student. For the purposes of this policy serious physical injury shall refer to any significant or aggravated bodily injury, including but not limited to broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in sutures, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures.

III-5 Assault on School Personnel or Other Adult No student shall cause or attempt to cause physical injury to any school employee or other adult.

Note: If a teacher is assaulted or injured by a student and as a result the student is reassigned to alternative education services, long-term suspended, or expelled, the student shall not be returned to that teacher's classroom unless the teacher consents.

III-6 Assault Involving Weapon/Dangerous Instrument/Substances No student in grades 6-12 shall assault another using a weapon, dangerous instrument, or dangerous substances.

Note: Refer to Level IV: IV 1 for violations involving Firearms/Destructive Devices.

III-7 Bomb Threat -No student shall make a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises or at the site of school activities.

No student shall with the intent to perpetrate a hoax, conceal, place or display on school property or the site of school activities any device or artifact so as to cause any person reasonably to believe the same to be a bomb or other destructive device.

III-8 Bomb Threat: Aiding/Abetting No student shall aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school property or at the site of school activities.

III-9 Acts of Terror

- a. No student shall make a report that he or she knows or should know is false, that any device, substance or material designed to cause harmful or life threatening illness or injury to another person, is located on school property or at the site of a school

activity.

- b. No student shall, with intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.
- c. No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.
- d. No student shall make a report that he or she knows is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.
- e. No student shall aid, abet, and/or conspire to commit any of the acts described in section a-d of this policy.

LEVEL IV Suspensions Required under State Law

IV 1 Firearm/ Destructive Device K-12- Any student in grades K-12 shall be suspended for 365 calendar days for bringing a firearm or destructive device onto school property or to a school-sponsored event off school property, or for possessing a firearm or destructive device on school property or at a school-sponsored event off school property. School property includes any property owned, used or leased by the Board of Education, including school buses, other vehicles and school bus stops. Principals are required to refer to the law enforcement system any student who brings a firearm or weapon to school.

- a. Firearm: A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.
- b. Destructive Device: An explosive, incendiary, or poison gas; bomb; grenade; rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine; or device similar to any of the devices listed in this definition.

Violation of this section shall result in suspension from school for 365 days unless modified by the Superintendent or Board of Education on a case-by-case basis.

The 365-day suspension does not apply to any student who finds the firearm on school property or receives it from another person on school property and who delivers the weapon, immediately, to school or law enforcement authorities.

LEVEL V Expulsion

A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the Board determines the student's behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statutes 14-208 may be expelled.

Legal Reference: G.S. 115C-390.1, .2 and .5 through .12, G.S. 115C-288(g), and G.S. 14-208 and 20 U.S.C. § 8921

<i>Adopted: May 5, 1980</i>	<i>Revised: May 30, 2001</i>	<i>(effective 7/1/2010)</i>
<i>Revised: May 16, 1983</i>	<i>Revised: May 21, 2002</i>	<i>Revised: July 12, 2011</i>
<i>Revised: July 8, 1987</i>	<i>Revised: May 6, 2003</i>	<i>Revised: May 2013 (effective July 1, 2013)</i>
<i>Revised: May 20, 1991</i>	<i>Revised: March 2, 2004</i>	<i>Revised February 4, 2014 (effective July 1, 2014)</i>
<i>Revised: August 19, 1991</i>	<i>Revised: March 6, 2007</i>	
<i>Revised: November 15, 1993</i>	<i>Revised: March 18, 2008</i>	<i>Revised April 22, 2014 (effective July 1, 2014)</i>
<i>Revised: October 17, 1994</i>	<i>(effective 7/1/08)</i>	
<i>Revised: November 8, 1995</i>	<i>Revised: May 19, 2009</i>	
<i>Revised: May 17, 1999</i>	<i>Revised: March 23, 2010</i>	

TOYS

Toys should not be brought to school unless they are part of a class project, or to be shown at "Show and Tell" time. Teachers will collect "unauthorized" toys and keep them until: (1) a parent comes to school and collects them, or (2) they are returned to the student on the last day of school.

EMERGENCY DRILLS

Fire drills will be held monthly. When the alarm sounds, students and adults will evacuate the buildings as promptly and quietly as possible, according to the exit route for each classroom. Students should remain quiet and orderly throughout the fire drill and must remain with the class.

Severe weather drills will also be held periodically. When the appropriate bell signal sounds, students will evacuate their classrooms and proceed to designated areas. It is important that they remain with the class at all times. The teachers will give more detailed instructions.

Lockdown drills will be held at least one time per year. A lockdown is designed to safeguard students, staff, and visitors when there is a threat on or near campus. Wake County policy requires that students practice the procedures to follow during a lockdown. When the appropriate signal is announced, students will be instructed by a staff member on what to do during a school lockdown.

INCLEMENT WEATHER

The first notification of early school dismissal, delayed opening, or school closing is made to the radio and television stations and on-line local news outlets. If the weather appears threatening, please turn on one of these and wait for further word. WRAL-TV (Channel 5), www.wral.com, and radio station 101.5 are recommended sources for notifications about early school dismissals.

If during the day there is concern about a student's safety because of the weather, parents may come to school and check them out for early dismissal. Attendance policies still apply.

If an early dismissal is announced, please do not telephone the school and request that a student be "pulled from the bus." In inclement weather situations, it is extremely important that the students leave as soon as possible. Keeping them at the school can cause a dangerous situation for them and the staff.

All bus-riding students will be placed on their assigned buses unless their parents arrive before their bus leaves the campus.

SCHOOL PICTURES

Each year the school will contract with a photographer to take individual school pictures. This will usually take place in September and April. Students will be notified of the exact date at least one week prior to the day. A school yearbook will be published in the spring.

SNACK BREAK

A snack break may be held in the classes where the teachers feel that, due to the students' scheduled lunchtime, they may need a brief and healthy break. Food items brought for snacks should be healthy and able to be easily and independently managed by the student.

CULMINATING LEARNING EXPERIENCES AND STUDENT PARTIES

Culminating learning experiences should be related to the curriculum.

Birthday parties (special food/drink items) for students or staff members are not permitted. Balloons and/or flowers **will not** be delivered to students as it distracts from the learning environment.

Invitations to individual parties should not be sent to school for distribution to classmates.

CHILD NUTRITION PROGRAM

When a student is registered at Baucom, they are issued a lunch account number. This is used for pre-paid accounts. Parents can add money to their child's account on-line at www.mylunchmoney.com or by sending cash or checks to be taken to the cafeteria when the school day begins. If your child is bringing money to school, checks are recommended. The amount of the check can be based on which category (Breakfast, Lunch or Milk/Snack) you want the money pulled from when the child comes through the lunch line in the cafeteria.

For example, two weeks worth of meals with some extra money in the snack account for milk or snacks would work out like this:

10 X 1.00 = \$ 10.00 for Breakfast
10 X 2.00 = \$ 20.00 for Lunch
10 X .50 = \$ 5.00 for Milk/Snacks

Another option is to put the entire amount of the check in a category called General Account from which breakfast, lunch, milk or snack can be taken.

The check would be made payable to **Baucom Cafeteria** and your child's account number and name needs to be on the check as well as how the money should be divided among the categories. No out-of-state checks will be accepted. Parents with returned checks will be put on a "cash only" basis until reimbursement is made.

Meal Prices:

<u>Breakfast</u>	<u>Lunch</u>	<u>Milk</u>
Full Price 1.00	Full Price \$2.00	Student .50
Reduced Price .30	Reduced Price .40	
Adult - A la Carte	Adult - A la Carte	

Free or Reduced Lunch: contact Kelly Kinford, CNS Cafeteria Manger, 919-387-2175

All families were mailed an application for free or reduced-priced meals. Eligibility is determined each year; to qualify you will need to provide all of the requested information. The application cannot be processed unless it is completed and returned to the student's homeroom teacher. Additional forms can be obtained from the school office.

Students Who Have No Lunch Money

WCPSS Policy states that any student without money can get all the fruit and vegetables they can eat at no charge. If they have forgotten their money or their pre-paid accounts are empty, they may call home. If no one can bring money, the cafeteria manager will assist the student with a fruit and vegetable plate.

Snack for Purchase in the Cafeteria

In addition to regular menu items, snacks are also available for purchase in the school cafeteria. To encourage healthy eating habits it is school policy at Baucom to limit snack purchase for K and 1st grade students to one item. Additionally, to maximize instructional time and serving line efficiency, it is Baucom's policy to limit the purchase of snack to a designated lunch time. **Students are not allowed to purchase items from staff vending machines.**

CAFETERIA GUIDELINES

A variety of foods are served in the cafeteria for breakfast and lunch. A menu is distributed to the students at the beginning of each month. You can also access the menu from either the Baucom Elementary or Wake County Public School System websites. Students eat lunch from approximately 10:30 AM until 2:00 PM, depending on their grade level. Students will proceed through the self-service line before being seated in the dining area. In an effort to encourage healthful living habits and maintain a pleasant environment during meal times, PBIS guidelines have been implemented in the cafeteria. Please see the following matrix:

Cafeteria Expectations

	Line	Table	Clean-Up
Kindness	I will stay in my own space.	I will use kind words and inside voices.	I will leave a tidy table and floor.
	I will be polite I will be respectfully quiet while lining up.	I will use good manners while dining.	I will talk quietly in line once I am dismissed from my table.
Respect	I will only talk to those at my table.	I will only talk to those at my table.	I will only talk to those at my table.
	I will follow directions given by adults.	I will follow directions given by adults.	I will follow directions given by adults.
Responsibility	I will choose my food carefully.	I will eat only my food.	I will walk in the cafeteria.
		I will raise my hand when I need help.	I will stack my tray neatly.
		I will get permission before leaving my seat.	I will make sure the trash goes in the trash can.

PARENTS JOINING THEIR CHILDREN FOR LUNCH

Parents are encouraged to join their children for lunch at our school cafeteria. Please sign in at the office, pick up a visitor badge, and wait for the child's class **at the cafeteria door**.

Seating for lunch time visitors is located at the tables outside the cafeteria. Even though this is a special setting, everyone in this area is expected to follow the standard cafeteria guidelines. Students and their guests are expected to clean their tables and recycle their trash items. Parents are asked to carefully monitor the behavior of small children. Parents please be aware that students may not have a classmate join them, nor may parents sit in the cafeteria seating area with their child.

TRANSFERS

Parents should notify Mrs. Bergeron if their child will be transferring from Baucom Elementary prior to the last day of attendance. The teachers must complete appropriate forms. All textbooks, library books and any other school property must be returned before the withdrawal process is complete. School records will be forwarded when the student's next school sends us their record request form.

LOST AND FOUND

Students who find lost articles should take them to the containers in the hall outside the cafeteria. Students who have lost items should check the Lost and Found containers. Small items such as glasses, jewelry, etc. should be turned in to the office. Unclaimed items will periodically be donated to a local charity.

Valuable articles should not be brought to school. Students are urged not to leave books and other belongings unattended. Also, they are encouraged to keep pocketbooks or any item of value with them whenever they leave their classroom.

Money should not be brought to school unless it is intended for school-related purposes (i.e. Lunch money, field trips, PTA fundraisers, school store, etc.)

To assist in returning lost items to their rightful owner, please put your child(ren)'s name in articles of outer clothing and on lunch boxes and book bags.

We greatly appreciate your support of our efforts to provide a safe and positive learning environment for our students.

The Faculty and Staff of Baucom Elementary School