

# **Baucom Elementary School**



**Student/Parent  
Handbook**

**2017-2018**

All students and parents 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 School website at [www.baucomes.wcpss.net](http://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](http://www.baucomes.wcpss.net). Copias impresas del manual están disponibles a petición del interesado.

# Baucom Elementary Student/Parent Handbook

## Table of Contents

Administrative Team Letter	<a href="#"><u>7</u></a>
PTA President's Letter	<a href="#"><u>8</u></a>
PTA Calendar	<a href="#"><u>9</u></a>
Daily Schedule	<a href="#"><u>12</u></a>
Visitor Policy	<a href="#"><u>13</u></a>
Early Arrivals Program and After School Program	<a href="#"><u>13</u></a>
Staff Contact Information	<a href="#"><u>14</u></a>
Phone Policy	<a href="#"><u>14</u></a> , <a href="#"><u>15</u></a>
Student Information Forms	<a href="#"><u>15</u></a>
Attendance	<a href="#"><u>15</u></a>
Tardies/ Late Check-In Procedures	<a href="#"><u>15</u></a>
Checkout Procedures	<a href="#"><u>16</u></a>
Smoking and Tobacco Products	<a href="#"><u>16</u></a>
Absences	<a href="#"><u>17</u></a>
Out of Town Trips	<a href="#"><u>17</u></a>
School Field Trip Attendance	<a href="#"><u>17</u></a>
Request for Excused Absence for Educational Leave	<a href="#"><u>18</u></a>
Requesting Make-Up Work	<a href="#"><u>18</u></a>
Changes in Transportation	<a href="#"><u>18</u></a>
Arrival	<a href="#"><u>19</u></a>
Dismissal	<a href="#"><u>19</u></a>
Carpool Loading Procedures	<a href="#"><u>20</u></a>

# Baucom Elementary Student/Parent Handbook

## Table of Contents

Walkers	<a href="#"><u>20</u></a>
Bicycles	<a href="#"><u>20</u></a>
Bus Loading Procedures (NEW)	<a href="#"><u>21</u></a>
School Bus Information	<a href="#"><u>21</u></a>
Student Bus Assignment	<a href="#"><u>22</u></a>
Bus Rules	<a href="#"><u>22</u></a>
Bus Disciplinary Procedures	<a href="#"><u>23</u></a>
Late Buses	<a href="#"><u>23</u></a>
After School Activities	<a href="#"><u>23</u></a>
Classroom Expectations	<a href="#"><u>24</u></a>
Hallway Expectations	<a href="#"><u>24</u></a>
Playground Expectations	<a href="#"><u>24</u></a>
Hall Passes/Restroom Use	<a href="#"><u>24</u></a>
Restroom Expectations	<a href="#"><u>24</u></a>
Student Dress Code	<a href="#"><u>25</u></a>
School Expectations for Discipline and Behavior	<a href="#"><u>25</u></a>
School-Wide Rules	<a href="#"><u>25</u></a>
Minor Offenses	<a href="#"><u>25</u></a>
Consequences for Violation of Minor Offenses	<a href="#"><u>26</u></a>
Major Offenses and Consequences	<a href="#"><u>26</u></a>
ABC = Academic & Behavioral Center	<a href="#"><u>26</u></a>
HW Policy	<a href="#"><u>26</u></a>

# Baucom Elementary Student/Parent Handbook

## Table of Contents

Volunteering	<a href="#"><u>27</u></a>
Tutoring	<a href="#"><u>28</u></a>
Student Illness	<a href="#"><u>28</u></a>
Health Room	<a href="#"><u>28</u></a>
Administration of Medication	<a href="#"><u>29, 30</u></a>
Head Lice	<a href="#"><u>30</u></a>
Student Accident Insurance	<a href="#"><u>30</u></a>
Book Bags	<a href="#"><u>30</u></a>
Water Bottles	<a href="#"><u>31</u></a>
Snack Break	<a href="#"><u>31</u></a>
Report Cards & Interim Reports	<a href="#"><u>31</u></a>
Parent Conferences	<a href="#"><u>31</u></a>
Counseling	<a href="#"><u>32</u></a>
Library Books	<a href="#"><u>32</u></a>
Electronic Devices	<a href="#"><u>32</u></a>
Field Trips	<a href="#"><u>33</u></a>
Parent Communication Tool	<a href="#"><u>33</u></a>
WCPSS Student Parent Handbook and Policies	<a href="#"><u>33</u></a>
Toys	<a href="#"><u>34</u></a>
Selling of Goods and Services	<a href="#"><u>34</u></a>
Animals on Campus	<a href="#"><u>34</u></a>

# Baucom Elementary Student/Parent Handbook

## Table of Contents

Emergency Drills	<a href="#"><u>34</u></a>
Inclement Weather	<a href="#"><u>35</u></a>
School Pictures	<a href="#"><u>35</u></a>
Culminating Learning Experiences and Student Parties	<a href="#"><u>35</u></a>
Child Nutrition Program	<a href="#"><u>36</u></a>
Students with No Lunch Money	<a href="#"><u>37</u></a>
Snacks for Purchase in the Cafeteria	<a href="#"><u>37</u></a>
Cafeteria Expectations	<a href="#"><u>37</u></a>
Consequences for Violation of Cafeteria Expectations	<a href="#"><u>37</u></a>
Parents Joining Their Children for Lunch	<a href="#"><u>37</u></a>
Transfers	<a href="#"><u>38</u></a>
Lost and Found	<a href="#"><u>38</u></a>



Dear Students and Parents,

I want to welcome each of you to the 2017-2018 school year at Baucom Elementary School where we always say *Excellence is a Habit!* Baucom administration, faculty, and staff commit to our expectations by sustaining an environment that will inspire all our students to the pursuit of academic excellence, exceptional character, and personal responsibility. Students, in order to achieve excellence, you must practice it in all areas of your life until it becomes a habit. Throughout the year, I will expect to see each of you practicing excellence as I observe you in your essential studies and corresponding activities. Parents, we expect a wonderfully productive year for Baucom students and ask that you partner with us and participate in your child's education through active involvement in school activities designed to enrich the academic experience and cultivate lifelong skills. By working together, we will strengthen the home-school-community connection and achieve our common goal of preparing your child to enter the community with knowledge and skills necessary for success.

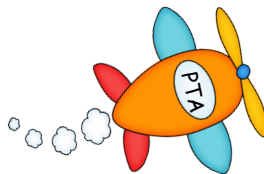
As a parent, you are welcome to visit at any time; however, please be reminded that you will need an appointment outside of regular instructional hours to conference with your child's teacher. If you need an appointment with an administrator, please call the school or email to make an appointment. Due to activities and appointments, it may be difficult to meet with us by just dropping in. New this year, for safety and security reasons, our building will be completely locked to the public. In order to access our school, you will need to enter through the front door, sign in, and report only to the room or area in which you have been given access.

This handbook contains information that will help familiarize you with the opportunities and responsibilities that are yours at Baucom Elementary School. We hope it will answer many of the questions that may come up throughout this school year. Please take the time to read the handbook thoroughly and discuss it with your child. We will be discussing handbook contents and our school expectations with all students during the first ten days of school.

A strong relationship between home and school will positively impact your child's success; therefore, we invite and encourage you to join our PTA and become actively involved in our volunteer program. By working together, we can accomplish our goals!

Warmly,

Suzanne W. Owen, Principal



Dear Baucom Families,

Welcome to what will no doubt be another wonderful school year at Baucom Elementary. As President of the Baucom PTA, I am proud to be part of a school that has such great teachers, staff and administration who make our school such a wonderful place to send our children for learning each and every day. We, as parents, play a very strong role in the educational success of our children. An easy way for you to stay informed and to become more involved in your child's school experience is to "Like" us on **Facebook: Baucom Elementary PTA** and/or "Follow" us on **Twitter: @BaucomPTA**.

The Baucom PTA focuses on one goal—to enhance the educational experience of each Baucom student. There are many ways for parents to participate in the programs and activities supported by the PTA. We welcome anyone willing to volunteer; no matter how much time you have to give. No amount of time is too small! We encourage every Baucom parent to attend the monthly PTA meetings. The dates and times of these meetings can be found on the PTA calendar included in this handbook and on the Baucom PTA website. Everyone is welcome!

Examples of some programs and activities the PTA supports include (for a full listing see the PTA website):

- Teacher Grants, Teacher Breakfasts and Luncheons, Teacher Support Services
- School wide cultural arts assemblies
- Visiting Author programs
- Baucom Buddies Marathon, Field Day, Running Club
- Community Events (Movie Night, Backyard Picnic, Walk to School, etc.)
- Character Education Programs
- Reflections Programs
- Book Fairs
- ...and many, many more

We are excited to bring some new fun things to Baucom this year! 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. Throughout the year we will sponsor various fundraisers and fundraising activities to support all of these great programs. We hope you will help us support these activities by providing your time, talent and/or donations when called upon. Baucom is such a special place because of you - our Baucom families.

If you have any suggestions and/or questions about the PTA, please come to a meeting to share your thoughts or contact me anytime. My contact information can be found on the Baucom PTA website at [www.baucompta.org](http://www.baucompta.org).

Hope everyone has a great school year. We look forward to serving along side you!

Best regards,

Gayle Yates  
PTA President, 2017-2018



## August

25	Meet the Teacher Day for 1st-5th grade- 8:30AM-10:00AM
26	Kindergarten Play Date- 9:30AM-11:00AM on the Kindergarten Playground
28	First Day of School
28-30	Kindergarten Assessment- Staggered Entry Days

## September

1	Kindergarten Meet the Teacher- 12:30PM-2:00PM
5	First Day of School for Kindergarten
12	PTA Meeting- 6:00PM in the Cafeteria Curriculum Night- 6:30PM-8:00PM
27	Fall Picture Day

## October

2-13	Fall Book Fair
10	PTA Meeting at 6:00PM in the Media Center
10	Book Fair Open in the evening from 6:00PM-7:30PM
9-13	Celebrating Walking Week
11	Walk to School Day: Meet at CC Jones Park in Downtown Apex
20	Early Release
23-27	Red Ribbon Week
25	Fall Picture Make-Up Day
27	Movie Night at the Baucom Fields- 6:00PM
31	Teacher Workday

## November

9	Veteran's Day Celebration
10	Holiday- Veteran's Day- No School
14	PTA Meeting in the Media Center at 6:00PM
21	Early Release
22-29	Winter Break

## December

12	PTA Meeting in the Media Center at 6:00PM
12	Winter Music Program
21	Early Release
22-29	Winter Break

## January

1	Holiday- New Years Day- No School
9	PTA Meeting in the Media Center at 6:00PM
15	Holiday- No School
22	Teacher Workday

## February

9	Early Release
13	PTA Meeting in the Media Center at 6:00PM
13	Science Expo at 6:00PM
19	Teacher Workday

## March

2	Early Release
13	PTA Meeting in the Media Center at 6:00PM
16	Silent Auction/BINGO Night at 6:00PM
21 & 23	Visiting Author
29	Teacher Workday
30	Holiday- No School

## April

2-6	Spring Break
	Spring Book Fair
	Book Fair Open in the Evening 6:00PM-7:30PM
	PTA Meeting in the Media Center at 6:00PM
	Spring Music Program, Arts Show, Reflections Reception
	Spring Picture Day (with class pictures)
20	Baucom Buddies Marathon (rain date: April 27)
27	Volunteer Breakfast

## May

April 30-May 4	Teacher Appreciation Week
4	Baucom Backyard Picnic at 5:00PM
8	PTA Meeting in the Media Center at 6:00PM
11	Field Day (rain date: May 18)

## June

9	5th Grade Moving Up
13	Last Day of School

### Disclaimer

Reasonable endeavors were made to ensure that materials contained in this handbook were correct at the time the handbook was created and last modified. However, Baucom Elementary School administration reserves the right to make necessary changes at any time. You may receive updated pages throughout the school year if circumstances require alteration to the policies and procedures of our school. If there are questions, please check for confirmation with an administrator.

### Daily Schedule

- |                 |                                       |
|-----------------|---------------------------------------|
| ● 8:15am-4:15pm | Office Hours                          |
| ● 8:45am        | Students may arrive on campus         |
| ● 8:45am-9:10am | Breakfast is served                   |
| ● 9:10am        | Warning Bell                          |
| ● 9:15am        | Tardy Bell - Instructional day begins |
| ● 3:45pm        | Dismissal                             |

### Important Daily Schedule Information

School will begin promptly at 9:15am each morning and will end at 3:45pm each afternoon. The school building is officially open at 8:45 AM. The staff is not able to supervise students prior to this time. Carpoolers are encouraged to arrive between 8:45 AM and 9:00 AM. School buses will wait to unload until the 8:45 AM bell. Your child(ren) should remain in your car until staff is outside on carpool duty at 8:45 AM. Instruction begins promptly at 9:15 AM. Students should be settled and ready to begin learning at this time. If students are not in their classrooms when school begins, they will be marked tardy. Being in the office when the bell rings does not constitute being on time for school. 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 9:10 AM bell.

Students eating breakfast should go directly to the cafeteria unless otherwise specified by the teacher. 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.

### Visitor Policy

Due to safety concerns, all doors at Baucom will remain locked at all times. Visitors to the school must come in through the front entrance. To gain entrance, press the button just to the right of the door. You may be asked to state your name before the office staff will buzz you in. When you hear the click, open the door on the right and proceed into the school.

After gaining entrance to the school, at any time for any reason, you must report to the front office where you will need to present your photo ID to the office staff on duty and state your reason for visiting. After your ID is verified, you will sign in on our Ident-A-Kid security system computer to obtain a visitor's photo ID pass. When your visit necessitates a visitor's door pass, you will leave your car keys or cell phone with the office staff until you return the visitor's door pass to the office and sign out.

If you bring snacks, lunch, homework, library books, etc. for your child or your child's classroom, you may bring them to the office, and we will call the teacher to inform them that items are in the office to be picked up. Thank you for helping us maintain a safe campus for our Baucom Aviators.

### Early Arrivals Program and After School Program

The YMCA—Early Arrival Program begins at 7:00 a.m. each morning. The program runs until 8:45 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).

## **Office Staff**

Principal: Suzanne Owen  
Assistant Principal: Stephanie Bias  
Bookkeeper: Kristin McClure  
Data Manager/Registrar: Debbie Bergeron  
Front Office Clerk: Valerie Headlee

## **Do You Need a Question Answered?**

### **Support Staff Contact**

Announcements	Suzanne Owen
Attendance	Debbie Bergeron
Bookkeeping	Kristin McClure
Buses	Stephanie Bias
Exceptional Children	Nicole Ridout
Grades	Classroom Teachers
Health Records	School Nurse
Medication	Valerie Headlee
PTA	Gayle Yates
Social Work	Sara Davis
Guidance Counselor	Lori Mathews
Student Records	Debbie Bergeron
Testing	Kim Allen
Transportation/Field Trips	Stephanie Bias

## **Concern Procedures**

Parents are always a child's first advocate; however, we realize that your child needs an advocate within the academic day. Your child's first advocate at Baucom Elementary School is his/her classroom teacher; therefore, parental concerns should be expressed first to the teacher. Concerns that are more specific in nature should be made to the principal ONLY after discussing them first with the teacher. Concerns and/or suggestions regarding school processes and policies should be shared with an administrator.

## **Phone Policy**

If you need to speak with a teacher or one of our administrators, you may expect to receive a returned call within a 24 hour period from the time you made your call. Calls left after 3:45pm on Fridays will not be picked up until the following Monday. Additionally, calls left over the weekend or during holidays will not be retrieved until school resumes on a full schedule.

**(continued on next page)**

### **Phone Policy (continued)**

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.

### **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.

### **Tardies/Late Check-In**

To ensure that your child receives a full day of instruction, it is important that he/she gets to school on time each day. The instructional day begins at 9:15 AM for all students. Students arriving after 9:15 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 6000.)

### Checkout

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 9:15 AM until 3:45 PM. Early release days occur six times during the school year on designated Fridays. On early release days school hours are from 9:15 AM until 1:15 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 PM

**Students will not be checked out after 3:15 PM except in the case of an emergency.**

### Smoking and Tobacco Products

Please be reminded that smoking is not allowed at any location on our school grounds, including while you are in your vehicle during drop off and/or pick up. Any products containing nicotine, including electronic cigarettes or E-cigarettes, are also not permitted anywhere on school property.



### **Absences**

Regular attendance as well as being on time daily is essential to success in school. When tardy or absent, a student misses important instruction and learning opportunities; thus, your child should be in school at every opportunity. We understand that illnesses do occur; however, if your child is absent for more than one day, please email your child's teacher. This will keep us informed for accounting purposes.

Students who are too ill to participate in the regular school program should be kept at home. If there is an unusual problem, please notify the child's classroom teacher by e-mail or call the school. When a child contracts a communicable disease such as mumps, measles, chicken pox, or scarlet fever, the child's teacher should be notified by telephone call to the school at 919-387-2168. Even if a phone contact is made, a written excuse or email from the parent is required when a child is absent from school. Also, a written excuse is needed when a child is not able to participate in any part of our school program. If this is prolonged, a note from the doctor will be required. For any type of illness or injury that affects participation in physical activity, a doctor's note is needed.

When a child returns to school from any absence, a parent must send a note explaining the absence. A reason is necessary for coding the absence on school records. Excuse notes should be sent in on the day following the absence. If a note is not received within three days of the absence, the absence is coded unexcused. After ten unexcused days of absence, a letter will be sent requesting that all future absences be covered by a doctor's note or the absence will be coded unexcused. Parent and doctor notes will not be accepted when turned in after three days following an absence.

### **Out-of-Town Trips**

We encourage parents and students to check the school calendar for the dates of student holidays and vacations prior to making arrangements for trips. (Please refer to WCPSS Board Policies 6000)

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.

### **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.

### **Request for Excused Absence for Educational Leave**

The Wake County Board of Education has adopted a student attendance policy which permits prior approved temporary absence of a student from school for a valid educational opportunity to be coded excused. This policy includes that the parent make a written request to the building principal at least seven days in advance of the absence. The request should include reason of absence, length of absence, and educational objectives of the absence. The principal will then make a determination of whether or not the request is approved. Please note that no more than three days of educational opportunity absence will be approved during the school year. Assignments to be completed will be provided by the teacher once the absence is approved. When planning a family vacation, we request that parents plan them during time frames when students are not in school. Family vacations are not excused absences. All family vacations to include Disney, amusement parks, graduations, special occasions, etc. are not excused. All work can be made up and submitted on the day a student returns; however, the absences will be coded as unexcused.

### **Requesting Make-Up Work**

**Absent One Day:** Student will receive make-up work from the teacher on the day following the absence. Please be reminded that make-up work will only be given when an absentee note for an excused absence is presented to the teacher.

**Absent More Than One Day:** Parent should call school in the morning to request work. The work will be gathered by the teacher and placed in the front office for the parent to pick up. Please allow 24 hours' notice. Office hours are from 8:15 AM-4:15 PM.

### **Changes in Transportation**

All changes in how a child is transported home must be submitted to the teacher in written form (e-mail or handwritten note) along with parent signature and contact information.

Changes in transportation **will not** be made after 3:15 PM. Changes will not be made after students have been dismissed in the afternoon and have boarded their designated bus, day care vehicle or any other mode of transportation.

When it is necessary to change the customary arrangements for your child's transportation, please plan ahead to ensure that you are in compliance with policies designed for the safety and welfare of all persons on the Baucom campus.

## 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 9:15 AM. Students are considered tardy if they are not in their classrooms when the 9:15 AM 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.

## Dismissal

All students will be dismissed when the 3:45 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.

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.

## 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 20 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.

## 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.

### 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 @APBias1. You can also use the blue "Twitter bird" link on the Baucom home page at [www.baucomes.wcpss.net](http://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 buses and daycare 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.

### School Bus Information (New for 2017-2018 School Year)

With the goal of improving safety, WCPSS is implementing a new practice for tagging all bus riders. Baucom will provide a bus tag for all bus riders. Students should have tags when boarding the bus in the morning. In the afternoon, bus riders will be required to have a tag (or a temporary bus pass) in order to board. **Tagging will be required for all students (PreK-5) for the entire school year.**

Tags will include the following information:

- School Name
- School Phone Number
- Student Name (Last Name, First Name)
- Student Phone Number
- Bus Route Number/Name
- Bus Stop Location
- Grade
- Transportation Phone #(919) **805-3030**

Tags for Pre-K, kindergarten and first grade students will be **red**. Tags for second through fifth graders will be **yellow**. The size of the tag will be approximately 2.25" X 3.5". Having different colors will help drivers identify students requiring a responsible person to receive them at a bus stop in the afternoon. Tags will be attached to the student backpack, and children should plan to wear the pack on the front so the tag is quickly visible when loading on the bus.

## 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

Safe transportation of our students to and from school is the utmost importance to all of us. Disruptive behavior endangers the lives of others and will not be tolerated on our buses. Please take the time to review the following safe riding procedures with your child:

Students are expected to:

- Follow all state, county and school rules while on the bus. The bus is an extension of the school campus and all school rules apply on the bus.
- Be kind, be responsible and be respectful at all times to the bus driver and other school personnel.
- Walk directly to the bus
- Always sit in their assigned seat on the bus
- Be prompt and ready to board the bus in an orderly manner at your designated stop.
- Remain seated while the bus is in motion.
- DO NOT eat, drink, or chew gum on the bus.
- Avoid pushing, tripping, fighting, or using profanity.
- DO NOT bring dangerous or unnecessary items on the bus.
- Keep head, arms, legs, and other body parts inside the bus.
- DO NOT throw items inside or outside the bus.
- Ride the bus that has been assigned to you.
- Talk quietly on the bus.

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

1. The bus being returned to school
2. The student(s) being removed from the bus
3. 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**

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.

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. 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

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.

## **After School Activities**

Students who participate in after-school activities (clubs, tutoring, etc.) must have written parental permission to remain after school for participation. Students will not be allowed to call home for permission. Students who are not picked up promptly after clubs will not be allowed to participate.

### **Classroom Expectations**

Each class and teacher will discuss and determine its specific rules and consequences. Classroom rules will be based on expectations set by the Wake County Board of Education as outlined in the Code of Conduct and Baucom Elementary School Handbook. We ask that you discuss the rules and consequences with your child and encourage him/her to follow the rules at all times.

### **Hallway Expectations**

1. Walk single file to the right of the hall.
2. Silent in hallways.
3. Keep hands and feet to yourself.
4. Listen carefully for the adult's directions.

### **Playground Expectations**

1. Respect the rights of other students.
2. Share and wait your turn.
3. Listen carefully to teacher's directions.
4. Play safely. Only use equipment provided by the teacher. Avoid rocks, pine cones, sticks, glass, etc.
5. Stay in your assigned area.
6. Line up immediately when your teacher signals.
7. Use good sportsmanship. Avoid arguing, pushing, calling names and/or fighting. Keep your hands and your feet to yourself at all times.

\*Pushing or fighting will result in an administrative conference.

### **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.

### **Restroom Expectations**

Students must have a hall pass and an assigned buddy to be in the restroom without teacher supervision. Playing or loitering in the restroom is not permitted. Students are expected to clean up after themselves before leaving the restroom area.



### **Student Dress Code**

- Short skirts, short dresses, or short shorts should not be worn. Please use the fingertip rule as a guide to determine appropriate length.
- Students are not permitted to wear jeans styled with holes, tears, ravels, or shreds.
- Hats must not be worn in the building.
- Sunglasses are not permitted to be worn in the building.
- Flip flops with no back strap are not permitted. Sandals and open-toed shoes must have a strap around the heel due to safety concerns.
- If wearing spaghetti strap or halter tops, please be sure they are fitted appropriately to ensure proper coverage.

### **School Expectations for Discipline and Behavior**

At Baucom, we expect the best from our students and staff. Management, routines, rules and consequences are a very important part of any school. They provide the basis for a structured environment so that a high level of academic work can occur. We believe that a positive emotional learning climate that ensures safety, order and learning focus is the key to enabling the success of our students and our school. Your support is crucial in helping our students learn to take responsibility for their own behavior. Please review the following school-wide rules with your child to support this development.

### **School-Wide Rules**

It is our expectation at Baucom that students come to school to learn in a safe environment. To ensure this type of learning environment, we expect that students will respect self, others, and property by following directions, keeping hands, feet and objects to self, and participating in appropriate and positive conversations.

### **Minor Offenses**

Minor offenses are disruptive to the educational process. Students are expected to conduct themselves appropriately at school and on the bus. Minor offenses include, but are not limited to the following:

1. Talking out of turn or disrupting class
2. Not completing or turning in classwork and/or homework
3. Chewing gum or unauthorized eating
4. Being unprepared for class
5. Misuse of school passes
6. Failure to follow the directions of adults
7. Using inappropriate language or gestures
8. Being disrespectful to classmates by teasing, picking or name calling
9. Wandering or loitering in the hallways
10. Bringing toys and other unnecessary items to school
11. Integrity violation

### **Consequences for Violation of Minor Offenses**

Minor offenses will be handled by the classroom teacher. Repeated minor offenses will be referred to the principal or assistant principal. Consequences for minor offenses include, but are not limited to:

- ABC = Academic & Behavioral Center
- Out of school suspension
- Reminder of appropriate behavior expectations
- Time-out, loss of free time, loss of privileges
- Phone call to parent/guardian
- Apology to appropriate individual(s)
- Parent conference
- Sent home for remainder of the school day
- Note to parent to be signed (please return to school the next day)
- Written reflection/assignment
- Silent lunch
- Confiscation of telephone, toys, or unnecessary items (first time: returned to parent/guardian same day; second time: returned to parent/guardian on last day of school)

### **Major Offenses and Consequences**

Major Offenses and Consequences are covered in the Wake County Schools Code of Conduct. It is imperative that you review the WCPSS Code of Conduct with your child.

### **ABC = Academic & Behavioral Center**

ABC was developed as an in-school intervention measure for students who may need time apart from the classroom as a result of poor choices. Additionally, students who display behaviors that warrant administrative referral or who consistently refuse or fail to complete classwork or homework may be sent to ABC. During their assigned tenure in ABC, students may have the opportunity for reflection and time to make up incomplete or missing assignments. Parents will be notified either by letter or phone call if a student has been sent or assigned to ABC. A student may be assigned on the same day of an offense as a "time-out."

### **Homework Policy**

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.

## 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 2016-2017 school year, you must register again this year.** The online registration application is open daily at any Wake County Public school from July 1 to October 30. After October 31, the Volunteer Registration will only be open on Mondays (from November 6, 2017 - May 18, 2017) from 8:00 AM-4:00 PM. The system will be closed on the following Mondays: December 25, January 1, and January 15. 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 are looking for a tutor for their child may contact the Guidance Counselor, Lori Mathews, for tutoring lists. Parents are also encouraged to contact their child's teacher, our Guidance Counselor or the PTA Coordinator for tutoring opportunities during the school day.

### **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 WCPSS 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.

### Administration of Medication (continued)

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.

### Head Lice

Head lice are tiny insects that can get on people's scalps. Once there, they reproduce quickly, laying eggs (nits) and causing severe itching.

Policy and research state there is no value to excluding children from school for nits only. Children will only be sent home if live lice are seen.

Prevention:

- Please check your child's scalp often for nits and live lice
- Instruct family members not to share combs, brushes, hats and other personal items
- Children may come back to school after being treated for lice. Only nits that are within 1/4" from the scalp must be removed

[http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/68/HEAD%20LICE Parent%20Information %20Intranet-Internet %20UPDATED 3-21-16.pdf](http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/68/HEAD%20LICE%20Parent%20Information%20Intranet-Internet%20UPDATED%203-21-16.pdf)

### 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".

### Book Bags

Wheeled book-bags are not permitted at Baucom. Students must use book-bags that are carried or worn.

### **Water Bottles**

Baucom Elementary recognizes the importance of water consumption throughout the day. Students are allowed to bring water bottles that adhere to the following guidelines:

- Water bottle should be no larger than 16 ounces
- The container must contain water: NO juice or soda of any kind
- The container must have a closable lid of some kind
- Water bottles should be kept in book bags or cubbies, NOT at desks
- Water bottles are not to be kept in close proximity to any technology
- The water bottle may be consumed at the discretion of the teacher

### **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.

### **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 25  
Quarter 2 - December 4  
Quarter 3 - February 26  
Quarter 4 - May 7

#### **Report Cards issued:**

Quarter 1 - November 3  
Quarter 2 - February 2  
Quarter 3 - April 13  
Quarter 4 - June 8

### **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 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, small groups and providing classroom lessons 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, ext. 26879, or e-mail [lmathews@wcpss.net](mailto:lmathews@wcpss.net) if you would like to schedule a conference. More information can be found on Twitter @BaucomCounselor.

### Library Books

If a library book is lost, a replacement book must be purchased. Students must pay the replacement cost when they lose a textbook. Report cards will not be issued until all library books are returned or fee to replace lost/damaged book has been paid.

### 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.

Due to the fact that Baucom is new to BYOD, guidelines will change as processes are updated. Please refer back to this page as necessary to stay up to date regarding our new BYOD program.



### **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.

### **Parent Communication Tool**

All teachers will use Remind 101 throughout the 2017-2018 school year. Please be sure to look for sign up information from your child's teacher.

### **WCPSS Student/Parent Handbook and Policies**

Please take time to review Wake County Schools Student/Parent Handbook and Policies.

<http://wcpss.net/handbook>

### **Toys**

Toys (which includes, but is not limited to, fidget spinners, sports balls, trading cards, etc...) 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.

### **Selling of Goods and Services**

Students are prohibited from selling anything at school that is not school sponsored. Sale of food or candy during school hours is NOT allowed.

### **Animals on Campus**

Animals are not permitted at Baucom. They may not be anywhere on campus, inside or outside, running loose, on a leash, held, or carried. The only exception to this policy is certified service animals that are approved by administration to be on campus for learning/instructional purposes. We love animals; however, we choose not to take risks that will be adverse to children with allergies or that will possibly expose anyone on our campus to an unexpected attack by an animal that is usually considered to be friendly.

### **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 online 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](http://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.

### **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 due to food allergies, religious observances and students with diabetes.** Balloons and/or flowers will not be delivered to students as it distracts from the learning environment. Singing telegrams and other types of celebratory measures will not be shared with students while at school.

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 online at [www.MySchoolBucks.com](http://www.MySchoolBucks.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 1.25 = \$ 12.50 for Breakfast

10 X 2.35 = \$ 23.50 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:**

#### Breakfast

Full Price 1.25

Adult - A la Carte

#### Lunch

Full Price \$2.35

Adult - A la Carte

#### Milk

Student .50

### **Free or Reduced Lunch:**

contact Tracey White, CNS Cafeteria Manager, 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 with 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.

### **Snacks 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 1<sup>st</sup> 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 Expectations**

1. Stay in your seat at all times. Get all items as you go through the lunch line.
2. Raise your hand for help and/or permission to move.
3. Food is not to be exchanged between students.
4. Clean your area before leaving.
5. Remain with your class until the teacher or assistant directs the class to leave.
6. Enter and leave the cafeteria in a silent and orderly manner.
7. Use appropriate language and dining manners.

### **Consequences for Violation of Cafeteria Expectations**

Failure to adhere to cafeteria rules will result in silent lunch and/or being referred to the teacher/administration.

### **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. We ask that parents do not each lunch with their child the first 3 weeks of school. Parents are also not permitted to each with their child during EOG testing.

### 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 rolling closet in the hall outside the cafeteria. Students who have lost items should check the Lost and Found closet. 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, 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**