

**River Bend Elementary School
3851 Spring Forest Road
Raleigh, North Carolina 27616
(919) 431-8010**

OFFICE STAFF

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NCWISE Data Manager Haley Munoz
Secretary..... Millie Carrillo
Office Clerical AssistantMelissa Robinson



MISSION STATEMENTS

WAKE COUNTY PUBLIC SCHOOL SYSTEM

MISSION STATEMENT

The Wake County Public School System will educate each student to be a responsible and productive citizen who can effectively manage future challenges.

RIVER BEND ELEMENTARY SCHOOL

MISSION STATEMENT

River Bend Elementary inspires and empowers learners to achieve personal and academic excellence

CHARACTER TRAITS

River Bend Elementary will continue to focus on the eight Character Traits adopted by the Wake County Public Schools Board of Education. Each trait and its description will be stated in the school's newsletter to parents and in its memorandums to teachers. The traits are identified below:

COURAGE►Having the determination to do the right thing even when others don't. Having the strength to follow your conscience rather than the crowd and attempting difficult things that are worthwhile.

GOOD JUDGMENT►Choosing worthy goals and setting proper priorities, thinking through the consequences of your actions, and basing decisions on practical wisdom and good sense.

INTEGRITY►Having the inner strength to be truthful, trustworthy, and honest in all things. Acting justly and honorably.

KINDNESS►Being considerate, courteous, helpful, and understanding of others. Showing care, compassion, friendship, and generosity. Treating others as you would like to be treated.

PERSEVERANCE►Being persistent in pursuit of worthy objectives in spite of difficulty, opposition, or discouragement. Exhibiting patience and having the fortitude to try again when confronted with delays, mistakes, or failures.

RESPECT►Showing high regard for authority, for other people, or self, for property, and for country. Understanding that all people have value as human beings.

RESPONSIBILITY►Being dependable in carrying out obligations and duties. Showing reliability and consistency in words and conduct. Being accountable for your own actions. Being committed to active involvement in your community.

SELF-DISCIPLINE►Demonstrating hard work and commitment to purpose. Regulating yourself for improvement and restraining from inappropriate behaviors. Being in proper control of your words, actions, impulses, and desires. Doing your best in all situations.

Wake County Public School System

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**RIVER BEND ELEMENTARY SCHOOL
2008-2009
SCHOOL CALENDAR**

July 7, 2008 (Tracks 1, 2, 3)	First Day of School
July 28, 2008 (Track 4).....	First Day of School
June 2, 2009 (Track 1).....	Last Day of School
June 30, 2009 (Tracks 2, 3, 4).....	Last Day of School

REPORT CARD DISTRIBUTION

Track 1

August 7.....	Interim Report
September 5	Report Card
October 30	Interim Report
December 5.....	Report Card
February 5.....	Interim Report
March 6.....	Report Card
April 30.....	Interim Report
June 2.....	Report Card

Track 2

August 7.....	Interim Report
September 26.....	Report Card
October 30	Interim Report
December 19.....	Report Card
February 5.....	Interim Report
March 27.....	Report Card
April 13.....	Interim Report
June 30.....	Report Card

Track 3

August 28.....	Interim Report
September 26.....	Report Card
November 25	Interim Report
December 19.....	Report Card
February 26.....	Interim Report
March 27.....	Report Card
May 21	Interim Report
June 30.....	Report Card

Track 4

August 28.....	Interim Report
September 26.....	Report Card
November 25	Interim Report
December 19.....	Report Card
February 26.....	Interim Report
March 27.....	Report Card
May 21	Interim Report
June 30.....	Report Card

SCHOOL POLICIES AND PROCEDURES

In order for our school to operate in a positive, orderly, and productive manner, the following policies and procedures have been established.

SCHOOL HOURS

8:45 a.m.	Students Enter Building, Breakfast
9:15 a.m.	Classes Begin
3:45 p.m.	Dismissal
4:00 p.m.	Latest Time for Carpool Pick-up

The school building is officially open at 8:45 a.m. Students who arrive prior to 8:45 **MUST** be enrolled in the Early Arrivals Program. Carpool students are encouraged to arrive as close to 8:45 a.m. as possible and be picked up by 4:00 p.m. Students will not be allowed to enter the building if they arrive at school prior to 8:45 a.m. and have not paid for enrollment in the Early Arrivals Program. School buses will wait to unload until the 8:45 a.m. bell.

Students eating breakfast should go directly to the cafeteria. All other students are to report directly to their homerooms upon arrival at school.

VISITORS TO CAMPUS

All parents are welcome and encouraged to visit the school. Parental involvement is a vital part of the academic success of students and we encourage all parents to volunteer in the school. However, in order to maintain a safe environment, visitors to the school should enter through the front doors by the office. Teachers and students are not allowed to let parents in through unauthorized doors. Wake County Board of Education Policy requires all visitors to schools to enter through the office, sign-in, and obtain a visitor's badge.

VOLUNTEERING

Parents and interested community volunteers are encouraged to become involved in our school's programs. We recognize and appreciate the valuable role volunteers play in the success of each school and encourage all to join with us in our efforts to improve and expand our program. Wake County Public School System requires all volunteers to be cleared through a screening process prior to volunteering in schools. Information can be obtained in office.

We need and encourage parents' help and participation in the school. We hope that they will also volunteer in the classrooms. They should check with the teachers for specific times when special projects or instructional situations could benefit from their help. Teachers would like to develop schedules (dates and times) when they can count on parent participation.

TRAFFIC

Parents who drop off or pick up their children before and after school should circle the campus and wait to drop off or pick up their children at our designated carpool area. To drop off or pick up children at other times during the day, please park in a designated area and come to the main office to drop or pick up your child. No student should be dropped off at school until 8:45 AM, unless you have paid for your child to be enrolled in our before –school care program. We prefer that you do not drop your children off and send them to the office unattended or call and request that they be sent outside to your car. Parents should never leave cars in our traffic lanes to run into the building to pick up children, as this disrupts the flow of traffic around our campus. A teacher or a teacher assistant will escort your child to your car in the carpool area. To prevent congestion, parents are asked not to wait by the front lobby of the school.

Early check-out through the office will end at 3:30 p.m. Parents will be sent through the carpool line after this time. All students who do not ride a school bus home should be picked up in carpool or by their day care provider by 4:00 PM each day. Following these procedures will ensure the smooth flow of student traffic dismissal.

EARLY ARRIVALS PROGRAM

If it is necessary for a student to arrive before 8:45 a.m., arrangements **MUST** be made for the student to participate in the EARLY ARRIVALS PROGRAM. The program begins at 7:00 a.m. each day.

Registration is available through the Raleigh Parks and Recreation Department. Please call (919) 831-6165 for registration and fee information. In the event of a **“late opening”** for the school system, please contact the Raleigh Parks and Recreation Department for procedures. **Students may not be dropped off at school early. Staff members will not be available to supervise students. Students who are repeatedly dropped off early for school will be enrolled in the early arrivals program at the expense of their parent/guardian.**

AFTER SCHOOL PROGRAM

The Raleigh Parks and Recreation Department provides an after school program at our facility for students in grades K-5. The hours are from 3:45-6:00 p.m. every school day. All day care on Track out days is available at the Raleigh Parks and Recreation Departments facility at an additional charge for students. If school is closed early due to inclement weather, there will be no after school Raleigh Parks and Recreation Department program. For further information regarding this program, please call the Raleigh Parks and Recreation Department at (919) 831-6165.

LATE ARRIVAL TO SCHOOL

Late arrival to school, as well as early departure, means valuable instructional time has been missed. Please make every effort to have students at school at the appropriate time. The instructional day begins at 9:15 a.m. and ends at 3:30 p.m.

Students arriving after 9:15 a.m. should check in at the office with the receptionist. A note from the student's parent, which indicates why the student is late, should be brought if the parent is unable to accompany the student to the office.

If the parent is bringing the student to school, the student should report to the office to receive an admission slip. A parent should not take the student to the classroom. Students arriving late to school and/or leaving school cannot enter or exit directly through the side entrances. If a student is tardy due to a doctor's appointment, **a note from the doctor is necessary.**

EARLY CHECK-OUT

If a student must leave school during the school day, the parent/guardian must sign out the student through the main office. The student will be called from the main office to leave school. The parent/guardian should remain in the lobby of the main office and wait for the student to arrive. Parents who wish to check out their children early in the afternoon should do so prior to 3:30 p.m. After 3:30 p.m., parents should plan to drive through the carpool lane.

If someone other than a student's parent is picking him/her up, the individual must have a note from the parent giving permission to take the student. Please do not telephone the school with the message that the child will be picked up by someone else.

ATTENDANCE

Attendance in school is central to educational achievement and school success. Parents should ensure that students attend and remain in school daily. Students are urged to be present daily unless there is a valid reason for being absent. To be counted present, a student must be present at least one-half (1/2) of the student school day.

ABSENCES

On the day the student returns to school from an absence, the student should bring a note, signed by the parent, to the teacher stating the reason for the absence. The note should be presented within two (2) days of the student's return to school or the absence will be recorded as unexcused. (Please refer to School Board Policy 6103).

An absence is excused if the following conditions exist:

- Illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in family
- Medical, dental, or other appointments with a health care provider
- Court when a student is under subpoena
- Religious observance, as suggested by the religion of the student or their parents
- Participation in a valid educational opportunity, such as travel with prior approval, as documented on the "Request for Excused Absence for Educational Reason".

Absences not classified as excused in one of the above statements are unexcused. Unexcused absences include such behaviors as the student missing a bus, baby-sitting problems, visiting relatives.

For all absences, the student will make up work in a timely manner at the convenience of the teacher. The make-up work may be specific material missed by the student, reinforcement, or enrichment.

After a student has accumulated excessive or questionable absences, the school counselor and social worker will be asked to get involved. This could result in the violation of the school compulsory attendance law.

Excessive absences will have serious academic consequences and may result in class or grade failure.

At the elementary level, excused and unexcused absences above thirty (30) are excessive. Students who exceed thirty (30) absences during the year will be referred to an attendance committee that will determine if the student should be retained. The principal has the authority to waive the decision of the committee.

Students with documented, chronic health problems will be exempted from the policy if absences are excused.

OUT-OF-TOWN TRIPS

Significant days in the school calendar are printed in this handbook. Parents and students are encouraged to check the calendar for dates of student holidays and track out prior to making arrangements for trips. (Please refer to School Board Policy 6000.1-6000.7; 6110.1-6110.2; 6111.1)

A copy of the WAKE COUNTY PUBLIC SCHOOL SYSTEM'S ABSENCE PRIOR APPROVAL FORM should be used when requesting approval for an absence from school. The form is available in the main office of the school.

SCHOOL MESSENGER

School Messenger is an automated system utilized to contact parents in the school as a group via the telephone. Wake County Public School Systems' primary use of School Messenger as a means to inform parents of their children's school attendance by delivering nightly messages to the homes of those students who have been marked absent for the day. Additionally, the system will be utilized at River Bend Elementary to send general announcements and information to parents such as performances, meetings, early release days, track information reminders, etc.

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; too ill to be in the classroom and/or;
- Too ill to be in the classroom, but having no way to go home.

Since there is only one bed in the Health Room, students can remain there only for a brief time. It cannot be used to allow a student to rest for a couple of hours. If the parent is called when the child is sick, please make every effort to pick the student up as soon as possible.

The only services our Health Room can offer are bandages, taking temperatures, brief rest, and soap and water.

ADMINISTRATION OF MEDICATION (Rules and Procedures Required by the Wake County Public School System)

- A. School officials may administer medication to students if the following criteria are met:
1. The Parent Request and Physician Order for Medication Form (1702) is completed and in the possession of school officials. This form may be obtained from the school or the doctor's office.
 2. The parents send a note requesting the school to administer antibiotics to be taken during the last days of an acute illness. In this case, the pharmacist or physician's label must be on the bottle to serve as the physician's order.
 3. Medication should not be transported to and from school by a child.
- B. The principal or his/her designee shall be responsible for receiving the request and physicians' orders and for monitoring the administration and maintenance of medication. The following conditions apply when medication is to be administered by school personnel:
1. In the case of long-term medication, requests and physicians' orders should be updated at the beginning of each school year, and any time there is a change in the prescribed dosage.
 2. No one at the school can be required to administer medication. The school system, however, is responsible for the administration of medication for long-term, chronic illness.
 3. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of the medication, the date the prescription was filled and directions clearly marked.
 4. An injection of medication may be ordered by a physician for some children with health problems which would present a medical emergency (i. e., severe allergic reaction). If an injection is ordered, the principal will designate appropriate school personnel to administer the injection. The principal will also make certain that the

designated personnel are trained in this procedure. The principal and nurse will develop an emergency medical plan that is within easy access for those designated to administer the injection.

- C. At the elementary level, no self-medication, including over-the-counter medicine, is permitted.

STUDENT ACCIDENT INSURANCE

A student accident insurance program is available to students on a voluntary basis. The premium and responsibility for completing the forms will be assumed by the student's parents/guardians.

STUDENT RECORDS

It is imperative that your child's records are complete and up-to-date at all times. Please be sure to complete and return all forms received and any information requested (birth certificate, social security number, health assessment, immunization records, etc.). If your address or phone number changes, please contact the school immediately.

ELEMENTARY LOCATOR STUDENT RELEASE CARD

Each parent will receive an "Emergency Information" card that should be completed and returned to your child's teacher during the first week of school. The information on the card is very important and will be filed in the office. The card provides us with the names and phone numbers of relatives, neighbors, or friends who can be contacted, in case of an emergency, when you can't be reached. Additionally, the card will provided us with the names of adults who have permission to check your child out of school. Should the information on the card changes during the school year, please notify the office and your child's teacher.

EMERGENCY TELEPHONE NUMBERS

In case of illness, we will call you to pick up your child. We would appreciate at least three (3) emergency numbers to use if your child should become ill.

PERSONAL BELONGINGS

Please put the student's name on all items that come to school. Pay special attention to coats, jackets, and sweaters and label them appropriately. All valuable and personal/important items should not be brought to school. The school cannot and will not be responsible for the loss of such items; nor will the school be responsible for finding the lost item(s). It is the student's responsibility to keep his/her own belongings at school. The school does have a "Lost & Found" cabinet where items are placed periodically, and students can look to see if their lost items have been placed in the cabinet.

LOST AND FOUND

Students who find lost articles should take them to the office. Students who have lost items should check the lost and found cabinet.

Students should not bring valuable articles to school and are urged not to leave books and other belongings unattended. They are encouraged to keep pocketbooks (or any item of value) with them whenever they leave the classroom.

TOYS, SPORTS EQUIPMENT, ETC.

Toys should not be brought to school unless they are part of a class project or to be shown in a class at “Show and Tell Time”. Toys include collector’s cards, video games, radios, pagers, walkman’s, sports equipment (balls, bats, etc.), and playing cards. Teachers will collect “unauthorized” toys and keep them until:

- A parent comes to school and collects them, or
- They are returned to the student on the last day of school.

Toy weapons are considered **inappropriate** and are **not allowed** in school. This includes water guns, plastic guns, and knives.

GUM

Chewing gum is not allowed at school. Teachers will insist on adherence to this policy during the entire school year. This policy applies at all times and includes the following areas: classrooms, cafeteria, gymnasium, playing fields, school buses, etc. Gum will not be given to students as a classroom reward.

HATS AND SUNGLASSES

Hats, caps, or other types of head/hair coverings and sunglasses are not allowed to be worn indoors for girls and boys.

FIELD TRIPS

Field trips are planned for students that support the Wake County curriculum. In many instances, students may be assessed a fee that covers the cost of transportation and admission fees. Transportation costs are calculated based on a set fee that includes mileage, the number of buses needed, and drivers’ wait time. The total trip fee does not decline if a student is unable to attend the field trip. Therefore, refunds will not be granted after monies have been receipted and deposited. Parents who attend classroom field trips should plan to driver their personal vehicles to and from the field trip destinations. Field trip buses are reserved for students and school personnel only.

PERMISSION SLIPS

For safety reasons, the school will not allow a student to go home with another child or adult unless the school receives written permission from the parent/guardian. The school/teacher will need a note from the parent if a student is to leave school early, except

for illness. Written notice from the parent/guardian is required if the student is to go home by an alternate mode of transportation. Students must bring a note written by their parent(s) or guardian(s) requesting permission to get off the bus at a different bus stop (not their assigned bus stop) and the Assistant Principal must approve the stop request. Additionally, please send permission slips back for field trips. A student cannot attend the field trip without the parent's signature/date on the permission slip.

TEXTBOOKS

Every school in North Carolina receives funds to purchase students' textbooks based on the school's enrollment. If a book is lost, a new replacement book must be purchased at full cost from the textbook publishers. Therefore, students at River Bend Elementary must pay the full cost of a new book when they lose a textbook. Students are expected to pay immediately for the lost book since money is needed to purchase the new one. A refund cannot be given if the book is found after the new book has been purchased. This policy also applies to library books.

TELEPHONE USE

The office telephone must be reserved for school business and emergency use; therefore, students are permitted to use the telephone only in emergency situations. For example, calling parents to obtain permission to go home with a friend is not considered an emergency. All after-school arrangements **MUST** be made between students and parents before leaving for school in the morning. We have only one telephone line and it is limited to office personnel; therefore, it is extremely difficult to get a message to a student unless we disturb an entire class by using the intercom.

REPORT CARDS

Report cards are designed to inform students and parents about a student's performance on grade level standards. They show student performance as Level 1, 2, 3, or 4. The level on the student's report card describes his/her proficiency or mastery on the North Carolina Student Accountability Standards. Work habits and conduct grades are separate from the student's content proficiency. Information related to growth and overall strengths and needs are in the teacher comment section.

Student Performance Levels

The student performance level is determined with quarterly objectives and assessment data. Work habits and conduct grades are separate from the student's content proficiency.

Level 4—Extends targeted grade level standards: represents the student is exceeding grade level expectations set by the state and that a student will be successful in the next grade level or quarter and whose curriculum may be enriched.

Level 3—Demonstrates proficiency of targeted grade level standards: represents the student is meeting the grade level expectations set by the state and indicates that a student has the necessary skills and concepts to be successful in the next grade or quarter.

Level 2—Inconsistent and needs support to meet targeted grade level standards: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade level or quarter. This should alert parents that close communication is needed for further student support.

Level 1—Insufficient performance of targeted grade level standards with support: indicates that the student has not yet met grade level expectations set by the state and that a student does not have the necessary skills and concepts to be successful in the next grade or quarter. This should alert parents that close communication is needed for further student support.

Grades are provided twice a year for special classes such as art and music, instead of quarterly. This provides special teachers the time with students they need to assess each student's work.

Reporting on Classroom Behavior

The report card includes reports on the student's conduct and work habits. In reporting on conduct, the teacher can indicate whether the student meets expectations in cooperating with others, respecting others, and observing rules and procedures. In reporting on work habits, the teacher can indicate whether the student uses time wisely, listens carefully, completes assignments, writes legibly, works independently or seeks help when needed, and completes work.

The Rating Scale for Conduct and Work Habits rates students with a 1, 2, or 3.

- 3—Meets expectations
- 2—Inconsistently meets expectations
- 1—Does not meet expectations

The report card increases a teacher's ability to communicate with the student and parent about the student's success in meeting the state standards for that grade, as well as reports on the student's classroom behavior.

PARENT CONFERENCES

Teachers will schedule a conference with every parent before the end of the first grading quarter to discuss students' progress. Should you wish to schedule a conference with your child's teacher at another time, please call the school or send a note by your child.

Please make your requests for parent conferences conform to these times if at all possible:

Teachers: Before 9:15 a.m. or after 4:15 p.m. daily, except Monday

Principal and Assistant Principal: Whenever free, by appointment

WORK FOLDERS

Once per week, usually on Monday, or a day designated by your child's grade level, a folder containing samples of your child's work will be sent home for you to review. In

some cases, an assignment sheet will ask for your signature daily to show that you have seen your child's work. Please return the folder on the next school day.

TRANSFERS

A student who is transferring from River Bend Elementary should notify his/her teachers prior to the last day of attendance. Appropriate forms must be completed by the teachers. All textbooks, library books, and 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.

HALL PASSES/RESTROOM USE

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. To keep the restrooms orderly and clean, students must conduct themselves in a proper manner. A hall pass from a teacher is required if a student has an emergency and needs to go to the restroom unaccompanied.

EMERGENCY DRILLS

Fire drills will be held monthly. When the alarm sounds, students 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.

Tornado drills will also be held periodically. When the appropriate alarm signal sounds, students evacuate their classrooms and proceed to designated areas. It is important that they remain with the class at all times. More detailed instructions will be given by the teachers.

Crisis drills will be held twice a year (once each semester). These drills will provide students and staff members practice of where to go if an intruder enters the school grounds or building.

INCLEMENT WEATHER

The first notification of early school dismissal or of schools not opening is made to the radio and television stations. If the weather appears threatening, please turn on one of these recommended stations and wait for further words: TV Channel 5 and Radio Station 101.5. If during the day there is concern about a student's safety because of the weather, parents should feel free to come to school for him/her. It is not necessary to telephone the school.

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 buses leave the campus.

Make-up days for year-round schools due to inclement weather are held on Saturdays from 8:45 a.m. to 12:00 p.m.

HOT WEATHER

Year-round schools are in session during June and July, our hottest months of the year. When temperatures exceed 89 degrees, students will not be permitted to have outside recess time. They will have an appropriate activity in their classroom.

CULMINATING LEARNING EXPERIENCES

Teachers are requested to plan only four (two per semester) learning experiences related to the culmination of instructional units. This is the result of School Board Policy 3250 which states: “All school employees shall discourage and decline the giving of parties by anyone during school hours for students”.

Birthday parties for students are **NOT PERMITTED**. Also gifts such as balloons, flowers, stuffed animals, etc. should not be delivered to the school. Deliveries of items like these can cause disruptions to the learning environment and the gift often could be damaged.

DRESS CODE

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to exposed undergarments; sagging pants; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors; head covering of any kind; see-through clothing; attire that exposes cleavage; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified. Shoes must be worn at all times at school and shoes with wheels built into the heel (commonly referred to as “wheelies,” “heelies,” or “geckos”) are strictly prohibited. If a student violates this policy, the principal or assistant may require the student to change his or her dress or appearance immediately. Repeated violations of this policy may result in disciplinary action. **Please refer to School Board Policy 6410.1 for more information.**

PROPERTY DAMAGE

Students will be liable for any and all school property that they damage. Defacing or purposefully damaging school property in any way will lead to disciplinary action.

SALE OR TRADE OF ITEMS

Students are not to engage in the sale of items to other students or the trading of items with other students. The selling of candy, gum, pencils, articles of clothing, or **any** other items is **not** permitted.

FOOD SERVICE

MEAL TICKETS

Students may purchase meal tickets on Monday – Friday from 8:45 a.m. – 9:15 a.m. in the cafeteria. Once the ticket is purchased, the amount of the ticket is recorded and meal prices are subtracted from the account each time the student purchases a meal. Parents should indicate on their checks whether the account can be used for their children to purchase extra items such as ice cream, cookies, chips, etc.

If a weekly or monthly meal ticket is purchased, write your check to River Bend Elementary Cafeteria or send cash. Students' prepays are marked off only on the days that they eat, which means your child will not lose any day if he/she chooses to bring lunch.

FREE OR REDUCED LUNCH

Applications for free or reduced-price meals will be distributed to every student on their first day of school. The applications must be completed **IN FULL** and mailed or returned to the student's homeroom teacher before they can be approved. Families must reapply every year for free or reduced lunch.

MEAL PRICES

Meal prices are subject to change and the price is determined by Child Nutrition Services, not the school. Please check the Wake County website for current prices (www.wcpss.net). Current lunch prices will also be included in the student "Welcome Back to School Letter."

LUNCH MONEY

Parents are encouraged to check their children's lunch accounts periodically to ensure that there are proper funds in the accounts. A note from the cafeteria manager will be sent home when a student's account balance reaches three lunches. Wake County Public School System's Child Nutrition Service offers "All You Can Eat" fruits and vegetables to students who do not have funds in their accounts for up to three days.

HOMEWORK PLAN

I. PURPOSE

Homework is an important part of our students' educational program and should be assigned on a regular basis. The same level of attention that is given to classwork should be given to homework. Homework assignments should be purposeful continuations or extensions of the instructional program and appropriate to the students' developmental level. Homework should help students become responsible, self-directed learners, improve their academic achievement, and provide opportunities for the reinforcement and application of what is learned in school.

II. ASSIGNMENTS

- A. To ensure the most appropriate and effective use of home learning opportunities, the following guidelines will be utilized:
1. A concept or skill should be introduced and guided practice provided before making the homework assignment. Homework should be assigned after the concept has been well explained to students.
 2. Homework assignments should be specific. Students should know what is expected of them and the task should be within the student's ability. Questions pertaining to the completion of a homework assignment should be answered and clarified to ensure that students understand the assignment.
 3. Homework assignments are not to be given as punishment or busy work.
 4. Homework assignments should not require the use of books or materials that are not readily available in the home or accessible to the student

It is assumed that homework will be done by students outside of school hours. The amount of such work required of students shall increase as grade levels increase and shall be commensurate with student abilities and course content.

- B. Because homework is designed to help students with a wide range of subjects and to reinforce and apply many different skills, homework assignments should be varied. Types of activities, therefore, might include:
1. Continuation: Doing further work on assignments begun in class.
 2. Application: Assign or have students identify ways they can use the skills they have learned in class.
 3. Reading: Using textbooks, library materials, and reference works.
 4. Writing: Creative writing projects, compositions, and summaries.

5. Experimentation: Working to uncover further findings of an experiment already initiated in class.
6. Research: Working on short or long-term projects requiring the student to bring together information from different sources.
7. Drill: Practicing the fundamental skills of a particular subject.
8. Observation: Purposefully seeking ideas and information through such activities as viewing television programs or plays and preparing evaluations of them.
9. Memorization: Committing to memory such material as poems, speeches, plays, works and their definitions, mathematical formulas and theorems.
10. Exhibits: Collecting and preparing materials for others to view and examine.
11. Make-up: Completing essential or appropriate work missed due to absence.
12. Interviews: Gathering information from authoritative sources through personal contacts.
13. Mastery Learning: Student prepares for and teaches another student the skill/knowledge acquired in class.
14. Modality Activities: Activities dealing with the Early Prevention of School Failure program in kindergarten or the Kindergarten Assessment program or the assessment program of grades 1 and 2.

III. EVALUATION OF HOMEWORK ASSIGNMENTS

The teacher will check homework, with the student receiving meaningful and constructive comments about his/her work efforts. Follow-up activities will involve all students. Parents will need to be involved with homework assignments by checking and signing completed work before the student returns it to the teacher. The evaluation process may include the following:

- Class discussion
- Checking on reading, drill, and skills
- Quizzes
- Oral or written reports
- Notebook Collections
- Individual conferences

STUDENT DISCIPLINE SECTION

BELIEFS

We believe that schools must be positive environments where students and adults demonstrate mutual respect and trust. Good discipline occurs when meaningful instruction is paired with the consistent communication of high expectations. Through a partnership of school personnel, parents, students, and community, appropriate behavior must be expected, taught, and reinforced.

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of youth. The teacher has the responsibility and authority for disciplining students, except in those cases requiring the attention of the principal. Each principal has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with board policy.

POSITIVE BEHAVIOR SUPPORT

River Bend Elementary School has developed and implemented Wake County Public School System's Positive Behavioral Support program. Positive Behavior Support is a systematic approach that establishes and reinforces clear behavioral expectations to improve overall classroom and school climate to achieve higher academic performance for all students. Our staff has developed behavioral expectations for all areas of our school (classrooms, buses, playground, etc.) and our students have the opportunity to earn "beaver bucks" as they demonstrate their understanding of our school-wide behavioral expectations. Staff members post copies of the behavioral expectations in each area, will model the expectations and will allow students ample time to practice and learn them throughout the year.

Key Principles for Students:

Respect

- Yourself
- Others

Self-control

- Solve problems wisely
- Be caring
- Accept differences
- Show self-discipline
- Be trusting and trustworthy
- Demonstrate self-esteem

Responsibility

- Take ownership for your actions
- Accept consequences
- Make good decisions
- Maintain a healthy body and mind
- Keep the environment clean and safe
- Learn all that you can

A positive learning environment



If a student is not able to control his/her behavior, a series of conferences (e. g. student-teacher, teacher-parent, student-assistant principal, student-principal, teacher-parent-principal, etc.) will take place accompanied by other disciplinary actions (e. g. removal from class to complete work elsewhere, remaining after school, etc.).



Students who become involved in fighting or purposeful injury to other students, or who bring weapons to school, are subject to immediate notification of parents and suspension from school.



It is important that students have a happy and successful year. To do this, we will need to be considerate and work cooperatively with each other.



The following pages contain an outline of our behavioral expectations for our students in all areas of our school (classrooms, buses, playground, etc.).



River Bend Elementary School – Positive Behavior Support Expectations



 River Bend Student Expectations	Kindergarten	 River Bend Student Expectations	First Grade
R Respect Yourself and Others	<ul style="list-style-type: none"> I will keep my hands and feet to myself. I will use kind words to others. 	R Respect Yourself and Others	<ul style="list-style-type: none"> I will listen when others are talking. I will work quietly to keep from disturbing others.
B Be Responsible	<ul style="list-style-type: none"> I will always be a positive role model for other students. I will always listen and follow my teacher's directions. 	B Be Responsible	<ul style="list-style-type: none"> I will complete work in a timely manner. I will complete homework each night and turn it in the next morning.
E Expect to Succeed	<ul style="list-style-type: none"> I will always try to do my best in everything I do. 	E Expect to Succeed	<ul style="list-style-type: none"> I will follow directions. I will always do my best work.
S Safety First	<ul style="list-style-type: none"> I will follow the school and classroom rules. 	S Safety First	<ul style="list-style-type: none"> I will keep my hands, feet and objects to myself. I will work and play in a safe manner. I will follow directions.



 River Bend Student Expectations	Second Grade	 River Bend Student Expectations	Third Grade
R Respect Yourself and Others	<ul style="list-style-type: none"> I will raise my hand to be recognized. I will give the speaker my eyes and ears. I will follow the directions asked of me. 	R Respect Yourself and Others	<ul style="list-style-type: none"> I will raise my hand. I will work quietly to keep from disturbing others. I will be respectful of others and their things. I will treat others how I want to be treated.
B Be Responsible	<ul style="list-style-type: none"> I will bring items I need to my desk (pencil bags, unfinished work folder). I will turn in all work to the assigned areas on time. I will keep my areas (work areas and cubbies) neat and organized. 	B Be Responsible	<ul style="list-style-type: none"> I will listen and follow directions. I will take care of myself and my actions.
E Expect to Succeed	<ul style="list-style-type: none"> I will always try my best. I will make good decisions. I will take responsibility for my actions. 	E Expect to Succeed	<ul style="list-style-type: none"> I will complete my classwork and homework on time. I will bring back my Friday folder on the following Monday I will stay on task when working in a group.
S Safety First	<ul style="list-style-type: none"> I will keep my hands, feet, and objects to myself. I will walk at all times. 	S Safety First	<ul style="list-style-type: none"> I will be aware of my surroundings. I will walk at all times.

 River Bend Student Expectations	Fourth Grade	 River Bend Student Expectations	Fifth Grade
R Respect Yourself and Others	<ul style="list-style-type: none"> I will listen to others when they speak. I will use positive comments when I speak. I will respect the property of others. I will raise my hand and wait to be called on. 	R Respect Yourself and Others	<ul style="list-style-type: none"> I will give my teacher and other visitors my undivided attention. I will raise my hand and wait to be called upon before speaking out.
B Be Responsible	<ul style="list-style-type: none"> I will be a positive role model for others. I will stay focused on the task at hand. I will follow directions the first time they are given. I will carry the office key with care. 	B Be Responsible	<ul style="list-style-type: none"> I will come to class prepared and ready to learn. I will record all of my assignments on my homework sheet and complete all tasks.
E Expect to Succeed	<ul style="list-style-type: none"> I will always do my best. I will be prepared for class. 	E Expect to Succeed	<ul style="list-style-type: none"> I will follow all directions I will complete all assignments in a timely manner.
S Safety First	<ul style="list-style-type: none"> I will walk in a line on the right side of the hallway. I will walk safely on the sidewalk and in the hallways. I will hold the doors for others. 	S Safety First	<ul style="list-style-type: none"> I will clean up after myself. I will keep my hands, feet and personal objects to myself. I will enter and exit the classroom in an orderly manner.



 River Bend Student Expectations	Special Programs	 River Bend Student Expectations	Media Center
R Respect Yourself and Others	<ul style="list-style-type: none"> I will be kind with my words and my actions. I will keep my hands, feet, objects and negative comments to myself. 	R Respect Yourself and Others	<ul style="list-style-type: none"> I will listen and follow directions.
B Be Responsible	<ul style="list-style-type: none"> I will ask for help when I need it. I will share information from school with my parents. 	B Be Responsible	<ul style="list-style-type: none"> I will demonstrate the proper care of books.
E Expect to Succeed	<ul style="list-style-type: none"> I will always do my best. I will complete all of the assignments I am given. 	E Expect to Succeed	<ul style="list-style-type: none"> I will enjoy reading.
S Safety First	<ul style="list-style-type: none"> I will follow classroom rules and procedures. I will WALK in the hallways and on the sidewalk. 	S Safety First	<ul style="list-style-type: none"> I will walk in the media center.

 River Bend Student Expectations	Assemblies	 River Bend Student Expectations	Office Area
R Respect Yourself and Others	<ul style="list-style-type: none"> I will respond appropriately when asked. I will listen to the presenter. I will be attentive and follow established procedures. 	R Respect Yourself and Others	<ul style="list-style-type: none"> I will sit quietly and patiently until addressed by an adult. I will wait for my turn quietly. I will speak in a soft, respectful tone to others.
B Be Responsible	<ul style="list-style-type: none"> I will be a positive role model for others. I will take care of personal needs before going to the assembly. I will think before I act or speak. 	B Be Responsible	<ul style="list-style-type: none"> I will handle the swipe card with care. I will go directly to the office with a buddy.
E Expect to Succeed	<ul style="list-style-type: none"> I will listen and learn with a positive attitude. I will reflect on my behavior. 	E Expect to Succeed	<ul style="list-style-type: none"> I will bring everything I need. I will listen and follow directions of the office staff.
S Safety First	<ul style="list-style-type: none"> I will keep my hands and feet to myself. I will enter and exit in an organized fashion. I will sit and remain seated. I will stay with my group and always walk. 	S Safety First	<ul style="list-style-type: none"> I will open and close doors carefully. I will use my walking feet at all times.

 River Bend Student Expectations	Hallways/Sidewalks	 River Bend Student Expectations	Playground
R Respect Yourself and Others	<ul style="list-style-type: none"> I will help to keep the hallway a quiet zone. I will follow directions given by adults. I will keep from touching any work displayed on the walls. 	R Respect Yourself and Others	<ul style="list-style-type: none"> I will keep my hands, feet, objects and negative comments to myself. I will apologize for accidents. I will include everyone in play and be a good sport.
B Be Responsible	<ul style="list-style-type: none"> I will be prepared for the weather. I will reflect on my behavior. 	B Be Responsible	<ul style="list-style-type: none"> I will use the equipment the correct way. I will be patient and take turns on the equipment. I will return equipment that I use.
E Expect to Succeed	<ul style="list-style-type: none"> I will walk directly to where I need to be. I will walk on the right side. 	E Expect to Succeed	<ul style="list-style-type: none"> I will make the best of my playtime. I will think before I act.
S Safety First	<ul style="list-style-type: none"> I will keep my hands and feet to myself. I will walk on the sidewalk. 	S Safety First	<ul style="list-style-type: none"> I will stay in "teacher approved" areas with my class. I will listen and follow directions given by adults.

 River Bend Student Expectations	Dismissal Areas		 River Bend Student Expectations	Restrooms
R Respect Yourself and Others	<ul style="list-style-type: none"> I will listen and follow directions from adults and safety patrol. 		R Respect Yourself and Others	<ul style="list-style-type: none"> I will use the restroom during scheduled breaks. I will respect the privacy of others. I will use good manners. I will wait patiently for my turn.
B Be Responsible	<ul style="list-style-type: none"> I will go directly to my dismissal area. 		B Be Responsible	<ul style="list-style-type: none"> I will throw away all trash. I will keep the restrooms clean. I will use a quiet voice while in the restroom. I will flush the toilet. I will conserve school supplies.
E Expect to Succeed	<ul style="list-style-type: none"> I will listen and pay attention to dismissal messages. I will sit quietly while waiting for my carpool number and bus to be called. 		E Expect to Succeed	<ul style="list-style-type: none"> I will use the restroom and return to class promptly. I will clean up after myself. I will report major problems to adults.
S Safety First	<ul style="list-style-type: none"> I will walk quietly to my dismissal area. I will keep my hands and feet to myself. 		S Safety First	<ul style="list-style-type: none"> I will keep the lights on. I will use the soap and water my hands only. I will keep the water in the sink. I will keep my hands and feet to myself.

 River Bend Student Expectations	Cafeteria	 River Bend Student Expectations	Fire Drills
R Respect Yourself and Others	<ul style="list-style-type: none"> I will use good manners. I will use an "inside" voice. 	R Respect Yourself and Others	<ul style="list-style-type: none"> I will raise my hand for help. I will follow adult directions.
B Be Responsible	<ul style="list-style-type: none"> I will help keep the cafeteria clean I will leave my space better than the way I found it. 	B Be Responsible	<ul style="list-style-type: none"> I will remain silent at all times. I will remain quiet and calm.
E Expect to Succeed	<ul style="list-style-type: none"> I will come to the cafeteria with everything I need. I will eat within the time provided. 	E Expect to Succeed	<ul style="list-style-type: none"> I will line up quietly and cooperatively. I will walk in line with my class and follow directions. I will wait in line until directed to return to class.
S Safety First	<ul style="list-style-type: none"> I will be patient in the line. I will take what I touch. I will walk at all times. I will stay seated unless given permission to leave my seat. 	S Safety First	<ul style="list-style-type: none"> I will keep my hands, feet and objects to myself. I will be prepared to change route if an adult directs me to do so.

	River Bend Student Expectations	Buses	<p style="text-align: center;">ATTENTION SIGNAL</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Please remember that when an adult raises their hand, they expect you to raise your hand, be silent, be still and to listen to and follow their directions.</p>
R	Respect Yourself and Others	<ul style="list-style-type: none"> • I will follow the directions of the bus driver. • I will speak in a quiet voice. • I will use kind language. • I will keep my hands, feet and objects to myself. 	
B	Be Responsible	<ul style="list-style-type: none"> • I will sit in my assigned seat. • I will keep the aisle clear. • I will keep food and drinks off the bus. 	
E	Expect to Succeed	<ul style="list-style-type: none"> • I will make room for my seat-mates. • I will sit at all times. • I will wait for my turn. 	
S	Safety First	<ul style="list-style-type: none"> • I will keep my hands, feet and objects to myself especially when entering and exiting the bus. • I will remain seated until it is time to get off the bus. • I will listen to the bus driver at all times. 	

CODE OF STUDENT CONDUCT

North Carolina requires good order and discipline in the school. The law further gives principals the power and duty to discipline students and to assign duties to teachers with regard to discipline and the general well being of students. The Board of Education encourages and supports the right of principals to employ a variety of disciplinary actions which may include but are not limited to in-school suspension, suspension from school events and activities, after-school detention, and out-of-school suspension.

Since education can be attained only in an atmosphere conducive to teaching and learning, the board requires the maintenance of good order in the schools. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. All students shall comply with the Code of Student Conduct of the Wake County Public School System, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the schools.

Students shall comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel.

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in this handbook and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

SELECTED SCHOOL BOARD POLICIES

The following are selected school board policies that apply to student behavior and student discipline:

6400	Code of Student Conduct
6410	Student Behavior
6410.1	Inappropriate Dress
6420	Disruption of School
6425	Fighting or Assault
6426	Wireless Communication Devices and Laser Pointers
6427	Weapons and Dangerous Instruments
6428	Theft or Damage to Property
6429	Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia
6430	Tobacco

6440	Trespassing
6445	Integrity
6446	Internet Access
6450	Misconduct on a School Bus
6500	Discipline
6530.1	Immediate Removal from School
6530.2	Short-Term Suspension
6530.3	Long-Term Suspension
6600	Search and Seizure
6601	Use of Metal Detectors

SUSPENSION/EXPULSION

A **short-term suspension** is removal from school for a period of ten (10) school days or less. A **long-term suspension** is removal from school for more than ten (10) school days but not exceeding the remainder of the school year. A **365-day suspension** is a suspension for 365 calendar days. An **expulsion** is a permanent removal from school. Parents of suspended students may request that homework be provided for their child. Homework will be available for parent pickup in the main office after 4:00 PM on the first full day of a child's suspension.

SCHOOL INCIDENT/CRIME REPORT

Incidents relating to violations of criminal laws, violations of school board policy, and other situations are required to be reported to the appropriate agencies. Reporting requirements are set forth by NC Department of Public Instruction, the State Board of Education, and NC General Statutes. Reports include the type of weapon (e. g. firearm or other weapon) used or possessed; location of the incident (e.g. school grounds or school bus); and when the incident occurred.

The following types of offenses are required to be reported to the appropriate law enforcement agency (the Sheriff's Department) per G.S. 105-288(g):

1. Assault Resulting in Serious Injury
2. Assault Involving Use of a Weapon
3. Assault on School Personnel (Not resulting in personal injury)
4. Death by Other Than Natural Causes
5. Possession of Controlled Substance (cocaine, Ritalin, marijuana, other)
6. Possession of a Firearm
7. Possession of a Weapon
8. Robbery With a Dangerous Weapon
9. Robbery Without a Dangerous Weapon
10. Rape
11. Sexual Offense
12. Sexual Assault (Not involving rape or sexual offense)
13. Adult Taking Indecent Liberties With a Minor
14. Kidnapping

The following are other offenses for reporting to Wake County Public Schools Security System, not for State Board reporting:

15. Communicating Threats (G.S. 14-277.1)

16. Unlawfully Setting a Fire (G.S. 14-60)
17. Alcohol Possession (G.S. 18B)
18. Affray (G.S. 14-33) (Fight; Simple Assault; Intentional, harmful contact with another person)
19. Disorderly Conduct (G.S. 14-288-4(a)(6) (Verbal abuse; Indecent exposure; Inappropriate behavior)
20. Other (for example, break-in, theft of property, vandalism, etc.)

RADIOS, TAPE/CD PLAYERS, ETC.

Radios and tape/CD players are not to be brought to school unless they are specifically related to a class project. They are absolutely forbidden on school buses. Students who violate this policy will have their radio or cassette player stored in the Principal's Office until arrangements can be made with the parents to pick up the item.

Students should not bring calculators, computer games, electronic games, etc. to school. These items can be a distraction, are frequently misplaced, and pose a temptation for stealing.

These items will be stored in the Principal's Office until arrangements can be made with the parents to pick up the item. The school is not responsible for these items.

WIRELESS COMMUNICATION DEVICES AND LASER POINTERS

Students shall not use, display, transmit or have in the "on" position on school property any wireless communication device, including but not necessarily limited to, cellular telephones, paging devices, and two-way radios, or any laser pointer or similar devices until after the conclusion of the instructional day. Any device possessed or used in violation of this policy shall be confiscated and only returned to the student's parents. A second or repeated violation of this policy may result in disciplinary action. **Please refer to School Board Policy 6426.1 – 6426.4.**

CAFETERIA CONDUCT

In going to and from the cafeteria, students are to remain quiet in the hall so the classes in session will not be disturbed. Students are to follow these procedures:

1. Students are not to break lines or to save places for others. Students are to be quiet and orderly while in the lunch line.
2. After getting food, students will proceed directly to the designated table area of the teacher or teacher assistant in charge and may not return to purchase more food.
3. While in the cafeteria, students may talk quietly but may **NOT** leave the table for any reason without the permission of the teacher or teacher assistant in charge.
4. Upon finishing lunch, trays are to be returned to the disposal area.
5. Students will then return to the table and remain seated until the teacher or teacher assistant in charge is ready to dismiss the students to their classroom teacher.
6. Food will only be consumed in the cafeteria unless eaten during a planned activity scheduled by the teacher. There should be no sharing or exchanging of food during lunch.

ASSEMBLY RULES

All “general discipline” rules will apply throughout any assembly, including the following:

1. Students will attend assemblies with the teacher assigned to them and they will remain with their teacher throughout the assembly.
2. Students are expected to conduct themselves in an orderly manner coming to and from, and while they are attending the assembly. At all times, the students’ behavior should be refined and courteous. Each student is personally responsible for the impression made by the school as a whole.
3. During the assembly program there is to be **NO TALKING**. Other unacceptable conduct includes whistling, booing, boisterousness, and unnecessary or uncalled for clapping.
4. No one will be allowed to leave the assembly program without the permission of his/her teacher.

PLAYGROUND RULES

During a playground and/or recess activity, students can easily get injured. While on the playground and/or during any activity (outside or inside), students should apply these rules for their own safety:

1. Always take turns on the equipment.
2. Use both hands when grasping equipment and/or bars.
3. Never stand or sit on top of the bars.
4. Consider safety and the number of students using a piece of equipment at any one time.
5. Never throw objects such as rocks, sticks, or dirt.
6. Never pull, tug, or push while using the equipment.
7. Never horseplay.
8. Always be supervised and monitored.

BUS LOADING PROCEDURES

In an attempt to ensure the safety of all students, they will need to adhere to the following procedures:

1. Students riding buses and vans will be dismissed from their homerooms when their bus route number and bus color is announced over the intercom. Leaving the room to go outside and wait is not allowed.
2. Students should walk as they proceed to and from the bus loading area.
3. Any changes in bus route assignments must be made with the Assistant Principal.
4. Students may ride only the bus to which they are assigned and may not ride a different bus to or from a friend’s home.
5. Students not assigned to a bus cannot ride a bus to “go home with a friend”.

SCHOOL TRANSPORTATION

School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the school bus driver. All misconduct on the bus or disregard of the bus driver's instructions should be reported promptly to the principal or assistant principal. The principal or assistant principal may suspend a student's privilege of riding the bus. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

1. Delaying the bus schedule.
2. Fighting, smoking, using profanity or refusing to obey the driver's instructions.
3. Tampering with or willfully damaging the school vehicle.
4. Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as outlined in Policy 6429.
5. Getting off at an unauthorized stop.
6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation.
7. Failing to observe established safety rules and regulations.
8. Willfully trespassing upon a school bus.
9. Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.
10. Use of profane or abusive language.

STUDENT CONDUCT AND DISCIPLINE ON SCHOOL BUSES

It is the intent that all eligible students have the opportunity for safe, regulated transportation on school buses to and from school. School Board Policy 7100 provides the following guidelines:

1. Students shall ride only on his/her assigned buses and board and disembark only at his/her assigned stop. Any changes in these assignments must be approved by the principal.
2. In order to help ensure the safety and comfort of school bus passengers, all students wishing to ride on the school bus will be required to:
 - a. Show respect for the driver at all times and accept his/her authority.
 - b. Enter and leave the bus without pushing, crowding, or jumping over seats.
 - c. Remain seated while the bus is in motion.
 - d. Talk in a reasonable tone of voice without calling out to passers-by or using profane or abusive language.
 - e. Keep the bus clean and avoid littering.
 - f. Refrain from consuming food or beverages on the bus.
 - g. Remain in their seats without placing any part of their bodies outside of the bus window.
 - h. Refrain from fighting or throwing any object on or from the bus.
3. Pursuant to North Carolina law, the driver of a school bus, subject to the direction of the principal, shall have complete authority over and responsibility for the operation of the bus and the maintaining of good conduct upon the bus.

4. A principal may take action on any misconduct, which occurs on a school bus, in the same manner in which he/she would act if the violation had occurred on the school grounds.
5. Penalties for violation of specified board policy as stated in the Student Code of Conduct apply to conduct occurring on the school bus.

SCHOOL'S BUS DISCIPLINE PLAN

Each student transported on the school vehicle must be considerate of the safety and well being of fellow passengers. Misconduct on a bus can distract the driver from safely transporting all students on the vehicle.

A bus represents an integral part of the school system. **The same standards of conduct that apply to a classroom apply to a school bus.** Each student shall behave accordingly.

For the safety of all riders, all students should observe the following rules:

- I. At the bus stop:
 1. Arrive at the bus stop in adequate time to catch the bus.
 2. Wait quietly.
 3. Stay out of the roadway.
 4. Do not move out to meet the bus as it approaches.
 5. Respect the property at which the stop is located.
- II. Boarding the bus:
 1. Form a single line without pushing or shoving.
 2. Wait until the bus is completely stopped.
 3. Use only the front door.
 4. Use handrail and take one step up at a time.
 5. Go directly to your seat.
- III. On the bus:
 1. Sit up straight facing the front of the bus.
 2. Stay seated until the bus is completely stopped at your destination.
 3. Put books and other possessions where they cannot slide or fall—NEVER on the edge of the seat.
 4. Keep the bus clean.
 5. Do not throw anything in the bus or out of the window.
 6. Keep your head, arms and hands inside the bus at all times.
 7. Talk softly.
 8. No food, drinks or smoking is allowed on the bus.
 9. Obey your bus driver's directions.
- IV. Leaving the bus:
 1. Stay seated until the bus stops.
 2. Don't push or shove, but move quickly in a single line.
 3. Exit by the front door only.
 4. Use the handrail and take one step at a time.
 5. Do not stand around the bus after getting off.

- a. Walk in front and at least ten (10) feet ahead of the bus.
 - b. Walk quickly across without stopping, turning back or running.
 - c. Never stop in front of the bus until getting the driver's attention.
 - d. If you drop something, do not go back to pick it up.
- V. Emergency Evacuation Drills
1. Drills to be practiced:
 - a. Everyone exits through the rear emergency door, back seat first, and one seat at a time.
 - b. Everyone exits through the front door, front seat first, and one seat at a time.
 - c. Front half exits through front door; rear half through rear emergency door.
 2. The driver should stay in the bus during the evacuation drill. The emergency brake should be set, the ignition off, and the transmission in gear.
 3. Children should not take anything (lunch boxes, books, etc.) with them when they leave the bus.
 4. Children should go at least 100 feet from the bus and remain there in a group.

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

The driver shall never exclude a student from the bus, but if he or she is unable to manage any student, he or she shall report the unmanageable student to the Assistant Principal of the school the student attends.

The Assistant Principal may exclude a student from the bus for disciplinary reasons and the parents shall provide for the student's transportation to and from the school during the period of such exclusion.

EXAMPLES OF MISBEHAVIOR INCLUDE THE FOLLOWING:

1. Eating or drinking on the bus
2. Extending any part of the body out of the window
3. Standing while the bus is moving when a seat is available
4. Pushing or crowding when entering or leaving the bus
5. Throwing trash, paper, or other objects
6. Failing to observe safety rules and regulations
7. Smoking
8. Possessing alcoholic beverages
9. Fighting
10. Bringing weapons on the bus

11. Vandalizing or tampering with bus equipment
12. Distracting the driver by any act of misbehavior
13. Profanity or inappropriate actions or gestures
14. Possession of or use of firecrackers and other explosive devices on the bus
15. Above-stated conduct(s) occurring at the bus stop
16. Getting off or on bus at an unauthorized or incorrect bus stop

BUS VANDALISM

Students who vandalize the school bus or school vehicle are:

- A. Subject to Wake County School System's **Code of Student Conduct**
- B. Subject to immediate suspension from school transportation services and/or from school
- C. Subject to prosecution by the law authorities
- D. Required to pay for or correct the damage