

BAILEYWICK ROAD  
ELEMENTARY SCHOOL  
2023-24  
Student/Parent Handbook



9425 Baileywick Road  
Raleigh, North Carolina 27615  
(919) 518-0090  
[www.wcpss.net/baileywickroads](http://www.wcpss.net/baileywickroads)  
school hours: 9:15 AM–3:45 PM

@Baileywickwcpss #BulldogCrew

\*It is the responsibility of the parent/guardian to be aware of and comply with the contents in the guide.\*

# **TOP 5 Priority Procedures Parents Must Know FIRST!**

## **(subsequent procedures are in ABC order)**

### **1. SAFETY AND SECURITY PROCEDURES: BUILDING ENTRY:**

The school building is locked all day, with the only exception being the main entrance doors during arrival only. To gain entry into the vestibule after arrival, all visitors must ring the doorbell located on the right side wall of the entryway, state the purpose when questioned, and provide identification. Once you gain access to the vestibule, you will be allowed access to the main office. Once you enter the main office, please state your visitation purpose to the receptionist. Once approved by the receptionist, you will be directed to sign in. You will receive a visitors' label to stick on the outside of your attire on the left side of your chest. This label must be visible for all staff and students to see. Visitors found without visitors' stickers will be directed to the main office. All visitors must sign out in the main office after each visit. Students and staff are directed not to open any outside doors for any visitors.



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### **2. VISITORS & VOLUNTEERS:**

#### **VISITORS:**

Wake County Public School System Policy states that all school visitors must report to the office and sign in when entering the building. A visitor badge must be obtained when you sign in..



All visitors will have one of three purposes (all prearranged):

- 1) volunteer (must be cleared by WCPSS volunteer registration)
- 2) parent conference
- 3) classroom event

\*Visitors also need to sign out upon leaving the building.

The Baileywick staff are committed to ensuring and protecting the instructional day from disruptions.

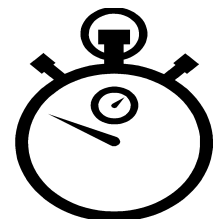
#### **VOLUNTEERS:**

There are many ways to help out at Baileywick Elementary. We have a fantastic PTA with many committees that need your support. Our classrooms benefit from parents volunteering to work with small groups of children in a non-teaching role. We need and appreciate parents who volunteer; however, visits must be prearranged. All volunteers must sign in upon arrival and sign out after completing duties. To volunteer in the capacity of supporting field trips or in-class events, you will need to be deemed **CLEARED** by the WCPSS volunteer system. This system conducts a criminal background check on all applicants. Applications can only be completed in our Media Center or another WCPSS school. Clearance can take up to three weeks.

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### **3. SCHOOL HOURS:**

The school campus is officially open at 8:45 AM, and students will be marked tardy after the 9:15 AM bell. The staff is not legally "on duty" until this time. Students should NOT arrive before this time because there will be no adult supervision. Dismissal will begin at 3:45 PM daily. No office dismissal after 3:15 PM daily.



**4. STUDENT BIRTHDAYS:** We do not have birthday parties at school for any student's birthday. This includes **snacks of all types, party favors, decorations, hats, goody bags, and balloons.** Classroom teachers will appropriately recognize each student on their special day. \*\*Birthday invitations should be mailed from a child's home, and birthday parties should be planned outside school hours. Teachers cannot give out parent contact information for these events. However, room parents may gather parent contact information for class distribution voluntarily.

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**5. SCHOOL-TO-HOME COMMUNICATION:** Our school communicates through various platforms; however, a few of those platforms are crucial so that you stay connected with the school curriculum and happenings.

1. **School's Website** (<http://www.wcpss.net/baileywickroadess>)
2. **Principal's Weekly Message** - Weekly emails generated from PowerSchool information, texted to the cell number on file and posted on our Twitter (@baileywickwcpss) and website
3. **Talking Points** - Sent to parents by classroom teachers and grade level teams (sign-up info. @ "Meet the Teacher")
4. **Teachers' Newsletters**- All classroom teachers create and distribute a monthly newsletter.
5. **PTA Facebook** (@BaileywickPTA)



Baileywick uses platforms such as Canvas to communicate what's happening at and in your child's classroom. These platforms will be discussed during the Academic Parent Teacher Team Meetings in late September.

**Our school website** has a **calendar** for upcoming events and is populated for the entire year at the beginning of the year with only a few updates throughout the school year.

**Weekly principal messages** are texted (opt-in by texting YES to 67587), emailed (through the School Messenger platform), and posted on our web/social media sites. This email contains essential WCPSS and Baileywick information for the upcoming weeks. **School Messenger** is a tool for proactively contacting many parents via the telephone, email, and or text. This system also keeps parents informed of their child's attendance by delivering nightly messages to the homes of those students who are marked absent. It can also send general announcement information to parents and students. Our school **Twitter** and **PTA Facebook** pages showcase a variety of WCPSS and Baileywick happenings! **Classroom Teachers** send home **weekly emails** (through **Talking Points**), **Tuesday folders**, and **Newsletters** with important upcoming information. Our fantastic **PTA** sends home information through **Talking Points** and in **Tuesday folders**.

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#### **ABSENCES/TARDIES:**

According to WCPSS School Board Policy 6103, an electronic or handwritten note from the parent/guardian must be presented to the teacher within 2 days of the student returning to school after being absent. If the note is NOT received within the 2 days, the absence will be recorded as "unexcused." Notes should state the reason for the absence, the date(s), and a parent's signature. Only call the front office if your child will be absent for more than three consecutive days.

ABSENCES are coded EXCUSED for the following reasons:

- ❖ Illness or injury which makes the student physically unable to attend school
- ❖ Isolation ordered by the State Board of Health or the Wake County Health Department
- ❖ Death in the family
- ❖ Medical, dental, or other appointments with a health care provider for the student
- ❖ Court when a student is under subpoena

- ❖ Religious observation, as suggested by the religion of the students or the student's parents
- ❖ Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reasons"

Promptness to school is very important. Instruction begins at 9:15 AM; however, students are encouraged to be in his/her seat by 9:00 AM. This allows students to prepare themselves for the day by eating breakfast, visiting the media center, and organizing his/her supplies. Students not in their assigned classroom by the tardy bell (9:15 AM) are considered tardy and must report to the office to pick up a class admittance slip before going to the classroom. Students are considered absent if they arrive at school after 12:30 PM or leave before this time.

**EXCUSED EDUCATIONAL ABSENCES:** To request an excused absence for educational experiences, an excuse form must be submitted to the principal for approval **before** the educational absence. Forms are available online at [www.wcpss.net](http://www.wcpss.net) or in the main office.

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#### **ACADEMIC PARENT-TEACHER TEAM MEETINGS:**

Instead of the traditional open house, we will have **three 75-minute Academic Parent Teacher Team meetings** this year. An Academic Parent Teacher Team (APTT) meeting differs from a conference or an open house in that it allows families and teachers to collaborate about and set goals for student learning. During the team meeting, each teacher will share grade-level learning goals, assessment information, and tools and strategies that families can apply at home to support learning.



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#### **ATTENDANCE:**

Regular school attendance is necessary for academic success. Students are urged to be present daily unless there is a valid reason for being absent. Students must be in school every day unless they are ill or there is an emergency that prevents him/her from attending. We prioritize and value instructional time and need every minute to provide students with quality instruction. Therefore, we ask that you ensure your child arrives at school on time and that you refrain from early check-out unless it is an emergency or for a scheduled appointment.

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#### **BEFORE AND AFTER SCHOOL:**

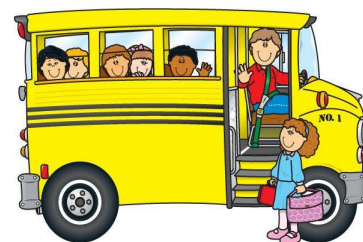
Baileywick is pleased to offer Before School and Afterschool Care onsite. **Before School** is an entertaining and structured morning program. We provide a fun, loving staff to play with and encourage your children. Activities are held, for the most part, in the gym and the media center. Children have a variety of games and challenges to play, such as cards, board games, puzzles, and crafts. The Program runs from 7 am-8:45 am (bell) each morning.

**After School** is a safe, fun alternative to hanging out at home each afternoon! Afternoons are filled with gym and field games, arts & crafts, STEM activities, homework incentives, assemblies, and more! The Program runs from school dismissal until 6:00 p.m. each school day. For more information, check out the before and after care section of our website [www.wcpss.net/baileywickroades](http://www.wcpss.net/baileywickroades).

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#### **BUS TRANSPORTATION:**

Bus route information will be available at [www.wcpss.net](http://www.wcpss.net) by mid-August. Select Menu, Parents, More, Transportation. Please be sure and check the website for stop and route information. The time shown at the top of each route will be the estimated time the bus is due to arrive at the first stop. Any



questions or concerns about the bus routes, times, and behavior on the bus should be directed to our Assistant Principal, Ms. Alexis Hyatt. She can be reached at 518-0090 or [awhyatt@wcpss.net](mailto:awhyatt@wcpss.net).

Students should report to their bus stops at least 15 minutes early for the first few weeks. We ask that students/parents allow 15 minutes before and after the assigned time for pickup and drop off during the first few weeks of school. This will allow drivers time to make route adjustments necessary to maximize their route. Buses are allocated to our school based on the number of bus riders for each route. Because of this, we ask that students who ride the bus at any time during the school year do so for the first few weeks of school. If your child is assigned a bus stop and does not ride the bus within the first two weeks of school, the stop will be eliminated.

If your child usually rides home on the bus in the afternoon and will not do so on a particular day, please inform the school/teacher of this change in writing. If we do not have a written note requesting this change, we must send your child home on the bus as usual.

**Parents with kindergarten or 1st-grade students must be at the bus stop to receive their children in the afternoon.** If the parent or designated adult is NOT at the bus stop, the driver will bring the child back to Baileywick, and the parent must come to get the child from school. The only exception is if the child has an older sibling on the bus.

**HERE COMES THE BUS APP:** WCPSS bus rider families can now use a free bus tracking system called Here Comes the Bus. Here Comes the Bus translates GPS data into an easy-to-use customizable map that works on a computer, tablet, or smartphone. It lets you see where the bus is and how close it is to your stop. You can sign up for the Here Comes the Bus App at <https://herecomesthebus.com/getting-started/>. You will need the district code and student ID number to sign up.

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#### **CAFETERIA PROCEDURES:**

Breakfast and lunch are served each day in the cafeteria. Full-paid breakfast will be \$1.50, and lunch will be \$3.25 at elementary schools. To receive free lunch, families must complete the 2023-24 meal benefits application, available online at <https://www.myschoolapps.com/Application>. Paper copies are available for pick up at the school office. For families who completed the 2022-23 meal benefits application, the eligibility benefit will be effective for their student's first 30 school days of the 2023-24 school year.

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#### **CARPOOL PROCEDURES:**

If you wish to pick up your child in a carpool at any time during the year, you must display the Baileywick carpool tag from your rearview mirror. New Carpool numbers will not be assigned to students who have a carpool number and tag from last school year. Families may keep their same carpool number from last school year. Carpool tags (2 tags with the same number) are free and will be available during the "Meet Your Teacher" events on August 24th and September 1st and in the office during the first week of school. Please help your child memorize their carpool tag number immediately to speed up the loading process!



**DROPPING OFF STUDENTS:** To drop students off before school, parents should enter the carpool circle in a single file line and drop children off in front of the school ONLY between 8:45 and 9:10 am. For safety, numbered cones will be set up daily to guide students to meet the drivers at each cone. Please pull up to the next available cone. When pulling out, look to your left for vehicles driving past you. For the safety and efficiency of the process, parents should remain in their cars during this time. Baileywick staff and



safety patrol will help your students exit your vehicle. Parents must accompany their children to the office to sign them in after 9:12 am.

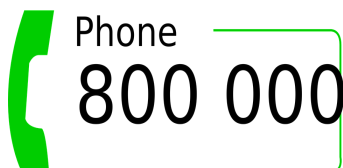
**PICKING UP STUDENTS:** To pick students up at dismissal, parents should enter the carpool circle in a single file line through the upper parking lot. For safety, numbered cones will be set up daily to guide students to meet the drivers at each cone. Please pull up to the next available cone. Staff members and safety patrol students will monitor the process. Students will be called by their assigned carpool number as the parent approaches the building. Students will walk around the circle to board their vehicles from the right side only. Parents are to remain in their cars at all times during the carpool process. For the safety of everyone, please do not use your cell phone during carpool time. Dismissal time is 3:45 pm. Please help us have all students loaded promptly by arriving in the carpool line by 3:55 pm. Please help our staff by arriving on time. After 4:00 pm, students will be taken to the front office. **Parents will be charged a fee for this service.**



**WALKING STUDENTS TO CLASS:** Parents can walk students to class until Friday, September 8, 2022. Monday, September 11th, will be Independence Day which means no parent or adult will be allowed to walk students to class this day and every day. Again, this is for school safety. In addition, visitors/parents are not allowed to drop in to see their child's teacher (during arrival or the school day) unless the appointment was previously scheduled and the central office is aware of it. Instruction begins at 9:15 AM, and we must protect instructional time as much as possible.

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#### CHANGE OF ADDRESS OR PHONE NUMBER:



Parents are asked to provide new proof of residence with any change in address or phone numbers to provide accurate, up-to-date information for all students. For your address to be changed in the WCPSS system, please also provide the school office with a copy of your current utility bill showing your new information. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in an emergency.

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#### CLASSROOM ASSIGNMENTS:

Class assignments will be tentative for the first 20 days of school. This tentative assignment is due to growth, student assignment changes, and new students enrolling or withdrawing after August 28<sup>th</sup>. Classroom assignments will only be changed if necessary, and parents will be notified if a change is needed.

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#### CHARACTER DEVELOPMENT AND SOCIAL-EMOTIONAL LEARNING:



Baileywick Elementary is a **Responsive Classroom** and a **Positivity Project** partner school. **Responsive Classroom** is an approach to teaching based on the belief that integrating academic and social-emotional skills creates an environment where students can do their best learning. The **Responsive Classroom** approach consists of practices and strategies that build academic and social-emotional competencies. These core classroom practices are the heart of the **Responsive Classroom** approach:

- **Interactive Modeling**—An explicit practice for teaching procedures and routines (such as those for entering and exiting the room) and academic and social skills (such as engaging with the text or giving and accepting feedback).

- **Teacher Language**—The intentional use of language to enable students to engage in their learning and develop the academic, social, and emotional skills they need to be successful in and out of school.
- **Logical Consequences**—A non-punitive response to misbehavior that allows teachers to set clear limits and students to fix and learn from their mistakes while maintaining their dignity.
- **Interactive Learning Structures**—Purposeful activities that give students opportunities to engage with content in active (hands-on) and interactive (social) ways

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#### **DISCIPLINE:**

Maintaining a safe, orderly environment for our students is an integral part of providing quality education. Every situation will be investigated thoroughly and handled appropriately. We will continue to empower our students to build strong relationships, understand, appreciate, and exemplify the character strengths in us all through Responsive Classroom practices.

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#### **DRILLS: FIRE/TORNADO/LOCKDOWN:**

Every precaution is taken to ensure the safety of your child during school hours. Monthly fire drills and periodic severe weather drills, and lockdown drills are performed to make sure students learn proper safety procedures and adhere to all safety guidelines.

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#### **FIELD TRIPS:**

Current educational philosophy recognizes the advantage of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes. These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the student's total educational experience. Every effort will be made to ensure the suitability of any trip away from school and the reasonableness of any costs involved. For this reason, all field trips must have the principal's approval. Before a student can go on a field trip, a Wake County permission sheet signed by the parent must be on file in the office. Verbal permissions and handwritten notes are not accepted. A field trip is any planned activity that necessitates the student leaving the school grounds during the instructional day. Students attending the field trip must ride school-provided transportation to and from the event. Students meeting at the field trip site are marked absent for the school day.



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#### **HOMEWORK POLICY:**

Our purpose of homework, when provided, is an opportunity to experience real-life problem-solving relevant to the content in the classroom and/or for additional practice on a specific skill.

**Kindergarten- Fifth Grade students should read each night** in a self-selected book independently and/or with an adult.

K-2: 20 minutes

3-5: 30-40 minutes

Kindergarten- Fifth Grade students can be assigned personalized homework as necessary based on the goals set by the teacher, student, and parent. Kindergarten- Fifth Grade students will be provided optional resources to support/enrich the grade-level curriculum. Options for at-home activities will be discussed at the Academic Parent Teacher Team Meetings.

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### INCLEMENT WEATHER/DELAYED OPENINGS:

Please check the Wake County Public School System 2023-24 Parent/Student Handbook for the current policy on inclement weather procedures. Always check the local media (radio or TV stations) for school openings during inclement weather. You may also find this information on the Wake County Public School System's website at [www.wcpss.net](http://www.wcpss.net). Our make-up days are determined by Wake County school officials and are listed on the [2023-24 traditional calendar](#).

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### INSTRUCTIONAL HOURS:

Instructional being at 9:15 AM DAILY and will end around 3:45 PM. Please refrain from habitual late drop-offs or early pickups.

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### PARENT CONCERNS:

As the year progresses, inevitably, concerns will arise. If you have a concern, please contact the classroom teacher FIRST to bring it to their attention. Many concerns have been resolved by the parent or teacher making contact to resolve a misunderstanding, miscommunication, or incorrect perception. If you feel your concerns still need to be addressed after speaking with the teacher, it is then appropriate to reach out to a building administrator.

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### LOCATOR CARD INFORMATION:

At the beginning of the year, your child's teacher will give parents a locator information card to be completed and returned as soon as possible. The information on the form is very important and will be filed in the school office. Please complete the form as soon as possible, giving the name and phone numbers of relatives, neighbors, or friends who can be contacted in an emergency when you cannot be reached. If these arrangements change during the year, please notify the office and the teacher. Please let emergency contact individuals know that they will be required to show a picture ID if they are needed to pick up a student that is not their child.

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### MEDICATION POLICY:



Trained school officials may administer medications to students only if one of the two following guidelines are met: **The Parent Request and Physician Order for Medication (Form 1702)** is completed and in the possession of school officials. The physician must sign this form. The medication must have a current prescription label, including the child's name, medication name, doctor's name, and the directions marked on the container. **For medications, the request must be updated at the beginning of each school year, and any time there is a change in the time given or the dosage prescribed. The medication prescribed and the container must match Form 1702.**

The same rules apply to non-prescription medication (i.e., cough syrup, Benadryl, Tylenol, etc.). **Over-the-Counter meds should be brought in original packaging, and DO need to be written on 1702 with dose, time, etc.** (staff is not just to go by packaging dose). No prescription label is needed on the over-the-counter meds. All prescription medicine must be in a bottle with a pharmacy label. If your child's doctor wants your child to take a nonprescription drug at school, you need to request that the doctor call the pharmacist, who can print a label with directions for administering the medication. The label must be on the bottle of nonprescription medicine the child has at school.



**Please note: No medication will be administered without a prescription label! All medications must be brought to the school by the parent. \*\*If your student has medication that has to be given by injection, please contact the school nurse to develop a plan for the student. Our nurse, Jessica Batista, can be reached at [cpayne3@wcpss.net](mailto:cpayne3@wcpss.net) or (919)518-0090.**

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**PTA:** Our PTA is school support as well as home support. We work together to meet the needs of our families. **We request that all families join the PTA and support its advocacy efforts.** PTA meetings are open to all families, regardless of membership, and are posted on the school calendar.

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### **SCHOOL SUPPLIES**

School supply lists have been posted on the school website. If you need assistance with the purchase of supplies, contact the school office at (919)518-0090 or Fabiola Simon at [simon@wcpss.net](mailto:simon@wcpss.net). The school has additional supplies for students as needed.

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### **STUDENT DRESS:**

Parents/guardians are asked to use good judgment about proper school dress for students. Short shorts (shorts must be to the student's fingertips), bare midriffs (boys and girls), spaghetti straps, halter tops, and other clothing are not considered acceptable attire. Clothing that contains any offensive symbols or words is not allowed. Students will be expected to keep their pants pulled to their waist. Hats and other headgear may only be worn for religious beliefs, cultural expression, or to accommodate a medical disability. Gym shoes should be worn on days when students have PE and are most appropriate for structured play. For more information, review WCPSS Dress Code in the WCPSS Student/Parent Handbook.

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### **STUDENT HEALTH AND SAFETY:**

The school health room serves as a temporary resting place for sick children and the location to administer first aid for minor injuries. School personnel will notify parents and arrange for children to go home when they have the following symptoms:

- Fever of 100 or higher (child should remain at home until fever free for 24 hours without fever-reducing medication)
- Nausea, vomiting, diarrhea (child should remain at home until free of symptoms for 12 hours)
- Severe headache
- Red, watery eyes with drainage
- Undiagnosed rash



Parents will be called to pick up a child if he/she cannot return to class. If your child is injured at school, school personnel will administer basic first aid and contact you concerning any injury more severe than a minor abrasion. If an emergency requires immediate attention, we will contact 911 and the parent.

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### **WHAT TO BRING/WHAT NOT TO BRING TO SCHOOL:**

Students should be prepared each day with provided paper, pencils, and other school supplies. Any money brought to school - lunch money, picture money, and book money - should be in a sealed envelope with the child's name and the teacher's name on the front. Students should not bring extra money to school. Students may NOT bring toys or athletic equipment to school. The school is not responsible for lost or damaged personal items. Toys, radios, hand-held games, or other such items are not allowed. If items are made visible, they will be confiscated by the administration. Items will be released to parents/guardians only. To protect our building and furniture, chewing gum is not allowed.

**WCPSS CODE OF STUDENT CONDUCT:**

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 - 4309. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, distributed to all students and parents 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.