

# **Students: General Information and Expectations**

## **Baton Elementary School Parent-Student Handbook 2020-2021**

### **Our Vision:**

**Baton Elementary School students will be prepared to continue their education and become responsible, productive citizens.**

### **Our Mission:**

**Baton Elementary School will provide quality instruction in a safe and caring environment.**

*Dear Parents and Students,*

*Welcome back to Baton Elementary School for the 2020-2021 school year! I hope that you're looking forward to an exciting new year of learning, being challenged, and reaching for new heights. I consider it an honor and a privilege to work in this wonderful, high-performing school with such dedicated faculty and staff. I also am very fortunate to work in a community that cares so much about its school and students. Baton is truly a special place, and I make it my personal goal to ensure that every student experiences a welcoming environment where he or she is recognized first as a child with a unique personality and story, and then as a student striving to grow into a hard-working young person of integrity and compassion with a thirst for knowledge. If at any time I can be of assistance, I hope that you will not hesitate to contact me to improve the quality of learning at Baton Elementary School.*

*Sincerely,*



*Jason K. Teffeteller, Principal  
Baton Elementary School*

### **OFFICE HOURS**

The school office is open Monday-Friday, 7:30 a.m. – 4:00 p.m.

### **STUDENT ARRIVAL AND DEPARTURE**

#### **Morning Drop Off:**

Students should be dropped off in front of the old school building no earlier than 7:30 a.m. Kindergarteners, 1<sup>st</sup> Graders and 2<sup>nd</sup> Graders go to the multipurpose room. Students in grades 3-5 report to the gym unless teachers give permission for students to report to their rooms.

After 7:40, ALL students will report directly to their classrooms.

We offer the Breakfast in the Classroom program free of charge for all of our students beginning at 7:40.

We offer curbside assistance in front of the “old building” for students arriving between 7:30 and 7:50 in the mornings. After 7:50, our staff members return to their normal duties and are not available to assist students in the car rider line. *Therefore, for the safety of our students, parents must walk their child into the building if they arrive after 7:50 am.*

**We require parents and visitors to sign in at the office ANY time they are on campus (other than the office) between the hours of 7:30-3:00.**

**Tardy students:** A parent/adult is required to come into the office to sign in students via computer if they arrive after 8:00. If a student is dropped off without being signed in, the parent may be called to return to school.

**Departure:** Students will be dismissed at 2:40 p.m. Staff members will load students at the covered walkway in front of the old building. *Students checked out after 2:00 pm will not be released until 3:00 pm from the multi-purpose room unless parents have a medical appointment card. Car riders and walkers must be picked up by 3:00p.m.*

Parents of car riders will be given two hang-tags to be visibly placed in the front window of two adults authorized to transport students. Anyone without a hang-tag wishing to pick up students will be required to go to the office to show ID and must be on the emergency contact list for those students before being permitted to take the students. Additional hang-tags may be purchased in the office for a nominal fee, and the names of the recipients will be entered as emergency contacts for those students. *For the sake of efficiency, we respectfully ask that parents go through the car rider line whenever possible and not come into the office unless it is absolutely necessary. Repeated early dismissals and office checkouts will be referred to the social worker and/or principal. **Students will NOT be dismissed by any means other than the car rider line, buses, or through the office without express permission from the principal.***

**Daily Schedule:** 7:40 - Dismiss students from the multipurpose room or gym for breakfast  
7:50- Bell to begin instructional day  
8:00 - Tardy bell/Morning Announcements  
10:45 - 1:15 Lunch (25 minutes per class)  
2:40 - Dismissal

#### **EARLY DISMISSAL/CHANGE IN TRANSPORTATION**

If a student needs to leave school before the end of the school day, a **PARENT OR DESIGNEE MUST COME TO THE OFFICE AND SIGN FOR THE RELEASE OF THE CHILD.** The office will call the child from the classroom. **DO NOT WAIT IN THE HALLWAY OUTSIDE CLASSROOMS OR GO TO THE CLASSROOM FOR THE CHILD.** We follow this procedure for the protection of your child.

In order for our students to achieve their fullest potential, it is important for them to remain the entire school day. We strongly discourage taking students out of school early unless it is an **EMERGENCY.** Students checked out after 2:00 pm will not be released until 3:00 pm from the multi-purpose room unless parents have a medical appointment card. *Repeated early dismissals and office checkouts will be referred to the social worker and/or principal.*

If your child will be going home by a different means of transportation other than the usual, we must have a note from parents explaining the change. **Without proper WRITTEN notification, a student will not be allowed to go home a different way.** We reserve the right to deny transportation changes over the phone.

For students wishing to ride home with another student (e.g., birthday parties, sleep-overs, etc.), we will need to have a written note from both the sending and receiving parents. Special arrangements such as these may be denied if they overload bus capacity or if notes are not presented for approval correctly and in a timely manner.

Tardies and early check-outs will be monitored on a student by student basis. Our support staff, including the school social worker, will be in contact with parents and/or guardians regarding excessive tardies and dismissals. **Students who have been tardy and/or checked out early on ten or more occasions will NOT be considered for the Perfect Attendance award at the end-of-year ceremonies.**

#### ADDRESS OR PHONE CHANGES

It is extremely important that you report address and phone number changes promptly, so we will be able to contact you if an emergency occurs.

#### CHILD CUSTODY ISSUES

Special directions for the school regarding child custody should be presented to the school office in the form of a letter and court order. Please inform your expectations to your child's teacher in writing as soon as there is a change in your child's situation.

#### STUDENT RECORDS

Parents may inspect and review their children's educational records at any time of the school day by appearing in person in the school office.

#### STUDENT DIRECTORY INFORMATION

The Caldwell County School System follows the Family Educational Rights and Privacy Act (FERPA) when disclosing any personally identifiable information from student education records. The school district may disclose appropriately designated "directory information" without written consent. This information, generally not considered harmful, such as student's name, address, participation in school activities and sports, weight and height of athletic team members, dates of attendance, awards, and the most recent previous school attended, may be utilized by the school district, individual schools or organizations, unless parents advise the Caldwell County Schools that they do not want their student's information disclosed. To prevent disclosure, parents or eligible students (one who is at least 18 years old or is married) must notify the school in writing within the first 20 calendar days of the school year. The Board of Education strongly discourages the release of directory information to outside organizations which have requested the information for their own purposes, including private, commercial or religious organizations.

The primary purpose of directory information is to allow the Caldwell County Schools to include this type of information in certain school publications. Examples at the elementary level include the yearbook and honor rolls or recognition lists.

#### STUDENT PICTURES AND YEARBOOKS

Individual student pictures will be taken in the fall and in the spring.

Group/class pictures and a yearbook are available for purchase each spring.

Student pictures may be used for school-related activities and/or used on our school's website. If you wish for your child's picture not to be used, please sign the Photography & Internet Use form that will be sent home early in the school year.

#### ATTENDANCE

Regular attendance is required by state law and is essential to a student's success, enjoyment and achievement in schoolwork. Irregular attendance may lead to a loss of interest in school, poor and careless study habits, a lack of achievement and possible retention. When a child has to be absent, teachers and staff will do everything possible to help him/her make up missed work, but it is impossible to make up the experiences lost in the classroom.

Attendance Guidelines:

- All students must have a written excuse signed by a parent/guardian to his/her teacher on the FIRST day back to school. The note should have the child's name, date(s) of absence(s), reason for absence(s) and the parent/guardian signature. Absences without a note will be coded as truancy. The school will require a doctor's note when a student reaches 5 absences, excused or unexcused, and for frequent absences for illness or other reasons. Note: The principal has the authority to deny excuses for excessive absences, regardless of whether a doctor's note has been provided or not.
- A student must be in attendance for at least half the school day to be counted present.
- Educational opportunities: In order for absences to be excused, parents must complete an Approval for Excused Educational Opportunity Travel form prior to absences. The form is available in the school office. *Please note that family vacations are generally not considered to be valid educational opportunities.*
- Every student who has been absent shall meet with his/her teacher(s) to make up missed work. Students with perfect attendance will be recognized at awards day programs at the end of the school year. **Students who have been tardy and/or checked out early on more than ten occasions will NOT be considered for the Perfect Attendance award at the end-of-year ceremonies.**
- **OUT-OF-DISTRICT STUDENTS:** Parents of students who are out of district and who have more than five excused absences, or three unexcused absences, tardies, or early dismissals per semester may be contacted in writing by the principal or designee and advised that the continuation of poor attendance will result in their return to their home school. Out-of-district students with discipline or academic problems may also be required to return to their home school.

#### NOTIFICATION OF EXCESSIVE ABSENCES (K – 12)

- 3<sup>rd</sup> Unexcused Absence: Parent notified by letter
- 6<sup>th</sup> Unexcused Absence: Parent notified that they may be prosecuted if absences cannot be justified under the established attendance policies of the State and local boards of education. School social worker will work with the child and his/her family to eliminate the attendance problem.
- 10<sup>th</sup> Unexcused Absence: If it is determined that the parent has not made a good faith effort to comply with the Compulsory Attendance Law, appropriate school personnel shall notify the district attorney and director of social services. Juvenile court petitions (pursuant to Chapter 7B of the General Statutes) may be filed for habitual absenteeism.

#### Compulsory Attendance Ages

In accordance with G.S. 115C-378, every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. Every parent, guardian, or custodian in North Carolina having charge or control of a child under age seven who is enrolled in a public school in grades Kindergarten through two shall also cause the child to attend school continuously for a period equal to the time which the public school to which the child is assigned shall be in session unless the child has withdrawn from school. No person shall encourage, entice, or counsel any child of compulsory age to be unlawfully absent from school. The parent, guardian, or custodian of a child shall notify the school of the reason for each known absence of the child, in accordance with local school board policy.

#### IMMUNIZATIONS and HEALTH ASSESSMENT

Within 30 calendar days of first enrolling in school, parents are required to present evidence that their child has had the following immunizations required by North Carolina State Law **or else students are to be excluded from school until the immunization is on file at school:**

- 5 DPT shots (If 4<sup>th</sup> dose is on/after 4<sup>th</sup> birthday, 5<sup>th</sup> dose is not required)
- 4 Polio Vaccine doses (If 3<sup>rd</sup> dose is on/after 4<sup>th</sup> birthday, 4<sup>th</sup> dose is not required)
- 1 – 4 Hib doses (Not required after age 5)
- 1 MMR doses (1<sup>st</sup> dose on or after 1<sup>st</sup> birthday. 2<sup>nd</sup> dose before enrolling in school)
- 3 doses Hepatitis B
- 1 dose Varicella (Chicken Pox)
- *New kindergarten students and students moving into the school district from outside of North Carolina are also required to have a health assessment within the first 30 days of school.*

### SICKNESS OR INJURY

Should students become sick or injured at school, parents may be called to come pick them up. In the event of a serious injury, our staff has been instructed to complete an incident report explaining the circumstances surrounding the incident. The school does not provide over-the-counter medication without proper documentation. Baton Elementary will follow medication procedures as outlined in Policy Code 6125.

### MEDICATIONS

All students who are to be administered medication must have a permission form signed by the parent/guardian on file. Prescribed medicines must be in a pharmacy-labeled container that includes the child's name, name of medication, unit dosages to be given, number of dosage units, time medication is to be given, and how it is administered. All medications, including over-the-counter products must be in original containers. Written instructions, with proper labeling, must accompany over-the-counter medications or the parent/guardian may come to the school to administer the medication at appropriate times. Discontinued medicine will be released to parent/guardian only and will not be sent home with a student. All medications will be logged when they are presented at school and will be documented when administered to students and/or returned to parents.

### HEAD LICE

The Caldwell County Board of Education's policy on pediculosis seeks to prevent and control infestation of head lice while maintaining the confidentiality of each student and without disrupting the education process of those involved. When a child is found to have head lice, parents shall be notified either by phone or in writing. Students may return to school upon completion of treatment. Parents must make every effort to remove ALL nits. Students will not be admitted to school with live lice.

### STUDENT REPORT CARDS

#### Grades K-2

Parents of K-2 students will receive a written report each grading period that details student progress. Teachers will schedule individual parent conferences for parents of all students at the end of the first grading period. Teachers will schedule parent conferences of students not performing well at the end of the third grading period. Discussions of retention may be held then. Parents may schedule conferences at other times by sending a note to the teacher or by calling.

#### K-2 Grading Scale

4: Consistently <i>exceeding</i> expectations	3: Consistently <i>meeting</i> expectations
2: Below but making growth	1: Below with considerable difficulty

#### Grades 3-5

English/Language Arts "ELA" (i.e., Reading, Writing, Spelling), Math, Social Studies, and Science will be graded A-F.

Conduct for these classes will also be graded A-F.

#### 3-5 Grading Scale

A: 90-100	C: 70-79	B: 80-89	D: 60-69	F: 59 and below
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Other courses taught separately (Physical Education, Music, Art, Technology) will be graded S or N or U. Conduct for these classes will also be graded S or N or U.

Report cards will be issued each nine weeks. During each 9-week grading period, mid-term reports indicating a child's progress will be sent to parents. Parents should sign and return both the mid-term report and the report card. Students should return them promptly to their teacher.

### HOMEWORK

Learning does not end at school. Teachers will assign homework that is directly related to activities in the classroom. Homework will serve as reinforcement and practice of information and skills introduced in the classroom. Students should set aside at least 30 minutes of quiet time to read and do homework. This is also an excellent opportunity for parents to work with their child and to see the quality of work he/she can accomplish. A good rule of thumb to follow in regard to the amount of homework assigned is the student's grade level x 10 minutes. For example, a 5<sup>th</sup> grader should expect around 50 minutes of homework per night. If you feel that your child has an inappropriate homework load, please talk with your child's teacher.

### MISSING ASSIGNMENT POLICY

Students who have missed assignments or did not complete assignments will have the opportunity to make them up. This includes class work that should be completed during the school day and any homework assignments. A student will have one week to make up the assignment or else a grade of 0 may be assigned. Students may occasionally be taken out of specialty classes to make up assignments.

Note: Every student who has been absent shall meet with his teacher to make up missed work. According to Caldwell County Board of Education Policy, work should be made up within a time period equal to the length of the absence.

*Example:* A student missed three days of school. The student will have three days to make up missed assignments.

### REQUESTS FOR MISSED ASSIGNMENTS

Parents wishing to request assignments for absences should call the school no later than 12:00 p.m. to request assignments for absent students. *Please understand that teachers must have time to get these ready and sometimes it may be impossible to provide make-up assignments on short notice.* Assignments may be picked up from 3:00 – 4:00 p.m. in the front office. Students should also talk with their teachers upon return to clarify directions and/or any misunderstandings about the assignment.

### TESTING

All students in grades K-5 are involved in the annual testing program as required by the county or state.

- K-2 students will complete literacy and math assessments throughout the school year. Assessments and student portfolios will be used to determine whether students meet guidelines for promotion.
- Students in grades 3-5 will engage in benchmark testing to determine student progress at various intervals throughout the school year. They will also be required to take writing assessments and end-of-grade tests to determine mastery of content. The testing calendar may be found on the Baton Elementary School website at <http://sc.caldwellschools.com/bes> and/or the Caldwell County Schools website at <http://sc.caldwellschools.com>.

### HONOR ROLLS

The purpose of honor rolls is to recognize and encourage quality student performance. Since educational goals include academics and behavior, both are reflected on the honor rolls.

#### Grades 3-5

A Honor Roll – No grade less than A, no grade of Unsatisfactory for a subject, no grade of D, F, or Unsatisfactory on conduct in any area.

B Honor Roll – No grade less than B, no grade of Unsatisfactory for a subject, no grade of D, F, or Unsatisfactory on conduct in any area.

### PHYSICAL EDUCATION

All students are expected to participate in physical education unless a doctor's excuse is presented. Clothing and shoes must be appropriate for physical activities. Sneakers or shoes with a strap across the heel are required for participation in PE.

### MEDIA CENTER

The Media Center operates on a flexible schedule, which allows students to exchange library books at any time. Students' books are checked out for a one week period, but may be returned as soon as they finish reading them by getting a book exchange pass from their classroom teacher. Students are encouraged to read and return books frequently throughout the school year.

### FIELD TRIPS

During the school year each class is permitted to take EDUCATIONAL field trips. Prior to each trip teachers will inform parents of dates and costs. For each off-site trip, a permission form must be signed by a parent and/or guardian before any student is admitted to go off campus. It is a privilege, not a right, for students to participate in off-campus activities. Inappropriate behavior is a legitimate reason to exclude children from class trips. *Please respect the requests/guidelines for the trips when expressed by teachers and grade levels.* For example, if no siblings are permitted on the trip, please make other arrangements for them so that our students may gain the full intended experience of the trip. School-age siblings are not permitted to attend field trips with siblings in different grade levels unless both grades are attending the trip. Specific questions should be addressed to the staff members organizing the trips. Also, if you would like to participate or help with a trip, CCS board policy may require a criminal background check and approval from school administration. Therefore, please consult with your child's teacher(s) about what is required to participate in a school field trip activity.

Special Note: While every effort is made to ensure high-quality, curriculum-based, cost-efficient field trips for our students, it is important to understand that costs are calculated based on the projected number of students in attendance. Therefore, if your child does not attend the field trip, reimbursement of costs may not be possible.

### LUNCH MONEY COLLECTION

Students at Baton Elementary may participate in both breakfast and lunch programs. However, if they prefer, students may bring a lunch from home and purchase milk, juice, or bottled water. Students may not bring soft drinks. When a student owes \$4.00 or more, a letter will be sent home to alert parents about the cafeteria debt. For lunch guidelines, please visit the Caldwell County School's website, click on Departments and Child Nutrition.

*NOTE: If a student owes any money, he/she will not be allowed to purchase or charge extra a la carte items (e.g. ice cream, drinks, snack cakes) until charges are paid in full.*

To avoid delays in serving, lunch money should be paid by the week on Monday mornings but may be paid on other days. Please place money or checks in an envelope with the student's name, student number, teacher's name and amount enclosed written on the outside. Currently, our system does not allow for debit/credit cards in the cafeteria line. Payments may be paid directly to the cafeteria or put in the designated box in the multi-purpose room. If you wish to pay on-line, please go to [www.LunchPrepay.com](http://www.LunchPrepay.com).

Meal Prices for 2020-2021 are as follows:

Breakfast—Free for all students

Lunch-- \$2.35 (\$1.40—Reduced)

## SCHOOL CHECK PROCEDURE

Your check is WELCOME. Your check is welcome at all schools in the Caldwell County School district. The Caldwell County School Board recognizes that occasionally a parent may inadvertently overdraw a checking account and a check may be returned by your bank. In order to recover these funds in a private and professional manner, the Caldwell County School Board has contracted with CHECKredi, LLC, a company based in Lexington, Kentucky for collection of returned checks.

Each person writing a check to a school or the school system should use a commercially printed check with your name, address and one phone number. Counter or starter checks will not be accepted. When someone writes a check to a school or the school system, the individual writing the check agrees that, if the check is returned that it may be represented electronically on the same account, and that the fee established by law, now \$25.00, may be debited from the same account.

CHECKredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to CHECKredi's office by mail sent to P.O. Box 11848, Lexington, KY 40578. Payments of the check and fee may be made online at [www.checkredi.com](http://www.checkredi.com) using a credit card, debit card or electronic check without any additional fees. For a convenience fee, payments may be made over the telephone at (866)422-7334 by credit card, debit card or electronic check.

## DRESS CODE

Student dress and appearance for elementary students are at least partially the responsibility of the parents. Student dress often establishes a pattern for classroom behavior. It also determines how children feel about themselves. Students enrolled in Caldwell County Schools should come appropriately dressed for learning activities, weather conditions, and safety. A student's appearance, mode of dress, or condition of personal hygiene shall not distract or disrupt the learning environment or constitute a threat to the safety, health, or wellbeing of students and staff. Clothing should fit appropriately and not expose too much of the body. Clothing and accessories that contain obscene, threatening, or suggestive writing/pictures are not permitted. The display of alcoholic beverages, drugs or tobacco products is also prohibited. Shoes must be worn at school at all times. Students should wear safe and comfortable shoes. Tennis shoes are encouraged to allow students safe participation in daily activities and are required for specific activities such as Physical Education. ***Students' parents or guardians may be called upon to bring a change of clothes for the first dress code violation. Subsequent instances will be cause for disciplinary action.***

Some examples of inappropriate dress include, but are not limited to:

- Hats inside the building (except for designated Spirit Days)
- Sunglasses
- Visible undergarments or undergarments worn as outer garments
- Unsafe shoes. Students are expected to wear appropriate shoes for physical education classes. *The PE teacher may require a student to sit out if clothing and shoes are deemed inappropriate for PE class.*
- Body piercings other than ears
- Items that could be considered a weapon
- Spaghetti straps, tube tops, or halter tops (Tops should be at least the width of two fingers on the shoulders)
- Excessively revealing clothing
- The length of dresses, skirts and shorts will extend below the fingertips when arms and hands are fully extended.
- Pants, skirts and shorts must be worn at the waistline.
- Unnatural hair colors, such as pink, blue or green, which are distracting
- Pajamas or sleepwear (except for designated Spirit Days)



NOTE: Student dress or appearance that interferes with or disrupts the learning environment may be prohibited at the discretion of the principal or the principal's designee.

ITEMS TO BE LEFT AT HOME: The following items represent a sample of items that should not be brought to school. This list is not exhaustive and may include other items that could be deemed disruptive to the learning process.

- Knives, toy guns, sharp objects, or anything that is or resembles a weapon
- Firecrackers, matches, explosives, lighters and other similar objects
- Cosmetics, make-up, fingernail polish, perfume, etc.
- Expensive jewelry
- Money beyond what is needed for lunch, field trips, or special occasions (e.g., school dance, Santa Shoppe, etc.)
- Book bags with wheels are not permitted unless the principal grants special permission. No novelty items or key chains should be attached to book bags.
- Chewing gum unless a teacher approves its use in a special classroom activity
- Students may not bring sodas for lunch or snacks.
- Tobacco in *any* form, alcohol, drugs, medication unless prescribed by a doctor and delivered by a parent to school in its original container
- Purses (unless teacher gives permission to carry)
- Toys, games, trading cards, skateboards, athletic equipment, or other items that may cause unnecessary disruption of student learning
- Electronic devices, games, laser pens
- Students who have cell phones must keep them turned OFF and out of sight during the school day (from arrival at school until the dismissal bell). Students may only use cell phones for emergencies with PRIOR permission of a teacher or administrator.

*At the discretion of Baton Elementary faculty or staff, some of the above, such as games or electronic items may be permitted for special activities.*

### LOST AND FOUND

Please write your child's name in coats, sweaters, caps, gloves, and other personal items. If, however, your child has lost anything, the Lost and Found box is in the "old building" near the main entrance. Please sign in at the office as a visitor before checking the box for lost items.

### SCHOOL SAFETY

School safety is a top priority for school administrators, teachers and staff. Baton Elementary has a Crisis Management Plan that addresses major crises, such as severe weather, armed intruders on campus, chemical spill, etc. and defines the steps that should be taken to ensure the safety of all children. Law enforcement and emergency agencies work closely with our school staff to prevent or prepare for these incidents that would threaten the safety of students. As our culture and environment continue to change, crisis response is modified to meet the most current demands in society. Our school conducts monthly fire drills, an annual tornado drill, and random lockdown drills in an effort to be prepared for an emergency. For more information about our school safety plan, contact the principal at 728-9531 or the School-Community Relations Office at 728-8407.

### **PBIS Matrix**

Our school community strongly believes that it is the shared responsibility of the home and school to help students learn self-discipline skills. Self-discipline will ensure that students will be productive school citizens. We strive to create an atmosphere for learning where all students are safe and appropriately participating. We expect children to be respectful, responsible and pleasant. A disruptive child rarely is learning or allowing his/her classmates to learn.

This year, we will be implementing a school-wide behavior plan, Positive Behavioral Interventions and Supports (PBIS). PBIS seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. The following is the matrix we will use for PBIS.

<u>Baton's Expectations</u>	<u>Classroom</u>	<u>Hallways and Sidewalks</u>	<u>Cafeteria (lunch)</u>	<u>Restrooms</u>	<u>Playground</u>	<u>Bus</u>	<u>Assemblies</u>
<b>Be reliable</b>	<ul style="list-style-type: none"> <li>Treat others as you want to be treated.</li> <li>Come to school prepared.</li> </ul>	<ul style="list-style-type: none"> <li>Go straight there and straight back.</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission before getting up.</li> </ul>	<ul style="list-style-type: none"> <li>Report vandalism to an adult as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Take turns on the equipment.</li> <li>Only climb on the rock wall, one person at a time.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the bus driver's directions the first time given.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions given by adults.</li> </ul>
<b>Engage to excel</b>	<ul style="list-style-type: none"> <li>Complete tasks on time.</li> <li>Ask relevant questions.</li> <li>Be an active participant.</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions from safety patrol and adults.</li> <li>Face forward and pay attention.</li> </ul>	<ul style="list-style-type: none"> <li>Have lunch number ready.</li> <li>Get supplies and condiments the first time.</li> <li>Look and listen for teacher signals.</li> </ul>	<ul style="list-style-type: none"> <li>Always flush.</li> <li>Wash hands with soap and water.</li> <li>Clean up after yourself.</li> <li>Use restroom time wisely.</li> </ul>	<ul style="list-style-type: none"> <li>Look and listen for teacher signal.</li> <li>Be active.</li> </ul>	<ul style="list-style-type: none"> <li>Be ready to get on and off the bus on time.</li> <li>Be a role model for others.</li> </ul>	<ul style="list-style-type: none"> <li>Know the purpose of the assembly.</li> <li>Be a role model for others.</li> <li>Offer relevant comments and questions.</li> </ul>
<b>Accept responsibility</b>	<ul style="list-style-type: none"> <li>Follow teacher's directions.</li> <li>Turn in class work and homework on time.</li> </ul>	<ul style="list-style-type: none"> <li>Tell a teacher or adult in case of a problem.</li> </ul>	<ul style="list-style-type: none"> <li>Eat first, talk quietly after 10 minutes.</li> <li>Put trash in trash cans.</li> </ul>	<ul style="list-style-type: none"> <li>Place paper towels in the trash cans correctly.</li> <li>Stay quiet in restrooms.</li> <li>Wash hands with soap and water.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself.</li> <li>Keep book bag closed.</li> </ul>	<ul style="list-style-type: none"> <li>Keep eyes and ears on the speaker.</li> </ul>
<b>Respect others</b>	<ul style="list-style-type: none"> <li>Listen while others are talking.</li> <li>Speak only with permission.</li> <li>Accept others' opinions.</li> </ul>	<ul style="list-style-type: none"> <li>Keep to the RIGHT and stay silent.</li> </ul>	<ul style="list-style-type: none"> <li>Use good table manners.</li> <li>Clean up after yourself.</li> <li>Chew with your mouth closed.</li> </ul>	<ul style="list-style-type: none"> <li>Allow others privacy in the stalls.</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit the buildings quietly.</li> <li>Use kind words.</li> </ul>	<ul style="list-style-type: none"> <li>Be polite when talking to others.</li> <li>Keep voices at a whisper.</li> </ul>	<ul style="list-style-type: none"> <li>Clap when appropriate.</li> <li>Keep quiet and pay attention to the speaker.</li> </ul>
<b>Stay safe</b>	<ul style="list-style-type: none"> <li>Walk in the classroom.</li> <li>Keep your hands, feet and belongings in your own space</li> </ul>	<ul style="list-style-type: none"> <li>Walk in a straight line facing forward.</li> </ul>	<ul style="list-style-type: none"> <li>Face forward with feet under seat.</li> <li>Walk, don't run.</li> </ul>	<ul style="list-style-type: none"> <li>Keep soap and water in the sink.</li> </ul>	<ul style="list-style-type: none"> <li>Use all equipment correctly.</li> <li>Run only on the track and field.</li> </ul>	<ul style="list-style-type: none"> <li>Keep aisles clear.</li> <li>Stay seated.</li> </ul>	<ul style="list-style-type: none"> <li>Sit correctly in your assigned space.</li> </ul>

The cooperation and support of parents with the school rules will eliminate most behavior problems that might occur. The teacher will contact the parent when the behavior becomes repetitive or dangerous, so that parents may use this opportunity to assist with the discipline of their child. More information regarding student conduct may be found in the Caldwell County School Board Policy ([4309](#)).

Board Policy [4309](#) lists the following misconduct:

Disruptive behavior, profane or abusive language, dishonesty (i.e. lying, cheating, plagiarism, etc.), fighting, stealing or damage to property, possession/use of tobacco or tobacco products, being under the influence of drugs and alcohol, sexual misconduct and harassment, possession or use of weapons, false fire

alarms and bomb threats, disrespect to or assault/battery on staff, possession or use of fireworks and explosives, gambling, inappropriate dress, bus misconduct, leaving campus, acts with intent to create terror, and bullying. Also, any conduct that is disruptive to the learning environment may result in the consequences listed below.

Potential consequences for disruptive and inappropriate behavior include but are not limited to the following:

1. Student warning
2. Time out in office, classroom, or in another classroom
3. Loss of privileges
4. Parent notes/Conferences
5. Restitution
6. Out-of-school Suspension
7. Long-term Suspension or Expulsion

### **BES STUDENT MISCONDUCT CONSEQUENCES**

<b>Misconduct</b>	<b>1st Office Referral</b>	<b>2nd Office Referral</b>	<b>3rd Office Referral</b>	<b>4th Office Referral</b>
<b>Disruptive Behavior/Horse Playing</b>	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
<b>Profane or Abusive Language, Pornographic, Vulgar or Obscene Material. (This includes any reference to any gang symbols, signs, clothing, pictures, etc.)</b>	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
<b>Dishonesty: Lying, Cheating, Plagiarism, Forgery, etc.</b>	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
<b>Fighting/Violent Behavior/Communicating Threats (Verbal/Written)</b>	1-3 days Out of School Suspension	3-5 days Out of School Suspension	5-10 days Out of School Suspension with recommendation for alternative placement and notification of law enforcement	Administrative Discretion
<b>Bullying</b>	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
<b>Stealing or Damage to Property</b>	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
	*Possible law enforcement involvement	*Possible law enforcement involvement	*Possible law enforcement involvement	*Possible law enforcement involvement

<b>Disrespect/Insubordination to Staff</b>	1-3 hours In-School Suspension	3-6 hours In-School Suspension	7 hours In-School Suspension	Administrative Discretion
<b>Cell Phones and other Technology Devices</b>	Student issued a verbal warning and parent/ guardian notified.	Cell phone will be confiscated, turned in to office and must be retrieved by parent/guardian no earlier than the end of the same school day.	For the remainder of the 9-week grading period, student will be required to turn in his/her cell phone to the office upon arriving at school. The phone will be secured until the end of the day and will be returned to its appropriate owner.	Administrative Discretion
<b>Bus Behavior and Regulations</b>	Verbal Warning	Written Warning	1-3 days bus suspension	3-5 days bus suspension * See additional information under "Bus Discipline" below.
<b>Assault/Battery on School Staff</b>	5-10 days Out-of-School Suspension with a possible recommendation for Long-Term Suspension/Expulsion and the possible notification to law enforcement officials.	10 days Out-of-School Suspension with a recommendation for Long-Term Suspension/Expulsion and the notification of law enforcement officials.	Administrative Discretion	Administrative Discretion
<b>Possession/Use of Weapons</b>	Notify law enforcement authorities. 5-10 days Out-of-School Suspension.	Notify law enforcement authorities. 10 days Out-of-School Suspension with a recommendation for Long-Term Suspension/Expulsion	Administrative Discretion	Administrative Discretion

Special Note to Parent

*Please regularly check your child's book bag, coat, and pants pockets to make sure they do not mistakenly bring prohibited or unnecessary items to school. This will help prevent items such as collectibles, pocket knives, matches, lighters, fireworks, medications, toys, expensive jewelry, tobacco, sharp objects, cosmetics, or extra money from being brought to school.*

**BUS TRANSPORTATION AND CONDUCT**

Riding a school bus is a privilege; it is the responsibility of the student to honor established rules. A copy of school bus regulations will be sent home. Study these carefully.

### Bus Discipline

The Caldwell County School System has policies to ensure the safety of all students who ride the bus. The following rules for students' behavior should be obeyed:

1. Follow driver's directions.
2. Remain seated in assigned seat at all times.
3. Do not bring food, drinks, and toys on the bus.
4. Keep hands, feet, arms, and personal belongings to yourself.
5. Remain quiet with no loud noises.
6. No profanity is allowed.
7. Always help to keep the bus clean.

Any behavior that endangers the safety of students and driver will be handled quickly with possible suspension.

*We will not change a student's mode of transportation by phone. A written note from the parent must accompany any request to change daily transportation arrangements. The note must be given to the student's teacher or brought to the office in the morning so that the bus drivers are notified of the change.*

***In an effort to protect the time we have to instruct our students, please observe the following expectations:***

### FOOD SALES AND FUNDRAISERS

Due to restrictions on food sales that compete with the Child Nutrition Program, students may not sell food items until 30 minutes after the last bell has rung. Therefore, students should not bring items to sell for fundraisers, regardless of the cause.

### PARTY INVITATIONS

Teachers will not distribute birthday or other party invitations. Students may do this during non-instructional time at the teacher's discretion.

### FLORAL DELIVERIES

Floral deliveries to students are not allowed at any time during the school day. This policy includes deliveries from florists or deliveries by parents/other family members. Balloons, stuffed animals, or other gifts are included in this policy.

### SCHOOL VISITORS

To provide a safe, secure and orderly environment on all Caldwell County school campuses, all persons except students entering a school building during the school day, must report to the school office before proceeding to any other part of the building. Therefore, all visitors must sign in upon arrival in the school office and wear a visitor badge. Please respect the time your child and his/her teacher have together, by causing as few disruptions as possible. Unless otherwise approved by the teacher or principal, parents may not volunteer in their own child's classroom for more than one hour per day. This rule will be strictly enforced during the month of May to minimize distractions in preparation for end-of-grade testing.

**2020-2021 Baton Elementary School**  
**PARENT AND FAMILY ENGAGEMENT POLICY**

*Revised June 24, 2020\**

- At the first Parent-Teacher Organization (PTO) meeting, students and parents will be oriented to the policies and procedures for the school. The principal will share key initiatives for the year, including the School Improvement Plan.
- In addition to a meet-and-greet evening prior to the first day of school, our school will host a variety of extra-curricular activities, showcasing students' talents and abilities. These include Battle of the Books and National Archery in Schools Program (NASP) competitions and our Baton chorus concerts among others.
- Parents serve on the School Improvement Team and PTO. Numerous opportunities are available for parents to volunteer in classrooms, media center, field trips, field days, and awards programs. School staff provides other opportunities for parents to participate in their students' education. Examples include assisting teachers in classes, eating lunch with their children, providing supplies or special items for classes, assisting in the media center for special events, and participating in school beautification. This list is not exhaustive, and other volunteer opportunities may be available upon suggestion and/or request. *Note: Parents may only volunteer for one hour per day in their own child's classroom unless otherwise approved by the teacher or principal. Additionally, parents must be registered in the Volunteer Tracker program to volunteer for certain activities. Please contact the school office for more information regarding Volunteer Tracker.*
- We will share information through a mass-alert system called Blackboard, PTO meetings, small group meetings, NC School Report Card, teacher communication via phone calls, letters/notes home, parent conferences, school newsletter, PowerSchool Parent Portal, social media, and the school website and marquee.
- We will provide the following opportunities to discuss children's progress: Kindergarten through 5<sup>th</sup> grade teachers will schedule conferences by the end of the third grading period and at other times if parents request them or as teachers perceive the need. They will communicate through phone calls, emails, and notes/letters home. Second through fifth grade teachers and support staff will relay progress through student planners as needed.
- Students deemed at risk of failure to meet grade-level expectations will be provided assistance through the Multi-Tiered System of Support framework to help to ensure their success.
- Parents are important stakeholders in the content of school wide program plans and contribute through the PTO, School Improvement Team, and annual spring parent survey.
- We value the cooperation of parents who complete and return locally developed parent-student compacts sent home early in the school year.
- Parents have the opportunity to learn about state standards for each grade level at Orientation, PTO meetings, grade-level parent meetings, and individual conferences. Parents are encouraged to utilize the PowerSchool program to monitor student progress and demographic information.
- We will host Title I parent nights for parents of students in Grades PK – 5, demonstrating reading and math instructional techniques, and providing important information and materials for parents.
- To ensure that parents understand information about the school and parent programs, we provide language translations of notices/invitations, NC School Report Card, and student discipline actions as needed.

\*Due to COVID-19, some of these items are subject to change based on the metrics of the pandemic at the time.

*Programs, activities and facilities of the Caldwell County School System are available to all on a non-discriminatory basis, without regard to race, color, creed, religion, sex, age, handicap, or national origin. The school system is an equal access Equal Opportunity Employer. Questions pertaining to educational equity, equal opportunity, or equal access should be addressed to the Title IX Coordinator, Caldwell County Schools, 1914 Hickory Blvd. SW, Lenoir, NC 28645; 828-728-8407.*